

# Public Document Pack

Mid Devon District Council

## Homes Policy Development Group

Tuesday, 17 March 2020 at 2.15 pm  
Exe Room, Phoenix House, Tiverton

Next ordinary meeting  
Tuesday, 26 May 2020 at 2.15 pm

Those attending are advised that this meeting will be recorded

## Membership

Cllr Mrs E M Andrews  
Cllr R J Dolley (Chairman)  
Cllr J Cairney  
Cllr D R Coren  
Cllr L J Cruwys  
Cllr Mrs C P Daw  
Cllr C J Eginton  
Cllr F W Letch  
Cllr S J Penny

## A G E N D A

*Members are reminded of the need to make declarations of interest prior to any discussion which may take place*

- 1       **Election of Vice Chairman**  
To elect a Vice Chairman of the Homes Policy Development Group for the remainder of the municipal year.
- 2       **Apologies and Substitute Members**  
To receive any apologies for absence and notice of appointment of substitutes.
- 3       **Declaration of Interests under the Code of Conduct**  
Councillors are reminded of the requirement to declare any interest, including the type of interest, and reason for that interest, either at this stage of the meeting or as soon as they become aware of that interest.
- 4       **Public Question Time**  
To receive any questions relating to items on the Agenda from members of the public and replies thereto.

- 5     **Minutes** *(Pages 5 - 10)*  
Members to consider whether to approve the minutes as a correct record of the meeting held on 21 January 2020.
- 6     **Chairman's Announcements**  
To receive any announcements that the Chairman may wish to make.
- 7     **Performance and Risk** *(Pages 11 - 18)*  
To receive a report from the Director of Operations providing Members with an update on performance against the Corporate Plan local service targets for 2019/20 as well as providing an update on the key business risks.
- 8     **Financial Monitoring** *(Pages 19 - 40)*  
To receive a report of the Deputy Chief Executive (S151) presenting a financial update in respect of the income and expenditure so far in the year.
- 9     **Car Parking Management Policy** *(Pages 41 - 52)*  
To receive a report from the Group Manager for Housing detailing a review of the Car Park Management Policy.
- 10    **Garage Management Policy** *(Pages 53 - 64)*  
To receive a report from the Group Manager for Housing Services detailing a review of the Garage Management Policy.
- 11    **Chairman's Annual Report for 2019/20** *(Pages 65 - 66)*  
To receive the annual report from the Chairman of the Policy Development Group for 2019/20.
- 12    **Identification of items for the next meeting**  
Members are asked to note that the following items are already identified in the work programme for the next meeting:
- Election of Chairman
  - Election of Vice Chairman
  - Performance and Risk Outturn for 2019/20
  - Capital and Revenue Outturn for 2019/20
  - HRA Outturn for 2019/20
  - ASB Policy and Procedures
  - Leasehold Management Policy
  - Allocations Policy and Procedures
  - Housing Revenue Account Asset Management Strategy
  - Start time of meetings for the remainder of the municipal year

Note: This item is limited to 10 minutes. There should be no discussion on the items raised.

**Stephen Walford**  
Chief Executive  
Monday, 9 March 2020

Anyone wishing to film part or all of the proceedings may do so unless the press and public are excluded for that part of the meeting or there is good reason not to do so, as directed by the Chairman. Any filming must be done as unobtrusively as possible from a single fixed position without the use of any additional lighting; focusing only on those actively participating in the meeting and having regard also to the wishes of any member of the public present who may not wish to be filmed. As a matter of courtesy, anyone wishing to film proceedings is asked to advise the Chairman or the Member Services Officer in attendance so that all those present may be made aware that is happening.

Members of the public may also use other forms of social media to report on proceedings at this meeting.

Members of the public are welcome to attend the meeting and listen to discussion. Lift access to the first floor of the building is available from the main ground floor entrance. Toilet facilities, with wheelchair access, are also available. There is time set aside at the beginning of the meeting to allow the public to ask questions.

An induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter. If you require any further information, or if you would like a copy of the Agenda in another format (for example in large print) please contact Sarah Lees on:

Tel: 01884 234310  
E-Mail: [slees@middevon.gov.uk](mailto:slees@middevon.gov.uk)

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## MID DEVON DISTRICT COUNCIL

**MINUTES** of a **MEETING** of the **HOMES POLICY DEVELOPMENT GROUP** held on 21 January 2020 at 2.15 pm

### **Present**

#### **Councillors**

R J Dolley (Chairman)  
J Cairney, D R Coren, L J Cruwys,  
Mrs C P Daw, C J Eginton, F W Letch and  
S J Penny

### **Apologies**

#### **Councillor**

Mrs E M Andrews

### **Also Present**

#### **Councillor**

R L Stanley

### **Also Present**

#### **Officers**

Simon Newcombe (Group Manager for Public Health and Regulatory Services), Catherine Yandle (Group Manager for Performance, Governance and Data Security), Joanne Nacey (Group Manager for Financial Services), J P McLachlan (Principal Accountant), Mike Lowman (Repairs and Adaptations Supervisor), Lisa Harber (Neighbourhood Team Leader), Helen Carty (Housing Policy Officer) and Sarah Lees (Member Services Officer)

## 59 **MINUTE SILENCE - COUNCILLOR JOHN DAW**

The Chairman opened the meeting and asked that those in attendance observe a minute's silence in memory of Councillor John Daw.

Those present spent a minute in quiet contemplation.

## 60 **APOLOGIES AND SUBSTITUTE MEMBERS**

Apologies were received from Councillor Mrs E Andrews.

## 61 **DECLARATION OF INTERESTS UNDER THE CODE OF CONDUCT**

No interests were declared under this item.

## 62 **PUBLIC QUESTION TIME**

There were no members of the public present.

## 63 **MINUTES**

The minutes of the meeting held on 3 December 2019 were confirmed as a correct record and **SIGNED** by the Chairman.

## 64 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed Cllr Mrs Chris Daw on to the Group. She had been appointed as a replacement for Cllr John Daw.

## 65 PERFORMANCE AND RISK REPORT (00:06:16)

The Group had before it, and **NOTED**, a report \* from the Director of Operations providing Members with an update on performance against the Corporate Plan and local service targets for 2019/20 as well as providing an update on the key business risks.

Note: \* Report previously circulated; copy attached to the signed minutes.

## 66 FINANCIAL MONITORING (00:08:03)

The Group Manager for Financial Services provided the following verbal update with regard to the income and expenditure so far in the current financial year explaining that a full set of reports would be provided to the next meeting.

In October a variance of £95k deficit had been reported, this had increased to a deficit of £243k for November.

The main areas of movement since October monitoring included the following:

- **Environmental Services** – net S106 expenditure was slightly less than previously forecast (£9k) this was offset by Earmarked Reserves.
- **Waste** – (£15k) garden waste and permit sales were down against budget, however, it was noted that numbers might pick up before year end.
- **Cemeteries** – income was below that which was previously forecast (£10k)
- **Planning** – S106 expenditure had increased by £82k, however, this was offset by Earmarked Reserves transfer. Planning income was a further £20k less than forecast at the October monitoring.
- **IT** – a salary pressure had been reduced by £11k.
- **Revenues and Benefits** – Housing Benefit Overpayments Recovery forecasts had dropped another £60k. The forecast had been revised following identification of some duplication.
- **NDR** – Retained Business Rates were forecasted to be £48k lower than forecasted in October following appeals.
- **HRA** – a favourable variance of £486k remained.

The information received was **NOTED**.

## 67 GENERAL FUND BUDGET UPDATE FOR 2020/21 (00:14:50)

The Group had before it, and **NOTED**, a report \* from the Deputy Chief Executive (S151) presenting the revised draft budget changes identified and discussing any further changes required in order for the Council to move towards a balanced budget for 2020/21. This report had been considered by the Cabinet at its meeting on 16 January 2020, however, the Group were asked whether they wished to feed back any further comment to the Cabinet for them to consider at their meeting on 13 February before the budget was finally approved by Council on 26 February.

The contents of the report were outlined with an explanation that the next budget report to the Cabinet would legally need to show a balanced position.

As an update to the Group it was reported that the Cabinet, at its meeting on 16<sup>th</sup> January, had resolved that a payment be made in advance of the next 3 Years' Pension Deficit and that there be a minimum General Reserves (General Fund) limit of £2m. It was also reported that there was an amendment to the car parking charges proposal that would increase the overall deficit position by £57k.

Key messages within the report included the following:

- The Council had been notified by the Devon Pension Fund that the employers' contributions for 2020/2021 needed to increase from 14.7% to 16.6%, this added £177k to the Council's costs but was partly offset by a reduction in the lump sum payment of £134k as shown in Appendix 2 of the report.
- The Council needed to finalise the Business Rates forecast to Central Government by the end of January, however, the Council had a Business Rates Smoothing Reserve which would help to address the volatility of Business Rates and the impact of appeals.
- The Final Settlement from Central Government rarely changed from what was provisionally announced in December each year. Unless any further savings were proposed the default position in order to balance the budget would be to make a transfer from reserves which would be the last resort. The situation for 2021/2022 was looking like leading to an even bigger budget gap.

Discussion took place with regard to:

- The proposed saving to remove the budget for the weed team. It was felt that the parishes in particular made use of this service and the appearance of the district was important to a great many people. The removal of this saving would add c£53k to the budget gap.
- The capital budget in relation to the Pannier Market; the revenue proposal in the report being the cheaper of two considered options.
- The budget in relation to the Tiverton Bus Station and the proposal to increase the cost 'per visit' by a further 5p.

**RECOMMENDED** to the Cabinet that the proposed savings identified in relation to the weed team be removed and that the budget in this area be retained.

(Proposed by Cllr C Eginton and seconded by Cllr R J Dolley)

Note: \* Report previously circulated; copy attached to the signed minutes.

## 68 **DRAFT 2020/21 HOUSING REVENUE ACCOUNT (HRA) BUDGET (00:33:56)**

The Group had before it a report \* from the Deputy Chief Executive providing an estimate of the budget required for the operation of the Housing Revenue Account (HRA) in 2020/21. It included a proposal on the rent increase and a schedule of other fees and charges.

It was explained that the position in relation to the HRA draft budget remained largely unchanged since the previous meeting.

Key issues included:

- Social and affordable rents.
- Salary changes.
- Pension contribution pressures.
- Contributions towards renewables.

Discussion took place regarding:

- The poor condition of some Council owned garages. In the past two years there had been a planned maintenance budget of £75k to repair those garages requiring it. This budget would continue for the next three years. It was confirmed that all asbestos roofs were being removed and garages were being 'future proofed' wherever possible. Where garages were in such a poor state of repair it was not cost effective to repair them, consideration would be given to knocking them down and either creating larger garages or utilising the space to better effect for local residents, for example, hardstanding replacements.
- There was a requirement for the Council to install particular types of smoke and fire detectors in order to comply with relevant regulations.
- It was confirmed that the Council used external contractors to undertake gas servicing.

**RECOMMENDED** to the Cabinet that the rent increase proposed and the other HRA budget proposals for 2020/21 be approved.

(Proposed by Cllr D R Coren and seconded by Cllr F Letch)

Note: \* Report previously circulated; copy attached to the signed minutes

## 69 HRA MEDIUM TERM FINANCIAL PLAN (00:57:07)

The Group had before it a report \* from the Deputy Chief Executive (S151) providing an estimate of the budget required for the operation of the Housing Revenue Account (HRA) from 2020/21 – 2023/24.

The contents of the report were outlined with particular reference to the following:

- Salary pressures, pay awards and pension changes.
- The largest number in the HRA was the dwelling rent figure. Central Government dictated how this would change, stating that Mid Devon's Formula Rent would decrease by 1% each year until 2019/2020. The Council had been informed that it would need to revert to the previous policy after this time which would allow it to increase rents by CPI + 1% from 2020/2021.

**RECOMMENDED** to the Cabinet that the Housing Revenue Account Medium Term Financial Plan be approved.

(Proposed by the Chairman)

Note: \* Report previously circulated; copy attached to the signed minutes.

**70 TENANT COMPENSATION POLICY (01:03:10)**

The Group had before it a report \* from the Group Manager for Building Services advising Members of the revised improvements to the Tenant Compensation Policy.

**RECOMMENDED** to the Cabinet that the revised Tenant Compensation Policy be approved.

(Proposed by the Chairman)

Note: \* Report previously circulated; copy attached to the signed minutes.

**71 IMPROVEMENTS TO COUNCIL PROPERTIES POLICY (01:06:00)**

The Group had before it a report \* from the Group Manager for Building Services advising Members of the revised Improvements to Council Properties Policy.

**RECOMMENDED** to the Cabinet that the revised Improvements to Council Properties Policy be approved.

(Proposed by the Chairman)

Note: \* Report previously circulated; copy attached to the signed minutes.

**72 INCOME MANAGEMENT POLICY (01:10:25)**

The Group had before it a report \* from the Group Manager for Public Health and Regulatory Services presenting the revised Income Management Policy.

The contents of the report were outlined with particular reference to the following:

- The amount of both internal and external consultation that had taken place as part of the policy review.
- Any revisions to the policy reflected the Housing Services' commitment to ensuring that all cases were treated consistently although the policy did offer some discretion to enable reasonable adjustments to be made where necessary.
- Other revisions to the policy included consideration of how Universal Credit was paid as well as issues in relation to the workings of eviction panels and the fact that rent would now be required to be paid over 52 weeks rather than 48 weeks.

Brief discussion took place regarding rental payment arrangements given that Universal Credit was paid in arrears.

**RECOMMENDED** to the Cabinet that the revised Income Management Policy be approved.

(Proposed by the Chairman)

Note: \* Report previously circulated; copy attached to the signed minutes)

**73 HOUSING SECTOR UPDATE (01:19:03)**

The Group had before it, and **NOTED**, a briefing paper \* from the Group Manager for Housing Services providing information on the latest developments relating to social housing.

Note: \* Briefing paper previously circulated; copy attached to the signed minutes.

**74 IDENTIFICATION OF ITEMS FOR THE NEXT MEETING (01:20:18)**

No further issues were identified for the next meeting other than those already listed in the work programme.

(The meeting ended at 3.40 pm)

**CHAIRMAN**

**HOMES PDG  
17 MARCH 2020**

## **PERFORMANCE AND RISK REPORT**

**Cabinet Member** Cllr Simon Clist, Cabinet Member for Housing  
**Responsible Officer** Catherine Yandle, Group Manager for Governance, Performance and Data Security

**Reason for Report:** To provide Members with an update on performance against the corporate plan and local service targets for 2019/20 as well as providing an update on the key business risks.

**RECOMMENDATION(S):** That the PDG reviews the Performance Indicators and Risks that are outlined in this report and feeds back any areas of concern to the Cabinet.

**Relationship to Corporate Plan:** Corporate Plan priorities and targets are effectively maintained through the use of appropriate performance indicators and regular monitoring.

**Financial Implications:** None identified

**Legal Implications:** None

**Risk Assessment:** If performance is not monitored we may fail to meet our corporate and local service plan targets or to take appropriate corrective action where necessary. If key business risks are not identified and monitored they cannot be mitigated effectively.

**Equality Impact Assessment:** No equality issues identified for this report.

**Impact on Climate Change:** No impacts identified for this report.

### **1.0 Introduction**

- 1.1 Appendix 1 provides Members with details of performance against the Corporate Plan and local service targets for the 2019-20 financial year. **The PDG is invited to suggest measures they would like to see included in the future for consideration.**
- 1.2 Appendix 2 shows the section of the Corporate Risk Register which relates to the Economy Portfolio. See 3.0 below.
- 1.3 Appendix 3 shows the profile of all risks for Homes at present.
- 1.4 All appendices are produced from the corporate Service Performance And Risk management system (SPAR).

## 2.0 Performance

- 2.1 Regarding the Corporate Plan Aim: **Build more council houses:** Whilst no additional houses have reached the planning stage at present, work continues on the feasibility of further development within our own estates and elsewhere.
- 2.2 Regarding the Corporate Plan Aim: **Facilitate the housing growth that Mid Devon needs, including affordable housing: Bringing Empty homes into use** has already well exceeded the annual target and the number of affordable homes delivered was well above target @ 31 December.
- 2.3 Regarding the Corporate Plan Aim: **Planning and enhancing the built environment:** the Cullompton Masterplan and Delivery Plan consultation runs from 25 February until 15 April and the Tiverton Eastern Urban Extension consultation runs from 27 February to 9 April.
- 2.4 The 6 week public consultation on the Local Plan main modifications finished on 17 February 2020. 75 representations were received, these were sent to the Inspector for his consideration on 28 February.
- 2.5 **Other:** most measures were either on or above target except for **Average days to re-let** which was just outside the target of 14 days and **Properties with a valid gas safety certificate.** For this @ 31 January there were 5 properties referred to Legal services to gain access in accordance with MDDC procedure.
- 2.6 Housing performance remains in the top quartile compared with HouseMark.

## 3.0 Risk

- 3.1 Risk reports to committees include strategic risks with a current score of 10 or more in accordance. (See Appendix 2)
- 3.2 Operational risk assessments are job specific and flow through to safe systems of work. These risks go to the Health and Safety Committee biannually with escalation to committees where serious concerns are raised.
- 3.3 The Corporate risk register is regularly reviewed by Group Managers' Team (GMT) and Leadership Team (LT) and updated as required.

## 4.0 Conclusion and Recommendation

- 4.1 That the PDG reviews the performance indicators and risks for 2019-20 that are outlined in this report and feeds back any areas of concern to the Cabinet.

**Contact for more Information:** Catherine Yandle, Group Manager for Performance, Governance and Data Security ext 4975

**Circulation of the Report:** Leadership Team and Cabinet Member

### Corporate Plan PI Report Homes

Monthly report for 2019-2020  
 Arranged by Aims  
 Filtered by Aim: Priorities Homes  
 For MDDC - Services

Key to Performance Status:

Performance Indicators:	No Data	Well below target	Below target	On target	Above target	Well above target
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\* indicates that an entity is linked to the Aim by its parent Service

#### Corporate Plan PI Report Homes

##### Priorities: Homes

##### Aims: Build more council houses

Performance Indicators																	
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<b>Build Council Houses</b>	6 (10/12)		26	0	0	0	0	0	26	26	26	26	26			Angela Haigh	(September) Palmerston Par

##### Aims: Facilitate the housing growth that Mid devon needs, including affordable housing

Performance Indicators																	
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<b>Number of affordable homes delivered (gross)</b>	37 (3/4)		100	n/a	n/a	22	n/a	n/a	68	n/a	n/a	85	n/a	n/a		Angela Haigh	(Quarter 1 - 2) Info. from I
<b>Deliver homes by bringing Empty Houses into use</b>	134 (10/12)		72	17	33	42	55	72	84	95	97	106	120			Simon Newcombe	

##### Aims: Other

Performance Indicators																	
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Group Manager	Officer Notes
<b>% Decent Council Homes</b>	99.9% (10/12)		100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	99.9%	100.0%				
<b>% Properties With a Valid Gas Safety Certificate</b>	99.96% (10/12)		100.00%	99.78%	99.82%	99.91%	99.91%	99.96%	100.00%	99.96%	99.87%	99.78%	99.78%				
<b>Rent Collected as a Proportion of Rent Owed</b>	99.90% (10/12)		97.00%	91.55%	99.90%	97.66%	100.93%	99.30%	98.50%	100.26%	98.37%	98.90%	99.03%				
<b>Current Tenant Arrears as a Proportion of Annual Rent Debt</b>	1.31% (10/12)		2.50%	1.10%	0.87%	1.11%	1.09%	0.91%	1.17%	1.14%	1.29%	1.12%	1.15%				
<b>Dwelling rent lost due to voids</b>	0.51% (10/12)		0.70%	0.50%	0.50%	0.48%	0.48%	0.52%	0.53%	0.55%	0.56%	0.57%	0.56%				
<b>Average Days to Re-Let Local Authority Housing</b>	14.4days (10/12)		14.0days	14.0days	14.5days	14.6days	13.7days	14.6days	14.4days	14.3days	14.5days	14.5days	14.9days				

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## Homes PDG Risk Management Report - Appendix 2

Report for 2019-2020  
 For Homes - Cllr Simon Clist Portfolio  
 Filtered by Flag: Include: \* Corporate Risk Register  
 For MDDC - Services

Not Including Risk Child Projects records, Including Mitigating Action records

### Key to Performance Status:

Mitigating Action:	<b>Milestone Missed</b>	<b>Behind schedule</b>	<b>In progress</b>	<b>Completed and evaluated</b>	<b>No Data available</b>
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Risks:	<b>No Data (0+)</b>	<b>High (15+)</b>	<b>Medium (6+)</b>	<b>Low (1+)</b>
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## Homes PDG Risk Management Report - Appendix 2

**Risk: Homelessness** Insufficient resources to support an increased homeless population could result in failure to meet statutory duty to provide advice and assistance to anyone who is homeless.

### Service: Housing Services

#### Mitigating Action records

Mitigation Status	Mitigating Action	Info	Responsible Person	Date Identified	Last Review Date	Current Effectiveness of Actions
Completed and evaluated	Computer System	New ICT system for recording homelessness data procured and fully functional including reporting facility.	Claire Fry	05/09/2017	31/12/2019	Fully effective(1)
Completed and evaluated	Staff Support	Officers are trained and knowledgeable and the structure of Housing Options team to be reviewed to build resilience.  Homelessness	Claire Fry	22/06/2017	31/12/2019	Fully effective(1)

<b>Homes PDG Risk Management Report - Appendix 2</b>						
<b>Mitigating Action records</b>						
<b>Mitigation Status</b>	<b>Mitigating Action</b>	<b>Info</b>	<b>Responsible Person</b>	<b>Date Identified</b>	<b>Last Review Date</b>	<b>Current Effectiveness of Actions</b>
		strategy was reviewed Autumn 2019.				
<b>Current Status: Medium (12)</b>		<b>Current Risk Severity: 4 - High</b>		<b>Current Risk Likelihood: 3 - Medium</b>		
<b>Service Manager: Claire Fry</b>						
<b>Printed by: Catherine Yandle</b>			<b>SPAR.net</b>		<b>Print Date: 02 March 2020 15:39</b>	

# Risk Matrix Homes Appendix 3

## Report For Homes - Cllr Simon Clist Portfolio Current settings

<b>Risk Likelihood</b>	<b>5 - Very High</b>	<b>No Risks</b>	<b>No Risks</b>	<b>No Risks</b>	<b>No Risks</b>	<b>No Risks</b>
	<b>4 - High</b>	<b>No Risks</b>	<b>No Risks</b>	<b>No Risks</b>	<b>No Risks</b>	<b>No Risks</b>
	<b>3 - Medium</b>	<b>No Risks</b>	<b>1 Risk</b>	<b>1 Risk</b>	<b>4 Risks</b>	<b>No Risks</b>
	<b>2 - Low</b>	<b>No Risks</b>	<b>No Risks</b>	<b>3 Risks</b>	<b>4 Risks</b>	<b>No Risks</b>
	<b>1 - Very Low</b>	<b>No Risks</b>	<b>No Risks</b>	<b>No Risks</b>	<b>No Risks</b>	<b>4 Risks</b>
		<b>1 - Very Low</b>	<b>2 - Low</b>	<b>3 - Medium</b>	<b>4 - High</b>	<b>5 - Very High</b>
		<b>Risk Severity</b>				

Printed by: Catherine  
Yandle

SPAR.net

Print Date: 24 February 2020  
18:03

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## HOMES POLICY DEVELOPMENT GROUP

17 March 2020

### FINANCIAL UPDATE FOR THE NINE MONTHS TO 31 DEC 2019

**Cabinet Member** Cllr Alex White

**Responsible Officer** Andrew Jarrett – Deputy Chief Executive (S151)

**Reason for Report:** To present a financial update in respect of the income and expenditure so far in the year.

#### RECOMMENDATION(S):

- 1. The PDG note the financial monitoring information for the income and expenditure for the nine months to 31 December 2019 and the projected outturn position.**

**Relationship to the Corporate Plan:** The financial resources of the Council impact directly on its ability to deliver the Corporate Plan; prioritising the use of available resources brought forward and any future spending will be closely linked to key Council pledges from the updated Corporate Plan.

**Financial Implications:** Good financial management and administration underpins the entire document.

**Legal Implications:** None.

**Risk Assessment:** Regular financial monitoring information mitigates the risk of unforeseen over or underspends at year end and allows the Council to direct its resources to key corporate priorities.

**Equality Impact Assessment:** It is considered that the impact of this report on equality related issues will be nil.

**Impact on Climate Change:** There are no direct impacts from the content of this report.

#### 1.0 Introduction

- 1.1 The purpose of this report is to highlight to Cabinet our current financial status and the likely reserve balances at 31 March 2020. It embraces both revenue, in respect of the General Fund; the Housing Revenue Account (HRA), and Capital and aims to focus attention on those areas which are unlikely to achieve budget. It is particularly important for next year's budget setting and, looking further ahead, for the medium term financial plan.
- 1.2 Favourable variances generating either increased income or cost savings are expressed as credits (negative numbers), whilst unfavourable overspends or incomes below budget are debits (positive numbers).

## 2.0 Executive Summary of 2019/20

2.1 The table below shows the opening position of key operational balances of the Council, the forecast in year movements and final predicted position at 31 March 2020:

Usable Reserves	31/03/2019	Forecast in year movement	31/03/2020
	£k	£k	£k
<b>Revenue</b>			
General Fund (see paragraph 3.2)	(2,501)	270	(2,231)
Housing Revenue Account (see paragraph 4.2)	(2,000)	0	(2,000)
<b>Capital</b>			
Capital Receipts Reserve	(3,620)	(1,047)	(4,667)
Revenue Contribution to Capital Earmarked Reserve	(415)	235	(180)

## 3.0 The General Fund Reserve

3.1 This is the major revenue reserve of the Council. It is increased or decreased by the surplus or deficit generated on the General Fund in the year. This reserve held a balance of £2.501m as at 31/03/19.

3.2 The forecast General fund **deficit** for the current year is £270k after transfers to and from Earmarked Reserves as shown at Appendix A.

The **most significant variances** comprise:

	£k
Waste Services – Shared savings scheme and vacancies	(151)
Trade Waste and recycling - Increase in customers and reduced discounts etc.	(64)
New vehicle contract – Funded by EMR (Not an overspend on the contract)	67
Public Health – Air Quality S106 (covered by EMR) and legal costs	92
Planning – Downturn in Planning income less salary savings	154
Garden Village project – funded by EMR	23
Garden Village – Capacity funding	(150)
S106 spend re Public Open Space – funded by EMR	178
Cullompton Master Plan – funded by EMR	56
Local Plan – Funded by EMR	32
Tiverton Town Centre Regen – abortive capital costs	87
Bank charges – Additional charges	10
Cemeteries – Income below anticipated in budget	25
Car Parking – Shortfall Premier Inn; extra security and electricity usage	33
Private Sector Housing – legal costs of prosecution	19

General Fund Housing - Grant funding – to be earmarked	(127)
Property – Loss of income; etc. partly offset by salary savings	61
Customer services – Vacancy and overtime savings	(48)
HR – Review of service needs - restructuring	24
Legal – Various including consultancy budget saving	(53)
Democratic Services – District Elections shortfall	25
Electoral Registration – Increase in IER funding and delayed boundary review	(69)
Member Services – Vacancy saving	(7)
Leisure – Vacant posts, growth in membership etc. offset by utilities overspend and reduction in casual swim	47
Revs and Bens – Various including reduced overpayment recovery and software costs	65
3 Rivers Impairment – Partly offset by a statutory reversal of £757k	883
Statutory Adjustments – Reversal of Capital impairment 3 Rivers	(757)
Statutory Adjustments – Reduction in Minimum Revenue Provision (less borrowing than anticipated)	(50)
Interest income – additional income	(100)
Interest Payable – reduction in charge	(60)
Earmarked Reserves transfers	(120)
Net Business Rates retention – more levy due to growth (benefit in future year)	88

3.3 The major variances are highlighted at Appendix B. The current incomes from our major funding streams are shown at Appendix C, whilst current employee costs are shown at Appendix D.

#### **4.0 Housing Revenue Account (HRA)**

4.1 This is a ring-fenced account in respect of the Council's social housing function. Major variances and proposed corrective action are highlighted at Appendix F.

4.2 It is anticipated that the forecast variance of £668k surplus will increase the budgeted transfer to the Housing Maintenance Fund and so the HRA reserve balance will remain at £2m.

4.3 Overall, the HRA is forecast to underspend by £668k in 2019/20, made up of several deficits and surpluses, the most significant of which comprise the following:

- £70k estimated surplus in Affordable Rents (tenancy)
- £50k forecast increase in revenue from rechargeable works (DLO)
- £50k underspend relating to planned revenue works – Building Services (DLO)
- £150k underspend in relation to staffing within repairs team, Building Services (DLO)
- £100k forecast reduced activity (reduced income) on DFG works – Building Services (DLO)
- £90k underspend relating to staffing within Housing Services (tenancy)
- £230k underspend relating to future HRA Projects

- £125k underspend on an external contract for modernisation works (Capital) which is funded by the MRA
- £60k overspend

## 5.0 Capital Programme

- 5.1 Capital projects, by their very nature, often overlap financial years. The status of this year's capital programme is shown at Appendix G.
- 5.2 The approved Capital Programme amounts to £35.193m (this includes the approved 2019/20 Budget £14.597m, slippage rolled forward from 2018/19 of £12.077m, additional projects detailed in quarter 2 of £4.874m and projects approved since Q2 amounting to £3.645m). These additional projects are as follows:

(£0.266m)	Adjustment to 3 Rivers Loan – Orchard House
£3.714m	3 Rivers Loan – Knowle Lane
£0.197m	RTB Buyback

**£3.645m Total**

- 5.3 The revenue monitoring report reflects the fact that the 3 Rivers project, Rear of Town Hall development (Riverside) is likely to overspend by c£757k (£519k excluding contingency provision). We have therefore impaired this loan by an equal amount. As this is a capital loan it is reversed in the revenue account but it will have an impact in 2020/21 when it will trigger Minimum Revenue Provision (MRP) payments over 3 years of £252k per annum. This is an increase of £127k per annum from the September forecast.
- 5.4 We also have a "working capital loan" with 3 Rivers which is currently at risk (£504k). This was due to be repaid over 5 years but as there is doubt over the ability of the company to repay this in this timescale, it is prudent to impair it over the remaining life of the loan, 4 years at £126k per annum. This is a real cost to the revenue account. Both the £757k and the £126k are shown against Corporate Management.
- 5.5 As stated in 5.1, some of these projects will overlap financial years. Managers have therefore given their best estimate of what is 'deliverable' for 19/20; this amounts to £15.701m (£11.782m in Quarter 2). Therefore, committed and actual expenditure will be monitored against this revised 'deliverable' budget for the remainder of the year.
- 5.6 The deliverable budget has been established following meetings with managers to determine a realistic forecast of spend based on known information at this point in the year. This will continue to be revisited for material changes.
- 5.7 Committed and Actual expenditure is currently £13.374m against a 'deliverable' Capital Programme of £15.701m leaving a variance of £2.327m uncommitted at this point in time.

- 5.8 Additional work has been undertaken to establish forecast slippage and potential underspends against the approved Capital Programme and are also detailed on Appendix G.
- 5.9 Forecast slippage amounts to £7.078m, which mainly relates to: £0.638m in relation to the 3 Rivers Project at the rear of the Town Hall which is forecast to be completed in 21/22, £0.236m for the 3 Rivers Project at Orchard House that will be completed in 20/21, £0.600m in relation to Land Acquisition for operational needs, £2.1m related to the GP Practice NHS Hub and £1.450m in relation to Council House building at Round Hill, Tiverton. For further detail, please refer to Appendix G.
- 5.10 A comprehensive review of projects has also been undertaken to either remove them from the 19/20 Programme where no longer required or re-profile into the 20/21 to 23/24 MTFP that will also be presented at 13<sup>th</sup> February 2020 Cabinet. The forecast net underspend amounts to £13.521m, this mainly relates to: £3.953m for the District Wide Redevelopment Project, £2.0m for Waddeton Park, (this is now included in future years in the Capital MTFP presented at the October Cabinet), £2.1m to enable Social Housing projects and two Council House Building Projects at £2.0m each which have been further quantified in the forward MTFP. In addition to these £1.2m for the Tiverton Redevelopment Project which has now been aborted & forecast 'sunk' costs of £87k will be coded to Revenue. Again, for further detail please refer to Appendix G.

## 6.0 Revenue Contribution to Capital EMR

- 6.1 The Capital Earmarked Reserve has been set aside from Revenue to fund Capital Projects; the movement on this reserve is projected below:

	£k
Capital Earmarked Reserve at 1 April 2019	(415)
Funding required to support 2019/20 Capital Programme	235
<b>Forecast uncommitted Balance at 31 March 2020</b>	<b>(180)</b>

## 7.0 Capital Receipts Reserve (Used to fund future capital programmes)

- 7.1 Unapplied useable capital receipts are used to part fund the capital programme, the movement on this account for the year to date is given below:

	£k
Unapplied Useable Capital Receipts at 1 April 2019	(3,620)
Net Receipts to Q3 (includes 23 "Right to Buy" Council House sales)	(1,617)
<b>Current Balance</b>	<b>(5,237)</b>

(This includes £1.710m of ring fenced 1:4:1 receipts and £3.527m of general Capital Receipts)

Forecast further capital receipts in year	(100)
Forecast capital receipts required to support 2019/20 Capital Programme	670
Forecast Unapplied Capital Receipts 31 March 2020	(4,667)

7.2 The ring fenced “1:4:1 receipts” need to be spent within 3 years of receipt; otherwise they need to be returned to MHCLG with interest. These can be used to fund up to 30% of new social housing developments or repurchased right to buy properties.

7.3 The forecast reserve balance for the Revenue Contribution to Capital Reserve and the Capital Receipts Reserve includes the associated funding of the 19/20 Capital Programme, as these monies are committed. In reality, much of this will slip to 20/21. It is also important to note that these balances need to be almost fully utilised in order to balance the Capital Medium Term Financial Strategy.

## 8.0 Treasury Management

8.1 The interest position so far this financial year can be summarised as follows:

### Interest Receivable:

	Budget £k	Forecast outturn £k	Forecast variance £k
Investment Income Received	(443)	(543)	(100)
Interest from HRA funding	(49)	(49)	0
<b>Total Interest Receivable</b>	<b>(492)</b>	<b>(592)</b>	<b>(100)</b>

8.2 There is an interest payable saving (£60k) due to the fact we have not taken out external borrowing (PWL B), as expenditure has been lower than anticipated and we have funded initially from internal resources.

## 9.0 Conclusion

9.1 Members are asked to note the revenue and capital forecasts for the financial year. Managers are working hard to offset overspends, some of which are unavoidable, with budget savings to deliver an outturn close to the budget. Members will be aware that management action has improved the position from Quarter 1 which was showing a projected overspend of £427k.

9.2 The work undertaken to produce this monitoring information to 31 Dec 2020 will be used to inform the 2020/21 Budget setting process where required.

**Contact for more  
information:**

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**Circulation of the Report:**

Cllr Alex White, Leadership Team

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## GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD FROM 01 APRIL TO 31 DECEMBER 2019

General Fund Summary	Note	2019/2020	Full Year	Actuals	Full Year	Variance (0 = On budget)	Variance %
		Annual Budget	Forecast	£	Variance		
		£		£	£		
<b>Clr Bob Deed</b>							
Corporate Management	A	1,696,520	2,589,520	1,200,436	893,000		52.6%
<b>Clr Luke Taylor</b>							
Grounds Maintenance	E	596,740	588,740	399,731	(8,000)		-1.3%
Cemeteries & Bereavement Services	D	(86,540)	(61,540)	(24,368)	25,000		-28.9%
Waste Services	H	1,743,650	1,596,477	961,678	(147,173)		-8.4%
<b>Clr Dennis Knowles</b>							
Community Development	I	108,875	103,055	103,595	(5,820)		-5.3%
Environmental Services incl. Licensing	D	770,010	878,753	611,662	108,743		14.1%
IT Services	Q	972,610	974,024	763,150	1,414		0.1%
Land charges	N	(20,530)	(30,530)	(26,620)	(10,000)		48.7%
Open Spaces	F	91,800	123,356	111,076	31,556		34.4%
Recreation And Sport	J	740,302	786,988	543,619	46,686		6.3%
<b>Clr Alex White</b>							
Finance And Performance	K	707,320	707,320	527,947	0		0.0%
Revenues And Benefits	L	430,400	495,477	797,874	65,077		15.1%
Car Parks	C	(535,210)	(502,210)	(366,732)	33,000		6.2%
<b>Clr Simon Clist</b>							
Private Sector Housing	D	(6,070)	12,820	24,042	18,890		-311.2%
General Fund Housing	M	212,630	85,650	(132,206)	126,980		-59.7%
Property Services	G	884,060	944,660	653,159	60,600		6.9%
<b>Clr Graeme Barnell</b>							
Community Development: Markets	I	50,180	65,180	27,186	15,000		29.9%
Planning And Regeneration	N	1,347,195	1,730,008	1,053,414	382,813		28.4%
<b>Clr Mrs Nikki Woolatt</b>							
Customer Services	O	778,871	730,771	564,391	(48,100)		-6.2%
Human Resources	P	465,090	489,090	352,456	24,000		5.2%
Legal & Democratic Services	B	1,136,206	1,027,636	970,528	(108,570)		-9.6%
Public Health	D	(4,890)	(4,890)	(5,248)	0		0.0%
<b>All General Fund Services</b>		<b>12,079,219</b>	<b>13,330,355</b>	<b>9,110,769</b>	<b>1,251,136</b>		<b>10.4%</b>
Net recharge to HRA		(1,534,110)	(1,534,110)	6,000	0		
Statutory Adjustments (Capital charges)		333,280	(473,720)	0	(807,000)		
<b>Net Cost of Services</b>		<b>10,878,389</b>	<b>11,322,525</b>	<b>9,116,769</b>	<b>244,136</b>		<b>4.1%</b>
Finance Lease Interest Payable		44,420	44,420	0	0		
Interest from Funding provided for HRA		(49,000)	(49,000)	0	0		
Interest Receivable Payable on Other Activities		167,580	107,580	51,358	(60,000)		
Interest Receivable on Investments		(442,540)	(542,540)	(299,776)	(100,000)		
Transfers into Earmarked Reserves	APP B	2,267,363	2,606,605	2,316,625	339,242		
Transfers from Earmarked Reserves	APP B	(2,099,631)	(2,545,212)	(2,480,496)	445,581		
Contribution from New Homes Bonus Reserve	APP B	(587,850)	(601,110)	(587,850)	(13,260)		
<b>Total Budgeted Expenditure</b>		<b>10,178,731</b>	<b>10,343,268</b>	<b>8,116,630</b>	<b>164,537</b>		<b>1.6%</b>
Revenue Support Grant		0	0	0	0		
Rural Services Delivery Grant		(466,695)	(466,695)	(466,695)	0		
New Homes Bonus Grant		(1,243,503)	(1,243,503)	(932,627)	0		
Retained Business Rates		(3,247,005)	(3,081,675)	(2,089,584)	165,330		
Business Rates Deficit		778,906	778,906	0	0		
Business Rates Benefit from Devon Pool		(100,000)	(177,590)	0	(77,590)		
CTS Funding Parishes		0	0	0	0		
Collection Fund Surplus		(71,330)	(71,330)	(71,331)	0		
Council Tax		(5,829,104)	(5,829,104)	(5,829,104)	0		
<b>Total Budgeted Funding</b>		<b>(10,178,731)</b>	<b>(10,090,991)</b>	<b>(9,389,341)</b>	<b>87,740</b>		<b>-1%</b>
<b>Forecast in year (Surplus) / Deficit</b>		<b>0</b>	<b>252,277</b>	<b>(1,272,712)</b>	<b>252,277</b>		
General Fund Reserve 31/12/2019					(2,483,294)		
<b>Forecast General Fund Balance 31/03/2020</b>					<b>(2,231,017)</b>		

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## GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD FROM 01 APRIL TO 31 DECEMBER 2019

Note	Description of Major Movements	Full year variance (net of transfer to EMR)	PDG
<b>A</b>	<b>Corporate Management</b>		
	Forecast overspend on bank charges	10,000	Cabinet
	3 Rivers - Working capital impairment - IFRS 9 the risk of non-repayment of the loan	126,000	Cabinet
	3 Rivers - Riverside impairment - Relates to the potential overspend on the project leading to non-repayment of loan	757,000	Cabinet
		<b>893,000</b>	
<b>B</b>	<b>Legal &amp; Democratic Services</b>		
	Legal Services-estimated under recovery of S106 income	10,000	Cabinet
	Legal Services-fees and charges income higher than budget	(13,000)	Cabinet
	Legal Services-software budget not required in 19/20	(15,400)	Cabinet
	Legal services consultancy budget not all required in 19/20	(35,000)	Cabinet
	Member Services-estimated savings against the salary budget due to carrying a vacancy for a number of months	(7,000)	Cabinet
	Electoral Registration-increase in IER funding above budget	(16,800)	Cabinet
	District Elections- After utilising earmarked reserves estimate of £25k shortfall in covering election spend	25,000	Cabinet
	Electoral Registration-saving against the salary budget due to vacancy	(5,000)	Cabinet
	Parish Elections- Recharging more of the costs to parishes than previously forecast	(7,500)	Cabinet
	Democratic Rep-savings on internet access payments and Members registration	(3,870)	Cabinet
	Electoral Registration- Budget for boundary review no longer required	(30,000)	Cabinet
	Electoral Registration- Underspend on Computer Software	(5,000)	Cabinet
	Electoral Registration- Sale of Electoral Register not budgeted for	(5,000)	Cabinet
		<b>(108,570)</b>	
<b>C</b>	<b>Car Parks</b>		
	P&D Income shortfall forecast in MSCP of £24k due to ongoing Premier Inn works, forecasting increased income in some of our P&D car parks of £5k.	19,000	Economy
	MSCP - Increased Security patrols to protect users and property from anti-social behaviour, has resulted in a budget overspend.	6,000	Economy
	Increased Electricity usage due to 24 hour opening of the MSCP and increased usage from contractors.	8,000	Economy
		<b>33,000</b>	
<b>D</b>	<b>Public Health combined</b>		
	Net of S106 Air Quality expenditure & income, covered by transfers from EMRs	91,843	Environment
	One off unavoidable Employment costs in Public Health	4,900	Community
	Licensing - Salary overspend due to JE regrades. We will be able to adjust fees going forward and hope to recover some of this overspend this year.	7,000	Community
	External Legal costs associated with major Housing prosecution, some costs awarded by the Courts but remain outstanding.	18,890	Homes
	Cemetery Income below profile for 3rd Qtr, will review month by month.	20,000	Environment
	Reduced income on Regulatory Services	5,000	Environment
	Licensing income - unpredictability on licence numbers under the new Animal Licensing regulations.	5,000	Environment
		<b>152,633</b>	
<b>E</b>	<b>Grounds Maintenance</b>		
	Salary savings - vacant Team Leader post not recruited to whilst service structure is being reviewed	(25,000)	Environment
	New vehicle contract - funded from vehicle earmarked reserve in year	17,000	Environment
		<b>(8,000)</b>	
<b>F</b>	<b>Open Spaces</b>		
	S106 Expenditure funded by transfer from an EMR	31,556	Environment
		<b>31,556</b>	
<b>G</b>	<b>Property Services</b>		
	New vehicle contract - funded from earmarked reserve in year (Not an overspend on the contract)	8,000	Environment
	Public Conveniences Utility charges are lower than budgeted due to reduction in the number of PC's and more accurate billing from	(12,000)	Environment
	Historic Business Rates reduction applied to Phoenix House due to office mergers have resulted in a rates underspend.	(43,000)	Environment
	Un-budgeted costs for the upgrade of communication equipment in the Exe Room, off-set against underspend on Rates	14,000	Environment
	Security costs higher than budget for Phoenix House	6,600	Environment
	Salary savings within Property Services due to vacant posts (partially off-set by Agency costs)	(70,000)	Environment
	Agency overspend covering vacant posts within Property Services	25,000	Environment
	Loss of income from Fore Street Flats and rates from vacant shop unit	23,890	Economy
	Loss of rental income and increased costs from rates and service charges due to vacant units within Market Walk	38,500	Economy
	Rate revaluation on Carlu Close has seen an unbudgeted increase in costs that has been backdated to 2017	56,350	Environment
	Maintenance overspend due to Capital project for air conditioning units being under £20k (funded from NHB)	13,260	Environment
		<b>60,600</b>	
<b>H</b>	<b>Waste Services</b>		
	Vacant posts part offset by agency	(38,000)	Environment
	Additional overtime in Recycling due to operational issues	16,000	Environment
	Waste - Shared Saving Scheme increase from budget. 2018-19 additional £79k and estimating an additional £50k for 2019-20	(129,000)	Environment
	S106 income, transferred to an EMR	827	Environment
	Trade Waste - Increase in customer base and reduced discounts - leading to increased income	(89,000)	Environment
	Trade Waste - Purchase of additional bins	20,000	Environment
	Trade Waste - Disposal costs up due to an increase in customer base	17,000	Environment
	Garden waste, permit sales down against budget. Numbers may pick up before year end.	8,000	Environment
	Recycling containers	5,000	Environment
	Recycling materials, paper tonnage and price is down	16,000	Environment
	Recycling materials, mixed plastics tonnage and price is up against budget	(83,000)	Environment
	Recycling materials, price for cardboard and glass is down	42,000	Environment
	New vehicle contract - funded from the vehicle earmarked reserve in year (Not an overspend on the contract)	67,000	Environment
		<b>(147,173)</b>	
<b>I</b>	<b>Community Development</b>		
	Community Development grant funding	(5,820)	Community
	Salaries - job evaluation and additional cover over the busy Christmas period	15,000	Economy

		<b>9,180</b>	
<b>J</b>	<b>Recreation And Sport</b>		
	Salaries - vacant posts.	(61,250)	Community
	Dryside - loss of income due to local competition offering similar facilities at lower cost, termination of contract with a 3rd party and recruitment issues re qualified staff.	36,000	Community
	Over achieving membership targets for fitness.	(40,000)	Community
	Vouchers cashed in against fitness and wetside income.	8,000	Community
	Wetside - reduction in casual swim as per the national trend within the industry	20,000	Community
	Feasibility Study	18,936	Community
	Utilities overspend due to Energy provider invoicing now is more accurate	84,000	Community
	Underspend on Car Mileage, Stationery, Advertising & Vending Supplies	(19,000)	Community
		<b>46,686</b>	
<b>K</b>	<b>Finance And Performance</b>		
		<b>0</b>	
<b>L</b>	<b>Revenues And Benefits</b>		
	Housing Benefit Subsidy & Overpayment recovery	120,000	Cabinet
	Estimated income from Single Occupancy Discount penalties (not budgeted)	(17,000)	Cabinet
	Additional Forecast C/Tax Annexe Grant	(7,738)	Cabinet
	Revenues and Benefits forecast salary savings; in the main due to vacant posts in HB in part offset by additional overtime & temporary increases for supervisors acting up	(11,100)	Cabinet
	Software costs associated with Citizens Access	33,950	Cabinet
	Software costs associated with new CTR scheme	11,000	Cabinet
	Various New Burdens grants from DWP in respect of Housing Benefits initiatives delivered within existing resource	(49,160)	Cabinet
	Adjustment to CTB entitlement (re pre 01/04/13 CTB old scheme) not required to be repaid to DCLG & additional CTB admin grant than budgeted	(5,650)	Cabinet
	Additional New Burdens NNDR Grant for the administration of Retail Rate Relief delivered within existing resource	(9,225)	Cabinet
		<b>65,077</b>	
<b>M</b>	<b>General Fund Housing</b>		
	Community Alarms: estimated surplus due to underspend on service overheads	(10,000)	Homes
	GF Housing: grant funding received will be earmarked towards future service sustainability	(126,980)	Homes
	GF Housing: Discretionary Rent Allowance lower than forecast	10,000	Homes
		<b>(126,980)</b>	
<b>N</b>	<b>Planning And Regeneration</b>		
	Net of S106 Public Open Space expenditure & income, covered by transfers from EMRs	177,963	Community
	Garden Village project consultancy spend funded by transfer from EMR	23,000	Community
	Garden Village Capacity Funding for 2019-20	(150,000)	Community
	Salary savings due to not recruiting for the secondment of the graphics technician, a delay in recruitment of the monitoring information officer and maternity savings	(21,000)	Community
	Statutory Plan - saving on budgeted GESP contribution	(5,000)	Cabinet
	Statutory Plan - Local Plan costs funded by transfer from EMR	32,000	Cabinet
	Development Management - planning income. Consistently over the last 12 mths there has been a downturn in fees, this has been driven by external circumstances affecting the submission of larger fee earning applications. Officers are working with developers to try and bring forth applications via the pre application process. Most recently the forecast shortfall has in part been offset through a major fee bearing application	175,000	Community
	Development Management - supplies & services. Main contributor being required advertising.	22,000	Community
	Cullompton Town Centre Masterplan, funded by transfer from EMR	56,000	Economy
	Business Development Grant funding	(3,500)	Economy
	Income from Section 97 work	(10,650)	Community
	Land charges Devon County Council searches - Listed separately	(10,000)	Cabinet
	Tiverton Town Centre Regeneration - aborted capital project costs, also see underspend on Capital Programme	87,000	Economy
		<b>372,813</b>	
<b>O</b>	<b>Customer Services</b>		
	External Contractors budget not required this year	(4,000)	Community
	Overtime budget not required	(8,100)	Community
	Vacancy Savings	(36,000)	Community
		<b>(48,100)</b>	
<b>P</b>	<b>Human Resources</b>		
	Realignment of basic establishment prior to review of service needs	24,000	Cabinet
		<b>24,000</b>	
<b>Q</b>	<b>I.T. Services</b>		
	Digital services cloud software licence - expenditure covered by salary savings in the CS codes	7,500	Cabinet
	Software Training	8,614	Cabinet
	Idox support fees more than budgeted. Migration work to new hardware required as operating system reaching end of life	11,800	Cabinet
	Central Government have delayed moving towards utilising the public internet for submission of statutory returns - meaning the Council has to pay for a private sector network connection to submit its returns	9,600	Cabinet
	Vacant posts	(8,300)	Cabinet
	Client access licence. This is a perpetual licence. Indicative prices used for budget setting included a licence for per user and device, only a user licence is required to deliver applications.	(27,800)	Cabinet
		<b>1,414</b>	
	<b>FORECAST (SURPLUS)/DEFICIT AS AT 31/03/2020</b>	<b>1,251,136</b>	

Cabinet	891,921
Community	220,979
Homes	(108,090)
Environment	(3,563)
Economy	249,890
	<b>1,251,136</b>

**GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD FROM 01 APRIL TO 31 DECEMBER 2019**

Fees and Charges	2019/20	2019/20	2019/20	2019/20	Full Year	Variance
	Annual Budget	Profiled Budget	Actual	Variance	Forecast	
	£	£	£	£	Variation	
Building Control Fees	(240,000)	(180,000)	(210,422)	(30,422)	0	0%
Planning Fees	(946,500)	(709,875)	(636,133)	73,742	175,000	-18%
Land Search Fees	(120,000)	(90,000)	(89,367)	633	0	0%
Car Parking Fees - See Below	(733,290)	(571,482)	(563,769)	7,713	19,000	-3%
Leisure Fees & Charges	(2,881,030)	(2,133,914)	(2,052,374)	81,539	31,500	-1%
Trade Waste Income	(699,000)	(696,903)	(784,473)	(87,570)	(89,000)	13%
Garden Waste	(482,100)	(412,180)	(408,514)	3,666	8,000	-2%
Licensing	(145,190)	(116,402)	(113,144)	3,258	5,000	-3%
Market Income	(83,350)	(64,707)	(64,720)	(13)	0	0%
	<b>(6,330,460)</b>	<b>(4,975,463)</b>	<b>(4,922,917)</b>	<b>52,547</b>	<b>149,500</b>	<b>-2.4%</b>

Car Parking Fees		2019/20	2019/20	2019/20	2019/20	Bud Income	
						Spaces	pa per space
Beck Square, Tiverton		(79,500)	(62,233)	(61,050)	1,183	40	(1,988)
William Street, Tiverton		(26,280)	(20,078)	(19,167)	911	45	(584)
Westex South, Tiverton		(49,000)	(37,367)	(38,142)	(775)	51	(961)
Wellbrook Street, Tiverton		(14,000)	(10,275)	(11,396)	(1,121)	27	(519)
Market Street, Crediton		(37,500)	(30,026)	(27,152)	2,874	39	(962)
High Street, Crediton		(75,000)	(57,555)	(62,826)	(5,271)	190	(395)
Station Road, Cullompton		(33,500)	(26,689)	(30,394)	(3,705)	112	(299)
Multistorey, Tiverton		(126,980)	(97,952)	(80,263)	17,689	631	(201)
Market Car Park, Tiverton		(210,000)	(160,218)	(160,879)	(661)	122	(1,721)
Phoenix House, Tiverton		(5,500)	(4,327)	(3,979)	348	15	(367)
P&D Shorts & Overs		0	0	543	543	0	0
<b>Total Pay and Display</b>		<b>(657,260)</b>	<b>(506,720)</b>	<b>(494,704)</b>	<b>12,016</b>	<b>1,272</b>	<b>(7,995)</b>
Day Permits		(16,000)	(12,827)	(13,553)	(726)		
Allocated Space Permits		(41,500)	(36,022)	(36,022)	0		
Overnight Permits		(200)	(130)	(773)	(643)		
Day & Night Permits		(10,700)	(8,660)	(7,087)	1,573		
Other Income		(7,630)	(7,123)	(11,630)	(4,508)		
<b>Total Permits</b>		<b>(76,030)</b>	<b>(64,762)</b>	<b>(69,065)</b>	<b>(4,303)</b>		
<b>Total Car Parking</b>		<b>(733,290)</b>	<b>(571,482)</b>	<b>(563,769)</b>	<b>7,713</b>		
<b>Standard Charge Notices (Off Street)</b>		<b>(48,000)</b>	<b>(36,000)</b>	<b>(32,472)</b>	<b>3,529</b>	0	0%

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**GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD FROM 01 APRIL TO 31 DECEMBER 2019**

<b>Employee Costs</b>	<b>2019/20 Annual Budget £</b>	<b>2019/20 Profiled Budget £</b>	<b>2019/20 Actual £</b>	<b>2019/20 Variance £</b>
<b>General Fund</b>				
Community Development	49,220	36,915	43,999	7,084
Corporate Management	1,457,520	1,093,140	1,082,237	(10,903)
Customer Services	688,440	516,330	469,965	(46,365)
Environmental Services	864,660	648,495	665,761	17,266
Finance And Performance	548,850	411,638	394,685	(16,953)
General Fund Housing	272,190	204,143	189,321	(14,822)
Grounds Maintenance	490,260	367,695	319,048	(48,647)
Human Resources	374,760	281,070	289,983	8,913
I.T. Services	548,920	411,690	405,452	(6,238)
Legal & Democratic Services	482,960	362,220	363,899	1,679
Planning And Regeneration	1,799,200	1,349,400	1,254,489	(94,911)
Property Services	628,270	471,203	449,812	(21,391)
Recreation And Sport	2,017,338	1,513,004	1,449,200	(63,804)
Revenues And Benefits	727,810	545,858	528,737	(17,121)
Waste Services	2,509,789	1,882,342	1,671,759	(210,583)
<b>Total General Fund</b>	<b>13,460,187</b>	<b>10,095,143</b>	<b>9,578,346</b>	<b>(516,797)</b>
<b>Housing Revenue Account</b>				
BHO09 Repairs And Maintenance	852,900	639,675	577,930	(61,745)
BHO10 Supervision & Management	1,508,730	1,131,548	1,049,085	(82,463)
BHO11 Special Services	0	0	0	0
<b>Total Housing Revenue Account</b>	<b>2,361,630</b>	<b>1,771,223</b>	<b>1,627,015</b>	<b>(144,208)</b>
<b>Total Employee Costs</b>	<b>15,821,817</b>	<b>11,866,366</b>	<b>11,205,361</b>	<b>(661,005)</b>

<b>Agency Staff (within Employee costs)</b>	<b>2019/20 Annual Budget £</b>	<b>2019/20 Profiled Budget £</b>	<b>2019/20 Actual £</b>	<b>2019/20 Variance £</b>
<b>General Fund</b>				
Car Parks	0	0	0	0
Community Development	0	0	0	0
Corporate Management	0	0	0	0
Customer Services	0	0	0	0
Environmental Services	0	0	0	0
Finance And Performance	0	0	0	0
General Fund Housing	0	0	0	0
Grounds Maintenance	25,000	18,750	44,796	26,046
Human Resources	0	0	12,462	12,462
I.T. Services	0	0	0	0
Legal & Democratic Services	0	0	0	0
Planning And Regeneration	0	0	23,110	23,110
Property Services	0	0	20,142	20,142
Recreation And Sport	0	0	0	0
Revenues And Benefits	0	0	3,788	3,788
Waste Services	121,641	91,231	244,537	153,306
<b>Total General Fund</b>	<b>146,641</b>	<b>109,981</b>	<b>348,834</b>	<b>238,853</b>
<b>Housing Revenue Account</b>				
BHO09 Repairs And Maintenance	0	0	0	0
BHO10 Supervision & Management	0	0	0	0
BHO11 Special Services	0	0	0	0
<b>Total Housing Revenue Account</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Agency Costs</b>	<b>146,641</b>	<b>109,981</b>	<b>348,834</b>	<b>238,853</b>

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HOUSING REVENUE ACCOUNT FINANCIAL MONITORING INFORMATION FOR THE PERIOD FROM 01 APRIL TO  
31 DECEMBER 2019

<b>Planned Works extract</b>				
Planned Works - Capital		2,285,000	(125,000)	-5.5%
Planned Works - Revenue		1,325,500	(50,000)	-3.8%
Housing Revenue Account (HRA)	Notes	2019/2020 Annual Budget £	Forecast £	Variance %
<b>Income</b>				
SHO01 Dwelling Rents Income	A	(11,977,170)	(70,000)	0.6%
SHO04 Non Dwelling Rents Income	B	(564,870)	0	0.0%
SHO06 Tenant Charges For Services	C	0	0	0.0%
SHO07 Leaseholders' Service Charges	D	(21,640)	0	0.0%
SHO08 Contributions Towards Expenditure	E	(27,720)	(50,000)	180.4%
SHO09 Alarm Income - Non Tenants	F	0	0	0.0%
SHO10 H.R.A. Investment Income	G	(83,000)	(3,230)	3.9%
SHO11 Miscellaneous Income	H	(7,350)	0	0.0%
<b>Services</b>				
SHO13A Repairs & Maintenance	I	3,174,000	(100,000)	-3.2%
SHO17A Housing & Tenancy Services	J	1,732,360	(320,000)	-18.5%
<b>Accounting entries 'below the line'</b>				
SHO29 Bad Debt Provision Movement	L	53,000	0	0.0%
SHO30 Share Of Corporate And Democratic	M	199,100	0	0.0%
SHO32 H.R.A. Interest Payable	N	1,178,580		0.0%
SHO34 H.R.A. Transfers between earmarked reserves	O	1,713,350	(60,000)	-3.5%
SHO36 H.R.A. Revenue Contribution to Capital	P	0	0	0.0%
SHO37 Capital Receipts Reserve Adjustment	Q	(26,000)	0	0.0%
SHO38 Major Repairs Allowance	R	2,285,000	(125,000)	-5.5%
SHO45 Renewable Energy Transactions	S	(139,000)	60,000	-43.2%
		<b>(2,511,360)</b>	<b>(668,230)</b>	<b>-26.6%</b>

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**HOUSING REVENUE ACCOUNT FINANCIAL MONITORING INFORMATION FOR THE PERIOD  
FROM 01 APRIL TO 31 DECEMBER 2019**

Note	Description of Major Movements	Corrective Action	Forecast
			Variance £
<b>A</b>	Affordable rental income estimated to make a surplus of £70k at year end, this is principally due to the number of properties we collect rent on being more than originally budgeted	N/A	(70,000)
<b>E</b>	Rechargeable works undertaken by Building Services greater than anticipated	N/A	(50,000)
<b>G</b>	Interest received on cash balances higher than anticipated	N/A	(3,230)
<b>I</b>	Planned Revenue works estimated to underspend by £50k across various areas. Salary underspend is principally due to vacant posts, a number of staff on maternity leave and new staff starting on reduced spinal points (estimated circa £150k). Forecast reduced activity on DFG works of circa £100k	N/A	(100,000)
<b>J</b>	There is an underspend (£90k) due to a number of retirements and posts not being filled immediately. In addition, provision for two posts was made in the budget to ensure that there was capacity to mitigate the impact of welfare reform and legislative changes to tenure. These posts remain unfilled and a watching brief is being kept on performance and workloads. Additionally a budget for new projects is forecast to be underspent by £230k, this budget will then be refreshed in 20/21	N/A	(320,000)
<b>O</b>	(see S below) this in effect reduces our year end transfers to reserves	N/A	(60,000)
<b>R</b>	MRA is expected to underspend by an estimated £125k on an external contract for modernisation works	N/A	(125,000)
<b>S</b>	Budget for Renewables will be less than anticipated due to the number of solar panel contract terminations on RTBs	N/A	60,000
		<b>TOTAL</b>	<b>(668,230)</b>

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Code	Scheme	Approved Capital Programme 2019/20	Total Slippage B/fwd & Adj to Approved Capital Programme 19/20	Budgeted Capital Programme 2019/20	Total Deliverable Programme 19/20	Actual Expenditure 2019/20	Committed Expenditure 2019/20	Total Actual & Committed Expenditure 2019/20	Variance to Deliverable Capital Programme	Forecast (Underspend)/ Overspend	Forecast Slippage to 20/21	Notes
		£	£	£	£	£	£	£	£	£	£	
<b>General Fund Projects</b>												
<b>Exe Valley Leisure Centre</b>												
CA633	Lords Meadow - Replace main pool filters	0	80,000	80,000	55,000	0	6,652	6,652	(48,348)	(8,000)		Project complete.
CA639	Spinning Room - New window - improve light	20,000	0	20,000	20,000	0	0	0	(20,000)	(20,000)		Project Complete Q2 19/20. Under £20k Capital diminishes therefore recharged to Revenue & funded through a contribution from NHB
CA640	Leisure Spinning Bike Replacement - all sites	60,000	0	60,000	60,000	60,000	0	60,000	0			Project Complete Q2 19/20
<b>Culm Valley Leisure Centre</b>												
CA641	Fitness Gym Kit Replacement	185,000	0	185,000	185,000	7,951	177,307	185,257	257	257		Project complete
<b>MDDC Depot Sites</b>												
CA829	Carlu Close - Air Conditioning units	25,000	0	25,000	20,000	0	0	0	(20,000)	(25,000)		Project Complete but Under £20k Capital diminishes therefore recharged to Revenue & funded through a contribution from NHB
CA830	Carlu Close - Interceptor upgrade	30,000	0	30,000	30,000	371	1,430	1,801	(28,199)		22,000	Subject to EA - Anticipated project completion by Q2 20/21
CA831	Carlu Close - Solar PV options	20,000	0	20,000	20,000	308	600	908	(19,092)			Forecast project completion Q4 19/20
<b>Play Areas</b>												
CA472	Open Space Infrastructure (incl Play Areas)	0	50,000	50,000	50,000	1,360	0	1,360	(48,640)		48,640	Forecast project completion Q2 20/21
CA632	Play area refurbishment District wide - Amory Park Tiverton	0	50,000	50,000	50,000	0	0	0	(50,000)		50,000	Forecast project completion Q3 20/21
CA628	Play area refurbishment - West Exe Recreation Ground Tiverton	0	50,000	50,000	50,000	0	0	0	(50,000)		50,000	Forecast project completion Q1 20/21
<b>Other Projects</b>												
CA473	Land drainage flood defence schemes - St Marys Hemyock	0	25,000	25,000	25,000	0	0	0	(25,000)		25,000	Forecast project completion Q3 20/21
CA420	Land drainage flood defence schemes - Ashleigh Park Bampton	0	87,000	87,000	87,000	0	0	0	(87,000)		87,000	Forecast project completion Q3 20/21
CA574	Fore Street Flats refurbishment	0	47,000	47,000	47,000	150	268	418	(46,583)		45,000	Forecast project completion Q3 20/21
CA709	MSCP improvements (refer to Matrix condition report)	0	136,000	136,000	136,000	2,982	0	2,982	(133,018)			Project forecast to be complete by 31/03/20
CA718	MSCP-Top Deck surfacing	70,000	50,000	120,000	70,000	0	0	0	(70,000)		120,000	Forecast project completion Q2 20/21
CA476	Tiverton Cemetery - Infrastructure extension	80,000	0	80,000	80,000	0	0	0	(80,000)		40,000	Forecast project completion Q2 20/21
CA477	Land drainage flood defence schemes	25,000	0	25,000	25,000	0	0	0	(25,000)		25,000	Forecast project completion Q3 20/21 - This will be required to fund project CA473 St Mary's Hemyock Project
CA202	Flexible Temporary Accommodation	75,000	0	75,000	75,000	0	0	0	(75,000)			
CA576	Tiverton Town Centre improvements	0	40,000	40,000	20,000	0	0	0	(20,000)		40,000	Forecast project completion Q1 20/21
CA579	Tiverton Town Centre - Street scene improvements	100,000	0	100,000	100,000	0	0	0	(100,000)		100,000	Forecast project completion Q1 20/21
CA832	Land acquisition for operational needs	600,000	0	600,000	0	0	0	0	0		600,000	This will be slipped into 2020/21
CA482	Contribution to South West Mutuals Bank	0	50,000	50,000	0	49,995	0	49,995	49,995			Per Cabinet report 07/03/19 to be funded by NNDR EMR
<b>General Fund Development Schemes</b>												
CA575	District Wide Redevelopment project - Asset acquisition	0	3,953,000	3,953,000	45,000	0	0	0	(45,000)	(3,953,000)		Detailed schemes identified as part of forthcoming MTFP
CA462	Rear of Town Hall Development site (Riverside) - 3 Rivers Loan	0	3,679,000	3,679,000	3,040,990	1,662,990	1,378,000	3,040,990	0		638,010	This Project will cross financial years and be completed in 21/22
CA483	3 Rivers Loan - Threwstones, Tiverton	0	468,000	468,000	468,000	445,000	23,000	468,000	0			This project will complete in 19/20
CA484	3 Rivers Loan - Orchard House, Halberton	0	958,000	958,000	722,000	385,000	337,000	722,000	0		236,000	This Project will cross financial years and be completed in 20/21
CA486	3 Rivers Loan - Knowle Lane, Cullompton	0	3,714,000	3,714,000	3,714,112	3,454,500	259,612	3,714,112	0			Project will continue & complete in 21/22
CA580	Tiverton redevelopment project	1,200,000	0	1,200,000	1,200,000	0	0	0	(1,200,000)	(1,200,000)		Project aborted therefore costs re charged to Revenue
CA581	Waddeton Park	2,000,000	0	2,000,000	0	0	0	0	0	(2,000,000)		This project is now detailed in its entirety in the MTFP that was presented to Cabinet on 17/10/19
CA719	Cullompton Town Centre Relief Road	0	650,000	650,000	0	191,812	58,188	250,000	250,000			
CA720	Tiverton EUE A361 Junction Phase 2	0	50,000	50,000	0	0	0	0	0			
CA485	GP Practice NHS Hub Building Crediton	0	2,100,000	2,100,000	0	0	0	0	0		2,100,000	It is now anticipated that this project will slip into 20/21
<b>Economic Development Schemes</b>												
CA582	* Hydro Mills Electricity Project * All Economic Development schemes are subject to acceptable Business Case	680,000	0	680,000	0	0	0	0	0		680,000	It is now anticipated that this project will slip into 20/21
<b>ICT Projects</b>												
CA421	Desktop states replacement/refresh	0	6,000	6,000	6,000	6,594	0	6,594	594	594		Project complete
CA456	CRM replacement	0	175,000	175,000	175,000	0	0	0	(175,000)		175,000	It is anticipated that this project will slip into 20/21
CA474	Data centre hardware refresh servers/storage	0	120,000	120,000	100,000	99,354	0	99,354	(646)	(20,646)		Project complete
CA433	Unified Communications/telephony	0	107,000	107,000	32,000	32,554	0	32,554	554	554		Project complete
CA464	Parking System Replacement (enforcement)	0	40,000	40,000	0	0	0	0	0	(40,000)		Project no longer required as coded to Revenue
CA465	Replacement Queue System	0	30,000	30,000	0	0	0	0	0	(30,000)		Project no longer required
CA423	Continued replacement of WAN/LAN	0	60,000	60,000	60,000	0	0	0	(60,000)	(60,000)		Project no longer required
CA425	Server farm expansion/upgrades	0	84,000	84,000	84,000	0	0	0	(84,000)			Project to be delivered by Q4 19/20
CA437	Digital Transformation	0	33,000	33,000	0	4	0	4	4		29,000	Project to be delivered during 2020/21
CA478	UPS Power supplies refresh	25,000	0	25,000	20,000	19,925	0	19,925	(75)	(5,075)		Project complete
CA479	Continuous replacement/Upgrade of WAN/LAN (networking hardware switches)	100,000	0	100,000	0	0	0	0	0	(100,000)		Project no longer required. Core switches project will be flagged in MTFP that will be presented at 17/10/19 Cabinet
CA480	Lalpac Licensing System replacement (SN)	80,000	0	80,000	0	0	0	0	0		80,000	It is anticipated that this project will slip into 20/21
CA481	Replacement Access Database - Property Services	100,000	0	100,000	0	0	0	0	0	(100,000)		This Project is timetabled for delivery in 21/22 & will be flagged as part of the forthcoming MTFP

<b>Replacement Vehicles</b>											
CA717	Van Tipper (Grounds Maintenance)	0	25,000	25,000	25,000	25,330	0	25,330	330	330	Project complete
CA715	Van Tipper (Grounds Maintenance)	0	25,000	25,000	25,000	25,330	0	25,330	330	330	Project complete
CA712	Iveco Tipper (or equivalent) 3.5T Tipper	0	28,000	28,000	28,000	27,830	0	27,830	(170)	(170)	Project complete
CA822	7.5T Tipper	0	45,000	45,000	45,000	44,773	0	44,773	(227)	(227)	Project complete
CA825	3.5T Tipper	0	28,000	28,000	28,000	27,830	0	27,830	(170)	(170)	Project complete
CA827	3.5T Tipper	0	28,000	28,000	28,000	27,830	0	27,830	(170)	(170)	Project complete
		<b>5,475,000</b>	<b>17,071,000</b>	<b>22,546,000</b>	<b>11,051,102</b>	<b>6,599,775</b>	<b>2,242,057</b>	<b>8,841,832</b>	<b>(2,209,270)</b>	<b>(7,560,393)</b>	<b>5,190,650</b>
<b>Private Sector Housing Grants</b>											
CG217	Empty homes and enforcement	108,000	0	108,000	30,000	0	0	0	(30,000)	(108,000)	} Any underspends will remain in relevant EMR for future prioritisation }
CG201	Disabled Facilities Grants-P/Sector	562,000	0	562,000	530,000	281,076	306,991	588,067	58,067	(139,000)	
CG208	Wessex					25,000		25,000	25,000	25,000	
		<b>670,000</b>	<b>0</b>	<b>670,000</b>	<b>560,000</b>	<b>306,076</b>	<b>306,991</b>	<b>613,067</b>	<b>53,067</b>	<b>(247,000)</b>	<b>0</b>
<b>Affordable Housing Projects</b>											
CA200	Grants to Housing Associations to provide units (funded by commuted sums)	117,000	0	117,000	17,000	13,151	0	13,151	(3,849)	(100,000)	This forecast underspend will remain in EMR
		<b>117,000</b>	<b>0</b>	<b>117,000</b>	<b>17,000</b>	<b>13,151</b>	<b>0</b>	<b>13,151</b>	<b>(3,849)</b>	<b>(100,000)</b>	<b>0</b>
<b>Total General Fund Projects</b>		<b>6,262,000</b>	<b>17,071,000</b>	<b>23,333,000</b>	<b>11,628,102</b>	<b>6,919,001</b>	<b>2,549,048</b>	<b>9,468,049</b>	<b>(2,160,053)</b>	<b>(7,907,393)</b>	<b>5,190,650</b>
<b>HRA Projects - Existing Housing Stock</b>											
CA100	Major repairs to Housing Stock	2,285,000	0	2,285,000	2,285,000	1,308,152	684,611	1,992,762	(292,238)		125,000
CA111	Renewable Energy Fund	250,000	0	250,000	150,000	0	0	0	(150,000)	(100,000)	Recruited an additional FTE to deliver but will be in an underspend for 19/20
CG200	Home Adaptations - Disabled Facilities	300,000	0	300,000	300,000	213,527	0	213,527	(86,473)		
<b>Housing Development Schemes</b>											
CA119	Palmerston Park - Additional budget required	0	634,000	634,000	634,000	1,161,896	58,888	1,220,784	586,784	586,784	Additional spend on this project will be in part offset by additional Homes England Grant of £441k
CA135	Land acquisition for affordable housing	0	2,100,000	2,100,000	0	0	0	0	0	(2,100,000)	Detailed schemes identified as part of forthcoming MTFP
CA124	Queensway (Beech Road) Tiverton (3 units)	0	287,000	287,000	0	0	0	0	0		287,000
CA126	Sewerage Treatment Works - Washfield	0	25,000	25,000	25,000	0	0	0	(25,000)		25,000
CA139	Replace end of life HRA Assets	2,000,000	0	2,000,000	0	0	0	0	0	(2,000,000)	Forecast project completion Q1 20/21
CA140	Council Housing building schemes to be identified	2,000,000	0	2,000,000	0	0	0	0	0	(2,000,000)	Detailed schemes identified as part of forthcoming MTFP
CA141	Round Hill Tiverton- Site	1,500,000	0	1,500,000	200,000	0	0	0	(200,000)		1,450,000
CA142	RTB Buyback - 6 Cherry Gardens	0	153,000	153,000	153,000	152,438	0	152,438	(562)	(562)	It is anticipated that the majority of the spend on this project will slip into 20/21
CA143	RTB Buyback- 39 Cameron Close	0	129,000	129,000	129,000	128,940	0	128,940	(60)	(60)	
CA144	RTB Buyback- 130 Butts Parks	0	197,000	197,000	197,000	197,098	0	197,098	98	98	
<b>Total HRA Projects</b>		<b>8,335,000</b>	<b>3,525,000</b>	<b>11,860,000</b>	<b>4,073,000</b>	<b>3,162,051</b>	<b>743,499</b>	<b>3,905,550</b>	<b>(167,450)</b>	<b>(5,613,740)</b>	<b>1,887,000</b>
<b>CAPITAL PROGRAMME GRAND TOTAL</b>		<b>14,597,000</b>	<b>20,596,000</b>	<b>35,193,000</b>	<b>15,701,102</b>	<b>10,081,052</b>	<b>3,292,547</b>	<b>13,373,599</b>	<b>(2,327,503)</b>	<b>(13,521,133)</b>	<b>7,077,650</b>

## HOMES POLICY DEVELOPMENT GROUP 17 MARCH 2020

### HOUSING SERVICE CAR PARK MANAGEMENT POLICY

**Cabinet Member(s):** Councillor Simon Clist, Cabinet Member for Housing  
**Responsible Officer:** Mrs Claire Fry, Group Manager for Housing Services

**Reason for Report:** The Housing Service Car Park Management Policy requires review by virtue of time bar

#### RECOMMENDATION:

- 1 That the Homes Policy Development Group (PDG) agrees to the proposed changes set out in the tracked policy**
- 2 That the PDG recommends to Cabinet that the Policy be adopted as amended**

**Financial Implications:** The Housing Revenue Account (HRA) is ring fenced and subject to specific financial controls.

**Budget and Policy Framework:** The situation relating to car parking is complicated. The Housing Service owns some car parks and others are the responsibility of the General Fund. In addition, permit parking arrangements have been introduced on some, but not all, estates.

The Neighbourhood Team manages car parking on housing estates and there is a staffing budget within the HRA to ensure that this is adequately resourced. The Neighbourhood team is currently working on a project to document all the different arrangements which exist with regard to each car park on the Housing estate, together with the rights of those who have exercised their right to buy. This policy has been in use for several years and serves to ensure consistency of approach. The review is timely because it allows for reference to virtual permits, which are now issued by Streetscene instead of paper permits.

The provision of permit parking does yield a small income but this is negligible when compared to the resources required to manage car parking issues, which may sometimes be very emotive and therefore very time consuming for Officers.

**Legal Implications:** The tenancy agreement defines the Council's relationship with tenants and sets out the rights and responsibilities of both parties. There is a section within the standard agreement which sets out the position with regard to vehicles and parking. Other residents may park on our estates and this can be more difficult to manage especially if the Council does not have a legal relationship with those people.

**Risk Assessment:** Car parking issues can be highly emotive and it is important to ensure that these are managed fairly in a consistent manner to avoid giving cause for complaint that one resident has been treated more or less favourably than any other.

**Equality Impact Assessment:** The Tenant Involvement and Empowerment Standard contains a specific expectation that registered providers of social housing such as the Council shall demonstrate how they respond to tenant's needs in the way they provide services and communicate with tenants. The Housing Service requests diversity data from tenants to enable compliance to be monitored and makes a note of any communication needs relating to residents living in other housing tenures if they notify Officers about this.

The use of a policy helps to ensure that service delivery is consistent and fair.

Officers will undertake home visits if someone is unable to come into the office to discuss an issue.

**Relationship to Corporate Plan:** The Housing estate must be managed efficiently and effectively and the new Corporate Plan also includes themes relating to community and environment which are relevant to this policy.

**Impact on Climate Change:** The Housing Service has actively invested in energy efficiency; extensive use of solar PV and air source heat pumps already exists. The ongoing circa £170M 30 year maintenance programme has a significant focus on ensuring energy efficiency. Where sustainable options are available they are utilised; however, it is acknowledged that where there is a significant cost differential that plays heavily in the choices made.

We recognise that the provision of sustainable communities is important. As part of our commitment to meeting the provisions of the Tenant Involvement and Empowerment Standard within the Regulatory Framework for Social Housing, the Council offers a menu of involvement, which provides opportunities for tenants to get involved in service delivery. Tenants scrutinise the work of the Service and are also involved in the development of our newsletter which is published periodically. We use this and social media to promote sustainability and therefore publish information relating to a variety of topics including fuel efficiency, recycling and healthy living.

Officers sometimes have to respond to emergencies such as those associated those arising from serious incidents of anti-social behaviour. In such cases, safeguarding concerns will take priority in order to minimise risk and it is accepted that the ability to manage such issues effectively may have an environmental impact which would not occur if work can be planned in advance and managed in a more co-ordinated way.

## 1.0 Introduction

1.1 The Council is committed to improving the Housing Service and having an effective car park management policy enables staff to refer to this for guidance on the best course of action under the circumstances. Reference to the policy should ensure that all cases are treated consistently although the policy does offer some discretion to enable reasonable adjustments to be made where necessary.

1.2 This policy identifies the approach of the Housing Service to managing car parks and other parking issues on our estates.

- 1.3 The existing policy has been in use since it was adopted in 2011. Following a review, a number of amendments have been suggested. These changes have been included on the policy document contained within Appendix 1 and are shown as tracked changes for ease of reference. The tracked changes have affected the formatting of the document. Once the final draft has been agreed, it will be retyped and properly formatted.
- 1.4 The Council's standard tenancy agreement contains a section which relates to the tenant's obligations relating to vehicles and parking. Any enforcement action initiated in response to a breach of relevant tenancy conditions will be taken in accordance with the provisions of the Housing Act 1985.
- 1.5 It has been suggested that the next review of the policy should take place in ten years, unless changes in legislation require an earlier review, and this amendment has been suggested as a tracked change in the updated draft of the policy.

## 2.0 **Changes to the Draft Policy**

- 2.1 With regard to vehicle repairs, the wording has been amended to ensure that it reflects the provisions of the tenancy agreement. The tenancy agreement states that tenants must not carry out major repairs to vehicles at their homes. It states that tenants are allowed to carry out general maintenance and repairs such as topping up windscreen washer fluid, oil or water, changing tyres, putting in a new sound system or changing windscreen wipers and so on. However, this is conditional on them not causing a nuisance.
- 2.2 In addition, an amendment has been made to ensure that it is clear that residents must not block access to dropped kerbs.
- 2.3 Section 7 of the draft policy has been updated to take account of the new arrangements relating to parking permits whereby those who have a permit are issued with a virtual permit. The requirement for the permit holder to update their vehicle details as and when necessary has been clearly stated. Responsibility for this lies with the permit holder and the policy clearly states this to avoid any confusion.
- 2.5 The policy has been amended in section 8 and this explains that the Housing Service will make any necessary enquires to find out who owns a vehicle which appears to be abandoned.
- 2.4 A new section has been added to the policy to clarify the responsibility of the Housing Service with regard to the management of any parking issues arising in areas where the Council's Off-Street Parking Places Order applies.
- 2.5 The section relating to equality and diversity has been amended to reflect what is included in other Housing Service policies.
- 2.6 The Housing Service posted an invitation to tenants on social media asking them if they wanted to be involved in the review of the car park management policy on 30 December 2019. The post noted that a focus group was planned

but also explained that tenants also had the option to request involvement by email discussion in the policy review. Unfortunately, no volunteers came forward.

### 3.0 **RECOMMENDATION**

- 3.1 Members are asked to consider the content and the proposed changes; and to agree a recommendation relating to the adoption of the revised policy to the Cabinet. In the meantime, the policy will be reviewed and revised to reflect any legislative requirements and/or other guidance or good practice.

**Contact for more Information:** Mrs Claire Fry, Group Manager for Housing Services, tel: 01884 234920 and [cfry@middevon.gov.uk](mailto:cfry@middevon.gov.uk)

**Circulation of the Report:** Councillor Simon Clist, Cabinet Member for Housing [yes/no – name of Cabinet Member], Cabinet, Leadership Team seen and approved [yes/no]

**List of Background Papers:**

**Mid Devon District Council**

**Car Park Management Policy**

| Policy Number: HSG v3.87

| ~~January~~ ~~March~~ 202016

### Version Control Sheet

*Title:* Car Park Management Policy

*Purpose:* To review the Car Park Management Policy in accordance with good practice and relevant legislative requirements.

*Owner:* ~~Group Manager~~~~Housing Services Manager~~ [for Housing Services](#)  
[cfry@middevon.gov.uk](mailto:cfry@middevon.gov.uk)  
Telephone number 01884 234920

*Date:* ~~January~~~~March~~ 20~~20~~~~16~~

*Version Number:* v3.~~8~~~~7~~

*Status:* Review Policy

*Review Frequency:* Every ~~104~~ years or sooner if required and in accordance with changes in good practice and legislation

*Next review date:* ~~January~~~~March~~ 20~~30~~~~20~~

*Consultation* This document was sent out for consultation to the following:

Cabinet Member

Staff

~~Tenants Together~~

~~Leadership~~~~Management~~ Team

~~PDG Decent & Affordable~~ Homes [Policy Development Group](#)

### Document History

This document obtained the following approvals.

Title	Date	Version Approved
Cabinet Member	<del>28.9.15</del> <a href="#">13/02/2020</a>	
<del>Tenants Together</del>	<del>10.12.15</del>	
<del>Management Team</del> <del>Leadership Team</del>	<del>12.1.16</del> <a href="#">03/03/2020</a>	
<del>Homes Policy Development Group</del> <del>PDG Decent &amp; Affordable Homes</del>	<del>26.1.16</del> <a href="#">17/03/2020</a>	
Cabinet	<del>11.2.16</del>	<del>3.7</del>

## 1. Introduction

This policy statement outlines Mid Devon District Council's (MDDC), Housing Services approach to dealing with car parking in and around neighbourhoods. This includes housing amenity, residential and permit holder car parks. We recognise that tenants and residents in some areas have no or limited means of transport and rely on a car. Many of our estates were built when levels of car ownership were not so high. Tenants and residents are encouraged to use Council car parks to reduce congestion on roads, to reduce parking issues and to promote safer communities.

## 2. Scope

This policy explains how the Housing Service will manage car parking on Council land which [belongs to the Housing Revenue Account and which](#) is utilised by a range of users, such as Council tenants, leaseholders, owner occupiers, tenants of Registered Providers and private landlords. This policy covers the following points and should be read in conjunction with the related documents highlighted below.

- Parking responsibilities
- Amenity/residential/permit holder car parking
- Inconsiderate parking
- Liability for theft, damage and vandalism to vehicles
- Maintenance of housing estate car parks

## 3. Related Documents

- a. Tenancy Agreement
- b. Property Deeds or Lease
- c. Policy relating to tenancy changes
- d. Anti-social behaviour Policy and Procedures
- e. Recharge Policy

## 4. Definitions

The following definitions apply to this policy:

- **Resident** – any Council tenant, registered provider or private tenant, lodger, leaseholder, owner-occupier or business user
- **Tenant** – means anyone who holds a Council tenancy or is a leaseholder with MDDC
- **Vehicle** – any car, motorcycle, caravan, trailer, trailer tent, motorhome, van, lorry, horsebox, boat, motor scooter or similar
- **Council owned land** – is land owned by MDDC, including all estates or amenity, residential and permit holder car parks
- **Council property** – a MDDC home including gardens or shared communal areas
- **Abandoned vehicle** - any vehicle which the owner no longer wants that has been left on Council land. The vehicle may be in poor condition, unmoved for some time or have no valid insurance or tax

- **Non-roadworthy vehicle** - any vehicle that is not fit to be driven on the open road, vandalised or parked on Council land and could potentially be a danger to others.

## 5. Our parking responsibilities

5.1 Increased car ownership can lead to congestion on our [housing estates](#) and escalate parking issues. As part of our day to day car park management we [will be responsible for the following](#):-

- Implementing car parking controls;
- Taking appropriate action to manage car parks efficiently and effectively;
- Reserving the right to charge for unauthorised parking or withdraw a permit;
- Taking appropriate action to resolve issues, for example unauthorised and inconsiderate parking or nuisance;
- Removing offensive graffiti within one working day of being notified;
- Acting swiftly to contact the owner of a vehicle where an unauthorised or abandoned vehicle is parked on Council land before arranging the vehicle's removal and disposal. However where this has failed, we may give due notice to remove the vehicle before arranging for its removal and disposal;
- Taking other appropriate enforcement action, where required;
- Enforcing vehicle repair activity. This will be in accordance with the Tenancy Agreement; [and](#)
- [Reporting any untaxed vehicles to the Drivers and Vehicle Licensing Agency \(DVLA\), where applicable.](#)

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## 6. Resident parking responsibilities

6.1 We manage parking using the resources available and ask that tenants and residents take responsibility for parking. In order to do this we ask those who park on Council land or live on our estates including members of their household or visitors to their home, to:-

- Only park in the designated parking space that has been allocated, where applicable;
- Ask visitors not to park in designated parking spaces which do not belong to the tenant or resident;
- Not leave untaxed, SORN, non-roadworthy or abandoned vehicles on Council land;
- Not park commercial lorries, trailers, horseboxes, camper vans or caravans on Council land except with prior written consent from us;
- Not park any vehicle that exceeds two tonnes unladen weight on any Council land;
- Not park or leave any vehicle on Council land other than in areas set aside for parking;
- Park vehicles considerately for neighbours;
- Avoid obstructing access to other properties, vehicles or access points;
- Allow accessibility for Emergency Services and Council vehicles;

- Avoid causing noise nuisance to neighbours or driving at an inappropriate speed around Council land;
- ~~Only carry out vehicle repairs in accordance with the Tenancy Agreement; Not carry out repairs to vehicles on Council land, except for, topping up windscreen washer fluid, oil or water, changing one tyre, putting in a new sound system or changing windscreen wipers. It is not acceptable to change the oil;~~
- Precautions must be taken to minimise the possibility of an outbreak of fire, and any vehicle materials must be disposed of correctly;
- Not use power tools to undertake car maintenance. Cordless vacuum cleaners may be used;
- Avoid playing loud music from vehicles parked on Council land;
- Not park any vehicle where it will churn up the grass verge;
- Display permits prominently in vehicles, either on the dashboard or windscreen;
- Not sell or exchange a permit with another person;
- Not use Council land for the purpose of accommodation, such as camping;
- Avoid rigging up any cables from a property to a vehicle parked on Council land;
- Not chain or tie any animal to a vehicle to graze on Council land or property;
- Avoid leaving any person or animal in a vehicle on Council land or property for a prolonged period which will have a detrimental effect on their wellbeing;
- Prevent doing anything which interferes with or is likely to interfere with the security or safety of any Council land or cause damage, deface, or apply graffiti to any property or structure we own;
- Not use any Council land for criminal activity or immoral purposes;
- ~~Not use Council land for the purpose of running a business without prior consent;~~
- ~~Not block access to drop kerbs; and~~
- Prevent doing anything that may put someone at risk. Any health and safety issues should be reported to us immediately.

## 7. Amenity/residential/permit holder car parking

- 7.1 Tenants and residents are responsible for the actions of members of their household and visitors to their home. Where a tenant or resident abuses the use of Council land, we will take enforcement action.
- 7.2 All tenants and residents are expected to follow the terms of parking conditions as stated on their parking permits (if applicable), displayed on boards at designated car parks or conditions attached to written consent issued by us.
- 7.3 Tenants and leaseholders of this Council or owner occupiers of ex MDDC Council properties have to comply with the parking conditions set in their tenancy agreement, lease or deeds.
- 7.4 The parking of any vehicle other than a car, a motorcycle or light van, is not allowed on Council land or property unless prior written consent from us has been granted.

- 7.5 We do not permit vehicles with a Statutory Off Road Notification (SORN) to park on Council land. However, we may grant consent to park a SORN vehicle at a Council property with an approved hard standing or garage.
- 7.6 Parking is on a first come, first served basis at amenity and residential car parks.
- 7.7 Anyone can use Council amenity car parks or park on our estates, regardless of their tenure status or whether they are resident on that estate or not.
- 7.8 We will issue one virtual permit free of charge to each leaseholder (where this is a condition of their lease) and tenant household. This will be for residential and permit holder only car parks, where applicable.
- 7.9 At residential car parks, only vehicles issued with a virtual permit for displaying a permit for that specific car park will be allowed to use the non-designated spaces. If there is ample parking for tenants or residents, we may decide to allocate spaces for visitors.
- 7.10 Virtual pPermits issued for permit holder car parks are allocated for designated spaces. Where we have more spaces than households or a tenant/resident requests an additional parking space, a permit will be offered for an annual fee (at the current rate for the financial year as determined by Councillors). Vehicles must not be parked in any space other than where the permit allows.
- 7.11 In permit holder car parks, where demand outstrips the supply of parking spaces, an applicant can be added to a waiting list. If a space becomes available, priority will be given to a tenant who lives on the estate followed by a tenant who lives elsewhere. If there are still spaces available, a non-Council tenant will then be offered the permit.
- 7.12 We will not offer an additional virtual or replacement permit where the tenant or resident has an outstanding debt with the Council. Once the debt is cleared, we will consider the request.  
~~There will be a charge for this service except where the permit has been stolen and a valid crime reference has been supplied to us.~~
- 7.13 ~~\_\_\_\_\_ In the event that the permit is lost or stolen and a new permit is required, it is the responsibility of the tenant or resident to request a replacement. It is the responsibility of the permit holder to change their vehicle details on their virtual permit if they change their vehicle details.~~
- 7.14 Permits are allocated to households, not vehicles and they are transferable to individual users within that household. Visitors including carers may also use a resident's permit, however the permit owner must update the vehicle details on their virtual permit by displaying it in their vehicle. Any vehicle parked where a virtual

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permit is required -not displaying a permit (where applicable) is liable to enforcement action.

**7.15** Duplicate permits can be requested, however, only one vehicle with a virtual permit displaying that permit is allowed to park at any one given time. There will be a charge for non-Council tenants for this service.

**7.16** A tenant or resident can terminate their permit in writing to us at any time. If a tenant has a permit and they move to another property which is not on the current estate, they are no longer eligible to hold that permit. They will be required to surrender the permit when they vacate their property.

**7.17** Disabled spaces are for use by drivers and/or passengers with mobility difficulties. These spaces are not for specific users and can be used by any vehicle displaying a blue badge on a first come, first served basis. We expect tenants and residents not to abuse the use of a space.

**7.18** We reserve the right to recharge the tenant or resident for any costs incurred from the misuse of Council land caused by them, members of their household or visitors to their home. All recharges will be dealt with in accordance with the Housing Services Recharge Policy.

## **8. Inconsiderate parking**

**8.1** We will work with tenants and residents to find reasonable solutions to parking problems. However, we are unable to take any enforcement action where the problem occurs on the highway or private land.

**8.2** Where the Council does not own the land, our powers to manage parking problems are limited; this will include parking on pavements, or in front of dropped kerbs. We will offer advice to a tenant or resident when they raise concerns.

**8.3** We are unable to limit the number of vehicles a household owns. However, we may offer solutions to resolve parking issues, for example, grant permission for a hard standing or offer a garage to rent, where the relevant criteria is met.

**8.4** The Housing Service will make any necessary enquiries to ascertain who owns any vehicles which appear to have been abandoned on our land. In some cases, this may involve checking on the DVLA database to see if vehicles are taxed and have the appropriate MOT certificate.

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**8.5** In addition, our Officers may investigate further in order to ascertain the name and address of the registered keeper.

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## **9. ~~Traffic Regulations Order (TRO)~~Off-Street Parking**

**9.1** Where a parking space is included within the Council's Off-Street Parking Places Order. ~~Traffic Regulation Order is in place, we will comply with the restrictions~~

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~~within the order and take the relevant action for any breaches.~~

~~9.2 The Housing Service will liaise with district officers in the Street seScene team to ensure that appropriate enforcement activity takes place. where any breaches of the TRO have been brought to attention.~~

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### 109. Liability for theft, damage and vandalism to vehicles

109.1 We are not responsible for vehicles parked on Council land or property including liability for damage, theft or vandalism.

### 110. Maintenance of housing estate car parks

110.1 Neighbourhood Officers carry out six monthly neighbourhood walkabouts and monthly communal inspections, which include inspecting our car parks. They will inspect car parks routinely, report any repairs and address any health and safety risks.

### ~~12. Demolition of plots and development~~

~~12.1 The demolition of car parks will only be carried out where there is a requirement due to the health and safety risk or a business case is in place to demolish and redevelop the site.~~

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### 134. References

- The Road tTtraffic Act 1991

### 142. Equality and Diversity

~~142.1 The Housing Service will tailor its services to meet the diverse needs of individuals. The aim will be to foster good relations with people when providing services to eliminate discrimination and to promote opportunity of equality. All action taken by us will be in accordance with the requirements of current legislation. The Housing Service will tailor its services to meet the diverse needs of individuals. We foster good relations with people when providing services to eliminate discrimination and to promote opportunity of equality.~~

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### 153. Review

153.11 This Policy has been written in line with current relevant legislation. The policy will be reviewed and revised to reflect any legislation requirements and/or other guidance or good practice. The next review of this Policy is due January 20320 and every ten four years thereafter.

## HOMES POLICY DEVELOPMENT GROUP 17 MARCH 2020

### HOUSING SERVICE GARAGE MANAGEMENT POLICY

**Cabinet Member(s):** Councillor Simon Clist, Cabinet Member for Housing  
**Responsible Officer:** Mrs Claire Fry, Group Manager for Housing Services

**Reason for Report:** The Housing Service Garage Management Policy requires review by virtue of time bar

#### RECOMMENDATION:

1. That the Homes Policy Development Group (PDG) agrees to the proposed changes set out in the tracked policy
2. That the PDG recommends to Cabinet that the Policy be adopted as amended

**Financial Implications:** The Housing Revenue Account (HRA) is ring fenced and subject to specific financial controls. The Housing Service is funded through the HRA and therefore maintaining the revenue stream is a key priority. Income arising from the rental of garages is accounted for within the HRA.

**Budget and Policy Framework:** The HRA contains a budget for garage income and there is also provision for repairs and maintenance. Some garages are not fit for purpose and others are located on sites where there is no demand for the amenity. For this reason there is an ongoing reviewing of these assets.

The Neighbourhood Team manages garages and there is a staffing budget within the HRA to ensure that this is adequately resourced

**Legal Implications:** Those individuals who rent garages and garage ground rent plots from the Housing Service are obliged to sign a tenancy agreement which sets out the relationship between both parties and their respective obligations.

**Risk Assessment:** The garages and garage ground rent plots located on the Housing estate are a valuable asset and it is important that they are managed well to maximise the income which can be derived from it.

**Equality Impact Assessment:** The Tenant Involvement and Empowerment Standard contains a specific expectation that registered providers of social housing such as the Council shall demonstrate how they respond to tenant's needs in the way they provide services and communicate with tenants. The Housing Service requests diversity data from tenants to enable compliance to be monitored and makes a note of any communication needs relating to residents living in other housing tenures if they notify Officers about this.

Reference to relevant policy helps to ensure that service delivery is consistent and fair.

Officers will undertake home visits if someone is unable to come into the office to discuss any issue.

**Relationship to Corporate Plan:** The Housing estate must be managed efficiently and effectively and the new Corporate Plan also includes themes relating to community and environment which are relevant to this policy.

**Impact on Climate Change:** The Housing Service has actively invested in energy efficiency; extensive use of solar PV and air source heat pumps already exists. The ongoing circa £170M 30 year maintenance programme has a significant focus on ensuring energy efficiency. Where sustainable options are available they are utilised; however, it is acknowledged that where there is a significant cost differential that plays heavily in the choices made.

We recognise that the provision of sustainable communities is important. As part of our commitment to meeting the provisions of the Tenant Involvement and Empowerment Standard within the Regulatory Framework for Social Housing, the Council offers a menu of involvement, which provides opportunities for tenants to get involved in service delivery. Tenants scrutinise the work of the Service and are also involved in the development of our newsletter which is published periodically. We use this and social media to promote sustainability and therefore publish information relating to a variety of topics including fuel efficiency, recycling and healthy living.

Officers sometimes have to respond to emergencies such as those associated those arising from serious incidents of anti-social behaviour. In such cases, safeguarding concerns will take priority in order to minimise risk and it is accepted that the ability to manage such issues effectively may have an environmental impact which would not occur if work can be planned in advance and managed in a more co-ordinated way.

## 1.0 Introduction

- 1.1 The Council is committed to improving the Housing Service and having an effective garage management policy enables staff to refer to this for guidance on the best course of action under the circumstances. Reference to the policy should ensure that all cases are treated consistently although the policy does offer some discretion to enable reasonable adjustments to be made where necessary.
- 1.2 This policy identifies the approach of the Housing Service to managing garages and garage ground rent plots on our estates.
- 1.3 The existing policy has been in use since it was adopted in 2011. Following a review, a number of amendments have been suggested. These changes have been included on the policy document contained within Appendix 1 and are shown as tracked changes for ease of reference. The tracked changes have affected the formatting of the document. Once the final draft has been agreed, it will be retyped and properly formatted.
- 1.4 The Housing Service uses rental agreements when letting garages and garage ground rent plots which define the contractual relationship between

each party.

- 1.5 It has been suggested that the next review of the policy should take place in ten years, unless changes in legislation require an earlier review, and this amendment has been suggested as a tracked change in the updated draft of the policy.

## 2.0 **Changes to the Draft Policy**

- 2.1 Currently, the Housing Service differentiates between those people who rent a home from the Council and non-tenants, with regard to the rental of garages. Council tenants are charged less if they rent a garage. The draft policy has been amended to facilitate any future changes to this policy if a decision was made to align the two rental charges.
- 2.2 The clause relating to vehicle maintenance has been amended to bring it into line with the relevant clause within the Council's standard tenancy agreement relating to homes in management and the revised draft car park management agreement. The tenancy agreement states that tenants must not carry out major repairs to vehicles. It states that tenants are allowed to carry out general maintenance and repairs such as topping up windscreen washer fluid, oil or water, changing tyres, putting in a new sound system or changing windscreen wipers and so on. However, this is conditional on them not causing a nuisance. The garage management agreement also states that tenants are expected to take precautions to minimise the possibility of an outbreak of fire, and that materials are disposed of correctly.
- 2.3 A further amendment makes those who rent garage ground rent plots from the Council responsible for disposing of them before the tenancy ends. It new clause also makes it clear that Housing Service will recharge the former tenant if any structure requires removing and the resulting debris requires disposal. This is particularly important because many existing structures on garage ground rent plots were made of materials containing asbestos.
- 2.4 Reference to rent free weeks has been removed to take account of any changes to rent debit frequency. The relevant clause has been amended to state that garage rent is due weekly as specified in the tenancy agreement.
- 2.5 It is not uncommon for the Housing Service to find belongings in a garage or on a garage ground rent plot once the tenancy has ended. In such circumstances, a charge will be raised until such time as the articles are removed. This reflects the fact that the garage or garage ground rent plot cannot be re-let until such time as the items have been removed. The draft policy has been amended because the charge made can no longer be described as rent.
- 2.6 The section relating to equality and diversity has been amended to reflect what is included in other Housing Service policies.
- 2.7 The Housing Service posted an invitation to tenants on social media asking them if they wanted to be involved in the review of the garage management policy on 30 December 2019. The post noted that a focus group was planned

but also explained that tenants also had the option to request involvement by email discussion in the policy review. Unfortunately, no volunteers came forward.

### 3.0 **RECOMMENDATION**

3.1 Members are asked to consider the content and the proposed changes; and to agree a recommendation relating to the adoption of the revised policy to the Cabinet. In the meantime, the policy will be reviewed and revised to reflect any legislative requirements and/or other guidance or good practice.

**Contact for more Information:** Mrs Claire Fry, Group Manager for Housing Services, tel: 01884 234290, email: [cfry@middevon.gov.uk](mailto:cfry@middevon.gov.uk)

**Circulation of the Report:** Councillor Simon Clist, Cabinet Member for Housing, [yes/no – name of Cabinet Member], Cabinet, Leadership Team seen and approved [yes/no]

**List of Background Papers:**

**Mid Devon District Council**

**Garage Management Policy**

| Policy Number: HSG v4.~~43~~

| **January 20~~20~~16**

### Version Control Sheet

*Title:* Garage Management Policy

*Purpose:* To review the Garage Management Policy in accordance with good practice and relevant legislative requirements.

*Owner:* ~~GroupHousing Services~~ Manager  
cfry@middevon.gov.uk  
Telephone number 01884 234920

*Date:* January 20~~16~~

*Version Number:* v4.~~43~~

*Status:* Review of policy

*Review Frequency:* Every ~~104~~ years or sooner if required and in accordance with good practice and changes in legislation

*Next review date:* January 20~~320~~

*Consultation* This document was sent out for consultation to the following:  
Cabinet Member  
Staff  
~~Tenants Together~~  
~~LeadershipManagement~~ Team  
~~Homes Policy Development Group~~  
~~PDG Decent & Affordable Homes~~

### Document History

This document obtained the following approvals.

Title	Date	Version Approved
Cabinet Member	<del>22/6/15</del> 13/02/2020	
<del>Tenants Together</del>	9/7/15	
<del>LeadershipManagement</del> Team	12/1/16	
<del>Homes Policy Development Group</del> PDG	<del>26/4/16</del> 17/03/2020	
Cabinet	11/2/16	4.3

## 1. Introduction

This policy statement outlines Mid Devon District Council's (MDDC), Housing Service approach to letting and managing garage and garage ground rent plots (GGRP's). Residents are encouraged to take on garage and GGRP tenancies to free up congestion on roads, promote safer communities and prevent access problems on estates due to overcrowding of vehicles.

## 2. Scope

This policy applies to how we manage garage and GGRP's allocations and terminations. This policy covers the following points and should be read in conjunction with the related documents as stated below:-

- Allocation of garages and GGRP's
- General use
- Repairs
- Rent
- Termination of tenancies
- Insurance
- Demolition of plots and development
- Bereavement and succession rights

## 3. Related Documents

- a. Garage Agreement
- b. GGRP Agreement
- c. Income Management Policy
- d. Recharge Policy
- e. Policy relating to tenancy changes

## 4. Definitions

The following definitions apply to this policy:

- **Garage** includes the structural building and the garage forecourt area
- **Garage Ground Rent Plots (GGRP)** are plots of land purposely let for parking a vehicle. They are let as a hard standing and are suitable for erecting a prefabricated garage by the tenant, if required, subject to approval
- **Resident** includes MDDC tenants, freeholders, leaseholders and private tenants
- **Tenant** means anyone who holds a Council tenancy with Mid Devon District Council
- **Vehicle** any car, motorcycle, caravan, trailer, trailer tent, motorhome, van, lorry, horsebox, boat, motor scooter or similar

## 5. Allocations and lettings

5.1 Waiting lists are open to all residents aged eighteen or over regardless of their

tenure status, subject to meeting the relevant criteria.

- 5.2 Businesses may apply for a garage to store a vehicle for business purposes. They may also store other items but not use the garage as a retail outlet or for advertising purposes.
  - 5.3 Garage rent will be charged at a higher rate for businesses, private tenants, home owners, leaseholders and former tenants, compared to current tenants of a Council dwelling. However, the Council reserves the right to vary the rent by giving the tenant of a garage one week's written notice or one month's written notice for a GGRP before any changes take place.
  - 5.4 It is the responsibility of the tenant to notify us of any changes.
  - 5.5 Registered charitable organisations are charged rent at a discounted rate as long as proof of charitable registration is provided.
  - 5.6 GGRP rent is charged at the same rate for all residents.
  - 5.7 Waiting lists will be established and maintained in date order, however, priority will be given to Council tenants who rent a dwelling from us over a non-Council tenant when being allocated.
  - 5.8 A Council tenant who is in rent arrears or has other housing related debts will not be eligible for a garage or GGRP.
  - 5.9 In all cases the applicant will be required to enter into a garage or GGRP agreement. Garage tenancies are weekly agreements and GGRP tenancies are yearly agreements. Joint tenancies are not offered.
  - 5.10 If a former tenancy was breached, we have discretion over whether to grant a new tenancy over the next two years.
  - 5.11 A tenancy will be revoked if it is found that applicant knowingly gives false or misleading information to obtain a tenancy.
  - 5.12 A prospective tenant may view the garage or GGRP prior to signing up for the tenancy. However, they will be responsible for returning the keys that they signed for. If they do not return the keys or lose them, they will be recharged for the replacement of any locks or keys.
- 6. General use of garage/GGRP**
- 6.1 We will not be responsible for any loss, deterioration or damage to a vehicle or any items stored in a garage or GGRP.
  - 6.2 Tenants must not keep an untaxed vehicle in the garage or GGRP unless a valid Statutory Off Road Vehicle Notification (SORN) has been made to the Driver and Vehicle licensing Agency (DVLA).

- 6.3 Tenants must not park a vehicle that exceeds two tonnes unladen weight on any Council land.
- 6.4 Tenants are not permitted to re-let, assign or sublet all or part of the garage or GGRP or accept rent from another party for the use of it.
- 6.5 Garages or GGRP's are not permitted to be used for the purpose of accommodation.
- 6.6 Tenants are expected not to continuously run the engine of vehicles whilst in the garage or on GGRP, except when entering and leaving. They must not cause annoyance or nuisance to neighbouring properties including garages or GGRP's.

6.7 Vehicle repairs are only permitted in accordance with the Tenancy Agreement; Tenants are not permitted to carry out repairs to vehicles on Council land, except for, topping up windscreen washer fluid, oil or water, changing one tyre, putting in a new sound system or changing windscreen wipers. It is not acceptable to change the oil. Precautions must be taken to minimise the possibility of an outbreak of fire, and materials must be disposed of correctly.

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- 6.8 Tenants are not permitted to use power tools to undertake car maintenance. Cordless vacuum cleaners may be used.
- 6.9 Tenants must be able to close doors on any structure that has been erected on a GGRP or garage doors. They are to avoid causing obstruction to access routes to any other garage, GGRP, roadways, footpaths, forecourts, premises or site.
- 6.10 Tenants must not make any structural alterations or additions to the garage.
- 6.11 It is a condition of the tenancy agreement that tenants must comply with all relevant planning permission and building control consent for erecting any structures on a GGRP. Permission should be sought from us prior to works commencing.

6.12 Tenants are responsible for disposing of any structures on a GGRP prior to the tenancy ending. Any structures in place, we will charge the tenant for its removal and disposal.

**6.132** The cost of any repairs, maintenance or replacement of a garage or GGRP as a result of misuse or wilful damage by the tenant, or any other person connected with them, will be dealt with in line with the Housing Services Recharge Policy.

## 7. Repairs

7.1 Tenants are required to give employees or contractors working for the Council reasonable access in order to carry out repairs to the garage, GGRP or neighbouring properties.

- 7.2** We will not be responsible for repairing or maintaining any structure that has been erected on a GGRP. Any structures are to be kept in good repair and condition throughout. This will be the responsibility of the tenant.
- 7.3** If a tenant is unable to use a garage whilst repairs are being carried out and a suitable neighbouring garage is void. This will be offered to the tenant temporary at the same rent as the existing garage tenancy. If there is either no suitable neighbouring void garage or the tenant declines the offer of one, the existing tenancy will be temporarily terminated. In this case rent will not be charged for the garage requiring repairs providing the keys are returned to us. The tenancy will resume when the repairs to the garage have been completed.
- 7.4** In the event that a garage or GGRP tenancy is terminated because the whole or a substantial part of the site needs to be redeveloped, we will try to offer the tenant a suitable alternative garage or GGRP but cannot guarantee the location.
- 8. Rent**
- 8.1** The rent may be varied by giving the tenant of a garage one week's written notice or one month's written notice for a GGRP before any changes take place. These charges may increase or decrease from time to time – usually once a year.
- 8.2** Garage rent is due weekly as specified in the tenancy agreement. ~~The charges are currently worked out over a 52/53 week period~~ 48 week period. ~~No rent will arise for the remaining weeks and these are called "rent free" weeks. If an account is in arrears, during a rent free period the tenant must continue to pay during this time. As from April 2017, rent will be payable over a 52/53 week rent period.~~
- 8.3** GGRP rent is due yearly. If a tenant is unable to pay the full amount in advance they are advised to make an arrangement to clear the arrears.
- 8.4** Garage and GGRP arrears will be dealt with in line with the Housing Services, Income Management Policy.
- 9. Terminations**
- 9.1** We will not normally end a garage or GGRP tenancy without the tenant's agreement unless there is a breach of tenancy conditions (or the tenant is deceased and there is no succession). As the tenancy is not for a dwelling the tenant has no security of tenure. The tenancy can be ended by serving one week's notice to quit on the tenant with a garage and one month's notice to quit on the tenant with a GGRP.
- 9.2** A tenant holding a garage tenancy may terminate their tenancy with one week's written notice ending on a Sunday.

- 9.3** A tenant holding a GGRP tenancy may terminate their tenancy with one month's written notice.
- 9.4** Where items have been left in a garage or on a GGRP the former tenant will be given every opportunity to remove the items. **A charge Rent** will continue to be **raisedcharged** until the former tenant either removes the items or they give us written permission to dispose of them. In the event that items are not removed within one calendar month, we will remove and dispose of any items and the former tenant will be recharged for any costs incurred.
- 9.5** If there is any outstanding rent or recharges when the garage or GGRP tenancy is terminated then the former tenant must make arrangements to pay any outstanding debts.
- 9.6** A tenant holding a GGRP tenancy is renting land on which a garage can be built. In some cases, the plot may have an existing structure on it when let. The tenant will be required to remove any structures from the GGRP when the tenancy ends unless we have agreed that it can remain or the tenant has negotiated a sale with the new tenant. In this instance, the tenant will be responsible for the negotiation and exchange of finances with the other party prior to the tenancy ending. Failure to remove the structure, if required, may result in us arranging removal of it and recharging the cost of the work to the former tenant.
- 9.7** When a garage or GGRP tenancy is terminated, vacant possession is required, with all rent paid up to date, any items removed and the property left in a clean and tidy condition. Keys are to be returned by 12 noon on the Monday following the tenancy end date.
- 9.8** If the keys are not returned or they have been lost we will recharge the tenant for the replacement of any locks or keys.
- 10. Insurance**
- 10.1** We will insure the structure of the garage; this does not include structures that have been erected on a GGRP by a tenant or previous tenant. The tenant is responsible for insuring their own vehicle and personal possessions together with any property stored in the garage or GGRP.
- 11. Demolition of plots and development**
- 11.1** The demolition of individual garages, blocks of garages and GGRP's will only be carried out where there is a requirement due to a health & safety risk or a business case is in place to demolish and redevelop the site.
- 12. Bereavement**
- 12.1** Where a tenancy has ended due to the tenant passing away, the tenancy may be offered to a surviving member of the tenant's household. Proof of residency will be required before re-letting the garage/GGRP.

**12.2** If the surviving member of the tenant's household is not a tenant of a Council dwelling then the rent will revert back to the charge that non-Council tenants receive if they decide to take on the tenancy. If the tenancy is declined or after 28 working days has not been accepted it will be treated as a normal void. This will be dealt with in line with the Housing Services policy relating to tenancy changes.

**13. Equality and Diversity**

**13.1** The Housing Service will tailor its services to meet the diverse needs of individuals. The aim will be to foster good relations with people when providing services to eliminate discrimination and to promote opportunity of equality. All action taken by us will be in accordance with the requirements of current legislation. ~~tailors its services to meet the diverse needs of individuals. We foster good relations with people when providing services to eliminate discrimination and to promote opportunity of equality.~~

**14. Review**

**14.1** This Policy has been written in line with current relevant legislation. The policy will be reviewed and revised to reflect any legislation requirements and/or other guidance or good practice. The next review of this Policy is due January 20320 and every tenfour years thereafter.

## **Homes Policy Development Group**

### **Chairman's Annual Report 2019 / 2020**

Another year of great challenges, financial, social and logistical. The Homes PDG, along with other groups has been tasked with doing more but with less resources.

A positive and welcome achievement was the Turner Rise site coming to fruition; 22 properties, plus 4 at Birchen Lane which are available for rent and increases the Council's housing stock.

The two most contentious issues have been Homelessness and the Syrian Refugee housing situation. The latter has greatly occupied our time and energy. There is a strong desire to help those more unfortunate but we are constrained by financial and practical implications.

Homelessness is another cause for concern and action. Again it is our wish to help homeless people who for whatever reasons have nowhere to call home being thwarted by the dearth of affordable places to rent.

We have all seen at first hand the efforts of the combined housing services in turning around void properties for reoccupation. Also long term vacant private properties have been brought back to the market. All the officers and workforce engaged in the toils of providing housing needs must be commended for their energy, enthusiasm and dedication.

Further onerous tasks lie ahead, the question of climate change looming large.

For PDG Members who have helped steer this PDG, I thank you whole heartedly for your input and support.

We have lost the 'mighty oak' of Cllr John Daw and I thank Cllr Derek Coren for his help and for stepping into the breach.

Well done to all others who have contributed to our meetings and a vote of thanks to our Committee Clerk whose patience is greatly appreciated.

**Cllr Ron Dolley**  
**Chairman of the Homes Policy Development Group**  
**March 2020**

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