

## **SCRUTINY COMMITTEE - RESOURCES**

Date: Wednesday 1 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 Sharon Sissons, Democratic Services Officer (Committees) on 01392 265115 or email [sharon.sissons@exeter.gov.uk](mailto:sharon.sissons@exeter.gov.uk)

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

### *Membership -*

Councillors Bull (Chair), Buswell (Deputy Chair), Baldwin, Bialyk, Bowkett, Brock, George, Harvey, Lyons, Mottram, Robson, Sheldon and Wardle

### Agenda

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

##### **1 Apologies**

To receive apologies for absence from Committee members.

##### **2 Minutes**

To sign the minutes of the meeting held on 18 March 2015.

##### **3 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.

##### **4 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 for consideration of item 18 on the

grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part I, Schedule 12A of the Act.

## 5 **QUESTIONS FROM THE PUBLIC UNDER STANDING ORDER 19**

A period of up to 15 minutes will be set aside to deal with questions to the Committee from members of the public.

*Details of questions should be notified to the Corporate Manager Democratic & Civic Support at least three working days prior to the meeting. Further information and a copy of the procedure are available from Democratic Services (Committees) (265115) also on the Council web site:  
<http://www.exeter.gov.uk/scrutinyquestions>*

## 6 **QUESTIONS FROM MEMBERS OF THE COUNCIL UNDER STANDING ORDER 20**

To receive questions from Members of the Council to appropriate Portfolio Holders.

### **PRESENTATION TO COMMITTEE**

## 7 **Portfolio Holder's Statements**

Councillor Edwards (Leader, Budget and Strategic Vision), Councillor Pearson (Enabling Services) and Councillor Hannaford (Portfolio Holder for *(Housing)* and Customer Access will provide an update on the 2014/15 priorities. (Pages 5 - 14)

### **ITEMS FOR EXECUTIVE**

## 8 **Annual Scrutiny Report 2014/15**

To consider the report of the Corporate Manager Democratic and Civic Support. (Pages 15 - 32)

## 9 **Capital Monitoring 2014/15 and Revised Capital Programme for 2015/16 and Future Years**

To consider the report of the Assistant Director Finance. (Pages 33 - 56)

## 10 **Overview of Revenue Budget 2014/15**

To consider the report of the Assistant Director Finance. (Pages 57 - 76)

## 11 **Treasury Management 2014/15**

To consider the report of the Assistant Director Finance. (Pages 77 - 82)

## ITEMS FOR DISCUSSION

- 12 **Budget Monitoring - Scrutiny Committee Resources - Final Accounts 2014/15**  
To consider the report of the Assistant Director Finance. (Pages 83 - 90)
- 13 **Annual Workforce and Learning and Development Profile**  
To consider the report of the Transactional Services Manager. (Pages 91 - 108)
- 14 **Members Allowances Paid 2014/15**  
To consider the report of the Corporate Manager Democratic and Civic Support. (Pages 109 - 112)

## ITEMS FOR INFORMATION

- 15 **Update on Recommendations from Income Generating Measures Task and Finish Group**  
To receive a verbal update from Councillor Bialyk (Chair of the Income Generating Measures Task and Finish Group).
- 16 **St Nicholas Priory (Income Generating Measures Task and Finish Group)**  
To receive a report from the Corporate Manager Property. (Pages 113 - 116)
- 17 **Car Park Estates Advertising Potential (Income Generating Measures Task and Finish Group)**  
To receive a report from the Corporate Manager Property. (Pages 117 - 118)

## Part II: Items for Consideration with the Press and Public Excluded

### ITEM FOR DISCUSSION

- 18 **Waste Operations Staff Levels**  
To receive a report by the Assistant Director Environment. (Pages 119 - 124)

### Date of Next Meeting

The next **Scrutiny Committee - Resources** will be held on Wednesday 16 September 2015 at 5.30 pm

## **Future Business**

The schedule of future business proposed for this Scrutiny Committee and other Committees of the Council can be viewed on the following link to the Council's website:

<http://www.exeter.gov.uk/forwardplan>

Councillors can view a hard copy of the schedule in the Members Room.

**Individual reports on this agenda can be produced in large print on request to Democratic Services (Committees) on 01392 265115.**

Find out more about Exeter City Council by looking at our website <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.

**Follow us:**

[www.twitter.com/ExeterCouncil](http://www.twitter.com/ExeterCouncil)

[www.facebook.com/ExeterCityCouncil](http://www.facebook.com/ExeterCityCouncil)

## SCRUTINY COMMITTEE (RESOURCES)

1 July 2015

### Update on Portfolio Holder Priorities 2014/15 (Covering Note)

A progress update against the Portfolio Holders' priorities for 2014/15 is set out in the attached document (Appendix A).

The update has been presented in a table format and sets out the following information:

Portfolio Holder Priority	Portfolio Holders' priorities for 2014/15
Target/Milestone	What the Council aims to deliver during the year
Progress December 2014	What has been achieved against the priority up until December 2014
Progress May 2015	What has been achieved against the priority up until May 2015
Owner	Assistant Director who is responsible for delivering the priority
PH	Portfolio Holder who is responsible for delivering the priority.

Over the coming months, Portfolio Holders will be working closely with officers to develop their priorities for 2015/16. Once finalised, these will be published in the Council's Corporate Plan 2015/16.

Contact for enquires: Sharon Sissons, Democratic Services (Committees)  
Room 2.3. 01392 265275

This page is intentionally left blank

	A	B	C	D	E	F
1	<b>Portfolio Holder Priorities 2014/15 - Annual update</b>					
2						
3						
4	<b>PH Priority</b>	<b>Target/Milestone</b>	<b>Progress - December 2014</b>	<b>Progress - May 2015</b>	<b>Owner</b>	<b>PH</b>
5	Continue to require that all new housing developments include 35% social and affordable housing	By June 2015 we will: <ul style="list-style-type: none"> <li>ensure that 35% of all new housing developments is affordable (this applies to developments of 10 or more homes)</li> <li>have completed 300 affordable homes and transferred to either a registered housing provider or the City Council.</li> </ul>	35% policy took effect from December 2013. Where this is viable, 35% is being achieved, unless a commuted sum is taken (in exceptional circumstances). To date since April 1st 2014, 58 affordable homes have been delivered with 241 further affordable homes consented and in the pipeline for national house builders.	62 affordable homes (46 social rent, 16 shared ownership) were delivered on S106 sites in 2014/15. Financial contributions for off site provision are negotiated where appropriate such as at Magdalen School. Government has now prevented affordable housing requirements from being applied on sites of ten or less homes or 1,000 sq m of floorspace	AD CD	RH
6	Build 20 new council houses on council-owned land and continue to look for funding to increase this number	By June 2015 we will: <ul style="list-style-type: none"> <li>have provided 20 new, defect-free council homes</li> <li>have a programme and timetable for providing additional council homes and we will have identified feasible sources of funding.</li> </ul>	20 new Council homes will be completed by June 2015, with a further 26 under construction for completion later in the year. A Council Own Build Wave 3 programme has been identified and a number of funding sources reviewed.	20 new council homes to be completed by July 2015, with a further 26 scheduled to start on site subject to planning in Autumn 2015.	AD Housing	RH
7	Explore new solutions to providing affordable homes, including co-operative housing and self-build housing	By June 2015 we will: <ul style="list-style-type: none"> <li>be able able to provide a summary of potential solutions for providing affordable homes, including co-operative housing and self-build housing.</li> </ul>	Co-operative housing scheme awaiting Devon County Council land coming forward in Alphington.	No further progress - Devon County Council have yet to bring forward their land for development and a planning application which has been imminent for them for the last 6 months remains imminent. Exeter Eco-Homes remain active and keen to progress their cooperative housing scheme pending a s106 opportunity on DCC land.  Since December 2014, meetings have taken place in February with a small group of Exeter residents who were interested in setting up a self build project. A number of potential sites were put to them but rejected on the grounds that they were seeking to self-build on land allocated for landscape protection (contrary to planning policy).	AD Housing	RH
8	Introduce schemes to improve the quality of private rented accommodation.	By June 2015 we will: <ul style="list-style-type: none"> <li>introduce an additional HMO licensing scheme.</li> </ul>	Additional HMO Licensing Scheme agreed by Executive for introduction in February 2015. Also working with Exeter CVS to establish a multi-agency Private Rented Sector Forum to identify issues facing tenants and promote effective solutions. Research underway to identify policy interventions in other cities and their applicability for Exeter.	Additional HMO Licensing Scheme introduced. Multi-agency Private Rented Forum has also been established in partnership with Exeter CVS and draft Landlords' Guide produced for publication in the coming months.	AD Housing	RH
9	Continue to work towards the redevelopment of the Bus and Coach Station and the delivery of a new energy-efficient swimming pool that is fit for a growing population and future climate change.	By June 2015 we will: <ul style="list-style-type: none"> <li>set up the arrangements for overseeing the programme</li> <li>appoint a design team for the project</li> <li>prepared a feasibility study and options and selected a preferred design option</li> <li>have received an outline planning application from Crown Estates for the scheme and the new bus station and depot.</li> </ul>	Programme Board set up and governance structure in place for the leisure complex and design consortium to be selected by 17th December 2014 and thereafter. Feasibility study anticipated May 2015. An outline application for Princesshay Leisure development, including a replacement bus station, is expected to be submitted in January 2015.	The Programme Board has been established. There are three principal project work streams - Estates, Build and Operations and each work stream has been appointed a client lead. The Sub Committee has been established and is made up of Council Members and Officers who meet at specific Gateway Points ensuring that the project maintains its aims, budget and timescales. The Sub Committee meetings are open to the public. To date EC Harris have been appointed Project Mangers, QS and CDM Co-ordinators for the project and they would work alongside Emma Osmundsen to ensure the Build is delivered successfully. One of their tasks has been to assist in the lengthy OJEU procurement process to appoint a Design Consortium to design the new facility. AFLS+P were appointed in January of this year to lead the design team which consists of Arup as engineers, Gale and Snowden as Building Biologists, Climate Change Advisors and Passivhaus designers, LDA, as planning consultants, Continuum as Leisure Business Advisors and SLM as Consultant Operator Advisors. Between them, the Design Consortium had successfully delivered over 150 leisure centre and pool projects including the Aquatic Centre at the London Olympic Park. The Design Consortium are currently working up their design feasibility work which included examining the options for the new facility to be as low energy as possible. This work will be completed in May of this year with the intention of more detailed design being developed through the summer ahead of a planning submission in autumn 2015. Works are scheduled to start on site in autumn 2016 with  anticipated completion set for summer 2018.	Emma Osmundsen	RD

	A	B	C	D	E	F
4	PH Priority	Target/Milestone	Progress - December 2014	Progress - May 2015	Owner	PH
10				anticipated completion set for summer 2018. The property considerations for the comprehensive redevelopment of the Bus and Coach Station site will be considered by Executive on 23 June 2015.		
11	Support the development of a local currency (e.g. Exeter Pound) to support local small businesses and independent traders	By June 2015 we will: • support our partners to create an independently constituted organisation that will take the project forward.	Accommodation, ongoing support and £12,000 pump priming funding being provided to help establish the project. It is anticipated that the organisation and currency will be up and running by September 2015.	The scheme is still on track to be launched in September 2015 to coincide with the Rugby World Cup and the design of the £15 note will incorporate an Exeter Chiefs related image.  The project will help to boost the local economy, encourage people to use local businesses and build a stronger community identity for the City. A key feature will be to keep money within the local economy.	AD Economy	RD
12	Work with the University and others to develop the knowledge economy to create more graduate and higher paid jobs and help businesses and residents benefit from developing, attracting and retaining a highly skilled workforce.	By June 2015 we will: • set up three sector working groups to implement actions from the Knowledge Economy Strategy • develop three sector plans to develop the knowledge economy within and surrounding Exeter • implement inward investment marketing activity to attract more business interest in investment in the city	Working groups being created involving the University and businesses to develop and take forward actions related to the Water and Health sectors. Science Park Centre construction progressing well which will increase the availability of start up space and accommodation for growing knowledge based businesses providing new employment opportunities. Programme of business advice, support and increased access available for businesses with the high level knowledge base of the University will be put in place. Initiative to identify and progress opportunities arising from the Met Office supercomputer investment underway.	The Innovation Exeter initiative will now take this agenda forward with the involvement of the University, MetOffice, County Council and RD&E Hospital Trust committing to support it. Richard Ball seconded to team to drive this forward with the intention of making proposals to Government for significant funding. Outline programme of proposals developed and being worked up in more detail.	AD Economy	RD
13	Recognise the contribution that Arts and Culture make to the Exeter economy and encourage initiatives to support the city centre	By June 2015 we will: • submit funding bid(s) to secure additional capacity to support the work of the Cultural partnership to deliver its priorities to support and grow cultural activity, increase awareness of the high level of cultural activity already existing in the city and work collaboratively to support organisations against the difficult funding background	A bid is being made together with the University and led by Exeter Cultural Partnership for funding for a Coordinator to develop and deliver a communications plan to raise the profile of cultural activity in the city; also overseeing the development of a cultural brand and growing digital communication channels. The City Council is making a contribution of £10k from an underspend in the Arts and Events budget. This will be critical not just to the city's image and presentation nationally and internationally but also to improved communications and networking within the city, leading to stronger collaboration and management of collective opportunities. Initiatives supported include the Unexpected festival, Respect Festival, the opportunity to have a large programme of activity using the fanzone infrastructure and the programme of grant funding enabling a range of organisations in the city to deliver a wide ranging programme of visual and performing arts.	A successful application to the Arts Council England's Grants for the Arts Scheme is enabling a programme of work titled 'Exeter Cultural Connections'.  Led by Exeter Cultural Partnership, the work includes the appointment of a Culture Director; development and implementation of a communications strategy linked to the creation of a 'cultural brand' for the city. Recruitment to the role of Culture Director is underway. A full progress update report on the Exeter Cultural Action Plan has been prepared for the Scrutiny Economy Committee meeting 18th June 2015.	AD Economy	RD
14	Promote the Living Wage amongst Exeter employers	By June 2015 we will: follow up the research undertaken by the University exploring strategies and possible solutions to the range of identified problems with a number of stakeholders.	• Eight areas have been identified for further investigation as covered by the report going to Scrutiny Committee including working with the LEP to access funding to support initiatives, including working with young people in schools to provide better careers advice, greater availability of sound financial advice and access to more affordable, ethical credit.	Improvements to the careers advice given to young people has become a priority of the LEP across both Devon and Somerset and the Employment and Skills Board have made this one of their priorities. Agencies such as the Citizens Advice Bureau continue their good work to promote and provide sound financial advice to those who need it. As time allows other initiatives raised by this report will be looked at to see how they can be progressed.	AD Economy	RD



	A	B	C	D	E	F
4	<b>PH Priority</b>	<b>Target/Milestone</b>	<b>Progress - December 2014</b>	<b>Progress - May 2015</b>	<b>Owner</b>	<b>PH</b>
15	As part of the planning application process, negotiate with developers to employ local workers and provide training opportunities for local people	<p>By June 2015 we will:</p> <ul style="list-style-type: none"> <li>• have adopted a DDDPD and SPD</li> <li>• have put in place and implemented a policy and guidance framework to enable negotiation of agreements requiring developers to employ local workers and provide training opportunities for local people</li> <li>• signed agreements within criteria reflecting provisions</li> <li>• reviewed compliance by developers with S106 agreement</li> </ul>	<p>The DDDPD has been delayed by the need to consider the implications of the Home Farm appeal decision and await the results of the Council's legal challenge. The SPD can come forward once it is adopted. In the meantime officers are in a position to continue local labour agreements on a development by development basis.</p> <p>ECC, EDDC and MDDC are due to sign a Construction Skills Concordat. The Concordat will ensure that when the Councils award contracts for capital programme and maintenance work, they give favourable consideration to those companies that have a clear and well evidenced approach to supporting the development of the skilled workforce, for example in terms of taking on apprentices and recruiting locally.</p> <p>In addition the Councils have agreed to work with partners to support the roll out of the Construction Industry Training Board's Client Based Approach which enshrines and enforces commitments to employment and skills in construction projects over £1 million in value. The Councils will also support and promote the roll out of the South West Shared Apprenticeship scheme. By providing flexible access to a pool of people this will overcome a key barrier to increasing the use of apprentices cited by the industry.</p>	The DDDPD and therefore SPD remains unadopted. Officers are however, working with developers to agree labour and skills agreements with client based approach.	AD CD	RS/RD
16	Work with employers and training providers to make sure local residents have the right skills to take advantage of new jobs at the Exeter Science Park and other areas of growth	<p>By June 2015</p> <ul style="list-style-type: none"> <li>• Exeter and the Heart of Devon Employment and Skills (EHOD ESB) will have provided 160 workers from the hospitality industry with free training and the opportunity of accreditation in preparation for Rugby World Cup.</li> <li>• will have held an event for 80 Big Data practitioners, academics, influencers and businesses to design solutions to the Human Capital shortages which are potential barriers to growth</li> <li>• will have planned, proposed and begun the implementation of a aligned approach to Construction Skills and Employment across East Devon, Exeter City Council, Devon County Council and Teignbridge District Councils and have sought funding for a Project Manager to implement the Construction Industry Training Board's Client Based Approach which contractually requires construction contractors to deliver local employment and skills training to pre-set Key Performance Indicators. EHOD ESB will have facilitated the implementation of the South West Shared Apprenticeship Scheme for construction. Local employment and skills opportunities will increase for projects valued at over £1 million.</li> <li>• EHOD ESB partners will have worked with 12 NEETs (not in education, employment and training) from Exeter and Heart of Devon to progress them in to employment with training, traineeships, the Hitz Programme or full-time education.</li> <li>• EHOD ESB members will have begun to pilot a new</li> </ul>	<p>Programme in place for the RWC training. Arrangements in place for the Big Data event. Joint approach agreed between Exeter, East Devon and Teignbridge Councils to progress the aligned approach to require construction contractors to be involved in delivering employment and skills training</p>	<p>* HOSPITALITY - 160 free places have been provided by 20th May for hospitality sector on one day courses at Sandy Park with the option of a Level 2 C&amp;G qualification which 97% have opted to take so far. A further 100 free places are being offered due to our successful bid to the Skills Funding Agency of which 32 can be for employees within business of 250+. Feedback has been excellent.</p> <p>* BIG DATA - 80 Big Data practitioners and influencers participated in a successful free event at the Met Office which has subsequently informed the HoSW LEP Digital strategy and built new links within the industry. Funding for this event was secured via the DCC in their capacity as HOSW LEP PEOPLE strand. There is a demand to do more work to build upon this event.</p> <p>* CONSTRUCTION - EDDC, TDDC and ECC have signed a concordat to align approaches to employment and skills in construction. They have agreed to adopt the Construction Industry Training Board's Client Based Approach (CITB CBA) which sets KPI for contractors around training and local employment. Joint funding for a CITB CBA post is being pursued by Cllr Edwards from EDDC and TDDC for a coordinator post. Until the CITB CBA is operational 106s will be used. South West Apprenticeships has been formed to employ construction apprentices for contractors to the industry.</p> <p>* NEETS – The first Rugby Empowering Employment Programme (REEP) funded by RWC 2015 Legacy Fund achieve 100% completion of the 10 day programme by the Young People. 4/9 now have full-time jobs and the remainder are on track undergoing training etc. They are all</p>	Oenone Thomas	RD

	A	B	C	D	E	F
4	PH Priority	Target/Milestone	Progress - December 2014	Progress - May 2015	Owner	PH
17		carousel or multiple employer host approach to an apprenticeship in Business Administration for five apprentices. • EHOD ESB will represent the best interests of local residents within the Heart of South West Local Enterprise Partnership (HoSW LEP) PEOPLE group and other skills and employment fora, and sought funding for skills development initiatives.		being mentored by volunteers trained by the programme. The generosity of in-kind support meant that REEP came in under budget and a second REEP has just started. Any further projects will need to find alternative funding. *APPRENTICESHIPS – EHOD ESB with partners successfully ran an Apprenticeships Summit and an evening event at River Cottage HQ at the start of National Apprenticeship Week. Funding was from the National Apprenticeship Scheme. The EHOD ESB employers are now working together to develop a carousel apprenticeship model for trial.		
18	Continue to offer apprenticeships, develop work experience for those with disabilities, mental health problems and other barriers to work, and work with employers to expand these schemes	By June 2015 we will: • have provided 8 apprenticeship posts and helped them to achieve a minimum of a Level II qualification in their chosen field • Have provided permanent employment to two apprentices	We have eight apprentices working across the Council.  We have appointed two apprentices into full-time employment.  We have worked with Devon County Council and The Brandon Trust (an organisation which helps to find employment opportunities for young people with learning difficulties) to provide a two week work experience placement at the MRF. We are continuing to liaise with Exeter College and other agencies to explore further options for work experience for those with disabilities and mental health problems.	We have 3 vacant apprentice posts which we will be recruiting into during the summer to start in September 2015. We continue to work with Devon County Council and The Brandon Trust (an organisation which helps to find employment opportunities for young people with learning difficulties). We will also continue to liaise with Exeter College and other agencies to explore further options for work experience for those with disabilities and mental health problems.	David Knight	PE
19	Continue to invest in community projects through community grants and the Local Infrastructure Grant schemes, and work with communities to build the capacity for new projects in the future.	By June 2015 we will: • implement the Devon Local partnership • have fully allocated the Local Infrastructure Fund towards 19 projects.	We have received 64 ward grant applications, so far, during 2014/15 and awarded a total of £11,200. There is still £24,800 remaining in the budget.  Local Infrastructure Grant Fund fully allocated for 2014/15. The Council is considering how best to assist community projects in the future.  The Grants process will be reviewed during 2015/16. As part of that process, the Council will be appointing a Funding Officer who will be responsible for identifying funding to support Council priorities and community groups and organisations.  Planning to implement Devon Local in partnership with other statutory and voluntary and community sector partners in the city in the New Year. This will enable the council to liaise with residents/community groups/partners via community forums and ensure that good communication systems are established at the earliest opportunity to enable collaborative approaches to new models of service delivery.	Work is progressing on implementing Devon Local in Exeter through supporting Exeter Community Forum to develop a community engagement strategy and through discussions with ICE (Integrated Care Exeter) on enabling people to improve and promote their own health and wellbeing.  Community grants - Ward grants - £25,420 awarded , £10,580 c/f to city grants for 2015/16.  The position regarding Local Infrastructure Fund grants remains the same as in December.	Dawn Rivers	PE
20	Continue to protect our parks and play areas as important community hubs, and work with communities to explore creative uses for parks and other open spaces	By June 2015 we will: • endorse the principle of asset transfer to community organisations • Consider and progress any expressions of interest for asset transfer • Hold discussions with clubs associated with council-owned facilities with a view to supporting them to take on responsibility for these assets over the next two years • Highlight to Government the barriers that the high cost of insurance can create for community groups.	The principle of asset transfer to community organisations was endorsed in November 2014 • Expressions of interest for asset transfer have been considered and committee approval was given in November to progress transfers to three organisations •The principle of granting a lease or licence on the tennis facilities at Heavitree Park to Tennis for Free was agreed in November • Approval to start discussions with clubs associated with the council-owned bowling and croquet greens and facilities with a view to supporting them to take on responsibility for these assets over the next two years was agreed in November. Initial discussions have taken place with Heavitree Bowls Club	Good progress is being made on the transfer of Flowerpot Playing Fields to Exeter College. The transfers to Devon Wildlife Trust and the Saracens have stalled as a result of a change of direction by the two organisations. Discussions with clubs associated with the council-owned bowling and croquet greens other than Heavitree have not been progressed since November. The high cost of insurance for community groups has been highlighted to the Government.	AD PR	KO

	A	B	C	D	E	F
4	<b>PH Priority</b>	<b>Target/Milestone</b>	<b>Progress - December 2014</b>	<b>Progress - May 2015</b>	<b>Owner</b>	<b>PH</b>
21	Develop a register of local assets to be protected for the benefit of the community, such as pubs and community centres, and explore opportunities to support community groups through collective purchasing of insurance, energy, maintenance and other goods and services.	By June 2015 we will: <ul style="list-style-type: none"> <li>• have mapped community facilities across the city</li> <li>• continue to encourage the registration of local assets for protection for the benefit of the community</li> </ul>	We have compiled a statutory list of assets of community value (ACVs). We have received no ACV applications to date, but an application is imminent in respect of all allotments west of the Exe.  Mapping largely complete. This will be shared with Exeter Board in January 2015 and then promoted to community groups to update. This information will be shared with the CIL process to help identify priorities for future spend.  Collective purchasing has not yet been pursued due to capacity issues.	Mapping of community facilities - this work will be continued through the work of the Exeter Community Forum as part of its identification of city wide priorities to inform use of the neighbourhood proportion (15%) of the Community Infrastructure Levy.	CM Property	OP
22	Work with partners to increase access to affordable and ethical credit	•By June 2015 we will: • mitigate the impact of the end of Local Welfare Support	We are developing a specification to ensure that residents have the appropriate access to credit, debt advice and money management skills, as well as encouraging saving.	Local Welfare Support Funding has been granted for a further year from 1 April 2015, therefore the Exeter Money Advice Partnership pilot has been extended to offer residents access to impartial money advice. Project management resource identified for 4 months from 1 June to monitor effectiveness.	AD CA	RH
23	Develop a strategy to become an energy neutral Council (by 2030)	By June 2015 we will: <ul style="list-style-type: none"> <li>• have developed a set of criteria which will enable the Council to monitor how much of the Council's energy use is off-set by the production of its own energy.</li> <li>• have formulated a programme to increase the number of low emission vehicles (LEV) in our fleet;</li> <li>• identified appropriate fuel reduction devices for fleet vehicles that are not LEVs;</li> <li>• have formulated a proposal to reduce grey fleet mileage and transfer it to LEV pool vehicle mileage;</li> <li>• have a draft Low Emission Strategy that has been consulted upon and ready for Council approval;</li> </ul>	Investment in renewables has commenced and energy generated measured. Solar PV projects in delivery mode and new schemes being developed. Key milestones to be set out in a new energy strategy.  2 electric vehicles have been added to fleet as staff pool vehicles.  An electronic booking system has been implemented for staff pool vehicle use and is working well.  Fuel reduction devices are being piloted on 4 refuse collection vehicles.  The draft Low Emission Strategy is currently subject to consultation;	Investment in renewables and energy saving schemes has commenced. In 2014/15, all projects progressed, notably the LED light replacement work at three car parks and the Civic Centre Offices. The Car Park Canopy PV Scheme contract was awarded and work is underway at Mary Arches and John Lewis Car Park. A solution was found which will enable the PV panels to be fixed to the lantern roof structures at the RAMM, and work is to commence this Spring. The Boiler Replacement Project is progressing and it is hoped the installation of the new gas boilers will be completed ahead of the heating season in October. Further PV projects include the Livestock Centre and Climb Centre where feasibility work is underway. Key milestones to be set out in a new energy strategy.  A Low Emission Strategy has been adopted.	CM Property/ AD Environment	OP
24	Continue to work with other local authorities and organisations to improve recycling rates in the city	By June 2015 we will: <ul style="list-style-type: none"> <li>• completed a comprehensive review of recycling bring-sites and identified new opportunities;</li> <li>• expanded the range of materials collected at sites, with improved signage;</li> <li>• determined whether a waste partnership with Devon CC, East Devon DC and Teignbridge DC, (DEET) which will significantly increase recycling rates, is achievable;</li> <li>• in partnership with Devon CC and Exeter University and Student Guild, formulated a protocol on waste minimisation and increased recycling amongst the student population.</li> </ul>	A review of bring-sites is being finalised, new micro-sites introduced, and opportunities for recycling extra materials identified.  A business case for DEET was presented in December 2014, and is currently under consideration by partners.  Joint work with DCC, University and Guild is progressing.	Monitoring of recycling performance across different neighbourhoods in Exeter is being undertaken. Data will be used to target communications to areas of low participation.  The 'DEET' (Devon, Exeter, East Devon & Teignbridge) waste management shared service proposal has been postponed indefinitely due to the East Devon's decision to tender its waste collection service individually in March 2015. This makes the remaining 'cluster' too small to operate a viable shared service, however DCC has indicated a willingness to continue discussions about sharing the waste disposal savings that would arise if Exeter increases its recycling rate. This would require up-front investment, with support from DCC. The detailed business case for a shared service was published in Dec 2014 and the work carried out for this study could still be used to potentially redesign our service.	AD Environment	KO
25	Work with partners to improve public transport in the city and ensure adequate public transport provision for areas of significant housing development in the East and South West of the City.	By June 2015 we will: <ul style="list-style-type: none"> <li>• have new rail stations open at Newcourt and Cranbrook</li> <li>• have a plan in place for the replacement of the Bus Station.</li> </ul>	Both stations currently under construction.  An outline application for the Princesshay Leisure development, including replacement bus station, is expected to be submitted in January 2015.	Newcourt Station now due to open in Summer 2015, and Cranbrook in Autumn 2015. It is anticipated that a Planning application for the bus station will be submitted in Autumn 2015.	Ross Hussey	RS

	A	B	C	D	E	F
4	<b>PH Priority</b>	<b>Target/Milestone</b>	<b>Progress - December 2014</b>	<b>Progress - May 2015</b>	<b>Owner</b>	<b>PH</b>
26	Work with partners to protect and improve habitats for wildlife across the city, protect allotments and explore the use of public open spaces for community food production	By June 2015 we will: <ul style="list-style-type: none"> <li>retain the current allotment site provision</li> <li>investigate the costs and feasibility of the use of public open spaces for community food production</li> </ul>	The Devon Wildlife Trust are looking into improving habitats for wildlife as part of the Wild City project.  No change is proposed to the current allotment site provision. We are in the process of working with allotment associations to form an allotment users forum, which was one idea that was welcomed as part of the allotments consultation last year. The idea of using public open spaces for community food production has been explored as a Rugby World Cup legacy project but while there was a great deal of enthusiasm for the idea there appears to be insufficient capacity locally to do this work at the moment.	The current allotment site provision has been retained and 21 unusable overgrown plots have been brought back into use, with more in the pipeline.  The Exeter Allotments Forum has now been set up and held its first meeting in April. We are working with allotments associations in the city to ensure the best management of their sites and we are encouraging the creation of associations where they do not currently exist.	AD PR	KO
27	Work with Exeter Health and Well-being Board and other partners to increase levels of physical activity in the city and promote the sustainable use of the river, canal and other green spaces for outdoor leisure activities	By June 2015 we will: <ul style="list-style-type: none"> <li>work with Active Exeter to formulate an action plan to progress the ambition of Exeter being the most physically active city in the SW by 2018;</li> <li>produced a first draft of an overarching Physical Activity and Sports Strategy via Active Exeter</li> </ul>	The 4 priorities set last year of 1) Physical Activity; 2) Alcohol ill-health; 3) Cold homes and falls; 4) Health of the most disadvantaged; were re-endorsed at the November 2014 Board meeting, together with the Exeter District Public Health Plan 2014/15 (an annual update of health & Wellbeing in Exeter). The 'Everybody Active, Everyday in Exeter' social marketing scoping report has been produced and endorsed, and the formulation of an overarching Physical Activity and Sports Strategy through ECC and Active Exeter has been agreed.  Last summer saw a highly successful Ping Exeter! project in the city with thousands of people playing table tennis at dozens of locations. It is hoped to repeat this exercise this year. The Active Exeter group is progressing a number of activity bids and has been approved to deliver a project funded by a grant of £41,620 from the Alcoa Foundation of Alco Howmet based at Sowton for a local community activity project in Cowick Barton in 2015. Other potential funding streams are also being explored.	The Exeter Health and Wellbeing Board, through its sub-group 'Active Exeter' has formulated the 'Get Active Exeter' project which forms the basis of the multi-agency and community bid made through the auspices of Exeter City Council for funding from the Sport England's Community Activation Fund. The bid is for over £190,000.  Get Active Exeter (GAE) will motivate and engage new people in the city of Exeter to take part in regular sport and physical activity opportunities to realise an ambition to make Exeter one of the most active cities in the South West by 2018. The project will engage a key target group of inactive 'busy adults' and seek to change their behaviour towards participation in sport by providing regular activity in Workplace and Community settings. Get Active Exeter will seek to blend delivering a targeted menu of regular local sport opportunities alongside a high profile city-wide promotional campaign.  The GAE project is ambitious, and aims to raise over 2000 inactive citizens to participate in beneficial physical activity on a sustained basis. The core activities will focus on walking, running, cycling and swimming – around 90 mini-projects initiated over a 3 year period will help achieve the target.  The proposed project has solid partner support from members of the Exeter Health & Wellbeing Board, which  will have a formal governance role in scrutinising the progress of the project, its performance against set targets and the outcomes derived. In terms of overseeing the project operationally, the Active Exeter task group that was formed by the Board to drive its top priority of raising physical activity levels, will fulfil this role and report to the Board on a quarterly basis. The Active Exeter task group is chaired by Active Devon and includes members from ECC, DCC, New Devon CCG, Public Health, Exeter Chiefs, Exeter City FC, University of Exeter, Exeter College, St. Luke's Science and Sports College, and Parkwood Leisure; it is well placed to carry out this role for the project.  The 'Get Active Exeter' project clearly aligns with the Board's top priority of raising physical activity of citizens, helping to realise the ambition of Exeter becoming the most physically active city in the South West by 2018. It will also build upon the earlier survey work commissioned by the Board in 2014 to examine the barriers to adults taking up or re-engaging with physical activity, and how to overcome them.  A successful bid will certainly strengthen the Board's ability to deliver on this important priority, and see an up-lift in	AD Environment	KO
28						

	A	B	C	D	E	F
4	PH Priority	Target/Milestone	Progress - December 2014	Progress - May 2015	Owner	PH
29				<p>in community-based physical activities, utilising the existing green spaces, cycle lanes and swimming facilities that Exeter enjoys.</p> <p>The appointment in May 2015 of a Member Champion for Sport and Physical Activity will help emphasise the importance of this work in the Council's corporate plan.</p>		

This page is intentionally left blank

**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

This page is intentionally left blank

## **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
- Growth and Marketing Exeter
- Scrutiny Spotlight Review of the Parking Review
- 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.





**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>



## APPENDIX 3

GENERAL FUND	2014-15 £	2015-16 £	2016-17 £	Future Years £	TOTAL £
<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>



## 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>
	<b>£</b>	<b>£</b>	<b>£</b>
General Fund	267,700	(274,293)	(6,593)
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)	<p>Significant savings made owing to :</p> <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.

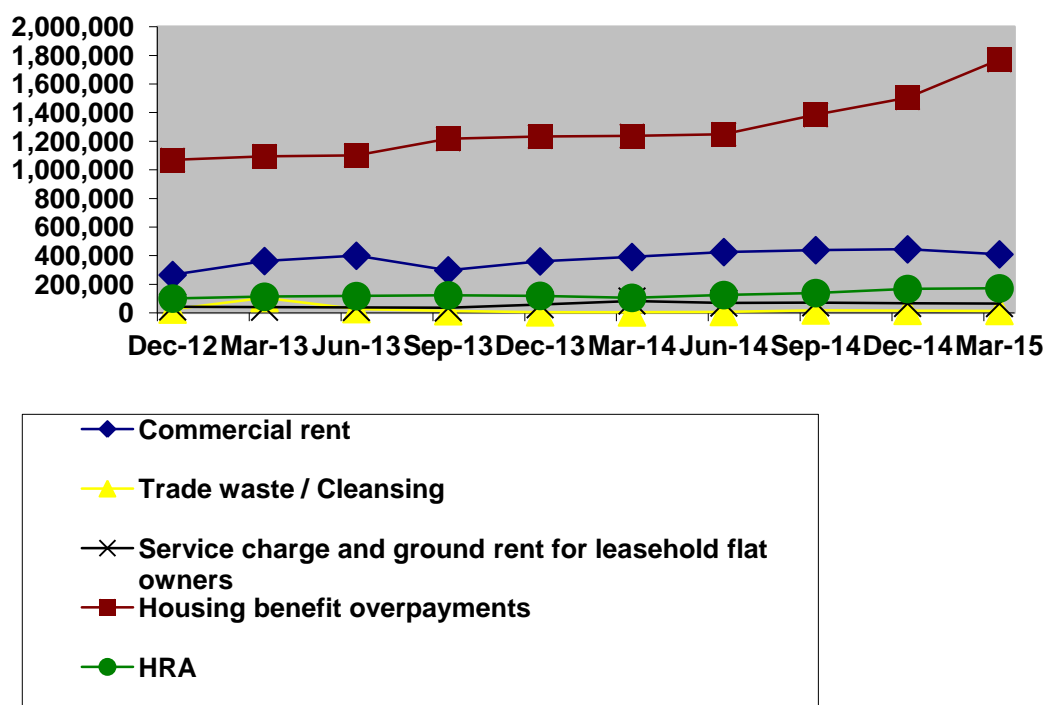
8.4.3 The 'In-Year' collection rate has decreased in comparison with the previous year. The collection rate for 2013/14 was 95.4% compared with 96.5% in 2013/14.

## 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

**David Hodgson**  
**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>	

This page is intentionally left blank

**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>

This page is intentionally left blank



	<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>

This page is intentionally left blank

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

This page is intentionally left blank

## 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:** SCRUTINY COMMITTEE RESOURCES  
**Date of Meeting:** 1 JULY 2015  
**Report of:** Assistant Director Finance  
**Title:** Resources Final Accounts 2014-15

**Is this a Key Decision?**

No

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

No

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

To advise Members of any major differences, by management unit, between the approved budget and the outturn for the financial year up to 31 March 2015 in respect of Resources Committee.

**2. Recommendations:**

**That Members of Scrutiny Committee – Resources assure themselves that Officers review areas with significant variances and undertake the necessary actions to address the issues that the variances may cause.**

**3. Reasons for the recommendation:**

Local authorities have a statutory duty to set and monitor their budgets during the year and to take any actions necessary because of potential overspending or potential shortfalls in income. Members are therefore presented with a quarterly financial update in respect of Community Services and this is the final report for 2014-15.

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

The financial resources required to deliver Resources Services during 2014-15 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 Resources Committee, as at 31 March 2015, ahead of inclusion in the Council's annual Statement of Accounts.

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

Part 2 of the Local Government Act 2003 provides the legislative framework for the process of setting and managing budgets. In particular, Section 28 of the 2003 Act requires local authorities to monitor their budgets during the financial year.

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

This report raises no issues for the Monitoring Officer.

**8. Report Details:**

**Resources Committee Final Accounts to 31 March 2015**

**8.1 Key Variations from Budget**

The final actual outturn has now been calculated and the report below highlights the major differences by management unit from the approved annual budget after adjusting for supplementary budgets.

The total variance for the year shows a surplus of £471,523 after transfers from reserves and revenue contributions to capital, as detailed in Appendix 1. This represents a variation of 8.42% from the revised budget.

8.2 The significant variations by management are:

<b>MU Code</b>	<b>Management Unit</b>	<b>Over / (Underspend)</b>	<b>Detail</b>
86A1	Revenue Collection/Benefits	(384,492)	<ul style="list-style-type: none"> <li>Recovery of overpayments has been higher than anticipated</li> </ul>
86A5	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>
86A6	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>
86A7	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>
<b>CENTRAL SUPPORT SERVICE ACCOUNTS</b>			<p><b>The management units listed below are recharged out across the whole of the Council and are either brought back to zero cost or have balances left that are transferred to management unit 86A7 above. Before this took place the variances that occurred are noted below:</b></p>
86B1	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>
86B3	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>
86B4	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>
86B5	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>
86B6	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. How does the decision contribute to the Council's Corporate Plan?**

Resources Committee contributes to 3 key purposes, as set out in the Corporate Plan; maintain the assets of our city; well run Council and customer access to help me with my housing and financial problem.

**9. 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. An action plan to address the key areas of budgetary risks within Resources was reported in March 2015 and is attached as Appendix 2, for reference only.

**10. 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

**11. 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

This page is intentionally left blank

**SCRUTINY COMMITTEE - RESOURCES  
OUTTURN**

**APRIL 2014 TO MARCH 2015**

<b>CODE</b>	<b>APPROVED BUDGET</b>	<b>OUTTURN</b>	<b>OUTTURN VARIANCE</b>	<b>QUARTER 3 FORECAST VARIANCE</b>
	£	£	£	£
86A1 REVENUE COLLECTION/BENEFITS	2,149,620	1,765,128	(384,492)	(195,050)
86A2 ELECTIONS & ELECTORAL REG	338,720	331,372	(7,348)	0
86A3 CORPORATE	692,180	710,586	18,406	0
86A4 CIVIC CEREMONIALS	276,760	285,491	8,731	13,990
86A5 DEMOCRATIC REPRESENTATION	754,740	687,630	(67,110)	(280)
86A6 GRANTS/CENT SUPP/CONSULTATION	984,930	882,025	(102,905)	0
86A7 UNAPPORTIONABLE OVERHEADS	355,660	464,751	109,091	(6,240)
86A9 STRATEGIC/COMMUNITY PARTNERS	45,680	45,548	(132)	0
86B1 FINANCIAL SERVICES	779,670	741,707	(37,963)	9,140
86B2 INTERNAL AUDIT	185,120	180,152	(4,968)	(4,000)
86B3 HUMAN RESOURCES	714,730	666,024	(48,706)	(7,280)
86B4 LEGAL SERVICES	515,050	477,171	(37,879)	(52,130)
86B5 CORPORATE CUSTOMER SERVICES	1,330,170	1,163,191	(166,979)	(131,370)
86B6 IT SERVICES	1,753,170	1,629,206	(123,964)	11,000
86B7 STRATEGIC MANAGEMENT	175,860	170,162	(5,698)	(13,920)
86B8 PROCUREMENT	67,370	64,482	(2,888)	0
<b>NET EXPENDITURE</b>	<b>11,119,430</b>	<b>10,264,625</b>	<b>(854,805)</b>	<b>(376,140)</b>
<b>REVERSE OUT CENTRAL SUPPORT SERVICES WHICH ARE RECHARGED</b>	<b>5,521,140</b>	<b>5,092,095</b>	<b>(429,045)</b>	
<b>ADJUSTED NET EXPENDITURE</b>	<b>5,598,290</b>	<b>5,172,531</b>	<b>(425,759)</b>	
<b>TRANSFERS TO / (FROM) EARMARKED RESERVES</b>				
86A1 - Expenditure funded by Redundancy Reserve		(12,452)		
86B5 - Expenditure funded by Redundancy Reserve		(10,902)		
86B2 - Expenditure funded by Redundancy Reserve		(4,989)		
86A6 - Grants/Cent Supp/Consultation - New Homes Fund		(24,921)		
<b>REVENUE CONTRIBUTION TO CAPITAL</b>				
86A1 - Contribution to Capita Upgrade		7,500		
<b>OUTTURN FOR THE YEAR AFTER MOVEMENTS TO/FROM RESERVES</b>		<b>5,126,767</b>		
<b>REVISED BUDGETS</b>		<b>5,598,290</b>		
<b>OUTTURN VARIANCE AFTER TRANSFERS TO/FROM RESERVES &amp; CONTRIBUTIONS TO CAPITAL</b>		<b>(471,523)</b>		

This page is intentionally left blank



**AREAS OF BUDGETARY RISK**

The table below identifies areas that have been identified as a budgetary risk within the Resources revenue budgets.

The revenue budget areas of risk are:

<b>Budget Title</b>	<b>Approved Budget</b>	<b>Risk</b>
<b>Revenue Collection/Benefits – Housing Benefit Subsidy</b>	£39,955,450	The Council administers nearly £40m of Housing Benefit Subsidy for rent allowances and rent rebates. The claiming of subsidy is based on cost and administering within timescales varied from time to time by the Government. If timescales are not met, administrative errors minimized and overpayments reduced, there is a risk of paying out for Housing Benefit and only receiving a partial reimbursement of subsidy.

This page is intentionally left blank

**REPORT TO** SCRUTINY COMMITTEE RESOURCES  
**Date of Meeting:** 1 July 2015  
**Report of:** HR Transactional Services Manager  
**Title:** Annual Workforce Profile & Learning & Development Report

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

No

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

Neither. This report is for information only.

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

The purpose of this report is to provide:

- a comprehensive profile of the Council's workforce (as at 31 March 2015) benchmarked where appropriate against the Labour Market Statistics for Exeter as captured by the 2011 Census and the workforce profile as at 31 March 2014.
- HR performance data in respect of people resources and sickness absence during 2014-15
- information in respect of approach to Learning & Development activity for 2014-15

In order to inform members of ongoing people management activity.

### **2. Recommendations:**

There are no recommendations resulting from this report.

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

Given the limitations in respect of opportunities to influence the diversity of the Council's workforce, and in light of activities already in progress and a need to focus limited resources on building resilience and supporting employees through significant change, there are no recommendations resulting from this report.

Further work is expected to be undertaken over the coming 12 months to collate and report information in respect of:

- Time off for trade union activities (to meet data transparency regulations)
- Overtime hours/payments
- Temporary/Agency usage

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

None.

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

5.1 There are no financial implications contained within this report.

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

There are no legal aspects arising from this report as the report is for information purposes only. Legal Services are able to advise HR on specific issues as and when required concerning, for example, the Public Sector Equality Duty and diversity issues under the Equality Act 2010.

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

This report raises no issues of concern for the Monitoring Officer.

## **8. Report details:**

### **8.1 Context**

The Council's total workforce continues to reduce year on year in light of efficiencies and budget restrictions. In light of the financial savings facing the Council over the next five years to deliver a balanced budget, recruitment activity is severely curtailed, and therefore any opportunity to influence the diversity of our workforce is also significantly reduced.

In addition, the Council continues to face significant changes over the coming years in respect of not only the financial impact of diminishing government grant funding, but also service delivery to make further efficiencies and ensure we are delivering the right and effective services to our communities. The Council's priorities in respect of its people resources therefore has to be focussed on building flexibility and resilience in its existing workforce, and supporting our employees through immense change and future reductions.

In light of this, limited analysis of the data in the attached appendices has been undertaken and no actions are planned over the coming year save for those associated with ongoing organisational change. In this respect, ongoing change programmes and service planning will need to take account of the diversity of units and any workforce planning needs.

### **8.2 Existing Activity**

Human Resources has undertaken a review of the collection and reporting of employee data to ensure that our monitoring activity is aligned with the public sector general equality duty and reporting / publishing of such data is reasonably achievable and relevant.

In July 2013 we introduced monthly performance monitoring data in respect of use of people resources and sickness absence statistics which has been reported at Strategic Management Team (Performance) meetings. From July 2014 this changed to being reported quarterly and will now also be reported to the Joint Consultation and Negotiation Committee.

DCLG published the Local Government Transparency Code 2014. Many of the requirements of this code in respect of employee related data are already in place, with further work underway in respect of gathering and reporting the data relating to time off for Trade Union activities.

We are using the Devon Grapevine Website to make our vacancies more visible to candidates from black and minority ethnic communities. We are already a disability two tick employer, and have ensured our new internet recruitment pages highlight this and our commitment to be a Mindful Employer.

### 8.3 Workforce Profile and Performance Data

Attached as Appendix A is a comprehensive workforce profile which explains the diversity of employees of Exeter City Council and where appropriate, provides a comparison in respect of the diversity of the community we serve.

Information in respect of the Council's human resources performance data for 2014-15 is contained in Appendix B incorporating information which highlights the Council's reducing establishment as well as providing information of sickness absence, case management and employee turnover.

Finally, the Council's approach to Learning and Development Activity during 2014-15 is contained in Appendix C.

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

The information contained in this report is for noting only.

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

The information contained in this report is for noting only.

### **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?**

The information contained in this report is for noting only.

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

The information contained in this report is for noting only.

**David Knight, HR Transactional Services Manager**

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

[Http://www.nomisweb.co.uk/census/2011/key\\_statistics](http://www.nomisweb.co.uk/census/2011/key_statistics)

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

This page is intentionally left blank

## Appendix A

# Exeter City Council Workforce Profile 2014/15

## BACKGROUND

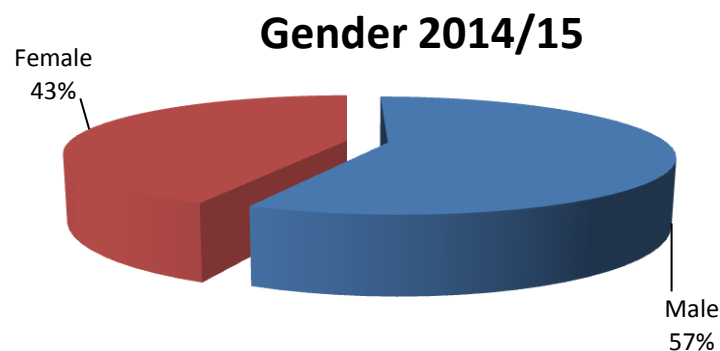
- 1.1 Limitations on recruitment and funding will mean that activity in respect of influencing the diversity of our workforce will be significantly curtailed over the coming 5 years. This report therefore does not seek to undertake any analysis of the data presented in respect of identifying activities that may influence the make-up of the Council's workforce.
- 1.2 Activities are already in place to ensure recruitment activity is more visible to the black and minority ethnic community and also apprenticeships opportunities are made available to disabled applicants.
- 1.3 Over the coming 5 years the Council will continue to change, the focus of the Council must be to building a flexible and resilient workforce and supporting employees through the process.

## WORKFORCE PROFILE

- 2.1 The following information sets out the make-up of the Council's workforce by Gender, Disability, Ethnic Origin, Hours Worked, Marital Status, Religion and Age and compares the Council's workforce profile with that of Exeter as captured in the 2011 Census (Exeter nomis). Any minor ECC variance between 2013/14 and 2014/15 figures are likely as a result of a reduction in the Council's workforce.

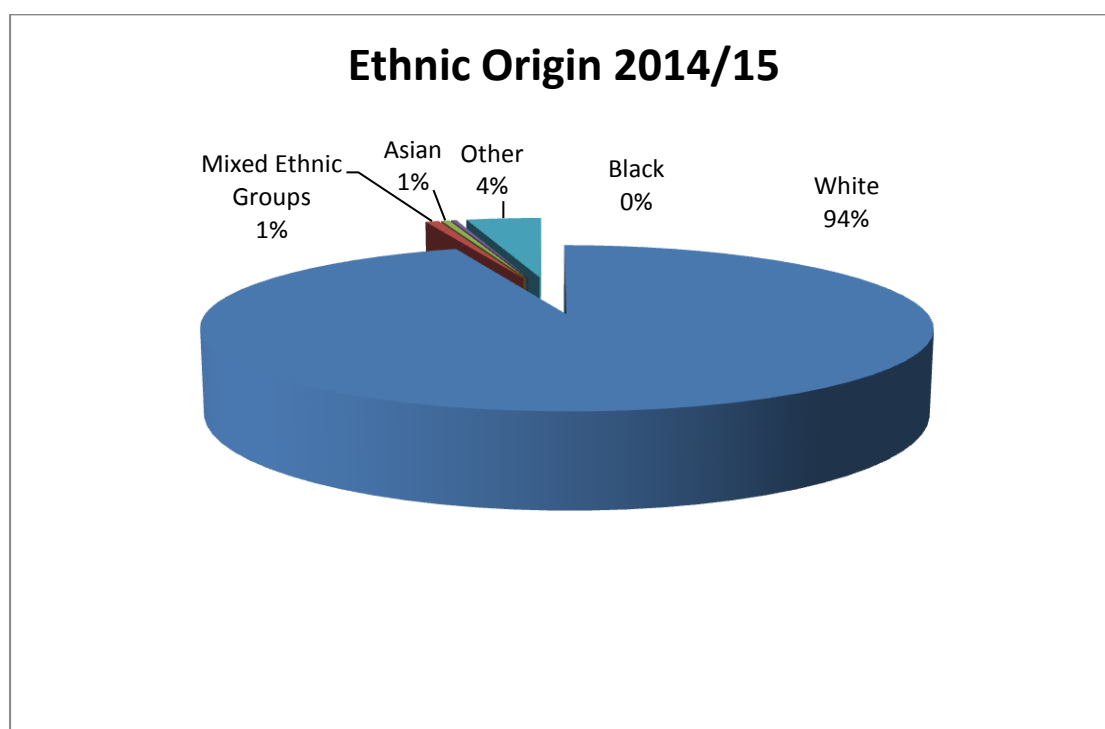
## GENDER

Category	Exeter nomis %	ECC % 2013/14	ECC % 2014/15	ECC % variance
Male	48.6	56.5	56.6	0.1
Female	51.4	43.5	43.4	-0.1



## ETHNIC ORIGIN

Category	Exeter nomis %	ECC % 2013/14	ECC % 2014/15	ECC % variance
<b>White</b>	93.1	95.26	94.36	-0.90
British <sup>1</sup>	88.3	89.7	89.16	-0.54
Irish	0.5	0.41	0.30	-0.11
Gypsy or Irish Traveller	0.1			
Other White	4.1	5.15	4.9	-0.25
<b>Mixed Ethnic Groups</b>	1.6	0.55	0.75	0.20
White and Black Caribbean	0.3	0.14	0.3	0.16
White and Black African	0.2			
White and Asian	0.7	0.14	0.15	0.01
Other Mixed	0.4	0.27	0.30	0.03
<b>Asian/Asian British</b>	3.9	0.41	0.45	0.04
Indian	0.8	0.41	0.30	-0.11
Pakistani	0.1			
Bangladeshi	0.2			
Chinese	1.7			
Other Asian	1.1		0.15	0.15
<b>Black/Black British</b>	0.6	0.28	0.30	0.02
African	0.4	0.14	0.15	0.01
Caribbean	0.1			
Other Black		0.14	0.15	0.01
<b>Other Ethnic Group/ Not Declared</b>	0.8	3.53	4.14	0.61
Arab	0.6			
Any other ethnic group	0.3	0.41	0.59	0.18
Not declared		3.12	3.55	0.43



<sup>1</sup>Includes English, Welsh, Scottish & Northern Ireland

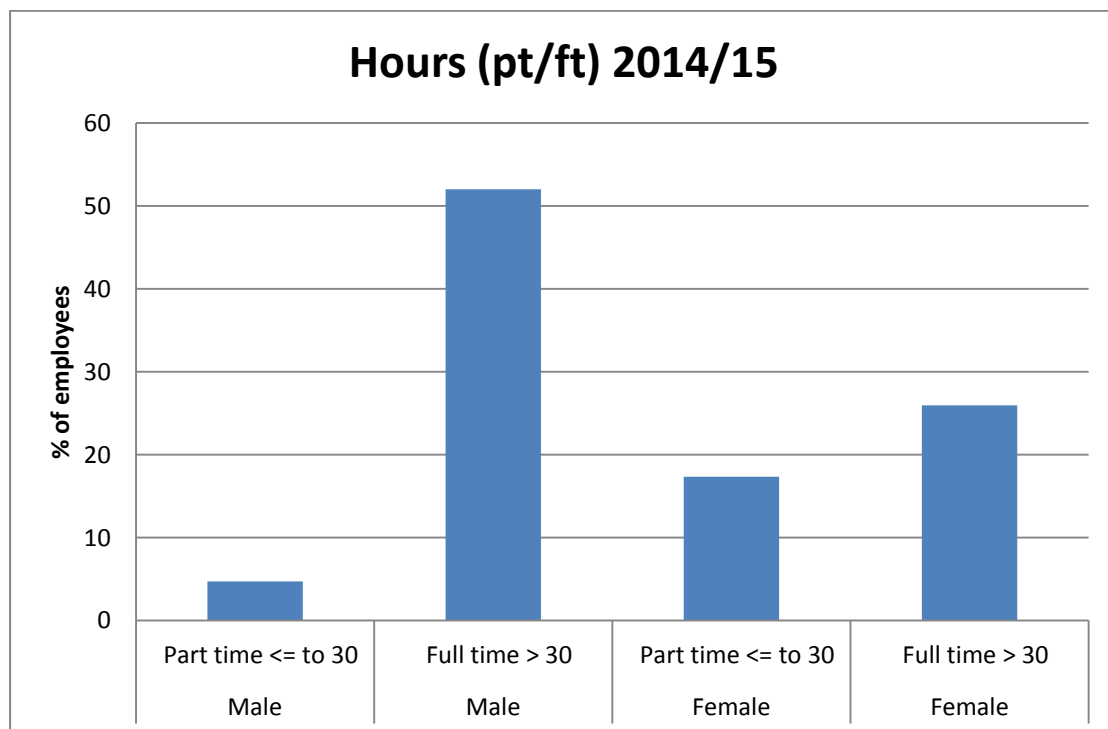


## DISABILITY

Category	Exeter nomis %	ECC % 2013/14	ECC % 2014/15	ECC % variance
Disability	16.71	2.57	2.36	-0.19

## HOURS (PT/FT)

Category	Exeter nomis %	ECC % 2013/14	ECC % 2014/15	ECC % variance
<b>Male</b>	51.3	56.51	56.74	0.23
Part time <= to 30	9.6	4.34	4.74	0.40
Full time > 30	41.8	52.17	52.00	-0.17
<b>Female</b>	48.7	43.5	43.26	-0.24
Part time <= to 30	23.7	18.16	17.33	-0.83
Full time > 30	25.0	25.34	25.93	0.59



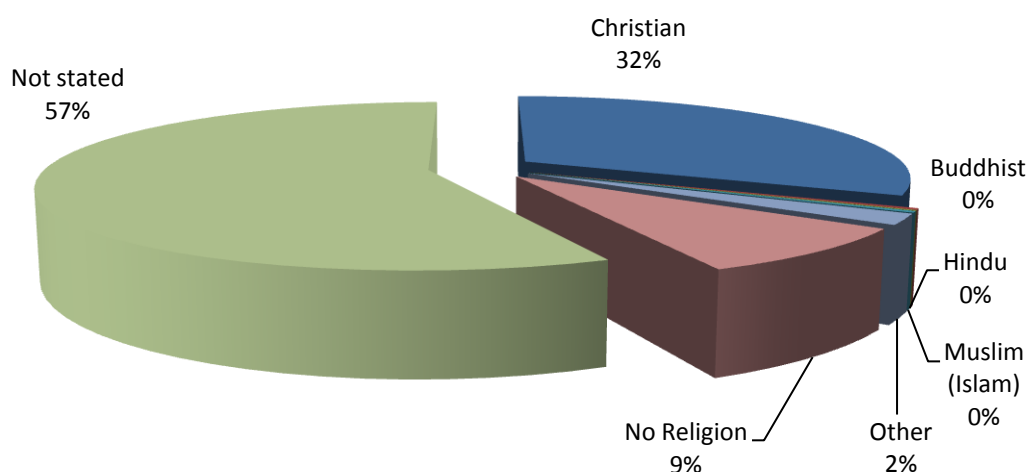
## MARITAL STATUS

Category	Exeter nomis %	ECC % 2013/14	ECC % 2014/15	ECC % variance
Single	43.7	27.78	28.36	0.58
Married	38.2	46.75	46.97	0.18
Civil Partnership	0.20	0.14	0.44	0.30
Separated	2.10	0.41	0.59	0.18
Divorced	9.40	4.47	4.43	-0.04
Widowed	6.40	1.08	1.03	-0.05

## RELIGION

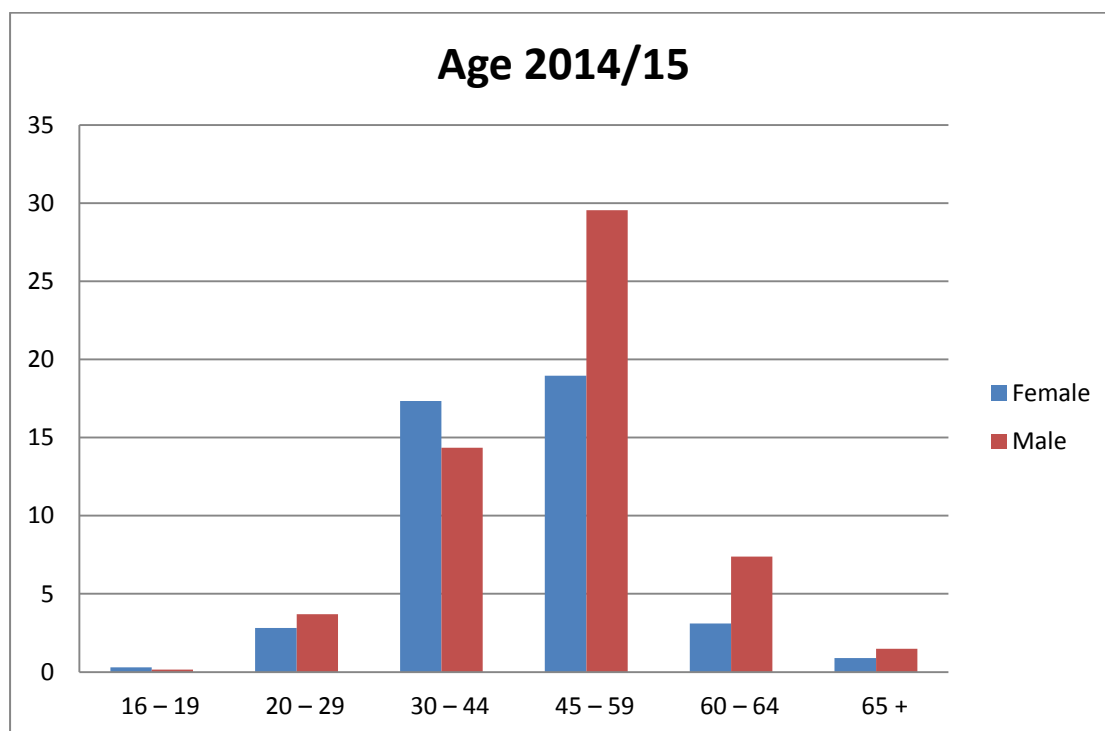
Category	Exeter nomis %	ECC % 2013/14	ECC % 2014/15	ECC % variance
Has a religion	57.2	35.93	34.44	-1.49
Christian	53.9	33.06	31.61	-1.45
Buddhist	0.60	0.27	0.30	0.03
Hindu	0.30	0.14	0.15	0.01
Jewish	0.10			
Muslim (Islam)	1.60	0.28	0.30	0.02
Sikh	0.10			
Other	0.60	2.18	2.07	-0.11
No Religion	34.70	9.08	8.86	-0.22
Not stated	8.10	55.01	56.70	1.69

## Religion 2014/15



## AGE

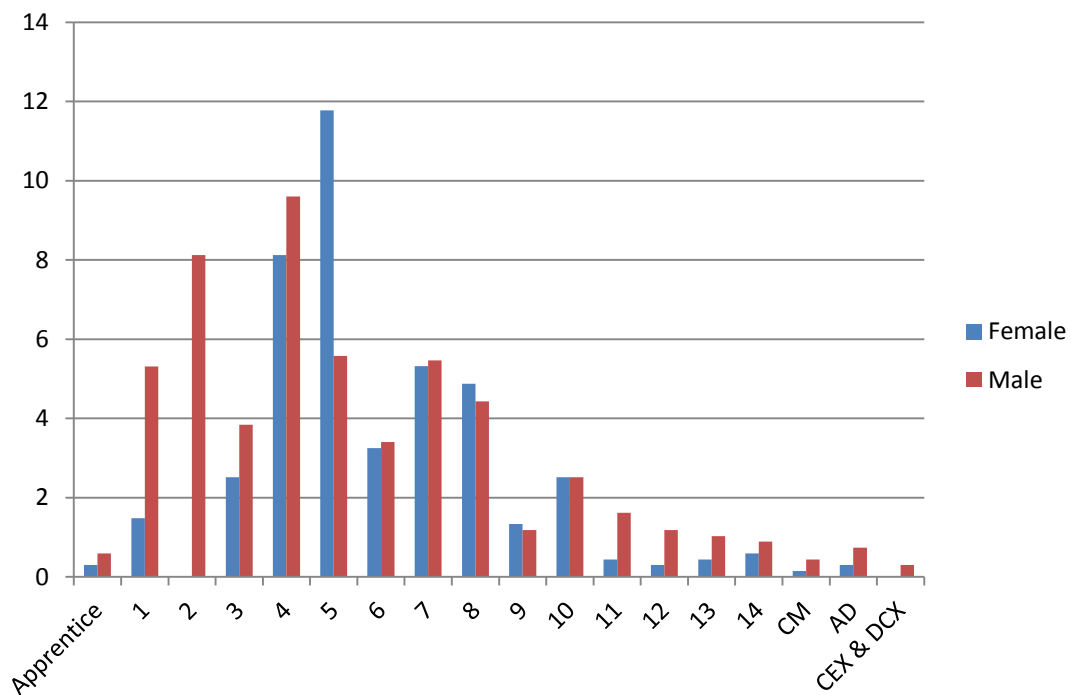
Category	Exeter nomis %	ECC % 2013/14	ECC % 2014/15	ECC % variance
<b>Male</b>	40.45	56.50	56.60	0.10
16 – 19	3.45	0.68	0.15	-0.53
20 – 29	9.76	4.61	3.69	-0.92
30 – 44	9.94	14.63	14.34	-0.29
45 – 59	8.37	28.73	29.55	0.82
60 – 64	2.52	6.37	7.39	1.02
65 +	6.41	1.49	1.48	-0.01
<b>Female</b>	43.68	43.50	43.40	-0.10
16 – 19	3.60	0.14	0.30	0.16
20 – 29	9.92	4.34	2.81	-1.53
30 – 44	9.59	16.26	17.34	1.08
45 – 59	8.76	18.83	18.96	0.13
60 – 64	2.70	2.85	3.10	0.25
65 +	9.11	1.08	0.89	-0.19



## GRADE BY GENDER

Category	Male	Female	ECC % 2013/14	ECC % 2014/15	ECC % variance
Apprentice	0.59	0.30	0.81	0.89	0.08
1	5.31	1.48	6.23	6.79	0.56
2	8.12		8.13	8.12	-0.01
3	3.84	2.51	7.05	6.35	-0.70
4	9.60	8.12	16.26	17.72	1.46
5	5.58	11.77	18.97	17.35	-1.62
6	3.40	3.25	11.25	6.65	-4.60
7	5.46	5.32	7.45	10.78	3.33
8	4.43	4.87	7.32	9.30	1.98
9	1.18	1.33	5.01	2.51	-2.50
10	2.51	2.51	4.34	5.02	0.68
11	1.62	0.44	1.63	2.06	0.43
12	1.18	0.30	1.49	1.48	-0.01
13	1.03	0.44	1.36	1.47	0.11
14	0.89	0.59	0.81	1.48	0.67
CM	0.44	0.15	0.68	0.59	-0.09
AD	0.74	0.30	0.95	1.04	0.09
CEX & DCX	0.30		0.28	0.30	0.02

Grade by Gender 2014/15



---

## LENGTH OF SERVICE BY GENDER

Category	Male	Female	ECC % 2013/14	ECC % 2014/15	ECC % variance
<2 years	5.76	5.17	9.49	10.93	1.44
2–4 years	6.65	5.76	13.14	12.41	-0.73
5–10 years	20.12	15.20	36.45	35.32	-1.13
11–20 years	14.03	11.51	21.82	25.54	3.72
21–30 years	5.76	5.02	12.74	10.78	-1.96
>30 years	4.28	0.74	6.37	5.02	-1.35

## BEST VALUE PERFORMANCE INDICATORS

Category	ECC % 2013/14	ECC % 2014/15	ECC % variance
Top 5% of employees that are women	30	29	-1
Top 5% of employees that are BME	9.99	10.53	0.54
Top 5% of employees that are disabled	3.33	2.63	-0.70
Avg working days sickness per employee	7.60	9.55	1.95

The top 5% earners in the organisation are made up of employees on spinal point 46 (top of grade 12) or greater, Corporate Managers, Assistant Directors, Deputy Chief Executive and Chief Executive & Growth Director.

This page is intentionally left blank

## Appendix B

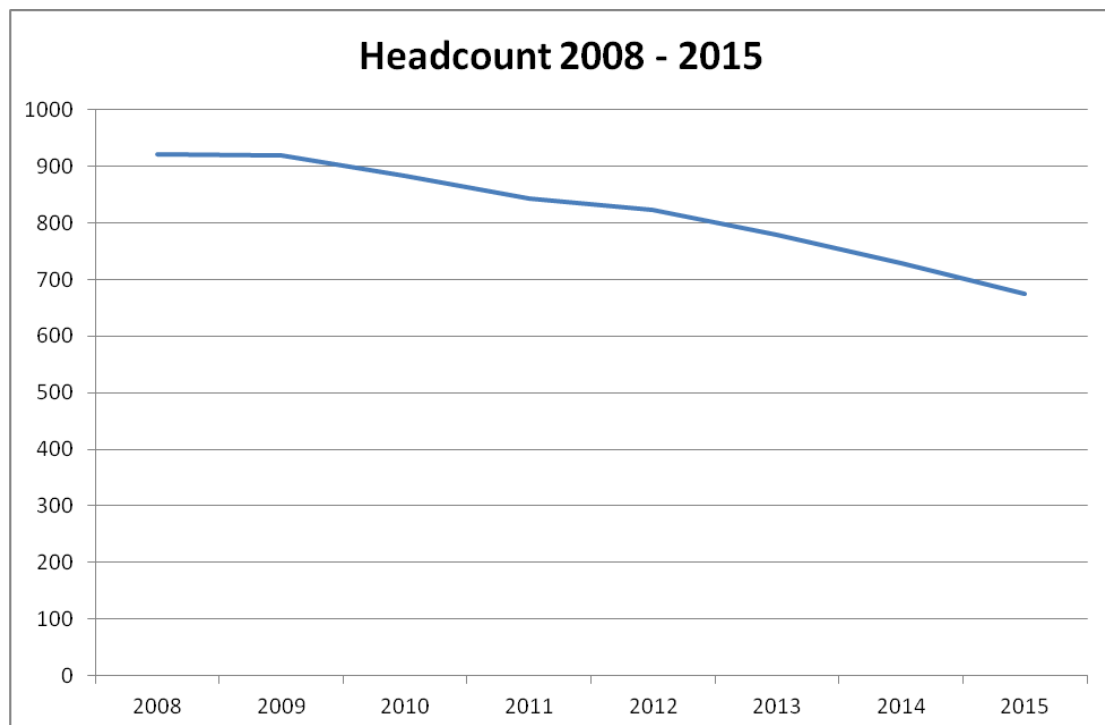
# Exeter City Council HR Performance Data 2014/15

## 1 BACKGROUND

- 1.1 The Council recognises that its workforce is a valuable asset. However, the ongoing economic climate and continued reduction in income resulting from changes to Government funding against a backdrop of rising expectations means that we continue to have to deliver more with reducing resource.
- 1.2 A significant challenge facing the authority will be continuing to manage a shrinking workforce whilst building resilience and flexibility among remaining services.
- 1.3 It is likely that the future delivery of services will require greater reliance by the Council on formulating partnerships with all sectors including the communities we support.

## 2 ESTABLISHMENT

- 2.1 The table below demonstrates the significant reduction in the Council's headcount since the onset of the recession. This reduction has been achieved through ongoing redundancies and restrictions on recruitment as a result of budget reductions and unit restructures. There was also the TUPE transfer of IT Services to Strata in November 2014. The Council's Headcount at the end of March 2015 was 675 (compared to 735 the previous year).



- 2.2 There is evidence that some service delivery is currently being underpinned by use of overtime and temporary/agency workers. In March 2015 there were over 6,000 hours

of agency hours. This will be closely monitored in future and reported to SMT as part of the quarterly performance data.

- 2.3 The Council's turnover (expressed as the number of all leavers in 2014/15 divided by the average number of employees multiplied by 100) for 2014-15 was 12.5%. The Council's voluntary turnover (i.e. excluding all dismissals) was 6.64%.

## LEAVERS

Category	Male	Female	Total ECC 2014/15
ECC Dismissals	22	19	41
Dismissal	1	1	2
Compulsory Redundancy	2	1	3
Voluntary Redundancy	4	12	16
End of Temporary Contract	3		3
TUPE	12	5	17
Voluntary Leavers / Non-dismissals	30	16	46
Resignation	22	15	37
Death in service			
Early Voluntary Retirement	1		1
Retirement	7	1	8

- 2.4 There does appear to be a disproportionate amount of females being made redundant, although most are voluntary, than males. The reason for this is that there are more females employed in "the back office" where most of the savings are being found.

## 3 CASE MANAGEMENT

- 3.1 The following table provides information in respect of formal action taken under the Council's employment policies

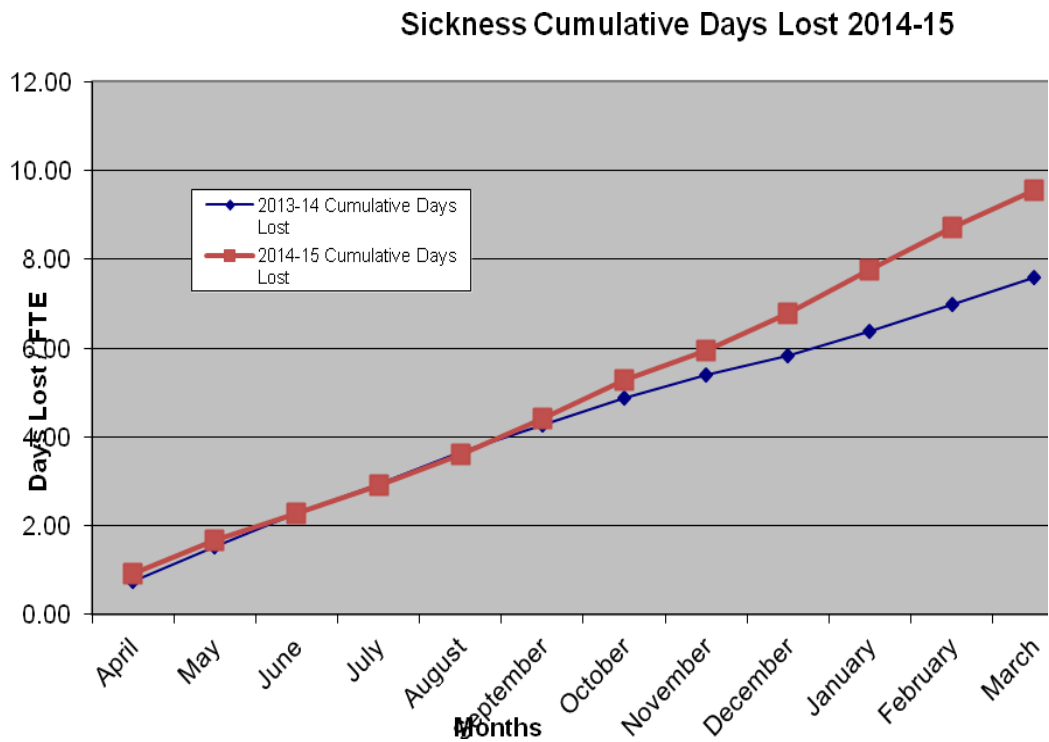
## GENDER

Category	Male	Female	Total ECC 2013/14	Total ECC 2014/15	ECC % variance
Capability					
Disciplinary	3		13	3	-10
Harassment & Bullying					
Long Term Sickness	1		9	1	-8
Sickness (short term)	5		11	5	-6



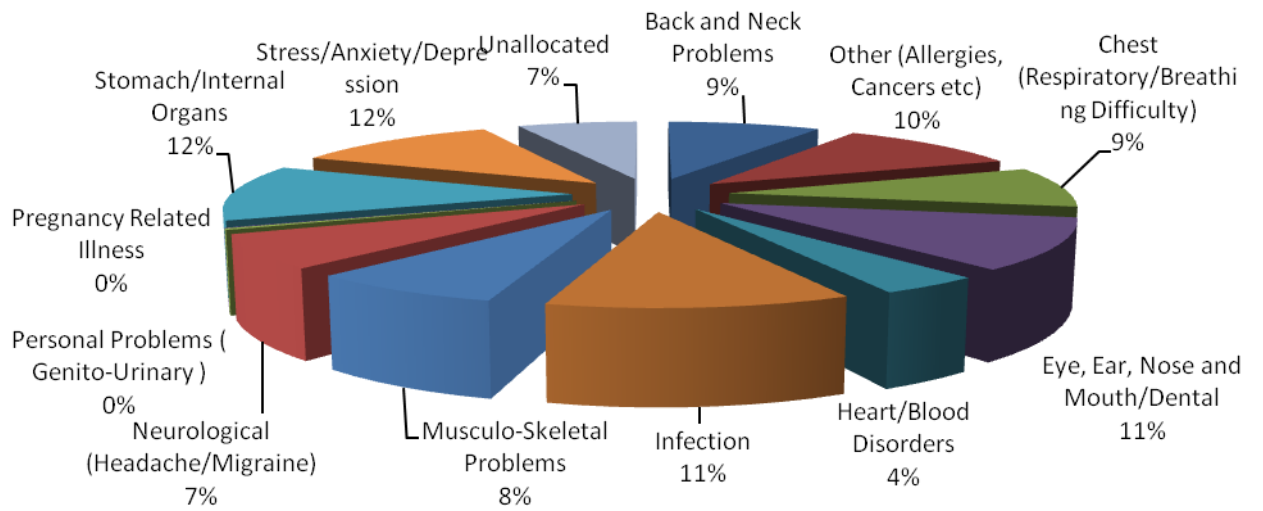
#### 4 SICKNESS ABSENCE

4.1 The average number of working days lost due to sickness absence saw a steady increase in the final half of 2014-15, investigations are taking place to determine if there were any underlying reasons i.e. less staff numbers distorting the numbers, staff morale, more long term sickness. The outturn for the year was an average of 9.55 days / employee, up from last years 7.60 days / employee.



4.2 Reasons for sickness absence during 2014-15 shows a predominance of Stomach/Internal organs and Stress/Anxiety/Depression related absences which together make up a third of all absences. The Council has introduced a more comprehensive employee welfare provision in the form of an Employee assistance Programme in 2014, and continues to utilise Occupational Health advice in respect of supporting employees with musculoskeletal issues.

## Sickness Reasons 2014/15



HR Transactional Services Manager

## **Exeter City Council Learning & Development 2014-15**

### **1 BACKGROUND**

- 1.1 The Corporate Plan 2012 – 2014 stated that “it is imperative that we develop our staff and support them through change”. A more structured approach to identifying and accessing learning and development by means of Growth & Development Reviews and Service Learning and Development Plans at the Council is providing a much clearer process and pathway which ensures that we develop our employees and strengthen our workforce to deliver all of the Council’s priorities.

### **2 PROGRESS IN 2014-15**

- 2.1 All the mandatory, essential and desirable training (including CPD qualifications and bespoke training) that was requested has either been delivered or is underway and the Assistant Directors, Service Managers, HR Business Partners and the L&D Business Partner are working more cohesively to provide comprehensive Service L&D Plans which allow us to prioritise our spend.
- 2.2 We are constantly reviewing our provision and have made some substantial changes to ensure that delivery of training is of the highest quality, best value for the budget and provides the organisation with innovative and current requirements to meet the organisational needs. In September 2014 we joined forces with Teignbridge District Council who now provide all our e-learning packages through the e-Academy. Take up by employees has been steady and we anticipate greater usage when our current IT Trainer retires in July. Assorted video packages have also been purchased to supplement our resources for manager’s tool kits and these will shortly be available through the intranet.
- 2.3 An Induction Briefing with the Chief Executive alongside a selection of e-learning packages has proved to be an efficient method of ensuring that all New Starters have the essential training needed within their first few weeks and disruption to service is minimal. It also encourages employees to share responsibility for their own development.
- 2.4 Implementation of the Growth & Development Review process (formerly ‘appraisal’) and the resulting action plans have provided some clear evidence of planning to meet service objectives as well as personal development for employees. Holding these records centrally in HR has been problematic in the first year as some managers have not forwarded the documentation for processing but this has been addressed via SMT.
- 2.5 Throughout the last 12 months we have continued to provide the ILM Level 5 & 7 qualifications in Coaching in affiliation with South West Councils. Our intention to pool together our previously qualified Level 4 Coaches, and the new 5’s and 7’s to provide the organisation with a team of Workplace Coaches has been implemented with success and these Coaches are available to all employees to assist in developing them within the organisation, perform more effectively and reach their potential. Take up by employees since January 2015 has been steady and manageable.
- 2.6 The Apprenticeship scheme continues with some excellent successes and to date we have supported:

- 3 apprentices through their initial qualification and into external positions
- 2 apprentices through their initial qualification, onto a subsequent qualification and now employed by the Council
- 2 apprentices through their initial qualification and about to commence their next level in September
- Currently we have 3 apprentices on programme who are achieving according to their learning plans
- 2 places waiting to be advertised – one in Markets & Halls (Corn Exchange) and one in Economy and Tourism

The aim is to continue with this quality scheme and to carry on ring fencing two apprenticeships to those with disabilities or learning difficulties.

### **3 ONGOING IN 2015**

- 3.1 In excess of 45 managers enrolled on the modular based Management Development Programme aimed at providing ground roots learning in human resources issues and corporate management and they are currently identifying which of their direct reports should be enrolling on the next programme which commences in September. The programme was created in conjunction with South West Councils and 6 of the initial cohort have also achieved an ILM Level 3 Award in Leadership & Management alongside the associated modules. This facility will also be made available to future cohorts.
- 3.2 We continue to pursue the possibility of more joint working with other organisations and regularly coordinate training with DCC, Mid Devon and Teignbridge District Councils.
- 3.3 We continue support for SMT with regard to their ongoing organisational and personal development needs whilst working with Sampson Hall Ltd and are prepared to continue with support for the organisation and its employees when further needs have been identified.
- 3.4 Currently awaiting a senior management decision on the roll out of a Behaviours Framework which has been developed with working parties during the last 6 months.
- 3.5 Continuing to support students from Year 10's through to University graduates with their requests for work experience in a variety of departments across the Council. This year we have successfully placed 24 students with more requests received weekly.

### **LEARNING AND DEVELOPMENT PARTNER**

**REPORT TO:** SCRUTINY COMMITTEE - RESOURCES  
**Date of Meeting:** 1 July 2015  
**Report of:** Corporate Manager Democratic and Civic Support  
**Title:** Members' Allowances and Expenses Paid 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 function

### 1. What is the report about?

To report the allowances paid to Elected Members in 2014/15.

### 2. Recommendation:

**That Members of the Scrutiny Committee Resources note the allowances paid and expenses claimed by Members in 2014/15.**

### 3. Reasons for the recommendation:

The Council has a statutory obligation to publish all allowances paid, and expenses claimed by Members each financial year.

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

There is an existing budget allocation to meet the amount paid in Members' Allowances. Until recently, the expenses claimed were not done centrally, therefore making it difficult to fully understand the amount being claimed each year. This has now been rectified, with all expense claims being processed via the Democratic Services team.

### 5. Section 151 Officer comments:

The report reflects payments made during the 2014/15 financial year and they remained within the budget set.

### 6. What are the legal aspects?

The Members Allowances Scheme is governed by the Local Government and Housing Act 1989, and in particular the details are set out in the Local Authorities (Members' Allowances) (England) Regulations 2003. Publication of the details contained in this report meet these requirements.

### 7. Monitoring Officer's comments:

The report raises no issues for the Monitoring Officer.

**8. Report details:**

The Local Authorities (Members' Allowances) (England) Regulations 2003 require the Council to publish the total sum of each of the following allowances paid to each recipient in the previous financial year:

- (a) basic allowance
- (b) special responsibility allowance
- (c) dependants' carers' allowance
- (d) travelling and subsistence allowance; and
- (e) co-optees' allowance and
- (f) the Lord Mayor and Deputy Lord Mayor's expenses allowance.

A schedule of allowances made and expenses claimed for 2014/15 is attached to this report.

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

- Ensuring a well run Council.
- To invoke public confidence that the Council's operation in relation to Members are transparent.

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

The risks are reduced by the publication of this annual report.

**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?**

There is no impact.

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

Not applicable.

**John Street,  
Corporate Manager, Democratic Services and Civic Support**

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 265115

### Members' Allowances Paid 2014/15

Title	Initials	Surname	Basic Allow.	Spec Resp	Broadband
CLLR	PW	EDWARDS	4474.32	13422.96	15.00
CLLR	GN	SHELDON	4474.32	926.38	15.00
CLLR	OM	FOGGIN	3728.60		
CLLR	YAC	HENSON	685.58	342.79	15.00
CLLR	N	SHIEL	4474.32	4474.32	15.00
CLLR	RA	BRANSTON	4474.32		
CLLR	JW	WINTERBOTTOM	4430.04		15.00
CLLR	RC	LYONS	4474.32	770.58	15.00
CLLR	SR	BROCK	4474.32		15.00
CLLR	M	CHOULES	4474.32		15.00
CLLR	RG	RUFFLE	685.58		15.00
CLLR	KJ	MITCHELL	4474.32		15.00
CLLR	AA	FULLAM	4474.32	2237.16	15.00
CLLR	RC	NEWBY	4474.32	926.38	15.00
CLLR	RM	HANNAFORD	4474.32	6904.22	
CLLR	IJ	MARTIN	637.47		15.00
CLLR	M	BALDWIN	4474.32	4474.32	15.00
CLLR	LS	ROBSON	4474.32		15.00
CLLR	GJ	PROWSE		3703.74	
CLLR	AJ	WARDLE	4474.32		15.00
CLLR	M	MACDONALD	637.47		15.00
CLLR	TV	PAYNE	685.58		15.00
CLLR	H	MORRIS	4474.32		
CLLR	LW	MOTTRAM	4474.32		15.00
CLLR	TNC	CROW	631.16		15.00
CLLR	RH	SUTTON	4474.32	6711.48	15.00
CLLR	RD	SPACKMAN	4474.32		15.00
CLLR	MR	CLARK	4474.32		15.00
CLLR	PMJ	BIALYK	4474.32	4474.32	15.00
CLLR	PD	BULL	4474.32		
CLLR	GM	TIPPINS	4474.32		15.00
CLLR	DJ	HENSON	4474.32	3703.74	
CLLR	RC	DENHAM	4474.32	6711.48	15.00
CLLR	C	DAWSON	4474.32	2237.16	15.00
CLLR	S	LAWS	4474.32		15.00
CLLR	S	BOWKETT	4474.32	192.74	15.00
CLLR	K	OWEN	4474.32	6711.48	15.00
CLLR	R	CREW	4474.32		15.00
CLLR	OAD	PEARSON	4474.32	6711.48	15.00
CLLR	JJ	DONOVAN	4430.04		15.00
CLLR	A	LEADBETTER	4474.32	2622.45	
CLLR	PG	HOLLAND	3728.60		
CLLR	M	WILLIAMS	3728.60		
CLLR	S	GEORGE	3728.60		
CLLR	SA	BRIMBLE	3728.60		
CLLR	C	RAYBOULD-GOODING	3728.60		

This page is intentionally left blank



## REPORT TO SCRUTINY COMMITTEE RESOURCES

Date of Meeting: 1 July 2015

Report of: Corporate Manager Property

Title: St Nicholas Priory

### Is this a Key Decision?

No

### Is this an Executive or Council Function?

Neither.

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

This report updates Scrutiny on the current situation regarding the structural condition of St Nicholas Priory; its ongoing closure; steps being taken to remedy the problems identified; and potential future uses of the building together with the income generating potential of those uses.

#### 2. Recommendations:

- i) That the current position regarding the building be noted;
- ii) That the steps taken to address that position be endorsed, subject to the financial implications being fully identified and resourced; and
- iii) That the Museums Manager, in consultation where appropriate with the relevant Portfolio Holders and the Corporate Manager Property, develop the future uses of the building with these being presented to a future meeting of this Committee ready for implementation in good time for a potential re-opening.

#### 3. Reasons for the recommendation:

Structural problems have been identified with the vaulted ceiling voussoirs in the vault which were showing signs of spreading with associated falling mortar. Further investigation revealed that the crypt/ undercroft ceiling barrel vaults were showing evidence of plaster cracking and fall. Initial investigation determined that the vault needed propping to prevent further spread and this has been carried out. Officers, in consultation with external specialists and Historic England, are continuing to determine the best course of action for the building, balancing our duty as owners of the listed and scheduled structure; the likely financial implications of any particular course of action; and possible on-going uses of the building that mitigate these costs. This work is not yet complete so a full recommendation is not yet possible.

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

To date external consultants have been engaged to assess the condition of the building and to develop potential solutions. Expenditure has been as follows:

Removal of fittings and installation of props - £1,213

Structural survey - £1,608

Further commitments have been made as follows:

Assessment of historic plaster to the crypt - £300  
Laser survey and further structural survey work - £1,200

These sums have been met from existing budgets. However, clearly substantive works will require additional capital funding which is not provided for in the 2015/16 capital programme. A request for funding may need to be submitted to Executive and Council in due course, either as emergency funding or as an element of the 2016/17 capital programme.

Once a full costing has been secured a recommendation will be made to carry out our duties as owner of a scheduled and listed building. A business case will also be drawn up to consider support for any additional works necessary to facilitate longer term sustainable uses for the building. Some initial work has been done on this by museum staff but this will need to be worked up as a full business case before presentation to Members.

**5. Section 151 Officer comments:**

The contents of the report are noted. Any further requests for funding will be included in the financial plans of the Council if approved.

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

The Council's responsibility to maintain its historic building assets is of primary importance, particularly in relation to scheduled/listed buildings. The risk of failure to carry out the proposed works is set out at paragraph 10 below.

The input of Legal Services will be required in settling contractual terms in relation to any proposed works.

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

This report raises no issues of concern for the Monitoring Officer.

**8. Report details:**

See report details above

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

Nothing at this stage

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

The Council will be exposed to enforcement and reputational damage should it fail in its duty to act as a responsible steward of the scheduled/ listed building. Our recommendation will be made in full recognition of this obligation.

**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?**

In light of our duties set out above no alternative courses of action would seem to present themselves.

**Michael Carson**  
**Corporate Manager Property**  
June 2015

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

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

This page is intentionally left blank

## REPORT TO SCRUTINY COMMITTEE RESOURCES

Date of Meeting: 1 July 2015

Report of: Corporate Manager Property

Title: Car Park Estate Advertising Potential

### Is this a Key Decision?

No

### Is this an Executive or Council Function?

Not applicable.

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

The Income Generating Measures Task & Finish Group requested that the Car Parks and Corporate Property units explore the income generating potential of advertising on the car park estate. This report updates the Committee on the progress made on this proposal.

#### 2. Recommendations:

That the progress made to date be noted.

#### 3. Reasons for the recommendation:

The work on the potential of the car parks estate is ongoing alongside a separate review of the wider advertising potential of City Council assets. Once we have some firm proposals on the car park opportunities and a clearer idea of what the portfolio-wide proposition entails a way forward can be recommended, but we are not yet in this position.

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

The review of the advertising potential of the estate is progressing within the existing budget and establishment. It should be noted that the Estates Unit in Corporate Property is currently under strength which is impacting on project delivery. It is hoped that this will be successfully addressed by recruitment in the near future.

#### 5. Section 151 Officer comments:

The contents of the report are noted.

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

The issue of planning consents will need to be considered in exploring the advertising potential of the car park estate.

Legal Services will advise on contractual arrangements moving forward.

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

This report raises no issues of concern for the Monitoring Officer.

**8. Report details:**

Corporate Property has been exploring the advertising potential of the car park estate with a view to working up a package of sites that would prove to be attractive to advertising media companies. At this stage it would appear that a package of sites could be offered comprising a number of free-standing perimeter or board mounted poster sites; possible digital advertising sites; and smaller internal board advertising opportunities within both multi-storey and surface car parks.

Corporate Property are exploring these possibilities with an advertising media specialist with a view to working up a set of recommendations for generating new income streams from these sites. A further report with these recommendations will be forthcoming.

Alongside this work, there are other discussions under way concerning entering into a wider arrangement with advertising media procurement companies to roll out advertising more widely in the city, covering public realm, highway verge and operational assets beyond the car parks portfolio. This proposition will need to be considered further before we advance any recommendations specifically on the car park estate.

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

Not applicable at this stage.

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

None at this stage.

**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 at this stage.

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

Options will be reviewed as part of the assessment of the possible schemes and recommendations.

**Michael Carson**  
**Corporate Manager Property**  
June 2015

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

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

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank