

## EXECUTIVE

Date: Tuesday 14 July 2015

Time: 5.30 pm

Venue: Rennes Room, Civic Centre, Paris Street, Exeter

Members are invited to attend the above meeting to consider the items of business.

If you have an enquiry regarding any items on this agenda, please contact Sarah Selway, Democratic Services Manager (Committees) on 01392 265275.

Entry to the Civic Centre can be gained through the Customer Service Centre, Paris Street.

*Membership -*

Councillors Edwards (Chair), Denham, Hannaford, Leadbetter, Morris, Owen, Pearson and Sutton

## Agenda

### **Part I: Items suggested for discussion with the press and public present**

#### **1 Apologies**

To receive apologies for absence from Committee members.

#### **2 Declarations of Interest**

Councillors are reminded of the need to declare any disclosable pecuniary interests that relate to business on the agenda and which have not already been included in the register of interests, before any discussion takes place on the item. Unless the interest is sensitive, you must also disclose the nature of the interest. In accordance with the Council's Code of Conduct, you must then leave the room and must not participate in any further discussion of the item. Councillors requiring clarification should seek the advice of the Monitoring Officer prior to the day of the meeting.

#### **3 Local Government (Access to Information) Act 1985 - Exclusion of Press and Public**

**RESOLVED** that, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of item 14 on the grounds that it involve the likely disclosure of exempt information as defined in paragraph 3 of Part I, Schedule 12A of the Act.

- 4 **Major Grants and New Homes Bonus Panel Minutes - 25 June 2015**
- To receive the minutes of the Major Grants and New Homes Bonus Panel minutes of 25 June 2015. (Pages 5 - 8)
- 5 **Annual Scrutiny Work Programme Review**
- To consider the report of the Scrutiny Programme Officer. (Pages 9 - 26)
- The report was considered by Scrutiny Committee – Community on 16 June 2015, Scrutiny Committee – Economy on 18 June 2015 and Scrutiny Committee – Resources on 1 July 2015 and their comments will be reported.
- 6 **Capital Monitoring 2014/15 and Revised Capital Programme for 2015/16 and future years**
- To consider the report of Assistant Director Finance. (Pages 27 - 54)
- Scrutiny Committee – Resources considered the report at its meeting on 1 July 2015 and its comments will be reported.
- 7 **Overview of Revenue Budget 2014/15**
- To consider the report of Assistant Director Finance. (Pages 55 - 74)
- Scrutiny Committee – Resources considered the report at its meeting on 1 July 2015 and its comments will be reported.
- 8 **Treasury Management 2014/15**
- To consider the report of Assistant Director Finance. (Pages 75 - 80)
- Scrutiny Committee – Resources considered the report at its meeting on 1 July 2015 and its comments will be reported.
- 9 **Electoral Review of Exeter**
- To consider the report of the Corporate Manager, Democratic & Civic Support, Electoral Registration and Returning Officer. (Pages 81 - 94)

- 10 **The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015**
- To consider the report of the Corporate Manager Legal Services & Monitoring Officer. (Pages 95 - 98)
- 11 **Update to Delegated Powers**
- To consider the report of the Corporate Manager Democratic and Civic Support. (Pages 99 - 124)
- 12 **Staff Capacity In City Development**
- To consider the report of the Assistant Director City Development (Pages 125 - 128)
- 13 **Creation of New Post**
- To consider the joint report of Corporate Manager Legal Services and Assistant Director City Development. (Pages 129 - 132)

## **Part II: Item suggested for discussion with the press and public excluded**

No representations have been received in respect of the following items in accordance with the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

- 14 **Monkerton Local Energy Network**
- To consider the report of the Principal Project Manager Development – City Development (Pages 133 - 136)

## **Date of Next Meeting**

The next scheduled meeting of the Executive will be held on **Tuesday 15 September 2015** at 5.30 pm in the Civic Centre.

**A statement of the executive decisions taken at this meeting will be produced and published on the Council website as soon as reasonably practicable.**

Find out more about Exeter City Council services by looking at our web site <http://www.exeter.gov.uk>. This will give you the dates of all future Committee meetings and tell you how you can ask a question at a Scrutiny Committee meeting. Alternatively, contact the Democratic Services Officer (Committees) on (01392) 265115 for further information.

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# Agenda Item 4

## MAJOR GRANTS AND NEW HOMES BONUS PANEL

Thursday 25 June 2015

### Present:-

Councillor Edwards (Chair)  
Councillors Hannaford and Sutton

### Also Present:

Principal Project Manager (Infrastructure Management & Delivery), Community Involvement and Inclusion Officer, Principal Accountant Service (PM), Senior Valuer and Assistant Democratic Services Officer (Committees)

### 6 **MINUTES OF THE LAST MEETING**

The minutes of the last meeting held on 26 February 2015 were taken as read and signed by the Chair as correct.

### 7 **SMALL ARTS GRANTS UPDATE**

The report updating Members on the small arts grants recipients was noted.

### 8 **NEW HOMES BONUS AND LOCAL INFRASTRUCTURE FUND - PROGRESS REPORT**

The Principal Project Manager (Infrastructure Management and Delivery) presented the report giving Members an update on projects funded by the New Homes Bonus Local Infrastructure Fund.

Members noted that the Football in the Community Trust feasibility study to redevelop the community building was largely underspent as the initial part of the study identified a different direction for the project to take and therefore further funds were not drawn down.

The underspend is held within the New Homes Bonus Fund together with a further amount underspent by St Thomas Social Club. A further underspend would occur in relation to the Countess Wear grant (items 9a and 9b).

The Senior Valuer reported on the Martial Arts and Boxing Club based in Beacon Heath. The lease had commenced approximately 15 years ago, but did not make provision for responsibility for maintenance.

The premises now requires a new roof and in order to preserve the asset it was suggested that the underspend from the Local Infrastructure Fund could be used for this purpose. Members felt that this would be a good use.

It was noted that the Senior Valuer and Principal Accountant would make arrangements under delegated powers to use the underspend from the New Homes Bonus Local Infrastructure Fund for the repair of the Martial Arts and Boxing Club roof.

## 9 LOCAL INFRASTRUCTURE FUND APPLICATIONS TO VARY CONDITIONS OF GRANT

### 9a Application 1 - Countess Wear Village Hall

The Chair welcomed Gill Tippins and David Lang, the representatives of Countess Wear Village Hall. They gave a presentation on the application to vary conditions of grant as it was not possible to implement the original proposal of a new community building at Countess Wear. The application for a grant of £75,000 would be used to replace the existing Countess Wear Village Hall on its current site.

Councillor Choules spoke in support of the application.

In response to Members questions, the Hall's representatives advised that:

- The new building will meet Disability Discrimination Act (DDA) requirements, with lift access to the first floor.
- £75,000-80,000 had already been raised towards the costs of the building.

**Recommended** to Executive that the application for £75,000 be approved, subject to the following conditions:

- The grant is conditional upon planning permission being received for the proposal.
- The grant is conditional upon evidence being provided that the funding is (a) necessary and (b) sufficient (together with other funding secured) to cover the anticipated construction costs.
- The grant is conditional upon evidence being produced, in a form agreed by the Council as appropriate to the items concerned, that value for money is being achieved in relation to each element of the scheme.

### 9b Application 2 - 100 Club Community Group

The Chair welcomed Caroline Stephens, the representative of the 100 Club Community Group. She gave a presentation in support of a further application to vary conditions of grant as it was not now possible to implement the original proposal of a new community building at Countess Wear. The application for a grant of £7,000 would be used to support the development of the 100 Club Community Group.

Councillor Robson spoke in support of the application.

A Member referred to the councillors locality budgets as a potential source of funding as some of the items listed in the report were revenue costs. Councillor Robson advised that ward grants had been heavily used due to the demand in the area.

The Principal Project Manager (Infrastructure and Management and Delivery) reported that applications for the Local Infrastructure Fund could be used for revenue purposes in exceptional circumstances at Members' discretion, but not as an ongoing commitment. These items were required as an investment to generate more funds for the Club and also met the aspirations of building stronger sustainable communities.

**Recommended** to Executive that the application for £7,000 be approved subject to the following condition:

- The grant is conditional upon evidence being produced, in a form agreed by the Council as appropriate to the items concerned, that value for money is being achieved in relation to each element of the scheme.

(The meeting commenced at 4.30 pm and closed at 5.33 pm)

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# Agenda Item 5

**REPORT TO:** SCRUTINY COMMUNITY, SCRUTINY ECONOMY AND SCRUTINY  
RESOURCES COMMITTEES  
**Date of Meetings:** 16<sup>th</sup> June, 18<sup>th</sup> June and 1<sup>st</sup> July 2015  
**Report of:** The Scrutiny Programme Officer,  
Democratic Services and Civic Support  
**Title:** Annual Scrutiny Review Report

**Is this a Key Decision?**

No

**Is this an Executive or Council Function?**

Council

**1. What is the report about?**

To provide an annual update to the respective Scrutiny Committees as to the Scrutiny work achieved during the municipal year 2014/2015.

**2. Recommendations:**

- i) The Annual Scrutiny Report is noted and approved.

**3. Reasons for the recommendations:**

- a) To provide an opportunity for Members to monitor the progress of the Scrutiny function and process at Exeter City Council.
- b) To provide Members with the opportunity to comment as to the progress and direction of Scrutiny over the past year, together with the proposals for the forthcoming year.
- c) To ensure that the Scrutiny Committees are kept fully up to date as to the issues investigated through specific Task and Finish Groups.
- d) To illustrate how effectively Scrutiny continues to work at Exeter City Council contributing towards an accountable, transparent and democratic process.
- e) To acknowledge the results achieved through Scrutiny during the municipal year 2014/2015.
- f) To promote confidence in the democratic process.
- g) To raise the profile of Scrutiny at Exeter City Council.

**4. What are the resource implications including non financial resources:**

None.

**5. Section 151 Officer comments:**

This report raises no issues for the Section 151 officer to consider.

**6. What are the legal aspects?**

None.

**7. Monitoring officer Comments**

This report raises no issues for the Monitoring officer to consider.

**8. Report Details:**

Members continue with the opportunity to become directly involved in Scrutiny at Exeter City Council which, in turn, can have an effect upon the development of Council policy through review and exploration of topics identified by Members for specific Task and Finish Group investigation. Effective Scrutiny allows Members to ensure that the work of the Council is subject to democratic checks and that the provision and delivery of services is continually improved wherever possible. A continued outward looking and pro-active approach are essential components to successful scrutiny.

The detail of this report can be divided into six main areas:-

- (a) The Scrutiny Work Programme
- (b) Task and Finish Group investigations
- (c) The Scrutiny process
- (d) Training and profile
- (e) Future improvements
- (f) Timetable for the forthcoming municipal year

The substance of this report appears in the accompanying Appendix and concentrates on these areas to provide Members with an overview of the work, achievements and proposed direction of Scrutiny for the forthcoming year.

For Members' immediate ease of reference, priority topics identified for Task and Finish Group investigation (through the Annual Scrutiny Work Programme Meeting) were:-

- The Future of Exeter Quay
- Review of Income Generating Measures
- Community Patrol/Out of Hours Operatives/Anti Social Behaviour
- Health Issues – Review of the Public Health Plan
- Social Media
- Council's Role in the Community and Tackling Isolation
- Procurement
- Growth and Marketing Exeter
- Scrutiny Spotlight Review of the Parking Review
- Continuation of the work of the Cost of Living Forum

**9. What is the impact of the decision on equality and diversity; health and wellbeing; safeguarding children, young people and vulnerable adults, Economy safety and the environment?**

Not applicable.

**Anne-Marie Hawley : Scrutiny Programme Officer,  
Democratic Services and Civic Support  
Local Government (Access to Information) Act 1972 (as amended)**

**Background papers used in compiling this report: None**

Contact for enquiries : Anne-Marie Hawley  
Phase I : Room 2.3  
(01392) 265110

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## **ANNUAL SCRUTINY REPORT 2014/2015**

### **APPENDIX**

#### **(a) The Scrutiny Work Programme 2014/2015**

The Annual Scrutiny Work Programme Meeting which took place in July 2014 allowed Members to establish whether they were satisfied with the substance and direction of the proposed Scrutiny Work Programme for 2014/2015. All Members were invited to put forward their suggestions for Task and Finish Group topics (prior to the meeting) and those topics were prioritised taking into account the Council's current aims and objectives.

Topics identified which resulted in Member Briefings included:-

- Pensions
- The HRA re-structure
- The Local Enterprise Partnership.

#### **(b) Task and Finish Group Investigations (Priority Topics)**

Were established as:-

- The Future of Exeter Quay
- Review of Income Generating Measures
- Community Patrol/Out of Hours Operatives/Anti Social Behaviour
- Health Issues – Review of the Public Health Plan
- Social Media
- Council's Role in the Community and Tackling Isolation
- Procurement
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- Continuation of the work of the Cost of Living Forum

#### **The Future of Exeter Quay (Scrutiny Committee Economy)**

Group Objectives:-

To promote:-

- Tourism within the Quay area.
- Development and Commercialisation of the Quay area.

To explore ways of improving:-

- Accessibility to the Quay and between the Quay and the City Centre.

To ensure that:-

- The recommendations contained within the Masterplan for the Quay area have been actioned;

And:-

- To continue to work with stakeholders and local businesses to achieve these key objectives.

Group Recommendations:-

- Encourage the formation of a Quay Traders Association.
- Ensure that promotional material covers the wider Quay area and the Basin.
- Support a meeting of Cllr Denham (Portfolio Holder for Economy and Culture), Cllr Owen (Portfolio Holder for Environment, Health and Well Being) and the Assistant Director, Economy to discuss the different areas of the Quay and the feedback obtained from Quay Traders.
- Liaise further with Stagecoach and Devon County Council to ensure that the new promotional branding for the Quay, once available, is featured and advertised through the local public transport system and promotional literature.
- Approach Ring and Ride providers to enquire whether they could provide a circular transport route linking the City and the Quay during the weekends/school holidays.
- Obtain a costing, subject to the recommendations of the Parking Review, as to essential improvements to the Quay Car Park.
- Support a formal partnership for management of the Quay involving stakeholders and traders.
- Investigate opportunities, in the long term, for externally funded improvements to the Quay area.
- Request that the Planning Members' Working Group review the Master Plan for the Quay area to establish whether it requires updating and whether it meets with the Council's current aims and priorities.
- Monitor the progress of these recommendations with an update to be provided to the Scrutiny Committee Economy in 12 months' time.

The Group had the benefit of a visit from Mr Philip Ardley, Consultant, Asset Management Service, Regeneration & Economic Development, Gloucester City Council, who spoke about the waterways regeneration in Gloucester.

The Future of Exeter Quay Task and Finish Group report will be submitted to the Scrutiny Economy Committee on the 18<sup>th</sup> June 2015 for approval.

**Review of Income Generating Measures (Scrutiny Committee Resources)**

Group Objectives:-

- To review/identify what income generating measures the Council has already in place.
- To identify aspects that the Group will not wish to consider to avoid duplication of work.
- To obtain a broad sense of the types of areas which could generate further income with consideration to the available resources.

Group ideas:-

- A Solar Photovoltaic site on Council owned land.
- A dedicated member of staff to bid for external funding.
- Use of St Nicholas Priory for weddings and maximising the use of RAMM for corporate events.
- Selling external advertising on the outside of car parks in a prominent place.
- Exeter has a number of parks and open spaces which are not utilised to their maximum potential. The Council could look into:-
  - holding events (eg concerts) in parks
  - licensed ice cream vendors in parks
  - open air cinemas
  - weddings
  - more car parks
  - more paid facilities in parks
- Museum – voluntary donations for entry.

Group Recommendations:-

- To consider and comment upon the ideas submitted by the Group.
- To approve the selection of income generating ideas detailed within the report with a view to business cases being submitted for consideration to the Scrutiny Committee Resources.
- Decide upon a timescale for the provision of those business cases to the Committee.

- Review progression either at a point in time agreed by the Committee under the above recommendation or 6 months from the date of this report, whichever the sooner.

The Review of Income Generating Measures Report was submitted to the Scrutiny Committee Resources on the 28<sup>th</sup> January 2015 and the recommendations approved (Minute 12).

**Community Patrol/Out of Hours Operatives/Anti Social Behaviour**  
**(Scrutiny Committee Community)**  
**A Spotlight Review**

An update on the current position was provided to the Group by the Housing Solicitor, Assistant Director Environment, Senior Environmental Health Officer, Environmental Health Manager and the Community Safety and Enforcement Service Manager.

This Spotlight Review found that the new team and system which had replaced the old Community Patrol did not have as high a profile as its predecessor. However, Members were satisfied that this did not mean that the new team and system were lacking by comparison. The new team and system were found to be successful in delivering a targeted and focussed approach. The new service was generating good results and this had not been adversely affected by the loss of late night patrollers as was initially thought to be the case by Members. The introduction of the new Anti Social Behaviour legislation in October 2014 and the review of the current service by the Senior Environmental Health Officer were welcomed by Members as positive steps forward for the continued improvement of this service.

**Group Recommendations:-**

- That the Group's findings are noted and that Scrutiny Committee Community are content with the Review.
- Scrutiny Committee Community support a further meeting of the Review Group once the new anti social behaviour legislation has been implemented fully so that any impacts on service delivery can be considered.

A report was submitted to Scrutiny Community on the 11<sup>th</sup> November 2015 which was noted (Minute 51).

**Ancillary to the Review:-**

- An e-mail was circulated to all Councillors with details of the relevant officers in Housing, Environmental Health and Legal Services so that they would know who to approach for advice in respect of anti social behaviour and noise nuisance complaints which they may receive from their constituents.

The Environmental Health Manager will submit an update report to the Scrutiny Committee Community (as per the Group's second recommendation) on the 16<sup>th</sup> June 2015.



**Health Issues – Review of the Public Health Plan  
(Scrutiny Committee Community)**

The Scrutiny Programme Officer advised Members of the Group that following enquiries with Devon County Council in October 2014, it seemed that the Public Health Plan was due to be reviewed by the Health and Well Being Board on the 11<sup>th</sup> November 2014.

The main question identified was whether it would prove necessary for a Task and Finish Group to review this?

It was established that the terms of reference for the Health and Well Being Board are:-

- To develop and update an annual Exeter Health and Wellbeing Plan setting out evidence based priorities and actions;
- To ensure that all key plans and policies appropriately reflect the health and well being priorities identified through the joint needs assessment process;
- To establish “expert” task and finish groups where additional needs, analysis or guidance on the evidence of the effectiveness of interventions is required.

In order to save Members’ time and ascertain whether any issues would require Task and Finish Group assistance, the Scrutiny Programme Officer attended the Health and Well Being Meeting on the 11<sup>th</sup> November 2014 ensuring that there was provision on the Agenda to specifically consider this point. The Health and Well Being Board decided that Task and Finish Group assistance would not be required on this occasion and that there was no need to investigate any issues surrounding the current Public Health Plan with which the Board were content.

The Assistant Director, Environment agreed to provide an update to the Scrutiny Community Committee in this respect.

**Social Media (Scrutiny Committee Resources)**

Group Objectives:-

To explore:-

- The social media landscape
- The council’s use of Twitter
- The council’s use of Facebook
- Measures of success
- Engaging with communities
- Ideas for future developments

Group Recommendations:-

- Scrutiny Resources have the opportunity to consider and comment upon the findings of the Task and Finish Group;

- Social media training should be incorporated into the Councillors' induction training programme.
- Acknowledge the Group's finding that the Council's current use of and presence through social media is currently of a high standard and as such, no further improvements are considered necessary at this point in time.
- Agree that this Task and Finish Group should meet once more in 9 months' time to review the position to see if it remains the same or whether further improvements can be suggested.
- The Group will report back to the Scrutiny Committee Resources after October 2015 with a review on the position together with any further recommendations.

A report was submitted to the Scrutiny Committee Resources on the 18<sup>th</sup> March 2015 and the recommendations were approved (Minute 11).

**Council's Role in the Community and Tackling Isolation**  
**(Scrutiny Committee Community)**

At the first meeting of this Group a presentation was provided by the Community Involvement and Inclusion Officer to give an overview of the current position and work in progress. It was recognised at an early stage that there was a significant risk of duplicating work given the enormity of the topic associated with the wide ranging areas of existing work. Some areas were identified as already dealt with through existing Council work streams together with the work of outside community organisations and the Health and Well Being Board. A clear focus for the Group would be paramount if realistic and useful recommendations were to be put forward.

The Group highlighted that:-

- Social isolation is an ongoing concern in particular and recognised the valuable work of Community Organisers.
- That the drive is very much towards mobilising services and organisations around individuals.
- The success of the current trial of the Neighbourhood Health Watch project in St Thomas would be reported back to the Health and Well Being Board for consideration.
- Mapping of organisations, services and facilities was recognised as a real challenge in so far as collation and accuracy of information was concerned.

The Group heard from Exeter CVS representatives and Community Organisers from Wonford, Cowick and St Thomas.

The Group established the following points upon which recommendations should be based:-

- To ensure that the Scrutiny Committee Community are kept fully informed and up to date on a regular basis with Community Engagement work which was not the case at present.

- The Scrutiny Committee Community should have the opportunity to investigate any areas of concern which may be highlighted at any point in the future by the Community Involvement and Inclusion Officer.
- To continue to support Exeter communities in so far as the Council is able with consideration to available resources and capacity.
- To encourage stronger communities in line with the Exeter Vision.

#### Group Recommendations:

- The Community Involvement and Inclusion Officer will provide an update to the Scrutiny Committee Community twice a year detailing work in progress, results of work and any areas of concern.
- The Group will hear from the two new Community Organisers in 6 months' time to find out what progress they are making and what issues they may identify as needing attention. The Group will then report back to the Scrutiny Committee Community.
- The Community Involvement and Inclusion Officer, at any point in time, can ask for this Task and Finish Group to reconvene and consider any areas which she would suggest merit further investigation, with a direct reporting line between the Group and the Scrutiny Committee Community.

The Report will be submitted to the Scrutiny Committee Community on the 16<sup>th</sup> June 2015.

This Task and Finish Group is a prime example of how Members and Officers carefully navigated a huge topic and adapted the way in which they approached the subject to avoid duplicating work and to reach both realistic and practical recommendations which would add value and compliment existing work.

#### **Growth and Marketing Exeter (Scrutiny Committee Economy)**

##### Group Objectives:-

- To identify the opportunities within the City which are not being progressed or not being progressed in the way they should be.
- To find out who our competitors are – what are they doing marketing wise and who are their partners?
- Draw comparisons with areas which have strong inward investment and marketing campaigns. What are other cities doing that we are not?
- Identify ways in which the Council can persuade our neighbours, big stakeholders and businesses to contribute.

##### Current Progression:-

- The Group wished to hear from Cambridgeshire County Council given that Cambridge is also a University City and has undertaken significant growth and economic development in recent times. On the 9<sup>th</sup> April 2015 the Business Manager, Enterprise and Economy from Cambridgeshire County Council visited and provided an overview and presentation to the Group followed by a question and answer

session which Members found both interesting and helpful. The next meeting of the Group will be scheduled towards the end of June 2015 when the CEO of a South African Company which has recently re-located to Exeter, will attend to speak with the Group as to why the company specifically chose to re-locate to Exeter. Following this the Group should be in a position to identify recommendations which will be submitted to the Scrutiny Economy Committee during the September 2015 cycle of Scrutiny. It is anticipated that these recommendations will help identify any new ways in which further growth may be supported together with possible new ways and styles of marketing the City.

### **Consideration of the Parking Review (Scrutiny Committee Economy)**

As a result of the Annual Scrutiny Work Programme Meeting (July 2014), Members highlighted that they would like a Task and Finish Group to review the outcome of the Parking Review once the Report is available. The Task and Finish Group would then submit their findings to the Scrutiny Economy Committee.

Officers have liaised at regular points over the last 4 months to monitor progress in respect of the provision of the Parking Review Report so that a timely meeting of this Task and Finish Group can be arranged and is now due to take place on the 27<sup>th</sup> May 2015.

### **The Cost of Living Forum (Scrutiny Committee Economy)**

The Cost of Living Forum membership consisted of Members and Officers together with representatives from outside organisation and support services.

#### **Key Objectives:-**

- Gather evidence to establish a baseline on wages and cost of living in the City of Exeter.
- Gather and analyse evidence on the impact that low wages and high relative cost of living has on residents in the City of Exeter (taking a broad perspective on impacts and to include Health and Wellbeing).
- Gather and analyse evidence on particular problems.
- Explore (in partnership with a broad range of stakeholders) strategies and solutions to problems identified following the gathering of evidence for this Forum.

Following approval from both the Scrutiny Committee Economy and the Executive a report was commissioned from Exeter University to gather detailed, accurate and localised information and statistics particularly in respect of Housing and Wages which were two particular areas identified by the Forum, at an early stage, as requiring further investigation.

#### **Areas Identified for Future Work:-**

1. Working with young people in schools to provide better careers advice and to raise awareness as to what is available in the local economy.
2. Availability of financial advice – it was suggested that the private and voluntary sectors could work together to achieve this.

3. Debt strategy – to look at the immediate future as more families need access to more finance.
4. Availability and access to affordable and ethical credit.
5. Procurement – with particular attention as to how the Council procures and reviewing what powers the Council has under the Social Value Act (with particular reference to the Living Wage).
6. Skills agenda relating to productivity (Knowledge Economy Strategy).
7. Grants – liaising with Local Enterprise Partnership (LEP) to ensure that the Council make the most of any available grants and funding.
8. A need to put forward a business case to all small businesses with particular reference to tangible statistics.

Group Recommendations:-

- a) To hold an ESIF (European Structural and Investment Fund) information event in association with LEP and the Federation of Small Businesses to which private and voluntary sector organisations and stakeholders will be invited to attend.
- b) To hold a 6 month review of ongoing, relevant Council work streams identified by the Forum, reporting back to the Scrutiny Committee Economy with an update.
- c) To promote the Living Wage by putting information on the Council's website, the Exeter Citizen and through social media highlighting the work of the Cost of Living Forum and providing case studies reflecting the Council's success in implementing the Living Wage along with an interview with a local business which has implemented the Living Wage successfully.
- d) The Cost of Living Forum should continue to meet annually.
- e) To engage with existing businesses via their networking events to raise the profile of the Living Wage and the Cost of Living Forum work.
- f) To provide Council staff with information to increase their knowledge of the Living Wage which they can share with outside organisations.
- g) To share the Cost of Living Forum reports with East Devon District Council and Teignbridge Council.

Reasons for the recommendations:-

- (i) To encourage collaborative working between the Council, private and voluntary sectors and stakeholders in relation to ideas and submitting bid applications for ESIF funding. A combined approach to bids may increase the chance of successfully securing funding.
- (ii) To monitor progress in respect of the Council's existing and relevant work streams in direct relation to the work of the Cost of Living Forum.

- (iii) To ensure that the Scrutiny Committee Economy remains up to date on the issues and work taking place in respect of (ii).
- (iv) To ensure that ongoing issues surrounding the Cost of Living and the difficulties faced by Exeter residents are monitored, so that finding further strategies and solutions to tackle these difficulties remains at the forefront of the Council's priorities.
- (v) To highlight the benefits of implementing the Living Wage to businesses and the probable effect on productivity.
- (vi) To identify networking opportunities where the Council may be able to talk about the Living Wage and the Cost of Living Forum work amongst the local and wider business community.
- (vii) To work collaboratively, on a cross boundary basis, with our neighbouring authorities to address this national issue.
- (viii) To invite comments from Members of the Scrutiny Committee Economy in respect of the report, the work of the Cost of Living Forum to date and its final recommendations which all contribute towards a robust and accountable scrutiny process.

#### The Current Position:-

The next Cost of Living Forum (review) meeting is scheduled for 28<sup>th</sup> January 2016 in line with recommendation (d).

The Scrutiny Programme Officer is working with the Chair of the Group, the Council's Economy Department and Media Officer and The Federation of Small Businesses in respect of recommendations (c) and (f).

The Exeter University Report has been forwarded to Teignbridge and East Devon District Councils as per recommendation (g).

A verbal update to the Scrutiny Committee Economy in respect of the proposed ESIF event (recommendation (a)) and progress on existing work streams (recommendations (a), (b) and (e)) is due to be provided at the next Committee meeting on the 18<sup>th</sup> June 2015.

#### **Procurement (Audit and Governance Committee)**

This Task and Finish Group recognised that there is now an agreed budget in place for a dedicated Procurement Officer and that the Corporate Manager, Legal Services and the Housing and Contracts Officer have already worked together on updating the Regulations.

Although a dedicated Procurement Officer has not yet been appointed, an interim Procurement Officer is currently in post.

The Group decided that it would be both sensible and of greater benefit to wait until a full time permanent Procurement Officer is in post before proceeding further. It was recognised that a permanent officer would undertake an imperative role within the Group. The main danger in progressing now with input from the interim Procurement Officer, could be a lack of consistent approach between the interim officer and the permanent officer both of whom may present, at differing points in time, conflicting professional views and suggestions on best working practice. This would have a

detrimental effect on previously proposed and indeed, any approved recommendations. This in turn would only serve to complicate and undermine the procurement process and system. A double review of procurement would be undesirable at best, given the inevitable duplication of work and would also put an unnecessary strain on limited time, resources and capacity of both Members and Officers.

### **(c) Scrutiny Process**

The cross party Scrutiny Review Working Group continue to meet regularly to consider improvements to the scrutiny process. The meeting of this Group provides an additional mechanism to ensure that suggestions are dealt with quickly and efficiently thereby avoiding unnecessary delays and provides a direct reporting line to Executive.

#### **Developments 2014/2015:-**

- **Scrutiny Arrangements**

A report was submitted to the Executive on the 7<sup>th</sup> October 2014 updating Members as to the implementation of the new Scrutiny arrangements following the report of the cross party Scrutiny Review Working Group to Executive dated 9 April 2013 (Executive Minute 46) and Council, 23<sup>rd</sup> April 2013 (Minute 22). The 2014 report reviewed implementation of the previous scrutiny arrangements and Committee structure which recommended, amongst other things, the need for a dedicated Scrutiny Officer to support Scrutiny Members.

The 2014 report recommendations were approved by Council on the 15<sup>th</sup> October 2014 (Minute 52).

- **Scrutiny System**

A report was submitted to the respective Scrutiny Committees updating Members as to the success of the changes to the Scrutiny Agendas and structure of meetings which were trialled during the September and November 2014 cycles of Scrutiny. The report outlined the findings of the cross party Scrutiny Review Working Group and comments received from both Members and Officers. Members agreed that the changes had improved the efficiency and quality of the Scrutiny Committee meetings and resolved that the findings of the Scrutiny Review Working Group together with other Member/Officer comments should be noted. It was recommended to Full Council that the trial changes be implemented on a permanent basis with immediate effect and that the arrangements should be reviewed in 12 months. The recommendations were approved by Executive (9<sup>th</sup> December 2014: Minute 125) and by Full Council (16<sup>th</sup> December 2014: Minute 66).

- The Scrutiny Topic Proposal Form

This newly devised form was made available to Members on the 25<sup>th</sup> November 2014 under the documents section of their ipads. This allows Members to highlight topics or issues, throughout the municipal year, which they consider should be the subject of Task and Finish Group investigation.

- Scrutiny presence through Twitter

Will be trialled through the Council's Corporate Twitter Account as soon as the 2015/2016 Task and Finish Groups are established. Groups will decide at their initial meeting whether it is appropriate and of potential benefit to use social media to gain public feedback on the topics.

**(d) Training and profile**

- Scrutiny training for Members is now a regular feature of the Members' Induction Training Programme and 2014 provided the highest number of attendees for a Members' induction training session.
- As a new initiative this year Exeter are taking the lead in the providing joint Members' scrutiny training in conjunction with East Devon District Council and Teignbridge Council. This is scheduled to take place on the 16<sup>th</sup> July 2015 at the Guildhall, Exeter.
- Mid Devon and Gloucester Councils have approached Exeter to find out more about the way in which we currently run our scrutiny process which is developing a reputation as an example of good practice within the South West Region.
- The South West Charter for Member Development was awarded to the Democratic Services Team this year with particular mention of scrutiny:-

["The development of Scrutiny and how it is used to shape policy was seen as good practice by the assessment team and an area where there was scope to share ideas and developments with other Councils".](#)

- Current discussions are underway for Exeter to host the next South West Network Overview and Scrutiny event to be held in October 2015.
- The Association of Democratic Service Officers' conference in October 2014 provided a good opportunity to compare Scrutiny practice with other Authorities in which Exeter, Gloucester and Devon County Council Scrutiny Officers took the lead on discussions.
- The Democratic Services Team were awarded runners up place in the Association of Democratic Service Officers' Awards 2015.

**(e) Future Improvements**

- The Scrutiny Review Working Group will explore whether committee meetings/cycles can be compacted in future and whether it would be of benefit for two consecutive Scrutiny Committee meetings to take place during each cycle for each respective Scrutiny Committee where one meeting will



deal with the usual Scrutiny Committee Agenda and the second meeting will allow time for specific presentations and debate upon areas of particular interest to Members.

- A running list of Task and Finish Group topics and outcomes (year by year) to be made available in spreadsheet form so that progress of approved recommendations may be tracked, updates provided and reviews carried out where appropriate. This will ensure continuity and a check system for follow up of work resulting from approved recommendations and will also provide a quick point of reference to identify those topics which have already been investigated in recent times.
- The Strategic Management Team will be informed of the topics for Task and Finish Group investigation following the Annual Work Programme meeting. This will ensure (for the most part) the availability of Senior Officers for the Group meetings and will allow detailed and helpful information to be sourced for Members at an early opportunity.

**(f) Timetable for forthcoming municipal year:-**

19/05/15	:	Annual Council meeting (Membership of Scrutiny Committees to be decided)
03/06/15	:	Scrutiny Induction training for Exeter Members
16/06/15	:	First Scrutiny Committee Community Meeting
18/06/15	:	First Scrutiny Committee Economy Meeting
24/06/15	:	First Audit and Governance Committee Meeting
01/07/15	:	First Scrutiny Committee Resources Meeting
09/07/15	:	Annual Scrutiny Work Programme Meeting
16/07/15	:	Joint Local Authority Scrutiny Training initiative
28/07/15	:	Full Council and confirmation of Task and Finish Group membership nominations
01/08/15	:	Commence with first tranche of Groups.

**Conclusion**

The Scrutiny process at Exeter City Council continues to provide Members with the chance to examine the workings of the Council and get directly involved in the development of Council policy. Through effective scrutiny, Members can ensure that the work of the Council is subject to democratic checks and that the provision and delivery of services is continually improved wherever possible. Task and Finish Group investigations are an integral part of that process as are the Members who give up their time to participate and to whom I would like to extend my thanks for their time and effort.



# Agenda Item 6

**Report To** SCRUTINY COMMITTEE RESOURCES, EXECUTIVE AND COUNCIL  
**Date of Meeting:** Scrutiny Committee Resources – 1 July 2015  
Executive – 14 July 2015  
Council – 28 July 2015  
**Report of:** Assistant Director Finance  
**Title:** Capital Monitoring 2014/15 and Revised Capital Programme for 2015/16 and Future Years

**Is this a Key Decision?**

Yes

**Is this an Executive or Council Function?**

Council

**1. What is the report about?**

To advise members of the overall financial performance of the Council for the 2014/15 financial year, in respect of the annual capital programme.

To seek approval of the 2015/16 revised capital programme, including commitments carried forward from 2014/15.

**2. Recommendations:**

**It is recommended that Scrutiny Committee – Resources notes and Council approves:**

**(i) The overall financial position for the 2014/15 annual capital programme.**

**(ii) The amendments and further funding requests to the Council's annual capital programme for 2015/16.**

**3. Reasons for the recommendation:**

Local authorities are required to estimate the total of capital expenditure that it plans to incur during the financial year when it sets the prudential indicators for capital expenditure. This shows that its asset management and capital investment strategies are affordable, prudent and sustainable.

Capital expenditure is a significant source of risk and uncertainty since cost variations, delays and changing specifications are often features of large and complex capital projects.

In order to manage the risks associated with capital programming the annual capital programme is updated every three months to reflect any cost variations, slippage or acceleration of projects.

**4. What are the resource implications including non financial resources:**

The financial resources required are set out in the body of this report.

**5. Section 151 Officer comments:**

This report has been prepared on behalf of the Section 151 Officer to set out the financial position of the Capital Programme as at 31 March 2015 ahead of inclusion in the Council's annual Statement of Accounts.

**6. What are the legal aspects?**

The capital expenditure system is framed by the Local Government and Housing Act 1989.

**7. Monitoring Officer's comments:**

This report raises no concerns for the Monitoring Officer.

**8. Report Details:**

**CAPITAL MONITORING STATEMENT TO 31 MARCH 2015**

**8.1 REVISIONS TO THE CAPITAL PROGRAMME**

The 2014/15 Capital Programme, including commitments brought forward from 2013/14, was last reported to Scrutiny Committee - Resources on 18 March 2015. From that report schemes totalling £3.957 million within the 2014/15 capital programme have now been deferred and are included within the 2015/16 budgets.

Description	£	Approval/Funding
<b>Capital Programme, as reported to Scrutiny Committee – Resources, 18 March 2015</b>	<b>23,168,340</b>	
Budget Deferred to 2015/16 & Beyond at Quarter 3	(3,957,130)	Approved by Executive 14 April 2015
Overspends/(Underspends) reported at Quarter 3	(255,060)	
Wessex Home Improvement Loans	125,220	Repayment of Loans
Museum Shop	68,000	Approved by Executive 14 April 2015
Energy Saving Projects	50,960	Contribution from the Department of Transport
National Cycle Network	24,500	Contribution from Devon County Council
UK Space Agency Scheme	26,320	Contribution from the UK Space Agency
Newcourt Community Hall	18,590	S106 funding
Devonshire Place	4,500	Contribution from Residents Association
Other	610	
<b>Revised Capital Programme</b>	<b>19,274,850</b>	

## 8.2 PERFORMANCE

Capital expenditure in the year amounted to £16,502,192, a reduction of £2,772,658 on the planned figure of £19,274,850.

The actual expenditure during 2014/15 represents 85.62% of the revised Capital Programme, which means £2.283 million will need to be carried forward to be spent in future years, as indicated in Appendix 1.

Appendix 2 shows the overall position for those schemes which span more than one financial year.

## 8.3 CAPITALISATION OF STAFF COSTS

In accordance with the Code of Practice on Local Authority Accounting in the United Kingdom, any costs attributable to bringing a fixed asset into working condition for its intended use qualify as capital expenditure. Directly attributable costs include the labour costs of certain Council employees, which have been directly involved in the construction or acquisition of a specific asset.

During the financial year, the cost of the Council's engineers and surveyors have been treated as capital expenditure, based upon timesheet information.

Several large capital schemes have required a high commitment in staff time, including the:

- Installation of Photo Voltaic panels to car parks and LED lighting to the Civic Centre and car parks
- Rendering of Council dwellings

The total value of staff time charged to capital schemes for 2014/15 amounted to £111,009.

## 8.4 CAPITAL FINANCING

The capital expenditure in 2014/15 of £16,502,192 was financed as follows:

	<b>General Fund £</b>	<b>HRA £</b>	<b>Total £</b>
Housing Revenue Account (Revenue)		5,339,345	5,339,345
HRA Major Repairs Reserve		1,066,498	1,066,498
Capital Grants & Contributions	800,624	77,890	878,514
Capital Receipts	677,624	2,690,034	3,367,658
Revenue (New Homes Bonus etc)	997,817		997,817
Borrowing	4,852,360		4,852,360
	<b>7,328,425</b>	<b>9,173,767</b>	<b>16,502,192</b>

The available capital resources for the General Fund for 2014/15 are £2.476 million. Total General Fund capital expenditure is £7.328 million of which £4.852 million will be funded from borrowing. The available capital resources for the HRA for 2014/15 are £15.312 million. Total HRA capital expenditure is £9.174 million leaving £6.138 million to be carried forward into 2015/16. Appendix 3 sets out the forecast use of the resources available for the General Fund and the HRA and the likely amounts of borrowing that will be necessary to fund the capital programme over the next three years.

The value of actual capital receipts received in the last quarter in respect of the General Fund and the HRA are:

	<b>General Fund £</b>	<b>HRA £</b>
<b>Balance as at 31 December 2014</b>	<b>484,595</b>	<b>1,431,486</b>
New Receipts	433,207	259,692
Less HRA Pooling		(113,532)
<b>Balance as at 31 March 2015</b>	<b>917,802</b>	<b>1,577,646</b>

## 8.5 EXPENDITURE VARIANCES

The main variances and issues concerning expenditure that have arisen since 31 December are as follows:

<b>Scheme</b>	<b>Overspend / (Underspend) £</b>	<b>Reason</b>
Private Sector Renewal Scheme	(147,102)	The existing scheme has ended for new properties and a new scheme has been launched with PATH which does not require grants as the owners will be undertaking and paying to bring their property up to the required standard.
Replacement of Car Park Pay & Display Machines	(26,341)	The under-spend is a result of being able to purchase good quality refurbished machines rather than brand new ones.
MRA Fees	(9,054)	A lower than budgeted recharge has been made in respect of the Quantity Surveyors for capital contracts as more time has been spent on revenue contracts this year including the new damp ingress contract.
Programmed Re-roofing	7,259	This budget provides for the ad hoc re-roofing of council dwellings. During the year a higher than budgeted number of roofs were replaced in order to resolve problems with multiple leaks.
Fire Alarms at Sheltered Accommodation	(14,592)	The programme of replacing fire alarms at Sheltered sites was completed in 2014/15 with a saving.

## 8.6 SCHEMES TO BE DEFERRED TO 2015/16 AND BEYOND

Schemes which have been identified since 31 December as being wholly or partly deferred to 2015/16 and beyond are:

Scheme	Revised 14/15 Budget £	Budget to be Deferred £	Reason
Wessex Loan Scheme	140,830	140,830	Take up of loans has been less than predicted. Increased levels of marketing and changes to the means by which enquiries are processed have been introduced to improve loan take-up.
WHIL Empty Properties	194,000	194,000	We are continuing to promote the empty homes loan and we have several applicants that are currently being reviewed by Wessex for suitability for the loan so it is possible that some of this money will be spent during 2015/16. The progress will be monitored and the budget reduced if appropriate.
Exhibition Way Bridge Maintenance	39,980	39,980	Progress has been delayed while access agreements are negotiated with Network Rail
Repairs to Turf Lock Gates	60,000	55,316	There is a very small window of opportunity when these works can be carried out due to needing low tides. Unfortunately there has been a delay with the supply of materials necessary to dam the canal so consequently there is significant budget carry forward to 2015/16.
Replace Running Track at Exeter Arena	783,000	205,723	Snagging works mainly concerning the pooling of water at each end of the track are still to be completed.
Energy Saving Projects	1,023,350	777,922	This budget combined several different schemes: <ul style="list-style-type: none"> <li>• Civic Centre LED Lights – works delayed by office moves</li> <li>• Car Park Canopy Photo Voltaic Panels – works has been delayed due to structural issues but is due to commence in May.</li> <li>• Civic Centre Boiler Replacement – due to a lack in internal expertise North Somerset Council have been approached to specify the boilers required.</li> </ul>

COB Wave 2 – Whipton Methodist Church	1,294,140	130,397	Completion of the 8 x 3 bedroom houses is almost complete with some slippage into 2015/16 to allow finishing off of external finishes.
COB Wave 2 – Bennett Square	1,146,450	158,279	Completion of the 6 x 3 bedroom houses is almost complete with some slippage into 2015/16 to allow finishing off of external finishes.
St Loyes Extra Care	42,350	42,350	Spend of this budget will now commence in 2015/16 following the recent appointment of a Project Manager.
Acquisition of Social Housing	170,030	166,818	Practical completion of the four units to be acquired at Dean Clarke House was expected in February 2015 but this has slipped to July 2015 due to delays on site.

## 8.7 ACHIEVEMENTS

The following schemes have been completed during the final quarter of 2014/15:

- **Heavitree Pleasure Ground Tennis Courts**  
All six tennis courts have been resurfaced and the site drainage improved. The permanent markings were completed at the end of March allowing the courts to open in time for Easter.
- **The Haven**  
The Haven had been an empty property for a number of years and was purchased by the Council in 2013 to provide temporary accommodation as part of the No Second Night Out Initiative. The property has been extensively renovated and has been occupied since September 2014. The Haven can accommodate up to a maximum of nine residents in three double rooms and three single rooms. Occupiers are aged between 18–65 male/female. The occupants are those who have been or are at risk of rough sleeping and will have been referred by either the Council, the SHOT team or St Petrock’s outreach team. Accommodation at the property is offered on a short term basis for up to three months for those with a local connection to Exeter until more settled accommodation can be found. This may be extended should an offer of accommodation be imminent. The property is managed by Exeter City Council and support for residents is provided through the Council’s partners Sanctuary Supported Living.
- **Replacement of Car Park Pay & Display Machines**  
All 57 pay & display machines have been either replaced or upgraded to enable remote interrogation of the machine’s status (tickets remaining, cash within box, faults etc). This has enabled more focused visits to car park sites (particularly quieter peripheral ones) to undertake routine maintenance such as restocking tickets. The under-spend is a result of being able to purchase good quality refurbished machines rather than brand new ones.
- **Energy Saving Projects**  
All projects progressed, notably work completed or near completion includes the LED light replacement work, at three car parks, and the Civic Centre. The Car Park Canopy PV array tender was awarded to Sungift Solar and work is



already underway at Mary Arches and John Lewis Car Park. A solution was found which enables the PV panels to be fixed to the lantern structures at the RAMM, and work will commence this Spring. The Boiler Replacement Project is in progress and it is hoped gas boilers will be installed in time for the new heating season in October.

## **8.8 CAPITAL PROGRAMME 2015/16 (Appendix 4)**

The revised Capital Programme for 2015/16, after taking into account the carried forward requirements from 2014/15 now totals £21,642,834.

## **9.0 FURTHER FUNDING REQUESTS**

### **9.1 Access Doors (£20,000)**

There has been a saving in the 2014/15 asset improvement revenue budgets. It is requested that £20,000 of this saving be used in 2015/16 as a revenue contribution to capital outlay to enable installation of the necessary internal access doors within Phase 1 of the Civic Centre to ensure staff accommodation is kept separate from that of our tenants.

### **9.2 Reed Bed & Storage Ponds (£25,000)**

It is proposed that a budget of £40,000 be approved to provide for improvements to the reed beds and storage pond at Mincinglake.

### **9.3 Coin Counting Equipment (£26,340)**

The installation of the new car park pay and display machines enables staff to know when coin boxes are becoming full and react to this rather than relying on 'best estimate' schedules. Therefore, ECC is now in a position to explore the option to collect and count our own cash.

By undertaking this task ourselves (as opposed to the current partnership with Teignbridge) staff resources can be used to enhance our parking enforcement capacity. This will help ensure customers pay the correct parking fees and protect our income.

If this option proves feasible we would need to convert an existing basement room at the Civic Centre (already allocated) and purchase coin counting equipment. It is proposed that the cost of this could be met through the savings made from the 2014/15 machine replacement scheme.

### **9.4 City Centre Enhancements (£40,000)**

It is proposed that a budget of £40,000 be approved to progress long standing aspirations for large TV screens in the city centre to promote activities taking place across the city and to promote visits to the quayside and connecting venues such as the Northcott Theatre and the Corn Exchange. This budget will be funded from the proposed Capital Fund.

### **9.5 Vehicle Replacement Programme (additional £206,000)**

The Vehicle Assessment Group has recommended that the budget be increased for 2015/16 to allow the purchase of three new domestic refuse collection vehicles.

### **9.6 Replacement Roof – Livestock Centre (£1,250,000)**

As part of the energy saving project, a scheme to place Photovoltaic (PV) Panels on the roof of the Livestock Centre has been assessed. The scheme itself is viable, however the roof is not sufficiently strong to hold the panels. A recent condition survey on the roof suggested its useful life would end in 2016-2020. Therefore in order to progress the PV scheme and to protect the significant sources of income generated by the Livestock Centre itself, it is requested that the roof be replaced now. This would enable the PV

scheme to be completed within the current FIT tariff timetable and enable potential discussions to begin about extending the leases associated with the Livestock Centre. As the funding requested is significant an additional paper setting out further detail will be circulated prior to the meeting.

**10. How does the decision contribute to the Council's Corporate Plan?**

The Capital Programme contributes to all of the key purposes, as set out in the Corporate Plan.

**11. What risks are there and how can they be reduced?**

Areas of budgetary risk are highlighted to committee as part of the quarterly budget monitoring updates.

**12. What is the impact of the decision on equality and diversity; health and wellbeing; safeguarding children, young people and vulnerable adults, community safety and the environment?**

No impact

**13. Are there any other options?**

No

**Nicola Morley, Principal Accountant - Corporate**  
**David Hodgson, Assistant Director Finance**

**Local Government (Access to Information) Act 1972 (as amended)**

**Background papers used in compiling this report:**

None

Contact for enquiries:  
Democratic Services (Committees)  
Room 2.3  
(01392) 265275

## CAPITAL MONITORING TO 31 MARCH 2015

	2014/15 Revised Capital Programme	2014/15 Spend to 31 March	2014/15 Budget to be Carried Forward to 2015/16 and Beyond	2014/15 Programme Variances (Under)/Over
	£	£	£	£
<b>COMMUNITY</b>				
<b>KEEP PLACE LOOKING GOOD</b>				
Play Area Refurbishments	115,290	115,286		(4)
Flowerpot Skate Park Lighting	1,350	1,346		(4)
Heavitree Pleasure Ground Tennis Courts	38,780	45,610	(6,830)	
Topsham Recreation Ground	53,200	53,177		(23)
Refurbishment and Upgrade of Paddling Pools	27,460	25,038	2,422	
Parks Improvements	11,730	2,299	9,431	
Neighbourhood Parks & Local Open Spaces	8,020		8,020	
<b>KEEP ME/MY ENVIRONMENT SAFE &amp; HEALTHY</b>				
Vehicle Replacement Programme	346,420	339,213		(7,207)
Exton Road Lighting	31,500	195	31,305	
<b>HELP ME FIND SOMEWHERE TO LIVE</b>				
Disabled Facility Grants	359,100	357,427	1,673	
Wessex Loan Scheme	140,830		140,830	
Glencoe Capital Works	3,890			(3,890)
Private Sector Renewal Scheme	159,080	11,978		(147,102)
WHIL Empty Properties	194,000		194,000	
The Haven	63,980	56,777	7,203	
Grant to the Red House Hotel	85,000	85,000		
<b>COMMUNITY TOTAL</b>	<b>1,639,630</b>	<b>1,093,345</b>	<b>388,054</b>	<b>(158,230)</b>

## CAPITAL MONITORING TO 31 MARCH 2015

	2014/15 Revised Capital Programme	2014/15 Spend to 31 March	2014/15 Budget to be Carried Forward to 2015/16 and Beyond	2014/15 Programme Variances (Under)/Over
	£	£	£	£
<b>ECONOMY</b>				
<b>KEEP PLACE LOOKING GOOD</b>				
Canal Basin and Quayside	49,360	53,048		3,688
Exhibition Way Bridge Maintenance	39,980		39,980	
John Lewis Car Park Refurbishment	2,130	2,130		
Replacement of Car Park Pay & Display Machines	47,770	21,429		(26,341)
Canal Bank Repairs & Strengthening	10,880	9,821	1,060	
Northbrook Flood Alleviation Scheme	150		150	
Major Flood Prevention Works	3,000,000	3,000,000		
National Cycle Network	27,700	23,200	4,500	
Repair to Turf Lock Gates	60,000	4,684	55,316	
<b>PROVIDE GREAT THINGS FOR ME TO SEE &amp; DO</b>				
Replace Running Track at Exeter Arena	783,000	577,277	205,723	
Sports Facilities Refurbishment	43,890	33,325	10,565	
RAMM Development	384,000	1,616	382,384	
Passenger Lift at RAMM	45,000		45,000	
RAMM Shop	68,000		68,000	
Storage of Archives	48,950	27,930	21,020	
Livestock Market Electrical Distribution Boards	55,000	42,346	12,654	
Wonford Community Centre Boiler	14,250	13,185		(1,065)

## CAPITAL MONITORING TO 31 MARCH 2015

	2014/15 Revised Capital Programme	2014/15 Spend to 31 March	2014/15 Budget to be Carried Forward to 2015/16 and Beyond	2014/15 Programme Variances (Under)/Over
	£	£	£	£
<b><i>DELIVER GOOD DEVELOPMENT</i></b>				
Newcourt Community Hall (S106)	56,110	46,115	9,995	
Countess Wear Community Centre (Grant Towards Build)	1,420	1,416		(4)
Newcourt Community Association Centre	60,240	32,000	28,240	
Exe Water Sports Association (Grant Towards Build)	12,240	12,242		2
Devonshire Place (Landscaping)	20,810	15,806	5,004	
St Thomas Social Club (New Roof)	17,000	16,995		(5)
St James Forum (Queens Crescent Garden)	8,100	8,100		
2nd Exeter Scouts & Park Life ('Urban Village Hall' Heavitree Park)	10,000	10,000		
Citizens Advice Bureau (Building Improvements)	10,000	10,000		
Newtown Community Centre (2nd Grant)	1,000	988		(12)
Alphington Church	16,000	16,000		
Exeter City Football in the Community	6,000	6,000		
City Centre Enhancements	22,220	13,963	8,257	
Well Oak Footpath/Cycleway	740	740		
Paris Street Roundabout Landscaping & Sculptural Swift Tower	62,430	37,586	24,844	
Heavitree Environmental Improvements	22,880		22,880	
Ibstock Environmental Improvements	3,240		3,240	
Local Energy Network	149,000	81,950	67,050	
<b><i>HELP ME RUN A SUCCESSFUL BUSINESS</i></b>				
Science Park Loan	500,000	1,000,000	(500,000)	
<b>ECONOMY TOTAL</b>	<b>5,659,490</b>	<b>5,119,893</b>	<b>515,861</b>	<b>(23,736)</b>

## CAPITAL MONITORING TO 31 MARCH 2015

	2014/15 Revised Capital Programme	2014/15 Spend to 31 March	2014/15 Budget to be Carried Forward to 2015/16 and Beyond	2014/15 Programme Variances (Under)/Over
	£	£	£	£
<b>RESOURCES</b>				
<b>WELL RUN COUNCIL</b>				
Security Compliance for GCSx & PCI DSS	12,190	9,138		(3,053)
PC & Mobile Devices Replacement Programme	54,000	36,394		(17,606)
Corporate Network Infrastructure	9,490	6,801		(2,689)
Windows 7 Upgrade	11,000	11,000		
STRATA Implementation	615,480	615,477		(3)
Capita Upgrade	7,500	7,500		
Firewalls	18,050	18,047		(3)
eTendering System	15,000		15,000	
Municipal Bond Agency	50,000	50,000		
Invest to Save Opportunities	100,000	7,500		(92,500)
Energy Saving Projects	1,023,350	245,428	777,922	
UK Space Agency Scheme	26,320	26,320		
Capitalised Staff Costs	261,000	81,582		(179,418)
<b>RESOURCES TOTAL</b>	<b>2,203,380</b>	<b>1,115,187</b>	<b>792,922</b>	<b>(295,271)</b>

## CAPITAL MONITORING TO 31 MARCH 2015

	2014/15 Revised Capital Programme	2014/15 Spend to 31 March	2014/15 Budget to be Carried Forward to 2015/16 and Beyond	2014/15 Programme Variances (Under)/Over
	£	£	£	£
<b>HRA</b>				
<b>MAINTAIN OUR PROPERTY ASSETS</b>				
Adaptations	630,000	634,056	(4,056)	0
Rendering of Council Dwellings	228,500	244,853	(16,353)	
MRA Fees	35,280	26,227		(9,054)
Communal Door Entry System	10,000	6,561	3,439	
Environmental Improvements - General	30,000	10,924	19,076	
Programmed Re-roofing	65,310	72,569		7,259
Energy Conservation	32,400	24,891	7,509	
Smoke Detector Replacements	211,000	202,963	8,037	
LAINGS Refurbishments		3,638	(3,638)	
Kitchen Replacement Programme	2,590,710	2,578,325	12,385	
Bathroom Replacement Programme	1,084,850	1,139,883	(55,033)	
Other Works		(1,075)		(1,075)
Fire Precautionary Works to Flats	137,090	185,689	(48,599)	
Communal Areas	110,640	94,990	15,650	
Structural Repairs	46,390	46,447	(57)	
Fire Alarms at Sheltered Accommodation	15,300	708		(14,592)
Property Entrance Improvements	1,110	1,113		3
Automatic Doors - Faraday House	15,000	10,539		(4,461)
Bridespring/Mincinglake Road Works	16,640	16,638		(2)
Common Area Footpaths/Wall Improvements	7,550	19,574	(12,024)	
Replacement of Lead Water Mains	15,000	20,085		5,085
Soil Vent Pipe Replacement	14,000	13,379	621	
Electrical Central Heating	20,000	15,872	4,128	

## CAPITAL MONITORING TO 31 MARCH 2015

	2014/15 Revised Capital Programme	2014/15 Spend to 31 March	2014/15 Budget to be Carried Forward to 2015/16 and Beyond	2014/15 Programme Variances (Under)/Over
	£	£	£	£
Capita Upgrade	7,500	7,500		
Electrical Re-wiring	513,630	411,660	101,970	
Central Heating Programme	95,190	99,328		4,138
Boiler Replacement Programme	100,630	96,398	4,232	
<b><i>HELP ME FIND SOMEWHERE TO LIVE</i></b>				
COB Wave 2 - Rennes Car Park	150,000	168,926	(18,926)	
COB Wave 2 - Newport Road	646,460	593,032	53,428	
COB Wave 2 - Brookway (Whipton Methodist Church)	1,294,140	1,163,743	130,397	
COB Wave 2 - Bennett Square	1,146,450	988,171	158,279	
St Loyes ExtraCare	42,350		42,350	
Phase 3 Professional Fees	9,200		9,200	
Rennes House Wider Site Development	280,000	272,950	7,050	
Acquisition of Social Housing	170,030	3,212	166,818	
<b>HRA TOTAL</b>	<b>9,772,350</b>	<b>9,173,766</b>	<b>585,886</b>	<b>(12,698)</b>
<b>TOTAL CAPITAL BUDGET</b>	<b>19,274,850</b>	<b>16,502,192</b>	<b>2,282,723</b>	<b>(489,936)</b>



## CAPITAL SCHEMES SPANNING MORE THAN ONE FINANCIAL YEAR

	Total Capital Budget to end of 2014/15	Total Spend Uo 31 March 2015	2014/15 Budget to be Carried Forward to 2015/16	2014/15 Programme Variances Under ( )
	£	£	£	£
<b>COMMUNITY</b>				
<b>KEEP PLACE LOOKING GOOD</b>				
Refurbishment and Upgrade of Paddling Pools	214,550	212,132	2,422	0
<b>HELP ME FIND SOMEWHERE TO LIVE</b>				
Glencoe Capital Works	20,000	16,103	0	(3,897)
The Haven	250,000	242,794	7,203	0
<b>COMMUNITY TOTAL</b>	<b>484,550</b>	<b>471,029</b>	<b>9,625</b>	<b>(3,897)</b>
<b>ECONOMY</b>				
<b>KEEP PLACE LOOKING GOOD</b>				
Canal Basin and Quayside	1,840,220	1,843,913	0	3,693
Exhibition Way Bridge Maintenance	45,000	5,015	39,980	0
Replacement of Car Park Pay & Display Machines	230,000	203,658	0	(26,342)
Canal Bank Repairs & Strengthening	40,000	38,942	1,060	0
<b>PROVIDE GREAT THINGS FOR ME TO SEE &amp; DO</b>				
Replace Running Track at Exeter Arena	790,000	584,277	205,723	0
Storage of Archives	49,720	28,702	21,020	0
<b>DELIVER GOOD DEVELOPMENT</b>				
Newcourt Community Hall (S106)	61,770	51,779	9,995	0
Newcourt Community Association Centre	61,750	33,506	28,240	0
Exe Water Sports Association (Grant Towards Build)	50,000	50,000	0	0
Paris Street Roundabout Landscaping & Sculptural Swift Tower	69,500	44,653	24,844	0
<b>ECONOMY TOTAL</b>	<b>3,257,960</b>	<b>2,904,445</b>	<b>330,861</b>	<b>(22,649)</b>

## CAPITAL SCHEMES SPANNING MORE THAN ONE FINANCIAL YEAR

	Total Capital Budget to end of 2014/15	Total Spend Uo 31 March 2015	2014/15 Budget to be Carried Forward to 2015/16	2014/15 Programme Variances Under ( )
	£	£	£	£
<b>HRA</b>				
<b>HELP ME FIND SOMEWHERE TO LIVE</b>				
COB Wave 2 - Rennes Car Park	206,653	225,576	(18,926)	0
COB Wave 2 - Newport Road	742,048	688,620	53,428	0
COB Wave 2 - Brookway (Whipton Methodist Church)	1,452,414	1,322,017	130,397	0
COB Wave 2 - Bennett Square	1,237,447	1,079,169	158,279	0
Phase 2 St Andrews Road	9,574	9,574	0	0
St Loyes Design Fees	275,190	232,844	42,350	0
<b>HRA TOTAL</b>	<b>3,923,326</b>	<b>3,557,798</b>	<b>365,530</b>	<b>0</b>
<b>TOTAL CAPITAL BUDGET</b>	<b>7,665,836</b>	<b>6,933,272</b>	<b>706,016</b>	<b>(26,546)</b>

<b>GENERAL FUND</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>Future Years</b>	<b>TOTAL</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>CAPITAL RESOURCES AVAILABLE</b>					
Usable Receipts Brought Forward					0
GF Capital Receipts	677,624	254,728			932,352
Revenue Contributions to Capital Outlay	27,500				27,500
Disabled Facility Grant	305,183	379,000	379,000	758,000	1,821,183
New Homes Bonus	970,317	397,534	3,000,000	500,000	4,867,851
Other - Grants/External Funding/Reserves/S106	495,441	218,157			713,598
<b>Total Resources Available</b>	<b>2,476,065</b>	<b>1,249,419</b>	<b>3,379,000</b>	<b>1,258,000</b>	<b>8,362,484</b>
<b>GENERAL FUND CAPITAL PROGRAMME</b>					
Capital Programme	9,502,500	6,038,460	4,888,330	14,860,090	35,289,380
Overspends/(Savings)	(477,238)				(477,238)
Slippage	(1,696,837)	1,696,837			0
<b>Total General Fund</b>	<b>7,328,425</b>	<b>7,735,297</b>	<b>4,888,330</b>	<b>14,860,090</b>	<b>34,812,142</b>

<b>UNCOMMITTED CAPITAL RESOURCES:</b>					
Capital Receipts Brought Forward	0	0	0	0	0
Resources in Year	2,476,065	1,249,419	3,379,000	1,258,000	8,362,484
Less Estimated Spend in Year	(7,328,425)	(7,735,297)	(4,888,330)	(14,860,090)	(34,812,142)
<b>Borrowing Requirement</b>	<b>4,852,360</b>	<b>6,485,878</b>	<b>1,509,330</b>	<b>13,602,090</b>	<b>26,449,658</b>
Uncommitted Capital Receipts	0	0	0	0	0

<b>HOUSING REVENUE ACCOUNT</b>	<b>2014-15 £</b>	<b>2015-16 £</b>	<b>2016-17 £</b>	<b>TOTAL £</b>
<b>CAPITAL RESOURCES AVAILABLE</b>				
Usable Receipts Brought Forward				2,057,869
Major Repairs Reserve Brought Forward				3,783,728
Other HRA Sales	173,360	0	0	173,360
RTB sales	1,404,286	1,000,000	500,000	2,904,286
Major Repairs Reserve	2,475,648	2,484,370	2,484,370	7,444,388
Revenue Contributions to Capital	5,339,345	5,771,928	4,689,075	15,800,348
External contributions	77,891	0	0	77,891
HCA funding	0	0	700,000	700,000
Commuted sums	0	1,827,220	1,972,780	3,800,000
<b>Total Resources available</b>	<b>9,470,530</b>	<b>11,083,518</b>	<b>10,346,225</b>	<b>36,741,870</b>
<b>CAPITAL PROGRAMME</b>				
HRA Capital Programme	9,772,350	13,321,658	10,938,844	34,032,852
March - Overspends / (Savings)	(12,699)			(12,699)
March - Slippage	(585,881)	585,881		0
<b>Total Housing Revenue Account</b>	<b>9,173,770</b>	<b>13,907,539</b>	<b>10,938,844</b>	<b>34,020,153</b>
<b>UNCOMMITTED CAPITAL RESOURCES:</b>				
Usable Receipts Brought Forward	2,057,869	945,482	1,445,482	2,057,869
Major Repairs Reserve Brought Forward	3,783,728	5,192,875	1,868,854	3,783,728
Resources in Year	9,470,530	11,083,518	10,346,225	30,900,273
Less Estimated Spend	(9,173,770)	(13,907,539)	(10,938,844)	(34,020,153)
Uncommitted Capital Resources	6,138,357	3,314,336	2,721,717	2,721,717
<b>WORKING BALANCE RESOURCES:</b>				
Balance Brought Forward	5,963,219	7,736,531	4,959,349	5,963,219
HRA Balance Transfer - Surplus/(Deficit)	1,773,312	(2,189,182)	851,770	435,900
Supplementary budgets to be requested		(588,000)		(588,000)
Balance Carried Forward	7,736,531	4,959,349	5,811,119	5,811,119
Balance Resolved to be Retained	(3,000,000)	(3,000,000)	(3,000,000)	(3,000,000)
	4,736,531	1,959,349	2,811,119	2,811,119
<b>TOTAL AVAILABLE CAPITAL RESOURCES</b>	<b>10,874,888</b>	<b>5,273,685</b>	<b>5,532,836</b>	<b>5,532,836</b>

## BUDGETS CARRIED FORWARD TO 2015/16 AND BEYOND

	2015/16 Budget as per Budget Book (includes Carry Forwards from Qtr 1 & Qtr 2)	Budget Carried Forward to 2015/16 and Beyond at Qtr 3	Proposed Budget to be Carried Forward to 2015/16 and Beyond at Qtr 4	Total 2015/16 Budget	Future Years
	£	£	£	£	£
<b>COMMUNITY</b>					
<b>KEEP PLACE LOOKING GOOD</b>					
Play Area Refurbishments	48,820	18,170		66,990	
Flowerpot Skate Park Lighting		33,650		33,650	
Heavitree Pleasure Ground Tennis Courts		6,830	(6,830)		
Topsham Recreation Ground		3,530		3,530	
Refurbishment and Upgrade of Paddling Pools			2,422	2,422	
Parks Improvements			9,431	9,431	
Neighbourhood Parks & Local Open Spaces			8,020	8,020	
Belmont Pleasure Ground - New Path	30,000			30,000	
Rougemont Gardens - Path & Railings	50,000			50,000	
<b>KEEP ME/MY ENVIRONMENT SAFE &amp; HEALTHY</b>					
Vehicle Replacement Programme	403,000	21,000		424,000	800,000
Exton Road Lighting			31,305	31,305	
<b>HELP ME FIND SOMEWHERE TO LIVE</b>					
Disabled Facility Grants	379,000		1,673	380,673	1,137,000
Warm Up Exeter/PLEA Scheme		163,650		163,650	
Wessex Loan Scheme			140,830	140,830	
WHIL Empty Properties			194,000	194,000	
The Haven			7,203	7,203	
Temporary Accommodation Purchase		300,000		300,000	
<b>COMMUNITY TOTAL</b>	<b>910,820</b>	<b>546,830</b>	<b>388,054</b>	<b>1,845,704</b>	<b>1,937,000</b>

## BUDGETS CARRIED FORWARD TO 2015/16 AND BEYOND

	2015/16 Budget as per Budget Book (includes Carry Forwards from Qtr 1 & Qtr 2)	Budget Carried Forward to 2015/16 and Beyond at Qtr 3	Proposed Budget to be Carried Forward to 2015/16 and Beyond at Qtr 4	Total 2015/16 Budget	Future Years
	£	£	£	£	£
<b>ECONOMY</b>					
<b>KEEP PLACE LOOKING GOOD</b>					
Exhibition Way Bridge Maintenance			39,980	39,980	
Canal Bank Repairs & Strengthening			1,060	1,060	
Northbrook Flood Alleviation Scheme	497,980		150	498,130	
National Cycle Network			4,500	4,500	
Repair to Turf Lock Gates		90,000	55,316	145,316	
Repair Canal Bank at M5	60,000			60,000	
Cathedral Yard - Replace Street Lighting	20,000			20,000	
Replace Car Park Ticket Machines	200,000			200,000	
Phoenix - Replace Air Conditioning Units	30,000			30,000	
<b>PROVIDE GREAT THINGS FOR ME TO SEE &amp; DO</b>					
Replace Running Track at Exeter Arena			205,723	205,723	
Sports Facilities Refurbishment	56,430		10,565	66,995	225,720
RAMM Development			382,384	382,384	
Passenger Lift at RAMM			45,000	45,000	
RAMM Shop			68,000	68,000	
Storage of Archives			21,020	21,020	
Livestock Market Electrical Distribution Boards			12,654	12,654	
<b>DELIVER GOOD DEVELOPMENT</b>					
Newcourt Community Hall (S106)			9,995	9,995	
Newtown Community Centre	50,000			50,000	
Countess Wear Community Centre (Grant Towards Build)	70,000	(1,420)		68,580	
Newcourt Community Association Centre	8,000		28,240	36,240	
Devonshire Place (Landscaping)		8,690	5,004	13,694	
Alphington Village Hall (Repairs & Extension)	50,000			50,000	
St Sidwells Community Centre		40,000		40,000	
Newtown Community Centre (2nd Grant)	40,000	9,000		49,000	
Wear United	50,000			50,000	
Exeter Gymnastics Club		40,000		40,000	
City Centre Enhancements			8,257	8,257	
Paris Street Roundabout Landscaping & Sculptural Swift Tower			24,844	24,844	

**BUDGETS CARRIED FORWARD TO 2015/16 AND BEYOND**

	2015/16 Budget as per Budget Book (includes Carry Forwards from Qtr 1 & Qtr 2)	Budget Carried Forward to 2015/16 and Beyond at Qtr 3	Proposed Budget to be Carried Forward to 2015/16 and Beyond at Qtr 4	Total 2015/16 Budget	Future Years
	£	£	£	£	£
Heavitree Environmental Improvements			22,880	<b>22,880</b>	
Ibstock Environmental Improvements			3,240	<b>3,240</b>	
Local Energy Network			67,050	<b>67,050</b>	
New Swimming Pool & Leisure Centre					16,000,000
<b>HELP ME RUN A SUCCESSFUL BUSINESS</b>					
Science Park Loan		500,000	(500,000)		
<b>ECONOMY TOTAL</b>	<b>1,132,410</b>	<b>686,270</b>	<b>515,861</b>	<b>2,334,541</b>	<b>16,225,720</b>

## BUDGETS CARRIED FORWARD TO 2015/16 AND BEYOND

	2015/16 Budget as per Budget Book (includes Carry Forwards from Qtr 1 & Qtr 2)	Budget Carried Forward to 2015/16 and Beyond at Qtr 3	Proposed Budget to be Carried Forward to 2015/16 and Beyond at Qtr 4	Total 2015/16 Budget	Future Years
	£	£	£	£	£
<b>RESOURCES</b>					
<b>WELL RUN COUNCIL</b>					
STRATA Implementation	30,650			<b>30,650</b>	
eTendering System			15,000	<b>15,000</b>	
Annual Contribution to Strata	53,900			<b>53,900</b>	161,700
Invest to Save Opportunities	100,000			<b>100,000</b>	100,000
Energy Saving Projects	2,220,000	(7,220)	777,922	<b>2,990,702</b>	664,000
Customer Contact Platform	145,000			<b>145,000</b>	135,000
Voice Activated Directory	44,800			<b>44,800</b>	
Capitalised Staff Costs	175,000			<b>175,000</b>	525,000
<b>RESOURCES TOTAL</b>	<b>2,769,350</b>	<b>(7,220)</b>	<b>792,922</b>	<b>3,555,052</b>	<b>1,585,700</b>



## BUDGETS CARRIED FORWARD TO 2015/16 AND BEYOND

	2015/16 Budget as per Budget Book (includes Carry Forwards from Qtr 1 & Qtr 2)	Budget Carried Forward to 2015/16 and Beyond at Qtr 3	Proposed Budget to be Carried Forward to 2015/16 and Beyond at Qtr 4	Total 2015/16 Budget	Future Years
	£	£	£	£	£
<b>HRA</b>					
<b>MAINTAIN OUR PROPERTY ASSETS</b>					
Adaptations	600,000		(4,056)	<b>595,944</b>	1,200,000
Rendering of Council Dwellings	275,000	95,000	(16,353)	<b>353,647</b>	550,000
MRA Fees	40,000			<b>40,000</b>	80,000
Communal Door Entry System	10,000		3,439	<b>13,439</b>	20,000
Environmental Improvements - General	40,000		19,076	<b>59,076</b>	50,000
Programmed Re-roofing	120,000			<b>120,000</b>	504,000
Energy Conservation	70,000	38,000	7,509	<b>115,509</b>	60,000
Smoke Detector Replacements	150,000		8,037	<b>158,037</b>	
LAINGS Refurbishments	431,850	225,000	(3,638)	<b>653,213</b>	540,000
Kitchen Replacement Programme	1,348,500	58,000	12,385	<b>1,418,885</b>	1,800,000
Bathroom Replacement Programme	1,228,800	80,000	(55,033)	<b>1,253,767</b>	1,200,000
Other Works	70,000	24,620		<b>94,620</b>	100,000
Fire Precautionary Works to Flats	200,000	140,000	(48,599)	<b>291,401</b>	400,000
Communal Areas	140,000	41,000	15,650	<b>196,650</b>	200,000
Structural Repairs	125,000	138,000	(57)	<b>262,943</b>	200,000
Rennes House Structural Works	450,000	35,840		<b>485,840</b>	1,340,000
Common Area Footpaths/Wall Improvements	150,000	42,450	(12,024)	<b>180,427</b>	
Higher Barley Mount Improvements		34,000		<b>34,000</b>	
Lift Replacement - 98 Sidwell Street		50,000		<b>50,000</b>	
Replacement of Lead Water Mains	20,000	10,000		<b>30,000</b>	
Communal Garden Retaining Walls		55,000		<b>55,000</b>	
Soil Vent Pipe Replacement	20,000	6,000	621	<b>26,621</b>	
Electrical Central Heating	17,500		4,128	<b>21,628</b>	
Faraday House Roof Replacement	125,000			<b>125,000</b>	
Electrical Re-wiring	810,000	236,000	101,970	<b>1,147,970</b>	1,160,000
Central Heating Programme	33,000			<b>33,000</b>	105,000
Boiler Replacement Programme	160,000		4,232	<b>164,232</b>	180,000

## BUDGETS CARRIED FORWARD TO 2015/16 AND BEYOND

	2015/16 Budget as per Budget Book (includes Carry Forwards from Qtr 1 & Qtr 2)	Budget Carried Forward to 2015/16 and Beyond at Qtr 3	Proposed Budget to be Carried Forward to 2015/16 and Beyond at Qtr 4	Total 2015/16 Budget	Future Years
	£	£	£	£	£
<b><i>HELP ME FIND SOMEWHERE TO LIVE</i></b>					
COB Wave 2 - Rennes Car Park	1,977,060	(247,322)	(18,926)	<b>1,710,812</b>	1,562,992
COB Wave 2 - Newport Road	498,920	69,790	53,428	<b>622,138</b>	
COB Wave 2 - Brookway (Whipton Methodist Church)			130,397	<b>130,397</b>	
COB Wave 2 - Bennett Square			158,279	<b>158,279</b>	
St Loyes Extracare Scheme	1,605,730	179,133	42,350	<b>1,827,213</b>	6,072,777
Phase 3 Professional Fees			9,200	<b>9,200</b>	
Phase 3 St Andrews Road		10,230		<b>10,230</b>	
COB Land Purchase		300,000		<b>300,000</b>	
Rennes House Wide Site Development			7,050	<b>7,050</b>	
Acquisition of Social Housing	821,130	163,420	166,818	<b>1,151,368</b>	500,000
<b>HRA TOTAL</b>	<b>11,537,490</b>	<b>1,784,161</b>	<b>585,886</b>	<b>13,907,537</b>	<b>17,824,769</b>
<b>TOTAL CAPITAL BUDGET</b>	<b>16,350,070</b>	<b>3,010,041</b>	<b>2,282,723</b>	<b>21,642,834</b>	<b>37,573,189</b>

## **Matford Centre Roof Replacement and Associated Works**

### **The Existing Roof**

Roofs to the pennage areas are pitched and covered with profiled fibre-cement sheeting (non-asbestos) on galvanised steel purlins, complete with matching trims and flashings, and individual translucent profiled glass reinforced polyester (GRP) rooflights.

The concourse roof is generally as described above, except it has continuous bands of translucent GRP rooflight sheeting. There is also a fall arrest system present, and ten automatic smoke vents positioned close to the ridge.

The centre manager states:

*" problems with the roof are increasing. Despite making patch repairs over the last few years, leaks continue to occur. It has proved impossible to make any sort of lasting repair because depending on weather conditions the leaks manifest themselves in constantly changing areas. The centre hosts a number of high profile events such as business to business shows and catering exhibitions but these events are increasingly at the mercy of the weather. To date, damage to hirers' equipment and stands has been limited but hirers are now increasingly complaining and not only does this lead to the likelihood of compensation claims but it also makes the Matford Centre a much less attractive option for event organisers as knowledge of this problem spreads."*

The fibre cement roofing sheets are inherently weak and brittle and have had splits and leaks in various places for many years: the 2007 condition survey stated "depending upon how much importance the Council attaches to returning the roofs into a weathertight condition, the worst of the cracked fibre cement sheets and corroding hook bolts should be repaired or renewed." It gave a total life expectancy from installation of 30 years, which equates to a replacement due in 2017-2019.

The roof has been identified as needing replacement in the next 2 to 3 years, and the current condition confirms this is a correct assessment of need. However to undertake this task once the PV has been installed, would necessitate the complete removal of all PV panelling, cabling fixing support systems, lightning conductors and man safe systems, and clearly this would incur a significant downtime for the array, a resultant loss of income, and significant extra installation costs.



**Extract from the Condition Survey by PH Warr plc carried out in 2007.**

## **2.1 ROOFS**

### **2.1.1 Description**

1. The roofs to the pennage areas are pitched and covered with profiled fibre-cement sheeting (believed to be non-asbestos) on galvanised steel purlins, complete with matching trims and flashings, and individual translucent profiled glass reinforced polyester (GRP) rooflights.

2. The concourse roof is generally as described above, except it has continuous bands of translucent GRP rooflight sheeting. There is also a fall arrest system present, and ten automatic smoke vents positioned close to the ridge.

3. The lean-to roofs over the kitchen, restaurant, tenanted units and small plant room on the east elevation, are covered with colour-coated profiled steel sheeting on a timber trussed rafter structure, complete with matching trims and flashings, and stained softwood fascia and soffit boards.

4. We have assumed that the lightning protection installation present on the roofs will be covered under the M&E survey to be undertaken by the Council's engineers, therefore it has not been included in this report.

#### **2.1.2 Findings: Calves and Dairy Pennage**

1. Approximately 31nr cracks were noted in the ridge sections, 4nr of which are visible at the northern end of the roof where it projects into the concourse.
2. No cracks were observed in the movement joints or main roof sheets.
3. The upper surface of the roof sheeting has a moderate covering of lichens and some moss, mainly in the troughs of the profiles, and the rooflights are stained.
4. Missing caps and corroding nuts were observed to many of the hook bolts.
5. In addition to the cracks mentioned above, numerous other hairline cracks, splits and crazing were noted, however these are generally not visible from ground level

#### **2.1.3 Findings: Cattle Pennage**

1. Approximately 22nr cracks were noted in the ridge sections.
2. No cracks were observed in the movement joints or main roof sheets.
3. The upper surface of the roof sheeting has a moderate covering of lichens and some moss, mainly in the troughs of the profiles, and the rooflights are stained.
4. Missing caps and corroding nuts were observed to many of the hook bolts.
5. In addition to the cracks mentioned above, numerous other hairline cracks, splits and crazing were noted, however these are generally not visible from ground level.

#### **2.1.4 Findings: Pigs and Sheep Pennage**

1. Approximately 10-11nr cracks were noted in the ridge sections.
2. Approximately 12nr cracks were noted in the movement joints.
3. Approximately 8nr splits were noted in the main roof sheets.
4. A small hole was noted in the sheeting adjacent to a downpipe on the south side of the roof.
5. A small hole was observed in the south-facing slope, situated close to the concourse eaves line where the pennage area 'projects' into the concourse.

Daylight was noted along much of the length of the northern gutter, caused by cracks in the curved eaves sheets.

7. The upper surface of the roof sheeting has a moderate covering of lichens and some moss, mainly in the troughs of the profiles, and the rooflights are stained.
8. Missing caps and corroding nuts were observed on many of the hook bolts.
9. In addition to the cracks mentioned above, numerous other hairline cracks, splits and crazing were noted, however these are generally not visible from ground level.

#### **2.1.5 Findings: Concourse**

1. Approximately 9nr cracks were noted in the ridge sections, 8nr of which have been patch repaired.
2. Approximately 17nr splits were noted in the main roof sheets on the south-facing roof slope, 7nr of which have been patch repaired.
3. Approximately 9nr splits were noted in the main roof sheets on the north-facing roof slope, 2nr of which have been patch repaired.
4. The upper surface of the roof sheeting has a moderate covering of lichens and some moss, mainly in the troughs of the profiles, and the rooflights are stained.
5. The sheeting on the south elevation appears to be slightly out of vertical alignment.
6. Missing caps and corroding nuts were observed on many of the hook bolts.
7. In addition to the cracks mentioned above, numerous other hairline cracks, splits and crazing were noted, however these are generally not visible from ground level.

8. Numerous patch repairs are evident at the abutment between the east-facing slope of the roof over the dairy penna and the verge of the south-facing roof directly above the auctioneers' offices, close to the main entrance. The Centre Manager has confirmed that this part of the building has experienced significant leaks in the past, however we understand that the leaks are not ongoing.

9. We understand that the fall arrest system has not been maintained, therefore it must not be used without first being tested and certified as safe for use.

10. The roof is clearly leaking as a result of the abovementioned defects, and the staff have used yellow marking paint on the concourse floor to indicate the position of the leaks.

### **2.1.7 Conclusions**

1. In overall terms, we consider the fibre-cement roofs to the concourse and pigs and sheep penna to be in poor condition, and the number of defects is surprising given that they are only around 18 years old. (in 2007).

2. Save for the cracked ridge sections, we consider the fibre-cement roofs to the cattle and calves and dairy penna areas to be in slightly better condition than the abovementioned roofs, however we would still describe them as being in fair-poor condition overall.

3. The defects in the fibre-cement roofs probably have several causes, including problems with the quality and durability of the sheets themselves, workmanship problems relating to the fixings, and differential thermal and moisture-induced movement.

4. In terms of life expectancy, Eternit is currently quoting a life expectancy of at least 50 years and guaranteeing its sheeting for 30 years, albeit the durability of fibre-cement sheeting has almost certainly improved since the Livestock Centre was built. Present evidence, however, would seem to indicate that the roofs may reach the end of their serviceable lives sooner than the manufacturer's current literature is suggesting, and for this reason we consider a total life expectancy of 30 years to be more realistic at this stage, which equates to a remaining life expectancy of around 10-12 years.

5. In overall terms, we consider the profiled steel lean-to roofs to the kitchen, restaurant and offices on the east elevation to be in fair condition. Manufacturers typically quote a life expectancy of 40 years and offer guarantees for 30 years on colour-coated profiled metal sheeting, with first maintenance recommended after 10-25 years, which we consider to be realistic on this occasion.

### **2.1.8 Recommendations**

1. Catch-up Maintenance: Depending upon how much importance the Council attaches to returning the roofs into a weathertight condition, the worst of the cracked fibrecement sheets and corroding hook bolts should be repaired or renewed. The Council may find the cost of providing safe access to the exterior of the fibre-cement roofs to be prohibitive, hence it may wish to carry out as many repairs as practicable from within the building. The grease stains on and around the ventilation cowls of the profiled steel roof over the kitchen should be removed. The loose lead flashing to the small profiled steel lean-to roof adjacent to the conservatory should be made good.

2. Responsive Maintenance: A contingency sum should be set aside to cover ad-hoc repairs.

3. Cyclical Maintenance: The staining around the cowls should be cleaned every 1-2 years.

4. Periodic inspection: The roofs should be inspected annually in order to assess the need for any further repairs, monitor the rate of deterioration and generally inform the timing of their eventual replacement.

5. Planned Maintenance: The fibre-cement roof coverings should be scheduled for renewal (or overcladding) in 10-12 years' time. (2017).

## REPORT TO RESOURCES SCRUTINY COMMITTEE

Date of Meeting: 1 July 2015

## REPORT TO EXECUTIVE

Date of Meeting: 14 July 2015

## REPORT TO COUNCIL

Date of Meeting: 28 July 2015

Report of: Assistant Director Finance

Title: OVERVIEW OF REVENUE BUDGET 2014/15

### Is this a Key Decision?

No

\* One that affects finances over £1m or significantly affects two or more wards. If this is a key decision then the item must be on the appropriate forward plan of key decisions.

### Is this an Executive or Council Function?

Council

#### 1. What is the report about?

- 1.1 To advise Members of the overall financial position of the HRA & General Fund Revenue Budgets for the 2014/15 financial year and to seek approval for the General Fund working balance, HRA working balance, a number of supplementary budgets and the creation of new earmarked reserves.

#### 2. Recommendations:

It is recommended that Scrutiny Resources Committee and the Executive note the report and Council notes and approves (where applicable):

- 2.1 That the net transfer of £800,076 from Earmarked Reserves as detailed in paragraph 8.3.6 is approved.
- 2.2 That supplementary budgets of £1,458,610 be approved as detailed in paragraph 8.3.8
- 2.3 That Earmarked Reserves at 31 March 2015 be noted;
- 2.4 That the Council Tax account and collection rate be noted;
- 2.5 That the outstanding sundry debt, aged debt analysis and debt write-off figures be noted;
- 2.6 That the creditor payments performance be noted;
- 2.7 By taking into account the overall financial position of the Council, the General Fund working balance at 31 March 2015, be approved at £3,974,518;
- 2.8 That the Housing Revenue Account working balance at 31 March 2015 is approved at £7,772,403 and the Council Own Build working balance is approved at £127,994.

#### 3. Reasons for the recommendation:

- 3.1 To formally approve the Council's end of year financial position and carry forward any budgets that were not spent but the funding is still required.

**4. What are the resource implications including non financial resources.**

4.1 The impact on the General Fund working balance, HRA working Balance and Council Own Build working balance are set out in sections 8.3.7, 8.2.1 and 8.2.4 respectively.

4.2 A request for supplementary budgets totalling £1,320,610 has been included.

**5. Section 151 Officer comments:**

5.1 The report represents the financial position as at 31 March 2015. In respect of the year, whilst there are some areas of the Council that have struggled to remain within budget, the overall position in respect of the General Fund is positive, with a large addition to the working balance. However this will be offset by the request for supplementary budgets for 2015/16. As a prudent measure funds have been set aside from earmarked reserves to repay debt.

**6. What are the legal aspects?**

6.1 There are no legal aspects to the report.

**7. Monitoring Officer's comments:**

7.1 This report raises no issues for the Monitoring Officer.

**8. Report details:**

8.1 Financial Summary

<b>FUND</b>	<b>Planned Transfer (to) / from Working Balance</b>	<b>Budget Variance Over / (under)</b>	<b>Outturn Transfer 2014/15</b>
	£	£	£
General Fund	165,742	(775,620)	(609,878)
HRA	1,374,550	(3,183,734)	(1,809,184)
Council own Build Houses	(22,670)	(1,812)	(24,482)

8.2 Housing Revenue Account (Appendix A)

8.2.1 The Outturn Statement shows an increase in the working balance of £1,809,184 to stand at £7,772,403. This is a significant variance from the proposed reduction to the balance of £1,374,550 at the start of the year.

<b>Movement</b>	<b>2014/15</b>
Opening HRA Balance, as at 01/04/14	£5,963,219
Surplus	£1,809,184
<b>Balance, as at 31/3/15</b>	<b>£7,772,403</b>



8.2.2 The key variances are as follows:

Management Unit	Over / (Underspend)	Detail
Revenue Contribution to Capital	(£855,855)	<ul style="list-style-type: none"> <li>The amount of revenue monies required towards financing the HRA Capital Programme in 2014-15 has reduced from £6.2m to £5.3m. This reflects a reduction in the level of capital expenditure in this financial year compared to the original capital programme.</li> </ul>
Repairs and Maintenance Programme	(£2,169,069)	Significant savings made owing to : <ul style="list-style-type: none"> <li>Reduction in voids;</li> <li>Reduction in reactive repairs required;</li> <li>Implementation of the action plan to address issues with void properties;</li> <li>Procurement of better value service contracts;</li> <li>A number of works being delayed whilst the damp ingress work has been carried out; the damp ingress work itself, will be carried forward into 2015-16.</li> </ul>

8.2.3 The Major Repairs Reserve is 'ring fenced' for capital works. After transfers, the balance on the Major Repairs Reserve will stand at £5,157,003 at 31 March 2015.

<b>Movement</b>	<b>2014/15</b>
Opening Major Repairs Reserve, as at 01/04/15	£3,783,727
Revenue monies set aside during 2014/15	£2,439,776
Amount used to finance capital expenditure during 2014/15	(£1,066,500)
<b>Balance, as at 31/03/15</b>	<b>£5,157,003</b>

8.2.4 The Council's new properties at Rowan House and Knights Place form part of the overall Housing Revenue Account, but separate income and expenditure budgets are maintained in order to ensure that they are self-financing. The total budget variances for 2014-15 have resulted in a net surplus of £24,482, which will be transferred to the COB working balance.

<b>Movement</b>	<b>2014/15</b>
Opening Council Own Build, as at 01/04/14	£103,512
Surplus	£24,482
<b>Balance, as at 31/03/15</b>	<b>£127,994</b>

8.3 General Fund (Appendix B)

8.3.1 The Service Committees show an overall underspend of £1,464,648 against a revised budget of £12,472,740. The main variances are:

8.3.2 **Scrutiny Committee Community – (An underspend in total of £256,733)**

Management Unit	Over / (Underspend)	Detail
Public Safety	(72,673)	<ul style="list-style-type: none"> <li>• University Contract loss of income</li> <li>• Saving on maintenance of CCTV cameras</li> <li>• Additional income from Home Call Alarm</li> <li>• Saving on Pay and Overtime budgets</li> </ul>
Parks & Open Spaces	(288,301)	<ul style="list-style-type: none"> <li>• Underspend on Asset Maintenance budgets</li> <li>• Additional income from rental properties</li> <li>• Saving on Pay, Equipment Tools and Materials budgets</li> <li>• Underspend on Motor Fuel and Plant acquisitions</li> </ul>
Bereavement Services	(70,271)	<ul style="list-style-type: none"> <li>• Backdated NNDR refund Higher Cemetery</li> <li>• Underspend on Asset and General Maintenance budgets</li> <li>• Income less than budget</li> </ul>
Advisory Services	165,526	<ul style="list-style-type: none"> <li>• Housing Benefit income has been lower than budgeted</li> <li>• Savings on pay budgets due to vacancies</li> <li>• Payments to temporary accommodation providers lower than budgeted</li> <li>• Expenditure on Devon Home Choice to be funded from earmarked reserve</li> </ul>

Management Unit	Over / (Underspend)	Detail
Affordable Housing Development	(48,415)	<ul style="list-style-type: none"> <li>• Additional income from enabling fees and the back-dated receipt of monies due to the Council in accordance with nomination agreements</li> </ul>
Domestic Refuse Collection	140,487	<ul style="list-style-type: none"> <li>• Overspend on Agency Staff</li> </ul>
Public Conveniences	(54,889)	<ul style="list-style-type: none"> <li>• Underspend on premises maintenance and utilities budgets</li> <li>• Saving on Superannuation and Overtime budgets</li> <li>• Support Services recharges in excess of budget</li> </ul>

### 8.3.3 Scrutiny Committee Economy – (An underspend in total of £462,299)

Management Unit	Over / (Underspend)	Detail
Estates Services	135,870	<ul style="list-style-type: none"> <li>• Rental income for the property portfolio is less than the budget</li> <li>• The expenditure on AIM lease requirements and Asset Improvement Maintenance fund less than budget</li> <li>• Additional expenditure on rates due to void properties at South Street</li> <li>• Capital Charges and Support Service recharge exceeded budget</li> </ul>
Parking Services	(142,748)	<ul style="list-style-type: none"> <li>• Income from car parking fees exceeded the budgeted target</li> <li>• Expenditure on AIM reactive repair, service and maintenance and utilities budgets less than annual budget</li> <li>• Additional expenditure on security patrol offset saving on rates and other maintenance budgets</li> <li>• Saving on pay, superannuation and overtime budgets</li> </ul>
District Highways & Footpaths	59,547	<ul style="list-style-type: none"> <li>• Support Service recharge from Engineers more than budgeted</li> <li>• Additional external income received for recharge of works</li> </ul>

Management Unit	Over / (Underspend)	Detail
Building Control	68,264	<ul style="list-style-type: none"> <li>• Additional legal costs incurred and provision for liability in respect of search fee refunds included</li> <li>• Income from Land Charges exceeded the annual budget</li> </ul>
Planning Services	(82,471)	<ul style="list-style-type: none"> <li>• Additional income from Planning Application Fees</li> <li>• Additional expenditure on legal costs due to appeals</li> <li>• Additional consultant fees, partly offset by transfer from reserve</li> <li>• Underspend on Support Service recharge in respect of Legal Services</li> </ul>
Conservation	(83,113)	<ul style="list-style-type: none"> <li>• AIM reactive repair budget underspent.</li> <li>• Support Service recharge from Engineers less than budget</li> </ul>
Markets & Halls	(244,981)	<ul style="list-style-type: none"> <li>• Increase in net income from lettings, livestock auctions and Corn Exchange events</li> <li>• AIMS, utilities and NNDR (National Non Domestic Rates) costs were less than the estimates</li> </ul>
Museum Service	(115,538)	<ul style="list-style-type: none"> <li>• Appeal against rateable value resulted in reduced NNDR costs.</li> <li>• Pay costs for the RAMM were less than estimated, offset by the cost of a redundancy</li> <li>• AIMS and utility costs were less than estimated</li> <li>• Income exceeded the estimate</li> </ul>
Contracted Sports Facilities	165,214	<ul style="list-style-type: none"> <li>• Expenditure on consultants and the tender exercise for the proposed new leisure complex will be funded from the New Homes Bonus.</li> <li>• Expenditure on works at the Isca Centre will be funded from an earmarked reserve</li> <li>• Additional income under the contract</li> <li>• Reduced expenditure on utilities</li> </ul>

### 8.3.4 Scrutiny Committee Resources – (An underspend in total of £645,759)

Management Unit	Over / (Underspend)	Detail
Revenue Collection /Benefits	(384,492)	<ul style="list-style-type: none"> <li>Recovery of overpayments has been higher than anticipated</li> </ul>
Democratic Representation	(67,110)	<ul style="list-style-type: none"> <li>Underspend on pay budgets</li> <li>Support Service Recharge in respect of Legal less than budget</li> </ul>
Grants/Cent Supp /Consultation	(102,905)	<ul style="list-style-type: none"> <li>Expenditure on Exeter Citizen and Software Licences less than budget</li> <li>Underspend on pay budgets</li> <li>Additional grant income</li> </ul>
Unapportionable Overheads	109,091	<ul style="list-style-type: none"> <li>The overspend reflects the additional cost of pension strain payments made in respect of employees retired early due to redundancy</li> </ul>
Financial Services	(37,963)	<ul style="list-style-type: none"> <li>Underspend on pay budgets</li> <li>Additional expenditure on consultants fees and software licences</li> </ul>
Human Resources	(48,706)	<ul style="list-style-type: none"> <li>Underspend mainly on training – request for a supplementary budget of £37,000 to complete ongoing programmes</li> </ul>
Legal Services	(37,879)	<ul style="list-style-type: none"> <li>Pay underspend due to vacancies</li> <li>Additional expenditure on consultancy fees</li> <li>Additional income from Legal fees</li> </ul>
Corporate Customer Services	(166,979)	<ul style="list-style-type: none"> <li>Underspend on Civic Centre reactive repairs, service and maintenance, equipment and utilities budgets.</li> <li>Saving on Postage due to change of supplier.</li> <li>Additional income from Civic Centre rental spaces and solar panel income above budget</li> <li>Pay budget overspent due to redundancy payment, transfer from earmarked reserve</li> </ul>
IT Services	(123,964)	<ul style="list-style-type: none"> <li>Underspend due to vacancies prior to the handover of IT Services to Strata Service Solutions</li> </ul>

### 8.3.5 Other Financial Variations

Other items	Over / (Underspend)	Detail
Revenue Contribution to Capital	997,817	<ul style="list-style-type: none"> <li>• £120,000 related to New Homes Bonus backed local infrastructure schemes;</li> <li>• The balance has been used from New Homes Bonus to pay for lower life assets.</li> </ul>
Minimum / Voluntary Revenue Provision	2,012,572	<ul style="list-style-type: none"> <li>• The Council has voluntarily set aside £2.1m to repay debt. This will provide savings to the revenue budget in future years</li> </ul>
Business Rates Deficit	1,215,465	<ul style="list-style-type: none"> <li>• As reported last year, there was a large deficit on the Business Rates Collection Fund after the first year, which resulted in additional income in 2013/14, to be repaid in 2014/15.</li> <li>• The Funds to pay for this were set aside in an Earmarked Reserve last year.</li> </ul>
Earmarked Reserves	(3,108,456)	<ul style="list-style-type: none"> <li>• The funds to pay for redundancies, the Business Rates deficit, voluntary repayment of debt and revenue contribution to capital have been partially offset by the additional New Homes Bonus, new Capital Fund and funds added back to the redundancy reserve to assist the forward financial planning of the Council.</li> </ul>
Business Rates	(389,592)	<ul style="list-style-type: none"> <li>• Business Rates income was boosted by a pooling gain of £228,000 earned as a result of being part of the Devon Business Rates pool. This cash would have gone to Central Government if the pool did not exist and enabled £2.45m to be shared across the Devon authorities.</li> </ul>

### 8.3.6 Earmarked Reserves

One new Earmarked reserves is being proposed:

Earmarked reserve	Amount	Detail
Capital Fund	700,000	<ul style="list-style-type: none"><li>To enable the Council to finance assets with a short useful life from revenue rather than borrowing.</li></ul>

During 2014/15 there has been an overall net take from Earmarked Reserves of £800,076 as shown in Appendix C.

<b>Movement</b>	<b>2014/15</b>
Opening Balance, as at 01/04/14	£6,440,532
Net take	(£800,076)
<b>Balance, as at 31/3/15</b>	<b>£5,640,456</b>

### 8.3.7 General Fund Balance

During 2014/15 there has been an overall net contribution to the General Fund Balance of £609,878. The minimum requirement for the General Fund working balance was approved by Council in February 2015 at £2million.

<b>Movement</b>	<b>2014/15</b>
Opening Balance, as at 01/04/14	£3,364,640
Surplus	£ 609,878
<b>Balance, as at 31/3/15</b>	<b>£3,974,518</b>

### 8.3.8 Supplementary Budgets

There is a requirement for significant supplementary budgets in 2015/16 as the Council has identified at the end of the year a number of revenue budgets that have not been spent but where a commitment is required in the following financial year.

In addition there are three requests for additional funding in 2015/16 and a notification of expenditure made under Financial Regulation 21 – urgency, which was reported to the Executive on 23 June 2015.

£100,000 is for a contribution towards the progression of a significant partnership based project the aim of which is to establish Exeter as a leading knowledge economy and entrepreneurial city in the UK, attracting significant investment and raising income levels for the benefit of its residents and businesses. In order to progress this important initiative it will be important to create a high level Task Group to develop a programme of activities together with private sector partners, the University, neighbouring councils, the County Council and others. The University is likely to pledge £100,000 and approaches will be made to the County Council and others, the LEP and potential private sector partners to establish the necessary funds to take this forward. Two leading private sector funding organisations are actively considering being part of this potentially transformational project.

£85,000 is requested to cover an overspend in Finance caused by budget pressures owing cover for a long term sickness and the vacant Procurement post, which is being filled by a more expensive resource.

The urgent expenditure of £8,000 was provided to the Exeter Pound to enable them to take on additional staff with matched funding and to print the notes. The £5,000 to enable the print was in the form of an interest free loan which will be repaid within one year.

It is therefore proposed that supplementary budgets totalling £1,458,610, identified in Appendix D are approved in 2015/16. Of the total above, £588,000 relates to the HRA.

#### 8.4 COUNCIL TAX

8.4.1 As at 1 April 2014, arrears amounted to £2.897m, the movements during 2014/15 were as follows:

	£m	£m
<b>Arrears at 1 April 2014</b>		<b>2.897</b>
<b>Add:</b>		
2014/15 debits raised net of discounts	53.264	
<b>Less:</b>		
Payments received	(52.200)	
Refunds and change in pre-payments	0.533	
Write-offs	<u>(0.193)</u>	
<b>Arrears at 31 March 2015</b>		<b><u>£4.301</u></b>

8.4.2 Against the arrears of £4.301m, a bad and doubtful debt provision of £1,240,000 has been provided, calculated in accordance with the appropriate accounting guidelines.

8.4.3 The 'In-Year' collection rate has decreased in comparison with the previous year. The collection rate for 2013/14 was 95.4% compared with 96.5% in 2013/14.

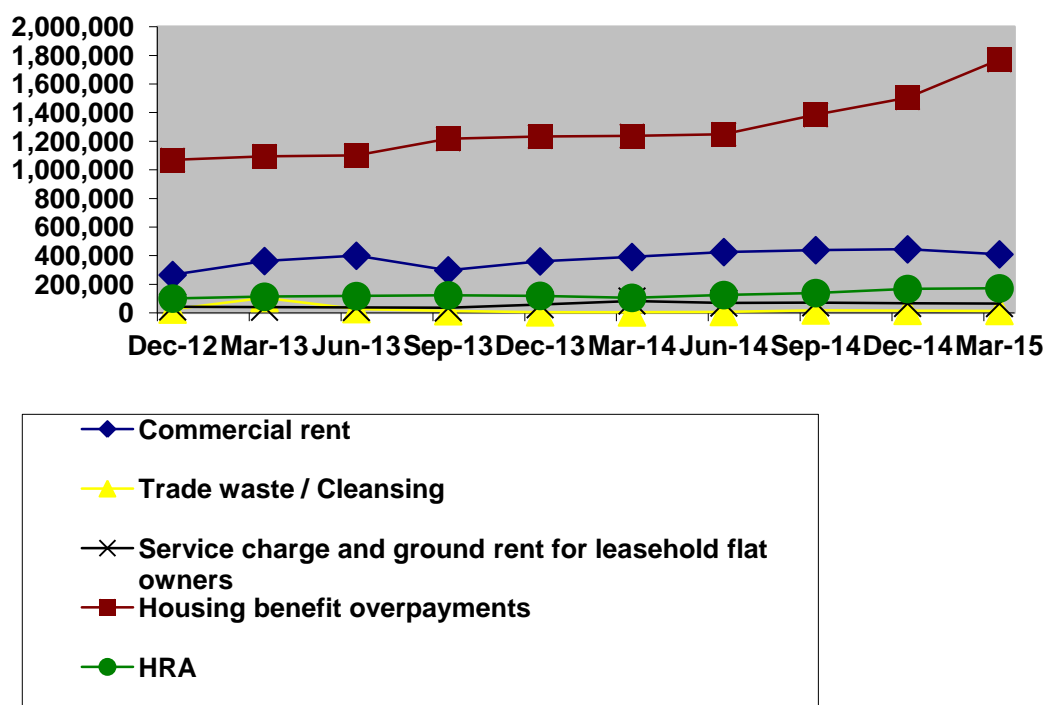


## 8.5 OUTSTANDING SUNDRY DEBT

8.5.1 An aged debt analysis of the Council's sundry debts is shown in the table below.

Age of Debt	March 2014	December 2014	March 2015
Up to 29 days (current)	£1,425,531	£1,031,168	£1,779,525
30 days – 1 Year	£1,360,144	£1,246,380	£1,467,882
1 – 2 years	£465,665	£576,037	£575,938
2 – 3 years	£219,889	£306,597	£342,542
3 – 4 years	£107,701	£178,742	£185,764
4 – 5 years	£92,602	£84,798	£72,627
5 + years	£174,446	£209,782	£213,294
<b>Total</b>	<b>£3,845,978</b>	<b>£3,633,505</b>	<b>£4,637,572</b>

8.5.2 Of the outstanding debt, the graph below sets out the main services and debt trends for debt over 30 days old:



## 8.6 DEBT WRITE-OFFS

8.6.1 The following amounts have been written-off during 2014/15:

	2014/15	2013/14
• Council Tax	£193,034	£83,940
• Business Rates	0	£366,058
• Sundry Debt	£85,554	£138,915
• Housing Rents	£41,609	£72,921

## **8.7 CREDITOR PAYMENTS PERFORMANCE**

8.7.1 Creditors' payments continue to be monitored in spite of the withdrawal of statutory performance indicator BVPI8. The percentage paid within 30 days was 95.60% for 2014/15 compared with 95.69% for 2013/14.

## **9. How does the decision contribute to the Council's Corporate Plan?**

9.1 This is a statement of the financial position at the end of the 2013/14.

## **10. What risks are there and how can they be reduced?**

10.1 The risks relate to overspending the Council budget and are mitigated by regular reporting to the Strategic Management Team and Members.

## **11. What is the impact of the decision on equality and diversity; health and wellbeing; safeguarding children, young people and vulnerable adults, community safety and the environment?**

11.1 Not applicable

## **12. Are there any other options?**

12.1 Not applicable

## **Assistant Director Finance**

### **Local Government (Access to Information) Act 1972 (as amended)**

**Background papers used in compiling this report:-**

None

Contact for enquires:  
Democratic Services (Committees)  
Room 2.3  
01392 265275

**HOUSING REVENUE ACCOUNT**  
**2014/15 REVENUE ESTIMATES - SUMMARY**  
as at 31 March 2015

Code	Approved Annual Budget	2014-2015 Outturn	Overall Variance To Budget
	£	£	£
85A1 Management	3,272,640	3,292,641	20,001
85A3 Sundry Lands Maintenance	287,590	276,122	(11,468)
85A4 Repairs Fund Contribution	6,675,400	4,506,331	(2,169,069)
85A5 Revenue Contribution to Capital	6,195,200	5,339,345	(855,855)
85A6 Capital Charges	2,356,390	2,439,776	83,386
85A8 Rents	(19,347,730)	(19,568,310)	(220,580)
85B2 Interest	1,935,060	1,904,911	(30,149)
85B4 <b>Variance in Working Balance</b>	<b>(1,374,550)</b>	<b>1,809,184</b>	<b>3,183,734</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Working Balance</b> 1 April 2014	<b><u>5,963,219</u></b>	<b><u>7,772,403</u></b>	

**COUNCIL OWN BUILD SITES**

Code	Approved Annual Budget	2014-2015 Outturn	Variance To Budget
	£	£	£
H006 Rowan House	(7,540)	(8,932)	(1,392)
H007 Knights Place	(35,150)	(31,545)	3,605
H008 Interest	9,390	4,951	(4,439)
H009 Capital Charges	10,630	11,044	414
<b>Variance in Working Balance</b>	<b>22,670</b>	<b>24,482</b>	<b>1,812</b>
	<b>0</b>	<b>0</b>	<b>0</b>
<b>Working Balance</b> 1 April 2014	<b><u>103,512</u></b>	<b><u>127,994</u></b>	

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**GENERAL FUND**  
**2014/15 REVENUE ESTIMATES - SUMMARY**  
as at 31 March 2015

	Annual Budget	Supplementary Budgets	Revised Annual Budget	Year End Forecast	Variance to Budget
	£	£	£	£	£
SCRUTINY - COMMUNITY	9,745,050	10,130	9,755,180	9,498,447	(256,733)
SCRUTINY - ECONOMY	(464,880)	219,560	(245,320)	(707,619)	(462,299)
SCRUTINY - RESOURCES	5,634,170	184,120	5,818,290	5,172,531	(645,759)
less Notional capital charges	(2,855,410)		(2,855,410)	(2,955,267)	(99,857)
<b><u>Service Committee Net Expenditure</u></b>	<b>12,058,930</b>	<b>413,810</b>	<b>12,472,740</b>	<b>11,008,092</b>	<b>(1,464,648)</b>
Net Interest	165,000		165,000	147,632	(17,368)
New Homes Bonus	(2,778,000)		(2,778,000)	(2,777,994)	6
Revenue Contribution to Capital	0		0	997,817	997,817
Minimum Revenue Provision	1,470,000		1,470,000	3,482,572	2,012,572
Business Rates Deficit	0		0	1,215,465	1,215,465
<b><u>General Fund Expenditure</u></b>	<b>10,915,930</b>	<b>413,810</b>	<b>11,329,740</b>	<b>14,073,584</b>	<b>2,743,844</b>
Transfer To/(From) Working Balance	58,448	(224,190)	(165,742)	609,878	775,620
Transfer To/(From) Earmarked Reserves	2,498,000	(189,620)	2,308,380	(800,076)	(3,108,456)
<b><u>General Fund Net Expenditure</u></b>	<b>13,472,378</b>	<b>0</b>	<b>13,472,378</b>	<b>13,883,386</b>	<b>411,008</b>
Formula Grant	(7,715,000)		(7,715,000)	(7,727,000)	(12,000)
Council Tax Freeze Grant	(118,000)		(118,000)	(118,000)	0
CIL Income	0		0	(9,096)	(9,096)
Business Rates Growth	(1,070,000)		(1,070,000)	(1,459,592)	(389,592)
<b><u>Council Tax Net Expenditure</u></b>	<b>4,569,378</b>	<b>0</b>	<b>4,569,378</b>	<b>4,569,698</b>	<b>320</b>
<b>Working Balance</b>	<b>March 2014</b>	<b>£ 3,364,640</b>		<b>£ 3,974,518</b>	<b>March 2015</b>

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	<b>Balance 01.04.2014</b>	<b>Movement 2014/15</b>	<b>Balance 31.03.2015</b>
PRINCESSHAY/MAJOR PROJECTS	(19,458.80)		(19,458.80)
PARTNERSHIP	(15,017.25)		(15,017.25)
CONSERVATION	(2,338.96)		(2,338.96)
VEHICLE LICENSING	(45,251.58)	(5,417.23)	(50,668.81)
S 57 GRANTS	(19,613.00)		(19,613.00)
SURE START	(20,000.00)		(20,000.00)
BUILDING CONTROL	(147,713.71)	14,307.77	(133,405.94)
LOCAL DEV FRAMEWORK	(63,883.57)	7,022.41	(56,861.16)
MALLINSON	(134,075.59)		(134,075.59)
OLD MILL	(5,498.86)		(5,498.86)
BOTTLE BANK	(42,468.08)		(42,468.08)
ISCA BOWLS	(32,446.22)	32,446.22	0.00
PLAY EQUIPMENT	(22,470.00)		(22,470.00)
SHIP	(7,438.00)		(7,438.00)
HOUSING ASSESSMENT	(1,244.51)		(1,244.51)
EXWICK LAND	(27,034.75)		(27,034.75)
Climate Change	(6,709.04)		(6,709.04)
DEVON HOME CHOICE	(103,548.76)	29,495.39	(74,053.37)
LLC - PERSONAL SEARCHES	(34,355.83)	34,355.83	0.00
Strategic Review reserve	(124,942.77)	74,374.37	(50,568.40)
Habitat Assessment	(40,601.69)	7,118.96	(33,482.73)
Green Travel	(31,473.09)	7,089.98	(24,383.11)
AFU Archiving	(37,335.02)	15,441.79	(21,893.23)
Countryside Grants	(14,500.43)		(14,500.43)
Grass Cutting	(30,000.00)		(30,000.00)
Redundancy reserve	(250,000.00)	(141,889.06)	(391,889.06)
EBAC	(18,511.65)	(19,601.46)	(38,113.11)
Museum of the Year	(100,000.00)		(100,000.00)
RAMM Legal Costs	(448,183.00)	8,081.56	(440,101.44)
Natura 2000	(57,020.00)		(57,020.00)
Neighbourhood Plans	(36,552.69)		(36,552.69)
Contractors	(223,000.00)		(223,000.00)
NHB - Capacity Building	0.00		0.00
NHB - Neighbourhood Plans	0.00	(20,000.00)	(20,000.00)
NHB - Ward Projects	0.00	(15,553.00)	(15,553.00)
NHB - Local Community Infra	(325,224.30)	(121,400.00)	(446,624.30)
NHB - MI & Unallocated	(1,837,800.00)	1,837,800.00	0.00
NHB - Active Exeter	(440,156.94)	(865,882.27)	(1,306,039.21)
NHB - Committed - Unalloc/MI	(344,087.38)	85,118.19	(258,969.19)
NNDR Deficit	(1,330,577.00)	537,167.00	(793,410.00)
Capital Fund	0.00	(700,000.00)	(700,000.00)
<b>Total</b>	<b>(6,440,532.47)</b>	<b>800,076.45</b>	<b>(5,640,456.02)</b>

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Funded by

**Resources**

Policy	Unspent Grant funding	General Fund Balance	11,550
Finance	Accountancy staff sickness cover	General Fund Balance	50,000
Finance	Procurement Interim support	General Fund Balance	35,000
			<b>96,550</b>

**Community and Environment**

Public Realm (Cemetaries, Street Scene, CCTV)	Underspends due to restructure	General Fund Balance	116,500
			<b>116,500</b>

**Economy & Development**

Economy	Contribution to employ a cultural director to progress the Cultural Strategy	General Fund Balance	10,000
Economy	Balance of Rugby World Cup Funds not used in 2014/15	New Homes Bonus	38,000
Economy	Matched funding to progress a significant partnership based project the aim of which is to establish Exeter as a leading knowledge economy and entrepreneurial city in the UK, attracting significant investment and raising income levels for the benefit of its residents and businesses.	General Fund Balance	100,000
Corporate Property	Software not yet purchased	General Fund Balance	5,000
Public Realm - Waterways	Underspends due to restructure	General Fund Balance	33,610
	AIM Carry forward	General Fund Balance	470,950
			<b>657,560</b>

**General Fund Total****870,610****HRA**

External painting to dwellings	HRA Balance	221,000
Damp ingress	HRA Balance	367,000

**HRA Total****588,000****Overall Total****1,458,610**

Those highlighted in yellow are requests for additional funding not carry forwards from 2014-15

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## EXETER CITY COUNCIL

**REPORT TO:** SCRUTINY COMMITTEE – RESOURCES, EXECUTIVE & COUNCIL

**DATE OF MEETING:** RESOURCES – 1 JULY 2015  
EXECUTIVE – 14 JULY 2015  
COUNCIL – 28 JULY 2015

**REPORT OF:** ASSISTANT DIRECTOR FINANCE  
**TITLE:** TREASURY MANAGEMENT 2014-15

**Is this a Key Decision?**

No

**Is this an Executive or Council Function?**

Council

**1. What is the report about?**

To report on the current Treasury Management performance for the 2014-15 financial year and the position regarding investments and borrowings at 31 March 2015. The report is a statutory requirement and is for information only with no key decisions required.

**2. Recommendations:**

That Scrutiny and Executive support, and Executive recommend to the Council the Treasury Management report for the 2014-15 financial year.

**3. Reasons for the recommendation:**

It is a statutory requirement for the Council to publish regular reports on Treasury Management to Council. This includes an annual Treasury Management Strategy and half yearly report and a year-end report as a minimum.

**4. What are the resource implications including non financial resources**

The report is an update on the overall performance in respect of treasury management for the 2014-15 financial year. Therefore, there are no financial or non financial resource implications.

**5. Section 151 Officer comments:**

Officers have complied in full with the Treasury Management Strategy for 2014-15. All investments and borrowing have been undertaken within the parameters set by Council.

**6. What are the legal aspects?**

In February 2012 the Council adopted the updated *CIPFA Treasury Management in the Public Services: Code of Practice*, which requires the Council to report on its performance at the end of each financial year. Adoption of the Code is required by regulations laid under the Local Government Act 2003.

**7. Monitoring Officer's comments:**

This report raises no issues for the Monitoring Officer.

**8. Report Details:**

**8.1 Treasury Management Strategy**

The Council approved the 2014-15 treasury management strategy at its meeting on 25 February 2014. The Council's stated investment strategy was to continue to hold only small surplus funds and to seek to utilise its Call Accounts, Money Market Funds, use the Government's Debt Management Office and use short dated deposits (up to 3 months) which would be placed with Local Authorities.

The change from the 2013-14 strategy was the increase in the amount held in a money market fund and that is lent to an Upper Tier Local Authority from £3 million to £5 million. This reflected the fact that in a Money Market Fund, the funds are spread across a range of institutions and therefore risk is spread. It also allowed the Council to access a higher interest rate on the investments. In respect of Upper Tier Local Authorities, the risk of default is considered to be very low.

The Council's stated borrowing strategy was to maintain short-term borrowing as long as rates remained low. The Council is currently borrowing over 1 year periods.

### 8.3 Net Interest Position

The General Fund shows an improvement against the estimate for net interest payable, the position is:

	<b>Estimate</b>	<b>Actual</b>	<b>Variation</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Interest paid</b>	140,000	73,390	(66,610)
<b>Interest earned</b>			
Temporary investment interest	(36,000)	(69,980)	(33,980)
Other interest earned	(1,750)	(950)	800
Science Park Loan	0	(2,590)	(2,590)
<b>Less</b>			
Interest to HRA	51,750	74,005	22,255
Interest to s106 agreements	8,250	36,180	27,930
Interest to Trust Funds	2,250	2,530	280
Lord Mayors Charity	500	60	(440)
GF interest (received) / paid out	25,000	39,255	14,255
<b>Net Interest</b>	<b>165,000</b>	<b>112,645</b>	<b>(52,355)</b>
<b>Investment Loss – General Fund</b>	<b>0</b>	<b>34,987</b>	<b>34,987</b>
	<b>165,000</b>	<b>147,632</b>	<b>(17,368)</b>

8.4 The other interest earned relates to car loan repayments.

8.5 The HRA earned £74,005 interest on its balances. This is calculated on the following:

- HRA working balance;
- The balance of funds in the Major Repairs Reserve and Useable Capital Receipts.

However it has also had to pay interest on borrowing this year. As members will be aware, the Council has had to borrow £56,884,000 to buy itself out of the HRA subsidy scheme. Interest of £1,979,563 has been charged to the HRA to cover the interest payment. Additionally £5,691 has been charged on the borrowing used to fund the Council's Own Build properties.

## 9. Investment Interest

The Council utilises the Government's Debt Management Office account and call accounts with Handelsbanken and Barclays. Appendix A sets out the institutions that the Council can use for deposits – this is known as our Counterparty list.

A number of Money Market Funds have been set up by the Council, which also allows immediate access to our funds and spreads risk as it is pooled with investments by other organisations and invested across a wide range of financial institutions.

9.1 The Council's investments as at 31 March are:

### UK Owned Banks

Amount	Investment	Interest rate
£3,000,000	Barclays	0.45%

### Foreign Owned Banks

Amount	Investment	Interest rate
£1,000,000	Handelsbanken	0.35%

### Money Market Funds

Amount	Investment	Interest rate
£5,000,000	Ignis Asset Management	0.42%
£1,000,000	Blackrock	0.42%
£2,000,000	Federated Investors UK	0.40%
£0	CCLA – Public Sector Deposit Fund	0.40%

## 10. Borrowings

As at 31 March 2015 the Council has short term borrowing of £10m, long term borrowing remains at £56.884m. Details of the loans are set out in 10.1.

Interest rates remain at record low levels and indications are that they will remain at this level for the foreseeable future. The borrowing rates from other Local Authorities for one year money are around 0.60% – 0.70%.

10.1

Amount	Lender	Interest rate	Date of repayment
£5,000,000	London Borough of Islington	0.65%	05/10/2015
£5,000,000	Police & Crime Comm. For West Midlands	0.65%	25/02/2016
£56,884,000	PWLB	3.48%	28/03/2062

## 11. Future Position

As interest rates remain very low, the Council will continue to utilise short term borrowing to manage its cashflow. Current rates for borrowing are between 0.60% and 0.70% for up to 1 year and the Council will continue to borrow for a 364 day period.

11.1 The Council's four Money Market Funds which are AAA rated, currently offer rates between 0.40% and 0.42%, the rates are liable to fluctuation in the year. The call accounts offer between 0.35% and 0.45% for the average annual balance.

- 11.2 The short term investments that are made through the call accounts and money market funds ensure cash can be accessed immediately. This has an ongoing impact on returns but increases the security of our cash.
- 11.3 We will also lend, when possible, to institutions on the Council's counterparty list which includes other Local Authorities, UK and Foreign owned banks and the Debt Management Office. However the rates received are between 0.25% and 0.40%, which will have an adverse impact of the interest earned.
- 11.4 Since 1 April 2014 the Council has opened additional Money Market Fund accounts with Blackrock and Federated Investors which provide a return in the region of 0.40%. A new Money market Fund will be opened with Amundi Asset Management; the return is estimated to be in the region of 0.40% to 0.45%.
- 11.5 The interest rate on the call account with Handelsbanken has reduced from the opening rate of 0.50% to 0.35% and rate payable on the Barclays call account will reduce to 0.30% from 0.45% with effect from June 2015. The council is exploring alternative investment options in order to maximise investment income.
- 12. How does the decision contribute to the Council's Corporate Plan?**  
Treasury Management supports the Council in generating additional funds for investing in Services, whilst minimising the amount of interest paid on borrowings. It does not in itself contribute to the Council's Corporate Plan.
- 13. What risks are there and how can they be reduced?**  
The council uses treasury management advisors who continually provide updates on the economic situation, interest rates and credit ratings of financial institutions. They also provide a counterparty list which details the financial institutions which meet the council's treasury management strategy.
- 14. What is the impact of the decision on equality and diversity; health and wellbeing; safeguarding children, young people and vulnerable adults, Economy safety and the environment?**  
No impact.
- 15. Are there any other options?**  
No.

**Paul Matravers, Principal Accountant**  
**David Hodgson, Assistant Director Finance**

**Local Government (Access to Information) Act 1972 (as amended)**  
**Background papers used in compiling this report:**  
None

Contact for enquiries:  
Democratic Services (Committees)  
Room 2.3  
(01392) 265275

Name	COUNTRY	Moody's Short Term Rating	Fitch Short Term Rating	Banking Group	Maximum Recommended Duration
<b>COMMONWEALTH OF AUSTRALIA</b>	<b>AU</b>		<b>F1+</b>		
AUST AND NZ BANKING GROUP	AU	P-1	F1+		6 Months
COMMONWEALTH BANK OF AUSTRAL	AU	P-1	F1+		6 Months
NATIONAL AUSTRALIA BANK LTD	AU	P-1	F1+	National Australia Bank Group	6 Months
WESTPAC BANKING CORP	AU	P-1	F1+		6 Months
<b>GOVERNMENT OF CANADA</b>	<b>CA</b>		<b>F1+</b>		
BANK OF MONTREAL	CA	P-1	F1+		6 Months
BANK OF NOVA SCOTIA	CA	P-1	F1+		6 Months
CAN IMPERIAL BK OF COMMERCE	CA	P-1	F1+		6 Months
ROYAL BANK OF CANADA	CA	P-1	F1+		6 Months
TORONTO-DOMINION BANK	CA	P-1	F1+		6 Months
<b>UNITED KINGDOM</b>	<b>GB</b>		<b>F1+</b>		
BANK OF SCOTLAND PLC	GB	P-1	F1	Lloyds Banking Group	100 days
LLOYDS BANK PLC	GB	P-1	F1		100 days
BARCLAYS BK PLC-ADR C	GB	P-1	F1		100 Days
HSBC BANK PLC	GB	P-1	F1+	HSBC Group	6 Months
STANDARD CHARTERED BANK	GB	P-1	F1+		6 Months
<b>BUILDING SOCIETIES</b>					
NATIONWIDE BUILDING SOCIETY	GB	P-1	F1		100 Days
<b>FEDERAL REPUBLIC OF GERMANY</b>	<b>GE</b>		<b>F1+</b>		
LANDESBANK HESSEN-THURINGEN	GE	P-1	F1+		100 Days
<b>KINGDOM OF THE NETHERLANDS</b>	<b>NE</b>	<b>P-1</b>	<b>F1+</b>		
BANK NEDERLANDSE GEMEENTEN	NE	P-1	F1+		6 Months
COOPERATIEVE CENTRALE RAIFFE	NE	P-1	F1+		6 Months
ING BANK NV	NE	P-1	F1		100 Days
<b>REPUBLIC OF SINGAPORE</b>	<b>SI</b>		<b>F1+</b>		
DBS BANK LTD	SI	P-1	F1+		6 Months
OVERSEA-CHINESE BANKING CORP	SI	P-1	F1+		6 Months
UNITED OVERSEAS BANK LTD	SI	P-1	F1+		6 Months
<b>KINGDOM OF SWEDEN</b>	<b>SW</b>	<b>P-1</b>	<b>F1+</b>		
NORDEA BANK AB	SW	P-1	F1+		6 Months
SVENSKA HANDELSBANKEN-A SHS	SW	P-1	F1+		6 Months
<b>UNITED STATES (GOVT OF)</b>	<b>US</b>		<b>F1+</b>		
BANK OF NEW YORK MELLON	US	P-1	F1+		-
<b>UNITED KINGDOM - OTHER INSTITUTIONS</b>					
DEBT MANAGEMENT OFFICE	GB		F1+		UK government - DMADF Account
<b>GOVERNMENT AGENCIES, MULTI-LATERAL AND SUPRANATIONAL BANKS</b>					
NORDIC INVESTMENT BANK	FI	P-1			-
COUNCIL OF EUROPE DEVELOPMNT	FR	P-1	F1+		-
EUROPEAN BANK FOR RECONSTRUC	GB	P-1	F1+		-
KREDITANSTALT FUER WIEFERAUF	GE	P-1	F1+		-
EUROPEAN INVESTMENT BANK	LX	P-1	F1+		-
INTER-AMERICAN DEV BANK	US	(P)P-1	F1+		-
INTERNATIONAL BANK FOR RECON	US	(P)P-1	F1+		-

Money Market Funds	Place of Domicile	Moody's Long-Term Ratings	Fitch Long-Term Rating	Rate
ABERDEEN ASSET MANAGEMENT	LX	Aaa-mf	AAAmf	0.42%
AMUNDI INVESTORS	LX	-	AAAmf	0.42%
AVIVA INVESTORS	IR	Aaa-mf	-	0.37%
BLACKROCK	IR	Aaa-mf	-	0.42%
BNP PARIBAS ASSET MANAGEMENT	LX	Aaa-mf	-	0.46%
BNY MELLON ASSET MANAGEMENT	IR	Aaa-mf	-	0.36%
CCLA - PSDF	GB	-	AAAmf	0.40%
DB ADVISORS (DEUTSCHE)	IR	Aaa-mf	-	0.38%
FEDERATED INVESTORS (UK)	GB	Aaa-mf	AAAmf	0.40%
FIDELITY INTERNATIONAL	IR	Aaa-mf	-	0.38%
GOLDMAN SACHS ASSET MANAGEMENT	IR	Aaa-mf	AAAmf	0.43%
HSBC ASSET MANAGEMENT	IR	Aaa-mf	-	0.36%
STANDARD LIFE (FORMERLY IGNIS) LIQUIDITY FUNDS	IR	-	AAAmf	0.42%
INSIGHT INVESTMENTS	IR	-	AAAmf	0.40%
INVESCO AIM	IR	Aaa-mf	AAAmf	0.39%
J.P.MORGAN ASSET MANAGEMENT	LX	Aaa-mf	AAAmf	0.35%
SOCIETE GENERALE	IR	-	AAAmf	0.36%
MORGAN STANLEY INVESTMENT MANAGEMENT	IR	Aaa-mf	AAAmf	0.43%
NORTHERN TRUST ASSET MANAGEMENT	IR	Aaa-mf	-	0.34%
STATE STREET GLOBAL ADVISORS ASSET MANAGEMENT	IR	Aaa-mf	AAAmf	0.39%
ABERDEEN (FORMERLY SWIP) ASSET MANAGEMENT	IR	Aaa-mf	AAAmf	0.35%



## **REPORT TO Executive and Council**

**Date of Meeting: 14 July 2015 & 28 July 2015**

**Report of: Corporate Manager, Democratic & Civic Support, Electoral Registration and Returning Officer**

**Title: ELECTORAL REVIEW OF EXETER**

### **Is this a Key Decision?**

Yes

### **Is this an Executive or Council Function?**

#### **Council**

#### **1. What is the report about?**

1.1 This report details the Council's response to the Local Government Boundary Commission for England (LGBCE)'s Draft Recommendations on new electoral arrangements for the City.

#### **2. Recommendations:**

2.1 That it be recommended to Council that the details in this report form the Council's official submission to the Local Government Boundary Commission for England, in response to its current consultation on its draft recommendations for electoral review of Exeter.

#### **3. Reasons for the recommendation:**

3.1 Members will be aware that Council on 20<sup>th</sup> January 2015 resolved that it felt that to effectively discharge its roles and responsibilities, the number of Councillors required for the City Council should be 39 and that it should continue with the cycle of elections by thirds.

3.2 This decision was conveyed to the LGBCE, which then undertook a public consultation exercise as to the ward boundaries in the City based on the above principles.

3.3 This matter was considered by the Executive on 17 March 2015, which recommended to Council on 25<sup>th</sup> March 2015 proposed wards for the City (14 in number being 12 three member wards, 1 two member ward and 1 one member ward), together with proposed boundaries and names. These were formally submitted to the LGBCE as the Council's submission.

3.4 In early June 2015, the LGBCE published its draft recommendations based on the comments received during the initial consultation exercise, and it is on these recommendations that the Executive is asked to prepare the Council's formal response, which will then be considered by Council on 28<sup>th</sup> July so as to meet the deadline of 10<sup>th</sup> August.

#### **4. What are the resource implications including non financial resources.**

4.1 There are no resource implications arising from this report.

4.2 Members are however reminded that additional temporary staffing has been employed within the Elections team to primarily support this process. All out elections in 2016

(which are a consequence of the decision to continue the practice of elections by thirds) will incur the Council in additional costs to those previously anticipated and budgeted for. These will be addressed as and when they occur.

**5. Section 151 Officer comments:**

5.1 The need for an additional budget to enable the elections to take place in 2016 will be added to the Council's Medium Term Financial Plan as an unavoidable spending pressure. The funds will be drawn from the General Fund Working Balance.

**6. What are the legal aspects?**

6.1 Under the Local Democracy, Economic Development and Construction Act 2009, the electoral arrangements for every principal authority in England must be reviewed from time to time.

**7. Monitoring Officer's comments:**

7.1 This report raises no issues for the Monitoring Officer.

**8. Report details:**

8.1 As part of a consultation exercise being undertaken by the Local Government Boundary Commission for England (LGBCE) following the publication of its draft recommendations into future electoral arrangements in Exeter, the Council is asked to consider any response it may wish to make to these draft recommendations.

8.2 In consideration of this, the Council will need to consider the LGBCE's three criteria, namely:-

- To deliver electoral equality where each councillor represents roughly the same number of electors as others across the city (based on a projected electorate in 2020);
- That the pattern of wards should, as far as possible, reflect the interests and identities of local communities; and
- That the electoral arrangements should provide for effective and convenient local government.

8.3 It should be noted that the consultation is open to any interested person or organisations, and that each response (including the Council's) is given equal weighting by the LGBCE.

8.4 As has previously been the case, a cross party Electoral Review Working Group has been established to draw up a suggested response on the draft recommendations.

8.5 During the discussions, the Working Group considered the following issues:-

- The importance of local communities across the City and the need to ensure that as far as practicably possible, their identity be retained in any new electoral wards;
- The importance of the St James Neighbourhood Forum and the need to ensure that it be retained in one ward rather than being split over a number;
- A need to minimise any confusion to the electors with unnecessary changes;
- Comments received during a public exhibition held on 26<sup>th</sup> and 27<sup>th</sup> June (which attracted 50 visitors). In general, visitors wanted to see the proposals in more detail

and once they were explained to them, the majority were happy with what was being proposed. The exception to this was from those in the current St James ward who wanted the current situation to continue.

- 8.6 It is pleasing to note that 6 of the LGBCE's proposed wards match exactly those submitted by the Council as part of the initial consultation stage, with only a few small amendments to several other of the Council's proposals.
- 8.7 However, there were two notable and significant differences in the LGBCE's draft recommendations.
- 8.8 The first refers to the Duryard and St James areas of the City. Here, the Council had recommended that due to the importance of the St James Neighbourhood Forum, the current St James ward area (which shares its boundary with that of the neighbourhood forum) should continue to be a separate ward in the City, served by two Members. It also felt that due to the unique nature within the City of the Duryard area, that too should remain virtually as its current format, and be represented by just one Member. However, in its draft recommendations, the LGBCE says it has taken these views into account, together with others of a similar nature from other respondees, but decided that it could not support this, and has therefore recommended that these two areas be combined into one, three Member ward.
- 8.9 The Electoral Review Working Group has considered this matter in some detail, and feels that it wishes to recommend the continuation of the Council's original position that these two areas be separately represented.
- 8.10 The second major area of difference in the LGBCE's draft recommendations surrounds the Priory and Topsham wards, which, under the Council's initial submissions were left unchanged from those currently the position. The LGBCE's draft recommendations, however, made the Bridge Road and Rydon Lane the definitive boundary between the two wards, with the area north of Bridge Road being in the Priory ward, and the area south being in the Topsham ward.
- 8.11 Whilst accepting that Bridge Road and Rydon Lane make an obvious and strong boundary, the Electoral Review Working Group continues with the view that these two areas be left unaltered as they better reflect the local communities in both areas than that recommended by the LGBCE.
- 8.12 There are several other more minor proposed amendments as detailed in the appendix to this report.
- 8.13 Once the Council has submitted its proposals, these will be taken into account alongside all others received, with the LGBCE then publishing its final recommendations as to proposed ward boundaries, in September in readiness for all out elections in May 2016.

## **9. How does the decision contribute to the Council's Corporate Plan?**

- 9.1 The suggestions put forward here, will ensure that the Council maintains its ability to deliver its services efficiently and effectively without a detrimental impact on Members' perspective and workloads.

**10. What risks are there and how can they be reduced?**

10.1 If the Council does not comment on the draft recommendations as to ward boundaries (as proposed), the LGBCE will be unable to take the Council's views into account, when drawing up its final recommendations. The Council may, therefore, end up having to work within something which may not best reflect the way in which the Council wishes to work. It is therefore in the Council's best interests to make a submission which, in its opinion, best reflects its own requirements.

**11. What is the impact of the decision on equality and diversity; health and wellbeing; safeguarding children, young people and vulnerable adults, community safety and the environment?**

11.1 The proposed decision will ensure that the Council maintains its ability to deliver its services effectively and efficiently without a detrimental impact on members' perspective and workloads, ensuring that elected councillors continue to best represent their local area and its interests, whilst bearing in mind the community's needs

**12. Are there any other options?**

12.1 None that are considered appropriate or favourable to the Council and its interests.

**John Street**

**Corporate Manager, Democratic & Civic Support, Electoral Registration and Returning Officer**

Local Government (Access to Information) Act 1972 (as amended)  
Background papers used in compiling this report:-

Contact for enquires:  
Democratic Services (Committees)  
Room 2.3  
01392 265275

# Exeter City Council Electoral Review

Response to the Local Government  
Boundary Commisison's Draft  
Recommendations

## Contents

1. Introduction
2. Equality of Representation
3. Community Identities and Interests
4. Proposed Warding Arrangements

## **1. Introduction**

The Local Government Boundary Commission for England (LGBCE) is carrying out an electoral review of the City. The LGBCE has finished its consultation on the warding pattern for the City, and has put forward its draft recommendations based on 13 three member wards.

The Commission has now asked for comments on its proposed Warding patterns for the City. Any group or individual is able to put forward comments on the proposed Warding patterns for all or part of the City. The LGBCE will consider all submissions before it publishes its final recommendations in September. Boundaries will be changed following the laying down of an Order in Parliament and will take effect from the city council elections in May 2016. The Council will, in 2018, revert to its normal practice of elections by thirds.

In preparing its submission proposing new ward arrangements for the City, the Council must take account of:

- Equality of representation
- Reflecting community identities and interests
- Providing for convenient and effective local government

## **2. Equality of representation**

Based on a council size of 39 and growth projections, the projected electorate in 2020 is 94,016 which means the average number of electors for each Councillor is 2,411.

## **3. Community identities and interests**

Using maps, the Electoral Review Steering Group met to consider the proposed ward boundaries, bearing in mind the above criteria. It identified key communities within the City, as well as any man-made or natural barriers such as major roads, rivers and water courses that acted as boundaries between communities. Using the Group and officer's knowledge of communities within the City, the Steering Group considered the LGBCE's recommendations with the comments contained in this document best reflected the community identities and interests of the area, whilst ensuring the proposals would deliver electoral equality.

This submission was considered by the Council's Executive Committee on 14 July 2015 and at a Full Council meeting on the 28 July 2015.

The table provided as **Appendix 1** provides a summary of suggested City Council amendments to the proposed warding arrangements and the figures to support the proposals. A copy of a map showing the proposed new Ward boundaries is also enclosed as **Appendix 2** document.

This submission also provides evidence and rationale behind the City Council's amendments to the proposed warding arrangements including community identities and interests by highlighting local amenities and facilities that may be either a focal point or natural break between communities

John Street,  
Corporate Manager, Democratic & Civic Support  
Electoral Registration & Returning Officer  
On behalf of Exeter City Council.

July 2015.



## COMMENTS ON THE LGCBE'S PROPOSED WARDING ARRANGEMENTS

The table below shows the City Council's comments on the proposed warding arrangements which have been drawn up to reflect the three statutory criteria of:

- Equality and representation
- Reflecting community interests
- Providing for convenient and effective local government.

It is proposed that, with the exception of Duryard and St James wards, all Wards in the City are represented by 3 councillors.

<b>Ward Name</b>	<b>Forecast electorate 2020</b>	<b>Forecast electoral variance in 2020</b>	<b>Evidence and rationale that the proposals meet the 3 statutory criteria</b>
Alphington	7009	-3%	The Council supports the LGBCE's proposals
Duryard (1 member ward)	2501	+4%	The Council retains its position that this area of the City should be represented by just one member as it encompasses much of the student accommodation required for Exeter University (both on and off campus) and as such has a wide range of community facilities within the area to serve its requirements. Due to this, the City Council feels that it would be inappropriate to combine it with any other area in the City
Exwick	7347	+2%	The Council supports the LGBCE's proposals
Heavitree	6970	-4%	The City Council proposes a slight change to the recommendations of the LGBCE in that the proposed boundary should be moved so that numbers 16,18, 25 and 27 St Loyes Road be included in the Heavitree ward (rather than being in the Priory Ward). This, it is felt, gives a much more logical boundary by ensuring all properties in St Loyes Road are located in the same ward.
St Loyes	6836	-5%	The Council concurs with the LGBCE's proposal to retain the

			name of St Loyes for this ward.
Newtown & St Leonard's	6982	-3%	The Council supports the LGBCE's proposals
Pinhoe	6650	-8%	The Council supports the LGBCE's proposals
Priory	7455	+3%	The Council does not accept the LGBCE's proposals, as it feels that this existing 3 member ward, should not be amended from its current state. Its boundaries of river and roads, give a very strong definition to the area. There are two distinct communities within the ward (both of which have strong local identities and are served well by good community facilities and public transport), with also some connectivity between the two.
St David's	7546	+4%	The Council concurs with the LGBCE's proposals regarding both the ward name and its proposed boundaries.
St James (2 member ward)	5070	+5%	The Council retains its position that this area of the City should continue to be represented by two members as is currently the case. The Council also continues with its view that the existence of the St James Neighbourhood Forum (the first urban Neighbourhood Forum in the Country) should be properly recognised in electoral arrangements, and that this can be best achieved by the retention of the existing St James ward as a two member ward.
St Thomas	7425	+3%	The Council supports the LGBCE's proposals
Pennsylvania	7547	+4%	The Council concurs with the LGBCE's proposal to retain the name of Pennsylvania for this ward.
Topsham	7065	-3%	The Council does not accept the LGBCE's proposals regarding this ward as it feels that the ward has very strong boundaries of city limits, rivers and roads. It continues in the belief that there are two distinct communities within this ward – one very much based around the historic town of Topsham (and all the facilities that brings) with the second very much still in the development stage. Both communities are well served by public transport,

			including rail stops in both. A further smaller community within the Southbrook area of the City remains connected with the remainder of the ward by a main arterial road to the City and public transport. The Council therefore requests that the boundary to this ward remain unchanged but agrees that it would be appropriate for it to be represented by three members.
Mincinglake & Whipton	7613	+5%	The Council concurs with the LGBCE's proposal to name this ward, Mincinglake and Whipton.

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Boundary Commission Proposal



↑ Boundary Commission Proposal rebuttal  
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## REPORT TO EXECUTIVE AND COUCNIL

Date of Meeting: 14 July 2015 and 28 July 2015

Report of: Corporate Manager - Legal Services & Monitoring Officer.

Title: The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015

**Is this a Key Decision?**

No

**Is this an Executive or Council Function?**

Council

### 1. What is the report about?

1.1 This report deals with the requirement set out in Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 to amend the Council's Standing Orders to incorporate the new arrangement for taking disciplinary action against the most senior council staff namely:

- The Head of Paid Service.
- The Section 151 Finance Officer.
- The Monitoring Officer.

1.2 These Regulations came into force on the 11 May 2015 and Councils must give effect to their content no later than the first ordinary Council meeting held after the 7 May elections.

### 2. Recommendations:

2.1 The Executive recommends to Council to amend its Standing Orders and in particular Standing Order 54 to give effect to the provisions of the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015. In particular :

(a) The Head of Paid Service, Section 151 officer and Monitoring Officer may only be dismissed by Council.

(b) When considering whether to dismiss any of the officers set out in 2.1(a) above, Council must have regard to any view expressed by an Independent Persons Panel.

### 3. Reasons for the recommendation:

The recommendation is in response to a legislative requirement.

### 4. What are the resource implications including non financial resources?

None

**5. Section 151 Officer comments:**

There are no financial implications contained within this report.

**6. What are the legal aspects?**

These changes are mandatory. The Council has no option but to amend its Standing Orders to comply with the new rules set out in the Regulations.

**7. Monitoring Officer's comments:**

Please see my comment set out in paragraph 6 above.

**8. Report details:**

- 8.1 In early 2013 DCLG wrote to a few stakeholders seeking their views on draft Amendment Regulations that would remove the requirement for a Designated Independent Person (DIP) to investigate allegation of misconduct by senior local government officers.
- 8.2 The governments rational for these changes was that the existing DIP process was bureaucratic an time consuming and that it often led to authorities making inflated severance payments to senior officers in order to avoid taking the costly DIP route.
- 8.3 As a result the new Regulations require that the final decision to dismiss any of the statutory post holders must be made by full Council.
- 8.4 In addition full Council is required to invite Independent Persons (IPs) who have been appointed for the purpose of the Members' Conduct regime under section 28(7) of the Localism Act to form an independent Panel.
- 8.5 An Independent Panel will be formed if two or more IPs accept the invitation. The Council is required to issue such invitation in accordance with the following priority:
- (a) An IP who has been appointed by the Council and who's a local government elector.
  - (b) Any other IP who has been appointed but the Council. For example a member from the Independent remuneration panel.
  - (c) An IP who has been appointed by another Council/s.
- 8.6 It is the governments' view that these new requirements allow local people to be involved in the disciplinary process for senior officers and makes Council's more accountable to their community.

**9. How does the decision contribute to the Council's Corporate Plan?**

Not applicable.



**10. What risks are there and how can they be reduced?**

Not applicable.

**11. What is the impact of the decision on equality and diversity; health and wellbeing; safeguarding children, young people and vulnerable adults, community safety and the environment?**

None.

**12. Are there any other options?**

No.

**Corporate Manager - Legal Services**

**Local Government (Access to Information) Act 1972 (as amended)  
Background papers used in compiling this report:-**

1. Local Authorities (Standing Orders)(England) Regulations 2015
2. Explanatory memorandum to the Local Authorities (Standing Orders)(England) Regulations 2015 published by DCLG.

Contact for enquires: Baan Al-Khafaji

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## **REPORT TO Executive & Council**

**Date of Meeting: 14 July 2015 & 28 July 2015**

**Report of: Corporate Manager, Democratic & Civic Support**

**Title: AMENDMENTS TO THE SCHEME OF DELEGATION**

### **Is this a Key Decision?**

No

### **Is this an Executive or Council Function?**

#### **Council**

#### **1. What is the report about?**

1.1 This report sets out proposals to amend the Scheme of Delegation to Officers to match operational arrangements.

#### **2. Recommendations:**

That the Council be asked to approve the changes to the Scheme of Delegation to Officers set out in the Appendix to this report.

#### **3. Reasons for the recommendation:**

3.1 To ensure that the Scheme of Delegation to Officers is up to date and matches the operational arrangements of the Council.

#### **4. What are the resource implications including non financial resources.**

4.1 None

#### **5. Section 151 Officer comments:**

5.1 No comment.

#### **6. What are the legal aspects?**

6.1 No comment.

#### **7. Monitoring Officer's comments:**

7.1 This report raises no issue of concern for the Monitoring Officer.

#### **8. Report details:**

8.1 The Scheme of Delegation to Officers is the working document which sets out what decisions and powers officers have on a day to day basis. It therefore needs to be up to date to match operational arrangements.

8.2 This latest amendment to the Scheme of Delegation has been necessary following minor changes in the management structure within the Council; and to pick up changes to the Portfolio Holders responsibilities.

**9. How does the decision contribute to the Council's Corporate Plan?**

9.1 It ensures that the Council is working as efficiently as possible.

**10. What risks are there and how can they be reduced?**

10.1 There are no risks associated with the proposals.

**11. What is the impact of the decision on equality and diversity; health and wellbeing; safeguarding children, young people and vulnerable adults, community safety and the environment?**

11.1 None

**12. Are there any other options?**

12.1 No.

**John Street**  
**Corporate Manager, Democratic & Civic Support**

Local Government (Access to Information) Act 1972 (as amended)  
Background papers used in compiling this report:-

Contact for enquires:  
Democratic Services (Committees)  
Room 2.3  
01392 265275

# Delegation to Officers

## GENERAL

1. The Strategic Management Team (JNC Officers) and all officers with delegated authority must ensure that relevant Executive members are consulted on all matters of a controversial or sensitive nature. Where appropriate, these matters must be referred to the Executive for a decision/guidance.
2. If a delegated decision requires prior consultation with a specific portfolio holder and that person is not available, if the decision cannot wait, the consultation shall be with the Leader or other portfolio holder.
3. Where any decision proposed under delegated powers is likely to involve a departure from Council policy or any instruction of the Council, Committee or Executive, the officer must refer the matter to the Executive for a decision/guidance after consultation with the Assistant Director Finance where a budgetary issue is involved.
4. Where any decision proposed under delegated powers is likely to involve the approved annual estimate being exceeded, or is outside the approved capital programme or AIM process, the officer with delegated authority must refer the matter to the Executive for a decision/guidance.
5. Where reference is made in the scheme of delegation to an exercise of a function under specific legislation, this shall be deemed to include any statutory extension, amendment, modification and re enactment and any Statutory Instrument, rule, order, or bylaw made thereunder, provided that the nature of the function delegated remains the same.
6. All decisions delegated from the Executive and made under delegated authority shall be recorded by each officer with delegated authority in order that the Scrutiny Committees can properly examine any decision reached.
7. The Deputy Chief Executive, Assistant Directors and Corporate Managers are responsible for the day to day management of operational issues. This Scheme of Delegation is intended to supplement the powers, duties and obligations set out in each officer's job description. Without prejudice to the above, the following powers have been specifically delegated to the following officers:-

## CHIEF EXECUTIVE & GROWTH DIRECTOR

1. In consultation with the Leader of the Council, (or in his/her absence the relevant Portfolio Holder), and the Chair of the relevant Scrutiny Committee, to authorise any emergency action required, on any matter which shall include incurring of expenditure, including those falling within the jurisdiction of a Committee, subject to a report then being submitted to the Executive (or relevant Committee).

(Amended July 2015)

2. In cases of emergency and in consultation with the Leader of the Council, the power to prohibit public processions under section 13 of the Public Order Act 1986.
3. In consultation with the Leader of the Council, to grant or withhold consent to the Police making the Authorisation pursuant to sections 30 and 31 of the Anti-Social Behaviour Act 2003.
4. To ensure compliance with the Council's Health and Safety Policy throughout the common parts of the Civic Centre.
5. Subject to approved budget and in consultation with the Leader of the Council, Executive member with relevant portfolio to agree redundancies in accordance with the Council's adopted policy and procedure. To prepare a quarterly summary of any such redundancies for information to the Executive, Resources Scrutiny Committee and Audit and Governance Committee.

### **DEPUTY CHIEF EXECUTIVE, ASSISTANT DIRECTORS AND CORPORATE MANAGERS**

1. To be responsible for the effective and efficient day-to-day management of the services for which he/she is responsible in accordance with the Council's agreed priorities and strategic objectives. This shall include authority to sign agreements/contracts in order to fulfil the powers, functions and duties of the service for which the officer is responsible. This power shall only be exercisable where expenditure is included in the approved annual budget, capital programme or AIMS process.
2. To ensure that all policies adopted by the Council, which shall include those relating to its workforce are implemented.
3. In agreement with the Corporate Manager Legal Services, authority to institute legal proceedings under any statute, by law or agreement (which shall include authority to appeal any decision made by a County or Magistrates Court) in the areas for which the Assistant Director/Corporate Manager is responsible.
4. Where appropriate, to defend any proceedings brought against the Council (which shall include the power to defend any appeal lodged against any decision or determination made under delegated authority).
5. To authorise the Assistant Director Environment and Corporate Manager Legal Services to undertake covert surveillance in accordance with the Regulation of Investigatory Powers (Prescription of Offices, Ranks and Positions) Order 2000.
6. To be responsible for ensuring that the Council's Health and Safety Policy is implemented within their own service area and for all buildings and sites for which they are responsible.
7. Where appropriate to discharge any function/s delegated to an officer within their service area in accordance with this Scheme of Delegation.

(Amended July 2015)

8. Authority is required for the removal of goods from Assistant Director Customer Access, Assistant Director Finance, Chief Executive or Deputy Chief Executive.
9. To take all necessary action for the economic, efficient and effective day to day management, administration and supervision of his/her service subject to compliance with the Council's policies on the management, employment and remuneration of staff (or in their absence the agreement of the Chief Executive) including but without prejudice to the generality of the foregoing:
  - Authorising the filling of posts within the approved budget (i.e. within the Council's establishment) and in accordance with the Council's employment policies.
  - The taking of any necessary disciplinary action short of dismissal in accordance with the Council's established policy and procedures (this function may also be exercised by other Officers as set out in the relevant employment policy); and to determine, in consultation with the Human Resources Business Manager/Partner, suspension and/or dismissal of an employee.
  - The approval of changes to the establishment structure subject to existing budgetary provision, in consultation with the Leader of The Council, the Executive member with relevant portfolio, and Human Resources Manager/Partner and the approval of the Head of Paid Service.

#### **DEPUTY CHIEF EXECUTIVE**

1. In consultation with the Leader of the Council, to amend the Managing Organisational Change and Redundancy Policy and Procedure where necessary.

#### **ASSISTANT DIRECTOR CUSTOMER ACCESS**

1. To operate and administer the scheme of housing benefit on behalf of the Council, to include residual council tax benefit including taking all decisions or actions required under the provisions of statute and statutory instrument regulating the scheme and the collection and recovery of Housing Benefits Overpayments.
2. To determine applications for assistance from the Discretionary Housing Payment Fund and Exceptional Hardship Fund'
3. To exercise the Council's powers in respect of the administration, collection and recovery of monies owed to the Council in respect of national non-domestic rates and council tax.
4. To authorise appropriate officers to appear in the Magistrates Court on behalf of the Council in respect of the recovery of national non domestic rates and council tax.

(Amended July 2015)

5. To operate and administer the local scheme for Council Tax support for working age claimants on behalf of the Council, including taking all decisions or actions required under the Council's local policy and to make administrative amendments to the Council's S 13A policy under LGFA 1992.
6. To operate and administer the scheme for Council Tax support for pension age claimants on behalf of the Council, including taking all decisions or actions required under the provisions of statute and statutory instrument regulating the scheme.
7. In accordance with the Council's approved conditions, policies and allocation scheme to:-
  - (a) Accept/refuse applications for housing. This authority shall include the power, in consultation with Executive member with relevant portfolio, to review any decision affecting an applicants right or eligibility for housing assistance and entry onto the Council's Statutory Housing Register.
  - (b) Where appropriate and in consultation with Executive member with relevant portfolio to accept applications outside those conditions and policies.
8.
  - (a) To undertake all the statutory duties imposed by the Housing Act 1996 utilising temporary accommodation, bed and breakfast accommodation, private sector accommodation and making nominations to registered providers as required.
  - (b) In consultation with the Corporate Manager Legal Services and the Assistant Director Finance, to enter into or determine leasing agreements with private landlords to provide accommodation to homeless households as required to meet the Council's statutory requirements.
9. To arrange for and re-charge as necessary for the removal and storage of personal possessions.
10. In consultation with the Corporate Manager Legal Services, to take legal action to obtain possession of any dwelling occupied by a person accommodated in accordance with the Housing Act 1996 who has refused a reasonable offer of suitable permanent accommodation or who has been declared intentionally homeless.
11. In consultation with the Executive member with relevant portfolio to make any necessary amendment to the housing scheme.
12. To authorise the Service of Notice of Intention to seek Possession (secure tenancies) and Notice to Quit ( non-secure tenancies)
13. Initiation and conduct of legal proceedings for possession in respect of cases where rent arrears are outstanding. This shall include the power to authorise officers to appear in the County Court to represent Exeter City Council in respect of rent arrears.

(Amended July 2015)



14. In consultation with Human Resources, the allocation of accommodation in respect of service tenancies which shall include the power to refuse allocation of accommodation to personnel whose employment has been terminated.
15. To arrange rent deposit guarantees in accordance with the Council's policy in consultation with the Assistant Director Finance.
16. To deal with and determine homelessness reviews in accordance with the Housing Act 1996.
17. In accordance with the Housing Act 1980 and the Council's agreed policy to accept/refuse applications for mortgages, including further advances to administer and monitor payments of mortgage instalments and where necessary issue possession proceedings for mortgage arrears in consultation with the Corporate Manager Legal Services
18. To accept payment of arrears of rent by instalments.
19. Authority to apply for a warrant for Possession of Property.
20. Authority to approve financial assistance in the form of relief from Business Rates in respect of Charities/Good Causes and cases of hardship.
21. Power to apply to County Court in respect of Housing Benefit Overpayment Recovery.
22. To grant discretionary and mandatory rate reliefs within the agreed policy of the Council
23. To appoint enforcement agents for the recovery of any outstanding debts.
24. In consultation with Corporate Manager Legal Services, authority to institute legal proceedings where fraudulent activity is suspected in relation to Housing Benefit, Council Tax Support, Council Tax and Business Rates.
25. Power to impose penalties under LGFA 1992 for the failure to supply requested information in relation to Council Tax liability, discount and exemption and Council Tax Support
26. In consultation with the Executive member with relevant portfolio and Chief Executive, authority to apply for Charging Orders, Bankruptcy or Committal to Prison.
27. In Consultation with the Executive Member with relevant portfolio, to deal with applications for discretionary rate relief to sports clubs not in receipt of mandatory relief, as registered charities.
28. In consultation with the Executive member with relevant portfolio, to determine in accordance with the Council's agreed policy, applications for discretionary rate relief under sections 47 and 49 of the Local Government and Finance Act 1988.

(Amended July 2015)

## ASSISTANT DIRECTOR CITY DEVELOPMENT

1. Powers, responsibilities and decisions related to the Council's role as a local Planning Authority and its purpose 'Deliver Good Development' including those related to planning, building control and land charges but excluding: Functions of the Planning Committee, Executive and Council.

The following functions are delegated subject to consultation or agreement with/of other postholders/group.

<b>Function</b>	<b>Consultation or Agreement</b>	<b>With Postholders/Group</b>
<p><u>Applications</u> Applications (including TPO confirmations) that Ward Members have requested to be brought to the Delegation Briefing.</p> <p>City Council applications not subject to any objections.</p> <p>Applications that have been subject to objections based on material planning considerations that Officers are minded to approve under delegated powers.</p>	<p>Consultation</p> <p>“</p> <p>“</p>	<p>Delegation Briefing</p> <p>“</p> <p>“</p>
<p><u>Enforcement</u> Issue of Enforcement Notice, Stop Notice (inc Temporary), Urgent Works and Repairs Notices and commencement of injunction, prosecution or other formal legal proceedings. Hazardous substance contravention notice.</p>	<p>Agreement</p>	<p>Corporate Manager Legal Services and Portfolio City Development</p>
<p><u>S106 Planning Obligations</u> Minor variations of existing s106 agreements, new agreements involving sums of less than £10,000 and those considered</p>	<p>Consultation</p>	<p>Chair of Planning Committee</p>

(Amended July 2015)

necessary with regard to planning appeals.  Decisions on use of S106 funding where the terms are not prescribed by the agreement.	Agreement	Portfolio City Development
<u>Neighbourhood Planning</u> Publicity, consideration of representations and decisions in respect of applications for neighbourhood plan areas and forums.	Agreement	Portfolio City Development
<u>Local Infrastructure Fund</u> Decisions not considered by the Panel	Agreement	Chair of the Major Grants and New Homes Bonus Panel or of any group that replaces it.
<u>Assets of Community Value</u> Decisions on listing assets	Agreement	Portfolio City Development
<u>Community Infrastructure Levy</u> Governance arrangements and allocation of funds	To be determined	Arrangements as directed by Executive in due course

## **ASSISTANT DIRECTOR ECONOMY**

- ~~1. The alteration of market days required as a result of statutory holidays.~~
- ~~2. To establish/vary tolls, fees and charges in respect of the Matford Centre, Corn Exchange and the various markets authorised by Exeter City Council.~~
- ~~4. The effective day to day running of the City Museums and to determine the casual use of the Museum buildings in connection with events promoted by or supported by the City Council.~~
- ~~5. To exercise the powers and functions of the Council under Sections 9, 10, 11 and 26 of Exeter City Act 1987.~~
- ~~6. To agree requests for the adoption of land and facilities provided by a developer for the Museums service pursuant to a planning obligation.~~
- ~~7. The day-to-day management, including where appropriate, opening hours and bookings for the Council's recreational facilities.~~

(Amended July 2015)

- ~~8. In consultation with the Assistant Director Finance, the power to vary the fees and charges in respect of the Council's recreational and sports facilities (this shall exclude any facilities which may have been outsourced by the Council).~~
- ~~9. In consultation with the Executive member with relevant portfolio and the Assistant Director Finance to make advances/loans to Social, Cultural and Sporting organisations in accordance with the Council's agreed policy, provided that such advances/loans are within the Council's agreed budgetary allocations.~~
- ~~10. In consultation with the Portfolio Holder Economy and Culture to decide on bids for the use of the Bowling Green Marshes Fund, in accordance with the agreed criteria and having sought the views of ward members.~~
- ~~11. In consultation with the Portfolio Holder Economy and Culture to approve items for de-accession from the museum collection, unless the item is of a significant nature or monetary value.~~

## **ASSISTANT DIRECTOR ENVIRONMENT**

1. To carry out functions, duties and responsibilities of the Council in respect of the following matters:
  - drainage
  - pest control
  - air and noise pollution
  - properties that are overcrowded, unfit for human habitation or in disrepair
  - abandoned vehicles/waste/refuse
  - control of dogs
  - skin piercing(this power shall include authority to take remedial action where necessary).
2. The licensing of:
  - Dog tracks and Guard dogs
  - Dog breeding establishments
  - Dangerous wild animals
  - Pet shops
  - Riding establishments
  - Animal boarding establishments
  - Performing animals
  - Scrap metal dealers
  - Hackney carriages and private hire vehicles
  - Street trading
  - Licensable activities (as permitted under the Licensing Act 2003 and the Gambling Act 2005)
3. To appoint Inspectors and authorise officers to carry out any function, power or duty within the remit of the Assistant Director Environment.
4. Without prejudice to the generality of the above, where appropriate in consultation with the Corporate Manager Legal Services, the Assistant Director Environment is authorised to deal with the provisions of and enforce compliance with the following Acts and associated legislation. This shall

(Amended July 2015)

include the initiation, defence and settlement of legal proceeding, issuing of formal cautions and fixed penalty fines, service of Notices and Orders, the issue, refusal and revocation of licences, certificates and registrations, carrying out of works in default and payment and recovery of costs:

- 4.1 Caravan Sites and Control of Development Act 1960
- 4.2 Caravan Sites Act 1968
- 4.3 Clean Air Act 1993
- 4.4 Environmental Protection Act 1990 including authorisation and service of notices pursuant to Section 46.
- 4.5 Food Safety Act 1990 which shall include service of “minded to notices” introduced by the Deregulation and Contracting Out Act 1994 and any Orders or Regulations or other instruments: (i) made thereunder, or (ii) relating thereto, or (iii) having effect by virtue of the European Communities Act 1972 and relating to food safety.
- 4.6 Prevention of Damage by Pests Act 1949
- 4.7 Public Health Acts 1936 and 1961 and the Public Health (Control of Disease) Act 1984.
- 4.8 Local Government (Miscellaneous Provisions) Act 1976 requisition for Information in accordance under section 16
- 4.9 Local Government (Miscellaneous Provisions) Act 1976, Transport Acts 1980 and 1985 and the Town Police Clauses Act 1847 – to grant hackney carriage and Private Hire operator, vehicle and driver licences in accordance with the Council’s agreed policy.
- 4.10 Road Traffic Act 1991 (Access to Criminal Records)
- 4.11 Zoo Licensing Act 1981
- 4.12 Litter Act 1983
- 4.13 Control of Pollution Act 1974
- 4.14 Animal Boarding Establishments Act 1963
- 4.15 National Assistance Acts 1945 and 1951
- 4.16 Breeding of Dogs Act 1973 and 1991
- 4.17 Riding Establishments Act 1964-1970
- 4.18 Game Act 1831
- 4.19 Game Licences Act 1860

(Amended July 2015)

- 4.20 Dangerous Dogs Act 1991
- 4.21 Guard Dogs Act 1975
- 4.22 Dogs Fouling of Land Act 1996, which shall include enforcing the provisions of the Act including the power to authorise officers of the Council to issue fixed penalty notices in respect of failure to remove faeces from designated land.
- 4.23 The Environmental Protection (Stray Dogs) Regulations 1992 which shall include, in cases of exceptional hardship, the power to waive payment of the recoverable fees and expenses levied in respect of dogs seized and detained as strays.
- 4.24 Water Industry Act 1991 and relevant regulations in relation to:
- (a) functions with regard to the wholesomeness and sufficiency of public and private drinking water supplies
  - (b) entry into premises for the purpose of analysis of samples of water within Exeter City Council's district
  - (c) receiving and determining applications for authorisation for relaxation of Part III of the private water supplies regulations and the revocation or modification of such authorisations
- 4.25 Health & Safety at Work etc. Act 1974 and any supporting regulations.
- 4.26 Building Act 1984 – all matters, powers, duties and functions of the Council under the provisions of the following sections:
- Sections 59, 60, 64-66(drainage)
  - Sections 70 (food storage), 72 (means of escape fire), 76 (defective premises), 84 (drainage of yards)
- 4.27 Exeter City Council Act 1987 - the powers, duties and functions of the Council under Part 4 and Sections 21, 22, 23, 24 and 29
- 4.28 Protection from Eviction Act 1977, the Housing Defects Act 1984, the Housing Act 1985, the Housing Act 1988, the Local Government Housing Act 1989 and the Housing Act 2004 – to investigate and take appropriate action under these enactments.
- 4.29 Housing Acts 1985, 1988, 1989, 1996, the Home Energy Conservation Act 1996 and the Housing Grants, Construction and Regeneration Act 1996 – to deal with all matters, powers, functions and duties set out therein.
- 4.30 Noise Act 1996
- 4.31 Noise and Statutory Nuisance Act 1993
- 4.32 Local Government (Miscellaneous Provisions ) Act 1976
- 4.33 Local Government (Miscellaneous Provisions) Act 1982 (in accordance with the Council's agreed policies)
- 4.34 Licensing Act 2003 (to the extent permitted by section 10). In particular to determine:

(Amended July 2015)

- applications for Personal Licences, where no police objection is made;
- applications for Premises Licences/ Club Premises Certificates, where no relevant representations have been made;
- applications for provisional statements, where no relevant representations have been made;
- applications to vary Premises Licences/ Club Premises Certificates, where no relevant representations have been made;
- applications to vary designated Premises Supervisor, where no police objection has been made;
- requests to be removed as designated Premises Supervisor;
- applications for transfer of Premises Licences where no police objection has been made;
- applications for interim authorities where no police objection has been made;
- decisions on whether a complaint is irrelevant, frivolous, vexatious etc.
- to determine applications under the Licensing Act 2003 Minor Variations to Premises Licence Legislative Reform (Minor Variations to Premises Licences and Club Premises Certificates) Order 2009.
- the giving of a counter notice for Late Temporary Event Notices
- whether to make representations as a Responsible Authority
- the issue of a notice of suspension of licence for non payment of the Annual Fee

4.35 Local Government (Miscellaneous Provisions) Act 1982 (Schedule 3) - to determine applications for the renewal of a sex shop licence

4.36 Refuse (Disposal) Amenity Act 1978

4.37 Pollution Prevention and Control Act 1999

4.38 Clean Neighbourhoods and Environment Act 2005

4.39 Health Act 2006 and the Smoke-Free Enforcement Policy - To authorise appropriate Officers under the provisions of Chapter 1 therein

4.40 Vehicle Crimes Act 2001 and the Motor Salvage Operators Regulations 2002

5 Enforcement of local bylaws.

6 Granting financial assistance in accordance with the Council's policy for the repair/improvement of properties. This shall include the power in consultation with the Executive member with relevant portfolio and Assistant Director Finance to waive repayment and depart from the Council's agreed policy where such a departure is minor in nature.

7. To deal with the provisions of and enforce compliance with Sections 40 - 42 of the Anti-Social Behaviour Act 2003.

8. To deal with and enforce compliance with the provisions of Sections 43 to 45 and 47 of the Anti-Social Behaviour Act 2003, with the exception of sub-section 44(f), which deals with offences contrary to the Town and Country

(Amended July 2015)

Planning Act 1990 which will be dealt with by the Assistant Director City Development.

9. To deal with the provisions of and enforce compliance with sections 55 and 56 of the Anti-Social Behaviour Act 2003, where appropriate in consultation with the Corporate Manager Legal Services.
10. To deal with all matters, powers, duties and functions, which shall include the issuing of Licences and permits in respect of lotteries and house to house and street collections in accordance with the House to House Collections Act 1939, the Police Factories (Miscellaneous Provisions) Act 1916 (Street Collections) and Schedule 17 of the Gambling Act 2005.
11. Be authorised under Section 53 of the Anti Social Behaviour Crime and Policing Act 2014 (the Act) for issuing Community Protection Notices (CPN) and related Fixed Penalty Notices of a £100 penalty fee in respect of breaches of a CPN.
12. To implement Public Spaces Protection Orders (PSPO) under Part 4 Chapter 2 of the Anti Social Behaviour Crime and Policing Act 2014 following agreement in each case at the multi-agency Anti Social Behaviour Action Team and related Fixed Penalty Notices of a £100 penalty fee in respect of breaches of a PSPO.
13. To issue a Closure Notice of no longer than 24 hours following appropriate consultation under Part 2 Chapter 3 of the Anti Social Behaviour Crime and Policing Act 2014.

## **ASSISTANT DIRECTOR FINANCE**

1. To determine interest rates and their applicable dates in respect of new and existing mortgages.
2. In consultation with the Corporate Manager Legal Services to initiate court proceedings for the recovery of arrears in respect of mortgages.
3. To be responsible:
  - a. For all day to day decisions on short term borrowing, investment and financing in accordance with the CIPFA Code of Practice “Treasury Management in the Public Services”.
  - b. In consultation with the Executive member with relevant portfolio for decisions on long term borrowing in accordance with the Prudential Code for Capital Finance in Local Authorities and the CIPFA Code of Practice “Treasury Management in the Public Services”.
4. To deal with all insurance claims against the Council. This power shall include where necessary authority to settle all such claims.
5. To approve all housing advances for purchase or improvement.

(Amended July 2015)



6. To be responsible for undertaking the role of Money Laundering Reporting Officer in accordance with the Money Laundering Regulations 2003.
7. The execution and administration of treasury management decisions, in accordance with the Council's policy statement and treasury management practises and, if a CIPFA member, with CIPFA's Standard of Professional Practice on Treasury Management.
8. In consultation with the Leader of the Council and the Human Resources Business Manager authorize the application of the Councils Local Government Pension Scheme Employer Discretions.
9. To approve the creation or modification of approved contractor standing lists.

## **ASSISTANT DIRECTOR HOUSING**

1. Adaptation of Council Properties for disabled persons.
2. In agreement with the Leader of the Council and the ~~Portfolio Holder for Housing and Customer Access~~ Portfolio Holder for Housing Revenue Account (or their substitutes nominated by the Leader) and the ~~Assistant Director Economy~~ Corporate Manager Property, following receipt of professional property management advice, the identification for disposal at market value or less than best value of small areas of land no longer required for the housing unit's purposes, in accordance with the agreed scheme.
3.
  - (a) To administer the scheme for Housing Capital Grant.
  - (b) In consultation with the Assistant Director Finance, to authorise payment of the Housing Capital Grant in accordance with 14(a) above.
  - (c) To negotiate and enter into Nomination Agreements in accordance with 14 (a) and (b) above.
  - (d) Where this does not prejudice the Authority's capital receipt, to seek maximum nomination rights on disposal of land to registered social landlords.
4. In consultation with the Corporate Manager Legal Services to enter into releases of covenants affecting former Council rented or shared ownership dwellings.
5. To deal with and approve applications for grant in accordance with section 24 and 25 of the Local Government Act 1988.
6. In consultation with the Corporate Manager Legal Services, to:-
  - (i) institute injunction proceedings in respect of anti-social behaviour pursuant to section 13 of the Act;

(Amended July 2015)

- (ii) institute proceedings in the County Court to obtain Demotion Orders pursuant to section 14 of the Act;
  - (iii) institute proceedings in the County Court to obtain possession orders pursuant to section 16 of the Act; and
  - (iv) In consultation with the ~~Portfolio Holder for Housing and Customer Access~~ Portfolio Holder for Enabling Services ~~and the appropriate Deputy Chief Executive~~ and the Assistant Director Finance, to make minor amendments to the Contract Regulations to reflect changes in legislation.
7. In consultation with the ~~Portfolio Holder Housing and Customer Access~~ Portfolio Holder Housing Revenue Account and Finance and Estates officers, to acquire suitable premises under the Housing Asset Management Plan framework using receipts generated by the disposal of assets.
  8. In consultation with the ~~Portfolio Holder for Housing and Customer Access~~ Portfolio Holder Customer Access, to undertake an Enforced Sale, an Empty Dwelling Management Order or a Compulsory Purchase Order to bring an empty property back to use.
  9. To arrange for and re-charge as necessary for the removal and storage of personal possessions.
  10. The Service of Notice of Intention to Seek Possession.
  11. Initiation and conduct of legal proceedings for possession in respect of cases where rent arrears are outstanding. This shall include the power to authorise officers to appear in the County Court to represent Exeter City Council in respect of rent arrears.
  12. Grant, administer and, where necessary, terminate any flexible tenancy.
  13. Approve the use of commuted sums, as required, to acquire new affordable housing in consultation with the ~~Portfolio Holder for Housing and Customer Access~~ Portfolio Holder Customer Access or Portfolio Holder Housing Revenue Account and Finance and Estates Officers.
  14. Approve the use of consultants to assist the Housing Development Team in undertaking viability appraisals and the appraisal of new forms of affordable housing delivery in consultation with the ~~Portfolio Holder for Housing and Customer Access~~ Portfolio Holder for Customer Access.
  15. To terminate any tenancy or licence where necessary, by relying on the absolute grounds for possession introduced by the Anti Social Behaviour Crime and Policing Act 2014 (the ASBCP Act 2014).

## **ASSISTANT DIRECTOR PUBLIC REALM**

1. All matters relating to the day-to-day management of the River Exe and Canal.

(Amended July 2015)

2. The day-to-day management, lettings and allocation of harbour mooring and to issue consents to use landings, slipways, pontoons and berthing subject to such charges and policies approved by the Council.
3. In consultation with the Corporate Manager Legal Services, the regulation and enforcement of Harbour by-laws.
4. To exercise the Council's powers under Section 6-8, 25 and 30 of the Exeter City Act 1987.
5. In consultation with the Corporate Manager Legal Services, to agree/refuse requests for road closures.
6. To discharge the powers conferred on the City Council by the following sections of the Exeter City Council Act:-  
  
Section 19 – Restriction of vehicles in certain residential streets; and  
Section 30 – Prohibiting of parking of vehicles on footways, verges and central reservations.
7. To agree requests for the adoption of land and facilities provided by a developer for the Parks and Open Spaces service pursuant to a planning obligation.
8. In consultation with other Assistant Directors as appropriate, the letting of parks and open spaces for special events where this does not have a negative financial impact on the Council.
9. To deal with burials in accordance with the National Assistance Acts 1948-1951 and the Public health (Control of Diseases) Act 1984.
11. Where appropriate, to serve Notices to Quit terminating allotment tenancies.
12. In consultation with the Corporate Manager Legal Services and the Portfolio Holder Environment, authority to make amendments to the Allotment Gardens Rules and Conditions.
13. The identification for disposal of small areas of land no longer required for leisure purposes.
14. In consultation with the Leader of the Council and Portfolio Holder for Economy and Culture to consider objections to Exeter City Council Parking Places Orders and amendments hereto.
15. Be authorised under Section 53 of the Anti Social Behaviour Crime and Policing Act 2014 (the Act) for issuing Community Protection Notices (CPN) and related Fixed Penalty Notices of a £100 penalty fee in respect of breaches of a CPN.
16. To implement Public Spaces Protection Orders (PSPO) under Part 4 Chapter 2 of the Anti Social Behaviour Crime and Policing Act 2014 following agreement in each case at the multi-agency Anti Social Behaviour Action

(Amended July 2015)

Team and related Fixed Penalty Notices of a £100 penalty fee in respect of breaches of a PSPO.

17. Authority to enter into management agreements with duly elected Allotment Associations, as prescribed (Council 15 October 2014) in consultation with Portfolio Holder for Environment, Health and Wellbeing.
18. To reassign any residue from any future capital funding for the waterway in order to effect immediate and or significant repairs elsewhere in the Canal or Quay, in consultation with the Portfolio Holder for Economy and Culture and the Assistant Director Finance.
19. To exercise the powers and functions of the Council under Section 26 of Exeter City Act 1987.
20. In consultation with the Assistant Director Finance, the power to vary the fees and charges in respect of the Council's recreational and sports facilities (this shall exclude any facilities which may have been outsourced by the Council).
21. In consultation with the Portfolio Holder Economy and Culture to decide on bids for the use of the Bowling Green Marshes Fund, in accordance with the agreed criteria and having sought the views of ward members.

#### **CORPORATE MANAGER LEGAL SERVICES/MONITORING OFFICER**

1. To act as the Council's Chief Legal Advisor responsible for the initiation, defence, settlement and conduct of any legal proceedings which may affect the interests of the Council or the inhabitants of the City.
2.
  - (a) The service of any notice required to terminate any contract, agreement or lease entered into by the Council including notices to vary any terms of such contract, agreement or lease.
  - (b) Where power to institute proceedings in the Magistrates Court is given by statute to the Council, the Corporate Manager Legal Services/Monitoring Officer shall institute and progress those proceedings (including progressing them in the higher courts if appropriate).
  - (c) In consultation with Assistant Director concerned, authority to issue formal cautions where he/she considers this appropriate.
3. To authorise officers under Section 7 of the Exeter City Act 1987 in respect of the maintenance of the city walls.
4. In consultation with the Assistant Director Finance and ~~Assistant Director Economy~~ Corporate Manager Property following receipt of professional property management advice, authority to agree the release of any covenants imposed on former council houses where such release is in the interests of the Council.

(Amended July 2015)

5. To apply to the Justices to authorise entry into land or premises by persons named by the Assistant Director City Development under the Town & County Planning Act 1990 (as amended).
6. In conjunction with the Assistant Director Public Realm, to approve orders under Section 21 of the Town Police Clauses Act 1847, for the temporary closure of streets, subject to consultation with police and the County Council.
7. To attest the Common Seal of the Council and sign other legal documents. In his/her absence, this may also be undertaken by the Chief Legal Executive or in their absence by the Chief Executive & Growth Director.
8. To provide and sign statements of truth in accordance with the Civil Procedure Rules.
9. To institute, defend or participate in any legal proceedings in any case where such action is necessary to give effect to decisions of the Council or in any case where the Corporate Manager Legal Services considers that such action is necessary to protect the council's interest.
10. To discharge the functions of the Monitoring Officer as set out in Articles 11 and 14 of Part 2 of the Constitution.
11. To approve minor administrative/typographical corrections to the Constitution in consultation with the Leader of the Council.
12. In consultation with the Council's appointed independent person, to deal with any complaint received, alleging a breach of the Members Code of Conduct in accordance with the complaints procedure, including the authority to decide whether an allegation merits investigation.
13. To determine requests from Members for dispensations to take part in the debate and/or vote in a meeting where he/she has an interest to declare, and where there is conflict, for another member of the Audit and Governance Committee to be consulted.

## **CORPORATE MANAGER DEMOCRATIC/CIVIC SUPPORT**

- 1 (a) Designated as the "proper officer" for the purpose of the following sections of the Local Government Act 1972:-
  - (i) Section 100B(2) - determination of the agenda items and reports which are likely to be dealt with in part 2
  - (ii) Section 100B(7)(C) - supply of papers to the press
  - (iii) Section 100C(2) - summaries of the proceedings held in part 2
  - (iv) Section 100F(2) - determination of documents not available for inspection by members

(Amended July 2015)

- (b) Designated as the “proper officer” in respect of The Executive Arrangements (Decisions, Documents and Meetings) (England) Regulations 2000 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.
2. In consultation with the leaders of the Political Groups, to implement minor variations of numbers of members of Committees/Sub-Committees, in order to comply with the proportionality requirements of the Local Government and Housing Act 1989.
3. To exercise the powers set out in section 31 of the Exeter City Act 1987 in respect of the restriction on the use of armorial bearings.
4. To authorise the use of the Guildhall for private functions.
5. To carry out the duties of the Electoral Registration Officer and/or arrange for the discharge of the Returning Officer’s duties.

## **CORPORATE MANAGER POLICY, COMMUNICATIONS AND COMMUNITY ENGAGEMENT**

1. To conduct listing reviews and compensation reviews in respect of assets of community value.

## **CORPORATE MANAGER PROPERTY**

In respect of every single decision/transaction, the Corporate Manager Property or the officer appointed for the purpose shall exercise the authority delegated to him/her in accordance with the following:

- 1) In undertaking decisions/transactions the following authority and decision processes will apply:
  - (a) Where the cost or equivalent value to the Council does not exceed £25,000 per annum - The Corporate Manager Property or the officer appointed for the purpose.
  - (b) Where the cost or equivalent value to the Council is between £25,000 and £50,000 per annum - Corporate Manager Property or the officer appointed for the purpose in consultation with the Deputy Chief Executive.
  - (c) Where the cost or equivalent value to the Council is between £50,000 and £100,000 per annum - Corporate Manager Property or the officer appointed for the purpose in consultation with the Executive member with relevant portfolio and the Deputy Chief Executive.

Provided always that any decision/transaction which may involve expenditure over £100,000 in value shall be reported to the Executive for a decision.

(Amended July 2015)

For the avoidance of doubt no delegated authority shall be exercised unless in accordance with 1 (a) to (c) above

2. Authority to enter into and grant leases, licenses, tenancies at will and wayleave agreements.
3. To consent to the assignment, sub-letting or surrender of existing leases and to approve amendments to the terms of existing leases, licence or agreement.
4. Where appropriate in consultation with the Corporate Manager Legal, to authorise and take necessary legal proceedings for the termination and renewal of leases, agreements and licences.
5. In consultation with the Assistant Director Finance and Corporate Manager Legal, to take legal/court action to enforce payment of rent and other charges due to the Council.
6. To approve the revision of rent and licence fees either in accordance with the formula set out in the lease or in accordance with the open market value. This shall include authority to agree not to increase the rent where appropriate.
7. In consultation with the Corporate Manager Legal, authority to institute proceedings for the removal of trespassers on City Council land.
8. In consultation with the Corporate Manager Legal, authority to exercise the powers contained under Section 77 and 78 of the Criminal Justice Public Order Act 1994.
9. Authority to submit planning applications for the development or redevelopment of Council owned sites.
10. In accordance with any procedures required by the Asset Management Plan and in consultation the Assistant Director Finance, where this is deemed to be in the overall best interests of Exeter City Council, and where such disposal is of no strategic importance to the Authority, the disposal by freehold sale of land and/or buildings at open market value.
11. Authority to vary or release freehold covenants where such release is not likely to prejudice the Council's existing land holding or any future development proposals.
12. In consultation with the Assistant Director Finance and Corporate Manager Legal, to pay or accept compensation where appropriate.
13. In consultation with the Assistant Director Finance, authority to acquire interests in land, provided that such acquisition is catered for within the capital bidding programme and the AIM process.
14. To act as appointing officer and take all necessary action to comply with Party Walls, etc. Act 1996.

(Amended July 2015)

15. In consultation with the Assistant Director Finance and in agreement with the other relevant Assistant Director(s), to agree requests for the adoption of land and facilities provided by a developer pursuant to a planning obligation.
16. To approve the creation or modification of approved contractor standing lists.

### **SERVICE MANAGER – BUSINESS AND COMMERCIAL OPERATIONS**

1. Responsibility to interpret the Allotment Garden Rules and Conditions (agreed Council 15 October 2014) in the case of a dispute.

### **EVENTS, FACILITIES & MARKETS MANAGER**

1. The alteration of market days required as a result of statutory holidays.
2. To establish/vary tolls, fees and charges in respect of the Matford Centre, Corn Exchange and the various markets authorised by Exeter City Council.
3. The day-to-day management, including where appropriate, opening hours and bookings for the Council's recreational facilities.

### **MUSEUM MANAGER**

1. The effective day to day running of the City Museums and to determine the casual use of the Museum buildings in connection with events promoted by or supported by the City Council.
2. To exercise the powers and functions of the Council under Sections 9, 10 and of Exeter City Act 1987.
3. To agree requests for the adoption of land and facilities provided by a developer for the Museums service pursuant to a planning obligation.
4. In consultation with the Portfolio Holder Economy and Culture to approve items for de-accession from the museum collection, unless the item is of a significant nature or monetary value.
5. In consultation with the Executive member with relevant portfolio and the Assistant Director Finance to make advances/loans to Social, Cultural and Sporting organisations in accordance with the Council's agreed policy, provided that such advances/loans are within the Council's agreed budgetary allocations.



## Deputies for Delegated Powers

OFFICER WITH DELEGATED AUTHORITY	DELEGATION NUMBER	DEPUTY
ASSISTANT DIRECTOR CITY DEVELOPMENT	1	Relevant postholder
ASSISTANT DIRECTOR CUSTOMER ACCESS	1 – 28	System Lead Finance Housing Needs Manager Services Improvement Lead Local Taxation Services Improvement Lead Benefits Services Improvement Lead Payments Services Improvement Lead Customer Support
<del>ASSISTANT DIRECTOR ECONOMY</del>	<del>1 – 3, 5 – 11</del>	<del>Events, Facilities and Markets Manager,</del>
<del>EVENTS, FACILITIES &amp; MARKETS MANAGER</del>	<del>4</del>	<del>Museums Manager</del>
EVENTS, FACILITIES & MARKETS MANAGER	1 – 3	Corn Exchange – Events, Facilities & Marketing Officer Matford Centre/Markets – Markets, Facilities & Admin Officer Leisure Facilities – Leisure Facilities Manager Tourism Facilities – Visitor Facilities Officer
MUSEUM MANAGER	1 – 4	Content Management Lead Officer

(Amended July 2015)

ASSISTANT DIRECTOR ENVIRONMENT	1 - 12	Environmental Health & Licensing Manager
	1-7	Private Sector Housing Manager
	4.4	Cleansing and Fleet Manager
	10	Principal Licensing Officer
ASSISTANT DIRECTOR FINANCE	1 - 9	Principal Accountant
ASSISTANT DIRECTOR HOUSING	1 – 11	Service Lead Housing Assets, Service Lead Housing Customers, Housing Development Manager
	12, 15	Service Lead Housing Customers
	13 – 14	Housing Development Manager
ASSISTANT DIRECTOR PUBLIC REALM	1 – 4, 11 - 12	Service Manager, Business and Commercial Operations
	5 – 6, 15 - 17	Service Manager, Community Safety and Enforcement
	7 – 8, 13	Service Manager, Public and Green Space
	9	Service Managers, Public and Green Space or Business and Commercial Operations
CORPORATE MANAGER	2(a)	Chief Legal Executive or in

(Amended July 2015)

LEGAL SERVICES	2(c), 8 3, 4, 6, 7, 9 5 10	his/her absence either the Planning or Litigation Solicitor  Litigation Solicitor  Chief Legal Executive  Planning or Litigation Solicitor  Corporate Manager Democratic/Civic Support
CORPORATE MANAGER DEMOCRATIC/CIVIC SUPPORT	1 – 2  4  5	Democratic Services Manager (Committees)  Mayoral Support Officer  Democratic Services Manager (Elections)
CORPORATE MANAGER POLICY, COMMUNICATIONS AND COMMUNITY ENGAGEMENT	1	
CORPORATE MANAGER PROPERTY	1 - 16	Project Officer

(Amended July 2015)

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## REPORT TO EXECUTIVE & COUNCIL

Date of Meeting: 14 July 2015 & 28 July 2015

Report of: ASSISTANT DIRECTOR CITY DEVELOPMENT

Title: STAFF CAPACITY IN CITY DEVELOPMENT

### Is this a Key Decision?

No

\* One that affects finances over £1m or significantly affects two or more wards. If this is a key decision then the item must be on the appropriate forward plan of key decisions.

### Is this an Executive or Council Function?

#### Council

#### 1. What is the report about?

This report identifies the need for further investment in staff capacity in City Development and identifies the proposed additional budget requirements.

#### 2. Recommendations:

That Executive recommends to Council:

- i) the creation of an additional post of Principal Project Manager (Planning) (Grade 11) and 1.6 fte additional posts of Project Support Officer (Grade 4), and funding for a series of temporary agency and a consultancy appointments.
- ii) that the relevant budgets be adjusted accordingly, the total additional expenditure is proposed to be up to £200,000 in 2015/16, it may be less and there will be ongoing revenue costs of about £24,000 in 2016/17, £49,000 in 17/18 and £75,000 pa from 2018/19 as grant funding reduces.

#### 3. Reasons for the recommendation:

To ensure that City Development is adequately resourced to deliver the growth agenda, maximise Council income and provide an improved level of customer service.

#### 4. What are the resource implications including non financial resources.

The proposed approach will address existing staff capacity issues and create capacity for a change process that will deliver the outcomes above.

#### 5. Section 151 Officer comments:

The funding net of grant, if approved, will be taken from General Fund Balances in 2015-16. The costs will be included in the Council's Medium Term Financial Plan and the impact on the Council's future financial position assessed.

**6. What are the legal aspects?**

The report raises no particular issues.

**7. Monitoring Officer's comments:**

The report raises no particular issues.

**8. Report details:**

City Development implemented a redesigned structure in May 2014 that resulted in it contracting from an equivalent of 53.2 fte at the end of 2008 to 30 fte (-44%). That structure followed a redesign process that was incomplete at the time of the decision. An informed view had to be taken of the future level of resources required. Officers designed a very lean system with very little spare capacity.

The context has changed since the redesign process. City Development has become much more significant to the Council. By the end of the current medium term financial plan it will be indirectly responsible for about £10 million of income per annum and this may reach £13 million per annum if developments such as IKEA are secured early. The change process has resulted in higher sickness absence levels and there is a significant staff retention and recruitment problem.

Transformation Board on 24 June received a presentation on the situation in City Development and supported further investment in the service to secure the objectives outlined earlier. The investment is necessary to clear an existing minor planning proposal backlog that has developed due to the general under capacity and about 2.5 fte of 7.6 fte posts being presently vacant or on extended sick leave in the minor proposals team.

The proposed investment comprises 1.6 fte of additional Project Support Officer (Grade 4) and a new post of Principal Project Manager as permanent additions to the establishment and an allowance of up to £200,000 for agency staff and specialist consultant advice that will clear the existing backlog and create management, professional and support officer capacity to complete the currently stalled change process.

Permanent Posts

The service presently has an establishment of 6.3 fte Project Support Officers of which 5.9 fte are in post. It is proposed to increase this to 7.9 fte. There are presently two agency PSO staff brought in during the Land Charges backlog who will no longer be required later on in the change process. The service also has two apprentices who will reach the end of their contracts in September. The agency staff and apprentices will be able to apply for the new posts that will not be ringfenced to them.

The cost of 1.6 fte of additional Project Support Officers is £24,000 per annum including on costs. In the longer term there will be a need to review the management arrangements of the increase number of PSO's. 0.5 fte of the additional PSO resource will serve the Building Control fee earning service and will be covered within the current surplus in the formal trading account

The Council has received £50,000 in DCLG funding from the Sites Delivery Fund that was intended to speed up Section 106 negotiations and discharge of planning conditions and £95,000 from the Large Sites Infrastructure Fund that was awarded on the basis that the Council would spend it on accelerated delivery of Newcourt and on a masterplan for the Valley Parks. About £119,000 remains unspent or committed. It was originally intended to create a fixed term Grade 7 or 8 post from this funding, however, recruitment has not been possible in the current local employment market. It is important that the Council uses the funds in a way that reflects the intentions behind the successful bids.

It is proposed to create an additional post of Principal Project Manager (Planning) at Grade 11 since recruitment to a permanent post at this level is more likely to be successful. The service already has three existing equivalent posts. The new post holder will be able to accelerate development at Newcourt and reduce the heavy burden on this team that faces two major planning appeals in the Autumn and an examination into the Development Delivery DPD in the Spring. For example, one of the current postholder's current work programmes includes leading on the Exeter Flood Prevention Scheme, three district heating schemes, the Princesshay Leisure redevelopment and recent planning applications for 750 homes at Monkerton.

The cost of the additional permanent post will be about £46,000 per annum including on costs. This can be covered by the residue of the DCLG funding for about the first 2.6 years. While it is proposed to increase the size of the establishment it will still remain about 37% below the level at the end of 2008.

#### Temporary posts and consultant's advice

The service has recently employed 1.5 fte of agency planners for 3/6 months to help with the backlog and cover current staff absences/vacancies. Temporary management, professional and support staff capacity will be necessary to enable the implementation of the stalled change process. The following are proposed:

- Agency Interim Assistant City Development Manager - 3 months - Estimated £24,000.
- Agency Planner to further increase capacity in minor proposals team - 6 months - Estimated £29,000. 1.5 fte of Agency planners are already employed to address the existing backlog of work and to cover for long term sickness and two vacant posts. The additional cost of these intended 3 and 6 month contracts after allowance for the vacant posts is estimated at £26,000.
- Agency Project Support Officer capacity will be provided through the retention of two existing agency staff – assume 6 months – Estimated £24,000
- Specialist Consultancy Advice – Estimated £75,000.

Provision is already made for New Homes Bonus to be topsliced by £100,000 per annum for capacity Planning (£80,000 per annum of which is used for the New Growth Point) and £20,000 per annum for Neighbourhood Planning). It is proposed to delete Neighbourhood Planning topslice of £20,000 which is presently unused and increase the capacity topslice to allow for the permanent posts.

The proposals create additional posts that are identical to existing posts, avoiding the need for any job evaluation. The addition of new posts to an

unchanged existing structure does not trigger any specific requirements through the Organisational Change Policy. The use of an external consultant and the previous service experience of implementing a redesign should help ensure that the change programme is successful.

A detailed plan and timetable for the change programme is being prepared. It will be presented, with regular updates to PMWG.

**9. How does the decision contribute to the Council's Corporate Plan?**

The creation of additional staff capacity will help deliver the growth agenda, affordable housing, improve Council income, deliver low carbon development and improve customer service.

**10. What risks are there and how can they be reduced?**

Recruitment of planning posts is difficult due to recent recruitment of a large number of posts by other local planning authorities in the area. The use of agency staff and the grading and permanence of proposed posts maximises the opportunity to fill them.

**11. What is the impact of the decision on equality and diversity; health and wellbeing; safeguarding children, young people and vulnerable adults, community safety and the environment?**

None

**12. Are there any other options?**

Failure to adequately resource the service will lead to a continuing build up of a backlog of work, reduced growth in the city and a decline in customer service. The proposed budget limit for 2015/16, within which officers will work, in liaison with the Portfolio holder allows some flexibility to vary resources as the project progresses.

**Assistant Director City Development**

**Local Government (Access to Information) Act 1972 (as amended)**

Background papers used in compiling this report:-

None

Contact for enquires:  
Democratic Services (Committees)  
Room 2.3  
01392 265275



## REPORT TO EXECUTIVE & COUNCIL

Date of Meeting: 14 July 2015 & 28 July 2015

Report of: Corporate Manager - Legal Services & Assistant Director City Development

Title: Creation of new post.

### Is this a Key Decision?

No

### Is this an Executive or Council Function?

Council

#### 1. What is the report about?

This report seeks approval for the deletion of the vacant part time Conveyancer Post and the creation of a new full time Conveyancer/Planning Solicitor post.

#### 2. Recommendations:

The Executive recommends to Council:

- (a) That post CS05105, Conveyancer, be deleted from the establishment and a new post of Conveyancer and Planning Solicitor to be created with immediate effect.
- (b) That Legal Services budget is increased by £28,900.

#### 3. Reasons for the recommendation:

- (a) To enable Legal Services to continue to provide an effective and efficient commercial conveyancing service and
- (b) To respond to the City Development's request for additional legal support on complex planning issues.

#### 4. What are the resource implications including non financial resources?

- (a) This proposed approach will enable the existing commercial conveyancing service to be maintained and will increase Legal Services' capacity to deal with City Development need for specialist in-house legal advice.

#### 5. Section 151 Officer comments:

The funding, if approved, will be taken from General Fund Balances in 2015-16. The costs will be included in the Council's Medium Term Financial Plan and the impact on the Council's future financial position assessed.

#### 6. What are the legal aspects?

None

**7. Monitoring Officer's comments:**

The monitoring officer is co author of this report and believes the recommendation put forward is the most cost effective way to support the City Development team.

**8. Report details:**

- (a) The post of Conveyancer CS05105 has been vacant since May 2015 following retirement of the post holder. The post was evaluated as a grade 8 and is a part time permanent position (3 days a week) which is required to deal with the heavy commercial conveyancing work load.
- (b) The volume of legal work generated by City Development is increasing. There have been a number of Judicial Reviews relating to Hill Barton Consortium's consent, Tithebarn Link Road and by the Council at Home Farm. Planning appeals at Home Farm, Moor Exchange and Exeter Road have also generated ongoing legal work.
- (c) It is anticipated that the creation of a full time conveyancing and planning solicitor post will improve the efficiency and effectiveness of the City Development service. There is a significant synergy in the skills required for conveyancing and planning so it is logical to combine these posts.
- (e) The existing budget for the vacant Grade 8 Conveyancer post is £17,920 including "on costs". A Grade 12 Conveyancing and Planning Solicitor post would cost £46,820 per annum including on costs. This will involve a £28,900 increase to Legal Services budget.

**9. How does the decision contribute to the Council's Corporate Plan?**

An efficient and effective commercial conveyance service helps support business, economic growth and contributes to a financially well run Council. Legal advice to the City Development service supports the growth agenda and protection of the environment.

**10. What risks are there and how can they be reduced?**

The proposal reduces risk posed to the Council by the current very limited Legal resource available to the City Development team.

**11. What is the impact of the decision on equality and diversity; health and wellbeing; safeguarding children, young people and vulnerable adults, community safety and the environment?**

None.

**12. Are there any other options?**

No other reasonable options. The establishment of a full time Planning Solicitor post would be unnecessary for the work volume. A lower grade post than Grade12 would not provide the necessary level of legal expertise.

**Assistant Director City Development**

**Corporate Manager - Legal Services**

**Local Government (Access to Information) Act 1972 (as amended)**

**Background papers used in compiling this report:-**

None

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