



Exeter City Council

A meeting of **EXETER CITY COUNCIL** will be held at the **GUILDHALL, HIGH STREET, EXETER** on **TUESDAY 14 OCTOBER 2025**, at 6.00 pm, at which you are hereby summoned to attend.

If you have an enquiry regarding any items on this agenda, please contact Mark Devin, Democratic Services Manager on 01392 265477.

The following business is proposed to be transacted:-

Agenda

1 Minutes

To approve and sign the minutes of the ordinary meeting held on 2 September 2025 and the Extraordinary meeting held on 18 September 2025.

(Pages 5 -
24)

2 Declarations of Interest

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

3 Local Government Act 1972 - Exclusion of Press and Public

It is considered that the Council would be unlikely to exclude the press and public during consideration of any of the items on the agenda, but if it should wish to do so, the following resolution should be passed:-

RECOMMENDED that, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the consideration of the particular item(s) on the grounds that it (they) involve(s) the likely disclosure of exempt information as defined in the relevant paragraphs of Part 1, Schedule 12A of the Act.

4 Honorary Recorder

To formally install His Honour Judge James Patrick as Recorder of the City in accordance with the resolution of the Council of 17 April 2007.

5 Official Communications

6 Public Questions

To receive questions relating to items on the Agenda from members of the public and responses thereto.

Details of questions should be notified to Democratic Services by 10.00am at least three working days prior to the meeting. Further information about speaking at a committee can be found here: [Speaking at a Committee](#)

TO RECEIVE MINUTES OF THE FOLLOWING COMMITTEES AND TO DETERMINE THEREON:

- | | |
|--|---------------------|
| 7 Audit and Governance Committee - 4 September 2025 | (Pages 25
- 72) |
| 8 Planning Committee - 8 September 2025 | (Pages 73
- 82) |
| 9 Strategic Scrutiny Committee - 11 September 2025 | (Pages 83
- 88) |
| 10 Harbour Board- 29 September 2025 | (Pages 89
- 92) |
| 11 Executive Committee - 23 September 2025 | (Pages 93
- 110) |

REPORTS TO FULL COUNCIL

- | | |
|--|----------------------|
| 12 Councillor Appointment to Exeter Church Charities (Outside Body) and amendment to the Scheme of Delegation | |
| To receive the report of the Head of Service - Legal & Democratic Services. | (Pages
111 - 116) |
| 13 Implementation of Constitutional Changes and Appointment of Committees | |
| To receive the report of the Head of Service - Legal & Democratic Services. | (Pages
117 - 124) |
| * A full list showing the nominations and substitutes made by the political groups will be tabled at the meeting. | |

NOTICES OF MOTION

- | | |
|---|----------------------|
| 14 Notice of Motion by Councillor Wetenhall under Standing Order No. 6 | |
| Motion: Air Quality | (Pages
125 - 126) |
| Proposer: Cllr Lynn Wetenhall | |
| Seconder: Cllr Diana Moore | |

QUESTIONS FROM MEMBERS

- | | |
|--|--|
| 15 Questions from Members of the Council under Standing Order No. 8 | |
|--|--|

To receive questions from Members on any matter for which the Council has powers, duties or affects the City.

A plan of seating in the Guildhall is attached.

Date:

Bindu Arjoon
Chief Executive

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COUNCIL

Tuesday 2 September 2025

Present:-

The Right Worshipful the Lord Mayor Councillor Anne Jobson (Lord Mayor)
Councillor Gemma Rolstone (Deputy Lord Mayor)
Councillors Atkinson, Banyard, Bennett, Bialyk, Cookson, Darling, Foale, Fullam, Haigh, Harding, Holland, Hughes, Hussain, Ketchin, Knott, Miller-Boam, Mitchell, K, Mitchell, M, Parkhouse, Payne, Read, Rees, Sheridan, Snow, Vizard, Wardle, Wetenhall, Williams, M, Williams, R, Wood and Wright

Also Present

Chief Executive, Head of Legal and Democratic Services & Monitoring Officer, Planning Solicitor, Democratic Services Manager, Strategic Director for Corporate Resources and Democratic Services Officer

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MINUTES

The minutes of the Ordinary meeting of the Council held on the 22nd July 2025 were moved by the Lord Mayor, taken as read, approved and signed as correct following an amendment to the role of Councillor Knott at that meeting.

The minutes of the Extraordinary meeting of the Council held on 14 August 2025, were moved by the Lord Mayor, taken as read, approved, and signed as correct.

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DECLARATIONS OF INTEREST

No declarations of interest were made by Members.

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LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF PRESS AND PUBLIC

The Lord Mayor confirmed that there were no Part 2 items on the agenda.

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OFFICIAL COMMUNICATIONS

The Lord Mayor advised that she had attended the following since the last meeting of the Council:

- Women's Rugby World Cup (WRWC) welcome ceremony for the French and Italian rugby teams at Exeter Cathedral;
- hosted the New Zealand Black Ferns at the Guildhall for Devon Cream Tea and Morris dancing;
- the unveiling of the yarn bombing at both the Guildhall and the Royal Albert Memorial Museum; and
- a special reception to mark the 80th anniversary of Victory in Japan Day (VJ Day).

The Lord Mayor thanked Exeter City Council staff for their hard work in launching the WRWC fan zone in Princesshay.

The Lord Mayor also advised that she had received a letter from the Mayor of Stone Harbour, New Jersey, who had written to her with thanks for meeting with two of his constituents.

The Lord Mayor also received that from His Majesty's Vice Lord Lieutenant, Rear Admiral Chris Snow CBE DL, who thanked the Lord Mayor for invitations to both the VJ Day reception, and the Rugby World Cup.

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PROPOSED EXTRAORDINARY COUNCIL TO CONSIDER CONFERRING HONORARY ALDERMAN STATUS

The Lord Mayor informed Members that an Extraordinary Meeting of the Council had been scheduled for the 14th October 2025, on the rising of the ordinary meeting. This meeting had been scheduled for the proposed appointment of Mr Graham John Prowse, as an Honorary Alderman.

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PUBLIC QUESTIONS

The Lord Mayor advised Members that two questions had been received from members of the public.

Question from Mr James Diamond:

"Please can you list the cycling schemes that were delivered under Measure 6 of the Exeter Air Quality Action Plan (AQAP) 2019-2024, to contribute to the target of 12% of work journeys by bike and address illegal air pollution levels?"

Response from Councillor Bialyk, Leader:

"Measure 6 of the Air Quality Action Plan is one that is the responsibility of Devon County Council as the Highways Authority.

A list of the main strategic routes that contributed to measure 6 will be provided for inclusion with the minutes, however, there will have been other more localised enhancements conducted that would not be listed.

As this matter is a Devon County Council Highways responsibility, further specific questions relating to the cycle network should be directed to them as the appropriate body responsible."

Mr Diamond asked a supplementary question for clarification that the list would definitely be published with the minutes, and the Leader clarified that it would be.

Question from Mr Edward Pickering:

"In June, the City Council committed to writing to DCC about the ECC School Streets motion by the end of the Summer Term to arrange a meeting with DCC. What was the outcome of the meeting?"

Response from Councillor Bialyk, Leader:

"Exeter City Council wrote to Devon County Council in July, and a positive and constructive meeting was held between officers in August to explore a collaborative approach to School Streets in Exeter.

Devon County Council have identified a significant budget for the 2025/26 Schools Streets programme and officers from the Council's Live & Move team will work with the DCC sustainable travel team to develop a programme/

A criteria is being drawn up to identify which schools are ready and meet the necessary conditions to deliver a School Street, and Exeter City Council will work with Devon County Council to approach pilot schools in the autumn term."

In a supplementary question, the member of the public asked what the timetable was for something happening in terms of concrete action. The Leader stated in response that the answer rested with Devon County Council and the Exeter City Council Live & Move team.

74 **CUSTOMER FOCUS SCRUTINY COMMITTEE - 23 JUNE 2025 (SPECIAL)**

The minutes of the Special Customer Focus Scrutiny Committee of 23 June 2025 were presented by the Chair, Councillor Rees, and taken as read.

RESOLVED that the minutes of the Special Customer Focus Scrutiny Committee held on 23 June be received.

75 **CUSTOMER FOCUS SCRUTINY COMMITTEE - 3 JULY 2025**

The minutes of the Customer Focus Scrutiny Committee of 3 July 2025 were presented by the Chair, Councillor Rees, and taken as read.

In regard to **Minute No.67 Question from Members of the Council under Standing Orders No.20** Councillor Rees clarified that Councillor R Williams had not meant the roll out would extend into the 2026/2027 financial year.

RESOLVED that the minutes of the Customer Focus Scrutiny Committee held on 3 July 2025 be received.

76 **AUDIT AND GOVERNANCE COMMITTEE - 17 JULY 2025 (SPECIAL)**

The minutes of the Special Audit and Governance of 17 July 2025 were presented by the Chair, Councillor Wardle, and taken as read.

In respect of **Minute No.66 Amendments to Terms of Reference for the Joint Consultation and Negotiation Committee**, Councillor Wardle moved and Councillor Payne seconded the recommendation which following a vote was CARRIED.

In respect of **Minute No.67 Constitutional Changes**, Councillor Wardle moved, and Councillor Payne seconded the recommendation, which following a vote was CARRIED.

RESOLVED that the minutes of the Special Audit and Governance Committee held on 17 July 2025 be received.

77 **AUDIT AND GOVERNANCE COMMITTEE - 24 JULY 2025**

The minutes of the Audit and Governance Committee of 24 July 2025 were presented by the Chair, Councillor Wardle, and taken as read.

In respect of **Minute No.71 Annual Governance Statement**, Councillor Wardle moved and Councillor Payne seconded the recommendation, which following a vote was CARRIED.

RESOLVED that the minutes of the Audit and Governance Committee held on 24 July 2025 be received.

78 **PLANNING COMMITTEE - 4 AUGUST 2025**

The minutes of the Planning Committee of 4 August were presented by the Chair, Councillor Knott, and taken as read.

RESOLVED that the minutes of the Planning Committee of 4 August 2025 be received, following amendments raised by Councillor Ketchin.

The minutes of the Executive Committee of 12 August 2025 were presented by the Leader, Councillor Bialyk, and taken as read.

RESOLVED that the minutes of the Executive Committee held on the 12 August 2025 be received.

OVERVIEW OF GENERAL FUND REVENUE BUDGET 2025/26 - QUARTER 1

The Strategic Director Corporate Resources introduced this report, and responded to Members questions in the following terms:

- Kivells leased from Exeter City Council, so the money was appropriately coming from the council;
- the refund had not been accounted for in the budget;
- he could not confirm at this stage when the MRF project would be completed but he would speak to the Head of Service and update Members;
- the debt write off process was dependent on the amount of the debt;
- Exeter City Council could only use bailiffs for council tax, but could use debt recovery agents for other forms of debt;
- the Council had recently strengthened the income collection and the legal teams; and
- car parks would be included in the model going forward.

During the debate, Councillor Fullam asked the Leader the following:

“On 8.4, is there expected to be any improvement on recruitment and retention across the range of services with vacancies?

Is there limited expectation of resolving recruitment issues before the timescale of LGR, are there interim plans by department for reduced service delivery to avoid undue stress on remaining staff and excessive agency costs?

If so, can Members be made aware of the specific services being reduced?”

The Leader responded in the following terms:

“Within our Human Resources Improvement Plan we have a focus on reviewing and modernising our approach to recruitment with a particular emphasis on those areas that are harder to recruit to. We have had notable success in filling vacancies and areas traditional regarded as “difficult to recruit to” with permanent staff e.g. in planning, environmental health and digital and data. Within the Operations Directorate there are long standing issues with recruiting and retaining permanent staff working on frontline waste services in particular largely due to the relatively high employment rate in Exeter. However, our HR and operational reviews (Rapid Impact Project) have highlighted a number of opportunities to modernise our approach to recruitment and work is underway to design and pilot new approaches tailored to the target employment market in these frontline roles.

Whilst there are no guarantees, we have high expectations that we will resolve these recruitment issues in the medium term. In the meantime, we have already instigate a number of actions which are standardising the rates we pay agency staff, reducing overall spend on agency staff, limiting the length of temporary agency contracts and raising the quality of employment terms and conditions for agency workers. We are doing this by using an agency recruitment framework (Comensura) across all parts of the council. Spend and use of agency staff is monitored monthly by the Senior Management Board and authority to recruit temporary staff requires Strategic Director approval.

The Strategic Director for Operations was working with Heads of Services on a continual basis to introduce productivity and efficiency gains within the service area following the independent research conducted as part of the Rapid Impact project work SMB have been undertaking since last year. Should there be a need to reduce operations due to staffing on anything other than an ad hoc or marginal basis i.e. a substantive change to service delivery, we would be obliged to undertake a statutory consultation with those customers affected by any such temporary change likely to be required over the medium or longer-term. At this point in time we are not anticipating any substantive change to service delivery.”

The Leader moved, and Councillor Wright seconded the recommendations of the report, which following a vote were CARRIED.

81 **2025/26 GENERAL FUND CAPITAL MONITORING STATEMENT - QUARTER 1**

The Strategic Director Corporate Resources introduced this report and responded to Members questions in the following terms:

- the new pay and display equipment were needed in the John Lewis and Guildhall car parks as the software would no longer be supported by the company; and
- the BLRF money that had been allocated to the canal basin and Belle Isle could not be reallocated to another site.

During debate Councillor Wetenhall asked the Leader:

“Regarding the Pinhoe Community Hub CIL allocation of £1,276,470, in Appendix 1, on page 115, could the Leader confirm whether or not the full amount of the CIL allocation will be drawn down within this financial year?”

Councillors Wood and Hussain declared an interest as Trustees of the Pinhoe Community Hub and left the chamber.

The Leader responded to Councillor Wetenhall in the following terms:

- he was unsure at this time;
- the discussions were with the community;
- the commitment Exeter City Council made to the residents of Pinhoe was still there; and
- there was no cut off and he hoped that Pinhoe community could bring forward their proposal.

The Leader moved, and Councillor Wright seconded the recommendations of the report, which following a vote were CARRIED.

Councillors Wood and Hussain returned to the meeting, following the vote.

82 **2025/26 HOUSING REVENUE ACCOUNT BUDGET MONITORING REPORT - QUARTER 1**

The Strategic Director Corporate Resources officer introduced the report.

The Leader moved, and Councillor Wright seconded the recommendations of the report, which following a unanimous vote were CARRIED.

Councillor Read moved, and Councillor Banyard seconded a Notice of Motion in the following terms:

“This Council notes that:

Increasing dialogue and working with relevant stakeholders is the key to improving water quality to benefit all Exeter residents and wildlife.

This government has made improving river quality a key priority. The Environment Secretary MP Steve Reed has pledged that sewage pollution from water companies will be cut in half by the end of the decade. “The Government, in partnership with investors, has secured funding to rebuild the entire water network to clean up our rivers with a record of £104 billion being invested to upgrade crumbling pipes and build new sewage treatment works cutting sewage pollution into rivers.”

In July 2019 Exeter declared a climate emergency, and this was strengthened in April 2021 by including biodiversity. The Exe Estuary has the highest protection status afforded to it and is designated a Site of Special Scientific Interest and a Special Protection Area because it supports internationally important populations of birds. The Council has an obligation to protect its rivers and the City Council’s Harbour Board has, as one of its core values “We will lead on environmental stewardship of the Port.”

South Hams District Council recently voted unanimously to request SWW use the Friends of the River Dart’s “Transparency Template” to record all information regarding infrastructure upgrades so that progress to improved systems can be easily understood and communicated to the public. The Transparency Template is an easy to understand pro-forma which SWW is requested to complete to detail all of their pieces of infrastructure in the region, their capacity and method of filtration, and the timetable for upgrade. The FORE Transparency Template is attached, SWW completing this will enable the public to easily understand SWW’s planned investment in its infrastructure and so can track progress to better water quality.

This Council resolves that:

The Leader of the Council/Chief Executive write to the Chairman of the Pennon Group and request that SWW complete the FORE Transparency Template for each piece of their infrastructure in the Exe and her catchment.”

An amendment to the motion was proposed by Councillor R Williams, seconded by Councillor Vizard, in the following terms:

This Council notes that:

Increasing dialogue and working with relevant stakeholders was the key to improving water quality to benefit all Exeter residents and wildlife.

This government has made improving river quality a key priority. The Environment Secretary MP Steve Reed has pledged that sewage pollution from water companies will be cut in half by the end of the decade. “The Government, in partnership with investors, has secured funding to rebuild the entire water network to clean up our rivers with a record £104 billion being invested to upgrade crumbling pipes and build new sewage treatment works cutting sewage pollution into rivers.”

In July 2019 Exeter declared a climate emergency, and this was strengthened in April 2021 by including biodiversity. The Exe Estuary has the highest protection status afforded to it and is designated a Site of Special Scientific Interest and a

Special Protection Area because it supports internationally important populations of birds. The Council has an obligation to protect its rivers and the City Council's Harbour Board has, as one of its core values "We will lead on environmental stewardship of the Port."

The Overview and Scrutiny Committee of South Hams District Council recently voted unanimously to request SWW use the Friends of the River Dart's "Transparency Template" to record all information regarding infrastructure upgrades so that progress to improved systems can be easily understood and communicated to the public. The Transparency Template is an easy to understand pro forma which SWW is requested to complete to detail all of their pieces of infrastructure in the region, their capacity and method of filtration, and the timetable for upgrade. The FORE Transparency Template is attached, SWW completing this will enable the public to easily understand SWW's planned investment in its infrastructure and so can track progress to better water quality.

This Council resolves that:

The Leader of the Council and Chief Executive write to the Chairman of the Pennon Group and request that SWW complete the FORE Transparency Template for each piece of their infrastructure in the Exe and her catchment and that the completed template is published so it is readily accessible to the public".

Councillor Williams also proposed that the exemplars within the FORE transparency template be replaced with:

"Proforma page 1:

Site name: Replace Well Street CSO with Larkbeare House CSO

Permit reference: Replace 201371 with 201928

Waterbody name: Delete (Creedy to Estuary)

Waterbody Identifier: Replace GB 108045009040 with GB 510804505600".

Councillor Read accepted the motion.

In presenting the motion, Councillor Read made the following points:

- she thanked Councillor R Williams for her amendment;
- rivers were being considered more like a public health hazard than a watery playground;
- she enjoyed swimming in the River Exe in the summer;
- Exeter had been recognised by the Academy of Urbanism in 2023 as a European City of the Year finalist because of the uniquely strong relationship with the physical natural setting of the city;
- Exmouth beach had been closed frequently due to sewage in the water;
- this government had made it a priority to clean up the rivers;
- the Secretary of State had advised that there were record levels of pollution;
- Surfers Against Sewage reported in 2024 that sewage had been dumped into the waterways for 4.7 million hours;
- the Friends of the River Exe (FORE) transparency template would help the public to understand where investment was happening in the sewage network; and
- this would give the public confidence that South West Water were being held accountable.

During debate Members made the following comments:

- it was unclear how this would be implemented and how South West Water would use the template;
- any action that held South West Water to account was good;
- this was a national matter;
- how much influence did Exeter City Council have over South West Water;
- this motion sat comfortably within the governments overall plans for the water industry; and
- the cross-party support for this motion was welcomed.

Councillor Banyard, as seconder, spoke in support of the motion, making the following comments:

- a clean river was not a luxury;
- wildlife was being put at risk due to damage to their ecosystems;
- river quality had been deemed a national priority by the government;
- the Environment Secretary pledged to halve sewage pollution by 2030;
- the transparency template would make it possible to cut through the jargon and excuses from South West Water; and
- Exeter City Council declared a climate emergency and as such, had an obligation to protect the river and hold South West Water accountable.

Councillor Atkinson spoke against the motion making the following points:

- she shared everyone's concerns about the health of the River Exe;
- this was not the right forum for discussing and agreeing this;
- she was surprised there had been no dialogue with SWW before this motion; and
- this should be referred to the Strategic Scrutiny Committee.

The Leader stated that he would take this motion to the Devon Districts' Forum meeting to be discussed with other districts. This was not an issue exclusive to Exeter and felt that this would be a constructive way to make this more substantial.

Councillor Atkinson proposed an amendment to the motion under Standing Order No.7, seconded by Councillor Wright in the following terms:

Proposed that the matter is deferred under standing order 7 and that it is referred to Strategic Scrutiny Committee.

During debate, Members made the following comments in relation to the amended motion:

Councillor Read spoke against the amendment, making the following points:

- South West Water could be invited to the Strategic Scrutiny Committee at any time;
- she did not feel it was necessary for the motion to be deferred to scrutiny if everyone was in favour of the original motion;
- there was currently no dialogue with South West Water, but inviting them to attend a Strategic Scrutiny Committee meeting would start dialogue;
- it could take months to be heard at scrutiny, and there was no purpose for the delay; and
- it was hard for the public to access the data from South West Water, and the original motion would make this easier.

Councillor Hughes:

- Councillor Read had given a good explanation of the value behind the original motion;
- sending the motion to scrutiny would take a very long time;
- the river was not being taken care of and South West Water (SWW) were not being held to account;
- this was not an appropriate thing to take to scrutiny again; and
- they were concerned about the level of power Exeter City Council would have in this discussion with SWW.

Councillor Wood:

- supported the motion as it was presented;
- the transparency template was a good tool;
- scrutiny has tools that are not available for full council meetings;
- a countywide standardised way for South West Water would be beneficial and scrutiny may be able to explore that;
- scrutiny had more tools, opportunities, and time;
- he was supportive of the original motion, but would rather it be sent to scrutiny.

Councillor Fullam:

- this motion was a request for transparency;
- he was adverse to taking this to scrutiny;
- he was supportive of what was said by the Leader regarding working collaboratively with other councils; and
- scrutiny was a limited resource, managed by the Scrutiny Programme Board.

Councillor M Mitchell:

- the collective voice of every council in Devon could possibly have some impact;
- he hoped that the Leader would take this motion to a Devon Districts' Forum meeting to discuss;
- Exeter had to fit dynamically with other councils;
- he would like to see something that made a difference; and
- the Leader should report back from the Devon Districts' Forum to the Strategic Scrutiny Committee.

Councillor Knott:

- he would vote against the amendment, but supported the original motion;
- he would be referring this to scrutiny;
- he would write to the Leader to encourage him to act as he said he would like to;
- it would be beneficial if Councillor M Mitchell could take this to Devon County Council; and
- a Devon wide cohesive approach would be best.

Councillor Harding:

- a compromise may be beneficial;
- it would be good idea to go to scrutiny, but did not know why they could vote for the original motion; and
- the template could provide useful information for the discussion at scrutiny.

Councillor R Williams:

- this had been a helpful discussion;
- sympathetic to the comments regarding what the council would be able to achieve;
- South Hams Council had invited senior management from the Pennon Group to their scrutiny committee to report on and answer questions about their plans for infrastructure improvement;
- if the motion was passed tonight it would show the Pennon Group that this was supported by more than just South Hams Council; and
- this should be taken to scrutiny, and the Leader should also take it to Devon Districts' Forum.

Councillor Atkinson, in summing up the amendment made the following points:

- clarified that her amendment was not to reject the motion but to defer it;
- she liked to see all the facts before deciding;
- South West Water had already discussed their infrastructure plans with the council;
- South West Water were in a partnership with the University of Exeter at the Centre for Resilience in Environment, Water and Waste (CREW);
- concerned that this was not Exeter focused enough, and wanted to make it more Exeter focused; and
- thought it would add more weight to work with CREW to monitor what is going on in the River Exe.

The amendment to the motion was WITHDRAWN by Councillor Atkinson.

An amendment to the motion was proposed by Councillor Parkhouse, seconded by Councillor M Mitchell, in the following terms:

1. The Leader of the council should bring these issues to a Devon Districts' meeting to discuss with other council leaders in Devon.
2. This issue is added to a future agenda item for the Strategic Scrutiny Committee to which South West Water would be invited.

In summing up, Councillor Read made the following points:

- this was sending a message;
- the more councils that did this, the better;
- rivers should be clean at every stage, from source to the sea; and
- this was aspiring to a new vision of how we see rivers in our country.

Following a unanimous vote, the motion was CARRIED as amended.

**QUESTIONS FROM MEMBERS OF THE COUNCIL UNDER STANDING ORDER
NO. 8**

In accordance with Standing Order No.8, the following question was put by Councillor Banyard to the Leader:

“The former SecAnim site in St David’s has become a magnet for urban exploring, with young people and others putting themselves at risk by entering this contaminated and derelict factory. Despite repeated complaints from ward councillors, the owner has taken no action. The Council has issued a Community Protection Order, but this has been ignored. What action will the Leader take to ensure this dangerous site is urgently made secure?”

The Leader gave the following response:

“The former SecAnim site is in private ownership (Cilddara Group Exeter Ltd), and responsibility for ensuring the site is secure, rests with the landowner under the Occupiers Liability Act 1984.

Exeter City Council’s building control powers only extend to cases where a structure presents an immediate danger to the public, which is not currently the case here.

The Council’s Corporate Property team has pressed the landowner’s agents to strengthen fencing and site security, and we have reminded them of their legal duties. We continue to monitor the situation and will review whether other statutory powers, such as action under section 215 of the Town and Country Planning Act 1990 (untidy land) or section 79 of the Building Act 1984 (ruinous or dilapidated buildings), might be engaged if conditions worsen.

The Council’s Environmental Health Team and Police have also been liaising closely with the landowner over the matter and pressing for a resolution to the problem using their limited legal powers also.”

In accordance with Standing Order No.8, the following question was put by Councillor Haigh to the Leader:

“At the Special Executive on 24 June 2025, it was resolved that any increase in costs to Leisure Services be reported back to Executive and Council for approval. With regard to the closure of Northbrook Pool, can the Leader confirm the outcome of negotiations on the dilapidations clause – specifically, the requirement, as stated by the Strategic Director of Place, to return the building to the Northbrook Trust in “good order and repair”? What is the agreed cost of meeting this obligation, will the Council need to borrow to fund it, and what impact will this have on the current budget?”

The Leader gave the following response:

The City Council has announced that it will no longer run services at Exeter’s Northbrook Swimming pool after 3pm on 23 September 2025. It follows the decision made by the Council’s Executive on 24 June, and an extensive consultation with leisure members, centre users, schools, and clubs. The decision has been driven by a combination of high operating costs and consistently low usage. Unfortunately, this means the Council is no longer able to subsidise the facility. However, all users will be able to switch to our modern and accessible facilities close by in the city. The leisure team have worked hard over the last couple of months to ensure that the transition is as smooth as it can be for all users. We have worked closely with our members, schools, and clubs who use Northbrook to ensure they are able to access alternative locations.

The Leisure team have now met with all schools and clubs currently using Northbrook Pool and it has been confirmed that we are able to accommodate all existing bookings, and all sessions will be added to the schedules at the new sites. All Exeter Leisure members and pool users will continue to have full access to our swimming facilities at St Sidwell's Point and Riverside Leisure Centre, where we look forward to welcoming them.

The Commercial Assets Team is liaising closely with the Northbrook Community Trust so that the building can be handed back as soon as possible, and in accordance with the lease. Further discussions are required to understand and agree dilapidation costs, which will be reported to Council, as necessary and in due course.

To date only informal discussions have been held with the Northbrook Trust; formal negotiations will commence once the Trust have served a dilapidations schedule on the Council. The Trust have instructed surveyors to act on their behalf, and we await service of the schedule.

In accordance with Standing Order No.8, the following question was put by Councillor Haigh to the Leader:

"What was the outcome of the Sport England funding package for the redevelopment of Wonford Sports Centre, including the total amount awarded, the draw down deadline by which this funding must be spent, and how much additional funding will have to be contributed by ECC to progress the project? If further funding is needed, will the Council be seeking to borrow to meet this commitment?"

The Leader gave the following response:

The Council has received a conditional funding agreement from Sport England, to cover a proportion of the capital costs of the project, but as the grant award is embargoed until it can be signed, the Council is unable to provide further details. Officers continue to have dialogue with the Sport England strategic capital investment team regarding capital funding of the Wonford Community Hub project. Officers continue to explore other funding opportunities to meet the full costs of the scheme, as well as working on a business case to enable the new facility to be delivered without subsidy.

(The meeting commenced at 6.00 pm and closed at 8.17 pm)

Chair

Cycle Routes

Measure 6 of the Air Quality Action Plan is one that is the responsibility of Devon County Council as the Highways Authority.

The below list highlights the main strategic routes that contributed to measure 6, however there will have been other more localised enhancements conducted that will not be listed here.

E3 cycle route:

- Hill Barton Road (near Whipton Barton Road junction) toucan crossing
- Whipton Lane/Sweetbrier Lane roundabout improvements (new traffic humps)
- Chard Road modal filter
- Park Place contra-flow cycling (exemption of cycles from one-way restriction)
- Homefield Road modal filter

E4 cycle route:

- Pinhoe Road/Bakers Way side-road crossing improvement
- Pinhoe Road (near Exhibition Way junction) toucan crossing
- Exhibition Way segregated cycle path and shared-use path
- Exhibition Fields path widening
- Summer Lane pedestrian/cycle bridge

E9 cycle route:

- Russell Way crossing and advisory cycle lanes
- Ludwell Lane modal filter
- Wonford Road bus gate
- Dryden Road modal filter
- Magdalen Road enhancements (footway widening, one-way restriction for vehicular traffic with contra-flow cycle lane)

E12 cycle route:

- Sweetbrier Lane segregated cycle path
- Rifford Road enhancements (segregated cycle path, side-road crossing improvements, parallel crossings of Rifford Road)
- Marsh Barton Railway Station pedestrian/cycle bridge

Exeter Quay to City Centre:

- Quay Hill, West Street, Bartholomew Street West contra-flow cycling (exemption of cycles from one-way restriction)
- Queen Street enhancements (footway widening, one-way restriction for general traffic with two-way cycling, crossing improvements)
- Iron Bridge enhancements (footway widening, one-way restriction for vehicular traffic with contra-flow cycle lane)

South West Exeter:

- Alphington public realm enhancements (footway widening, crossing improvements)
- A379 pedestrian/cycle bridge

Green Lanes:

- Langaton Lane modal filter
- Doctors Walk modal filter
- Old Rydon Lane contra-flow cycling (exemption of cycles from one-way restriction)

EXTRAORDINARY MEETING OF THE COUNCIL

Thursday 18 September 2025

Present:-

The Right Worshipful the Lord Mayor Councillor Anne Jobson (Lord Mayor)
Councillor Gemma Rolstone (Deputy Lord Mayor)
Councillors Asvachin, Banyard, Begley, Bialyk, Cookson, Darling, Foale, Fullam, Haigh, Harding, Holland, Hughes, Hussain, Ketchin, Knott, Mitchell, K, Mitchell, M, Moore, Palmer, Parkhouse, Payne, Pole, Read, Rees, Snow, Vizard, Wardle, Wetenhall, Williams, R, Wood and Wright

Also Present

Chief Executive, Strategic Director for Corporate Resources, Legal Advisor, Head of Service - Commercial Assets, Democratic Services Manager and Democratic Services Officer

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DECLARATIONS OF INTEREST

No declarations of disclosable pecuniary interest were made by Members.

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CIVIC CENTRE RELOCATION STRATEGY

The Leader of the Council, Councillor Bialyk, moved the recommendations set out in the report, seconded by Councillor Wright.

The Strategic Director for Corporate Resources presented the report, and responded to Members questions alongside the Head of Service- Commercial Assets in the following terms:

- there would be a financial payback after three years;
- having a customer service centre was a key priority;
- a Unitary Authority would lead to an increase in numbers of staff, but they would be working in other buildings and hybrid working;
- it was not currently possible for Councillors to look around the ground floor of Senate Court, but a tour could be held in the future;
- Senate Court was significantly more fit-for-purpose than the Civic Centre and was significantly lower on greenhouse gasses;
- he would need to speak to the property team at Senate Court to know what the maintenance costs would be;
- the tenants in Phase One of the Civic Centre would not need compensation due to the nature of their tenancy agreements, excluding the Children's Centre;
- there had not yet been any discussion with developers regarding the future of the Civic Centre;
- relevant market information for the business rental market needed to be assembled for two to four years' time;
- the tenant needed a decision urgently to acquire alternative premises;
- this meeting was to seek approval for a budget to agree the compensation package;
- it would be challenging to bring forward the report due in November;
- Oakwood House and Belle Isle would remain;
- the tenant would be able to apply to the Court if a decision was not made quickly;

- wishes for unisex toilets would be given to the architect;
- Section 25 had been served on the tenant at the earliest opportunity to allow negotiation;
- the decision needed to be made now due to the landlord of the premises the tenant was proposing to move to;
- the debt outstanding for Senate Court was £7.7 million;
- the Civic Centre would remain useable until 2027-28 but it is likely a considerable amount of money would be spent on repairs;

The Section 151 officer, in responding to Councillor Moore's enquiry advised that the agreement with the Government regarding the funds was not a legal one, but would check prior to finalising the funds.

During the debate, Members made the following comments:

Councillor Hughes:

- there was a lot of uncertainty around the future unitary status;
- there had not been enough of a financial case presented;
- they could not see enough evidence that this money wasn't being used for the new council following Local Government Reorganisation (LGR);
- they felt cornered to make a decision without facts and finances; and
- they did not have enough evidence to be supportive.

Councillor Fullam:

- enquired on who had made the decision that the Guildhall was no longer feasible;
- it was not known what the next Local Authority would be and the new legacy council would have to move from the Civic Centre to Senate Court;
- had alternative options been looked at; and
- when the Guildhall had been deemed unfeasible it should have been brought back to council.

Councillor Read left the meeting.

Councillor Knott:

- highlighted the importance for Members to be mindful that they were not being asked to vote on moving to Senate Court;
- the Landlord and Tenants Act was specific, and the officers acted accordingly;
- if a decision was not made, the tenant could go to court, and the council would be stuck with a long lease with a low rate; and
- tonight's meeting was about the compensation for the tenant.

Councillor Palmer:

- welcomed Councillor Knott's clarification, which was considered to be clearer than the report and slides;
- she didn't feel that it had been made clear that that was why the Members were there; and
- if this had been made clear it would have been a more straightforward decision.

Councillor Pole:

- it did not make sense to operate a building in a prime city centre building;
- it made sense to allow officers to make decisions about these buildings; and
- it was a good idea to explore Senate Court as an option.

Councillor M Mitchell:

- given that the notice was served twelve months ago, what was the reason for the urgency;
- there was an assumption that in approving the recommendation to move in principle would mean that Senate Court would become the new Civic Centre;
- he was deeply concerned whether Members and Officers got this right; and
- he felt that Members should have been involved in this process.

Councillor Wood:

- this meeting was about the compensation the Council was legally required to pay to the tenant;
- he had agreed previously that the Civic Centre wasn't fit for purpose;
- he felt that when the proposal for unitary was decided on this would provide a decent base for the future council;
- the report focused on a new building being necessary, and Senate Court could be it; and
- if it was possible to work in there, it was important to make that happen.

Councillor Wetenhall:

- what would happen if nothing was done;
- it was not a suitable site for the new unitary authority;
- County Hall would be a good option for a unitary authority; and
- there were lots of alternatives, it was not just Senate Court.

Councillor K Mitchell:

- wanted the report in November to give clearer details;
- explained that whilst two separate issues, they were tied together as the money could only be used for regeneration; and
- what would happen if they voted for the recommendations tonight but voted against moving in November.

Councillor Holland:

- he trusted the judgement of officers and the Strategic Director of Corporate Resources;
- the presentations had been helpful;
- the Civic Centre was run down, and the costs would continue to rise to maintain it;
- the Civic Centre was also not the best place to run a council from;
- Senate Court was too small for a unitary and too big for a town council;
- this report supported the Exeter plan; and
- he would support the recommendations.

Councillor Vizard:

- understood the concerns that had been expressed;
- a council would be needed in Exeter, regardless of LGR;
- if an office move was not agreed, Senate Court would be an improved sellable or rentable asset;
- Members needed to make a decision now, if not it would not be possible to secure Senate Court for the future;
- information regarding why Guildhall was not an option needed to be brought forward;
- if Members did not agree, there would be loss of control of an asset, and loss of the ability to reduce running costs and work towards Net Zero; and

- Members needed to look at the bigger picture and the opportunity this would create.

Councillor Moore:

- agreed that money was linked to the move;
- Members had not been presented with a range of options;
- council staff would not benefit from this move because the council would no longer exist when it came time to move buildings;
- an assumption was being made that the council needed to be all on one site;
- residents would find it more difficult to get to Senate Court; and
- she felt that the surplus money that was being proposed for refurbishment could be used for better regeneration.

Councillor Parkhouse:

- clarified that the recommendation to move was in principle; and
- the vote at Executive in October 2024 was to look into alternative premises and had not specified that it must be the Guildhall.

Councillor Wright as seconder, made the following comments in support of the recommendations:

- felt Councillor Parkhouse's clarification had been beneficial;
- this had not come out of the blue, and was part of the work that was agreed in October 2024;
- it would have been easier to make a decision had Members been included earlier;
- she was supportive in principle;
- it was short sighted to say that none of the Members or officers would be there when it was time to move buildings;
- there were lots of reasons it was needed to move out of the Civic Centre; and
- there was a legal obligation to provide this compensation.

Councillor Foale:

- was reluctantly supporting the move to Senate Court;
- the report had raised more questions that is answered; and
- thanked Councillor Knott for his explanation.

In summing up, the Leader, Councillor Bialyk, made the following comments:

- this was a serious matter;
- nothing had happened behind closed doors, decisions about the Guildhall had been made under delegated authority of the Directors;
- Senate Court would provide a £7.7 million asset;
- Members needed ambition for Exeter and how they would work with the 49 parishes;
- issues surrounding accessibility at the Civic Centre would be much improved at Senate Court;
- County Hall was a listed building with a number of issues;
- Senate Court made sense;
- it was not sensible to stay in the Civic Centre and the building was no longer appropriate;
- vacating the Civic Centre would enable much needed rentable housing in the city centre;
- by removing the tenants from Senate Court, the council would have an asset on their hands, regardless of future use, but this would not be possible with a secure tenant in the building;

- councils had to move quickly and be dynamic sometimes;
- he wanted Exeter to be a dynamic, expanding city with sustainable growth;
- it had been made clear that this was a decision in principle; and
- following LGR the people that ran the council would need to have a vision.

Following a vote the recommendations were CARRIED.

(The meeting commenced at 6.00 pm and closed at 8.15 pm)

Chair

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AUDIT AND GOVERNANCE COMMITTEE

Thursday 4 September 2025

Present:

Councillor Wardle (Chair)

Councillors Atkinson, Banyard, Holland, Knott, Miller-Boam, Mitchell, M, Payne and Snow

Apologies:

Councillors Moore and Begley

Also Present:

Chief Executive, Strategic Director for Corporate Resources, Head of Legal and Democratic Services & Monitoring Officer, Strategic Director for Place, SWAP Internal Audit Services, Audit Manager - Grant Thornton, Head of Service - Finance, Head of Service - City Centre and Net Zero, Head of Service - Digital and Data and Democratic Services Officer (LS)

77

MINUTES

The minutes of the special meeting held 17 July 2025 were taken as read, approved and signed by the Chair as correct.

The minutes of the meeting held 24 July 2025 were taken as read, approved and signed by the Chair as correct.

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DECLARATION OF INTERESTS

No declarations of disclosable pecuniary interests were made.

79

INTERNAL AUDIT PROGRESS REPORT

The Assistant Director, SWAP presented the report for the first quarter of 2025/26 making the following points:

- The key items could be found on page 42 and the audit for 2024/25 was complete as there had been one audit to finalise which was now concluded;
- a reasonable start had been made to 2025/26 with 26% completed or in progress with 2 limited assurances issued of which executive summaries were provided at Appendix B beginning on page 48 and full details would be provided in the next agenda item;
- action plan monitoring dashboard could be found at Appendix D with 106 actions of which 4 were overdue. Further details were included following discussion at the last committee meeting. Automatic reminders were now sent to managers of actions overdue or about to become overdue. It was understood that actions could take longer than planned and that target timescales may need to be amended; and
- 35 actions had dates extended and a full list of audits could be found at Appendix D with 2 new which had been deferred from 2024/25.

The Assistant Director, SWAP, responded to Members questions in the following terms:

- the biodiversity net gain audit was ongoing therefore conclusions could not be drawn but more information may be available at the next reporting stage;

and

- the audit had looked at which information governance policies would be expected to be in place and the key issue was that there were gaps in the suite of policies with some missing and others not having been reviewed for some time. An example was given of the Retention Policy which was overdue for review which included the information asset register.

The Audit and Governance Committee noted the Internal Audit Progress Report for the first quarter of 2025/26.

80

LIMITED ASSURANCE REPORT

The Head of Service – Finance presented the report making the following points:

- this was an early progress report and detailed the actions to be taken;
- two limited assurances had been issued since July, relating to Payroll and Information Governance.

The Chief Executive, Strategic Director for Corporate Resources and Head of Service – Digital and Data responded to Members' questions in the following terms:

- payments and allowances had been reviewed and the simplifications would be in place by the end of this calendar year;
- when the Strategic Management Board restructure took place the Chief Executive believed that mandatory training was an area which required strengthening;
- at the time of the audit the Head of Service – Digital and Data was new in post but compliance was one of his priorities and it was aimed to be in place by the end of the calendar year;
- iTrent was a system which was under review and the team were looking at ways to improve the product;
- iTrent was used by all three local authorities maintained by Strata therefore ideally the council would make best use of it and this was a priority for the team;
- there were active plans in place to tackle the Information Governance Audit, including an improvement plan for iTrent. Strata was an active participant and provided information and advice but responses to the audit were the responsibility of the city council; and
- it was not believed that the council would be required to report to the Information Commissioner's Officer and the work would ensure that policies were comparable across the three councils working with Strata.

The Audit and Governance Committee noted the audit reports contained at Appendix 1 and 2 and the actions that would be taken in response to the recommendations.

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EXTERNAL AUDIT PROGRESS REPORT

The Audit Manager, Grant Thornton presented the progress report making the following points:

- the cycle was underway and work had begun on the final accounts and financial statement process and this was a progress report.
- the report outlined work done prior to today, interim work and plan;
- there had been a delay in the draft statement being provided;
- value for money work was starting and the interim report would come in

November;

- certification of claims and returns had been carried out by a separate team at Grant Thornton but in liaison with the Manager, Grant Thornton and the Strategic Director for Corporate Resources;
- audit deliverables could be seen;
- the findings report was to be confirmed given the February backdrop which if missed a disclaimer would be issued, however, the aim would be to avoid this; and
- the November committee would be too soon and March too late but in discussion with the Strategic Director they were working towards a resolution.

The Audit Manager, Grant Thornton, Strategic Director for Corporate Resources and Head of Service – Finance responded to Members questions in the following terms:

- the issue with asset valuations was not necessarily with the valuations rather that a new valuer had been taken on utilising a different methodology which had presented challenges and delay;
- there had been some issues in understanding from Commercial Assets of the needs of the valuers and led to issues with them being provided adequate information;
- the council chose to actively challenge the valuation to ensure materially accurate figures in the accounts;
- a meeting had been set up between Estates, Finance and the valuer to understand the needs of both parties;
- management of the leases was a council issue and the role of audit was to ensure that management had identified all leases to be included in the financial statements for 2024/25 and review all assets to check that any which fell under this category were included;
- to prepare for the Council's transition to the new lease accounting standard, IFRS16, an accountant was dedicated to implementing IFRS 16 and tasked to deliver a project plan to move to the new accounting standard which included identifying all leases. Whilst the standard impacted all leases, the most significant impact was on assets leased in by the Council, rather than those leased out;
- IFRS 16 required that leases in were recognised as though they had been purchased;
- in the past leases in had been a revenue cost but they were now recognised as 'right of use' assets and recognised on the balance sheet;
- the budget highlighted a number of properties in the capital programme to be included on the balance sheet as 'right of use' assets. These included properties leased in for temporary accommodation. Rental payments were now split between principal repayment and interest.
- the complaints illustration on page 33 was given as an example rather than a reflection of Exeter's position.

The Audit and Governance Committee noted the External Audit Progress Report.

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AMENDMENTS TO THE COUNCIL FINANCIAL REGULATIONS

The Head of Service Finance presented the report making the following points:

- the revisions included the addition of front and contents pages as well as an introduction which made the document stand alone as part of the wider Constitution;
- there had been key changes to financial thresholds in relation to virements, supplementary budgets, debt write-offs and asset disposals;

- benchmarking with other authorities had taken place which showed that current thresholds were low and restrictive which SWAP had also highlighted;
- Section 8.3.2 had minor amendments; and
- in Appendix 1 all areas shaded in grey were new or amended.

The Head of Service – Finance responded to Members' questions in the following terms:

- there was a typographical error on page 83 which would be corrected;
- a virement was where a budget had been approved for a purpose and subsequently required to be moved within a service area – this would be cost-neutral but redeploying a budget meant moving from one cost code to another;
- the statute of limitations for debt was six years;
- write-off of debt could be for a variety of reasons and could be undertaken on debts less than 12 months old;
- the new income collection team would be reviewing historic debts and a reduction should be seen; and
- ownership of IT equipment lay with the council and appropriate insurance was in place and Strata managed some aspects of recycling and redeployment.

The Chair moved the recommendations as set out in the report which were seconded by Councillor Payne and following a vote were CARRIED.

RECOMMENDED to Council

- (i) that the revised Financial Regulations at Appendix 1 and 2 are approved;
- (ii) that the thresholds for approving budget virements within each Strategic Directors service areas are increased;
- (iii) that the thresholds for approving supplementary budgets are increased;
- (iv) that the thresholds for approving debtor write-offs are increased;
- (v) that the thresholds for approving disposal of assets are increased;
- (vi) that other minor changes to the regulations are approved.

NET ZERO RISK REGISTER REPORT

The Strategic Director for Place presented the report making the following points:

- this was a regular six-monthly review;
- work going forward would be guided by the Council's Costed Carbon Footprint Projections Report(Carbon Descent) which was critical and the full study had been presented to the Executive and would be to scrutiny as well as a further report which would go to Executive to establish next steps, actions and targets;
- the detail showed how net zero applied to all council services and actions and initiatives would be embedded in each service with work on this being led by OMB and beginning to address some of the risks;
- the Council was committed to achieving net zero as confirmed in the new Corporate Plan which included using income from a temporary car park to continue funding the net zero team;
- risks remained high and causes were mainly funding or lack of, technology and procurement;
- there was a lot being done and which still could be done;
- a lot of work was being done by the team across services on mitigations;
- residual risk was improving; and
- he expressed thanks to the net zero team for their fantastic work.

The Strategic Director for Place and Head of Service – City Centre and Net Zero responded to Members questions in the following terms:

- the district heat network was a private-sector led initiative of which the council were an enabler, there was no current plan to connect but potential was being explored;
- One Energy were working with four key public sector partners who had PSDS funding, outline planning permission had been achieved and One Energy continued to develop infrastructure;
- detail could be provided regarding other authorities the council were working with but awards have been received and it has been said that we are leading the way in this work;
- an update on citywide net zero would be brought to Strategic Scrutiny Committee which would include updates and the Devon Climate Emergency Group brings those partners together; and
- the risk score used a methodology and what can be seen is what is produced but there was ongoing work which would hopefully mitigate and reduce the risk.

The Chair moved the recommendations as set out in the report which were seconded by Councillor Miller-Boam and following a unanimous vote were CARRIED.

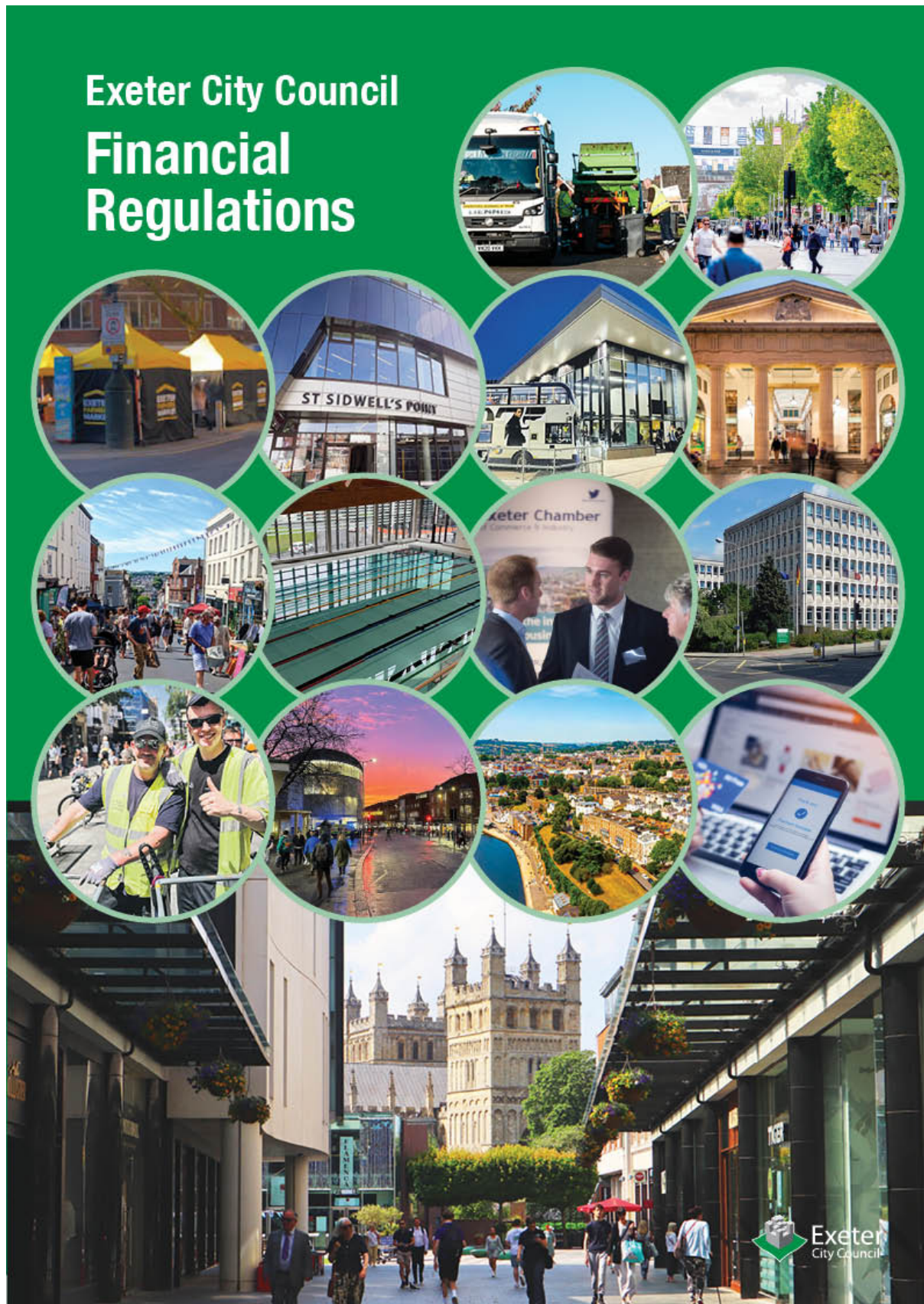
RECOMMENDED to Council that the updated Net Zero Risk Register is approved; and it is acknowledged that the Council's Costed Organisational Carbon Footprint Projections to 2030 study will be reported to Scrutiny on 11 September, after which a further report will be considered by Executive. The report will address further work beyond the measures which have already been fully costed and committed and a revised Carbon Reduction Plan.

(The meeting commenced at 5.30 pm and closed at 6.18 pm)

Chair

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Exeter City Council Financial Regulations



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Financial Regulations

Introduction

Financial Regulations are the regulatory framework within which the financial affairs of the City Council are operated.

The City Council is responsible for ensuring that its business is conducted in accordance with the law and appropriate standards. It must ensure that public money is safeguarded, properly accounted for, and used economically, efficiently and effectively.

These financial regulations form a key element of the maintenance of a robust, clear and accountable governance framework for the Council. Financial Regulations:

- Provide a framework for the proper and efficient administration of the Council's financial affairs
- Encourage all Members and Officers to abide by the highest standards of probity and integrity with clear standards which need to be continually maintained and there are controls to ensure that these standards are met
- Ensure that there are clear roles, responsibilities and accountabilities to protect the Council's money and assets
- Ensure that the use of resources is legal, properly authorised and gives value for money

Section 151 of the Local Government Act 1972 states:

‘.....every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their Officers has the responsibility for the administration of those affairs’.

1. Status of Financial Regulations

- (a) These regulations shall be read and construed as part of the Standing Orders of the Council.
- (b) These regulations may be amended by the Council at any meeting on recommendation by the Executive.
- (c) Strategic Directors are responsible for ensuring that all employees in their units are aware of the existence and content of the Council's financial regulations and that they comply with them.
- (d) These regulations apply to the control of both the General Fund and the Housing Revenue Account finances and to revenue and capital finances.

2. Financial Management Responsibilities

- (a) Strategic Director for Corporate Resources

The Strategic Director for Corporate Resources, being designated Proper Officer under Section 151 of the Local Government Act, 1972, shall be financial advisor to the Council, its Committees and the Executive and shall be required to give advice either orally or in writing on all matters having financial consequences.

Section 114 of the Local Government Finance Act 1988 requires the Strategic Director for Corporate Resources to report to the full council, Executive and external auditor if the authority or one of its employees:

- (i) has made, or is about to make, a decision which involves incurring unlawful expenditure
- (ii) has taken, or is about to take, an unlawful action which has resulted or would result in a loss or deficiency to the authority
- (iii) is about to make an unlawful entry in the authority's accounts.

Section 114 of the 1988 Act also requires:

- (i) the Strategic Director for Corporate Resources to nominate a properly qualified member of staff to deputise should he or she be unable to perform the duties under section 114 personally
- (ii) the authority to provide the Strategic Director for Corporate Resources with sufficient staff, accommodation and other resources – including legal advice where this is necessary – to carry out the duties under section 114.

(b) Deputy Section 151 Officer

The Deputy Section 151 Officer shall be the Head of Service, Finance.

For the avoidance of doubt, any of the authorisations or approvals required by the Strategic Director for Corporate Resources (Section 151 Officer) under these Financial Regulations or any other policy, procedure or Standing Orders of the Council may be performed by the Deputy Section 151 Officer in the absence of the Strategic Director for Corporate Resources (Section 151 Officer).

(c) Financial Reports

The relevant Strategic Directors are responsible for ensuring that draft copies of all reports having any financial implications shall be submitted to the Strategic Director for Corporate Resources in sufficient time prior to the meeting of the Executive, Scrutiny Committee or other such Committees which receive financial reports so as to enable the Strategic Director for Corporate Resources to make such observations and submissions as they consider appropriate.

(d) Accounting Records

- (i) All financial records and systems of the Council shall be maintained in a form agreed by the Strategic Director for Corporate Resources. Financial and accounting systems shall incorporate controls to ensure that:
 - All data input is genuine, accurate, timely and not duplicated
 - All processing of data is carried out in an accurate, complete and timely manner
 - Output from the system is complete, accurate and timely
 - Segregation of duties is built into business processes to reduce the risk of fraud
 - All transactions and activities have a clear trail of accountability by authorised, responsible officers
 - Appropriate authorisation levels are set for all staff
 - Records and data are securely retained and in accordance with data protection guidance

- (ii) The Strategic Director for Corporate Resources shall be responsible for the preparation of the annual accounts of the Council and shall as soon as is practicable after the end of each financial year report in writing to the Audit and Governance Committee.
- (iii) The Strategic Director for Corporate Resources shall be responsible for the prompt submission of all grant claims, financial statistics and other returns having financial implications.

(e) Monitoring Officer

The Monitoring Officer shall be the Head of Service, Legal & Democratic Services.

The Monitoring Officer is responsible for:

- (i) Ensuring that reports encompass the statutory obligations with regard to their legal and financial advice and content

The Monitoring Officer together with the Section 151 Officer is responsible for advising Members about whether a decision is likely to be considered contrary or not wholly in accordance with financial regulations.

3. Financial Planning

- (a) General Fund and Housing Revenue Account, capital and revenue estimates of expenditure and income, shall be prepared by the Strategic Directors in consultation with the Strategic Director for Corporate Resources. These shall be submitted to Council through the Executive.
- (b) The Strategic Director for Corporate-Resources is also responsible for producing other medium term financial plans for the General Fund and Housing Revenue Account, as required for effective financial planning by the Authority.

4. Maintenance of Reserves

- (a) Reserves are maintained as a matter of prudence. They enable the Council to provide for unexpected events and thereby protect it from overspending should such events occur. The Strategic Director for Corporate Resources shall advise the Council on prudent levels of General Fund and HRA reserves and will comply with accepted standard codes of practice in respect of the maintenance of reserves.
- (b) Reserves for specific purposes may also be maintained and shall only be used for the purposes for which they are intended.

5. Control of Expenditure and Income

- (a) Strategic Directors may authorise the incurring of expenditure, approved in the annual estimates. This is subject to compliance with Standing Orders (of which these financial regulations are a part).

- (b) On a management unit basis no revenue expenditure shall be incurred or income reduced if this has the effect of overspending the overall net budget, for the financial year, unless a supplementary budget has been agreed by the Council.
- (c) The **Asset Improvement & Maintenance Fund (AIM) Property Maintenance Fund** is managed by the Head of Service, Asset Maintenance, but for reporting purposes covers cost centres across the Council. The Head of Service, Asset Maintenance, may vire budgets within the AIM Fund as appropriate to ensure proper property management across the Council.
- (d) Strategic Directors shall not commit the Council to expenditure beyond the year of account unless:-
 - (i) budgetary provision has been approved in the following financial year's revenue and capital estimates; or
 - (ii) budgetary provision exists within a capital budget.
- (e) Expenditure which meets the definition of capital expenditure but falls below the de minimis level of £10,000 will be accounted for as revenue expenditure.

6. Budget Changes (revenue and capital budgets)

(a) Virements

The table below sets out the thresholds in relation to budget virements between service areas that each Strategic Director is responsible for: **previously £40k and then full Council**

Virement Value	Virement Type	Authorised
Unlimited	Technical (incorrect coding, redistributing funding, pooling budgets)	Head of Service, Finance
Up to £50,000	Non-technical (budget or policy change)	Strategic Director, in consultation with SMB
£50,000 - £100,000	Non-technical	Strategic Director & Section 151 Officer, in consultation with SMB
£100,001 - £250,000	Non-technical	Section 151 Officer, Strategic Director, in consultation with SMB, followed by Portfolio Holder agreement
Over £250,000	Non-technical	Full Council

(b) Supplementary Budgets

The table below sets out the thresholds in relation to approval of supplementary budgets. These should only be for discrete purposes that emerge during the year that could not be factored into the annual budget setting process or to carry forward unspent approved budgets at the end of the financial year for specific purposes.

In all cases any new supplementary budgets during the financial year will be reported as part of the quarterly revenue and capital budget monitoring reports and approval sought from Full Council, where necessary.

Supplementary Budget Value	Type	Authorised
With identified source of finance:		
Unlimited	Technical (budget corrections e.g. recognition of expenditure with prior approval)	Head of Service, Finance
Up to £50,000 Previously £40k and then full Council	Met from additional income	Strategic Director & Section 151 Officer, in consultation with SMB
Up to £100,000	Met from earmarked reserve	Strategic Director & Section 151 Officer, in consultation with SMB
Up to £250,000	Met from external grant funding	Strategic Director & Section 151 Officer, in consultation with SMB
Over the above thresholds	All	Full Council
Without identified source of finance		
Up to £100,000	Supplementary revenue budget	Full Council via quarterly budget monitoring report
Over £100,000	Supplementary revenue budget	Full Council via separate committee report
Up to £249,999	Supplementary capital budget	Full Council via quarterly budget monitoring report
Over £250,000	Supplementary capital budget	Full Council via separate committee report

7. Fixed Asset Register

- (a) The Strategic Director for Corporate Resources shall maintain an asset register to include all land, buildings, plant and equipment or subject to a finance lease. The register shall accurately record acquisitions, disposals and revaluations.
- (b) Single assets below £10,000 are excluded from the Asset Register, unless smaller items have been purchased with an aggregate value that exceeds £10,000
- (c) Leased in assets with a value greater than £10,000 will be recognised as Right of Use assets, unless the lease term is for 12 months or less

8. Risk Management and Control of Resources

- (a) Risk Management

The Executive is responsible for considering and approving the Risk Management Policy.

The Audit and Governance Committee is responsible for:

- (i) considering the Corporate Risk Register (CRR) and recommending its approval to the Executive.

- (ii) monitoring the effectiveness of risk management throughout the Council and the progress made against the CRR target for actions.

Risk management should ensure:

- (i) there are procedures in place to identify, assess, prevent or contain material known risks, and these procedures are operating effectively throughout the authority
- (ii) there is a monitoring process in place to review regularly the effectiveness of risk reduction strategies and the operation of these controls. The risk management process should be conducted on a continuing basis
- (iii) managers know that they are responsible for managing relevant risks and are provided with relevant information on risk management initiatives
- (iv) provision is made for losses that might result from the risks that remain
- (v) procedures are in place to investigate claims within required timescales
- (vi) acceptable levels of risk are determined and insured against where appropriate
- (vii) the authority has identified business continuity plans for implementation in the event of disaster that results in significant loss or damage to its resources.

(b) Internal Controls

- (i) key controls are to be reviewed on a regular basis and the authority should make a formal statement annually to the effect that it is satisfied that the systems of internal control are operating effectively
- (ii) managerial control systems should include: defining policies, setting objectives and plans, monitoring financial and other performance and taking appropriate anticipatory and remedial action. The key objective of these systems is to promote ownership of the control environment by defining roles and responsibilities
- (iii) financial and operational control systems and procedures should include physical safeguards for assets, segregation of duties, authorisation and approval procedures and information systems
- (iv) an effective internal audit function will be maintained, which is expected to operate in accordance with the principles contained in the CIPFA's Public Sector Internal Audit Standards which are overseen by the Audit & Assurance Council which oversees and with any other statutory obligations and regulations.

(c) Preventing fraud and Corruption

The City Council:

- (i) has an effective Counter Fraud Strategy and maintains a culture that will not tolerate fraud or corruption
- (ii) expects all members and employees to act with integrity and lead by example
- (iii) requires senior managers to deal swiftly and firmly with those who defraud or attempt to defraud the authority or who are corrupt
- (iv) expects high standards of conduct to be promoted amongst members by the Audit and Governance Committee
- (v) maintains a register of interests in which any hospitality or gifts accepted must be recorded

- (vi) has adopted a formal Whistle Blowing procedure
- (vii) requires all legislation, including the Public Interest Disclosure Act 1998, to be adhered to.

9. Money Laundering Reporting Officer (MLRO)

- (a) The Head of Service, Finance is appointed as the Money Laundering Reporting Officer and the Accountancy Services Manager is appointed as the Deputy Money Laundering Reporting Officer. They are responsible for notifying the National Crime Agency (NCA) of any suspected cases of money laundering
- (b) All Council officers have a duty to report any suspicions or concerns that money laundering has occurred, or could occur, is report to the MLRO immediately; as soon as the suspicion arises.
- (c) Cash receipt limit £5,000

10. Internal Audit

The Strategic Director for Corporate Resources shall maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control in accordance with the Accounts and Audit Regulations.

Internal audit evaluates and reports on the adequacy of the Council's control systems in securing the proper, economic, efficient and effective use of resources. Internal Audit is provided through South West Audit Partnership (SWAP).

- (a) Internal Audit may investigate such financial records, systems and management procedures of the Council and its employees as considered necessary for the purposes of audit. For this purpose Internal Audit shall have authority at all reasonable times to visit all Council establishments and have access to all records and property of the Council and may require such explanations/assistance as they consider necessary.
- (b) All employees of the Council through their Strategic Director, shall immediately notify Internal Audit of any circumstances which suggest the possibility of irregularity in cash, stock or any other matter which may have financial consequences.
- (c) On confirmation of any irregularity or reasonable suspicion thereof, Internal Audit shall advise the Chief Executive, Strategic Director for Corporate Resources and the Monitoring Officer as appropriate.
- (d) The audit arrangements of any shared service shall form part of the agreement for that shared service.

11. External Audit

Each financial year the Council is subject to an external audit of its statutory financial statements and arrangements for value for money. The external auditors must be satisfied that the statement of accounts present a true and fair view of the financial position of the Council and its income and expenditure for the year and complies with the statutory requirements as set out in the Code of Practice on Local Authority Accounting in the United Kingdom.

- (a) The Strategic Director for Corporate Resources shall ensure there is effective liaison between external and internal audit
- (b) The Strategic Directors and Heads of Service shall ensure external audit are given access at reasonable times to premises, personnel, documents and assets which the external auditors consider necessary for the purposes of their work.

12. Orders for Goods, Work or Services

- (a) Official orders shall be raised in the Council's eProcurement system by an Order Requisitioner, as nominated for each service area, and confirmed by an Approved Authoriser. Orders must include; the nature and/or quantity of goods, materials, work or services to be supplied to the Council, and the estimated cost. Orders must:
 - (i) Be allocated to the correct financial and VAT code(s).
 - (ii) Only commit the Council to expenditure which is within the approved budgets
- (b) Official Orders must be issued for all goods, materials, work or services to be supplied to the Council, unless the Strategic Director for Corporate Resources approves exceptions to ordering where circumstances or trading practice make this desirable. Oral orders shall only be given in the case of expediency and must be confirmed by an official order not later than the next working day.
- (c) Strategic Directors and Heads of Service shall notify the Strategic Director for Corporate Resources of employees authorised to raise (Order Requisitioner) and approve orders (Order Authorisers) on their behalf.
- (d) The Officer authorising an order shall be senior to the Officer ordering the goods. This authorisation may be made either by e-mail or in writing if the relevant Officer is not able to authorise directly on the system.
- (e) Every officer requesting an official order shall ensure, as far as is reasonably practicable, in respect of each transaction, that goods, materials or service ordered are obtained on the best possible terms in respect of cost and quality and represent value for money

A limited number of order books are in use to expedite purchases. The arrangements for the ordering, receipt and issue of all order books shall be controlled by the Strategic Director for Corporate Resources.

13. Payment of Accounts

- (a) The Order Requisitioner shall be responsible for goods receipting (GRN) to validate the receipt of ordered goods or services, which will allow payment of the relevant invoice.

GRN may be completed, subject to the following tolerances:

	+	-
GRN	£50	£5,000

Changes in excess of £50 will require an amendment to the order and re-approval by an Authorising Officer.

- (b) The matters to be certified by the spending unit, subject to such selective examination of invoices as may be determined by the Strategic Director for Corporate Resources and Strategic Directors concerned shall include:-
- (i) That the goods have been received, examined and approved as to quality and quantity or services rendered or work done satisfactorily.
 - (ii) That the price charged is correct and the appropriate discounts, allowances and other credits have been deducted.
 - (iii) That the account has not previously been passed for payment.
 - (iv) That the account is arithmetically correct.
 - (v) That income tax is correctly accounted for in respect of sub-contractors / contractors
- (c) Once an order has been goods receipted, the relevant invoice will automatically be paid, subject to the following tolerance levels:

	+	-
Auto match	£0.05	£0.05

- (d) Authorised officers may approve orders to be manually matched for payment by Accounts Payable in the event the auto match between the GRN and invoices fails within the following tolerances:

	+	-
Manual match	£50	£50

Changes in excess of these tolerances will require an amendment to the order and re-approval by an Authorising Officer.

- (e) Orders, GRN and invoices shall be administered by Units promptly so that they can be included in the payment runs and support the payment of invoices in accordance with their payment due dates and secure entitlement to any early payment discounts.
- (f) The Strategic Director for Corporate Resources shall examine, so far as considered necessary, accounts passed for payment, including the final accounts of contracts, and shall be entitled to receive such information and explanations as may be required to ensure that the accounts are in order, before payment is made.

14. Credit Notes

- (a) Credit notes amend or correct previously issued invoices from suppliers. A credit note will be registered to offset against other unpaid invoices from the same supplier.

If credit notes cannot be offset against other unpaid invoices, within 6 months, then each Strategic Director shall be responsible for obtaining refunds pertaining to their service areas.

15. Banking Arrangements and Cheques

- (a) All banking arrangements shall be made by the Strategic Director for Corporate Resources.
- (b) Only cheques for presentation purposes are issued and shall be ordered by the Strategic Director for Corporate Resources.
- (b) ~~Cheques shall be ordered only by the Strategic Director for Corporate Resources who shall ensure that arrangements are made for their safe custody.~~
- (c) ~~All cheques drawn shall be signed by the Strategic Director for Corporate Resources or as otherwise approved by the Council or shall bear the facsimile signature of the Strategic Director for Corporate Resources.~~
- (d) The Strategic Director for Corporate Resources shall be authorised to open such bank accounts as considered necessary in consultation with the Executive member with relevant portfolio.

16. Income

- (a) Arrangements for the collection and banking of all monies due to the Council shall be under the control of the Strategic Director for Corporate Resources.
- (b) All official receipts shall be in a form approved by the Strategic Director for Corporate Resources
 - (i) No employee shall give a receipt for money received on behalf of the Council on any form other than the official receipt.
- (c) Every Strategic Director shall maintain a correct and chronological record of all monies received and of the date and amount of deposit.
- (d) All monies received on behalf of the Council shall be paid over intact, either to the Strategic Director for Corporate Resources or, by arrangement with them, direct to the Council's bankers.

17. Security of Cash

Each Strategic Director shall be responsible for ensuring the safe custody of cash, including petty cash floats and documents having a cash value entrusted to their care. ~~These arrangements shall be approved by Internal Audit.~~

18. Imprest Accounts

The Strategic Director for Corporate Resources in consultation with a Strategic Director may advance cash floats to employees for the purpose of defraying certain minor expenses and other items. Each Strategic Director shall be responsible for maintaining arrangements and records for the control of imprests. ~~in a manner prescribed by Internal Audit.~~

19. Debtors

- (a) Strategic Directors shall supply to the Strategic Director for Corporate Resources such information in connection with work done, goods supplied, or services rendered on behalf of the Council and of all other amounts accruing to ensure prompt recording and collection of all amounts due to the Council.
- (i) The Strategic Director is responsible for ensuring that the invoice has been allocated the correct financial and VAT code(s)
- (b) The Strategic Directors issuing an invoice for monies due to the Council shall be responsible for the collection of the debt. Invoices must be raised promptly after delivery of goods or completion of the service. Where possible payment should be taken in advance or at the time of providing the goods or services

If monies are outstanding after normal recovery processes reminder letters have been issued, the Strategic Directors shall advise the Strategic Director for Corporate Resources of the details relating to the invoice and both shall agree what course of action should be taken, which may include:

- Continued direct contact with the debtor;
 - Arrangement of an instalment plan to recover the debt;
 - Use of an enforcement agency;
 - Use of legal support;
 - Any other options identified.
- (c) Only invoices in excess of £10 will be raised, on the basis that invoices below this value are uneconomical, unless there is a valid reason.
- (d) **Debtor Write-offs**
The table below sets out the thresholds in relation to writing off outstanding income, including, but not limited to; sundry debtors, housing rents, council tax (and Council Tax Support), business rates and overpaid housing benefits.

Write-off Value	Type	Authorised
Unlimited	Irrecoverable debts due to bankruptcy, liquidation, insolvency, death, no trace, time bar, error	Head of Service, Finance
Up to £10,000	General	Relevant Head of Service & Section 151 Officer *
£10,001 - £50,000	General	Strategic Director & Section 151 Officer
£50,001 - £100,000		Section 151 Officer, Strategic Director & Portfolio Holder
Over £100,000	General	Full Council

*Where the relevant Head of Service is the Head of Service Finance, then the Section 151 Officer will need to approve

- (e) Write-offs up to a value of £5 shall be treated as cancellations.
- (f) Credit balances (overpayments) will be transferred to outstanding sundry debtor invoices pertaining to the same debtor, if no balance exists then the credit balance will be refunded to the customer.
- (g) Credit balances that cannot be transferred, due to no active account, or are unable to be refunded (unable to trace debtor, cease to exist) shall be credited to the respective service area.
- ~~(e) The Strategic Director for Corporate Resources shall be authorised to write-off individual overpayments of housing benefits up to a limit of £1,000.~~
- ~~— The writing-off of individual housing benefits overpayments in excess of £1,000 shall be subject to consultation with the Executive member with relevant portfolio.~~
- (h) The Strategic Director for Corporate Resources shall present an annual report to the Relevant Committee outlining the number and detail of the decisions taken in respect of bad debts

20. Fees and Charges

- (a) Except where existing Council policy or statute requires otherwise, all proposals to introduce and vary charges for services shall be subject to the approval of the appropriate Strategic Director in consultation with the relevant Portfolio Holder and can be varied throughout the year. The Strategic Director for Corporate Resources shall be informed of all variations and new charges introduced. Schedules of existing fees and charges shall be submitted to the Council through the Executive annually. Commercially sensitive fees and charges need not be published.
- (b) Property rental income shall be reviewed in accordance with rent review dates except where statutory provisions apply.

21. Internal Transactions

- (a) Internal transactions are transactions within the Council, which do not involve a third party and include internal recharges, cost apportionments or allocation (e.g. central support costs).
- (b) Invoices are not raised for internal transactions, unless there is a valid reason.
- (c) The Strategic Director for Corporate Resources is responsible for the ensuring that there is a transparent method of calculation for all internal recharges and that they are regularly reviewed.
- (d) Central support costs are only charged to service recipients that are required to be maintained on a total cost basis, including the Housing Revenue Account.

22. Disposal of Assets

- (a) The sale of any land or buildings which fall outside the powers given to employees in the scheme of delegations shall require the prior approval of the Executive.
- (b) In all cases, the Strategic Director for Corporate Resources shall be notified of any asset disposals.
- (c) The table below sets out the thresholds in relation to the disposal of vehicles, plant and equipment only:

Disposal Value	Method	Authorised
Up to £1,000 previously £150	Best price	Strategic Director
£1,001 - £5,000 previously £150 - £1,000	Best price	Strategic Director and Section 151 Officer
Over £5,000 previously £1,000	Competitive tender	Strategic Director, Section 151 Officer and relevant Portfolio Holder

- (b) (i) ~~The disposal of assets individually valued at less than £150 may be undertaken at the discretion of the Strategic Director. The Strategic Director shall maintain appropriate records and shall immediately inform Internal Audit and the Strategic Director for Corporate Resources of such disposals.~~
- (ii) ~~The disposal of assets individually valued in excess of £150 but less than £1,000 may be undertaken by the Strategic Director with the written approval of the Strategic Director for Corporate Resources. The Strategic Director shall maintain appropriate records of such disposals and inform Internal Audit.~~
- (iii) ~~Proposals for the disposal of other assets individually valued in excess of £1,000 shall at first be referred to the Strategic Director for Corporate Resources and be subject to a tender process before seeking the consent of the Executive Member with Relevant Portfolio. The Strategic Director shall maintain appropriate records of such disposals and inform Internal Audit.~~
- (iv) ~~The disposal of vehicles, plant and equipment valued in excess of £1000 be delegated to the relevant Strategic Director via auction or other such appropriate mechanism subject to the prior written approval of the Strategic Director for Corporate Resources. Internal Audit must be informed of each disposal.~~
- (d) The disposal of any museum exhibit or artefact shall be in accordance with the Council's policy and will require prior consultation with the Leader and Executive Member with Relevant Portfolio.
- (e) Any IT equipment (including laptops, printers, cameras, mobile devices and any other peripheral items) is owned by Strata Service Solutions and must therefore be returned to Strata when no longer required.

23. Leases

- (a) Each Strategic Director shall promptly notify the Strategic Director for Corporate Resources of any new leases entered into, as the Council (as lessee) is required to recognise assets and liabilities for all leases, unless the lease term is less than 12 months or the underlying asset is valued at less than £10,000.
- (b) Unless an arrangement is exempt because it is short term or involves assets of low value, the Strategic Director for Corporate Resources will account for a lease by carrying in the balance sheet a right-of-use asset representing the economic benefits and service potential over which the authority has obtained control for the lease term, together with a liability for the payments it will make for the acquisition of those rights.

24. Investments and Loans

- (a) The Council will create and maintain, as the cornerstones for effective treasury management:
- a treasury management policy statement, stating the policies, objectives and approach to risk management of its treasury management activities
 - suitable treasury management practices (TMPs), setting out the manner in which the Council will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities.

The content of the treasury management policy statement and TMPs will follow the recommendations contained in Sections 6 and 7 of the CIPFA Treasury Management in Public Services Code, subject only to amendment where necessary to reflect the particular circumstances of Exeter City Council. Such amendments will not result in a material deviation from the Code's key principles.

- (b) The Council's Executive will receive reports on its treasury management policies, practices and activities, including, as a minimum:
- An annual treasury management strategy including as a minimum an annual strategy and plan in advance of the year
 - A mid-year review
 - An annual report after the end of the financial year in the form prescribed in the TMPs.
- (c) The Council delegates responsibility for the implementation and monitoring of its treasury management policies and practices to the Executive, and for the execution and administration of treasury management decisions to the Strategic Director for Corporate Resources, who will act in accordance with the Council's policy statement and TMPs and, if a CIPFA member, with CIPFA's standards of Professional Practice on Treasury Management.
- (d) The Council designates the Customer Focus Scrutiny Committee to be responsible for ensuring effective scrutiny of the treasury management strategy and policies.

25. Insurance

- (a) The Strategic Director for Corporate Resources shall effect all insurance cover.
- (b) Arrangements for the processing and negotiating claims shall be made by the Strategic Director for Corporate Resources.
- (c) Each Strategic Director shall promptly notify the Strategic Director for Corporate Resources of the extent and nature of all new risks to be insured and of any alteration affecting insurable risks in their unit.
- (d) All insurance cover shall be reviewed annually by the Strategic Director for Corporate Resources.
- (e) Each Strategic Director shall immediately notify the Strategic Director for Corporate Resources of any claim made in writing outlining the circumstances under which any loss, liability or damage or any event likely to lead to a claim being made. For the avoidance of doubt, claims can be submitted via electronic means where possible.
- (f) All property insurable incidents should be reported to the Systems and Insurance Manager, to enable the Council to initiate an insurance claim, if sufficient losses are recorded in a year.

26. Stock

- (a) The Strategic Director shall be responsible for the custody and control of stock and equipment in their unit and records, ~~records of which shall be maintained in a form to be approved by Internal Audit.~~
- (b) The Strategic Director shall carry out an annual stock-take of such items as ~~agreed by Internal Audit.~~ Except where agreed, the stock-taking shall be carried out by some person independent of the stockholder concerned.
- (c) Subject to Financial Regulation 12, each Strategic Director shall be responsible for making arrangements to dispose of all obsolete and perishable stock within the year of obsolescence in their unit. Stock disposals should be notified to the Strategic Director for Corporate Resources. ~~Internal Audit.~~

27. Employees Records and Payments

- (a) The arrangements for the calculation of all salaries, wages, compensation and other ~~emoluments~~ **benefits** to employees or former employees of the Council shall be approved by the Head of Service, HR, Workforce Planning & OD.
- (b) These arrangements shall include the maintenance of all necessary records concerning pay, superannuation, national insurance and taxation. Strategic Director shall ensure that sufficient information is provided to the Head of Service, HR, Workforce Planning & OD for this purpose.
- (c) The making of all payments to employees and former employees of the Council in respect of salaries, wages, compensation and other ~~emoluments~~ **benefits** shall be

under the direct control of the Chief Executive. It shall be the duty of the Head of Service, HR, Workforce Planning & OD to notify the Strategic Director for Corporate Resources promptly of all appointments, dismissals, resignations, transfers and any changes in rate of remuneration (other than normal annual increments) of all salaried employees of the Council. In addition, Strategic Directors shall notify the Head of Service, HR, Workforce Planning & OD promptly regarding sickness and absence from duty, other than paid leave in respect of all employees in their units.

- (d) The Head of Service, HR, Workforce Planning & OD shall ensure that employees leaving the employment of the Council have repaid, in full, any loans or sums owed to the Council.

In the event that, in the opinion of the Head of Service, HR, Workforce Planning & OD, the amount outstanding is so substantial, that it would be unreasonable to deduct all monies owed from the employee's salary, then the Head of Service, HR, Workforce Planning & OD, shall in consultation with Strategic Director for Corporate Resources agree a repayment plan with the debtor to clear the outstanding balance in full within a reasonable period of time.

- (e) The Chief Executive shall be authorised to arrange for the implementation of any nationally agreed salary or wage award.
- (f) In all cases where sickness or injury allowances are paid to an employee who may have a legal right to damages, including loss of earnings, against a third party, it shall be the duty of the Strategic Director concerned to notify the Strategic Director for Corporate Resources of the fact that a third-party claim may be made. The Head of Service, HR, Workforce Planning & OD shall follow up all such payments and ensure that, as appropriate, sickness pay is recovered from the employee.
- (g) On the recommendation of the Strategic Director, the Strategic Director for Corporate Resources may approve a reimbursement up to a maximum of £200 for any losses or expenses incurred by employees resulting from loss of, or damage to, their clothing or personal effects, arising out of, or during the course of, their employment, and which are not covered by insurance. For the purposes of this regulation any person carrying out work for or on behalf of the Council or any of its employees in an official capacity (including a member) shall be deemed to be an employee. Any claim where there is a potential risk of personal injury shall be referred to the Council's insurers.

28. Partnerships and Third Parties

- (a) Partnerships
 - (i) The Executive is responsible for approving delegations, including frameworks for partnerships. The Executive is the focus for forming partnerships with other local, private, voluntary and community sector organisations.
 - (ii) The Executive can delegate functions - including those relating to partnerships - to officers. Where functions are delegated, the Executive remains accountable for them to full Council.

- (iii) The Strategic Director for Corporate Resources shall ensure that the accounting arrangements to be adopted relating to partnerships and joint ventures are satisfactory. They must ensure that risks have been fully appraised before arrangements are entered into with external bodies.
- (iv) The Strategic Director for Corporate Resources shall advise on effective controls that will ensure resources are not wasted.
- (v) The Strategic Director for Corporate Resources shall advise on the key elements of funding a project. In particular this includes:-
 - A scheme appraisal for financial viability in both the current and future years
 - Risk appraisal and management
 - Resourcing including taxation issue
 - Audit, security and control requirements
 - Carry forward arrangements

(b) External Funding

The Strategic Directors shall be responsible for promptly notifying the Strategic Director for Corporate Resources of all external funding awarded.

The Strategic Director for Corporate Resources shall be responsible for ensuring that all funding notified by external bodies is received and properly recorded in the authority's accounts.

(c) Work For Third Parties

The Executive is responsible for approving the contractual arrangements for any work for third parties or external bodies.

29. Corporate Credit Cards

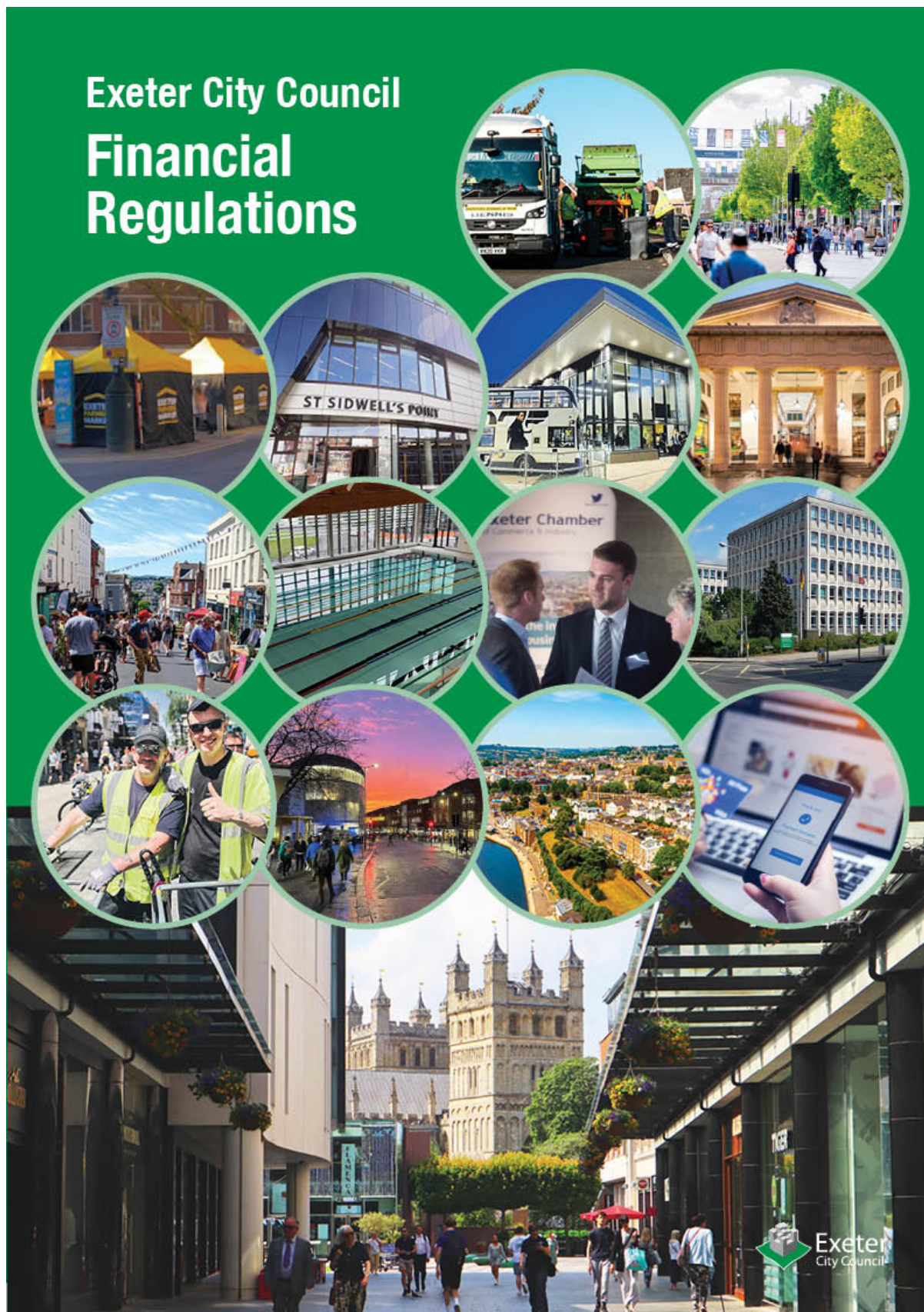
- (a) ~~The Director Finance in consultation with the Chief Executive and the relevant Strategic Director~~ may authorise the issue a corporate credit card to enable goods, works or services to be procured on behalf of the Council. Once notified, Strategic Director for Corporate Resources will arrange the credit card. the Officers issued with a credit card are responsible for the physical security and use of the card.
- (b) Each Credit Card holder shall be required to sign a form agreeing to their responsibilities as a card holder. This includes ensuring the card and card details are held securely at all times.
- (c) **The card must not be used for personal use or to avoid processing order through eProcurement.**
- (d) Each credit card holder/authorised user is responsible for:
 - (i) Ensuring that proper authorisation is held prior to an order and payment being made
 - (ii) Checking that sufficient budget is in place to fund the purchase

- (iii) As far as is reasonably practicable, that the goods, works, materials or service procured are obtained at the best possible terms in respect of cost, quality, compatibility and durability
 - (iv) The card is only used for bona fide and secure transactions
 - (iv) Obtaining the required proofs of purchase including VAT receipts where appropriate to enable the Council to reclaim such expenditure. Where a VAT receipt has not been received, it is the responsibility of the holder/user to ensure that a VAT receipt is obtained as soon as possible
 - (v) Ensuring that the goods have been received, and are of satisfactory quality and quantity
 - (vi) That appropriate entries have been made in inventories or stock records to record the items procured
- (e) Each credit card holder is responsible for:
- (i) ensuring that the price charged is correct and as agreed
 - (ii) submitting a monthly reconciled account, together with all proofs of purchase and VAT receipts, to the Strategic Director for Corporate Resources promptly.
- (e) The duties of certifying payment and receiving the goods, works, materials or services procured shall not be performed by the same employee, except where this has been agreed with the Strategic Director for Corporate Resources.
- (f) Where a credit card holder or user gives notice to terminate their employment with the Council (or is to change duties within the Council), the Strategic Director for Corporate Resources must be immediately notified so that arrangements may be made to restrict their ability to use the card after the termination/transfer date.

30. Urgency

Notwithstanding the foregoing regulations, in cases of urgency the appropriate Strategic Directors in consultation with the Executive member with Relevant Portfolio, Chair of relevant Scrutiny Committee, Strategic Director for Corporate Resources and Chief Executive shall have the power to authorise on behalf of the Council the incurring of any expenditure or any action which would otherwise be contrary to these regulations. The exercise of this authority shall in every case be reported to the next meeting of Executive or relevant Committee.

Exeter City Council Financial Regulations



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Financial Regulations

Introduction

Financial Regulations are the regulatory framework within which the financial affairs of the City Council are operated.

The City Council is responsible for ensuring that its business is conducted in accordance with the law and appropriate standards. It must ensure that public money is safeguarded, properly accounted for, and used economically, efficiently and effectively.

These financial regulations form a key element of the maintenance of a robust, clear and accountable governance framework for the Council. Financial Regulations:

- Provide a framework for the proper and efficient administration of the Council's financial affairs
- Encourage all Members and Officers to abide by the highest standards of probity and integrity with clear standards which need to be continually maintained and there are controls to ensure that these standards are met
- Ensure that there are clear roles, responsibilities and accountabilities to protect the Council's money and assets
- Ensure that the use of resources is legal, properly authorised and gives value for money

Section 151 of the Local Government Act 1972 states:

‘.....every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their Officers has the responsibility for the administration of those affairs’.

1. Status of Financial Regulations

- (a) These regulations shall be read and construed as part of the Standing Orders of the Council.
- (b) These regulations may be amended by the Council at any meeting on recommendation by the Executive.
- (c) Strategic Directors are responsible for ensuring that all employees in their units are aware of the existence and content of the Council's financial regulations and that they comply with them.
- (d) These regulations apply to the control of both the General Fund and the Housing Revenue Account finances and to revenue and capital finances.

2. Financial Management Responsibilities

- (a) Strategic Director for Corporate Resources

The Strategic Director for Corporate Resources, being designated Proper Officer under Section 151 of the Local Government Act, 1972, shall be financial advisor to the Council, its Committees and the Executive and shall be required to give advice either orally or in writing on all matters having financial consequences.

Section 114 of the Local Government Finance Act 1988 requires the Strategic Director for Corporate Resources to report to the full council, Executive and external auditor if the authority or one of its employees:

- (i) has made, or is about to make, a decision which involves incurring unlawful expenditure
- (ii) has taken, or is about to take, an unlawful action which has resulted or would result in a loss or deficiency to the authority
- (iii) is about to make an unlawful entry in the authority's accounts.

Section 114 of the 1988 Act also requires:

- (i) the Strategic Director for Corporate Resources to nominate a properly qualified member of staff to deputise should he or she be unable to perform the duties under section 114 personally
- (ii) the authority to provide the Strategic Director for Corporate Resources with sufficient staff, accommodation and other resources – including legal advice where this is necessary – to carry out the duties under section 114.

(b) Deputy Section 151 Officer

The Deputy Section 151 Officer shall be the Head of Service, Finance.

For the avoidance of doubt, any of the authorisations or approvals required by the Strategic Director for Corporate Resources (Section 151 Officer) under these Financial Regulations or any other policy, procedure or Standing Orders of the Council may be performed by the Deputy Section 151 Officer in the absence of the Strategic Director for Corporate Resources (Section 151 Officer).

(c) Financial Reports

The relevant Strategic Directors are responsible for ensuring that draft copies of all reports having any financial implications shall be submitted to the Strategic Director for Corporate Resources in sufficient time prior to the meeting of the Executive, Scrutiny Committee or other such Committees which receive financial reports so as to enable the Strategic Director for Corporate Resources to make such observations and submissions as they consider appropriate.

(d) Accounting Records

- (i) All financial records and systems of the Council shall be maintained in a form agreed by the Strategic Director for Corporate Resources. Financial and accounting systems shall incorporate controls to ensure that:
 - All data input is genuine, accurate, timely and not duplicated
 - All processing of data is carried out in an accurate, complete and timely manner
 - Output from the system is complete, accurate and timely
 - Segregation of duties is built into business processes to reduce the risk of fraud
 - All transactions and activities have a clear trail of accountability by authorised, responsible officers
 - Appropriate authorisation levels are set for all staff

- Records and data are securely retained and in accordance with data protection guidance
 - (ii) The Strategic Director for Corporate Resources shall be responsible for the preparation of the annual accounts of the Council and shall as soon as is practicable after the end of each financial year report in writing to the Audit and Governance Committee.
 - (iii) The Strategic Director for Corporate Resources shall be responsible for the prompt submission of all grant claims, financial statistics and other returns having financial implications.
- (e) Monitoring Officer

The Monitoring Officer shall be the Head of Service, Legal & Democratic Services.

The Monitoring Officer is responsible for:

- (i) Ensuring that reports encompass the statutory obligations with regard to their legal and financial advice and content

The Monitoring Officer together with the Section 151 Officer is responsible for advising Members about whether a decision is likely to be considered contrary or not wholly in accordance with financial regulations.

3. Financial Planning

- (a) General Fund and Housing Revenue Account, capital and revenue estimates of expenditure and income, shall be prepared by the Strategic Directors in consultation with the Strategic Director for Corporate Resources. These shall be submitted to Council through the Executive.
- (b) The Strategic Director for Corporate-Resources is also responsible for producing other medium term financial plans for the General Fund and Housing Revenue Account, as required for effective financial planning by the Authority.

4. Maintenance of Reserves

- (a) Reserves are maintained as a matter of prudence. They enable the Council to provide for unexpected events and thereby protect it from overspending should such events occur. The Strategic Director for Corporate Resources shall advise the Council on prudent levels of General Fund and HRA reserves and will comply with accepted standard codes of practice in respect of the maintenance of reserves.
- (b) Reserves for specific purposes may also be maintained and shall only be used for the purposes for which they are intended.

5. Control of Expenditure and Income

- (a) Strategic Directors may authorise the incurring of expenditure, approved in the annual estimates. This is subject to compliance with Standing Orders (of which these financial regulations are a part).

- (b) On a management unit basis no revenue expenditure shall be incurred or income reduced if this has the effect of overspending the overall net budget, for the financial year, unless a supplementary budget has been agreed by the Council.
- (c) The Asset Improvement & Maintenance Fund (AIM) is managed by the Head of Service, Asset Maintenance, but for reporting purposes covers cost centres across the Council. The Head of Service, Asset Maintenance, may vire budgets within the AIM Fund as appropriate to ensure proper property management across the Council.
- (d) Strategic Directors shall not commit the Council to expenditure beyond the year of account unless:-
 - (i) budgetary provision has been approved in the following financial year's revenue and capital estimates; or
 - (ii) budgetary provision exists within a capital budget.
- (e) Expenditure which meets the definition of capital expenditure but falls below the de minimis level of £10,000 will be accounted for as revenue expenditure.

6. Budget Changes (revenue and capital budgets)

(a) Virements

The table below sets out the thresholds in relation to budget virements between service areas that each Strategic Director is responsible for:

Virement Value	Virement Type	Authorised
Unlimited	Technical (incorrect coding, redistributing funding, pooling budgets)	Head of Service, Finance
Up to £50,000	Non-technical (budget or policy change)	Strategic Director, in consultation with SMB
£50,000 - £100,000	Non-technical	Strategic Director & Section 151 Officer, in consultation with SMB
£100,001 - £250,000	Non-technical	Section 151 Officer, Strategic Director, in consultation with SMB, followed by Portfolio Holder agreement
Over £250,000	Non-technical	Full Council

(b) Supplementary Budgets

The table below sets out the thresholds in relation to approval of supplementary budgets. These should only be for discrete purposes that emerge during the year that could not be factored into the annual budget setting process or to carry forward unspent approved budgets at the end of the financial year for specific purposes.

In all cases any new supplementary budgets during the financial year will be reported as part of the quarterly revenue and capital budget monitoring reports and approval sought from Full Council approval, where necessary.

Supplementary Budget Value	Type	Authorised
With identified source of finance:		
Unlimited	Technical (budget corrections e.g. recognition of expenditure with prior approval)	Head of Service, Finance
Up to £50,000	Met from additional income	Strategic Director & Section 151 Officer, in consultation with SMB
Up to £100,000	Met from earmarked reserve	Strategic Director & Section 151 Officer, in consultation with SMB
Up to £250,000	Met from external grant funding	Strategic Director & Section 151 Officer, in consultation with SMB
Over the above thresholds	All	Full Council
Without identified source of finance		
Up to £100,000	Supplementary revenue budget	Full Council via quarterly budget monitoring report
Over £100,000	Supplementary revenue budget	Full Council via separate committee report
Up to £250,000	Supplementary capital budget	Full Council via quarterly budget monitoring report
Over £250,000	Supplementary capital budget	Full Council via separate committee report

7. Fixed Asset Register

- (a) The Strategic Director for Corporate Resources shall maintain an asset register to include all land, buildings, plant and equipment or subject to a finance lease. The register shall accurately record acquisitions, disposals and revaluations.
- (b) Single assets below £10,000 are excluded from the Asset Register, unless smaller items have been purchased with an aggregate value that exceeds £10,000
- (c) Leased in assets with a value greater than £10,000 will be recognised as Right of Use assets, unless the lease term is for 12 months or less

8. Risk Management and Control of Resources

- (a) Risk Management

The Executive is responsible for considering and approving the Risk Management Policy.

The Audit and Governance Committee is responsible for:

- (i) considering the Corporate Risk Register (CRR) and recommending its approval to the Executive.

- (ii) monitoring the effectiveness of risk management throughout the Council and the progress made against the CRR target for actions.

Risk management should ensure:

- (i) there are procedures in place to identify, assess, prevent or contain material known risks, and these procedures are operating effectively throughout the authority
- (ii) there is a monitoring process in place to review regularly the effectiveness of risk reduction strategies and the operation of these controls. The risk management process should be conducted on a continuing basis
- (iii) managers know that they are responsible for managing relevant risks and are provided with relevant information on risk management initiatives
- (iv) provision is made for losses that might result from the risks that remain
- (v) procedures are in place to investigate claims within required timescales
- (vi) acceptable levels of risk are determined and insured against where appropriate
- (vii) the authority has identified business continuity plans for implementation in the event of disaster that results in significant loss or damage to its resources.

(b) Internal Controls

- (i) key controls are to be reviewed on a regular basis and the authority should make a formal statement annually to the effect that it is satisfied that the systems of internal control are operating effectively
- (ii) managerial control systems should include: defining policies, setting objectives and plans, monitoring financial and other performance and taking appropriate anticipatory and remedial action. The key objective of these systems is to promote ownership of the control environment by defining roles and responsibilities
- (iii) financial and operational control systems and procedures should include physical safeguards for assets, segregation of duties, authorisation and approval procedures and information systems
- (iv) an effective internal audit function will be maintained, which is expected to operate in accordance with the principles contained in the CIPFA's Public Sector Internal Audit Standards which are overseen by the Audit & Assurance Council which oversees and with any other statutory obligations and regulations.

(c) Preventing fraud and Corruption

The City Council:

- (i) has an effective Counter Fraud Strategy and maintains a culture that will not tolerate fraud or corruption
- (ii) expects all members and employees to act with integrity and lead by example
- (iii) requires senior managers to deal swiftly and firmly with those who defraud or attempt to defraud the authority or who are corrupt
- (iv) expects high standards of conduct to be promoted amongst members by the Audit and Governance Committee
- (v) maintains a register of interests in which any hospitality or gifts accepted must be recorded

- (vi) has adopted a formal Whistle Blowing procedure
- (vii) requires all legislation, including the Public Interest Disclosure Act 1998, to be adhered to.

9. Money Laundering Reporting Officer (MLRO)

- (a) The Head of Service, Finance is appointed as the Money Laundering Reporting Officer and the Accountancy Services Manager is appointed as the Deputy Money Laundering Reporting Officer. They are responsible for notifying the National Crime Agency (NCA) of any suspected cases of money laundering
- (b) All Council officers have a duty to report any suspicions or concerns that money laundering has occurred, or could occur, is report to the MLRO immediately; as soon as the suspicion arises.
- (c) Cash receipt limit £5,000

10. Internal Audit

The Strategic Director for Corporate Resources shall maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control in accordance with the Accounts and Audit Regulations.

Internal audit evaluates and reports on the adequacy of the Council's control systems in securing the proper, economic, efficient and effective use of resources. Internal Audit is provided through South West Audit Partnership (SWAP).

- (a) Internal Audit may investigate such financial records, systems and management procedures of the Council and its employees as considered necessary for the purposes of audit. For this purpose Internal Audit shall have authority at all reasonable times to visit all Council establishments and have access to all records and property of the Council and may require such explanations/assistance as they consider necessary.
- (b) All employees of the Council through their Strategic Director, shall immediately notify Internal Audit of any circumstances which suggest the possibility of irregularity in cash, stock or any other matter which may have financial consequences.
- (c) On confirmation of any irregularity or reasonable suspicion thereof, Internal Audit shall advise the Chief Executive, Strategic Director for Corporate Resources and the Monitoring Officer as appropriate.
- (d) The audit arrangements of any shared service shall form part of the agreement for that shared service.

11. External Audit

Each financial year the Council is subject to an external audit of its statutory financial statements and arrangements for value for money. The external auditors must be satisfied that the statement of accounts present a true and fair view of the financial position of the Council and its income and expenditure for the year and complies with the statutory requirements as set out in the Code of Practice on Local Authority Accounting in the United Kingdom.

- (a) The Strategic Director for Corporate Resources shall ensure there is effective liaison between external and internal audit
- (b) The Strategic Directors and Heads of Service shall ensure external audit are given access at reasonable times to premises, personnel, documents and assets which the external auditors consider necessary for the purposes of their work.

12. Orders for Goods, Work or Services

- (a) Official orders shall be raised in the Council's eProcurement system by an Order Requisitioner, as nominated for each service area, and confirmed by an Approved Authoriser. Orders must include; the nature and/or quantity of goods, materials, work or services to be supplied to the Council, and the estimated cost. Orders must:
 - (i) Be allocated to the correct financial and VAT code(s).
 - (ii) Only commit the Council to expenditure which is within the approved budgets
- (b) Official Orders must be issued for all goods, materials, work or services to be supplied to the Council, unless the Strategic Director for Corporate Resources approves exceptions to ordering where circumstances or trading practice make this desirable. Oral orders shall only be given in the case of expediency and must be confirmed by an official order not later than the next working day.
- (c) Strategic Directors and Heads of Service shall notify the Strategic Director for Corporate Resources of employees authorised to raise (Order Requisitioner) and approve orders (Order Authorisers) on their behalf.
- (d) The Officer authorising an order shall be senior to the Officer ordering the goods. This authorisation may be made either by e-mail or in writing if the relevant Officer is not able to authorise directly on the system.
- (e) Every officer requesting an official order shall ensure, as far as is reasonably practicable, in respect of each transaction, that goods, materials or service ordered are obtained on the best possible terms in respect of cost and quality and represent value for money

A limited number of order books are in use to expedite purchases. The arrangements for the ordering, receipt and issue of all order books shall be controlled by the Strategic Director for Corporate Resources.

13. Payment of Accounts

- (a) The Order Requisitioner shall be responsible for goods receipting (GRN) to validate the receipt of ordered goods or services, which will allow payment of the relevant invoice.

GRN may be completed, subject to the following tolerances:

	+	-
GRN	£50	£5,000

Changes in excess of £50 will require an amendment to the order and re-approval by an Authorising Officer.

- (b) The matters to be certified by the spending unit, subject to such selective examination of invoices as may be determined by the Strategic Director for Corporate Resources and Strategic Directors concerned shall include:-
- (i) That the goods have been received, examined and approved as to quality and quantity or services rendered or work done satisfactorily.
 - (ii) That the price charged is correct and the appropriate discounts, allowances and other credits have been deducted.
 - (iii) That the account has not previously been passed for payment.
 - (iv) That the account is arithmetically correct.
 - (v) That income tax is correctly accounted for in respect of sub-contractors / contractors
- (c) Once an order has been goods receipted, the relevant invoice will automatically be paid, subject to the following tolerance levels:

	+	-
Auto match	£0.05	£0.05

- (d) Authorised officers may approve orders to be manually matched for payment by Accounts Payable in the event the auto match between the GRN and invoices fails within the following tolerances:

	+	-
Manual match	£50	£50

Changes in excess of these tolerances will require an amendment to the order and re-approval by an Authorising Officer.

- (e) Orders, GRN and invoices shall be administered by Units promptly so that they can be included in the payment runs and support the payment of invoices in accordance with their payment due dates and secure entitlement to any early payment discounts.
- (f) The Strategic Director for Corporate Resources shall examine, so far as considered necessary, accounts passed for payment, including the final accounts of contracts, and shall be entitled to receive such information and explanations as may be required to ensure that the accounts are in order, before payment is made.

14. Credit Notes

- (a) Credit notes amend or correct previously issued invoices from suppliers. A credit note will be registered to offset against other unpaid invoices from the same supplier.

If credit notes cannot be offset against other unpaid invoices, within 6 months, then each Strategic Director shall be responsible for obtaining refunds pertaining to their service areas.

15. Banking Arrangements

- (a) All banking arrangements shall be made by the Strategic Director for Corporate Resources.
- (b) Only cheques for presentation purposes are issued and shall be ordered by the Strategic Director for Corporate Resources.
- (c) The Strategic Director for Corporate Resources shall be authorised to open such bank accounts as considered necessary in consultation with the Executive member with relevant portfolio.

16. Income

- (a) Arrangements for the collection and banking of all monies due to the Council shall be under the control of the Strategic Director for Corporate Resources.
- (b) All official receipts shall be in a form approved by the Strategic Director for Corporate Resources
 - (iii) No employee shall give a receipt for money received on behalf of the Council on any form other than the official receipt.
- (c) Every Strategic Director shall maintain a correct and chronological record of all monies received and of the date and amount of deposit.
- (d) All monies received on behalf of the Council shall be paid over intact, either to the Strategic Director for Corporate Resources or, by arrangement with them, direct to the Council's bankers.

17. Security of Cash

Each Strategic Director shall be responsible for ensuring the safe custody of cash, including petty cash floats and documents having a cash value entrusted to their care.

18. Imprest Accounts

The Strategic Director for Corporate Resources in consultation with a Strategic Director may advance cash floats to employees for the purpose of defraying certain minor expenses and other items. Each Strategic Director shall be responsible for maintaining arrangements and records for the control of imprests.

19. Debtors

- (a) Strategic Directors shall supply to the Strategic Director for Corporate Resources such information in connection with work done, goods supplied, or services rendered on behalf of the Council and of all other amounts accruing to ensure prompt recording and collection of all amounts due to the Council.

- (i) The Strategic Director is responsible for ensuring that the invoice has been allocated the correct financial and VAT code(s)
- (b) The Strategic Directors issuing an invoice for monies due to the Council shall be responsible for the collection of the debt. Invoices must be raised promptly after delivery of goods or completion of the service. Where possible payment should be taken in advance or at the time of providing the goods or services

If monies are outstanding after normal reminder letters have been issued, the Strategic Directors shall advise the Strategic Director for Corporate Resources of the details relating to the invoice and both shall agree what course of action should be taken, which may include:

- Continued direct contact with the debtor;
 - Arrangement of an instalment plan to recover the debt;
 - Use of an enforcement agency;
 - Use of legal support;
 - Any other options identified.
- (c) Only invoices in excess of £10 will be raised, on the basis that invoices below this value are uneconomical, unless there is a valid reason.

(d) **Debtor Write-offs**

The table below sets out the thresholds in relation to writing off outstanding income, including, but not limited to; sundry debtors, housing rents, council tax (and Council Tax Support), business rates and overpaid housing benefits.

Write-off Value	Type	Authorised
Unlimited	Irrecoverable debts due to bankruptcy, liquidation, insolvency, death, no trace, time bar, error	Head of Service, Finance
Up to £10,000	General	Relevant Head of Service & Section 151 Officer *
£10,001 - £50,000	General	Strategic Director & Section 151 Officer
£50,001 - £100,000	General	Section 151 Officer, Strategic Director & Portfolio Holder
Over £100,000	General	Full Council

*Where the relevant Head of Service is the Head of Service, Finance, then the Section 151 Officer will approve

- (e) Write-offs up to a value of £5 shall be treated as cancellations.
- (f) Credit balances (overpayments) will be transferred to outstanding sundry debtor invoices pertaining to the same debtor, if no balance exists then the credit balance will be refunded to the customer.
- (g) Credit balances that cannot be transferred, due to no active account, or are unable to be refunded (unable to trace debtor, cease to exist) shall be credited to the respective service area.

- (h) The Strategic Director for Corporate Resources shall present an annual report to the Relevant Committee outlining the number and detail of the decisions taken in respect of bad debts

20. Fees and Charges

- (a) Except where existing Council policy or statute requires otherwise, all proposals to introduce and vary charges for services shall be subject to the approval of the appropriate Strategic Director in consultation with the relevant Portfolio Holder and can be varied throughout the year. The Strategic Director for Corporate Resources shall be informed of all variations and new charges introduced. Schedules of existing fees and charges shall be submitted to the Council through the Executive annually. Commercially sensitive fees and charges need not be published.
- (b) Property rental income shall be reviewed in accordance with rent review dates except where statutory provisions apply.

21. Internal Transactions

- (a) Internal transactions are transactions within the Council, which do not involve a third party and include internal recharges, cost apportionments or allocation (e.g. central support costs).
- (b) Invoices are not raised for internal transactions, unless there is a valid reason.
- (c) The Strategic Director for Corporate Resources is responsible for the ensuring that there is a transparent method of calculation for all internal recharges and that they are regularly reviewed.
- (d) Central support costs are only charged to service recipients that are required to be maintained on a total cost basis, including the Housing Revenue Account.

22. Disposal of Assets

- (a) In all cases, the Strategic Director for Corporate Resources shall be notified of any asset disposals.
- (b) The disposal of land or buildings are covered in the scheme of officer delegations. Any disposals which fall outside the powers given to officers in the scheme of delegations shall require approval of the Executive.
- (c) The table below sets out the thresholds in relation to the disposal of vehicles, plant and equipment only:

Disposal Value	Method	Authorised
Up to £1,000	Best price	Strategic Director
£1,001 - £5,000	Best price	Strategic Director and Section 151 Officer
Over £5,000	Competitive tender	Strategic Director, Section 151 Officer and relevant Portfolio Holder

- (d) The disposal of any museum exhibit or artefact shall be in accordance with the Council's policy and will require prior consultation with the Leader and Executive Member with Relevant Portfolio.
- (e) Any IT equipment (including laptops, printers, cameras, mobile devices and any other peripheral items) must be returned to Strata when no longer required.

23. Leases

- (a) Each Strategic Director shall promptly notify the Strategic Director for Corporate Resources of any new leases entered into, as the Council (as lessee) is required to recognise assets and liabilities for all leases, unless the lease term is less than 12 months or the underlying asset is valued at less than £10,000.
- (b) Unless an arrangement is exempt because it is short term or involves assets of low value, the Strategic Director for Corporate Resources will account for a lease by carrying in the balance sheet a right-of-use asset representing the economic benefits and service potential over which the authority has obtained control for the lease term, together with a liability for the payments it will make for the acquisition of those rights.

24. Investments and Loans

- (a) The Council will create and maintain, as the cornerstones for effective treasury management:
 - a treasury management policy statement, stating the policies, objectives and approach to risk management of its treasury management activities
 - suitable treasury management practices (TMPs), setting out the manner in which the Council will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities.

The content of the treasury management policy statement and TMPs will follow the recommendations contained in Sections 6 and 7 of the CIPFA Treasury Management in Public Services Code, subject only to amendment where necessary to reflect the particular circumstances of Exeter City Council. Such amendments will not result in a material deviation from the Code's key principles.

- (b) The Council's Executive will receive reports on its treasury management policies, practices and activities, including, as a minimum:
 - An annual treasury management strategy including as a minimum an annual strategy and plan in advance of the year
 - A mid-year review
 - An annual report after the end of the financial year in the form prescribed in the TMPs.
- (c) The Council delegates responsibility for the implementation and monitoring of its treasury management policies and practices to the Executive, and for the execution and administration of treasury management decisions to the Strategic Director for Corporate Resources, who will act in accordance with the Council's policy statement and TMPs and, if a CIPFA member, with CIPFA's standards of Professional Practice on Treasury Management.

- (d) The Council designates the Customer Focus Scrutiny Committee to be responsible for ensuring effective scrutiny of the treasury management strategy and policies.

25. Insurance

- (a) The Strategic Director for Corporate Resources shall effect all insurance cover.
- (b) Arrangements for the processing and negotiating claims shall be made by the Strategic Director for Corporate Resources.
- (c) Each Strategic Director shall promptly notify the Strategic Director for Corporate Resources of the extent and nature of all new risks to be insured and of any alteration affecting insurable risks in their unit.
- (d) All insurance cover shall be reviewed annually by the Strategic Director for Corporate Resources.
- (e) Each Strategic Director shall immediately notify the Strategic Director for Corporate Resources of any claim made in writing outlining the circumstances under which any loss, liability or damage or any event likely to lead to a claim being made. For the avoidance of doubt, claims can be submitted via electronic means where possible.
- (f) All property insurable incidents should be reported to the Systems and Insurance Manager, to enable the Council to initiate an insurance claim, if sufficient losses are recorded in a year.

26. Stock

- (a) The Strategic Director shall be responsible for the custody and control of stock and equipment in their unit and records.
- (b) The Strategic Director shall carry out an annual stock-take of such items. Except where agreed with the Strategic Director for Corporate Resources, the stock-taking shall be carried out by some person independent of the stockholder concerned.
- (c) Subject to Financial Regulation 12, each Strategic Director shall be responsible for making arrangements to dispose of all obsolete and perishable stock within the year of obsolescence in their unit. Stock disposals should be notified to the Strategic Director for Corporate Resources.

27. Employees Records and Payments

- (a) The arrangements for the calculation of all salaries, wages, compensation and other benefits to employees or former employees of the Council shall be approved by the Head of Service, HR, Workforce Planning & OD.
- (b) These arrangements shall include the maintenance of all necessary records concerning pay, superannuation, national insurance and taxation. Strategic Director shall ensure that sufficient information is provided to the Head of Service, HR, Workforce Planning & OD for this purpose.

- (c) The making of all payments to employees and former employees of the Council in respect of salaries, wages, compensation and other benefits shall be under the direct control of the Chief Executive. It shall be the duty of the Head of Service, HR, Workforce Planning & OD to notify the Strategic Director for Corporate Resources promptly of all appointments, dismissals, resignations, transfers and any changes in rate of remuneration (other than normal annual increments) of all salaried employees of the Council. In addition, Strategic Directors shall notify the Head of Service, HR, Workforce Planning & OD promptly regarding sickness and absence from duty, other than paid leave in respect of all employees in their units.
- (d) The Head of Service, HR, Workforce Planning & OD shall ensure that employees leaving the employment of the Council have repaid, in full, any loans or sums owed to the Council.

In the event that, in the opinion of the Head of Service, HR, Workforce Planning & OD, the amount outstanding is so substantial, that it would be unreasonable to deduct all monies owed from the employee's salary, then the Head of Service, HR, Workforce Planning & OD, shall in consultation with Strategic Director for Corporate Resources agree a repayment plan with the debtor to clear the outstanding balance in full within a reasonable period of time.

- (e) The Chief Executive shall be authorised to arrange for the implementation forthwith of any nationally agreed salary or wage award.
- (f) In all cases where sickness or injury allowances are paid to an employee who may have a legal right to damages, including loss of earnings, against a third party, it shall be the duty of the Strategic Director concerned to notify the Strategic Director for Corporate Resources of the fact that a third-party claim may be made. The Head of Service, HR, Workforce Planning & OD shall follow up all such payments and ensure that, as appropriate, sickness pay is recovered from the employee.
- (g) On the recommendation of the Strategic Director, the Strategic Director for Corporate Resources may approve a reimbursement up to a maximum of £200 for any losses or expenses incurred by employees resulting from loss of, or damage to, their clothing or personal effects, arising out of, or during the course of, their employment, and which are not covered by insurance. For the purposes of this regulation any person carrying out work for or on behalf of the Council or any of its employees in an official capacity (including a member) shall be deemed to be an employee. Any claim where there is a potential risk of personal injury shall be referred to the Council's insurers.

28. Partnerships and Third Parties

- (a) Partnerships
 - (i) The Executive is responsible for approving delegations, including frameworks for partnerships. The Executive is the focus for forming partnerships with other local, private, voluntary and community sector organisations.
 - (ii) The Executive can delegate functions - including those relating to partnerships - to officers. Where functions are delegated, the Executive remains accountable for them to full Council.

- (iii) The Strategic Director for Corporate Resources shall ensure that the accounting arrangements to be adopted relating to partnerships and joint ventures are satisfactory. They must ensure that risks have been fully appraised before arrangements are entered into with external bodies.
- (iv) The Strategic Director for Corporate Resources shall advise on effective controls that will ensure resources are not wasted.
- (v) The Strategic Director for Corporate Resources shall advise on the key elements of funding a project. In particular this includes:-
 - A scheme appraisal for financial viability in both the current and future years
 - Risk appraisal and management
 - Resourcing including taxation issue
 - Audit, security and control requirements
 - Carry forward arrangements

(b) External Funding

The Strategic Directors shall be responsible for promptly notifying the Strategic Director for Corporate Resources of all external funding awarded.

The Strategic Director for Corporate Resources shall be responsible for ensuring that all funding notified by external bodies is received and properly recorded in the authority's accounts.

(c) Work For Third Parties

The Executive is responsible for approving the contractual arrangements for any work for third parties or external bodies.

29. Corporate Credit Cards

- (a) The Chief Executive and the relevant Strategic Director may authorise the issue a corporate credit card to enable goods, works or services to be procured on behalf of the Council. Once notified, Strategic Director for Corporate Resources will arrange the credit card. the Officers issued with a credit card are responsible for the physical security and use of the card.
- (b) Each Credit Card holder shall be required to sign a form agreeing to their responsibilities as a card holder. This includes ensuring the card and card details are held securely at all times.
- (c) **The card must not be used for personal use or to avoid processing order through eProcurement.**
- (d) Each credit card holder/authorised user is responsible for:
 - (i) Ensuring that proper authorisation is held prior to an order and payment being made
 - (ii) Checking that sufficient budget is in place to fund the purchase

- (iii) As far as is reasonably practicable, that the goods, works, materials or service procured are obtained at the best possible terms in respect of cost, quality, compatibility and durability
 - (iv) The card is only used for bona fide and secure transactions
 - (iv) Obtaining the required proofs of purchase including VAT receipts where appropriate to enable the Council to reclaim such expenditure. Where a VAT receipt has not been received, it is the responsibility of the holder/user to ensure that a VAT receipt is obtained as soon as possible
 - (v) Ensuring that the goods have been received, and are of satisfactory quality and quantity
 - (vi) That appropriate entries have been made in inventories or stock records to record the items procured
- (e) Each credit card holder is responsible for:
- (i) ensuring that the price charged is correct and as agreed
 - (ii) submitting a monthly reconciled account, together with all proofs of purchase and VAT receipts, to the Strategic Director for Corporate Resources promptly.
- (f) The duties of certifying payment and receiving the goods, works, materials or services procured shall not be performed by the same employee, except where this has been agreed with the Strategic Director for Corporate Resources.
- (g) Where a credit card holder or user gives notice to terminate their employment with the Council (or is to change duties within the Council), the Strategic Director for Corporate Resources must be immediately notified so that arrangements may be made to restrict their ability to use the card after the termination/transfer date.

30. Urgency

Notwithstanding the foregoing regulations, in cases of urgency the appropriate Strategic Directors in consultation with the Executive member with Relevant Portfolio, Chair of relevant Scrutiny Committee, Strategic Director for Corporate Resources and Chief Executive shall have the power to authorise on behalf of the Council the incurring of any expenditure or any action which would otherwise be contrary to these regulations. The exercise of this authority shall in every case be reported to the next meeting of Executive or relevant Committee.

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Audit and Governance Committee – 4 September 2025

Recommendations to Council

Minute No. 82 – Amendments to the Council's Financial Regulations

- [Financial Regulations - Appendix 1.pdf](#)
- [Financial Regulations - Appendix 2.pdf](#)

Minute No. 83 – Net Zero Risk Register Report

- [City Council Net Zero Risk Register](#)

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PLANNING COMMITTEE

Monday 8 September 2025

Present:-

Councillor Knott (Chair)

Councillors Rolstone, Asvachin, Atkinson, Banyard, Harding, Hughes, Hussain, Ketchin, Mitchell, M and Williams, M

Apologies

Councillors Bennett and Pole

Councillors in attendance under Standing Order No. 44

Councillor Palmer speaking on item 5 (Minute No. 31 below)

Also Present

Strategic Director for Place, Planning Solicitor, Principal Project Manager, City Development and Democratic Services Manager

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MINUTES

The minutes of the meeting held on 4 August 2025 were taken as read, approved and signed by the Chair as correct, subject to the following amendments:-

Minute No. 26: - Councillor Ketchin –

- Bullet point 4 - he had not heard a compelling reason to choose this site **and that the public had not been consulted;**
- Bullet point 5 - **some parts of** Marsh Barton could be amenable for a harvesting waste stream **and not all options for the site of the energy hub in Marsh Barton had been explored;** and
- Bullet point 8 - biodiversity was **NOT** a material consideration for this site, it would easily be done but building an industrial site in the middle of the area would hinder this.

Additional Bullet points to read as:-

- the original plan for the hub was 2.5 acres and the new site has expanded over threefold; and
- the remainder of the Grace Roads playing fields being outside of the red line boundary, should have been clarified as neither a material consideration and not consulted on with the public.

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DECLARATIONS OF INTEREST

No declarations of interest were made by Members.

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PLANNING APPLICATION NO. 25/0318/FUL - FORMER SITE OF 26-28 LONGBROOK STREET

The Chair invited Councillor Palmer to speak under Standing Order No. 44, who made reference to:

- objected to the new application for student accommodation based on community balance issues;
- this was a new application rather than a simple amendment to the previous consented planning application and much had changed in terms of the student accommodation since that original planning permission was granted;
- Purpose-Built Student Accommodation (PBSA) was dominating much of the city centre with even more planned;
- the National Planning Policy Framework promoted inclusive, well-designed places with accessible services and vibrant communities, in which this development did not achieve this;
- the St James Neighbourhood Plan highlighted the area as being unique, with and predominantly residential, acting as a gateway to the city centre;
- more than 50 percent of residents in the St. James area were students, who were welcomed but was already the highest proportion in the city;
- there has been no evidence provided that PBSAs had led to HMOs returning to residential use;
- currently there were 17 HMOs for sale in St James, all marketed as HMO investments and due to costs involved were unlikely to be returned to use as a residential or rental property;
- there was almost no rental properties in the St James area, which were not student HMOs;
- an appeals inspector in St James ward, last year noted that, there was an over-concentration of student accommodation which harmed the objective of creating a balanced community;
- the appeals inspector further noted that the Council was not achieving its target of at least 75% increase in student numbers accommodated by PBSA;
- though additional PBSA's were expected, it needed to be weighed against other plan policies including plan C3 of the St James Neighbourhood Plan to avoid an over-concentration of student accommodation and harming community balance;
- there were 12,500 PBSA beds in Exeter, the majority, of which were in the St James area or its fringes, which were in addition to the hundreds of student HMOs;
- the site needed to be developed for permanent residential homes as a key site in the city centre, not for further student accommodation; and
- the site was currently a mess and as a key gateway into the city should be developed for permanent residential homes for residents.

In response to questions from Members, Councillor Palmer made the following further comments:

- there was no clear evidence of under-occupancy or over-occupancy of the 12,500 student beds;
- data was lacking due to private ownership and no central data source, but not all PBSAs were fully occupied;
- many international students tended to stay in PBSA for three years;
- first-year students preferred PBSA for safety and security, but they moved to HMO housing after the first year for lower cost and social reasons;
- residential accommodation for young professionals in the city centre would be more viable and sustainable than PBSA, but only flats were feasible on this site; and
- young professionals would benefit from city centre living and there would be longer term demand for residential accommodation.

The Chair invited Mrs Robyn Connett, to speak for five minutes, to speak against the application, who made the following points:

- expressed support for Councillor Palmers views on the proposed PBSA (Purpose-Built Student Accommodation) use;
- the proposed design was not good enough for the community, student occupants, city centre, or the Longbrook conservation area;
- the site was high-profile and required sensitive, high-quality development;
- the specific site location was: 26–28 and 30–32 Longbrook Street and was a high-profile area acting as a gateway to the Longbrook conservation area;
- the site was also adjacent to John Lewis and commercial properties;
- the eastern elevation was highly visible from King William Street car park and Bailey Street and the area was badly neglected;
- the application had originally gone to Planning Committee in October 2017 and the design had undergone least seven further revisions, resulting in a wholesale redesign; and
- the height of the proposal was a mistake, due to the original approved scheme being lower than the current proposal.

Mrs Connett responded to questions from Members as follows:

- the St. James Forum was actively involved in the 2015 application process, which included genuine consultation and design improvements through a review panel;
- the design panel had issued 19 recommendations, but the applicant had not fully addressed them;
- the applicant had only consulted the design panel once, shortly before submission;
- the St. James Forum's concerns regarding around design quality and community impact had remained consistent across both applications;
- the St. James Forum managed the Queen's Crescent Garden, but there had been no response from the Council to a request for a financial contribution from this application to help support this site;
- the location of the commercial ground floor was a concern and would not be an active welcoming presence;
- an ideal frontage would allow public access to shops or restaurants, as well as visibility into the space;
- the space was entirely devoted to student accommodation, with doors to plant rooms, bike storage and student reception;
- the student communal space was minimal, and likely to be screened or dark, and not be engaging for passersby;
- students were using Queen's Crescent Garden regularly; and
- there was a desire for financial contributions for the development to be directed towards Queen's Crescent Garden and the forum would welcome discussions on raising money for the regeneration of the strategy.

The Principal Project Manager, City Development presented the application at the former site of 26 - 28 Longbrook Street, Exeter, for a new 9-storey Purpose-Built Student Accommodation (PBSA) in Exeter city centre, replacing the former King Billy pub and coach garage

Members received a presentation which included:

- a precedent had been set for PBSA at the site, following two previous PBSA approvals in 2017 and in 2020 on this site;
- the 2020 approval remained valid but could not be built in its current form, due to new building safety requirements;
- the current scheme was a new scheme, which needed to be considered on its

own merits, with a with the precedent of acceptability from the previous approvals;

- the new scheme had been through pre-application with the Council and the design had also been considered by a review panel, with additional revisions made during the applicant process;
- the applicant had worked closely with the Council during the pre-application stages to improve the scheme based on recommendations made to them;
- the design included a café on the southern ground floor, creating a welcoming and active frontage. The remainder of the ground floor would include a student reception, bike store, bin and plant rooms;
- all deliveries and collections would made from the rear service yard;
- the second to seventh floors would include student studio rooms, with an accessible unit on each floor;
- the eight floor would include student rooms and a second shared amenity space;
- all student rooms would be smaller than standard PBSA developments, but would be mitigated by access to university facilities;
- due to the constraints of the location, there would be no outdoor amenity space, but the applicant had agreed to improve the public area to the south of the site with a seated planter as a condition of the application;
- the medieval wall to the rear of the site, despite not being listed nationally or locally, was of historic significance and had been partially damaged during the demolition of the King Billy, which had been considered by the Council's Historic Environment Officer;
- a pre-commencement condition was for a heritage management plan to secure details of conservation and recording of the wall, alongside an archaeological monitoring of vibration impacts on the Underground Passages to the south of the site;
- the new application proposal was the same maximum height as the previous approval, with an increase in massing on the upper floors;
- issues relating to community imbalance in the area, was set out in the report, and the city centre was identified in the policy as a preferred location for PBSA alongside a requirement to provide PBSA to meet demand;
- Exeter University had continued to expand, which required further PBSA accommodation and calculations indicated that 103% of additional student numbers had been provided since 2006/2007, but was likely to drop to 92% in 2028/2029, based on projected student growth and current PBSA accommodation;
- the adopted development plan did not define imbalance or overconcentration, and therefore, had no clear measurement of what should be considered;
- a recent appeal at Howell Road for a PBSA block had been allowed, with the inspector noting that 4 PBSA blocks within 250 metres of the site would not create an imbalance;
- there were seven PBSA blocks within 250 metres of the site, five of which were within 150 metres. The surrounding area also contained a range of other housing types and uses, including flats, terraced dwellings and commercial units;
- the city centre was identified in policy as a suitable location for PBSA and in this instance was considered that the level of PBSA was acceptable for this location and would not result in overconcentration or imbalance;
- PBSA now counted towards the Council's housing land supply and it could not currently demonstrate a 5-year supply; and
- the application was recommended for approval, subject to the conditions set out in the report and signing of the S106 Agreement requiring contributions towards GP surgeries, implantation of a local energy network, cycle infrastructure improvements and a management plan.

The Principal Project Manager, City Development responded to Member questions and clarification points as follows:-

- access to the service yard for deliveries and waste collection would be maintained, but the access agreement was outside of planning's remit and dependant on agreement between John Lewis and Exeter City Council;
- there was no significant infringement or impact expected on John Lewis windows, as the 22-meter standard gap applied to residential buildings, rather than commercial, buildings;
- a contribution had been requested by the Council's Public and Green Space officer for improvements to Northernhay Gardens;
- other co-living schemes had contributed towards public and green space in the city, but a precedent had been set, that student blocks did not contribute to public/green space as students use university facilities;
- a car free policy would be enforced at the site, with a minimal impact expected on the surrounding parking area. A management plan was also required by Section 106, which would enforce a car-free policy and address exemptions for accessible rooms;
- there was no over-concentration of PBSA in the area;
- the previous permission granted for the demolition of the King Billy was existing, however, the new building could not be built as previously approved, due to new building safety requirements, and as such was a live permission;
- moving in and out logistics would be addressed in the management plan, to ensure suitable drop-off locations and that on-street parking was limited to short periods. All those arrangements would be determined at the proper time;
- construction traffic routes would be specified in the management plan, with main roads preferred over residential streets;
- £30,000 was earmarked for heat network infrastructure, which would be managed by a relevant energy organisation as part of a city centre scheme involving the Council;
- four bat boxes and twelve swift boxes would be installed as part of the ecology officer and RSPB board recommendation;
- the landscape design would be finalised in consultation with the urban designer and ecologist, to approve the final landscape plan with a strong preference for a street tree for the area;
- biodiversity net gain would be delivered through off-site credits, however, the Council had no control over exact location of credit delivery;
- cycle storage provision was below the SPD recommended levels but it had been accepted by DCC highways based on evidence provided;
- a travel plan condition would promote cycling and allow for future increase if needed and the DCC submission had suggested 48 spaces as a condition but would be followed up;
- the current application differed from the previous application due to new building safety requirements and following a design review; and
- there was no precedent set for planning contributions to public spaces for PBSA developments due to existing university facilities being available.

The meeting was paused briefly at 18:34 and reconvened at 18:39 to facilitate a comfort break for Members.

During the debate, Members made the following points:-

- each application needed to be considered on its own merit;
- the location was suitable for PBSA development and appeared to be lower than the John Lewis building;

- environmental health had not raised objections to the application;
- the management plan would need to be robust, and include detail on protecting the medieval wall;
- the current application was considered to be a new application, based on current policy and context, despite previous planning permission granted in 2015 and 2020;
- the 2011 Local Plan supported PBSA, particularly near the University campus and city centre and a number had been developed near St. Sidwell's point. However, there had been no significant reduction in HMO use for students;
- the University had not formally indicated any need for further private PBSA development on this site and there needed to be some demonstrable need for additional PBSA in Exeter, as well as assessment specific for PBSA use at this location;
- the proposal's impact on community balance needed to be addressed, particularly as defined within the St. James Neighbourhood Plan;
- architectural impact needed to be considered on whether the development enhanced or diminished existing design balance;
- an additional 1,600 student bed spaces had already been approved in the Duryard and St. James ward;
- since 2015, several nearby commercial buildings had been converted to PBSA without external changes;
- one of the original aims of city centre PBSA development was to ease pressure on the Duryard and St. James ward, which would be undermined;
- the Council's Article 4 Direction and Local Plan aimed to retain community balance, using a threshold of 20% HMOs in defined areas;
- more than 50% of properties in Duryard and St. James ward currently had student Council Tax exemptions, creating an imbalance;
- a previous appeal upheld for refusal was on the grounds of community balance, had referenced the St James Neighbourhood Plan;
- the scale and massing of the proposed development would overpower the surrounding area and detract the prominence of the nearby John Lewis building;
- there would be an increase in pedestrian and vehicular movement at an already busy junction with students likely to bring in additional vehicles;
- there was insufficient amenity space for residents;
- Exeter was a powerhouse is due to the university, and students needed places to live during term time and its city-centre location was next to retail and nightlife was suitable for students, whilst encouraging economic activity;
- PBSA developments were built on commercial land and do not harm the community;
- similar schemes had been approved twice before, and planning law supported this application;
- comparing it to HMO regulations was incorrect, as HMOs operated under a different regime and Article 4 directions;
- Devon County Council had not objected on highway or pedestrian grounds, and any student bringing cars would use city council car parks, generating revenue;
- previous approvals for similar schemes on the site set a precedent, making it difficult to refuse the application;
- PBSAs were needed to reduce pressure on the residential housing stock, as HMOs are largely still in use;
- the design was acceptable as it was stepped and lower than the John Lewis building;
- the report also noted that the building could be changed to other accommodation use, if student numbers fell;
- the site was suitable and previous planning permissions would have

- accounted for student numbers;
- the impact of student pedestrians was likely minimal, and the new design was a significant improvement;
- planning permission for a PBSA already existed on this site, which would have considered overpopulation issues;
- an increase in students was unlikely to impact the junction which already had good crossing points;
- the developers should morally consider a contribution to Queen's Crescent Gardens, even if not legally required, to support the local community;
- the development was on the margins of the area covered by the St James neighbourhood plan and was in keeping with the surroundings and city centre development;
- consideration of the street scene and planting needed to be considered;
- revisiting the height of the cycle storage needed to be revised, given, DCC had suggested it should be higher;
- there was a missed opportunity for securing financial contributions for local amenity spaces for PBSA developments. Campuses were students' workplaces and the PBSA was their home, making local amenities crucial;
- the site was a key city centre location and needed to be developed;
- students were welcome and were a positive for the city;
- including a tree bench idea outside John Lewis was welcomed;
- more than 50% of properties in the area were already student-occupied, impacting community balance; and
- a previous inspector's ruling on an HMO case found the area to be unbalanced, which could set a precedent to challenge this PBSA development.

The Chair in concluding the debate made the following points:

- agreed with a PBSA being developed on the site;
- the building's massing should be more stepped down Longbrook Street, despite the existing application showing a similar height;
- the internal rooms appeared to be small, but the massing was influenced by fire regulations, which required a wheelchair-accessible studio on every floor; and
- the developer was present at the meeting but had not registered to speak.

The Planning Solicitor, at the invitation of the Chair advised Members of the following:

- planning obligations must be necessary to make a development acceptable in planning terms, be related to the development, and be fairly and reasonably related in scale and kind, as set out in Regulation 122;
- officers had identified that there was no planning harm to mitigate, as students could access community spaces like the campus.
- there was also no information regarding specific monies needed or requested by any third-party organisation, nor how such funds would be spent; and
- insisting on such an obligation could lead to an appeal by the developer for non-determination.

The Strategic Director for Place made the following concluding points:

- the location and design was acceptable;
- there was evidence of unmet demand for student accommodation in Exeter;
- the university's £260 million investment in the West Park scheme, housing first-year students on campus, indicated a clear need for student accommodation;

- students contributed hugely to Exeter's economy and the vitality of the city centre;
- the city centre was the council's preferred location for student accommodation due to its sustainability, allowing students access to facilities by walking or cycling without needing cars;
- the concerns raised about over-concentration and imbalance were legitimate but difficult to define and the issue was often about community cohesion and the feeling of neighbourhood change;
- like other PBSAs, the development would be professionally managed with clear rules, and officers were experienced in securing and monitoring measures to mitigate any impact on community cohesion; and
- the site needed to be of a high quality and the new design was a significant improvement, negotiated by officers after building regulations necessitated a revisit of the 2015 design, which was in keeping with a city centre location.

The Chair moved, and Councillor Rolstone seconded the recommendation, which was voted upon and CARRIED.

RESOLVED to delegate to the Head of Service (City Development) to GRANT permission subject to completion of a legal agreement under section 106 of the Town and Country Planning Act 1990 (as amended) to secure the following:

- £600 per student room to Devon County Council for improvements to local cycle networks;
- £5,000 to Devon County Council for costs relating to Traffic Regulation Orders required as part of the development;
- £27,667 for expansions of GP surgeries;
- £19,564 to Exeter City Council for implementation of a Local Energy Network;
- Management Plan agreed with Exeter City Council; and
- the conditions set out on the Planning Committee Report.

RESOLVED to delegate to the Head of Service (City Development) to REFUSE permission in the event the S106 Agreement is not completed by 8 March 2026 or such extended time as agree in writing by the Head of Service (City Development)

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LIST OF DECISIONS MADE AND WITHDRAWN APPLICATIONS

The Strategic Director for Place, the Principal Project Manager, City Development and the Chair responded to Member questions as follows:

- increasing occupants in an HMO, would require either a new HMO license, which was a separate from planning, or, if the number exceeded six, a new planning permission for a 'sui generis' HMO;
- a change in occupants between three and six was under class C4 and did not need a new planning permission;
- the reason for turning down the application for 2 Woodville Road, would be provided outside of the meeting;
- details of the location of the application for the Alphington Cross Store, would be provided outside of the meeting;
- Exwick Ward did not appear, due to there being no applications for this ward;
- the term split decision was rare and was an unusual type of decision where some aspects of a planning application were approved and others refused; and
- the DCC application at County Hall fell under the Town and Country Planning General Regulations 1992 - Regulation 3, which allowed planning applications by a planning authority to develop any land of that authority, or by an

interested planning authority. In this instance DCC was the planning authority and the application site was their land, so they could apply for planning permission to be determined by itself.

The report of the Strategic Director for Place was noted.

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APPEALS REPORT

The Strategic Director for Place in responding to a Member's enquiry confirmed that the officer's summary in the appeals report had not been permanently removed. Its absence in the report was an exception because all the appeals were for household applications, and summaries were usually provided for other types of appeals.

The report of the Strategic Director for Place was noted.

(The meeting commenced at 5.30 pm and closed at 7.38 pm)

Chair

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STRATEGIC SCRUTINY COMMITTEE

11 September 2025

Present:

Councillor Pole (Chair)

Councillors Mitchell, K, Atkinson, Haigh, Harding, Hussain, Ketchin, Knott, Palmer, Wetenhall and Williams, M

Apologies:

Councillors Miller-Boam and Rolstone

Also present:

Strategic Director for Place, Head of Service - City Centre and Net Zero, Net Zero Project Manager, Programme Manager City Wide - Net Zero and Democratic Services Officer (LS)

In attendance as Portfolio Holder:

Councillors Bialyk, Vizard, Wood and Wright

9 Minutes

The minutes of the meeting held on 5 June 2025 were taken as read, approved and signed by the Chair as correct.

10 Declarations of Interest

No declarations of interest were made by Members.

11 Questions from Members of the Public Under Standing Order No.19

There one question submitted by a member of the public. The Chair invited Mr Cleasby to read his question:

“In view of the forthcoming transfer of local transport responsibilities to the County Combined Authority, does the Leader agree that only by creating an Exeter-centric unitary authority – which would be a full voting member of the CCA Board - will Exeter’s interests be properly represented in CCA transport decisions?”

The Leader responded that he agreed and that both budgets were kept separate for this year and amalgamated next year. The Leader also stated that he attends CCA meetings as a non-constituent member rather than a member with voting rights and that in order for Exeter to hold a seat it was necessary to become a unitary authority.

12 Questions from Members of the Council Under Standing Order No.20

There had been two questions submitted by Councillor Wetenhall to the Portfolio Holder for City Management who was unable to attend therefore the questions were deferred until the next meeting of the committee.

13 Portfolio Holder report - Councillor Vizard

The Portfolio Holder for Climate, Ecological Change and Communities, Councillor Vizard presented his report drawing attention to the following points:

- the breadth of work being undertaken spanned directorates, the Council and outside bodies;
- the path to net zero included all aspects of council work;
- thanks were offered to Freya Branley who had now left the council but had been an excellent officer. Recruitment to the post was underway;
- the strategic vision of the council in the shape of the new corporate plan was in place and other opportunities with partners were being explored which was timely with regard to local government reorganisation and the need for Exeter to have a say in topics such as transport;
- the successful PSDS funding for Riverside Leisure Centre had now successfully procured and awarded contracts for the works; and
- electrification of the fleet was a key project but Riverside was top of the list.

Councillor Vizard and the Net Zero Project Manager responded to Members' questions in the following terms:

- there would hopefully be more homes retrofitted with solar panels;
- two companies had been secured to provide design and project management for Riverside;
- teams would likely be happy to provide a report regarding joined up working on damp and mould issues although housing was a different portfolio;
- incorrect grants information listed should be sent to the Portfolio Holder and he would ask officers to review;
- next steps and timescales regarding PV feasibility study would be put to SMB in the near future and there would be a report to council seeking funding, from the public loans board, with a business case;
- with regard to the Regional Energy Strategic Plan recommendations of the net zero team the Portfolio Holder would respond outside the meeting;
- the cost of heating the civic centre was not optimum but he would press hard to reach optimum with any move and to meet some of the climate emergency challenges;
- heat pumps on council land was a good concept and funding would remain the issue as well as challenges around infrastructure, planning and connectivity;
- the timescale for retrofit was difficult as there was not definite funding due but 920 homes had been retrofitted to date which equated to approximately 20% of the stock and funding bids were being submitted;
- the number one priority was decarbonising housing and buildings in general;
- there was a hope that the district heat network would connect with residential homes in future;
- it was expected that there would be funding from Government to replace the PSDS and the Portfolio Holder would look for announcements; and
- the communities aspect of his portfolio reported to the Customer Focus Scrutiny Committee but there was work through Safer Exeter Partnerships with Councillor Miller-Boam as Member Champion

reaching out to diverse communities in order to bring questions back to the council.

The Strategic Scrutiny Committee noted the report of the Portfolio Holder for Climate, Ecological Change and Communities.

14 **Exeter City Council's Costed Organisational Carbon Footprint Projections to 2030**

The Strategic Director for Place introduced the report and invited the Research Fellow to the table and made the following points:

- this was a powerful report with scenarios from across council services;
- this was the first report in the country to provide true costs to a council for their carbon reduction; and
- the report was ground-breaking and thanks were given to the Research Fellow and the team at South West Energy and Environment Group (SWEEG) for giving such rich information without charge.

The Research Fellow gave apologies from the author who was unable to be present, and presented the report making the following points:

- social housing was very important to footprint;
- the net present value was not included due to a short timescale;
- F gases often included but relatively small and bundled with buildings for the purposes of this report;
- Business as Usual(BAU) included those things which were already planned or committed to;
- the Max position would just get the council to net zero by 2030 and was the best case scenario;
- insulation was planned at the point of change of tenancy to avoid disruption to tenants;
- electricity usage was going down despite the increased use of devices;
- heating by heat pump was more efficient than electric heating;
- capital expenditure was needed for social housing;
- operational expenditure would decrease over time with non-domestic properties but there would be a spike in capital expenditure;
- transport required capital cost due to leasing of vehicles;
- renewable energy would be achieved by installing PV at greater rates on home with some non-domestic but the Max would be achieved by installing larger ground-mounted PV;
- land use change was limited to tree planting to increase canopy cover and the Max option would be 100% cover which would be unrealistic, however, planting new trees could also disturb carbon;
- net zero would not be achieved without addressing housing which was costly and not necessarily easy;
- electrification of traffic could happen quickly as the infrastructure was already in place; and
- BAU and Mid options would not achieve net zero by 2030, the Max option would but it was ambitious.

The research Fellow, Strategic Director for Place and Portfolio Holder for Climate, Ecological Change and Communities responded to Members' questions in the following terms:

- the report was transparent on the sources used and methodology could also be seen with factors available from Government as they were those used by the Climate Change Committee;
- data was pooled with other authorities through SWEEG;
- Cornwall were look at a shared ground look;
- the amount of money needed for housing meant that supportive policies would be needed and direct incentives for people to move to heat pumps;
- there was a toolkit for householders, community groups and businesses on the council website;
- there was support for Exeter Community Energy;
- figures regarding housing were taken from discussion with the Housing Team and maybe based on the cost to the council rather than market value but he would look into this;
- 'current trajectory' rather than BAU would be taken back to the author and Cornwall used 'best outlook pathway'
- the author was a certified Passivhaus designer and it was a myth that Passivhaus' were hermetically sealed rather ventilation was managed and these home were better insulated to keep warm or cool when needed'
- the need to keep internal doors open or closed would depend on the way the individual house was set up and its individual sensors;
- it was important that those living in a Passivhaus understood the house and that they were given information about how the house worked otherwise energy bills would remain high;
- the Strategic Director would respond outside the meeting regarding leased out assets on page 25 and whether some of these could be in scope 1;
- it was an aspiration for all new houses to be built to Passivhaus standard and some had been with Vaughn Road as a great achievement;
- Passivhaus was one approach and design solution to achieve a high level of energy efficiency but there were others as well;
- as a stock owner and landlord the council must also consider costs to tenants and it was currently cheaper to heat with gas;
- the report was informative but wouldn't be used to make decisions; and
- all issues must be considered including but not limited to maintaining design excellence and carbon reduction.

Following a unanimous vote the Strategic Scrutiny Committee noted the report.

15 **Citywide Net Zero**

The Strategic Director for Place introduced the item and the Programme Manager City Wide - Net Zero who presented the report making the following points:

- the report highlighted the collaborative efforts with partners, especially the university, to reduce greenhouse gas emissions across the city;

- there were many initiatives including sustainable travel and biodiversity;
- the new stakeholder group had been successful with good attendance and engagements from the public sector, businesses and community groups and there was a desire and enthusiasm to work together;
- priorities had been identified in March and in June it had been agreed to focus on active and sustainable travel and a meeting next week would focus on nature and biodiversity;
- links would be made with the county nature recovery strategy; and
- funding from GWR Customer and Community Improvement Fund had enabled a successful project improving signage and way finding to railway stations from the Green Circle.

The Strategic Director for Place and Programme Manager City Wide – Net Zero responded to Members' question in the following terms:

- the civic sustainable travel group was led by the university therefore questions regarding their minutes would need to be put to the university
- Exeter Partnership notes were shared on the council website but no minutes were taken;
- Phase 1 of the bike hubs project was focused on secure staff bike parking on a variety of council sites and some on council-owned housing;
- proactive work with others to place bike hubs was in the scope of the project but not in Phase 1 or 2;
- the planning pre-application service, for which there was a cost, could be utilised for those wishing to put in bike hubs;
- at present there wasn't a timescale for this work but a report would go to SMB and the Executive in due course;
- the new maps made it clear where the railway stations were and there were new maps available as well as maps at the railway stations showing how to get to the Green Circle;
- a response would be given outside the meeting as to whether the new electric double-decker buses were in service;
- the net zero team were working closely with the Live and Move team who were on the steering group delivering the Green Circle project;
- promoting to stakeholders was an important aspect of the project, an article had been included in the Citizen and there would be more activity towards the end of September;
- the new maps and way finding focused on the Green Circle areas adjacent to the stations of St David's, Marsh Barton and Polsloe Bridge;

The Chair stated that she had worked with a community group to put in a bike hub and the planning team had been amenable and explained the process.

Councillor Vizard, as Portfolio Holder for Climate, Ecological Change and Communities stated that his report to the committee explained the Phases of the bike hub project and that logistics and potential providers would be part of this work. Devon County Council had a role to play with regard to anything on the highways.

The Chair moved, seconded by Councillor Atkinson, the recommendation as set out in the report and following a unanimous vote was CARRIED.

16 **Forward Plan of Business and Scrutiny Work Plan**

During discussion on the scrutiny work plan Councillor Knott proposed, seconded by Councillor Atkinson that an item on South West Water be added to the plan following referral from Council on 2 September and following a vote was unanimously CARRIED.

The Chair shared information regarding the Air Quality Action Plan from the Head of Service – Environment and Waste:

“we first have to consider the Air Quality Management Area and this has to be subject to consultation before it can be presented to Council to become an order. At the point the order has been approved by Council (likely to be March 2026) the Council then has 18 months to draw up and consult upon an Air Quality Action Plan based upon the new Air Quality Management Area.

The law requires us to conduct it in this way and to do it any other way would be pre-determining the consultation of the Air Quality Management Area.

The timetable in my forthcoming report has been presented to DEFRA who have accepted that this meets the requirements.”

The Chair proposed, seconded by Councillor Atkinson that the item be timetabled for scrutiny at the meeting in March 2026 which following a vote was unanimously CARRIED.

Following a vote the draft Scrutiny Work Plan as amended was **AGREED**.

The meeting commenced at 5.30 pm and closed at 7.45 pm

Chair

EXETER HARBOUR BOARD

Monday 29 September 2025

Present:-

Councillor Williams, R (Chair)
Councillors Cookson, Read and Snow

Apologies

Councillor Rolstone.
Jane Green.

Also Present

Harbour Master Exeter Port Authority, Harbour Patroller, Democratic Services Officer and Head of Service Operations

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APOLOGIES

Apologies were received from Councillor Rolstone, and Jane Green.

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MINUTES

The minutes of the meeting held on 12 June 2025 were taken as read and signed by the Chair as correct.

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DECLARATIONS OF INTEREST

No declarations of interest were made by Members.

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LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT 1985) - EXCLUSION OF PRESS AND PUBLIC

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PUBLIC QUESTIONS

The Chair advised that no questions had been received from members of the public.

27

CHAIR'S ANNOUNCEMENTS

The Chair provided the Members of the board with the following announcements;

- she had attended the Exe Estuary Management Partnership committee meeting in Exmouth;
- the Duty Holders had received a detailed briefing from the Designated Person, James Hannon.
- she had received an update from the engineers on the progress at Trews Weir and they had been invited to the next meeting to provide an update to Members; and
- the consultation period for the Harbour Revision Order was due to start on the 13th of October and would run for 42 days. The Harbour Master advised Members that this would be advertised in the Western Morning News for two weeks and would be announced on the council webpages.

EXETER PORT USER GROUP UPDATE

The Chair of the Exeter Port Users Group (EPUG), Rex Frost, was in attendance. His update had been circulated to Members and was taken as read and the following discussion points were made:

- Exmouth and Exeter East MP, David Reed had visited with his wife and they had both been taken out on the water;
- there had been discussions about the impact of Local Government Reorganisation on the Harbour Revision Order;
- there had been no new complications on the river; and
- harbour patrols were going well and there had been a decrease in misconduct.

DESIGNATED PERSON PRESENTATION

The Chair welcomed the Designated Person, James Hannon, who gave a presentation, making the following points:

- an introduction to himself;
- 'Ports and Marine Facilities Safety Code' (PMSC) and 'A guide to good practice on port and marine facilities'
 - both had been updated in 2025;
 - both were reviewed by annually, with the guide potentially becoming more dynamic in the future;
- the PMSC was owned by the Department for Transport (DfT) and the guide was owned by the Maritime & Coastguard Agency (MCA);
- the Code sets out a national standard, but was not mandatory and was primarily for the use of the Duty Holder;
- the Code consisted of ten chapters, taken from the previous ten-point checklist for Duty Holders;
- conservancy had been consolidated into one area and was now more user friendly;
- there are ten key measures;
 - Duty Holder;
 - Designated Person;
 - legislation;
 - duties and powers;
 - risk assessment;
 - marine safety management system;
 - review and audit;
 - competence;
 - plan;
 - conservancy duty;
- the Code was flexible and could be used by all ports; and
- Exeter had had a gap analysis in March 2024 but this had been done using the previous Code and he expected the harbour authority to conform against the proportional requirements.

The Designated Person responded to Members' questions in the following terms:

- there were duties and laws that must be followed by people using the harbour, but the Harbour Revision Order would provide greater flexibility for how this was managed;
- the Code was supported by acts and regulations that applied in the law;
- the Marine Safety Management System was not a document but everything that was carried out, such as conduct on the water and the conduct of staff;
- Exeter was a competent harbour authority, but had been previously giving lots of effort on elements that were unnecessary such as pilotage;

- Exeter were restricted to by-laws but this would change following the Harbour Revision Order;
 - the Harbour Master was extremely approachable and recognisable, and it was great to see a Harbour Master so actively engaged;
 - the PMSC maritime risk assessment did not follow HSE model and instead followed the International Maritime Organization model;
 - hazard identification workshops for all port users was recommended;
- the PMSC should be a standing item on the agenda moving forward; and PMSC did not apply to canals and at the moment they were not covered by any standard

30

HARBOUR MASTER'S REPORT

The Harbour Master updated Members on the following:

- the current risk assessments had been carried out using the councils own systems and were a bit clunky currently;
- he wanted to assess what happens on the water with the Port User Group;
- the implementation of MARNIS;
- he wanted to hold HAZ ID workshops and felt it was important for harbour used to get involved with the process; and
- it was important that the Duty Holders were aware of the hazards and training would be held for Duty Holders.

The Harbour Master responded to questions from Members in the following terms:

- the waterways team had been working with boat owners and timescales had been agreed for completing work;
- it was council policy that live-aboards were not allowed as there was not sufficient facilities;
- there were issues with the towpath, and inspection and risk assessments was ongoing but there was not enough staff to carry out remedial work at this time;
- the canal team were doing there best to handle ASB the areas that they were responsible for, and were working closely with PCSO; and
- the PCSO comes to the harbour office for update frequently.

31

WATERWAYS BUDGET INFORMATION

There were no questions from Members regarding the budget information.

32

'SHOULD RIVERS HAVE RIGHTS?'

The Chair introduced Dr Séverine Saintier, a professor from the University of Exeter, who gave a presentation on the rights of rivers, making the following points:

- context;
 - regulatory framework was not largely protective of rivers;
 - a more eco-centric approach, such as the pacha mama philosophy could grant rivers legal rights;
- giving nature (rivers) a voice?
 - idea comes primarily from Latin American counties;
 - private law had huge importance and a huge role to play;
- rights of nature approach in the UK?
 - there is was a clear appetite, both top down and bottom up for a different way of doing things;
- cases in the UK;
 - there were Rights of Nature initiatives all across the UK;
- other possible tools;
 - communing could be applied to water;

- what about the Exe?
 - Friends of the River Exe (FORE) had adopted a more eco-centric relationship with the water
- what next?
 - work with stakeholders, including the community to develop a plan of action;
 - potentially appoint a guardian for the river; and
 - there were lots of other possibilities in both Devon and across the UK.

Dr Saintier responded to Members' questions in the following terms:

- it would be beneficial to carry out a survey on what was already happening across the UK and see if it would be possible to bring it to the Exe;
- this was not just about the water but also the river beings;
- Lewes Council had recognised the need for a charter for the River Ouse, and this was giving the river a voice during decision making;
- protection for salmon and migratory birds was not working because it was not enforced, the river would be considered in its own right;
- she wanted to apply for money from the University to publicise this and invite a councillor from Lewes District Council to attend two events, including one for the public;
- current legislation was not being enforced, nature needed to be considered at the beginning of decision making; and
- the threshold for protecting the river was very low, and was not meaningful for environmental impact.

(The meeting commenced at 5.30 pm and closed at 6.58 pm)

Chair

EXECUTIVE

Tuesday 23 September 2025

Present:

Councillor Bialyk (Chair)

Councillors Wright, Asvachin, Foale, Patrick, Vizard, Williams, R and Wood

Also present:

Councillor Haigh (as an opposition group Leader);

Councillor Holland (as an opposition group Leader); and

Councillor Moore (as an opposition group Leader).

Also present:

Chief Executive, Strategic Director of Operations, Strategic Director for People and Communities, Head of Legal and Democratic Services & Monitoring Officer, Head of Service - Asset Maintenance, Interim Head of Service - Housing and Democratic Services Manager

65

MINUTES

The minutes of the meeting held on 12 August 2025, were taken as read, approved and signed by the Chair as a correct record.

66

DECLARATIONS OF INTEREST

No declarations of disclosable pecuniary interests were made.

67

QUESTIONS FROM THE PUBLIC UNDER STANDING ORDER NO. 19

No questions from members of the public were received.

68

MATTERS REFERRED BY SCRUTINY COMMITTEES

There were no matters referred from the Scrutiny Committees for this meeting.

69

ANNUAL SCRUTINY REPORT 2024-25

The Executive received the Scrutiny annual update report in respect of the Scrutiny work achieved during the municipal year 2024-25.

Particular reference was made to:

- the timing was now aligned with the municipal year;
- the new format was highlighted, which provided further details on matters considered by scrutiny, and would be developed further to show the impact that scrutiny achieves; and
- thanks were given to Democratic Services Officer, Liz Smith, for her hard work in conjunction with the members of the Scrutiny Programme Board, to make these changes.

During the debate, the following points were made:

- the report had already been presented to both scrutiny committees;

- the new report layout highlighted the impact of scrutiny and recommendations were now being presented to Executive and actions being taken;
- the changes made to how scrutiny functioned was welcomed; and
- the Portfolio Holder engagement and debates at Scrutiny meetings were useful;

An opposition group leader raised the following points and questions:

- expressed thanks for the for work undertaken on the annual scrutiny report;
- highlighted that a discussion had been held about addressing the wording regarding money relating to a portfolio holder and the important outcome; and
- there was a long-standing request that scrutiny meetings be broadcast to allow the community to see and hear discussions.

In response to questions raised, the Leader advised that the matter for broadcasting scrutiny meetings had been raised last year, and a discussion about the possibility would take place. He also advised that the report was for Council approval, and it was not appropriate for the Executive to make any changes to the scrutiny report.

The Leader moved, and Councillor Wright seconded, the recommendations which were voted upon and CARRIED unanimously.

RECOMMENDED that Council approve the Annual Scrutiny Report 2024/25.

70

AIR QUALITY ANNUAL STATUS REPORT AND REVISION OF THE AIR QUALITY MANAGEMENT AREA (AQMA)

The Strategic Director for Operations advised that a deferral of this report was requested to allow for further refinement of the action plan and to conduct more consultation with key stakeholders. It was intended to bring the report back before the next scheduled meeting in November 2025 with a more informative and interactive report.

The Leader advised that questions submitted in advance by Councillor Moore would be answered in writing by the Strategic Director for Operations.

The Leader advised that he would be deferring the report and that a report would be brought back at the earliest opportunity.

RESOLVED that the item be deferred.

71

FOOD LAW AND HEALTH AND SAFETY ENFORCEMENT SERVICE PLAN 2025-26

The Executive received the report which sought approval to adopt the statutory Food Law and Health and Safety Service Plan 2025-26, which set out the Council's regulatory function in respect of food safety and health and safety over the forthcoming year.

Particular reference was made to:

- the work was being delivered by the existing Environmental Health team, with no request for additional financial or staffing resources;
- there had been a substantial intervention process, with 11 funeral directors inspected following a national intervention;
- Section 18 of the Health and Safety at Work Act required that the Council intervene in cases of health and safety contravention;

- local authorities were responsible for 65% of work premises nationally, which equated to 48% of workers;
- of 625 food premises inspected, 99% had been judged to be good; and
- 185 new food premises had been registered with 77 proactive health and safety inspections were undertaken, alongside 259 other related visits.

During the debate, the following points were made:

- the detailed report was welcomed and highlighted the impressive work from officers;
- there were some very impressive statistics in the report, and highlighted the essential function being carried out by the Council;
- it was reassuring to know that all food poisoning cases and other infectious diseases were investigated;
- the report reference of the corporate plan required updating and the link appeared to be broken;
- the reference to the apprenticeship and giving an opportunity to develop younger people in the role was welcomed;
- the additional workload required for funeral directors inspections, at short notice was commended; and
- the total number of food businesses due or overdue for inspection had been reduced to 6 between March 2024 and April 2025, which was commended.

An opposition group leader raised the following points and questions:

- how did the Council apply the policy to its own work and how was it monitored? and
- should the Devon Health and Wellbeing Board also be included as a reference?

In response to questions raised, the Strategic Director for Operations advised that:

- the number of eating establishments in the city was 1,070;
- the benchmarking of 99% 'good' vs 56 food poisoning cases was against other authorities and benchmarking data would be shared outside the meeting;
- the links in the report would be checked and updated to ensure they reference the right corporate plan objectives;
- the comparison with previous years for service requests for noise, nuisance, light pollution, business-related antisocial behaviour would be incorporated;
- Heads of Service had working on producing service plans within their service and some of that data had been captured in the report;
- a link to Devon Health and Wellbeing Board could be incorporated; and
- details of interventions across the corporate premises would be provided outside of the meeting.

The Leader moved, and Councillor Wright seconded, the recommendations which were voted upon and CARRIED unanimously.

RESOLVED that the Executive supported the Food Law and Health and Safety Service Plan 2025-26.

RECOMMENDED that Council approve:

- (1) the Food Law and Health and Safety Service Plan 2025/26; and
- (2) that Head of Environment and Waste is authorised to change the plan in the light of national guidance and/or to meet operational needs.

HOUSING DAMP & CONDENSATION POLICY 2025-2030

The Executive received the report which provided a summary of new Housing Damp & Condensation Policy 2025-2030 for adoption, to ensure that Exeter City Council met its statutory obligations under Awaab's Law & the Regulator of Social Housing's Consumer Standards.

Particular reference was made to:

- there were a number of new and updated housing policies being presented at the meeting;
- all the policies had been presented through consultation with the Tenants Voice group and Council Housing and Development Advisory Board;
- the Housing Damp and Condensation Policy was a new policy to reflect the statutory obligations under new Awaab's Law, and the Regulator of Social Housing Consumer Standards that come into force in 2024; and
- adopting the policy would provide a consistent framework for staff and contractors, in ensuring accountability and transparency.

During the debate, the following points were made:

- the new policy and legislation was welcomed;
- the inclusion of advice leaflets to new tenants, preventive measures following received reports and reactive work was important;
- the 11 positive commitments in section 2 of the policy were welcomed, and it was enquired if there were any timescales?
- the proactive approach, over a reactive approach was welcomed and further details were requested;
- had retrofitting reduced mould/damp issues?
- damp and mould had serious impacts on lives, both in social and private housing;
- the council should be commended for being pro-active in addressing the issue;
- the report outlined both proactive measures and effective actions being taken;
- concern was raised about officer capacity to deliver proactive and reactive actions given current workload pressures;
- the national direction to move away from blaming tenant lifestyles was supported.

The Portfolio Holder for Housing, Homelessness Prevention and Customer Services spoke to the item and thanked officers for the work undertaken and advised that it had been welcomed by the Tenants Voice group and Council Housing and Development Advisory Board.

An opposition group leader raised the following points and questions:

- welcomed the importance of the policy; and
- enquired as to what extent did the policy overlap with the Home Adaptations Policy, for major or minor work?

In response to questions raised, the Strategic Director for Operations and the Strategic Director for People and Communities advised that:

- the timescales for the 11 positive commitments were set out in procedure and in Awaab's Law and could be shared outside the meeting. The Council would always follow best practice required in relation to timescales;
- a proactive approach meant that any officer or contractor in contact with a property must engage with tenants, observe conditions, and report signs of damp/mould;
- formal housing stock inspections would also increase as part of a proactive approach;
- retrofitting had provided a positive impact to improved affordable warmth and insulation. There were still some issues to address including enhanced ventilation strategies;
- team capacity was an issue particularly with changes to legislation; however, work was already underway to understand the future demands of the impending new legislation on enhancing tenants' rights both in terms of the Council's role as a social landlord but also in the context of new powers expected in relation to Private Sector Landlords. In anticipation of increased demands, a review of tenancy management and private sector housing services was being undertaken with the aim of modernising and delivering on the new legislative requirements;
- the Tenant's Voice group had recently produced a report on their spotlight review of Damp and Mould which had provided positive feedback and highlighted areas for improvement, particularly regarding the language and response from staff and contractors;
- the Interim Head of Service was responding to the recommendations in the report and how changes would be implemented to ensure staff were aware of how their practices impacted tenants and how these were to be improved; and
- the majority of the statements of need (as required, for major adaptations from a social care occupational therapist) were mainly focussed on mobility related adaptations, including stair lifts, ramps and internal modifications to aid mobility. It was very unusual to receive a statement of need relating to needs that would result in a retrofit to improve energy consumption and reduce bills.

The Leader moved, and Councillor Wright seconded, the recommendations which were voted upon and CARRIED unanimously.

RECOMMENDED that Council approve the adoption of the new Housing Damp & Condensation Policy for the period 2025-2030.

73

HOUSING RECHARGES POLICY 2025-2030

As first-time attendees at the Executive, the Chair welcomed the Head of Service – Asset Maintenance and the Interim Head of Service – Housing to the meeting.

The Executive received the report which provided a summary of the new Housing Recharges Policy 2025-2030 for repairs and maintenance works to its properties to ensure they remain in a safe condition, using the rent payable through the Housing Revenue Account to ensure the service represents value for money for legitimate repairs work.

Particular reference was made to the policy as follows:

- the Council had always recharged tenants for work to properties that fell outside of the Council obligations as a landlord, but re-charges were applied on an ad-hoc basis;
- the new policy provided a fair, consistent, and transparent framework for recharging tenants for work required due to damage or negligence;

- the Council was required to operate a cost-effective repair service and demonstrated value for money for tenants;
- the policy aimed to ensure that the Council could recover costs for work that was not part of its legal maintenance responsibility; and
- the implementation of the policy would be monitored to ensure it was applied in a fair and transparent way.

During the debate, the following points were made:

- were re-charges being made previously and were tenants made aware?
- was there an example appendix available of the costs to assure cost recovery?
- assurances were sought on there being consideration of financial hardship and allowing time for tenants to pay even when not technically in hardship;
- how would rechargeable repairs be picked up, i.e. housing officer visits or councillor reports;
- there was a need for clarity on who was responsible for communal grounds, noting inconsistencies across blocks;
- an enquiry was made about the standards for repairs carried out and what interaction and DIY advice had been given to tenants?
- how were standards agreed for unauthorised alterations/improvements and would the approved policy be included in lease materials? and
- was there a time limit for family members to clear out belongings, where a tenant died or a tenancy ended?

In response to questions raised, the Strategic Director for People and Communities and the Interim Head of Service – Housing advised that:

- there should have been an appendix to the policy setting out sample charging information, and this would be provided to Members;
- new tenants would be reminded of their responsibilities to maintain the property in good order and the recharge policy was part of the routine tenancy induction process.
- Officers and contractors would clarify responsibilities and potential charges for existing tenants as part of the routine process of reporting and acting on repairs and maintenance work; and
- housing officers would discuss suspected damage, advise on next steps, and consider costs reasonably and fairly, especially for vulnerable tenants including those acting as executors for deceased tenants.

The Leader moved, and Councillor Wright seconded, the recommendations which were voted upon and CARRIED unanimously.

RECOMMENDED that Council approve the adoption of the new Housing Recharges Policy for the period 2025-2030.

74

HOME ADAPTATIONS FOR COUNCIL HOUSING POLICY 2025-2030

The Executive received the report on the revised Home Adaptations for Council Housing Policy 2025- 2030, which aims to ensure the Council is compliant with the Regulator of Social Housing Safety and Quality Standard which are designed to assist tenants seeking housing adaptations to meet assessed health needs.

During the debate, the following points were made:

- clarity was sought on how was the need and solution identified and agreed, were other agencies involved, and to what extent were residents involved, given their lived experience?
- clarity was sought on the differences between major and minor adaptations for eligibility/use of a disabled facilities grants for tenants and private renters;
- clarity was sought on section 5.4 of the policy, regarding requests where the tenant was registered with the Devon Home Choice Scheme being dealt with on an individual basis; and
- there was a case involving a tenant using a wheelchair, who had a kitchen fitted with cupboards they could not reach. The process was unclear for both Councillor and tenant and highlighted a gap where kitchens were being fitted around individuals without proper adaptation alignment.

An opposition group leader raised the following points and questions:

- enquired on timescales and response expectations;
- sought clarification on adaptations policy structure and process for major/minor works; and
- enquired on the faster rehousing through Devon Home Choice.

In response to questions raised, the Strategic Director for People and Communities and the Strategic Director for Operations advised that:

- with further changes expected nationally in relation to funding for home adaptations it was likely that this policy would be revised and brought back to the Executive in the next 12 months to consider additional amendments;
- there were currently two systems in place: national Disabled Facilities Grant funded through the Better Care Fund passported to District Councils through Devon County Council, which could be utilised by people who owned their own homes;
- the other system was rent from the private rented sector. Councils, who owned and run their own social housing were legally obliged to operate within the rules of a Housing Resource Account (HRA) and were required to provide the funding for home adaptations from within the HR. The council had traditionally operated these services separately but as part of the Senior Leadership Restructure, and work was now underway to integrate these services to provide a more streamlined and equitable offer to people irrespective of the tenure of their home;
- the member who had referred to a specific case to contact the Strategic Director for Operations directly so he could investigate the issues;
- minor works included handrails, tap levers and window attachments which could proceed directly;
- major works required a statement of need from Adult Social Care, which was usually provided by an Occupational therapist. Technical assessors would assess the property to identify the specific adaptations which could be made to meet the needs of the resident;
- the majority of referrals were mobility-related needs. In cases where a property was no longer suitable for the needs of the resident and /or proposed adaptations were unreasonable or impractical, there was a prioritised pathway through Devon Home Choice for accelerated rehousing; and
- specific timescales on the completion of adaptations would vary as they were dependant on the scope. Some major works could take considerable time to complete and would require bespoke commissioning whilst many minor works could be undertaken quickly through existing contractor arrangements.

The Leader moved, and Councillor Wright seconded, the recommendations which were voted upon and CARRIED unanimously.

RECOMMENDED that Council approve the adoption of the new Home Adaptations for Council Housing Policy for the period 2025-2030.

75

HOUSING COMPENSATION POLICY 2025-2030

The Executive received the report on the new Housing Compensation Policy 2025-2030, which aims to provide a fair and consistent approach to offering redress and awarding compensation to tenants when service failures occurred. The Policy would align with the Housing Complaints Policy and the Housing Recharges Policy and has been based on the guidelines of the Housing Ombudsman.

Particular reference was made to:

- the new policy formalised compensation practices to ensure a transparent approach; and
- compensation should be fair and proportionate, but it was acknowledged that it may not fully address misconduct; and there were other actions that may need to be considered alongside monetary remediation.

During the debate, the following points were made:

- had there been any major disagreements or dispute with tenants, relating to the policy? and
- was there a budget line for general use or included in major projects?

In response to questions raised, the Strategic Director for People and Communities and the Strategic Director for Operations advised that:

- there had been no major disagreements or issues with tenants;
- there was no designated budget for general compensation but with forensic accounting practices, if required the quantum of compensation payments could be identified;
- setting a budget could be warranted; and
- in the context of a planned project: e.g. a home loss payment when a tenant must move out this would be included in the project budget.

The Leader moved, and Councillor Wright seconded, the recommendations which were voted upon and CARRIED unanimously.

RECOMMENDED that Council approve the adoption of the new Housing Compensation Policy for the period 2025-2030.

76

EXETER CITY COUNCIL HOUSING SERVICES HATE CRIME POLICY

The Executive received the report on the proposed Hate Crime Policy 2025-2030 to accompany the previously agreed Housing Anti-Social Behaviour Policy in November 2024, which aimed to address hate crimes and incidents in Council housing communities.

Particular reference was made to:

- the new Hate Crime Policy would function alongside the previously approved Housing Anti-Social Behaviour Policy; and

- the policy had been drafted from a best practice approach would be subject to refinements during implementation.

During the debate, the following points were made:

- it was requested that policy be amended to include non-binary persons along with transgender or perceived transgender definitions; and
- having a separate policy highlighted that hate crime was a criminal act and the policy would strengthening resident awareness to it.

The Portfolio Holder for Housing, Homelessness Prevention and Customer Services spoke to the item and commented on the sadness that such a policy was needed but was very necessary for tenants and the public.

An opposition group leader raised concerns about the Equality Impact Assessment (EQIA) and the inconsistency in detailing impacts across protected characteristics, the potential lack of resident involvement in its creation questioned how residents and officers would understand its potential impacts on various groups.

The Strategic Director for People and Communities advised:

- in 2023 the council had requested a Local Government Associations (LGA) Mini Peer Review on its Equalities Diversity and Inclusion (EDI) policy and practice which identified improvements needed to the Councils approach; and
- as a result, there was a Corporate EDI Improvement plan currently being implemented which includes specific work to upskill staff in relation to the undertaking of Equality Impact Assessments. This training was being rolled out as of the day of the meeting.

The Strategic Director for People and Communities agreed that the Equality Impact Assessment for this policy required further work and requested that the report on this proposed policy be deferred to enable the EQIA to be re-worked and use the existing version as an improvement/training exercise. A report with a reviewed EQIA would be brought back at a future date.

The Leader agreed with deferring the item to allow an update to the EQIA, to ensure it was of the right standard to enable members to make informed decisions.

RESOLVED that the item be deferred.

77

HOUSING ALLOCATIONS POLICY 2025-2030

The Executive received the report on the new Housing Allocations Policy 2025-2030, with aimed to meet the requirements of the Regulator of Social Housing for a housing specific allocations policy detailing how lettings to Council housing stock would be made.

It was explained that the policy set out how the current allocation process worked and there was no change to the current practice. Currently there was detailed procedural policy set out by Devon Home Chose who operated allocations on behalf of social landlords in Devon, which was complex. The policy aimed to provide a more accessible overview to help people understand allocations and information timelines.

During the debate, the following points were made:

- there was support for this approach as it would make it easier for people to understand and would support casework and public queries; and
- an EQIA formatting issue was identified and caution was sought for consistency in the Executives' approach to the report, given the previous item.

The Portfolio Holder for Housing, Homelessness Prevention and Customer Services commended the report which answered a number of questions relating to Devon Homes Choice.

An opposition group leader spoke on this item and referred to Low Housing Need (Band D) in the Devon Home Choice Policy document and sought assurance that those in no permanent homes were supported.

In response to questions raised, the Strategic Director for People and Communities and the Interim Head of Service – Housing advised that:

- the error highlighted in the EQIA looked like it was a formatting error, rather than a more substantial issue, as identified in the Hate Crime Policy EQIA; and
- all the other EQIA's in the report pack would be checked and any formatting errors would be corrected before they went to Council.

The Leader agreed that the EQIA be checked and should it be a formatting error, to be corrected and be included with the minutes before going to Council and moved the following amendment to the recommendation to read as follows:-

- that Council approve the adoption of the new Housing Allocations Policy for the period 2025-2030, subject to the review of the Equality Impact Assessment.

The Leader moved, and Councillor Wright seconded, the amended recommendations which were voted upon and CARRIED unanimously.

RECOMMENDED that Council approve the adoption of the new Housing Allocations Policy for the period 2025-2030, subject to the review of the Equality Impact Assessment.

A copy of the revised Equality Impact Assessment was amended outside of the meeting and is attached to the minutes of the meeting.

78

HOUSING COMPLAINTS POLICY 2025-2030

The Executive received the report on the new Housing Complaints Policy 2025-2030, which had been updated from the 2024 version, following receipt of recommendations from the Housing Ombudsman.

During the debate, a Member enquired whether tenant issues were automatically logged as complaints or first handled as concerns?

In response to question raised, the Strategic Director for People and Communities and the Interim Head of Service – Housing advised that:

- corporate complaints were being restructured within the People and Communities directorate to align practice across the Council and included that the good practices in housing for social housing would be rolled out across the council;

- current housing practice treated all issues raised through the process as a formal complaint and followed prescriptive timelines set down in the code of practice; and
- resident feedback was always welcomed and officers did not require hearing the word “complaint” to treat it in terms of guidance set out.

The Leader moved, and Councillor Wright seconded, the recommendations which were voted upon and CARRIED unanimously.

RECOMMENDED that Council approve the adoption of the new Housing Complaints Policy for the 2025-203 period.

(The meeting commenced at 5.30 pm and closed at 7.06 pm)

Chair

The decisions indicated will normally come into force 5 working days after publication of the Statement of Decisions unless called in by a Scrutiny Committee. Where the matter in question is urgent, the decision will come into force immediately. Decisions regarding the policy framework or corporate objectives or otherwise outside the remit of the Executive will be considered by Council on 14 October 2025.

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Equality Impact Assessment: Housing Allocations Policy

The Equality Act 2010 includes a general duty which requires public authorities, in the exercise of their functions, to have due regard to the need to:

- **Eliminate discrimination**, harassment and victimisation and any other conduct that is prohibited by or under the Act.
- **Advance equality of opportunity** between people who share a relevant protected characteristic and people who do not share it.
- **Foster good relations** between people who share a relevant protected characteristic and those who do not

In order to comply with the general duty authorities must assess the impact on equality of decisions, policies and practices. These duties do not prevent the authority from reducing services where necessary, but they offer a way of developing proposals that consider the impacts on all members of the community.

Authorities which fail to carry out equality impact assessments risk making poor and unfair decisions which may discriminate against particular groups and worsen inequality.

Committee name and date:	Report Title	Decisions being recommended:	People with protected characteristics potentially impacted by the decisions to be made:
Executive Committee Meeting on 23 rd September	Housing Allocations Policy 2025 – 2030	To agree the updated policy	

Factors to consider in the assessment: For each of the groups below, an assessment has been made on whether the proposed decision will have a **positive, negative or neutral impact**. This must be noted in the table below alongside brief details of why this conclusion has been reached and notes of any mitigation proposed. Where the impact is negative, a **high, medium or low assessment** is given. The assessment rates the impact of the policy based on the current situation (i.e. disregarding any actions

planned to be carried out in future).

High impact – a significant potential impact, risk of exposure, history of complaints, no mitigating measures in place etc.

Medium impact – some potential impact exists, some mitigating measures are in place, poor evidence

Low impact – almost no relevancy to the process, e.g. an area that is very much legislation led and where the Council has very little discretion

Protected characteristic/ area of interest	Positive or Negative Impact	High, Medium or Low Impact	Reason
Race and ethnicity (including Gypsies and Travellers; migrant workers; asylum seekers).	Neutral	Low	Legislation governs all aspects of housing services provision in respect of protected characteristics including race and gender. The policy will ensure a consistent approach is taken when exercising our duties within the current legal and policy framework and will apply to all housing applicants to Exeter City Council
Disability: as defined by the Equality Act – a person has a disability if they have a physical or mental impairment that has a substantial and long-term adverse impact on their ability to carry out normal day-to-day activities.	Neutral	Low	Many of our tenants have disabilities, both visible and hidden, this strategy and policy covers all. Properties with specific adaptations will be allocated to those who need them. Other properties can be adapted to make them suitable for people with disabilities.
Sex/Gender	Neutral	Low	Legislation governs all aspects of housing services provision in respect of protected characteristics such as sex/gender. The policy will ensure a consistent approach is taken when exercising our duties within the current legal and policy framework.
Gender reassignment	Neutral	Low	As above
Religion and belief (includes no belief, some philosophical beliefs such	Positive	Low	As above

Protected characteristic/ area of interest	Positive or Negative Impact	High, Medium or Low Impact	Reason
as Buddhism and sects within religions).			
Sexual orientation (including heterosexual, lesbian, gay, bisexual).	Neutral	Low	Legislation governs all aspects of housing services provision in respect of protected characteristics such as sex/gender.
Age (children and young people aged 0-24; adults aged 25-50; younger older people aged 51-75/80; older people 81+; frail older people; people living with age related conditions. The age categories are for illustration only as overriding consideration should be given to needs).	Neutral	Low	ECC Housing will advertise properties specified as 'older persons' housing' and will allocate these to applicants over 60 years of age. There is a separate nominations agreement between Devon County Council and Exeter City Council over the allocation of homes at the extra care housing scheme, Edwards Court.
Pregnancy and maternity including new and breast feeding mothers	Neutral	Low	Legislation governs all aspects of housing services provision in respect of protected characteristics such as sex/gender.
Marriage and civil partnership status	Neutral	Low	As above as this is a protected characteristic

Actions identified that will mitigate any negative impacts and/or promote inclusion

The Housing Act 1996 as amended requires all Councils to give 'reasonable preference' in their allocations scheme to groups in high housing need, such as the homeless, people with medical or welfare needs, or those living in overcrowded, insanitary or unsatisfactory circumstances.

The Localism Act 2011 introduced a range of measures intended to give landlords the ability to make decisions based on local circumstances with a greater focus on need. Local authorities were given more freedom to set their own rules for admitting people onto the housing waiting list in the first place.

ECC Housing will use existing performance monitoring data to establish whether there has been any negative or positive impact on applicants and their ability to access services.

Officer: Sarah Hemming

Date: 30.07.25

Executive Committee – 23 September 2025

Recommendations to Council

Minute No. 69 – Annual Scrutiny Report 2024-25

- [Appendix A - SPB Annual Report May 24 - Mar 25](#)
- [Appendix B - FINAL Scrutiny Report](#)
- [Appendix C - Minute Extract from Scrutiny Committee](#)

Minute No. 71 – Food Law and Health and Safety Enforcement Service Plan 2025-26

- [Statutory Service Plan 2025 -26](#)
- [EQIA - Statutory Service Plan 25-26](#)

Minute No. 72 – Housing Damp & Condensation Policy 2025-2030

- [Housing Damp and Condensation Policy v2](#)
- [EQIA - Housing Damp & Condensation Policy](#)

Minute No. 73 – Housing Recharges Policy 2025-2030

- [Housing Recharges Policy](#)
- [EQIA - Recharges Policy](#)

Minute No. 74 – Home Adaptations for Council Housing Policy 2025-2030

- [Home Adaptations for Council Housing Policy v9](#)
- [EQIA - Home Adaptations Policy](#)

Minute No. 75 – Housing Compensation Policy 2025-2030

- [Housing Compensation Policy](#)
- [EQIA - Housing Compensation Policy](#)

Minute No. 77 – Housing Allocations Policy 2025-2030

- [Housing Allocations Policy](#)
- [Devon Home Choice Policy v13.1 April 2025](#)

- [EQIA - Allocations Policy](#)
- [Updated EQIA - Allocations Policy](#)

Minute No. 78 – Housing Complaints Policy 2025-2030

- [Housing Complaints Policy 120825 update 2](#)
- [EQIA - Housing Complaints Policy](#)

REPORT TO COUNCIL

Date of Meeting: 14 October 2025

Report of: Head of Service - Legal & Democratic Services

Title: Councillor Appointment to Exeter Church Charities (Outside Body) and amendment to the Scheme of Delegation

Is this a Key Decision?

No

Is this an Executive or Council Function?

Council

1. What is the report about?

1.1 To appoint Councillor Lucy Haigh to the vacant councillor position in respect of Exeter Church Charities; and

1.2 To grant delegated power to the Head of Service - Legal & Democratic Services and to the Democratic Services Manager to appoint representatives to outside bodies in consultation with group leaders and to update the constitution accordingly.

2. Recommendations:

2.1 That Council:

- (1) Approve the appointment of Councillor Lucy Haigh to the vacant councillor position in respect of Exeter Church Charities with immediate effect; and
- (2) that the Head of Service - Legal & Democratic Services and the Democratic Services Manager be granted delegated power in consultation with the Group Leaders to appoint representatives to outside bodies during the course of the Municipal Year and that the constitution is amended accordingly.

3. Reasons for the recommendation:

3.1 To address councillor representation on outside bodies where required.

3.2 To delegate authority to the Head of Service - Legal & Democratic Services and Democratic Services Manager to make appointments as required throughout the year, negating the requirement for a report to Council.

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

4.1 None.

5. Section 151 Officer comments:

5.1 There are no financial implications for Council to consider.

6. What are the legal aspects?

6.1 This report raises no legal issues for members.

7. Monitoring Officer's comments:

7.1 Members will note that appointment to outside bodies is addressed at the annual general meeting of full council. There are instances where 'in year' appointments need to be made to outside bodies. Members will note that the proposal is that the appointment of councillors to outside bodies 'in year' is delegated to the Monitoring Officer in consultation with group leaders so that their views are taken into consideration in approving such appointments.

8. Equality Act 2010 (The Act)

8.1 In recommending this proposal no potential impact has been identified on people with protected characteristics as determined by the Act because the appointment will ensure that the outside body has council representation and changes throughout the year can be made with the requirement for a report to Council.

9. Carbon Footprint (Environmental) Implications:

9.1 No direct carbon/environmental impacts arising from the recommendations.

10. Report details:

10.1 There is currently a vacant space on the Exeter Church Charities. Councillor Lucy Haigh has expressed an interest taking on this role.

10.2 During the course of the year, it will be necessary to re-appoint representatives where the term of office expires as well as appointing to outside bodies where vacancy arise or remain unfilled. Appointments to outside bodies tend to be uncontroversial. Accordingly, in order to facilitate the process, it is proposed that a permanent delegated power is granted to the Head of Service - Legal & Democratic Services and Democratic Services Manager, to enable the appointment of councillors to these posts in consultation with the Group Leaders.

10.3 The permanent delegation would be included in the scheme of delegation in the constitution and would remove the need to seek approval from full Council. Group Leader would retain a role in proposed appointments. In the event that Group Leaders considered that full Council input was required, then the decision to appoint could be referred to full Council for resolution. Members will note that appointments of Councillors to outside bodies can be viewed on the City Council website.

10.4 A copy of the current appointments is attached at Appendix A and Members will note that the list is categorised to align with the council's corporate priorities and that the list of outside bodies remains under review to ensure that the various organisations still require members to be appointed.

10.5 It remains the case that where members have been appointed to outside bodies, the requirement to ensure that the appointment is recorded in their register of interests remains.

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

11.1 The process contributes to the corporate priority of operating a well-run council by reducing the administrative burden of 'in year' appointments to outside bodies whilst ensuring that input from Group Leaders remains in place. "A Well-Run Council."

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

12.1 There are no risks associated with the proposals.

13. Are there any other options?

13.1 None

Head of Service - Legal & Democratic Services, Simon Copper

Author: Mark Devin, Democratic Services Officer

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

Background papers used in compiling this report:-

None

Contact for enquires:
Democratic Services (Committees)
Room 2.35
01392 265275

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Outside Bodies Appointments 2025 - 26

Category 1 - Strategic Appointments	
Title	Representative
Community Safety Partnership	Cllr Laura Wright
	Cllr Marina Asvachin
	Cllr Matthew Vizard
Devon and Cornwall Police and Crime Panel	Cllr Laura Wright
Devon Authorities Strategic Waste Committee	Cllr Ruth Williams
Devon Rail Forum	Cllr Matthew Vizard
Energy From Waste Liaison Committee	Cllr Ruth Williams
Exe Estuary Management Partnership	Cllr Ruth Williams
Exeter Health and Wellbeing Board	Cllr Matthew Vizard
	Cllr Duncan Wood
	Cllr Laura Wright
	Cllr Catherine Rees
Exeter International Airport Consultative Group	Cllr Matthew Vizard
Exeter SAFE (SAFE Foundation)	Cllr Laura Wright
In Exeter	Cllr Laura Wright
Local Government Association General Assembly	Cllr Phil Bialyk
Royal Albert Memorial Museum Development Trust	Cllr Bob Foale
	Cllr Yvonne Atkinson
South West Councils	Cllr Phil Bialyk
South West Employers Panel	Cllr Phil Bialyk
The Exeter Phoenix Arts Board	Cllr Bob Foale
Topsham Mooring Owners Association	Cllr Gemma Rolstone
Topsham River Commissioners (under the Exeter Port Dues Act 1840)	Cllr Gemma Rolstone
	Cllr Matthew Williams
	Cllr James Cookson
UNESCO City of Literature Board	Cllr Bob Foale

Category 2 - General & Ward Appointments	
Title	Representative
Exeter Church Charities	Cllr Alison Sheridan
	Vacancy
Exeter Fairtrade Steering Group	Cllr Matthew Vizard
	Cllr Mollie Miller-Boam
Exeter Homes Trust	Cllr Tammy Palmer
	Cllr Anne Jobson
	Vacancy
National Park Forum	Cllr Matthew Vizard

	Cllr Tess Read
Parking and Traffic Regulation Outside London Adjudication Joint Committee (PATROLAJC)	Cllr Matthew Vizard
St. Edmunds & St Mary Major Charities, Exeter	Vacancy
St. Leonard's with Holy Trinity Charities	Vacancy
Turntable Furniture Re-cycling Project	Cllr Susanah Patrick

Council Connected Companies	
Title	Representative
Exeter Business Centre Board Ltd	Cllr Paul Knott
	Cllr Duncan Wood
	Cllr Laura Wright
	Vacancy
Exeter Canal & Quay Trust Ltd.	Cllr Phil Bialyk
	Cllr Laura Wright
	Cllr Martin Snow
	Cllr Gemma Rolstone
	Cllr Ruth Williams
	Cllr Bob Foale
	Cllr Anne Jobson
	Cllr Tess Read

REPORT TO COUNCIL

Date of Meeting: 14th October 2025

Report of: Monitoring Officer

Title: Implementation of Constitutional Changes and Appointment of Committees

Is this a Key Decision?

No

Is this an Executive or Council Function?

Council

1. What is the report about?

1.1 This report sets out the background to recent changes made to the Council's Constitution following consideration by the Audit and Governance Committee on 17th July 2025 and approved by full Council on 2nd September 2025.

1.2 It confirms that some of those changes relating to the introduction of the revised Articles 1-5 and 14, reduced committee numbers and substitutes will be implemented on Monday, 13th October 2025. It also seeks Council approval to appoint the Chairs, Vice Chairs and members of the Council's committees as detailed in Appendix A. A full list of nominations with the named substitutes will be tabled at full Council.

2. Recommendations:

That Council:

1. Notes that the changes to the Constitution relating to the reduced committee sizes, introduction of substitutes and changes to the Articles (1-5 and 14), as recommended by the Audit and Governance Committee on 17th July 2025 and approved by full Council on 2nd September 2025, were implemented on 13th October 2025.

2. Approves the appointment of Chairs, Vice Chairs, members including the named substitutes to each committee and co-opted members (if any), to the Council's committee and panels, forums and joint bodies for the remainder of the municipal year as set out in the full nominations list (tabled at the meeting) .

3. Reasons for the recommendation:

3.1 The reduction in committee sizes from 14 to 11 members and the introduction of substitutes requires the formal reconstitution of each committee to reflect the new arrangements.

3.2 Substitutes will be unable to sit on committees until they have undergone relevant training. It is also necessary for Council to appoint the Chairs, Vice Chairs and members of the committees to ensure that they are properly established, quorate and able to discharge their functions lawfully and effectively.

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

4.1 There are no additional financial or resource implications arising directly from these recommendations.

5. Section 151 Officer comments:

5.1 There are no financial implications for Council to consider.

6. What are the legal aspects?

6.1 The Local Government Act 1972 requires the Council to maintain and operate a Constitution which sets out how decisions are taken and by whom. In particular:

- Section 101 provides that local authorities may arrange for the discharge of their functions by committees, sub-committees or officers, but the establishment of those committees rests with full Council.
- Section 102 provides that a local authority may appoint committees and determine their size and terms of reference.

6.2 To implement the recent constitutional amendments that reduced committee sizes from 14 to 11 members, it is necessary to require formal reconstitution and appointment to ensure the committees can operate lawfully and effectively.

7. Monitoring Officer's comments:

7.1 The proposed constitutional amendments were first considered by the Audit and Governance Committee at its meeting on 17th July 2025, where members approved and recommended a number of changes to Council. These were subsequently endorsed by full Council on 2nd September 2025 and delegated authority was granted to the Monitoring Officer, in consultation with the Lord Mayor, to determine the timing and implementation of the agreed provisions. Following that delegation, it has been decided that certain elements - specifically the updated Articles 1–5 and 14, the reduction in the size of certain committees from 14 to 11 members, and the formalisation of substitute arrangements - will be brought into effect on 13th October 2025, immediately prior to the next full Council meeting. This approach ensures there is no interruption in committee operations and enables the newly constituted committees to take effect seamlessly from 14th October 2025.

7.2 The decision to defer implementation of the revised Council Procedure Rules allows the Council to align all forthcoming procedural updates affecting meetings, both for full Council and other committees, to take effect simultaneously at a later stage. This phased approach ensures a coherent transition and supports the Council's aim of having a streamlined, accessible Constitution that reflects current best practice.

8. Equality Act 2010 (The Act)

8.1 In recommending this proposal no potential impact has been identified on people with protected characteristics as determined by the Equality Act 2010 because the recommendations relate to governance arrangements and committee appointments only.

9. Carbon Footprint (Environmental) Implications:

9.1 No direct carbon or environmental impacts arise from these recommendations.

10. Report details:

10.1 At its meeting on 17th July 2025 (see minutes [here](#)), the Audit and Governance Committee approved and recommended to Council a number of constitutional changes to modernise and streamline the Council's governance framework and to ensure the Constitution remains aligned with best practice and accessible for users. These included:

- Adoption of revised [Council Procedure Rules](#);
- Removal of [redundant Standing Orders](#);
- Updating of [Articles 1–5 and 14 of the Constitution](#);
- Reduction in the Council's Planning, Licensing, Audit and Governance, Customer Focus Scrutiny and Strategic Scrutiny Committee sizes from 14 members to 11 members; and
- Formalisation of arrangements for substitutes.

10.2 These changes were approved at full Council on Tuesday, 2nd September 2025 and delegated authority was granted to the Monitoring Officer in consultation with the Lord Mayor to bring these changes into effect.

10.3 The Lord Mayor and the Monitoring Officer subsequently decided to bring in some, but not all of provisions with effect from Monday, 13th October 2025. The date of 13th October 2025 was specifically selected as it is the day before full Council meeting. The new leaner committees of eleven can be formally constituted on the day after the changes have come into effect. This will ensure that there is no gap between the changes coming into effect and the formal constitution of the new committees.

10.4 The provisions to be brought into effect are as follows:

- Updating of [Articles 1–5 and 14 of the Constitution](#);
- Reduction in the Council's Planning, Licensing, Audit and Governance, Customer Focus Scrutiny and Strategic Scrutiny Committee sizes from 14 members to 11 members; and
- Formalisation of arrangements for substitutes (by adjusting the existing Standing Orders).

10.5 It is not proposed that the newly drafted [Council Procedure Rules](#) will be brought into effect at this stage. As a result of the decision to not yet bring in the new Council Procedure Rules, there is no need to remove any of the Standing Orders the new Council Procedure Rules were meant to replace.

10.6 As a result of the decision not to bring in the new [Council Procedure Rules](#), the proposed amendments contained therein such as:

- the adjustments to members' questions during full Council meetings,
- the closure procedure for lengthy full Council meetings; and
- the longer lead-in time for the submission to democratic services of members' motions

will not be introduced now. This will be done at a later date to allow for all amendments relating to how all Council meetings are run (both already approved relating to Council and those currently being drawn up relating to other Council meetings) to take effect simultaneously. This approach should minimise confusion and provide members and officers with clear, streamlined procedures for the operation of meetings.

10.7 In line with standard practice, Council is now asked to note the implementation of these constitutional amendments and to make the appointments of Chairs, Vice Chairs and members of committees including the named substitutes for the remainder of the municipal year.

10.8 Appendix A details the list of nominations made by political groups for the various Council committees. A full list showing both the nominations made by the political groups and their named substitutes will be tabled at the meeting.

10.9 If further changes are required during the remainder of the municipal year to the membership of committees, the Monitoring Officer has a standing delegated power to *“implement minor variations of numbers and appointments of Members of Committees/ Sub-Committees, in order to comply with the proportionality requirements of the Local Government and Housing Act 1989”* in consultation with the leaders of the political groups.

11. How does the decision contribute to the Council’s Corporate Plan?

11.1 The proposed constitutional changes directly support the delivery of the Council’s Corporate Plan 2025–2028, particularly the priority of maintaining a well-run Council. By modernising decision-making procedures, the changes will contribute to a more open, transparent and accountable local authority. The changes also reflect a commitment to good governance which is a key element outlined in the Corporate Plan.

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

12.1 Failure to confirm and implement the changes to the Constitution or to make committee appointments could result in weak governance and a legal risk of challenge made by those committees. This is mitigated by Council approving the recommendations in this report.

13. Are there any other options?

13.1 No alternatives are proposed; Council is required to make these decisions.

Strategic Director for Corporate Resources

Author: Simon Curran, Planning Lawyer

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

Background papers used in compiling this report:-

[Audit and Governance Committee, 17th July 2025 – Constitutional Changes](#)

Contact for enquires:
Democratic Services (Committees)
Room 4.36
01392 265275

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EXETER CITY COUNCIL

STATUTORY COMMITTEES: 2025/26

NOMINATIONS

EXECUTIVE (8)

Bialyk, P.M. (Leader and Chair)	Patrick, S
Wright, L. (Deputy Leader)	Vizard, M.
Asvachin, M.Y.	Wood, D.
Foale, R.	Williams, R.T,

CUSTOMER FOCUS SCRUTINY COMMITTEE (11)

P	(Chair) Rees, C.	L	Snow, M.
L	(Deputy Chair) Cookson, J.	C	Holland, P.
L	Begley, J.	P	Fullam, A.
L	Wardle, T.	P	Read, T.
L	Pole, L.	R	Payne, T.
L	Hussain, J.		

STRATEGIC SCRUTINY COMMITTEE (11)

L	(Chair) Pole, L.	L	Miller-Boam, M.
P	(Deputy Chair) Mitchell, K.	C	Vacant
L	Atkinson, Y.	P	Wetenhall, L.
L	Harding, R.	P	Moore, D.
L	Rolstone, G.	EQ	Haigh, L.
L	Williams, M.		

SCRUTINY PROGRAMME BOARD (5)

(Chair) Williams, M	
(Chair Strategic Scrutiny) Pole, L.	(Chair Customer Focus) Rees, C.
(Deputy Chair Strategic Scrutiny) Mitchell, K.	(Deputy Chair Customer Focus) Cookson, J.

AUDIT AND GOVERNANCE COMMITTEE (11)

L	(Chair) Wardle, T.	L	Williams, M.
P	(Deputy Chair) Moore, D.	P	Mitchell, M.
L	Atkinson, Y.	P	Banyard, J.
L	Begley, J.	P	Palmer, T.
L	Knott, P.	C	Holland, P.
L	Miller-Boam, M.		

PLANNING COMMITTEE (11)

L	(Chair) Knott, P.	L	Williams, M.
L	(Deputy Chair) Rolstone, G.	EQ	Hughes, Z.
L	Asvachin, M.	P	Banyard, J.
L	Atkinson, Y.	P	Mitchell, M.
L	Hussain, J.	P	Ketchin, A.
L	Pole, L.		

PLANNING MEMBER WORKING GROUP (6)

L	(Chair) Rolstone, G.	EQ	Hughes, Z.
L	(Chair of Planning)(Deputy Chair) Knott, P.	P	Banyard, J.
L	Atkinson, Y.	P	Mitchell, M.

LICENSING COMMITTEE (11)

L	(Chair) Snow, M.	C	Holland, P.
L	(Deputy Chair) Begley, J.	P	Bennett, C.
L	Harding, R.	P	Mitchell, K.
L	Darling, D.	P	Banyard, J.
L	Parkhouse, J.	EQ	Haigh, L.
L	Williams, R.		

LICENSING SUB-COMMITTEE (3)

Licensing Sub-Committee membership to be drawn from Licensing Committee Members above.

Motion to Council, October 14th 2025.

Oct 2nd 2025

Cllr Lynn Wetenhall

This Council notes that:

1. According to the World Health Organisation's (WHO)s latest guidelines the annual mean concentration of nitrogen dioxide (NO₂), a potent pollutant affecting human health, should not exceed 10 µg/m³. The UK has set a legal limit at 40 µg/m³. This means that whilst one NO₂ monitoring site in Exeter continues to breach UK law, **92% of Exeter's monitoring sites don't meet the WHO guidelines¹.**
2. Devon's Director of Public Health is clear on the dangers of air pollution from traffic, pointing out that there are long term impacts on a wide range of health conditions². As the Director points out it is now accepted that there is no safe level of NO₂.
3. Exeter City Council is responsible for Air quality monitoring, and the production of an annual Air Quality Status report and an Air Quality Action Plan which sets out measures that will improve air quality.
4. Regular movement along a road with high pollution levels impacts on health³. **Several roads which are used regularly by pedestrians, cyclists and motorists, have very high levels of NO₂⁴.** Many of these are also residential roads. For example, in 2023 ECC monitoring data recorded: Honiton Road 35.4 µg/m³, Alphington St 34.3µg/m³, Red Cow Village 31.7; Fore St, Heavitree 30.6 µg/m³;York Road 26.9 Cowley Bridge Road 25.9; Longbrook Street 20 µg/m³

¹ Based on Air Quality Status Report 2024 figures,

² Email to ECC from DCC Director Public Health, June 2024.

There is clear international evidence for a 'dose response effect' where on average a 10 µg/m³ increase in NO₂ concentrations (previous day) was significantly associated with increased risk of total (0.46%), cardiovascular (0.37%), and respiratory (0.47%) mortality. The concentration-response curves were almost linear, even below the current WHO air quality guidelines (There is no 'safe' level, with disagreement between UK Government's higher limits, and the World Health Organisation as to appropriate and achievable limits). Around 1 in 20 deaths in Exeter were attributable to air pollution (NB. old modelling, updated 2022, data now available states 3.1%).

We need to be clear there are acute and chronic effects of air pollution, including nitrogen dioxide; exceedance is only one part of a complex picture. Long-term exposure can cause chronic conditions through systemic inflammation, whilst acute episodes can exacerbate existing conditions, such as asthma. Exposure to traffic pollution can create overall effects, such as reduction in lung function in population, with an increase in prevalence of, for example, children with clinically relevant declines.

It should be borne in mind that there are a number of other pollutants from vehicles that can cause additional harms such as, of those studied, benzene or particulate matter. Whether NO₂ is a good proxy is open to debate, particularly when the proportion of PM is increasing due to heavier electric vehicles."

³ <https://uk-air.defra.gov.uk/air-pollution/effects?view=short-term>

⁴ Figures from Air Quality Status Report 2024.

5. People deserve to have clear information about the risks posed by walking, cycling or driving on roads in Exeter with high levels of NO₂ pollution. This will enable people to understand air pollution levels and their health impacts, helping them make informed choices about travel routes. Currently, such information is not easily accessible or clear on any Council webpages.
6. **Woodburning stoves and open fires in homes create small air particles (PM) which pose a serious health risk to those in the home and add to external pollution.**
7. **Black mould and damp** cause significant health issues to those living with it and pollute internal living environment. Awaab's Law⁵ is a new law that comes into force on 27th October 2025. It requires social landlords to fix reported damp, mould and emergency repairs within strict timeframes. However, damp and mould can affect all types of housing and tenures. The City Council's webpages make no reference to the health risks posed by mould and damp in the home

Therefore this Council resolves that:

- The Council's webpages are updated to provide:
 - **full and transparent information about air pollution levels on specific roads and the health impacts of living on or regularly using those roads** whether as a pedestrian, cyclist or motorist.
 - **Information on alternative walking and cycling routes or travel modes for known regular commuter and school run routes**, avoiding the most polluted roads.
 - **Fuller Information on the health impacts of air pollution from all sources**, both inside the home (for wood burners, open fires, mould and damp) and outside and actions to take to reduce these impacts

5

<https://www.gov.uk/government/publications/awaabs-law-draft-guidance-for-social-landlords/awaabs-law-draft-guidance-for-social-landlords>

SEATING IN THE GUILDHALL

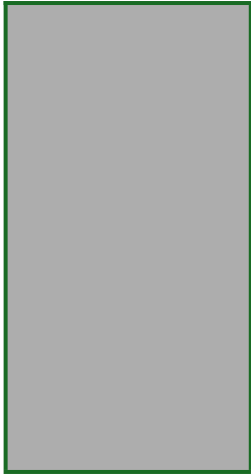
Chaplain	S151 Officer	Deputy Lord Mayor Councillor Rolstone (L)	Lord Mayor Councillor Jobson (C)	Chief Executive	Monitoring Officer	Democratic Services Officer
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Democratic Services



Strategic Directors

Councillors	Councillors	Councillors
Darling (L)	Miller-Boam (L)	Bialyk (L)
Atkinson (L)	Snow (L)	Wright (L)
Begley (L)	Hussain (L)	Wood (L)
Harding (L)	Parkhouse (L)	Williams, R (L)
Cookson (L)	Pole (L)	Vizard (L)
Williams, M (L)	Knott (L)	Foale (L)



Councillors	Councillors
Moore (G) *	Holland (C)
Mitchell, M (LD) *	Sheridan (C)
Fullam (LD) *	Palmer (LD) *
Read (G) *	Banyard (G) *
Rees (G) *	Wetenhall (G) *
Ketchin (G) *	Bennett (G) *

	Cllr Wardle (L)	Cllr Asvachin (L)	Cllr Patrick (L)		Cllr Payne (R)	Cllr Mitchell, K (LD) *	Cllr Haigh (I) **	Cllr Hughes (I) **
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			<u>Portfolio Holders</u>	Portfolio Holder for
L:	Labour:	22	Bialyk:	Leader
G:	Green:	7*	Wright	Deputy Leader and Corporate Services, Community & City Centre
LD:	Liberal Democrat	4 *	Vizard	Climate, Ecological Change and Communities
C:	Conservative:	3	Williams, R	City Management
I:	Independent	2 **	Asvachin	Housing, Homelessness Prevention and Customer Services
R:	Reform	1	Wood	Leisure Services & Healthy Living
			Foale	Arts, Culture & Tourism
*	Known as the Progressive Group		Patrick	City Development
**	Known as the Equity Independent Group			
			<u>Member Champions</u>	Member Champion for
			Miller-Boam	Community Safety & Engagement
			Darling	Culture & City Centre