

## **SCRUTINY COMMITTEE - RESOURCES**

Date: Wednesday 18 November 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, Brock, George, Harvey, Lyons, Mottram, Packham, Sheldon, Thompson 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 16 September 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 during consideration of items 13,14 and 15 on the grounds that they involve 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.

### **MATTERS FOR CONSIDERATION BY EXECUTIVE**

#### 7 **Overview of Revenue Budget 2015/16**

To consider the report of the Assistant Director Finance.

(Pages 5 - 26)

#### 8 **Capital Monitoring Statement**

To consider the report of the Assistant Director Finance.

(Pages 27 - 40)

#### 9 **Treasury Management Half Yearly Report 2015/16**

To consider the report of the Assistant Director Finance.

(Pages 41 - 48)

### **MATTERS FOR DISCUSSION**

#### 10 **Budget Monitoring - Quarter 2**

To consider the report of the Assistant Director Finance.

(Pages 49 - 52)

#### 11 **Annual Health and Safety Report**

To consider the report of the Assistant Director Environment and Principal Health and Safety Officer.

(Pages 53 - 88)

### **MATTERS FOR INFORMATION**

12 **Social Media Update**

To receive a verbal update from Councillor Bull, Chair of the Social Media Task and Finish Group.

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

**MATTER FOR EXECUTIVE**

13 **Waste Operations Staffing Levels**

To consider the joint report of the Assistant Director Environment and Cleansing and Fleet Manager. (Pages 89 - 110)

14 **St James Park Stadium Redevelopment Scheme**

To consider the report of the Corporate Manager Property. (Pages 111 - 116)

15 **Additional Events Budget 2016/17**

To consider the report of the Assistant Director Finance. (Pages 117 - 120)

**Date of Next Meeting**

The next **Scrutiny Committee - Resources** will be held on Wednesday 27 January 2016 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.

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## REPORT TO RESOURCES SCRUTINY COMMITTEE

Date of Meeting: 18 November 2015

## REPORT TO EXECUTIVE

Date of Meeting: 1 December 2015

## REPORT TO COUNCIL

Date of Meeting: 15 December 2015

Report of: Assistant Director Finance

Title: OVERVIEW OF REVENUE BUDGET 2015/16

### 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 projected financial position of the HRA & General Fund Revenue Budgets for the 2015/16 financial year after six months and to seek approval for a number of supplementary budgets.

#### 2. Recommendations:

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

- 2.1 The General Fund forecast financial position for the 2015/16 financial year;
- 2.2 The HRA forecast financial position for 2015/16 financial year;
- 2.3 The additional supplementary budgets listed in Appendix C;
- 2.4 The outstanding Sundry Debt position as at September 2015;
- 2.5 The creditors' payments performance;
- 2.6 The Council Tax and Business Rates collection performance.

#### 3. Reasons for the recommendation:

- 3.1 To formally note the Council's projected financial position and to approve additional expenditure required during the financial year.

**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 8.3.6, 8.2.1 and 8.2.3 respectively.

4.2 A request for a supplementary budget totalling £25,000 has been included in the report.

**5. Section 151 Officer comments:**

5.1 The report represents the projected financial position to 31 March 2016. In respect of the year end projections, the overall position in respect of the General Fund is positive, with a reduction in the estimated to the working balance. The significant variance is down to 2 key factors, the proposed change to the Council's MRP policy and the substantial increase in income generated by Housing Benefit overpayments.

**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 of concern 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 2015/16</b>
	<b>£</b>	<b>£</b>	<b>£</b>
General Fund	1,335,160	(1,644,085)	(308,925)
HRA	2,959,182	(1,175,246)	1,783,936
Council own Build Houses	(37,800)	0	(37,800)

8.2 Housing Revenue Account (Appendix A)

8.2.1 The first quarter projection shows an improvement against the estimated budget reduction in the working balance. The projected reduction is £1,783,936 to leave the working balance at £5,952,596.

<b>Movement</b>	<b>2015/16</b>
Opening HRA Balance, as at 01/04/15	£7,736,532
Deficit	(£1,783,936)
<b>Projected balance, as at 31/3/16</b>	<b>£5,952,596</b>

8.2.2 The key variances are as follows:

Management Unit	Over / (Underspend)	Detail
Management Costs	(£124,700)	<ul style="list-style-type: none"> <li>• The introduction of mobile working in housing services is progressing with the acquisition of handheld devices and system interface work, however further spend is pending a wider review of the housing management IT system. It is therefore estimated that £50,000 of the budget will need to be deferred until 2016-17.</li> <li>• Savings in employee costs are expected due to vacant posts and successful applicants to certain posts being appointed part-way through the financial year.</li> </ul>
Repairs and Maintenance Programme	(£1,039,612)	<ul style="list-style-type: none"> <li>• As previously reported in June, significant savings are expected to be achieved in respect of the damp ingress contract following lower tender prices coupled with a lower level of remedial repairs compared to original estimates.</li> </ul> <p>Savings have also been achieved through utilising scaffolding already in place for the external painting programme, where possible.</p> <p>The budget also made allowance for unidentified flats and houses suffering damp ingress but the number of properties has remained relatively stable at approx 330.</p> <ul style="list-style-type: none"> <li>• The forecast saving has been adjusted in accordance with advice received from the external project managers.</li> </ul>
Capital Charges	£66,196	<ul style="list-style-type: none"> <li>• Depreciation charges are higher than budgeted due to a rise in the valuation of housing assets. Depreciation is a real cost to the HRA as it represents the amount of money which needs to be set aside in the Major Repairs Reserve to provide for the cost of future capital works or to repay debt</li> </ul>

8.2.3 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. There is no projected variance to the projected surplus at the end of the first quarter.

<b>Movement</b>	<b>2015/16</b>
Opening Council Own Build, as at 01/04/15	£127,995
Surplus	37,800
<b>Projected balance, as at 31/3/16</b>	<b>£165,795</b>

8.3 General Fund (Appendix B)

8.3.1 The Service Committees show projected underspends of £721,680 against a revised budget of £13,492,220. The main variances are:

8.3.2 **Scrutiny Committee Community – (An overspend in total of £77,730)**

Management Unit	Over / (Underspend)	Detail
Public Safety	(60,920)	<ul style="list-style-type: none"> <li>• Contribution from the Housing Revenue Account towards the cost of continuing the Home Call Alarm service to residents in the Council's older persons accommodation</li> <li>• Expenditure on overtime and other pay budgets is expected to be less than the annual budget.</li> </ul>
Parks and Open Spaces	58,910	<ul style="list-style-type: none"> <li>• Redundancy payments have been incurred as a result of the Public Realm restructure. This expenditure will be funded from the earmarked reserve.</li> <li>• An underspend is anticipated on the equipment tools and materials budget</li> </ul>
Advisory Services	(£60,980)	<ul style="list-style-type: none"> <li>• Savings on pay budgets due to vacancies</li> <li>• Payments to temporary accommodation providers lower than budgeted</li> <li>• Corresponding reduction in income due to reduced usage of temporary accommodation</li> </ul>



Management Unit	Over / (Underspend)	Detail
Private Sector Housing	£45,200	<ul style="list-style-type: none"> <li>Lower than budgeted level of licence fee income. Work is being undertaken to map unlicensed HMO properties in order to initiate door to door visits.</li> </ul> <p>This was highlighted as a budgetary risk in June.</p>
Domestic Refuse Collection	86,000	<ul style="list-style-type: none"> <li>Agency costs are expected to exceed the estimates mainly as a result of significantly higher levels of absences (sickness, suspension and phased return) than assumed when calculating the budget.</li> </ul>
Cleansing Chargeable Services	42,000	<ul style="list-style-type: none"> <li>Income from Trade Refuse expected to be less than the estimates, offset by reduced waste disposal costs.</li> <li>The contractor dealing with the processing of garden waste has gone into liquidation. While an alternative contractor has been engaged, the price has significantly increased</li> <li>Income from Trade Recycling expected to be less than estimated partially offset by some small cost savings.</li> </ul>
Recycling	52,500	<ul style="list-style-type: none"> <li>Prices achieved for reclaimed materials are below those estimated</li> </ul>
General Fund Housing - Property	(£49,750)	<ul style="list-style-type: none"> <li>The cost of repairs in respect of Private Sector Leased properties has significantly reduced, as a result of an action plan to address this area of budgetary pressure. Under-occupied properties have also been handed back to the landlords.</li> </ul>

8.3.3 Scrutiny Committee Economy – (An underspend in total of £231,520)

Management Unit	Over / (Underspend)	Detail
Estates Services	£83,820	<ul style="list-style-type: none"> <li>• Non Domestic Rates expenditure expected to exceed the budget.</li> <li>• Income from South Street and Guildhall shopping centre anticipated to be less than budget.</li> <li>• Pay budget anticipated to underspend as is the budget to fund the potential trading loss at Exeter Business Centre.</li> </ul>
Car Parking	(£114,200)	<ul style="list-style-type: none"> <li>• Income from Off Street parking fees expected to exceed budget.</li> <li>• Additional expenditure anticipated in respect of pay by phone and credit card transaction fees.</li> </ul>
Economic Development	£45,610	<ul style="list-style-type: none"> <li>• Following the secondment of the Assistant Director Economy on 1 July 2015, his pay costs will be charged entirely to this unit. This will result in salary savings in the services which previously bore his costs, partially offset by honoraria paid to the acting managers.</li> <li>• The unit has an apprentice for which there is no budget; however there are savings elsewhere in the Council where apprentices are no longer employed.</li> <li>• These additional costs are partially offset by a net saving following the deletion of the City Centre Management service.</li> </ul>
Planning Services	£21,170	<ul style="list-style-type: none"> <li>• Income from planning applications anticipated to exceed the budget.</li> <li>• Additional consultant fees, partly offset by transfer from Local Development Framework reserve.</li> <li>• Recharge from Environmental Health for work carried out expected to exceed budget.</li> </ul>
Markets & Halls	(£62,930)	<ul style="list-style-type: none"> <li>• Additional income is anticipated from car storage and lettings at the Livestock Centre.</li> <li>• Utility costs at the Corn Exchange are expected to be less than the estimates.</li> <li>• Non Domestic Rates expenditure expected to be less than the budget.</li> </ul>

Management Unit	Over / (Underspend)	Detail
Contracted Sports Facilities	(£220,000)	<ul style="list-style-type: none"> <li>As a result of the sports facilities contractor acquiring charitable status, the income receivable under the contract will increase.</li> <li>The estimated contribution required from the Council for utility costs is expected to be excessive, leading to a cost saving.</li> </ul>

#### 8.3.4 Scrutiny Committee Resources – (An underspend in total of £567,890)

Management Unit	Over / (Underspend)	Detail
Revenue Collection/Benefits	(585,080)	<ul style="list-style-type: none"> <li>Recovery of overpayments higher than budgeted</li> <li>Underspend on pay budgets</li> </ul>
Human Resources	(35,000)	<ul style="list-style-type: none"> <li>Underspend on pay budgets</li> </ul>
Corporate Support	(49,330)	<ul style="list-style-type: none"> <li>Underspend on utilities and pay budgets.</li> <li>Additional rental income anticipated in respect of Civic Centre.</li> </ul>

#### 8.3.5 Other Financial Variations

Other items	Over / (Underspend)	Detail
Repayment of debt (Minimum Revenue Provision)	(752,615)	<ul style="list-style-type: none"> <li>The Council has more accurately assigned debt against an assets useful life as per the policy.</li> </ul>

### 8.3.6 General Fund Balance

In 2015/16 it is projected that there will be an overall net contribution to the General Fund Balance of £308,925. The minimum requirement for the General Fund working balance was approved by Council in February 2015 at £2million.

<b>Movement</b>	<b>2015/16</b>
Opening Balance, as at 01/04/15	£3,974,518
Surplus	£ 308,925
<b>Balance, as at 31/3/16</b>	<b>£4,283,443</b>

### 8.3.7 Supplementary Budgets

There is a requirement for further supplementary budgets in 2015/16. It is therefore proposed that supplementary budgets totalling £25,000.

8.3.8 The £25,000 is in respect of matched funding (Devon County Council) for weed control in the City.

### 8.3.9 Summary of Savings

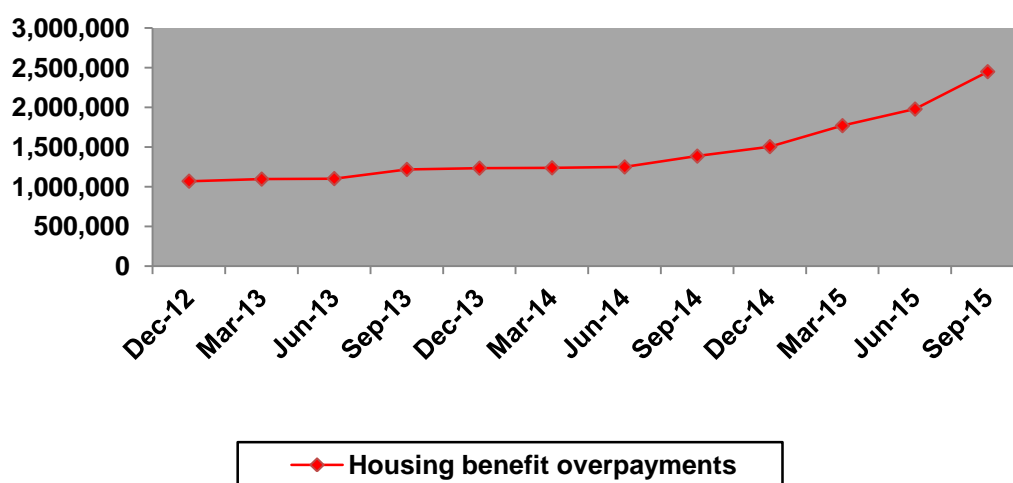
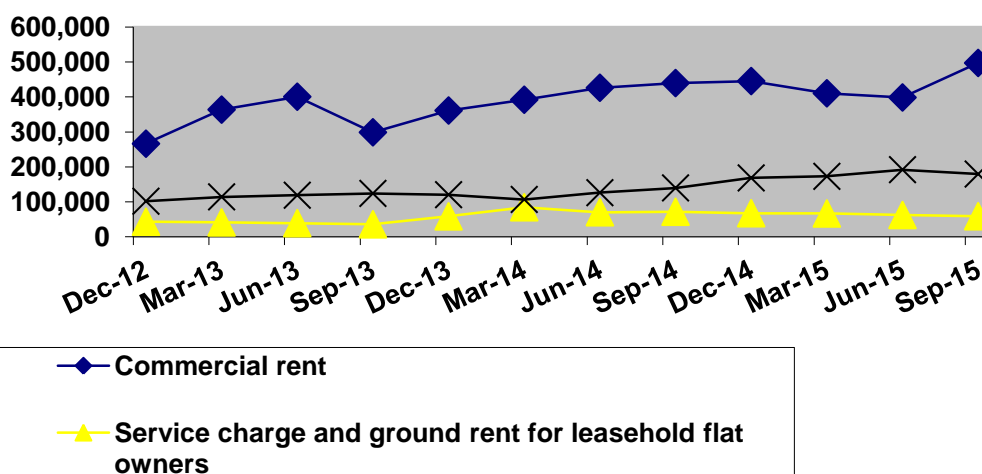
During the budget process, savings totalling £1.377 million were identified and approved. Appendix D sets out a summary of the progress made in delivering those proposed savings. It is estimated that 89% of the savings will be delivered during 2015/16.

## 8.4 OUTSTANDING SUNDRY DEBT

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

Age of Debt	September 2014	June 2015	September 2015
Up to 29 days (current)	£1,578,541	£1,795,454	£1,137,814
30 days – 1 Year	£1,008,147	£1,783,582	£1,822,595
1 – 2 years	£539,069	£636,979	£530,245
2 – 3 years	£287,153	£367,355	£417,854
3 – 4 years	£144,297	£229,290	£214,477
4 – 5 years	£108,851	£82,318	£109,995
5 + years	£184,379	£215,423	£225,477
<b>Total</b>	<b>£3,850,437</b>	<b>£5,110,401</b>	<b>£4,458,457</b>

8.4.2 Of the outstanding debt, the graph below sets out the main services and debt trends for debt over 30 days old: Of the £3,320,643 outstanding debt over 30 days old, £2,468,982 relates to Housing Benefit overpayments which are now shown on a separate graph.



## 8.5 DEBT WRITE-OFFS

8.5.1 The following amounts have been written-off during 2015/16:

	2014/15 total	2015/16 (Qtr 2)
• Council Tax	£193,034	£49,213
• Business Rates	£0	£0
• Sundry Debt	£85,554	£79,435
• Housing Rents	£41,609	£42,289

## 8.6 CREDITOR PAYMENTS PERFORMANCE

8.6.1 Creditors' payments continue to be monitored in spite of the withdrawal of statutory performance indicator BVPI8. The percentage paid within 30 days was 92.75% for the first quarter of 2015/16 compared with 95.60% for 2014/15.

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

9.1 This is a statement of the projected financial position to the end of the 2015/16.

## 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

**Dave 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

ACTUAL TO DATE			YEAR END FORECAST			
PROFILED BUDGET	ACTUAL TO DATE	VARIANCE TO DATE	Code	APPROVED BUDGET	Qrt 2 FORECAST VARIANCE	CURRENT OUTTURN FORECAST
£	£	£		£	£	£
347,272	238,377	(108,895)	85A1 MANAGEMENT	1,267,390	(124,700)	1,142,690
517,332	516,011	(1,321)	85A2 HOUSING CUSTOMERS	1,239,920	11,200	1,251,120
42,601	43,764	1,163	85A3 SUNDRY LAND MAINTENANCE	274,230	(5,000)	269,230
3,334,216	2,356,518	(977,698)	85A4 REPAIRS & MAINTENANCE PROGRAMME	8,680,512	(1,039,612)	7,640,900
0	0	0	85A5 REVENUE CONTRIBUTION TO CAPITAL	5,771,930	0	5,771,930
2,484,370	2,550,566	66,196	85A6 CAPITAL CHARGES	2,484,370	66,196	2,550,566
512,231	406,244	(105,987)	85A7 HOUSING ASSETS	1,222,550	(63,330)	1,159,220
(10,789,068)	(10,693,196)	95,872	85A8 RENTS	(19,918,280)	0	(19,918,280)
989,780	989,780	0	85B2 INTEREST	1,936,560	(20,000)	1,916,560
			85B4 MOVEMENT TO/(FROM) WORKING BALANCE	(2,959,182)	1,175,246	(1,783,936)
			<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>
			<b>Working Balance 1 April 2015</b>	<b>7,736,532</b>		<b>5,952,596</b>

## COUNCIL OWN BUILD SITES

PROFILED BUDGET	ACTUAL TO DATE	VARIANCE TO DATE	Code	APPROVED BUDGET	Qrt 2 FORECAST VARIANCE	CURRENT OUTTURN FORECAST
£	£	£		£	£	£
(2,422)	(3,711)	(1,289)	H006 ROWAN HOUSE	(8,020)	0	(8,020)
(14,269)	(13,231)	1,038	H007 KNIGHTS PLACE	(47,870)	(301)	(48,171)
0	0	0	H008 INTEREST	6,890	0	6,890
11,200	11,501	301	H009 CAPITAL CHARGES	11,200	301	11,501
			H010 MOVEMENT TO/(FROM) WORKING BALANCE	37,800	0	37,800
			<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>
			<b>Working Balance 1 April 2015</b>	<b>127,995</b>		<b>165,795</b>

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**GENERAL FUND**  
**2015/16 REVENUE ESTIMATES - SUMMARY**  
as at 30 September 2015

	Annual Budget £	Supplementary Budgets £	Revised Annual Budget £	Year End Forecast £	Variance to Budget £
SCRUTINY - COMMUNITY	9,063,180	143,940	9,207,120	9,284,850	77,730
SCRUTINY - ECONOMY	149,250	837,460	986,710	755,190	(231,520)
SCRUTINY - RESOURCES	6,074,060	(15,890)	6,058,170	5,490,280	(567,890)
less Notional capital charges	<b>(2,759,780)</b>		<b>(2,759,780)</b>	<b>(2,759,780)</b>	0
<b><u>Service Committee Net Expenditure</u></b>	<b>12,526,710</b>	<b>965,510</b>	<b>13,492,220</b>	<b>12,770,540</b>	<b>(721,680)</b>
Net Interest	150,000		150,000	105,320	(44,680)
New Homes Bonus	<b>(3,528,980)</b>		<b>(3,528,980)</b>	<b>(3,528,980)</b>	0
Revenue Contribution to Capital	0		0	24,950	24,950
Minimum Revenue Provision	1,570,730		1,570,730	818,115	(752,615)
<b><u>General Fund Expenditure</u></b>	<b>10,718,460</b>	<b>965,510</b>	<b>11,683,970</b>	<b>10,189,945</b>	<b>(1,494,025)</b>
Transfer To/(From) Working Balance	<b>(369,650)</b>	(965,510)	<b>(1,335,160)</b>	308,925	1,644,085
Transfer To/(From) Earmarked Reserves	1,607,980		1,607,980	1,457,920	(150,060)
<b><u>General Fund Net Expenditure</u></b>	<b>11,956,790</b>	<b>0</b>	<b>11,956,790</b>	<b>11,956,790</b>	<b>0</b>
Formula Grant	<b>(6,635,000)</b>		<b>(6,635,000)</b>	<b>(6,635,000)</b>	0
Business Rates Growth / Pooling Gain	<b>(561,000)</b>		<b>(561,000)</b>	<b>(561,000)</b>	0
<b><u>Council Tax Net Expenditure</u></b>	<b>4,760,790</b>	<b>0</b>	<b>4,760,790</b>	<b>4,760,790</b>	<b>0</b>
<b>Working Balance</b>	<b>March 2015</b>	<b>£ 3,974,518</b>		<b>£ 4,283,443</b>	<b>March 2016</b>

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			Funded by	£
<b>Resources</b>				
				<u>0</u>
<b>Community and Environment</b>				
Grounds Maintenance	Matched funding for Weed Control		General Fund Balance	25,000
				<u>25,000</u>
<b>Economy &amp; Development</b>				
				<u>0</u>
<b>General Fund Total</b>				<u>25,000</u>
				0
<b>HRA Total</b>				<u>0</u>
<b>Overall Total</b>				<u>25,000</u>

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Update on progress against Savings Targets 2015-16

			15/16 000's	Will be achieved 100% in 2015-16 000's	Will be achieved but not fully in 2015- 16 000's	Comments
<b>Customer Access Savings</b>						
Reduction in staff			20	20		The full savings will be achieved for 2015/16 although the re-structuring exercise is still being undertaken. A further update will be provided when the new structure is confirmed.
Management Restructures			134	134		
Cease BACS notifications			25		15	An overspend of approx £10k is anticipated on this budget however this is due to increased post being sent out to recover overpayments. The resultant increased income raised is far in excess of this expenditure.
Use of temporary accommodation			50	50		This saving will be achieved in full in 2015/16.
Rough Sleepers			70	70		This saving will be achieved in full in 2015/16.
			<b>299</b>	<b>274</b>	<b>15</b>	
<b>Legal</b>						
Delete Admin Post			21	21		This saving will be achieved in full in 2015/16.
Stop Subscription to Planning Encyclopedia			1	1		This saving will be achieved in full in 2015/16.
Reduce practising certificate/ deleted solicitor post			1	1		This saving will be achieved in full in 2015/16.
Stop subscription to Hill & Redman			2	2		This saving will be achieved in full in 2015/16.
			<b>25</b>	<b>25</b>	<b>0</b>	
<b>Finance</b>						
Reduce Audit Days			41	41		This saving will be achieved in full in 2015/16.
Remove PT Assistant Accountant			10	10		This saving will be achieved in full in 2015/16.
Reduce Insurance Officer to 3 days			11	11		This saving will be achieved in full in 2015/16.
			<b>62</b>	<b>62</b>	<b>0</b>	

APPENDIX D

			15/16	Will be achieved 100% in 2015-16	Will be achieved but not fully in 2015- 16	Comments
<b>Economy</b>						
Custom House to ECQT (most savings achieved 2014-15)			5	5		Achieved in 2014-15
Economy & Tourism			49	49		Achieved through 2 vacancies in 2015-16
Reduce support to Food Festival			5	0	0	The event is in April 2016 so will be saved in 2016-17
Livestock Centre			50	50		This saving will be achieved in full in 2015/16.
Exeter Corn Exchange			25	25		This saving will be achieved in full in 2015/16.
			<b>134</b>	<b>129</b>	<b>0</b>	
<b>Environment</b>						
Bid for HIA work			20	0	0	With Housing - saving will not be made and no alternative proposed
Reduce fuel use by 5% and fleet size by 6%			23	23		A council-wide initiative to reduce fleet size and mileage is pending subject to speed devices being approved in the near future - C050 52040 £19k; C050 54013 £6k
Reduce refuse transportation mileage			25	25		C050 54040 on course at Sept. 2015
Increase garden waste customers by 500			15	15		C072 91058 increased by £15k on course at Oct. 2015
Reduce grey fleet with pool vehicles			33	0	0	A corporate initiative that was not pursued and was across the Council so outside of the fleet (C050 54040 - will not be achieved).
Increase range of trade recycling and promote trade refuse			28	0	0	C056 91020 was increased by £14k with the rest deferred to 2016/17. The trade waste market is highly competitive with income down against the budget so this will be reviewed to analyse the service and charging regime..
Delete post			49	49		F007 31PAY and 48005 saving £46,200 in budget; remainder saved against F001/F025 55032
EHO work to licensing			10	10		Additional income funded in F022 £10k.
Asbestos/SO work charged to HRA			8	8		F019 85050 £9780
Higher fee structure for bins			40		10	C050 92525/6 increased by £10k with the remaining £30k in 2016-17 when fully implemented.
Bulk up clinical waste			6	6		This saving will be achieved in full in 2015/16.
Combined litter/dog bins			3	3		Public Realm have actioned.
Reduce special collections to 3 days per week			10	10		This saving will be achieved in full in 2015/16.
A post funded by licencing regime income			24	24		Actioned

APPENDIX D

			15/16	Will be achieved 100% in 2015-16	Will be achieved but not fully in 2015-16	Comments
			294	173	10	

APPENDIX D

			15/16	Will be achieved 100% in 2015-16	Will be achieved but not fully in 2015- 16	Comments
<b>Housing General Fund</b>						
Delete Private Sector Housing post			26	26		Will be achieved - Post EN05200 deleted from establishment
Integrated tenancy management/landlord services			70	77		Will be achieved - The Housing restructure resulted in a reduction in direct employee costs for General Fund - Housing - Property, as Housing Customer Relation Officers are no longer tenure specific.
Run Extralet on cost neutral basis			12	0		Budgets for Extralet management fees were based upon rolling averages, however it was identified during closing the 2014-15 accounts that the VAT had not been correctly separated out. This may impact on achieving a cost neutral position, as fees are now processed net of VAT. It is hoped that compensating savings will be made elsewhere within the management unit.
			<b>108</b>	<b>103</b>	<b>0</b>	
<b>Democratic Services</b>						
Hand delivery of electoral post			22	0		Not able to be delivered due to implications of Ward Boundary Review not being fully known until end of September
Use of online electoral registration			15	5		
Reduction in casual staff			5	5		Will be achieved 100% in 2015-16
Remove part-time admin post			4	4		Will be achieved 100% in 2015-16
Reduce members print/postage			2	2		Will be achieved 100% in 2015-16
Saving in Mayoralty budget			3	0		No longer being pursued
No O/T for attending functions			8	8		Will be achieved 100% in 2015-16
Less formal invites/e-mails			3		2	A larger number of events than anticipated have been held meaning that a smaller than anticipated cost saving will be possible
Decrease Mayoral event attendance			6		3	It has been a busy year where additional hosting events have had to be catered for (including RWC events) so not all of the anticipated reductions have been possible
Increase charges for Guildhall			4		2	
No Royal Mail use TNT			22	22		Will be achieved 100% in 2015-16
Second class all post			5	5		Will be achieved 100% in 2015-16
Charging all for use of rooms			4	0		This has yet to be actioned
CAB rent			31	56		Organisations other than just the CAB have taken space within the Civic Centre
Removal of part-time porter			11	11		Will be achieved 100% in 2015-16
			<b>145</b>	<b>118</b>	<b>7</b>	



APPENDIX D

			15/16	Will be achieved 100% in 2015-16	Will be achieved but not fully in 2015-16	Comments

APPENDIX D

			15/16	Will be achieved 100% in 2015-16	Will be achieved but not fully in 2015- 16	Comments
<b>Public Realm</b>						
CCTV & Street Scene			110	110		Will be achieved 100% in 2015-16
			<b>110</b>	<b>110</b>	<b>0</b>	
<b>Policy</b>						
Citizen - efficiencies in production			26	22		£4k less due to DCC funding not received for final quarter - no assumption of 'advert space' income included
Remove Intranet			10	10		Will be achieved 100% in 2015-16 - Reduction in City Grants Budget
Remove PT Post			34	34		Will be achieved 100% in 2015-16
Amalgamate ASB Function			30	30		Will be achieved 100% in 2015-16
			<b>100</b>	<b>96</b>	<b>0</b>	
<b>ICT</b>						
Savings from Strata			50	50		
			<b>50</b>	<b>50</b>	<b>0</b>	
<b>Corporate Estates</b>						
Civic Centre Lighting			25	25		Will be achieved 100% in 2015-16
Additional rental income			25	25		Will be achieved 100% in 2015-16
			<b>50</b>	<b>50</b>	<b>0</b>	
<b>Total Agreed</b>			<b>1,377</b>	<b>1,190</b>	<b>32</b>	

89%

**REPORT TO** SCRUTINY COMMITTEE RESOURCES, EXECUTIVE AND COUNCIL

**Date of Meeting:** Scrutiny Committee Resources – 18 November 2015  
Executive – 1 December 2015  
Council - 15 December 2015

**Report of:** Assistant Director Finance  
**Title:** Capital Monitoring Statement to 30 September 2015

**Is this a Key Decision?**

Yes

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

Council

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

To report the current position in respect of the Council's revised annual capital programme and to advise Members of the anticipated level of deferred expenditure into future years.

The report seeks Member approval to amend the annual capital programme in order to reflect the reported variations.

**2. Recommendations:**

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

- (i) **The revision of the annual capital programme to reflect the reported variations detailed in paragraphs 8.4 and 8.5 of this report;**
- (ii) **The proposed additions to the Capital Programme detailed in paragraph 8.7 of this report.**

**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 30 September 2015.

**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 issues to concern the Monitoring Officer.

## 8. Report Details:

### CAPITAL MONITORING STATEMENT TO 30 SEPTEMBER 2015

#### 8.1 REVISIONS TO THE CAPITAL PROGRAMME

The 2015/16 Capital Programme, including commitments brought forward from 2014/15, was last reported to Scrutiny Committee – Resources on 16 September 2015. Since that meeting the following changes have been made that have decreased spend anticipated in the programme:

Description	£	Approval/Funding
<b>Capital Programme, as reported to Scrutiny Committee – Resources, 16 September 2015</b>	<b>23,213,380</b>	
Budget Deferred to 2016/17 & Beyond at Quarter 1	(2,662,850)	Approved by Executive on 6 October 2015
Overspends/(Underspends) reported at Quarter 1	(73,460)	
<b>Revised Capital Programme</b>	<b>20,477,070</b>	

#### 8.2 PERFORMANCE

The revised capital programme for the current financial year is £20.477 million. During the first six months of the year the Council spent £4.683 million on the programme, which equates to 22.9% of the revised programme. This compares with £4.176 million (16.3%) being spent in the first six months of 2014/15.

The current programme is detailed in Appendix 1. The Appendix shows a total forecast spend for 2015/16 of £18.956 million with a further £1.442 million of the programme potentially being deferred to 2016/17 in addition to the £2.663 million that was deferred at the first quarter.

Appendix 2 shows the approved budgets for 2016/17 with the 2015/16 budget carried forward to 2016/17 and beyond at the first quarter and the proposed amount to be carried forward this quarter for Executive and Council to consider for approval.

Appendix 3 shows the overall position for those schemes which span more than one financial year.

#### 8.3 AVAILABLE CAPITAL RESOURCES

The available capital resources for the General Fund for 2015/16 are £3.343 million. An estimated spend of £9.715 million is required of which £6.372 million will have to be funded from borrowing. The available capital resources for the HRA for 2015/16 are £16.374 million. An estimated spend of £9.242 million is required leaving £7.132 million to be

carried forward into 2016/17. Appendix 4 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 two years.

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

	<b>General Fund £</b>	<b>HRA £</b>
<b>Balance as at 30 June 2015</b>	<b>192,883</b>	<b>278,569</b>
New Receipts	80,425	662,706
Less HRA Pooling		(114,483)
<b>Balance as at 30 June 2015</b>	<b>273,308</b>	<b>826,792</b>

#### 8.4 EXPENDITURE VARIANCES

The main variances and issues concerning expenditure in 2015/16 are:

<b>Scheme</b>	<b>Estimated Overspend / (Underspend) £</b>	<b>Reason</b>
Coin Counting Equipment	(26,340)	This budget was approved to enable ECC to collect and count our own cash but the preferred option is now to re-visit the partnership agreement with TDC to improve the financial fairness of the arrangement.
Storage of Archives	(10,000)	This budget is funded by S106 monies of which £10,000 is required for revenue purposes rather than capital.
Rendering of Council Dwellings	(45,000)	The sites identified for rendering will be completed this financial year with an overall saving.
Smoke Detector Replacements	(40,000)	The programme of replacing smoke detectors completed in August with an overall saving.
Other Works	(51,000)	Uncommitted balance declared a saving in order to help compensate for essential footpath and wall works.
Structural Repairs	(50,000)	Less extensive structural repairs are required to certain properties following structural monitoring.

Common Area Footpath/Wall Improvements	151,000	Priority health and safety works will be accelerated in 2015/16 following the appointment of a Compliance Officer to progress the improvements to footpaths and walls.
Central Heating Programme	33,400	Higher than budgeted system failures have resulted in additional central heating replacements, however compensating saving in boiler replacement costs.
Boiler Replacement Programme	(33,400)	Lower than budgeted boiler failures have resulted in fewer boiler replacements. Works undertaken to maximise the life expectancy of boilers as part of the routine service and maintenance regime.

## 8.5 SCHEMES TO BE DEFERRED TO 2016/17 AND BEYOND

Schemes which have been identified as being wholly or partly deferred to 2016/17 and beyond are:

Scheme	Revised 15/16 Budget £	Budget to be Deferred £	Reason
Heavitree Environmental Improvements	22,880	22,880	Agreement on a proposed scheme has not been reached with local groups.
Energy Conservation	115,510	65,510	Further spend of this budget is pending the identification of suitable energy efficiency measures in respect of housing assets.
Rennes House Structural Works	485,840	450,000	A condition survey and review of mechanical and electrical services will be undertaken this financial year in order to inform the schedule of refurbishment works in 2016/17 and beyond.
COB Wave 2 – Rennes House car park	906,050	416,550	Delays associated with moving telecoms equipment and an electrical substation at this site have impacted on the profiling of this budget with slippage into 2016/17.
Phase 2 St Andrews Road	10,230	10,230	Further spend in respect of developing this site are pending the outcomes of a Village Green application by local residents.
COB Land Purchase	300,000	300,000	Spend of this budget is pending the identification of suitable/available land for the development of new social housing.

Acquisition of Social Housing	714,580	173,000	The acquisition of 12 new affordable housing units are expected to complete this financial year, the remaining budget will be deferred into 2016/17.
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## 8.6 ACHIEVEMENTS

The following schemes have been completed during the second quarter of 2015/16:

- **Energy Saving Projects**

All key projects in the Renewables and Energy Efficiency Programme for 2015/16 have been successfully completed or are in delivery. Projects completed include the pioneering Solar Canopy Car Park project, with the installation of a 150kw array to the top deck at John Lewis and Mary Arches Car park. A 26kw PV array on the Royal Albert Memorial Museum and a 30kw array at the City Climb Centre have also been installed. Additionally renewable energy generated by the Climb Centre array will be sold to the leaseholder using a Power Purchase Agreement (PPA). At the Civic Centre the new gas boilers have been installed and the old oil boilers and oil storage tanks removed.

Projects to be completed by the end of the year include the remainder of the LED light replacement for non-office areas in the Civic Centre, and the 1.5MW PV array to the Council's Livestock Centre. This is an enormous achievement, a result of the Energy Team's commitment and support given by others in Corporate Property.

- **Civic Centre Access Doors**

Card readers have been installed on lift lobby doors for security reasons. With external bodies now occupying most of the ground floor (Strata) and first floor Phase 1 (NFM, Exeter Pound, Exeter Active and Ubuntu Counselling Services), security for Council staff as well as external occupiers needed to be tightened up.

Council staff are able to access all Council offices in Phase 1 but need their card to open the doors. External Occupiers are only able to access their respective offices on their respective floors. They cannot access any Council offices with their card.

- **Voice Activated Directory**

The voice activated directory system is now live to customers who call Exeter City Council on the main number (277888).

Callers now hear a greeting saying either Good Morning or Good Afternoon welcome to Exeter City Council and will be asked to name the person or department that they require. They'll be transferred directly through but if for any reason the system can't understand what they are asking for they'll be automatically transferred to Customer Services after two attempts.

- **COB Wave 2 – Newport Road**

New eco-friendly homes at Reed Walk, Newport Road will house six local families who have been waiting for a suitable place to live on Exeter's Housing Register. The new three-bedroom homes, including one fully wheelchair accessible property, were completed in September.

The houses are noticeable due to their bright colouring, which were carefully developed to reflect typical natural building materials of the Exeter area like Devon sandstone, blue lias, green marble, clay brick and heavitree stone. These rented houses will provide comfortable living space for families to enjoy, and while packed with high-tech features, these homes are easy to use and live in.

The buildings are designed to be ecological, healthy, low energy and affordable for tenants. Built to the Passive House standard - a benchmark for low energy homes - each property contains a host of clever methods of saving energy, including triple glazing and a mechanical ventilation and heat recovery system.

Rainwater collection and low water use fittings on all bathrooms and kitchens will reduce water usage in the homes by up to 60% and the Passive House standard can result in heating bills 90% less than those of a standard house.

## 8.7 PROPOSED ADDITIONS TO THE CAPITAL PROGRAMME

- **Strata (£60,000)**

Strata have been tasked with providing a common solution for planning services across the three Councils and have an in-principle agreement to adopt the Idox system. An initial outlay of £60,000 is required from the Council to purchase the system, however, the on-going savings for the company will outweigh this initial investment.

- **Econospeed Engine Management (£19,300)**

In order to meet the budgetary target to reduce fleet fuel use by 23%, and the Portfolio Holder target to reduce fleet carbon footprint by 3%, we need to roll out the fitting of Econospeed engine management devices to the remainder of our refuse collection fleet.

The devices were fitted to four vehicles on a trial basis earlier this year and show savings of over 20%. The manufacturer of the devices claims typical savings of 10%-20%.

We now need to decide whether to return the trial devices, or purchase them and roll them out to all our Refuse Collection Vehicles. The one-off cost of doing so is £19,300, with no ongoing service costs. A 10% fuel saving is equivalent to £21,300, and 20% saving would be £42,700.

It is proposed that the existing Invest to Save budget is used to fund this expenditure.

## 9. **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.

## 10. **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.

## 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?**

No impact



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

No

**Dave 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

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## CAPITAL MONITORING TO 30 SEPTEMBER 2015

	2015/16 Capital Programme	2015/16 Spend to 30 September	2015/16 Forecast Spend	2015/16 Budget to be Carried Forward to 2016/17 and Beyond	2015/16 Programme Variances (Under)/Over
	£	£	£	£	£
<b>COMMUNITY</b>					
<b>KEEP PLACE LOOKING GOOD</b>					
Play Area Refurbishments	66,990		66,990		
Flowerpot Skate Park Lighting	26,500	175	26,500		
Refurbishment and Upgrade of Paddling Pools	750	754	750		
Parks Improvements	9,430	2,754	9,430		
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	630,000	548,044	630,000		
Exton Road Lighting	31,310	345	31,310		
Mincinglake Reed Beds and Storage Ponds	25,000		28,350		3,350
<b>HELP ME FIND SOMEWHERE TO LIVE</b>					
Disabled Facility Grants	380,670	145,204	380,670		
Warm Up Exeter/PLEA Scheme	163,650		163,650		
Wessex Loan Scheme	140,830	20,965	140,830		
WHIL Empty Properties	194,000		194,000		
The Haven	7,200	56	7,200		
Temporary Accommodation Purchase	300,000		300,000		
<b>COMMUNITY TOTAL</b>	<b>2,064,350</b>	<b>718,296</b>	<b>2,067,700</b>		<b>3,350</b>

## CAPITAL MONITORING TO 30 SEPTEMBER 2015

	2015/16 Capital Programme	2015/16 Spend to 30 September	2015/16 Forecast Spend	2015/16 Budget to be Carried Forward to 2016/17 and Beyond	2015/16 Programme Variances (Under)/Over
	£	£	£	£	£
<b>ECONOMY</b>					
<b>KEEP PLACE LOOKING GOOD</b>					
Exhibition Way Bridge Maintenance	39,980	400	39,980		
Canal Bank Repairs & Strengthening	1,060		1,060		
National Cycle Network	4,500	4,500	4,500		
Repair to Turf Lock Gates	145,320	300	145,320		
Repair Canal Bank at M5	60,000	14,500	60,000		
Cathedral Yard - Replace Street Lighting	20,000		20,000		
Replace Car Park Ticket Machines	200,000		200,000		
Coin Counting Equipment	26,340				(26,340)
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	205,720	2,412	205,720		
Sports Facilities Refurbishment	67,000	3,487	67,000		
RAMM Development	382,380		382,380		
Passenger Lift at RAMM	45,000		45,000		
RAMM Shop	68,000		68,000		
Storage of Archives	21,020		11,020		(10,000)
Livestock Market Electrical Distribution Boards	12,650		12,650		
Livestock Centre Roof Replacement	1,250,000	7,890	1,250,000		
City Centre Enhancements - TV Screens	40,000		40,000		

## CAPITAL MONITORING TO 30 SEPTEMBER 2015

	2015/16 Capital Programme	2015/16 Spend to 30 September	2015/16 Forecast Spend	2015/16 Budget to be Carried Forward to 2016/17 and Beyond	2015/16 Programme Variances (Under)/Over
	£	£	£	£	£
<b>DELIVER GOOD DEVELOPMENT</b>					
Newcourt Community Hall (S106)	10,000	130	10,000		
Newcourt Community Hall (Grant)	36,240		36,240		
Newtown Community Centre (1st Grant)	50,000		50,000		
Newtown Community Centre (2nd Grant)	49,000	2,250	49,000		
Countess Wear - Village Hall	75,000		75,000		
Beacon Heath Martial Arts & Boxing Club - New Roof	21,810		21,810		
Devonshire Place (Landscaping)	13,690	8,634	13,690		
Alphington Village Hall (Repairs & Extension)	50,000		50,000		
St Sidwells Community Centre	40,000	11,720	40,000		
Exeter Gymnastics Club	40,000	40,000	40,000		
City Centre Enhancements	8,260	177	8,260		
Paris Street Roundabout Landscaping & Sculptural Swift Tower	24,840	14,521	24,840		
Heavitree Environmental Improvements	22,880			22,880	
Ibstock Environmental Improvements	3,240	945	3,240		
Local Energy Network	67,050	67,050	67,050		
Leisure Complex - Build Project	1,600,000	259,668	1,600,000		
<b>ECONOMY TOTAL</b>	<b>4,730,980</b>	<b>438,584</b>	<b>4,671,760</b>	<b>22,880</b>	<b>(36,340)</b>

## CAPITAL MONITORING TO 30 SEPTEMBER 2015

	2015/16 Capital Programme	2015/16 Spend to 30 September	2015/16 Forecast Spend	2015/16 Budget to be Carried Forward to 2016/17 and Beyond	2015/16 Programme Variances (Under)/Over
	£	£	£	£	£
<b>RESOURCES</b>					
<b>WELL RUN COUNCIL</b>					
STRATA Implementation	30,650	30,651	30,650		
Annual Contribution to Strata	53,900	53,904	53,900		
eTendering System	15,000		15,000		
Invest to Save Opportunities	100,000		100,000		
Energy Saving Projects	2,390,700	559,644	2,390,700		
Customer Contact Platform	145,000		145,000		
Voice Activated Directory	44,800	36,210	44,800		
Civic Centre Access Doors	20,000	20,261	20,000		
Capitalised Staff Costs	175,000		175,000		
<b>RESOURCES TOTAL</b>	<b>2,975,050</b>	<b>700,669</b>	<b>2,975,050</b>		

## CAPITAL MONITORING TO 30 SEPTEMBER 2015

	2015/16 Capital Programme	2015/16 Spend to 30 September	2015/16 Forecast Spend	2015/16 Budget to be Carried Forward to 2016/17 and Beyond	2015/16 Programme Variances (Under)/Over
	£	£	£	£	£
<b>HRA</b>					
<b>MAINTAIN OUR PROPERTY ASSETS</b>					
Adaptations	595,940	187,025	595,940		
Rendering of Council Dwellings	353,650	85,171	308,650		(45,000)
MRA Fees	13,380		13,380		
Communal Door Entry System	13,440		10,000	3,440	
Environmental Improvements - General	59,080	29,448	52,080		(7,000)
Programmed Re-roofing	111,000	36,224	111,000		
Energy Conservation	115,510		50,000	65,510	
Smoke Detector Replacements	158,040	110,498	118,040		(40,000)
LAINGS Refurbishments	150,010	3,450	150,010		
Kitchen Replacement Programme	1,418,880	498,966	1,418,880		
Bathroom Replacement Programme	1,253,770	511,485	1,253,770		
Other Works	94,620		43,620		(51,000)
Fire Precautionary Works to Flats	291,400	88,219	291,400		
Communal Areas	196,650	24,157	196,650		
Structural Repairs	262,940	4,867	212,940		(50,000)
Rennes House Structural Works	485,840		35,840	450,000	
Common Area Footpaths/Wall Improvements	269,430	59,456	420,430		151,000
Lift Replacement - 98 Sidwell Street	50,000		56,000		6,000
Replacement of Lead Water Mains	30,000	4,714	20,000		(10,000)
Soil Vent Pipe Replacement	26,620	5,228	26,620		
Electrical Central Heating	21,630	14,222	21,630		
Faraday House Roof Replacement	134,000	467	134,000		
Electrical Re-wiring	1,147,970	356,111	1,147,970		
Central Heating Programme	39,600	25,732	73,000		33,400
Boiler Replacement Programme	157,630	12,541	124,230		(33,400)

## CAPITAL MONITORING TO 30 SEPTEMBER 2015

	2015/16 Capital Programme	2015/16 Spend to 30 September	2015/16 Forecast Spend	2015/16 Budget to be Carried Forward to 2016/17 and Beyond	2015/16 Programme Variances (Under)/Over
	£	£	£	£	£
<b>HELP ME FIND SOMEWHERE TO LIVE</b>					
COB Wave 2 - Rennes Car Park	906,050	3,150	489,510	416,540	
COB Wave 2 - Newport Road (Reed Walk)	622,140	318,394	622,140		
COB Wave 2 - Brookway (Silverberry Close)	130,400	74,340	130,400		
COB Wave 2 - Bennett Square (Barberry Close)	158,280	117,389	158,280		
St Loyes Extracare Scheme	413,980	16,724	413,980		
Phase 3 St Andrews Road	10,230			10,230	
COB Land Purchase	300,000			300,000	
Acquisition of Social Housing	714,580	236,990	541,580	173,000	
<b>HRA TOTAL</b>	<b>10,706,690</b>	<b>2,824,967</b>	<b>9,241,970</b>	<b>1,418,720</b>	<b>(46,000)</b>
<b>TOTAL CAPITAL BUDGET</b>	<b>20,477,070</b>	<b>4,682,516</b>	<b>18,956,480</b>	<b>1,441,600</b>	<b>(78,990)</b>



## EXETER CITY COUNCIL

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

**DATE OF MEETING:** RESOURCES – 18 NOVEMBER 2015  
EXECUTIVE – 1 DECEMBER 2015  
COUNCIL – 15 DECEMBER 2015

**REPORT OF:** ASSISTANT DIRECTOR FINANCE  
**TITLE:** TREASURY MANAGEMENT 2015-16 – HALF YEAR UPDATE

**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 2015-16 financial year and the position regarding investments and borrowings at 30 September 2015. The report is a statutory requirement and is for information only with no key decisions required.

**2. Recommendations:**

That Scrutiny and Executive note the Treasury Management report in respect of the first six months of the 2015-16 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 first six months of the 2015-16 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 2015-16. 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 Interest Rate Prospects

Interest rate forecasts, provided by our Advisors, are set out below.

Period	Bank Rate	20-year PWLB rate
Dec 2015	0.50	3.25
Mar 2016	0.50	3.30
Jun 2016	0.75	3.35
Sept 2016	0.75	3.35
Dec 2016	1.00	3.40
Mar 2017	1.00	3.45
June 2017	1.25	3.50
Sept 2017	1.25	3.55
Dec 2017	1.50	3.60
Mar 2018	1.50	3.65
Jun 2018	1.75	3.70

### 8.2 Treasury Management Strategy

The Council approved the 2015-16 treasury management strategy at its meeting on 24 February 2015. There changes to the limits on the value of investments to be held by any one institution. The changes are:

- The amount that the Council can lend to UK owned banks or building societies increased from £3 million to £4 million.
- The amount that the Council can lend to Foreign owned banks that deal in sterling increased from £2 million to £3 million.
- The changes should allow the Council to access higher interest rates on investments, which is generally the case with larger value investments.

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 Council's stated borrowing strategy was to maintain, and if possible reduce, short-term borrowing as long as rates remained low. With short-term interest rates currently much lower than long-term rates, it continues to be more cost effective in the short term to not borrow and reduce the level of investments held instead. 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>Sep-15</b>	<b>Estimated</b>	<b>Variation</b>
	<b>£</b>	<b>£</b>	<b>Outturn</b>	<b>£</b>
			<b>£</b>	
<b>Interest paid</b>	106,000	47,370	74,350	(31,650)
<b>Interest earned</b>				
Temporary investment interest	(70,000)	(57,770)	(85,000)	(15,000)
Other interest earned	(1,000)	(440)	(880)	120
Science Park Loan	(2,600)		(2,600)	0
<b>Less</b>				
Interest to HRA	75,000	37,500	76,850	1,850
Interest to s106 agreements	40,000	20,000	40,000	0
Interest to Trust Funds	2,500	1,250	2,500	0
Lord Mayors Charity	100	50	100	0
GF interest (received) / paid out	44,000	590	30,970	(13,030)
<b>Net Interest</b>	<b>150,000</b>	<b>47,960</b>	<b>105,320</b>	<b>(44,680)</b>

8.4 The other interest earned relates to car loan repayments.

### 9. Investment Interest

The Council is utilising 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.

The Council has increased the number of Money Market Funds it has to five. The money market funds allow 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 current investments are:

#### UK Owned Banks

<b>Amount</b>	<b>Investment</b>	<b>Interest rate</b>
£3,000,000	Barclays	0.30%

#### Foreign Owned Banks

<b>Amount</b>	<b>Investment</b>	<b>Interest rate</b>
£2,000,000	Handelsbanken	0.35%

Amount	Investment	Interest rate*
£1,000,000	CCLA - Public Sector Deposit Fund	0.32%
£2,000,000	Standard Life Investments	0.42%
£5,000,000	Blackrock	0.44%
£0	Amundi Asset Management	0.45%
£3,000,000	Federated Investors UK	0.41%

\* Interest rate is variable (therefore this is based on past performance)

#### **Fixed Term Deposits**

Amount	Investment	Interest rate
£2,000,000	Commonwealth Bank of Australia	0.50%
£3,000,000	United Overseas Bank	0.48%

#### **10. Borrowings**

The Council has reduced its short term borrowing to £10m, long term borrowing remains at £56.884m. Details of the loans are set out in 10.1. The loan requiring repayment in mid October will not be replaced; however the Council may need to borrow additional funds during the final three months of the financial year.

Amount	Lender	Interest rate	Date of repayment
£5,000,000	London Borough of Islington	0.65%	12/10/2015
£5,000,000	Police & Crime Commissioner 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 five Money Market Funds which are AAA rated, currently offer rates between 0.32% and 0.45%, the rates are liable to fluctuation in the year. The call accounts offer between 0.30% and 0.40% 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 0.50%, which are equally not significant and in some case below the amount received from our existing deposits.

11.4 Since 1 April 2015 the Council has opened a Money Market Fund account with Amundi Asset Management which provides a return in the region of 0.45%. The Council are in regular contact with their treasury management advisors in order to seek advice on how to maximise investment returns and to minimise the need to borrow whilst taking into account investment risk.

11.5 Officers are meeting with advisors at the end of November to explore the possibility of widening the investment options available to the Council. If the options are proved to be of interest, and viable, a revised treasury management strategy will be presented to committee for approval in February 2016.

**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.

**Dave Hodgson, Assistant Director Finance**

**Author: Paul Matravers, Principal Accountant**

**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

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Name	COUNTRY	Moody's Short Term Rating	Moody's Outlook	Fitch Short Term Rating	Fitch Outlook
<b><u>COMMONWEALTH OF AUSTRALIA</u></b>	AU		STABLE	F1+	STABLE
AUST AND NZ BANKING GROUP	AU	P-1	STABLE	F1+	STABLE
COMMONWEALTH BANK OF AUSTRAL	AU	P-1	STABLE	F1+	STABLE
NATIONAL AUSTRALIA BANK LTD	AU	P-1	STABLE	F1+	STABLE
WESTPAC BANKING CORP	AU	P-1	STABLE	F1+	STABLE
<b><u>GOVERNMENT OF CANADA</u></b>	CA		STABLE	F1+	STABLE
BANK OF MONTREAL	CA	P-1	NEG	F1+	STABLE
BANK OF NOVA SCOTIA	CA	P-1	NEG	F1+	STABLE
CAN IMPERIAL BK OF COMMERCE	CA	P-1	NEG	F1+	STABLE
ROYAL BANK OF CANADA	CA	P-1	NEG	F1+	STABLE
TORONTO-DOMINION BANK	CA	P-1	NEG	F1+	STABLE
<b><u>UNITED KINGDOM</u></b>	GB		STABLE	F1+	STABLE
BANK OF SCOTLAND PLC	GB	P-1	POS	F1	STABLE
LLOYDS BANK PLC	GB	P-1	POS	F1	STABLE
BARCLAYS BANK PLC	GB	P-1	STABLE	F1	STABLE
HSBC BANK PLC	GB	P-1	STABLE	F1+	STABLE
STANDARD CHARTERED BANK	GB	P-1	NEG	F1+	NEG
<b><u>BUILDING SOCIETIES</u></b>					
NATIONWIDE BUILDING SOCIETY	GB	P-1	STABLE	F1	STABLE
<b><u>FEDERAL REPUBLIC OF GERMANY</u></b>	GE		STABLE	F1+	STABLE
LANDESBANK HESSEN-THURINGEN	GE	P-1	STABLE	F1+	STABLE
<b><u>KINGDOM OF THE NETHERLANDS</u></b>	NE	P-1	STABLE	F1+	STABLE
BANK NEDERLANDSE GEMEENTEN	NE	P-1	STABLE	F1+	STABLE
COOPERATIEVE CENTRALE RAIFFE	NE	P-1	STABLE	F1+	STABLE
ING BANK NV	NE	P-1	STABLE	F1	STABLE
<b><u>REPUBLIC OF SINGAPORE</u></b>	SI		STABLE	F1+	STABLE
DBS BANK LTD	SI	P-1	STABLE	F1+	STABLE
OVERSEA-CHINESE BANKING CORP	SI	P-1	STABLE	F1+	STABLE
UNITED OVERSEAS BANK LTD	SI	P-1	STABLE	F1+	STABLE
<b><u>KINGDOM OF SWEDEN</u></b>	SW	P-1	STABLE	F1+	STABLE
NORDEA BANK AB	SW	P-1	STABLE	F1+	STABLE
SVENSKA HANDELSBANKEN-A SHS	SW	P-1	STABLE	F1+	STABLE
<b><u>UNITED STATES (GOVT OF)</u></b>	US		STABLE	F1+	STABLE
BANK OF NEW YORK MELLON	US	P-1	STABLE	F1+	STABLE

<b><u>UNITED KINGDOM - OTHER INSTITUTIONS</u></b>					
DEBT MANAGEMENT OFFICE	GB		STABLE	F1+	STABLE

<b><u>GOVERNMENT AGENCIES, MULTI-LATERAL AND SUPRANATIONAL BANKS</u></b>					
NORDIC INVESTMENT BANK	FI	P-1	STABLE		
COUNCIL OF EUROPE DEVELOPMNT	FR	P-1	STABLE	F1+	STABLE
EUROPEAN BANK FOR RECONSTRUC	GB	P-1	STABLE	F1+	STABLE
KREDITANSTALT FUER WIEFERAUF	GE	P-1	STABLE	F1+	STABLE
EUROPEAN INVESTMENT BANK	LX	P-1	STABLE	F1+	STABLE
INTER-AMERICAN DEV BANK	US	(P)P-1	STABLE	F1+	STABLE
INTERNATIONAL BANK FOR RECON	US	(P)P-1	STABLE	F1+	STABLE

Money Market Funds	Place of Domicile	Moody's Long-Term Ratings	Fitch Long-Term Rating	Rate
ABERDEEN ASSET MANAGEMENT	LX	Aaa-mf	AAAmmf	0.43%
AMUNDI INVESTORS	LX	-	AAAmmf	0.45%
AVIVA INVESTORS	IR	Aaa-mf	-	0.38%
BLACKROCK	IR	Aaa-mf	-	0.44%
BNP PARIBAS ASSET MANAGEMENT	LX	Aaa-mf	-	0.48%
BNY MELLON ASSET MANAGEMENT	IR	Aaa-mf	-	0.32%
CCLA - PSDF	GB	-	AAAmmf	0.32%
DB ADVISORS (DEUTSCHE)	IR	Aaa-mf	-	0.38%
FEDERATED INVESTORS (UK)	GB	Aaa-mf	AAAmmf	0.41%
FIDELITY INTERNATIONAL	IR	Aaa-mf	-	0.40%
GOLDMAN SACHS ASSET MANAGEMENT	IR	Aaa-mf	AAAmmf	0.44%
HSBC ASSET MANAGEMENT	IR	Aaa-mf	-	0.36%
STANDARD LIFE (FORMERLY IGNIS) LIQUIDITY FUNDS	IR	-	AAAmmf	0.42%
INSIGHT INVESTMENTS	IR	-	AAAmmf	0.40%
INVESCO AIM	IR	Aaa-mf	AAAmmf	0.41%
J.P.MORGAN ASSET MANAGEMENT	LX	Aaa-mf	AAAmmf	0.35%
SOCIETE GENERALE	IR	-	AAAmmf	0.39%
MORGAN STANLEY INVESTMENT MANAGEMENT	IR	Aaa-mf	AAAmmf	0.43%
NORTHERN TRUST ASSET MANAGEMENT	IR	Aaa-mf	-	0.37%
STATE STREET GLOBAL ADVISORS ASSET MANAGEMENT	IR	Aaa-mf	AAAmmf	0.39%
ABERDEEN (FORMERLY SWIP) ASSET MANAGEMENT	IR	Aaa-mf	AAAmmf	0.37%
AVIVA INVESTORS GOV	IR	Aaa-mf	-	
BLACKROCK GOV	IR	Aaa-mf	-	
GOLDMAN SACHS ASSET MANAGEMENT GOV	IR	Aaa-mf	AAAmmf	
JP MORGAN ASSET MANAGEMENT GOV	LX	Aaa-mf	AAAmmf	
NORTHERN TRUST ASSET MANAGEMENT GOV	IR	-	-	



**REPORT TO** SCRUTINY COMMITTEE RESOURCES  
**Date of Meeting:** 18 November 2015  
**Report of:** Assistant Director Finance  
**Title:** Budget Monitoring Report to 30 September 2015

**Is this a Key Decision?**

No

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

Council

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

This report advises Members of any material differences to the revised budget in respect of Resources Committee.

**2. Recommendations:**

**That Members of Scrutiny Committee – Resources note the content of this report in order to be satisfied that prudent steps are being taken to address the key areas of budgetary pressure highlighted in this report.**

**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 Resources.

**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 projected financial position of Resources Services as at 31 March 2016.

**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 Budget Monitoring to 30 September 2015**

**8.1 Key Variations from Budget**

The current forecast suggests that net expenditure for this committee will decrease from the revised budget by a total of £697,040 after transfers from reserves and revenue contributions to capital, as detailed in Appendix 1. This represents a variation of 11.26% from the revised budget. This includes supplementary budgets of £145,550 already agreed previously.

8.2 The significant variations by management are:

MU Code	Management Unit	Over / (Underspend)	Detail
86A1	Revenue Collection/Benefits	(585,080)	<ul style="list-style-type: none"> <li>• Recovery of overpayments higher than budgeted</li> <li>• Underspend on pay budgets</li> </ul>
83B3	Human Resources	(35,000)	<ul style="list-style-type: none"> <li>• Underspend on pay budgets</li> </ul>
86B5	Corporate Support	(49,330)	<ul style="list-style-type: none"> <li>• Underspend on utilities and pay budgets.</li> <li>• Additional rental income anticipated in respect of Civic Centre.</li> </ul>

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

Resources budgets contribute 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.

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

An action plan addressing the key areas of budgetary risks within Resources will be included if and when they arise.

**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?**

No impact

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

No

**Dave Hodgson**  
**Assistant Director Finance**

**Report Authors: Nicola Matthews-Morley, Principal Accountant**  
**Steve Harrison, Principal Accountant**  
**Paul Matravers, Principal Accountant**  
**FINANCIAL SERVICES TEAM**

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

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

None

Contact for enquiries:  
 Democratic Services (Committees)  
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**SCRUTINY COMMITTEE - RESOURCES  
BUDGET MONITORING**

APRIL 2015 TO SEPTEMBER 2015

ACTUAL TO DATE			CODE	YEAR END FORECAST			
PROFILED BUDGET	ACTUAL TO DATE	VARIANCE TO DATE		APPROVED BUDGET	CURRENT OUTTURN FORECAST	CURRENT FORECAST VARIANCE	QTR 1 FORECAST VARIANCE
£	£	£		£	£	£	£
771,940	334,245	(437,695)	86A1	1,716,540	1,131,460	(585,080)	(564,420)
107,246	62,746	(44,499)	86A2	258,600	267,510	8,910	12,000
82,558	35,637	(46,921)	86A3	597,680	597,680	0	0
82,990	70,092	(12,897)	86A4	243,180	235,240	(7,940)	0
290,082	250,332	(39,749)	86A5	701,630	701,210	(420)	16,120
815,984	829,647	13,663	86A6	815,240	823,220	7,980	0
813,696	698,748	(114,948)	86A7	1,725,300	1,733,960	8,660	8,660
234,785	208,971	(25,814)	86B1	755,380	755,380	0	0
49,724	49,562	(162)	86B2	134,380	134,380	0	0
280,803	220,924	(59,879)	86B3	729,480	694,480	(35,000)	0
204,261	173,162	(31,099)	86B4	501,610	501,610	0	0
533,370	464,464	(68,906)	86B5	1,214,480	1,165,150	(49,330)	0
931,186	1,005,655	74,469	86B6	1,879,550	1,879,550	0	0
154,930	155,267	337	86B7	352,400	352,400	0	0
40,105	46,591	6,486	86B8	102,180	102,180	0	(5,500)
<b>5,393,658</b>	<b>4,606,045</b>	<b>(787,613)</b>	<b>NET EXPENDITURE</b>	<b>11,727,630</b>	<b>11,075,410</b>	<b>(652,220)</b>	<b>(533,140)</b>
			<b>REVERSE OUT CENTRAL SUPPORT SERVICES WHICH ARE RECHARGED</b>	<b>5,535,460</b>	<b>5,585,130</b>	<b>(84,330)</b>	<b>(5,500)</b>
			<b>ADJUSTED NET EXPENDITURE</b>	<b>6,192,170</b>	<b>5,490,280</b>	<b>(567,890)</b>	<b>(527,640)</b>
			<b>VARIANCES ON TRANSFERS TO / (FROM) EARMARKED RESERVES</b>				
			<b>REVENUE CONTRIBUTION TO CAPITAL</b>				
			86B5 - CORPORATE SUPPORT		4,850		
			<b>OVERALL FORECAST EXPENDITURE FOR THE YEAR AFTER MOVEMENTS TO/FROM RESERVES</b>		<b>5,495,130</b>		
			<b>REVISED BUDGETS</b>		<b>6,192,170</b>		
			<b>OUTTURN VARIANCE AFTER TRANSFERS TO/FROM RESERVES &amp; CONTRIBUTIONS TO CAPITAL</b>		<b>(697,040)</b>		

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**REPORT TO:** SCRUTINY COMMITTEE RESOURCES  
**Date of Meeting:** Scrutiny Committee Resources – 18 November 2015  
**Report of:** Assistant Director Environment  
**Title:** Health and Safety at Work Update

**Is this a Key Decision?**

No

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

Council

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

1.1 This update forms part of the Corporate Health and Safety Management System and is designed to provide Members with an all-round briefing on the 'state of play' in corporate health and safety.

More detailed information on the items raised can be obtained from Robert Norley, Assistant Director Environment and Paul Barton, Principal Health and Safety Officer.

**2. Recommendations and Reasons for the recommendation:**

2.1 That Members note the Annual Health and Safety Report 2014 / 2015 at Appendix I.

2.2 To provide the Council with an annual report on the strategic health and safety at work performance of the Council during the financial year 2014 / 2015 to ensure that Members are aware of key health and safety considerations affecting the Council.

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

3.1 For the purposes of this information report, there are no resource implications, including non-financial resources.

**4. Section 151 Officer comments:**

4.1 As per above, there are no specific financial implications contained in this report. However the report forms an important part of the Council's plans to mitigate financial loss through insurance claims citing negligence on behalf of the Council.

4.2 It should be noted that the former capping of £20,000 for a fine at magistrates court under the Health and Safety at Work Act 1974 has been lifted and changed to 'unlimited'. The financial implications of failing to comply with health and safety at work are therefore now unlimited fines at both magistrates and crown courts.

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

5.1 This report informs Members of the organisation's systems for health and safety at work, in compliance with the Health & Safety at Work etc. Act 1974.

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

6.1 The Monitoring Officer has no issues to raise on the content of this report.

**7. Report details:**

The following matters of importance are highlighted from Appendix I, Appendix II and Appendix III:

- Maintain commitment to the Corporate Health & Safety Action Plan via the 'Revitalising Health and Safety' drive
- Reduce the incidence of accidents & injuries through ongoing risk assessment & safety management commitment
- Review health and safety training throughout the organisation
- Develop approaches across re-structured directorates to ensure that health and safety management techniques are straightforward and 'user-friendly'
- Continue and complete noise at work risk assessment reviews throughout the organisation
- Continue close monitoring of contractors to ensure their compliance with health and safety regulation and with particular regard to the Control of Asbestos Regulations 2012, the Control of Substances Hazards to Health Regulations 2002 – the latter to include particular emphasis on compliance with the approved code of practice for the control and management of legionella bacteria in proportion to risk assessment findings.
- Continue to adopt a corporate and consistent approach to health and safety compliance through use of the AssessNET tool, noting and agreeing exceptions to this method as they arise. Particular emphasis needs to be given to workplace safety inspection and risk assessment review.
- Consider the pathways to attainment of quality management accreditation in health and safety via ISO 45001.

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

8.1 To help maintain a safe and healthy city, and run an efficient Council.

## **9. That risks are there and how can they be reduced?**

9.1 The Council's health and safety management system examines risks and prioritises mitigation of these risks.

## **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?**

10.1 This report informs Members of the Council's health and safety management system, which contributes to health & wellbeing. There are no impacts on the other criteria.

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

11.1 Not applicable to this report

**Paul Barton - Principal Health and Safety Officer**  
**Robert Norley - Assistant Director Environment**

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

Background papers used in compiling this report:-

None



# Internal Health and Safety Report 2014 – 2015

A handwritten signature in black ink that reads "R. Norley".

Robert Norley  
Assistant Director (Environment)

Author: Paul Barton, Principal Health & Safety Officer  
Issue Date: 11<sup>th</sup> June 2015

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## INTRODUCTION

This document is Exeter City Council's Internal Health & Safety Report for the financial year 2014-2015. The Council's management of health & safety at work during this period is examined via the components of successful health & safety management as determined by the Health & Safety Executive (HSE)<sup>1</sup>.

### I. KEY FACTS

- Following a review of the Council's Health and Safety Management System in 2012-2013 a decision was made by the Senior Management Team to 'Revitalise' Health and safety Management. 'Revitalisation' has continued during financial year 2014-2015.
- Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013) there was one accident that kept staff off work for more than seven days as a direct result of the injury, one diagnosed with an occupational disease, three members of the public taken to hospital following accidents on Council premises, one fire and one dangerous occurrence. This is more than twice the amount of RIDDOR reports made last year (i.e. there were three reports last year).
- There were eighty-four safety incidents reported during the year compared to last year's count of ninety-four and these are detailed in section 3.3.
- There were no Fee for Intervention actions, Improvement Notices or Prohibition Notices served on the Council.

### II. KEY TASKS

- The Corporate Health & Safety Action Plan is driven by the 'Revitalising Health and Safety' drive. Progress to date is shown in table 1 of this report.
- Further key tasks of a proactive nature were identified throughout this period and these appear on the Health & Safety Monitoring Matrix, which is sent via email to all managers throughout the Council on a quarterly basis.
- Tasks of a reactive nature that have arisen during the period covered by this report are also shown on the Health & Safety Monitoring Matrix.
- Key tasks are discussed in detail in Section 3, 'CHECK'.
- Key tasks for the forthcoming year, 2015 / 2016, are summarised as follows:
  - Maintain commitment to the Corporate Health & Safety Action Plan via the 'Revitalising Health and Safety' drive
  - Reduce the incidence of accidents & injuries through ongoing risk assessment & safety management commitment
  - Review health and safety training throughout the organisation
  - Develop approaches across re-structured directorates to ensure a straightforward 'user-friendly' health and safety management techniques
  - Continue and complete noise at work risk assessment reviews throughout the organisation

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<sup>1</sup> HSE Guidance HSG65 refers.

- Continue close monitoring of contractors to ensure their compliance with health and safety regulation and with particular regard to the Control of Asbestos Regulations 2012, the Control of Substances Hazards to Health Regulations 2002 – the latter to include particular emphasis on compliance with the approved code of practice for the control and management of legionella bacteria in proportion to risk assessment findings.
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- Continue to adopt a corporate and consistent approach to health and safety compliance through use of the AssessNET tool, noting and agreeing exceptions to this method as they arise. Particular emphasis needs to be given to workplace safety inspection and risk assessment review.

## **SECTION 1 – PLAN**

### **1.1 STATEMENT OF GENERAL POLICY**

- 1.1.1 The Council's Statement of General Policy and the organisation and arrangements necessary to carry it out are available for viewing on the Council's websites – external internet page <http://www.exeter.gov.uk/index.aspx?articleid=4833> and intranet link on <http://intranet/index.aspx?articleid=2629>.
- 1.1.2 The Statement of General Policy is dated 2013 and will be reviewed in 2016. The organisation and arrangements to carry out the policy were reviewed in September 2014 (policy issue date was January 2015) to reflect the current senior management structure and include System Lead profiles.

### **1.2 PROCEDURES**

- 1.2.1 Procedures are identified through various risk control measures, some of which are detailed in 'Safe Working Practices' that are in place throughout the Council. Risk control measures, including Safe Working Practices (SWP), are arrived at through risk assessment.
- 1.2.2 A Corporate Risk Assessment 'register' is operated through City Net, our on-line intranet system and trained Risk Assessors are in place across services. In a move towards a single corporate health and safety management system 'toolkit', a risk assessment module was added to the Council's 'AssessNET' licence in February 2015. A transfer of risk assessment records and activity from City Net to 'AssessNET' will take place over the coming two years, with the aim of discontinuing the City Net system by end of financial year 2016 / 2017.
- 1.2.3 All employees following SWPs within their respective services must sign the SWP with their line manager. A list of current SWPs is also found on City Net, our on-line intranet system.

### **1.3 PLANNING FOR ACTIVE MONITORING**

- 1.3.1 Health & Safety reviews of services take place as part of the active monitoring process and are carried out by the Principal Health and Safety Officer (PHSO) and the Safety and Asbestos Officer (SAO). Reviews during year 2014 / 2015 have focussed on noise at work compliance within selected services, work at height safety in general, plans of work for non-

licensed asbestos work by contractors and machine guarding at the Materials Reclamation Facility.

- 1.3.2. Reviews planned for next year intend to focus on continued monitoring of noise at work risk assessment, general risk assessment within newly re-structured teams and ongoing buildings compliance as resulting from last year's Buildings Compliance Review.
- 1.3.3. Health & Safety audits are carried out by Internal Audit and planned into their work schedule accordingly.
- 1.3.4. The ECC Contractors Code of Practice was revised to include clearer guidance to contractors on asbestos in referral to asbestos management plans and the type of survey that might be required. A 'declaration of conformity' was added at the end of the Code of Practice for the contractor to sign and return to the Council.

## **1.4 PLANNING FOR EMPLOYEE HEALTH AND WELLBEING**

- 1.4.1 A programme of low-key health surveillance for the Materials Reclamation Facility (MRF) employees is ongoing. A schedule of health monitoring includes lung function tests (lower level), a general health questionnaire and hand skin health inspection. This is led by the Environment Directorate.
- 1.4.2 Ongoing monitoring of radon gas takes place at the Underground Passages, with the Facilities Manager trained as a Radon Protection Supervisor. Detailed records are kept of employee time spent in the Passages and the Heritage Centre. An information briefing is handed to all contractors that visit to work in the Passages regularly or for 'one-off' contracts. This is led by the Economy Directorate.
- 1.4.3. Parks and Open Spaces and Fleet continue to lead on risk control of hand arm vibration syndrome (HAVS) with monitoring equipment for accurate record keeping of machine ratings and, if necessary, to monitor individual employees identified as potentially vulnerable through health surveillance questionnaire returns to Occupation Health. Full use of the monitoring tool is being realised as the ongoing programme is applied to machines in Parks, Cemeteries and Street Scene. The database for the equipment record keeping is controlled by the Fleet Office. This is jointly led by the Public Realm Directorate (Parks, Cemeteries and Street Scene) and the Environment Directorate (Fleet).
- 1.4.4 Under the Control of Asbestos Regulations 2012 tradesmen employed by the Council are now undergoing health surveillance in relation to certain non-licensed work with asbestos that must nowadays nonetheless be notified to the Health and Safety Executive. The Safety and Asbestos Officer (SAO) arranges for an approved physician to undertake the health surveillance, which comprises lung function test. This is jointly led by the Environment Directorate (SAO) and the Corporate Manager Property Services (BES).

## **SECTION 2 – DO**

### **2.1 RISK PROFILE – IDENTIFICATION OF PRIORITIES**

#### **2.1.1. FIRE RISK MANAGEMENT**

Fire remains the risk with greatest likelihood of killing the most number of people in the shortest space of time in a workplace. The severity remains high but the likelihood has been greatly reduced over many decades by improvements to buildings design, fire

protection systems, and fixtures and fittings standards. Notwithstanding, fire safety training remains a mandatory requirement for all employees. Different levels of training are required for different levels of fire safety management responsibility – for example, a Building Manager’s fire safety training is more extensive than that of a Customer Services Officer and so on. Fire evacuation drills constitute a part of mandatory training for all employees.

A list of fire and emergency evacuation drill compliance dates during 2014 – 2015 for Council buildings containing employees is given in Table 2. Fire safety training is a statutory requirement and is the starting point for safety in the workplace.

During this year there were three small fires. These occurred at the Ark, at RAMM and on Topsham Ferry.

### 2.1.2. ASBESTOS

Asbestos is a risk if its fibres are released into the air. Past exposure to asbestos currently kills around 4,000 people a year and this number is expected to go on rising at least until 2016. There is no cure for asbestos related diseases (*HSE INDG 223, 2013*). Many Council buildings contain asbestos. To manage the risks associated with asbestos fibre release a number of key officers have received training to help services manage asbestos in their buildings, as well as to coordinate and monitor the work of contractors in Council premises where asbestos is present. Following a series of incidents in Housing relating to asbestos release last year, the Housing Directorate is to appointed a Health and Safety Compliance Lead officer and a Works Surveyor dedicated to asbestos safety compliance. Asbestos release incidents involving contractors have dropped slightly this year, nonetheless spot checks of contractors working on Council premises, especially social housing stock, should remain a priority during the forthcoming year. The Safety and Asbestos Officer (SAO) remains the corporate lead expert adviser on asbestos related matters and is able to provide all Council services with a mobile site response advisory service during weekday office hours.

This year the Council have joined the Asbestos Control and Abatement Division (ACAD) at no cost. The aims and objectives of ACAD include acting positively to promote best working practices, providing accurate information to members and the industry as a whole and to work closely with statutory bodies such as the HSE and the Environment Agency.

### 2.1.3. MACHINE SAFETY

#### 2.1.3.1

Following last year’s review of lift motor room machinery in Council buildings, quotations have been sought by building managers for improved machine guarding in these restricted access areas. A status report is to be submitted to Property Services by SAO.

#### 2.1.3.2

The MRF undertook a risk assessment review of conveyor belt access points and other machine guarding in October 2014, following HSE’s findings into an arm amputation injury at a MRF in Kilmarnock (Scotland) in 2008.

#### 2.1.3.3

Noise risk assessments are under reviewed in Parks, Open Spaces, Waterways, Cemeteries and the MRF in relation to machinery and noisy work equipment. Sampling is almost complete in all areas and exposure monitoring details are now being obtained.

#### 2.1.4. SAFE WORK AT HEIGHT

This year's review of safe work at height produced recommendations for improved collective fall protection and safe access arrangements for both Exeter Corn Exchange and RAMM roofs.

#### 2.1.5. TRANSPORT MANAGEMENT PLANS UPDATE

The Transport Management Plan for Exton Road Weighbridge Site was reviewed with a recommendation for resurfacing works and lighting improvements, both on the grounds of safety. Additionally, plans were put forward to revert Refuse Collection Vehicle parking to the Oakwood House and MRF site, as the site surface is stronger and more suitable for heavy vehicles. This is planned for May 2015. Lighting column heights and lamps at the Weighbridge are to be improved to provide compliant lighting levels at this site.

#### 2.1.6. LONE WORKING and VULNERABLE EMPLOYEES

Threatening incidents towards employees showed an increase from the start of this year and a review of lone and vulnerable working was advocated for all services. In the extensive Customer Access review a number of trigger factors for increased risk of threatening and actual violent behaviour from clients were identified. These factors included the forthcoming introduction of a grant based benefit funding system, an increase in the number of clients identified as needing to be seen by two officers for safety and an increase in the number of homeless cases presenting themselves at Reception. A recommendation was made and agreed for all customer-facing Customer Access employees to undergo refresher 'Breakaway' training by the end of 2015.

#### 2.1.7 LIFTING OPERATIONS and LIFTING EQUIPMENT

##### 2.1.7.1

Improvements to safety during boat craning operations at the Quay were made by the purchase of a boat trailer and cradle. Extensive training was carried out by the supplier.

##### 2.1.7.2

Authorisation was given to replace the lifting platform at the Queen Street entrance of RAMM with a proprietary passenger lift, following safety recommendations after two near miss incidents.

## 2.2 ORGANISE AND IMPLEMENT ACTIVITIES AND PLANS

### 2.2.1. MANAGEMENT SYSTEM IMPROVEMENTS (REVITALISING HEALTH AND SAFETY)

In June 2013 the Senior Management Team committed to 'Revitalising Health and Safety' within the organisation. 'Revitalising Health and Safety' details a 'roadmap' to successful health and safety management across the organisation via ten key compliance proposals: Policy and Communications; Organisational Planning; Control and Competence; Performance Management; Governance Arrangements; Political Engagement; Formulation

of Priorities; Investment in Infrastructure; Internal Regulation; The Role of Audit. The key compliance proposals are ongoing and an Action Plan provides progress at monthly intervals to the Key Partners Group for Health and Safety. Table 1 details progress during this year date with 'Revitalising Health and Safety'.

**Table 1: 'Revitalising Health and Safety'. Our progress to date**

Revitalise (Organise / Identify controls)	Implementation to Date
Policy and Communications	<p>Monthly report to SMT on overdue H&amp;S actions. (From June 2015 this will include a full copy of the H&amp;S Performance Matrix)</p> <p>Draft revision to Alcohol and Drug Policy finalised via Focus Group. To SMT Strategy during FY 2015/2016.</p> <p>Asbestos compliance in policy moved from AD Housing (formerly Housing and Contracts) to AD Environment.</p> <p>Legionella compliance management in policy moved from AD Housing (formerly AD Housing and Contracts) to Corporate Manager Property Services.</p> <p>Health and Safety Representatives now receive a month e-magazine.</p> <p>CDM 2015 is to be introduced from April 2015. A briefing was provided by PHSO in July 2014 in preparation and further briefings and training will be given from April 2015. The changes to CDM will mean changes to our Contractors Code of Practice and paragraph 5.7 of the Council's Management of Asbestos policy.</p>
Organisational Planning	<p>E-Academy became the Council's on-line interactive training medium. The health and safety content was review in October 2014.</p> <p>A corporate Event Notification form was introduced from February 2015 to consolidate notification for events on Council land, which was previous in departmental formats.</p> <p>Ladder safety inspection was revitalised. Four employees were trained as inspectors in July 2014 and the revitalised inspection programme commences from April 2015.</p> <p>Key Partners for Health and Safety were briefed on new competency standards in fire risk assessments in December 2014. Assessing the competence of potential consultants commenced in January 2015 and a procurement competency framework was sent out at the beginning of March 2015.</p>
Control and Competence	<p>Following last year's Buildings (H&amp;S compliance) Survey returns were examined during July 2014. A programme of works resulting from some of the findings in key buildings commenced from Autumn 2014 and is ongoing.</p>

		<p>Spot checks on contractor safety on Council sites were undertaken throughout the year. Contractors were informed of unsafe working practices at the Civic Centre and Mary Arches MSCP.</p> <p>Breakaway refresher training was recommended for frontline Customer Access employees.</p> <p>Internal Health and Safety is linked into the 'Exeter Active' pool project through the Client Lead (Build) to ensure client duties are met under CDM 2015. PHSO feeds into the project at scheduled meetings.</p>
Performance Management		<p>The Corporate Health and Safety Performance Matrix is sent quarterly to all SMT Members, relevant Council Officers, Trade Union H&amp;S Reps and Key Partners for H&amp;S on a quarterly basis. Outstanding actions are brought to SMT for scrutiny on a monthly basis.</p> <p>A biannual report is submitted to the Scrutiny Resources Committee for information only via SMT.</p> <p>AssessNET allows for performance mapping across all existing modules within the licence (Safety Inspection, COSHH Assessment and DSE Assessment). From April 2015 the Risk Assessment module will be added to eventually supersede the current system on City Net.</p> <p>Improvements to the timeliness and quality of accident reporting and investigation by team managers was required in January 2015. It was achieved by team briefings and a leading article in City Net News.</p>
Governance Arrangements		<p>All departments now have a representative at Key Partner Group for Health and Safety from March 2015.</p>
Political Engagement		<p>Meetings with Portfolio Holder and other Elected Members as necessary. Minutes from Key Partners for H&amp;S copied to the Modern Government portal.</p> <p>A Health and Safety information session was held for Elected Members on the evening of 29<sup>th</sup> October 2014.</p>
Formulation of Priorities		<p>Priorities are identified via risk assessment. The key document driving these priorities is the H&amp;S Performance Matrix, which is tabled at SMT monthly performance meetings.</p> <p>The mitigation actions in response to the priorities are the H&amp;S Plan, so that although the Plan may change from month to month as actions are completed and new actions identified, the focus of the H&amp;S Plan will be on corporate health and safety priorities.</p>
Investment in Infrastructure		<p>In terms of the Capital Programme, where there is a clear health and safety risk to address, then information on risk rating in terms of corporate (health and safety) is used to prioritise the required work in terms of any risk posed to health and safety, and also identify other options to mitigate any risk. Any decision to prioritise funding, or</p>

	otherwise, can then be properly informed and justified. An example of this in practice thus far includes the RAMM platform lift replacement and safe access to the roof at Exeter Corn Exchange.
Internal Regulation	<p>This is driven through the H&amp;S Performance Matrix, the SMT Performance Monthly report and the Biannual Report to Scrutiny Resources.</p> <p>AssessNET allows for the monitoring of regulatory compliance through the various modules under the current licence. Use of this tool will be increased throughout the coming year. The longer term plan is to use this tool as the predominant medium for internal regulation, replacing the Performance Matrix spreadsheet, which is controlled by one person.</p> <p>The Principal Health and Safety Officer (PHSO) and Safety and Asbestos Officer (the two 'internal regulators') retain their collaborative approach to workplace assessments, but any assumptions there may be that the compliance recommendations are optional are being gradually being removed.</p>
The Role of Audit	Internal Audit continue to review health and safety systems and processes. Their role in supporting the work of the PSHO has been further strengthened by involvement in the revision of new systems, such as AssessNET, and in auditing the operation of such.

### 2.2.2 'ASSESSNET': OUR COMPLIANCE MONITORING TOOL

'AssessNET' is a modular health and safety compliance system. The Exeter City Council licence for AssessNET went live in July 2013. Other public sector organisations on the AssessNET client portfolio include the Houses of Parliament and The Met Office. Nearly all of our Health and Safety Management System can be run through AssessNET. Data is owned by Exeter City Council but stored and backed up remotely. The plan is to add further modules of AssessNET to the corporate licence, should this be acceptable to the Council. AssessNET is discussed further in this report under section 4 'Act'.

### 2.2.3. WORKER INVOLVEMENT

Worker involvement and consultation is the key to successful health and safety risk management. A number of newly promoted and existing supervisors received CIEH training as Risk Assessors in February 2015.

### 2.2.4 LOCAL IDENTIFICATION AND IMPLEMENTATION OF CONTROL MEASURES

Local meetings in higher risk services take place to review and implement control measures. The meetings serve both active and reactive monitoring. An example of active monitoring includes 'risk mapping' as part of risk assessment review and an example of reactive monitoring is examination of accidents to look into ways of preventing recurrence. Other topics include examination of health and safety aspects of new workplace equipment by a variety of employees of all grades, the PHSO, Trade Union Safety Representatives and non-union Workplace H&S Representatives. The meetings take place quarterly and the current groups are Street Scene, Waste and Recycling Operations and Waterways. A



recommendation to add another group, 'Parks, Open Spaces and Cemeteries' or to combine as a single Public Realm meeting has been made.

## **SECTION 3 – CHECK**

### **3.1 CORPORATE HEALTH AND SAFETY PERFORMANCE MONITORING MATRIX**

3.1.1. The Corporate H&S Performance Monitoring Matrix (the Matrix) is sent to the Deputy CEO, Assistant Directors, Corporate Managers, Unison and relevant Middle Managers every quarter throughout the year. From June 2015 the Matrix will be presented monthly to SMT Performance. Entries onto The Matrix are primarily arrived at through the health and safety audit and review process. This is termed 'active monitoring'. Other types of 'active monitoring' reach the Matrix via routes such as Key Partner Group for Health and Safety or the Quarterly Service Health and Safety Meetings. Similarly, an Assistant Director or a Corporate / Team Manager may identify (usually through risk assessment) a safety control measure that requires action to eliminate or reduce risk. If the PHSO concurs with the risk control measure then this too may appear on the matrix under 'active monitoring'.

3.1.2 Conversely, some entries arrive onto the Matrix through accidents, incidents and near misses. These are termed 'reactive monitoring'. Reactive monitoring will usually seek to implement risk management measures to prevent recurrence of an accident, or provide a target date for investigation into a particular trend in accident or injury patterns.

3.1.3. A copy of the Matrix at all four quarter stages during 2014/2015 is available from the PHSO. The final quarter Matrix for the year 2014/2015 contains thirty-nine entries, eleven of which were new entries during the quarter. Six entries were fully completed during the final quarter. The column indicating whether entries were 'reactive monitoring' or 'active monitoring' was removed last year on request from SMT.

3.1.4. Team Managers, Corporate Managers and Assistant Directors are encouraged to use the matrix as a support mechanism in their health and safety management. Timely confirmation to PHSO of actions that have been completed, in part or whole, help to demonstrate 'at a glance' the current corporate status of health and safety management within the Council.

### **3.2 ACCIDENT & INCIDENT MONITORING AND INVESTIGATION**

3.2.1 The accident and incident spreadsheets at Appendix I for notifications by type<sup>i</sup> and Appendix II for notifications by detail. The spreadsheets show that there were eighty-four safety incidents reported during the year, compared to ninety-four last year. Of the total eighty-four, seven were reportable to HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) compared to three last year.

3.2.2. The seven RIDDOR reportable incidents comprised of three members of the public taken to hospital from the scene of an accident on Council owned land, one case of a reportable occupational disease, one injury that caused an employee to be absent from work for over seven days and two 'dangerous occurrences' (a short circuit leading to a fire that suspended operations for more than 24 hours and the overturning of a laden trailer on the highway). Table 2 provides details.

**TABLE 2: A BREAKDOWN OF THE RIDDOR INCIDENTS 2014-2015 AND MANAGEMENT RESPONSE**

RIDDOR Classification	Injury Incident /	Employment Group	Date	Location & details	Remedial Action / Response
Occupational Disease	Symptoms of HAVS	Public Realm: Parks and Open Spaces	Diagnosed 01/05/2014	HAVS confirmed by OH	Restricted use of machinery to below 100 points per day and increase in ongoing health surveillance from annual to six monthly check ups. Employee briefed on remedial measures (training completed during 2013)
+7	Sprained ankle	Environment: Waste Ops	23/05/2014	Stepped off tail lift and twisted foot, falling to the ground.	No defect in footway, full PPE was being worn. No indication of any health problem at the time of the fall. Operative had received training into trip and fall hazards that may be present during the normal course of operations. Operatives are not permitted to use the tail lift as a halfway step into the lorry and must fully ascend to the vehicle or descend the platform to the ground. Handrails were explored but not reasonably practicable for this type of vehicle and operation. A full safety review of all tail lifts was undertaken.
Dangerous occurrence	Fire caused by electrical short-circuit preventing operations for 24 hours or more.	Public Realm: Waterways	14/09/2014	Engine fire on Topsham Ferry	Engine replaced. Emergency action plan review planned for season 2015. Emergency procedure was well handled on the day by the Ferryman.
Member of Public to hospital from scene of accident	Infant fractured femur in fall from play equipment	Public Realm: Parks & Open Spaces	23/08/2014	Bury Meadow Park on obstacle course equipment.	Item inspection records were up to date. Younger children's play area clearly marked. Infant was on a challenging piece of equipment in the older children's area with parent/guardian some distance away.
Member of Public to hospital from scene of accident	Head injury / Fatal	Democratic & Civic Support / Customer Access	18/11/2014	Elderly lady collapsed outside main reception and struck her head on our pavement.	Accident not attributed to pavement or other buildings / site defects. IP may have suffered a heart attack or similar medical episode causing her to suddenly collapse..
Dangerous Occurrence	Failure of load bearing equipment	Public Realm: Parks and Open Spaces	20/11/2014	Laden trailer overturned on carriageway in Marsh Barton.	Review of risk assessment for tractors and trailers. Change of location for green waste run. LANTRA training course as new or refresher for all tractor operators.
Member of Public to hospital from scene of accident	Head injury	Democratic & Civic Support / Customer Access	03/12/2014	Elderly female visitor fell on internal bridge between phases 1&2 and struck her head on the edge of a 'Door-guard' propped open fire door.	No defects on flooring. Threshold strips in place. Regular elderly visitors for Retired Members Group are now offered the ground floor rooms in Phase 2, nearer to reception, rather than have to walk to the lifts in phase 1.

3.2.3. Manual handling injuries decreased this year to sixteen from to twenty-six previously), as did slips-trips-fall injuries to fourteen this year, compared to twenty last year (2013/2014) and twenty-nine the year before that (2012/2013). Injury from slips, trips and falls shows a significant reduction, in spite of the general reduction in the overall FTE establishment. Injuries involving members of the public dropped from ten to seven, although, as mentioned in 3.2.2, three of these were major injuries reportable under RIDDOR.

- 3.2.4 There was an increase in incidents of personal threats to employees this year to fifteen, up from ten during last year. Physical assaults were also up to three from a single incident last year. Two of the assaults were on Agency Workers.
- 3.2.5 No voluntary workers were injured this year.
- 3.2.6 Six workers were injured when working under contract for Exeter City Council this year, which is the same number as last year, and five workers were exposed to a substance hazardous to health when working under contract for Exeter City Council. In all of the five latter cases the substance hazardous to health was asbestos.
- 3.2.7 The Exeter City Council incidence rate for the overall over-seven day injuries is 164.5 and significantly below the national average of 233.1 per 100,000 employees<sup>2</sup>. The diagnoses of one employee with HAVS this year gives our incidence rate for 'ill health [diagnosed] by doctors and specialist physicians' is at 124.07 per 100,000 employees, which is below the national average of 130 per 100,000 employees. These figures are based on our full time equivalent employee establishment of 608 at 31<sup>st</sup> March 2015.
- 3.2.8 All accidents and incidents are investigated and risk assessments are reviewed following accidents and incidents. Where risk assessments and safe working practices are reviewed, all employees involved must be consulted on any changes proposed to reduce risk. Indeed, employees are often the most valuable source of information on how tasks are progressing and are best placed to contribute ideas for improvements in safety.

### 3.3 FIRE AND EMERGENCY ACTION DRILL COMPLIANCE

All buildings that are places of work are required to exercise at least one fire evacuation drill a year, preferably a minimum of two. In certain Exeter City Council buildings evacuation drills are problematic and where this is the case other measures to ensure training and awareness of what to do in the event of a fire are implemented. Table 3 details dates of compliance and other information.

**Table 3. Fire evacuation drill returns during financial year 2014 / 2015**

<b>Building</b>	<b>Evacuation / Evacuation Drill Date</b>	<b>Comments / Observations</b>
Belle Isle Depot	24/02/2015	
Bridge Rd Tractor Depot	See comments	Less than 5 at any one time. All briefed on separate fire procedure. Fire action plan displayed
Civic Centre	20/04/2015	
MRF	02/01/2015 02/02/2015	
RAMM Queen St	02/01/2015	
RAMM Ark	22/06/2014	Fire at walk in freezer
RAMM St Nix	See comments	Temporarily closed

<sup>2</sup> HSE Annual Statistics Report for Great Britain 2012 /2013 (NB 2014 / 2015 is not available at the time of writing and 2013 / 2014 contains a caveat that 'direct comparison of the latest year with the previous year should be avoided' and this is due to the change in RIDDOR that took place in October 2013)

RAMM Top floor Bradninch Place	No information	
The Guildhall	October 2014	During Full Council. Under 1 minute and 30 seconds evacuation time from main hall.
Underground Passages & Tourist Information Centre	09/09/2014 10/03/2015	Land Securities control planning of fire drills and control the main panels. (NB Savills for Princesshay from now on)
St Stephens House	09/09/2014 10/03/2015	Land Securities control planning of fire drills and control the main panels.
Quay House Visitor Centre	See comments	Transferred to Custom House May 2015.
Multi Storey and Underground Car Parks  (including Guildhall Shopping Centre Office; John Lewis Barrier Office and DCC Staff Room; Leighton Terrace Sweepers Staff Room)	See comments	Extensive drills carried out during 2012 / 2013. Awaiting review of fire action plans as CEOs have become County Council employees on a different radio network.
Exeter Corn Exchange	<ul style="list-style-type: none"> <li>• 06/03/2014/</li> <li>• 11/01/2015</li> <li>• 25/08/2014</li> </ul>	<ul style="list-style-type: none"> <li>• Activation in NCP – vandalism</li> <li>• Activation in Buffet City – hot work</li> <li>• Activation in Buffet City - unknown</li> </ul>
The Matford Centre and the Livestock Centre	25/08/2014	
Oakwood House	No information	
Glencoe STA	No information	
Exeter Business Centre	01/04/2015	
Workshop Exton Rd	See comments	Less than 5 at any one time. All tradesmen briefed in fire procedure. Fire action plan displayed
Workshop Waterways	See comments	Less than 5 at any one time. All tradesmen briefed in fire procedure. Fire action plan displayed
Workshop Exmouth Buoy Store	See comments	Less than 5 at any one time. All tradesmen briefed in fire procedure. Fire action plan displayed
Older and Vulnerable Persons Accommodation (Faraday House, Rennes House, Russet House, Weirfield House)	See comments	Procedures under review in terms of stay-put policy or autonomous evacuation – NB most buildings have visiting Wardens or Housing Officers and no permanent Warden on site.

Higher Cemetery Staff Room	See comments	Less than 5 at any one time. All operatives briefed in fire procedure. Fire action plan displayed
Exwick Cemetery Staff Room & Sweeper Shed	See comments	Less than 5 at any one time. All Operatives briefed in fire procedure. Fire action plan displayed
Verney House	03/10/2014	

## SECTION 4 – ACT

### 4.1 INTERNAL AUDIT

- 4.1.1 Internal Audit's report onto DSE Assessment compliance across the Council led to the introduction of the AssessNET DSE Module. Training of managers and supervisors in use of the module took place during the summer and autumn of 2014 and the spring of 2015.
- 4.1.2 During the coming year 2015 /2016 Internal Audit will review risk assessment compliance across the Council. Their findings will be in report form and on the agenda for Key Partners Group for Health and Safety and SMT.

### 4.2 INSURANCE

- 4.2.1 Zurich Insurance undertook a risk survey of the Council in October 2012. Elements of this pertained to health and safety management. A training presentation on liability awareness was held in which an emphasis on correct and timely workplace safety inspection was highlighted. The introduction of the AssessNET system last year facilitates a uniform corporate approach to workplace safety inspection. A proportion of building managers were trained in use of AssessNET for workplace safety inspections during 2014 / 2015 and further training for remaining building managers will take place during 2015 / 2016.

### 4.3 TOWARDS ISO 45001

- 4.3.1 ISO 45001 will replace OHSAS 18001 as the definitive occupational health and safety management system standard in October 2016. OHSAS 18001 was developed to be compatible with the ISO9001 (Quality) and ISO 14001 (Environmental) management systems standards and many concepts and requirements from OHSAS 18001 will be carried over into ISO 45001. The stated purposes of ISO 45001 are 'to enable an organisation to control its OH&S risks and improve its OH&S performance' (IOSH 2014).
- 4.3.2 One of the newer areas that ISO 45001 will focus on is the organisation's 'context' - for example, the environment in which it operates, including its supply chain and local communities. However, in the present draft it is unclear as to what evidence auditors will be seeking to establish satisfactory management in this area.
- 4.3.3 Should the Council wish to gauge its current health and safety culture for projected progression towards application for ISO 45001 accreditation in the future, the Council may choose to seek an external audit in order to attain RoSPA gold/silver/bronze or the British Safety Council Five Star rating by the end of 2017 / 2018. The Council would then be in a position to decide whether to proceed with external audit for ISO 45001.

### 4.4 CONCLUSION

- 4.4.1 One aim of the Health and Safety Management System is to ensure a more consolidated centralised approach to protect the Council and its employees alike. Comparative data from the previous four financial years is available from the PHSO.
- 4.4.2 Improvements are noted in areas like accident and incident trends. However, this should be kept in perspective when considering the reduction in the employee full-time equivalent establishment from that of last year and may signify no real change.
- 4.4.3 A gradual move towards a corporate health and safety compliance management system is occurring with the take-up of AssessNET but more manager training and general usage is needed.
- 4.4.4. The Council over the last four financial years has achieved a good reporting culture and a good proactive management culture in health and safety. This is reflected in the minutes of the key health and safety committee: Key Partners for Health and Safety Group. The 'Revitalising Health and Safety' drive has forged a stronger link to Senior Management ensuring they have a broad overview of the health and safety risks and priorities for the Council. The 'Revitalising Health and Safety' drive will continue into the next financial year.
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**APPENDIX II****Accidents and Incidents by Type 2014 / 2015**

Please see attached PDF

**APPENDIX III****Accidents and Incidents in detail 2014 / 2015**

Please see attached PDF

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	Employed by another company	Employee	Incident Report - No injured	Public	Total
Contact Machinery	1	0	0	0	1
Exposure: Substance	5	1	0	1	7
Fall From Height	0	1	0	0	1
Injured: Handling	0	16	0	0	16
Near miss	0	0	9	0	9
Physically Assaulted	2	1	0	0	3
Road Traffic Collision	0	2	0	0	2
Slip, Trip Or Fall	0	10	0	3	13
Struck Against Fixed	0	4	0	0	4
Struck By Falling Object	1	1	0	0	2
Struck By Vehicle	1	1	0	0	2
Threatening incident	0	0	16	0	16
Trapped By Object	0	1	0	0	1
Unclassified	1	4	0	2	7
Total	11	42	25	6	84

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15/05/2015





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<u>M3 Reference</u>	<u>Accident / Incident Date</u>	<u>Location</u>	<u>Nature of Injury / Occurrence</u>	<u>Part of Body Affected</u>	<u>Kind of Accident / Occurrence</u>	<u>Directorate</u>	
<b>1</b>							
WK/201405261	22/10/2014	13 King Street, Exeter, Devon, EX1 1DG	Abusive intoxicated tenants entered a live ACM enclosure. Tenants' passed to AD with recommendation for entry onto EPR.		Exposure: Substance	Housing & Contracts	RIDDOR Reportable: N
<b>April 2014 5</b>							
WK/201401015	10/04/2014	Albert Street	Hit on the back with a piece of wood by a gang of youths. Crime Report No: DE143372	Back	Physically Assaulted	Public Realm	RIDDOR Reportable: N
WK/201400542	03/04/2014	Ide Roundabout	Non injury - RCV collision with bus on Alphington roundabout		Road Traffic Collision	Environment	RIDDOR Reportable: N
WK/201401737	03/04/2014	9 Seabrook Avenue, Exeter	Asbestos release incident		Exposure: Substance	Housing & Contracts	RIDDOR Reportable: N
WK/201402797	24/04/2014	Exbridge Old Ruins	Needle Stick injury. sharps-Litter pick into sharps box. If necessary walk back to vehicle to collect sharps box-I support the action outlined in PHSO's note, attached re risk assessment should be updated and reviewed in 6 months	Puncture to LH index finger	Injured: Handling	Public Realm	RIDDOR Reportable: N
WK/201402188	26/04/2014	Russett Avenue	Tyre blow out		Near miss	Environment	RIDDOR Reportable: N

<u>M3 Reference</u>	<u>Accident / Incident Date</u>	<u>Location</u>	<u>Nature of Injury / Occurrence</u>	<u>Part of Body Affected</u>	<u>Kind of Accident / Occurrence</u>	<u>Directorate</u>	
WK/201401727	12/05/2014	Bartholomew Terrace Parks Area	Abusive and threatening member of the public (rough sleeper)		Threatening incident	Public Realm	RIDDOR Reportable: N
WK/201402795	01/05/2014	Higher Cemetery, St Marks Avenue, Exeter, Devon	Diagnosed with occupational related disease		Unclassified	Public Realm	RIDDOR Reportable: Y
WK/201402195	23/05/2014	Beacon Lane flats (102-110)	Stepped off a foot high tail lift. Left foot gave way and fell to the ground.	Ankle/ Foot	Slip, Trip Or Fall	Environment	RIDDOR Reportable: Y
WK/201403337	09/05/2014	Filing room in Housing Department	A large heavy filing cabinet toppled over narrowly missing a employee. Remove & replace unsafe cabinets - affix retaining brackets if safe to do so as short term measure. Remove all heavy high level storage boxes. Diffusers on exposed fluorescent tube		Near miss	Business Transformation	RIDDOR Reportable: N
WK/201403296	01/05/2014	entrance to the ark building	Sprained Left ankle. IP was in front of the cherry picker directing pick and had raised my hand to signal to stand. Cherry picker driver did not stop the cherry picker and caught the back of IP's head and knocked IP to the ground	Ankle	Struck By Vehicle	Corporate Management	RIDDOR Reportable: N
WK/201402740	15/05/2014	Catacombes	Picked in hand by needle	hand	Injured: Handling	Public Realm	RIDDOR Reportable: N
WK/201405783	22/05/2014	Galahad Close, Exeter, Devon	When getting into car head made contact with top of car door and caused bruising over the right eye	Eye socket/Eye brown	Struck Against Fixed	Housing & Contracts	RIDDOR Reportable: N

<u>M3 Reference</u>	<u>Accident / Incident Date</u>	<u>Location</u>	<u>Nature of Injury / Occurrence</u>	<u>Part of Body Affected</u>	<u>Kind of Accident / Occurrence</u>	<u>Directorate</u>		
WK/201402736	13/05/2014	Hamlin Gardens Common Room	Asbestos found exposed in common room. ACM box cover had been removed and ACM had been used as battens to construct box. Room used very infrequently - mainly as a polling station. Unsure which contractor had made the boxing or removed cover.		Exposure: Substance	Housing & Contracts		RIDDOR Reportable: N
WK/201405265	29/05/2014	St Davids Church Yard, Hele Road, Exeter	Fall from height when strimming above street level	ribs	Fall From Height	Public Realm		RIDDOR Reportable: N
WK/201401734	19/05/2014	Print works, Western Way, Exeter	Banged his head on doorway/ ceiling of the bin store	Head	Struck Against Fixed	Environment		RIDDOR Reportable: N
<b>June 2014</b>		<b>8</b>						
WK/201402187	04/06/2014	during working day no specific place.	Pulled muscle/ Strained neck when pulling slave bins	Neck	Injured: Handling	Environment		RIDDOR Reportable: N
WK/201402772	20/06/2014	Yard at rear of Oakwood House, Exton Road	Dismounting vehicle ladder in yard rear of sewwpers shed, stepped into pot hole and fell. Twisted right ankle causing pain & left elbow grazed.	Right ankle	Slip, Trip Or Fall	Public Realm		RIDDOR Reportable: N
WK/201403301	17/06/2014	25 Bridespring Road	Ceiling containing ACM was removed prior to licensed contractor attending to remove it		Exposure: Substance	Housing & Contracts		RIDDOR Reportable: N
WK/201406796	22/06/2014	Ark store	Fire in walk in freezer. FB Attended. Fire risk assessment reviewed by PHSO and Building Manager.		Near miss	Economy		RIDDOR Reportable: N

June 2014

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<u>M3 Reference</u>	<u>Accident / Incident Date</u>	<u>Location</u>	<u>Nature of Injury / Occurrence</u>	<u>Part of Body Affected</u>	<u>Kind of Accident / Occurrence</u>	<u>Directorate</u>	
WK/201405254	07/06/2014	Sidwell Street	Emptying bins o/side John Lewis 10 homeless people being abusive throwing bottles, we ignored them, took a brush off the barrow, hit another homeless and snapped the brush, the took the shovel off the barrow. Police were called to attend/ control room		Threatening incident	Public Realm	RIDDOR Reportable: N
WK/201403268	19/06/2014	Taxis Misc, Exeter, Devon	Boy asked for a light for a cigarete, told didn't have one. Later that day began to follow IP and they came up to him and asked what his problem was in agressive manner. IP replied nothing. They continued to follow him around all day.		Threatening incident	Public Realm	RIDDOR Reportable: N
WK/201403263	03/06/2014	Blackboy Road Toilets	Pulled out a small knife and made threatening comments. Advised to Step Away.		Threatening incident	Public Realm	RIDDOR Reportable: N
WK/201402738	06/06/2014	alleyway between Market St and South St	Four vagrants made threats towards two Street Scene Sweepers in alleyway between Market St and South St.		Threatening incident	Public Realm	RIDDOR Reportable: N
<b>July 2014</b>		<b>10</b>					
WK/201405202	21/07/2014	163 Chestnut Avenue	Patrolling in park asked MOP to put his dog on a lead, man became abusive and started swearing. Returning owners dog explained no pay no dog owners became abusive bagging van. Kept van locked so could not steal dog. Phoned ESO who called the police.		Threatening incident	Public Realm	RIDDOR Reportable: N
WK/201406127	31/07/2014	Disabled lift - Museum	Push chair wheel became trapped in edge of platform lift.		Near miss	Economy	RIDDOR Reportable: N



<u>M3 Reference</u>	<u>Accident / Incident Date</u>	<u>Location</u>	<u>Nature of Injury / Occurrence</u>	<u>Part of Body Affected</u>	<u>Kind of Accident / Occurrence</u>	<u>Directorate</u>	
WK/201405263	01/07/2014	King george v playing fields	Deep cut on left forearm during hedge cutting	left forearm	Contact Machinery	Public Realm	RIDDOR Reportable: N
WK/201403322	23/07/2014	Binstore	Trapped hand between bin(lid) and wall due to weight. No fault - more explanation needed by investiagting officer: 1. Define and understand the issue. 2. Identify any improvements to prevent. 3. Specify action taken	Wrist	Injured: Handling	Environment	RIDDOR Reportable: N
WK/201405239	16/07/2014	Phase 1, 1st floor room 1.4	Left hand got crushed by a bookcase during lifting	Left Hand	Injured: Handling	Corporate Management	RIDDOR Reportable: N
WK/201405244	03/07/2014	Blenheim Road	Exited refuse lorry , stepped onto kerb slipped and twisted left ankle. left foot slipped and twisted off kerb I fell back. Stepped out forwards from cab, one hand on grab rail. 9Employee off for 2 working days (4 days) as a result. CD-I have advised Steve needs toe nsure he exits the	Sprained ankle	Slip, Trip Or Fall	Environment	RIDDOR Reportable: N
WK/201403334	24/07/2014	Frame Warehouse	Object caught arm and wrist from height. Bin came down on bin lifts and "jumped off" cathing arm and already injured wrist. Was standing in safe zone.	Arm and wrist	Struck By Falling Object	Environment	RIDDOR Reportable: N
WK/201403288	15/07/2014	Toilets	Cut to hands, arms and graze on arm. Brusining to side of face.Group of 6 young males assaulted Op and stole his phone. He pursued to retrieve phone, fell off bicycle and more fighting took place.	hands, arms, face	Physically Assulted	Public Realm	RIDDOR Reportable: N

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WK/201403286	07/07/2014	Double locks -Exeter Ship Canal	Struck by winch on head.Winding inner lock gates open and winch handle came off the winch and struck head. The owner of the pub came out and admistered first aid. Taken to hospital by ambulance. Told to refrain from driving or operating equipment for 48 h	Head	Injured: Handling	Public Realm		RIDDOR Reportable: N
WK/201405200	19/07/2014	Pinces Gardens	Patrolling in park asked MOP to put his dog on a lead, man became abusive and started swearing. Underlines the potentially volatile situation the officers face. Officer used Step Away		Threatening incident	Public Realm		RIDDOR Reportable: N
<b>August 2014</b>		<b>8</b>						
WK/201405241	20/08/2014	St Thomas Pleasure Park Mens Toilets	Abusive MOP threatening behaviour when asked to leave the public toilet at St Thomas Pleasure Park Mens Toilets		Threatening incident	Public Realm		RIDDOR Reportable: N
WK/201405253	10/08/2014	Oakwood House, Exton Road, Exeter, EX2 8NR	Internal investigation in progress		Physically Assulted	Public Realm		RIDDOR Reportable: N
WK/201406915	14/08/2014	Rear entrance to Oakwood House	Loud noise-from glass lorry emptying the banks affected employee passing by. Noise assessments under review for Recycling Services this winter.	Head	Unclassified	Environment		RIDDOR Reportable: N
WK/201405206	06/08/2014	City Development, ECC	trapped right thumb when shutting cabinet drawer	right thumb	Trapped By Object	City Development		RIDDOR Reportable: N
WK/201405249	11/08/2014	3 Albert Street	Descending stairs, slipped and fell. Safety Rep carried out investigation of stairs.			Housing & Contracts		RIDDOR Reportable: N

**August 2014**

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<u>M3 Reference</u>	<u>Accident / Incident Date</u>	<u>Location</u>	<u>Nature of Injury / Occurrence</u>	<u>Part of Body Affected</u>	<u>Kind of Accident / Occurrence</u>	<u>Directorate</u>		
WK/201406913	20/08/2014	Heavitree Road	Rammed at the rear by another vehicle - sore neck resulted. Fleet informed. forms completed.	Sore neck & head	Road Traffic Collision	Economy		RIDDOR Reportable: N
WK/201406809	23/08/2014	Obstacle course	Infant fractured femur (left hand side) in fall from play equipment in Bury Meadow Park.	Leg	Slip, Trip Or Fall	Public Realm		RIDDOR Reportable: Y
WK/201406919	31/08/2014	University	Male became abusive and aggressive when CP asked him to put dog on lead.		Threatening incident	Public Realm		RIDDOR Reportable: N
<b>September 2014</b>		<b>9</b>						
WK/201406917	18/09/2014	Van to locker in carpenter workshop	Lifting work equipment - injured back. Fast tracked to MH Refresher & posture awareness	Back	Injured: Handling	Corporate Management		RIDDOR Reportable: N
WK/201405782	18/09/2014	Exton Road/Oakwood House entrance	Near miss - Lorry trying to enter DCW reversed into Exton Road gates and knocked gatepost over.	n/a	Near miss	Environment		RIDDOR Reportable: N
WK/201406805	20/09/2014	RAMM 'More in Store'	Fire occurred from light switch in store room. Breakers responded accordingly. FB did not attend. Repairs undertaken by BES to prevent recurrence.		Near miss	Economy		RIDDOR Reportable: N
WK/201405295	09/09/2014	Room A Pod, Civic Centre	Officer unintentionally became embroiled in domestic violence in Reception. Step Away policy reminder to all staff.		Near miss	Business Transformation		RIDDOR Reportable: N
WK/201405833	15/09/2014	Cowick street gents toilets	Insect bite at work caused swelling	Left cheek	Unclassified	Public Realm		RIDDOR Reportable: N
WK/201406932	10/09/2014	Okehampton Street/Swan units	Pain when left wrist twisted. Employee fast tracked to MH Refresher and Postural Awareness Workshop	Left wrist	Injured: Handling	Environment		RIDDOR Reportable: N

<u>M3 Reference</u>	<u>Accident / Incident Date</u>	<u>Location</u>	<u>Nature of Injury / Occurrence</u>	<u>Part of Body Affected</u>	<u>Kind of Accident / Occurrence</u>	<u>Directorate</u>		
WK/201406934	15/09/2014	Elm Grove Avenue	Twisted right ankle during fall - grass area had hidden dip/hole.	Right ankle	Slip, Trip Or Fall	Environment		RIDDOR Reportable: N
WK/201406177	14/09/2014	Ferry slipway	After discharging passengers and pulling alongside the Causeway, smoke was seen pouring from the ferry's engine. The following day, after making safe, the engine was found to be totally burnt out.	n/a	Near miss	Public Realm		RIDDOR Reportable: Y
WK/201406935	04/09/2014	Fore Street, Topsham	Injured back - handling bales of cardboard. Employee fast tracked to MH Refresher and Posture Awareness Workshop	Lower back	Injured: Handling	Environment		RIDDOR Reportable: N
<b>October 2014</b>		<b>8</b>						
WK/201406912	30/10/2014	Sainsbury, Alphington	Pain in lower back during normal activities attributed to work equipment by Operative. Task reviewed and not shown as significant risk. Employee fast tracked to Postural Awareness Course and MH Refresher.	Lower back	Injured: Handling	Environment		RIDDOR Reportable: N
WK/201408085	14/10/2014	Exton Road lorry yard	Stepped out of van onto a railways sleeper, which split in half. Pulled shoulder/bruised	Shoulder	Slip, Trip Or Fall	Public Realm		RIDDOR Reportable: N
WK/201406930	22/10/2014	23B Fullers Court	Asbestos - drilling through ceiling came in contact with AIB.		Exposure: Substance	Housing & Contracts		RIDDOR Reportable: N
WK/201406129	06/10/2014	Collection study centre	Glass exhibition cabinet shattered. Investigation in progress with manufacturer and supplier. SWP for work in proximity to other identical cabinets		Near miss	Economy		RIDDOR Reportable: N

October 2014

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<u>M3 Reference</u>	<u>Accident / Incident Date</u>	<u>Location</u>	<u>Nature of Injury / Occurrence</u>	<u>Part of Body Affected</u>	<u>Kind of Accident / Occurrence</u>	<u>Directorate</u>		
WK/201405808	18/10/2014	Toilet	Deceased male found in toilet cubicle.		Unclassified	Public Realm		RIDDOR Reportable: N
WK/201406130	10/10/2014	MRF, Exton Road	Whilst unloading vehicle, walking on floor, slipped on piece of card. Hurt back & hit head	Back & head	Slip, Trip Or Fall	Environment		RIDDOR Reportable: N
WK/201405800	21/10/2014	Blackall Road	Member of the public accidentally drove her car onto employee's foot.	Foot	Struck By Vehicle	Housing & Contracts		RIDDOR Reportable: N
WK/201405246	08/10/2014	Woolsery Avenue	Whilst digging weeds turned shovel and pulled left groin muscle.	Left groin	Injured: Handling	Public Realm		RIDDOR Reportable: N
<b>November 2014</b>		<b>5</b>						
WK/201406937	10/11/2014	Exeter City Council, Civic Centre, Paris Street, Exeter, Devon, EX1 2JY	When handling salt/grit bags hand slipped and made contact with eye.	Eye	Injured: Handling	Public Realm		RIDDOR Reportable: N
WK/201406794	18/11/2014	Pavement outsidemain entrance to Civic Centre	Severe bang on head, possibly other injuries. Assume PM will follow.	Head	Slip, Trip Or Fall	Corporate Management		RIDDOR Reportable: Y
WK/201406822	24/11/2014	Garden of 45 Buddle Lane	Slipped on stone/ice in front garden of customer.	Multiple - see accident form	Slip, Trip Or Fall	Environment		RIDDOR Reportable: N
WK/201406819	21/11/2014	Hazel Road	Small cut under right eye from bin lid when handling. Employee fast tracked to MH Refresher.	Cheek/Eye	Injured: Handling	Environment		RIDDOR Reportable: N
WK/201408100	20/11/2014	Roundabout on Bad Homburg Way	Trailer overturned on carriageway in Marsh Barton. Full investigation and report to AD and Service Managers. Risk Assessment reviewed.			Public Realm		RIDDOR Reportable: Y

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<b>December 2014</b>		<b>4</b>					
WK/201406910	08/12/2014	MRF, small cabin	Cut to head from rising after bending during cleaning. Fixing cushioning to edge of cardboard chute to prevent recurrence.	Head	Struck Against Fixed	Environment	RIDDOR Reportable: N
WK/201407096	01/12/2014	Customer service centre	Employee was personally threatened in reception		Threatening incident	Economy	RIDDOR Reportable: N
WK/201407099	03/12/2014	Internal bridge between phase 1&2, on the phase 1 side.	Elderly lady fell over in the Civic Centre.	Head	Slip, Trip Or Fall	Corporate Management	RIDDOR Reportable: Y
WK/201500506	16/12/2014	Queensland Road/Perth Close	Bruised ankle during two person lift of 240l bin	Ankle	Injured: Handling	Environment	RIDDOR Reportable: N
<b>January 2015</b>		<b>6</b>					
WK/201408506	25/01/2015	Back stairs	Fell down stairs	Left arm	Slip, Trip Or Fall	Environment	RIDDOR Reportable: N
WK/201408083	02/01/2015	Bus station toilets (gents)	Couple (man and woman) became aggressive towards WC Cleaner and threatened him after they had exited a cubicle in the Gents.	n/a	Threatening incident	Public Realm	RIDDOR Reportable: N
WK/201408101	15/01/2015	2 Redlands Close	Contractor exposed asbestos fibres during unsafe work at house		Exposure: Substance	Housing & Contracts	RIDDOR Reportable: N
WK/201408082	29/01/2015	King William Street Toilets	Attempted assault with a hypodermic needle on WC Cleaner.	n/a	Threatening incident	Public Realm	RIDDOR Reportable: N

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WK/201407089	02/01/2015	King William Public Toilets	Rough sleeper (known alcoholic) found dead in WC cubicle. Employees at the scene offered counselling.		Unclassified	Public Realm		RIDDOR Reportable: N
WK/201408086	16/01/2015	Lawn opposite 3 Honeysuckle Court	Twisted back getting out of car that had been inadvertently grounded.	Back	Unclassified	Housing & Contracts		RIDDOR Reportable: N
<b>February 2015</b>		<b>5</b>						
WK/201408468	12/02/2015	Ladder to roof	Two cuts to fingers during ladder lowering. Roof access report from Internal H&S pending.	Fingers	Struck By Falling Object	Economy		RIDDOR Reportable: N
WK/201408813	23/02/2015	119A Cowick Street	Exposure asbestos	N/A	Exposure: Substance			RIDDOR Reportable: N
WK/201408471	22/02/2015	Dix's field (Civic Centre) Car Park Stairwell	Rough sleeper found dead in stairwell of car park.		Unclassified	Public Realm		RIDDOR Reportable: N
WK/201408816	26/02/2015	Bailey Street	Verbal abuse	N/A	Threatening incident			RIDDOR Reportable: N
WK/201408463	23/02/2015	Grandisson Court	Injured back during bulky collection. Review of equipment carried out following accident.	Back	Injured: Handling	Environment		RIDDOR Reportable: N
<b>March 2015</b>		<b>7</b>						
WK/201408882	17/03/2015	Phase 2	Slip on water leak, non-injury accident		Slip, Trip Or Fall	Corporate Management		RIDDOR Reportable: N
WK/201408817	10/03/2015	Gallery 20		Head	Struck Against Fixed			RIDDOR Reportable: N

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WK/201500565	22/03/2015	Steps outside	Rough sleeper threatened violence to RAMM staff member when he was asked to move from front steps		Threatening incident	Economy		RIDDOR Reportable: N
WK/201500568	23/03/2015	Steps outside	Threatening incident involving homeless person on front steps		Threatening incident	Economy		RIDDOR Reportable: N
WK/201500574	29/03/2015	Steps outside	Threatening incident with rough sleeper on museum steps at opening time		Threatening incident	Economy		RIDDOR Reportable: N
WK/201408884	20/03/2015	The Ark	Drawer from cabinet came out during moving and handling and grazed shin	Leg (left)	Injured: Handling	Economy		RIDDOR Reportable: N
WK/201500541	23/03/2015	Mile Lane - steps leading to Merlin Crescent	Misjudged the step down, slipped and sprained knee	Knee	Slip, Trip Or Fall	Public Realm		RIDDOR Reportable: N



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