Public Document Pack

# Cabinet

**Tuesday, 6 February 2024 at 5.15 pm**
**Phoenix Chamber, Phoenix House, Tiverton**

**Next ordinary meeting**
**Tuesday, 5 March 2024 at 5.15 pm**

**Please Note:** This meeting will take place at Phoenix House and members of the public and press are able to attend via Teams. If you are intending to attend in person please contact the committee clerk in advance, in order that numbers of people can be appropriately managed in physical meeting rooms.

**The meeting will be hybrid and an audio recording made and published on the website after the meeting.**

To join the meeting online, click here

Meeting ID: 362 274 852 790
Passcode: feKvb8

## Membership

| | |
|---|---|
| Cllr L Taylor | Leader of the Council |
| Cllr S J Clist | Deputy Leader & Cabinet Member for Housing & Property Services |
| Cllr J Lock | Deputy Leader & Cabinet Member for Working Environment |
| Cllr N Bradshaw | Cabinet Member for Climate Change |
| Cllr J Buczkowski | Cabinet Member for Finance |
| Cllr S Keable | Cabinet Member for Planning and Economic Regeneration |
| Cllr J Wright | Cabinet Member for Environment & Services |
| Cllr D Wulff | Cabinet Member for Community & Leisure |



Committee Administrator: Laura Woon
Tel: 01884234229
Email: lwoon@middevon.gov.uk
This document is available on the Council's Website at: www.middevon.gov.uk

# 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. **Apologies**
   To receive any apologies for absence.

2. **Public Question Time**
   To receive any questions relating to items on the Agenda from members of the public and replies thereto.

3. **Declarations of Interest under the Code of Conduct**
   To record any interests on agenda matters.

4. **Minutes of the Previous Meeting on 9 January 2024** *(Pages 7 - 24)*
   To consider whether to approve the minutes as a correct record of the meeting held on 9 January 2024

5. **Business Rates Tax Base** *(Pages 25 - 40)*
   To receive a report from the Deputy Chief Executive (S151) Officer on the Business Rates Tax Base.

6. **2024/25 Capital Strategy and 2024/25 - 2028/29 Capital Programme** *(Pages 41 - 66)*
   To receive a report from the Deputy Chief Executive (S151) Officer on 2024/25 Capital Strategy and 2024/25 – 2028/29 Capital Programme.

7. **Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy 2024/25** *(Pages 67 - 104)*
   To receive a report from the Deputy Chief Executive (S151) Officer on Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy 2024/25.

8. **2024/2025- Budget** *(Pages 105 - 176)*
   To receive a report from the Deputy Chief Executive (S151) Officer on the 2024/2025 Budget.

**Access to Information - Exclusion of the Press and Public**

Discussion with regard to the next item, may require the Cabinet to pass the following resolution to exclude the press and public having reflected on Article 12 12.02(d) (a presumption in favour of openness) of the Constitution. This decision may be required because consideration of this matter in public may



Committee Administrator: Laura Woon
Tel: 01884234229
Email: lwoon@middevon.gov.uk
This document is available on the Council's Website at: www.middevon.gov.uk

disclose information falling within one of the descriptions of exempt information in Schedule 12A to the Local Government Act 1972. The Cabinet would need to decide whether, in all the circumstances of the case, the public interest in maintaining the exemption, outweighs the public interest in disclosing the information.

Recommended that under Section 100A(4) of the Local Government Act 1972 the public be excluded from the next item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 respectively of Part 1 of Schedule 12A of the Act, namely information relating to the financial or business affairs of any particular person (including the authority holding that information.

9. **2023/2024 Quarter 3 Monitoring Report** *(Pages 177 - 210)*
To receive a report from the Deputy Chief Executive (S151) Officer on the 2023/2024 Quarter 3 Monitoring Report.

10. **Non Domestic Mandatory & Discretionary Relief Policy for 2024/25** *(Pages 211 - 254)*
To receive a report from Corporate Manager for Leisure Revenues Benefits and Corporate Recovery on Non Domestic Mandatory & Discretionary Relief Policy for 2024/25

11. **Pay Policy** *(Pages 255 - 280)*
To receive a report from the Corporate Manager for People, Governance and Waste and Operations Manager of Human Resources.

12. **Establishment** *(Pages 281 - 288)*
To receive a report from the Corporate Manager for People, Governance and Waste and Operations Manager of Human Resources.

13. **Policy Framework** *(Pages 289 - 300)*
To receive a report from the Chief Executive on the Policy Framework.

14. **Homes Safety Policy** *(Pages 301 - 332)*
To receive a report from Corporate Manager for Public Health, Regulation and Housing on the Homes Safety Policy.

15. **Review of the Mid Devon District Housing Garage, GGRP and Car Parking Space Policy** *(Pages 333 - 356)*
To receive a report from Corporate Manager for Public Health, Regulation and Housing on the Review of the Mid Devon District Housing Garage, GGRP and Car Parking Space Policy.

16. **Review of the Mid Devon District Housing Pets and Animal Policy** *(Pages 357 - 378)*
To receive a report from Corporate Manager for Public Health, Regulation and Housing on the Review of the Mid Devon District Housing Pets and Animal Policy.



Committee Administrator: Laura Woon
Tel: 01884234229
Email: lwoon@middevon.gov.uk
This document is available on the Council's Website at: www.middevon.gov.uk

**Access to Information - Exclusion of the Press and Public**

Discussion with regard to the next items, may require the Cabinet to pass the following resolution to exclude the press and public having reflected on Article 12 12.02(d) (a presumption in favour of openness) of the Constitution. This decision may be required because consideration of this matter in public may disclose information falling within one of the descriptions of exempt information in Schedule 12A to the Local Government Act 1972. The Cabinet would need to decide whether, in all the circumstances of the case, the public interest in maintaining the exemption, outweighs the public interest in disclosing the information.

Recommended that under Section 100A(4) of the Local Government Act 1972 the public be excluded from the next item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 respectively of Part 1 of Schedule 12A of the Act, namely information relating to the financial or business affairs of any particular person (including the authority holding that information.

17. **Mid Devon District Council- Minor Works contract 2024-2028** *(Pages 379 - 384)*
To receive a report from Corporate Manager for Public Health, Regulation and Housing on the Minor Works contract 2024-2028.

18. **Mid Devon District Council- Vinyl Flooring Renewal Contract 2024-2028** *(Pages 385 - 390)*
To receive a report from Corporate Manager for Public Health, Regulation and Housing on the Vinyl Flooring Renewal Contract 2024-2028.

19. **Notification of Key Decisions** *(Pages 391 - 402)*
To note the contents of the Forward Plan.



Committee Administrator: Laura Woon
Tel: 01884234229
Email: lwoon@middevon.gov.uk
This document is available on the Council's Website at: *www.middevon.gov.uk*

**Stephen Walford**
Chief Executive
Monday, 29 January 2024

## Meeting Information

From 7 May 2021, the law requires all councils to hold formal meetings in person. The Council will enable all people to continue to participate in meetings via Teams.

If you want to ask a question or speak, email your full name to Committee@middevon.gov.uk by no later than 4pm on the day before the meeting. This will ensure that your name is on the list to speak and will help us ensure that you are not missed. Notification in this way will ensure the meeting runs as smoothly as possible.

Residents, electors or business rate payers of the District may make a statement or shall be entitled to ask questions at a meeting which concerns the Council's powers / duties or which otherwise affects the District. If your question does not relate to an agenda item, the question must be submitted to the Democratic Services Manager two working days before the meeting to give time for a response to be prepared.

Please note that a reasonable amount of hardcopies at the meeting will be available, however this is a limited number. If you are attending the meeting and would like a hardcopy of the agenda we encourage that you notify Democratic Services in advance of the meeting to ensure that a hardcopy is available. Otherwise, copies of the agenda can be found on our website.

If you would like a copy of the Agenda in another format (for example in large print) please contact Laura Woon on: lwoon@middevon.gov.uk

Public Wi-Fi is available in all meeting rooms.



Committee Administrator: Laura Woon
Tel: 01884234229
Email: lwoon@middevon.gov.uk

This page is intentionally left blank

**MINUTES** of a **MEETING** of the **CABINET** held on 9 January 2024 at 5.15 pm

| | |
|---|---|
| **Present Councillors** | L Taylor (Leader)<br>N, Bradshaw, J Buczkowski, S J Clist, S Keable, J Lock, J Wright and D Wulff, |
| **Also Present Councillor(s)** | D Broom, E Buczkowski, B Holdman, S Robinson |
| **Councillors online:** | P Colthorpe, G Czapiewski, A Glover, N Woollatt |
| **Present Officer(s):** | Stephen Walford (Chief Executive), Andrew Jarrett (Deputy Chief Executive (S151), Paul Deal (Corporate Manager for Finance, Property and Climate Change), Simon Newcombe (Corporate Manager for Public Health, Regulation and Housing), Matthew Page (Corporate Manager for People, Governance and Waste), Dr Stephen Carr (Corporate Performance and Improvement Manager), Jason Ball (Climate and Sustainability Specialist), Zoe Lentell (Growth and Regeneration Officer) Laura Woon (Democratic Services Manager) and Sarah Lees (Democratic Services Officer) |

89. **APOLOGIES**

There were no apologies for absence.

90. **PUBLIC QUESTION TIME**

The following questions were received from members of the public:

**Mr Barry Warren**

**Question 1:**

Within Willand Parish there are 9 play areas, 6 of which are managed by the Parish Council, either owned or under lease from MDDC. MDDC are contracted to carry out

monthly safety inspections of the play equipment in the 6 areas and the Parish are invoiced twice yearly, 6 months in advance.

The table shows that for 2023/24 we paid £2,293.06 but we actually paid £1,841.26. [A considerable 24.5% difference.] The second invoice was more than the first as it appears the second had an additional site added and there was a rise in other charges of 16.89%.

**Why is there a discrepancy between the figure shown in the table and what we actually paid?**

**Response from the Cabinet Member for Finance:**

The bill for the period of April 2023 to September 2023 was £578.94 total amount £694.73 including VAT. The bill for the period of October 2023 to March 2024 was £955.44 total amount £1146.53 including VAT with the Chestnut drive play area added following completion of the lease to the Parish these reflect the sum quoted to the amount paid. The £2293.06 including VAT, the sum quoted in Cabinet report was for October to March over a full year.

**Question 2:**

The new charges for 2024/25 are set out in the table but it is not clear how the charges will be worked out. Worked out one way we would be charged £2,764.80; a 50.15%% rise having already experienced a 16.89% rise for the second half of 2023/24.

There is a potential alternative way to work out the costs and Willand inspections cost would be £3369.60 an 83% rise on the previous year. We are unclear as to which system will be used.

**How are the charges to be worked out?**

**What are MDDC actually expecting Willand Parish Council to pay for safety inspections for play equipment for the whole of 2024/25 for monthly safety inspections of play equipment covering all 6 sites?**

**Response from the Cabinet Member for Finance:**

The revision to the proposed fee structure provides greater equity across the Parishes, the forecast cost £3369.00 as calculation includes the Chestnut drive play area the other partial reason for the increase. Officers of the Council will contact the Parish Clerk to discuss the changes in the fee structure.

**Question 3:**

It is stated that if approved by Cabinet these charges will be implemented as of 1 April 2024 but we are having to set our precepts now. We are unaware of any communication with the Parishes on this issue.

**How does this action fit with the stated intention of this administration to work more closely with Parishes?**

**If one looks at recommendation 2, what will be put in place for timely discussion with Parishes in order that they may look elsewhere for the service if needs be before having to set their precepts?**

**Response from the Cabinet Member for Finance:**

The Fees were published a soon as practical and three months prior to be implemented, if approved the council will engaged with each parish affected

**Response from the Leader:**

Mid Devon District Council has a State of District debate this month to engage more with Parish Council. This is the first year of administration and have the intention to work closely with Parishes and is part of the corporate plan to engage more.

**Mr Nick Quinn**

**Question 1:**

On 19 July 2023, Full Council passed Motion 593, which included a commitment that "this Council should fully review all leisure pricing in an open and transparent way by conducting a review of pricing through the appropriate Policy Development Group before making recommendations to Cabinet in the usual way for implementation from 1st April 2024 (2024-2025) financial year……..".

The consideration of leisure pricing by the Community Policy Development Group, was not the 'open and transparent' review required by the Council. At their October 2023 meeting, after excluding the press and public, the PDG just took the fees and charges that were proposed in an unpublished Officer report and recommended that Cabinet approve them.

In view of this fact, will this Cabinet please refuse to 'note'; accept; approve; or otherwise allow for implementation, the new leisure fees and charges for 2024/25 as set out in Appendix 2 – and ask the Community Policy Development Group to undertake a totally Open and Transparent review of leisure pricing - as required by Council Motion 593?

**Response from the Cabinet Member for Community and Leisure:**

Whilst the motion as passed requested an 'open and transparent approach' when setting fees and charges for our Leisure service, there is a legal exemption: "Charge Strategies are Commercially Sensitive which are Exempt from publication under paragraph 3, Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) as it contains information relating to the financial or business affairs of any particular person (including the authority holding that information)."

In 2023/24 the Council appointed a specialist Leisure consultancy company to look at the service before any fee changes were considered. The outcome of their extensive report was that our fees could be increased when compared to the market locally and

nationally. The external report formed the basis of the commercially sensitive report presented to the PDG in October 2023 as required by Motion 593 point 2.

That report remains commercially sensitive and therefore exempt from publication. The fees recommended by the PDG also help to reduce the taxpayer subsidy which Motion 593 point 4 required the Council to take into account.

All 42 elected members had visibility of the proposals and the opportunity to speak, comment and challenge at the PDG and previous cabinet meeting when discussed, and thorough scrutiny of the proposals was provided.
The charges were published and open to public scrutiny and comment 3 months before implementation. Our charges remain very competitive in the Leisure sector and the number of Mid Devon Leisure memberships is increasing.

**Mr Adam Pilgrim statement**

You will have seen my message to you, dated 15th December 2023, drawing your attention to the historical agreement that the Canal would be funded **equally** by Devon County and Mid Devon District Councils.
This had followed the 1971 agreement between Devon County, Tiverton District and Tiverton Borough Councils.

The Canal Manager, Mark Baker, has already clearly outlined the benefits enjoyed by Mid Devon's residents and the consequences of reducing the funding of the Grand Western Canal. Cutting the Canal's funding will downgrade the high standards that have been achieved over a number of years and will be extremely difficult and costly to recover.

You should not follow the PDG's recommendation to cut MDDC's contribution to the Grand Western Canal by a further 15% since it's based on a false premise; that MDDC's contribution to the Canal is a Grant rather than an Obligation.
Following this recommendation would be an unsound decision.

1971 was the original Agreement; 50% of the canal's costs to be borne by Devon County Council and 50% to be borne by the two local Authorities; Tiverton District and Tiverton Borough Councils.
In 1974 after the District and Borough Councils combined to form Mid Devon District Council it was confirmed that the new Council would take on the Obligations of its predecessors.

On 29th January 1974 the Amenities and Countryside Committee resolved "that the cost be shared equally between the County Council and Tiverton District Council"

In March 1988 Mid Devon District Council's Environment & Leisure Committee's meeting noted that
"The funding of the work, both capital and revenue, to the Grand Western Canal is shared equally between Mid Devon District Council and Devon County Council."

The two authorities' contributions on the same basis was confirmed by the Mid Devon Partnership Committee in 14th March and in April 1998.

There doesn't appear to have been any formal dissolution of this arrangement.

Consequently, to execute the PDG's recommendation would perpetuate and compound MDDC's evasion of its historical obligation to the detriment of MDDC's "Jewel in its Crown".

91. **DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT**

The Leader declared that all members of the Cabinet had been contact prior to the meeting in regards to the Grand Western Canal.

92. **MINUTES OF THE PREVIOUS MEETING ON 12 DECEMBER 2023**

The minutes of the previous meeting held on 12 December 2023 were approved as a correct record and SIGNED by the Leader.

93. **2024/25 – 2028/29 MEDIUM TERM FINANCIAL PLAN REPORT**

Cabinet had before it a report * from the Deputy Chief Executive (S151) Officer on the Medium Term Financial Plan (MTFP) covering the period of 2024/2025 to 2028/2029.

The Cabinet Member for Finance outlined the contents of the report with particular reference to the following:

- This reports covers the fourth update of the Medium Term Financial Plan covering the five years 2024/25 to 2028/29. This report encompasses all elements including the General Fund, Housing Revenue Account and the Capital Programme.
- The initial results of the budget element within the resident's survey has been included within Section 3 of the report. The results are similar to previous years and the allocation of the Council's resources reflect the public's priorities as far as possible within the Council's financial constraints and statutory requirements.
- Since the December Cabinet, further work had been undertaken to reduce the shortfall further. £103k of further savings has been identified, the majority of which (£78k) results from changes to the Building Control Partnership where the council pick up a lower percentage of the costs. Crucially, the staff savings has reduced by more than half and no resulting redundancies.
- In December the local government finance settlement was announced. Although very much a like for like settlement compared to 2023/24, this did announce £85k of additional grant funding above the forecast and additional Council Tax income following the announcement of 3% cap not 2%.
- Due to the scale of the services that report into the Economy and Homes PDG, and the Council will not look at those PDG's to identify any further savings for 2024/25 – although of course any ideas are always welcomed.
- Given the scale of the budgets the following PDGs are responsible for, the Council will still seek further savings from the Community and Environment PDG's, and I will be proposing that any remaining shortfall to the general fund after this round is met from reserves.
- Appendix 2 details the Housing Revenue Account and proposes a balanced budget for the HRA. Since the December update, clarification has been given by government on the Social Rent Cap which allows the Council to increase by September CPI +1% (7.7%). Therefore the proposed Rent Charges now reflect this as per Appendix 3. The additional income generated enables

increased investment in both the maintenance and further carbon reduction of our existing stock. It also enables greater investment in new stock through the housing development programme. There are also financial adjustments to update the bad debt provision and the recharges to the General Fund.

The proposed capital programme was presented for review. It remained largely the same as that presented to Cabinet in December, with the General Fund showing a small £1.5m reduction and the HRA showing no change in the 2024/25 deliverable budget. Changes in the assumed funding of the programme see forecast borrowing increase by just over £0.5m. Within the General Fund, the significant investment is the Cullompton Relief Road with a sufficient funding source still being sought. The HRA has significant investment included to deliver the Housing Development Programme that will increase the Council's existing stock by c.500 units.

Discussions took place regarding:

- A full report to Cabinet in March 2024 not 2023.
- Savings from reserves and would this leave the reserves vulnerable?

**RESOLVED** that:

- The initial results from the 2023 Residents Survey in relation to the Budget (section 3) be noted;
- Cabinet agree revisions as detailed in section 4 and recommend the use of reserves to mitigate the remaining budget deficit, delegate precise makeup of the recommendation to S151 in consultation with Cabinet member for finance.
- The update on the Local Government Finance Settlement included within Section 5 be noted;
- To consider and agree the revisions to the 2024/25 Housing Revenue Account Budget as outlined within Section 6;
- To consider and agree the proposed increase in HRA Rents and Fees as outlined in Appendix 3;
- To consider and agree the updated 2024/25 to 2028/29 Capital Programme explained in Section 7 and Appendix 4.
- The updated MTFP's for the General Fund, Housing Revenue Account and Capital Programme covering the years 2025/26 to 2028/29 and agree that work on strategic planning for delivering a balanced budget for 2025/26 and beyond is commenced immediately.

(Proposed by Cllr J Buczkowski and seconded by Cllr J Lock)

**Reason for Decision:**

In order to comply with the requirement to set a balanced budget, management must ensure that the proposed savings are robust and achievable. The Council must also ensure that the assumptions it has used are realistic and prudent. Failure to set a robust deliverable budget puts the Council at risk of not being able to meet its commitments and casts doubt on its "going concern" and "Value for Money" status.

Note * Report previously circulated.

94. **2024/2025 FEES AND CHARGES REPORT**

Cabinet had before it a report * from the Deputy Chief Executive (S151) Officer on the 2024/2025 Fees and Charges.

The Cabinet Member for Finance outlined the contents of the report with particular reference to the following:

- Charges for Council services formed a key income stream for the Council totalling over £11m and enabled many discretionary services to continue to be provided and helped address the financial challenge the Council faced.
- The Council charges fees for different reasons such as:
  They are set by statute such as planning.
  They recover costs (the Council adopts a full cost recovery policy)
  They support the provision of discretionary services.
- The setting of fees also helped to drive efficiency and customer behaviour and also ensured general taxation isn't being used to subsidise certain services that are only used by a small proportion of people. All fees needed to be set within any overarching legal requirements and must consider equalities.
- Following a full review, the majority of fees were proposed to be increased in line with September's CPI inflation (6.7%). The September figure represented the mid-point for the year and was also the latest CPI available at the time of drafting the proposals for the various PDG's to consider. It was also central Governments measure used when calculating national schemes such as pensions, business rates and grant increases. Where a service wished to vary from this, it had set out the justification to the relevant PDG.

There were currently several routes for approving the fees within the constitution, including; Cabinet or Cabinet Member decision, delegated decision by an officer, or by committees other than Cabinet. Therefore the fees had been split into 2 appendices – with Appendix 1 requiring Cabinet approval. Appendix 2 provided the fees approved elsewhere and so was just for noting. Some minor technical amendments and clarifications had been made within the supplementary update.

Discussions took place regarding:

- The inflation uplift of 6.7%.
- Venue hire and the meeting rooms in Phoenix House and Crediton Town Square facilities and guidance around this.
- Political party using the facilities and how this would be dealt with.
- The figures on Leisure were not the fees that were agreed at the Policy Development Groups.
- Discrepancies in the charge of leisure for yoga fees that had been agreed at the Policy Development group and in the published minutes.
- The proposal exceeded inflation and the justification for this had been presented to and supported by the relevant Policy Development Group in part 2.
- Queries regarding the leisure price increases.
- The public were unable to see anything in part 2 and Members were not able to disclosure this information.
- Motion 593, as agreed at Full Council, stated that the leisure fees would be reviewed in an open and transparent way.
- The issues that arose last year in regards of fee increases.

- Fees and Charges needed to be more open and transparent at the Policy Development groups when discussed.

**RESOLVED** that:

- The proposed Fees and Charges from 1 April 2024 set out in Appendix 1 be agreed;
- Delegated approval be given to the Deputy Chief Executive (S151) for discretionary fees to increase annually in the future in line with September CPI inflation, or potentially above annual inflation where the market will bear it following a review by the relevant Policy Development Group.
- The proposed / agreed Fees and Charges in Appendix 2 which have / will be approved through alternative routes as outlined in Para 1.4 be noted.

(Proposed by Cllr James Buczkowski and seconded by Cllr S Keable)

**Reason for Decision:**

The Localism Act 2011 also provides local authorities with a general power of competence that confers on them the power to charge for services unless there is a statutory duty to provide the service or if there is a specific power to charge for it or if there is a prohibition on charging. Paragraph 1.6 outlines the three key principles for setting discretionary charges. The proposed fee uplifts are mainly inflationary. Therefore it is assumed that this will not have a material impact on the usage of that service. Any proposed uplift above inflation has been assessed by the service manager to again not materially alter the usage of the service.

Note * Report previously circulated.

95. **CORPORATE PERFORMANCE REPORT**

Cabinet had before it a report * from the Corporate Manager for People, Governance & Waste on the Corporate Performance Report.

The Corporate Performance and Improvement Manager outlined the contents of the report with particular reference to the following:

- Appendices 1-5 provided Members with details of performance against the Corporate Plan and local service targets for quarter 2, financial year 2023/24. This spanned the period July 2023 to September 2023.
- The Corporate Plan had four themes: Homes, Environment, Economy, and Community. Climate Change was a cross cutting theme of the Plan. Alongside the performance reporting of the Corporate Plan, the Council presented performance information on a wide range of corporate performance indicators, these were detailed in Appendix 5.

Discussion took place regarding:

- Bin collection being below target and the CRM (Customer Relationship Management) system, can the CRM track other services or support calls across the Council?

**RESOLVED** that:

- Members reviewed and scrutinise the Performance Indicators and information detailed in this report.

(Proposed by the Leader)

**Reason for Decision:**

There were no direct legal implications arising from this report. However, if the performance of some indicators is not at required levels, there is a risk of legal challenge. Performance management helped the Council meet its duties in relation to Value for Money.

Note * Report previously circulated.

96. **CORPORATE PERFORMANCE DASHBOARD**

Cabinet had before it, and NOTED, a verbal update * from the Corporate Manager for People, Governance & Waste on the Corporate Performance Dashboard.

The Corporate Performance and Improvement Manager outlined the contents of the report with particular reference to the following:

- The performance dashboard gave an overview of Performance, Finance and risk. Each Policy Development Group and Planning Committee had a dashboard.
- Dashboards were available on the Council website for public performance reporting.
- The dashboard states the rag rating to show the performance.

Discussion took place regarding:

- The management system for staff sickness to reduce and improve the sickness levels.
- The amber and red rag rating to have an explanation and actions to improve these ratings.
- The Council Tax collection to date, how did this track to where the Council needs to be?
- National bench marking comparator data with the dashboard.
- The challenges against targets that had been set.
- To publicise the dashboard on the achievements made.

Note * Dashboard previously circulated.

97. **CORPORATE RISK REPORT**

Cabinet had before it a report, and NOTED, * from the Corporate Manager for People, Governance & Waste on the Corporate Risk Report.

The Corporate Performance and Improvement Manager outlined the contents of the report with particular reference to the following:

- The Corporate Risk Register contained the strategic risks which were most likely to impact the corporate priorities of Mid Devon District Council. It was reviewed at least quarterly by Corporate Managers and the Leadership Team and updated as required. It was then presented to the Audit committee and to Cabinet. Risks were managed on the Council's corporate performance and risk management system, SPAR.
- The corporate risks were presented on a risk matrix (heat map), Appendix 1. Information on each risk was presented in a standard template, Appendix 2. These risks have been determined by the Council's Leadership Team in consultation with Corporate Managers and other Council officers.

Discussions took place regarding:

- Narrative around the risk and how do the council define severity as 1 to 5 to understand the levels of severity.

**Reason for Decision:**

There were no direct financial implications arising from this report. However, risks which were not mitigated may have financial implications for the Council. Equally, the treatment of risk may require resources to be (re)allocated. Having a robust approach to risk management will continue to help the Council minimise future financial risks and implications. A number of the Corporate Risks being managed contain financial risk, such as CR7 Financial Sustainability.

Note * Report previously circulated.

98. **BIODIVERSITY DUTY**

Cabinet had before it a report * from the Climate and Sustainability Specialist on the statutory duty to conserve and enhance biodiversity.

The Cabinet Member for Climate Change outlined the contents of the report with particular reference to the following:

- The first consideration to implement the biodiversity duty that came into law at the end of 2023.
- A requirement for public authorities to assess how they can take action to conserve and enhance biodiversity, and then take these actions (beyond simply discharging its duties as the Local Planning Authority(LPA).
- The aim was to provide for the enhancement or improvement of biodiversity, not just its maintenance in its current state.
- To comply, a public authority must periodically consider the opportunities available across the full range of its functions. This represented a proactive, strategic assessment of a public authority's functions, rather than considering each function in isolation.
- The Climate sustainability specialist had coordinated preliminary consultants across the council about actions and policy areas where benefits could be delivered.

- The Council shall establish district targets considered to be aligned with (i.e. will contribute positively towards) the requisite goals set out by government legislation and guidance. Targets should be achievable or surpassable, assuming a favourable strategic environment (with appropriate government funding, etc.).
- The Council, as a local authority, must:
  a) Consider what it can do to conserve and enhance biodiversity.
  b) Agree policies and specific objectives based on its consideration.
  c) Act to deliver its policies and achieve its objectives.
  d) Report on its biodiversity duty actions. (Defra has guidance on this.)
- The Climate sustainability specialist had coordinated across the Council regarding actions and policy areas

The Climate Sustainability Specialist highlighted that the first consideration had been completed and the report sets out the next steps.

Discussion took place regarding:

- The Planning policy and how much control the district council had for enforcing and introducing change for biodiversity.

**RESOLVED** that:

1. To note that the Cabinet Member for Climate Change has submitted comment on this matter (to the Climate and Sustainability Specialist preliminary briefings) as the first consideration of what action to take with regard to this duty.
2. To note that action and policy development will be split into two separate streams: either matters within the Council's statutory Planning Policy making process and the statutory powers as a Local Planning Authority (largely governed and prescribed by national policy and through the work of the Forward Planning and Development Management teams); or items outside those functions, such as land and built asset management and its wider corporate operations.
3. To note that the responsibility to deliver on the general biodiversity duty is shared across all Council operations. As such, this matter will be raised on agendas for all Policy Development Groups (PDGs) and, where within the jurisdiction of the LPA, the Planning and Policy Advisory Group (PPAG) to request input to the policy framework and action plan.
4. That Cabinet delegates authority to the Cabinet Member for Climate Change, the Director of Place and the Climate and Sustainability Specialist to develop a policy framework and action plan in consultation with staff and Council bodies as above, then recommendations brought to Cabinet.

(Proposed by Cllr Natasha Bradshaw and seconded by Cllr S Keable)

**Reason for Decision:**

The general duty to conserve and enhance biodiversity is set out in the Environment Act 2021 and the Natural Environment and Rural Communities Act 2006 (NERC Act) as amended. Mid Devon as LPA has set duties to discharge in line with national

policy and this is separate and distinct from anything which the authority chooses to do as a corporate land/property owner.

Note * Report previously circulated.

99. **THE DEVON SERIOUS VIOLENCE STRATEGY**

Cabinet had before it a report * from the Corporate Manager for Public Health, Regulation and Housing on the Serious Violence Duty Strategy.

The Cabinet Member for Community and Leisure outlined the contents of the report with particular reference to the following:

- The Serious Violence Duty was a new legal responsibility introduced in 2023. It required specified authorities to work together to prevent and reduce serious violence in the area.
- The core elements of this new duty Devon-wide are to:
  Prepare a local serious violence Strategic Needs Assessment.
  Prepare and publish a local strategy to prevent and reduce serious Violence informed by that needs assessment.
- Local authorities at District and County level and their Community Safety Partnerships are specifically named as specified authorities in the duty. Other such authorities are the Police, Probation and Youth Offending Teams, Fire authorities and the NHS Clinical Commissioning Groups. No one authority had a lead role.
- There is a legal requirement to have completed the Strategic Needs Assessment in 2023, which was work completed by the Safer Devon Partnership (as the County upper-tier Community Safety Partnership). This was undertaken in collaboration with all the district Community Safety Partnerships including our East and Mid Devon Community Safety Partnership.
- The duty governance arrangements build on existing peninsula wide partnership working between all Community Safety Partnerships and the Police and Crime Commissioner where the Council's local Community Safety Partnership is represented through its membership and engagement with the Safer Devon Partnership.
- The Safer Devon Partnership had been working hard to finalise the public-facing publication version of the strategy, which would be ready in the next week or so. In the meantime, all Safer Devon Partnership partners including Mid Devon had agreed and finalised the core strategy components as set out in Section 3 of the report. In particular, this included the six key priorities set out in Section 3.7 which formed the overall statement of intent of the strategy.
- These priorities reflected the legal duty requirement to take a public health, preventative and trauma-informed approach. As defined focus areas, they are also in keeping with the duty by encompassing public space youth violence, including weapons-related violence and drug related criminal activities with a strong emphasis on young people. They were of course also reflective of the findings around serious violence identified in the Devon Strategic Needs Assessment.

Discussion took place regarding:

- The formula funding and how it had been split into areas and the populations within these.
- Concerns about overall reasonability of the Serious Violence Duty Strategy.
- The language used in the strategy impact assessment provided by Devon County Council regarding care experience or involved in children social care.
- Devon wide Strategy and would this work with 9 Local authorities and would the strategy be shared before adopting?
- The Strategy to go to Community Policy Development Group (PDG) before coming to Cabinet for adopting.
- Dismantling of Youth services and facilities for young people.
- When adopting the strategy would Mid Devon interpret the overarching strategy priorities into a local context as part of wider set of priorities in its Community Safety Partnership Action Plan.
- Request to consider further information on the formula for calculating the core and labour funding at upper tier level and how this may be challenged
- Clarification on whether the final Serious Violence Strategy will go to Community Policy Development Group.

**RESOLVED** that:

1. That Cabinet approve the overarching statements of intent (Priorities 1-6) within the Devon Preventing Serious Violence Strategy 2024-29 and Impact Assessment set out in Section 3.7 and Annex A of this report respectively to enable publication of the strategy as required by 31 January 2024.
2. That the Devon Preventing Serious Violence Strategy 2024-29 and wider governance arrangements is brought back to the Community Policy Development Group and Cabinet in due course to embed the strategy within the Council policy framework to enable delivery.

(Proposed by Cllr D Wulff and seconded by Cllr S Clist)

**Reason for Decision:**

There is a risk that if the Devon strategy and in particular the overarching statements of intent (Priorities 1-6) are not agreed by CSPs then a collaborative strategy for Devon cannot be published by the deadline of the 31 January 2024. Consequently, all specified authorities including the Council would not be complying with the legal SV duty and funding may not be provided by the Home Office.

Note * Report previously circulated.

100. **STRATEGIC GRANTS REVIEW**

Cabinet had before it a report * from the Director of Place.

The Cabinet Member for Community and Leisure outlined the contents of the report with particular reference to the following:

- The purpose of today's report is to approve the funding decisions recommended by the Community Policy Development Group (PDG) to be awarded to organisations as part of the Council's strategic grants programme. Secondly, to agree a recommended funding period of two years.

- This Cabinet requested for 2024/25 that, in light of the financial pressures on the Council, the total Strategic Grants budget is capped at £120,000. The Community Policy Development Group (PDG) met on 28 November 2023 to review the grants with current recipients attending the meeting to give presentations on their services, how the funding is used and the potential implications of any reductions in grant funding on their service delivery. Written submissions and accounts were also provided to that committee.
- That despite the significant budget challenges as a Council, this Cabinet and the Community Policy Development Group (PDG) have both expressed their steadfast dedication to keep awarding these discretionary grants. We have no obligation to award these grants. In these very difficult times as we seek to balance our future budget, the choice to continue to award them is a statement of how highly we value these organisations and the benefit they bring to our communities.
- As part of the review, Members considered:
  a) The criteria for the prioritisation of the agencies that should be funded;
  b) The level of funding for each agency, taking into account the proposed budget by Cabinet and the impact of any proposed reductions on the organisation and on vulnerable residents that access support through that organisation.
  c) The term of the funding period, taking into account the Council's budgetary position and the need to provide certainty to strategic partners for the purposes of financial planning.

Consistent with previous reviews, Community Policy Development Group (PDG) Members prioritised funding decisions against categories of eligible potential strategic partners, where group 1 was the highest priority, group 2 the next highest, group 3 the least:

Group 1: defined as providing essential services to residents that represent a strong strategic alignment with the Council's objectives
Group 2: defined as providing important services to residents that represent some strategic alignment with the Council's objectives
Group 3: recognised as providing valued but non-essential services to residents that represent a weak alignment with the Council's objectives.

The Community PDG determined the following recommendations:

- To assist with financial forecasting and planning for funding recipients, that the strategic grant offers are made for a two-year period (April 2024 to March 2026).
- To ensure a balanced budget, organisations in group 1 to receive a 90% funding allocation compared to current award (10% reduction) and organisations in group 2 to receive an 85% funding allocation compared to current award (15% reduction). None of the organisations were classed as group 3.
- The Community Policy Development Group (PDG) also recommended that the next review to take place in 2025/26 be added to their forward plan.
- It is essential to acknowledge that we are not alone in facing budgetary constraints, rising costs, and inflationary pressures. We would all prefer to allocate more grants from a larger funding pool. However, our current circumstances require us to address a reduction in funding. This is not the

ideal scenario, but it provides an opportunity to recognise and celebrate the invaluable contributions of these organisations to our communities.

- That recognition is why Mid Devon has awarded strategic grants since 2004/2005 to voluntary and community organisations that provide key services to Mid Devon residents and visitors. The last strategic grant review was undertaken in 2020/2021 with grant awards offered from April 2021 for a period of 3 years (ending March 2024).
- The Strategic Grants are revenue grants. The purpose is to support the organisations' running costs such as Director/Chief Officer salaries, rent and other running costs with the intention of allowing those organisations to apply for capital funding for growth, of which capital schemes tend to be more available than revenue schemes such as this one.
- When considering grant decisions, we should highlight that despite the ongoing financial pressures for some years now, Mid Devon has continued to offer strategic grants to the same level since 2017. We should be proud of this. As we should be of our commitment to keep supporting them with a fund of £120k despite the even greater pressures we face today, and in the years ahead.

  The Council have reviewed our records and can see that, since at least 2011, the Grand Western Canal's grant was paid from the Council's Strategic Grants budget and not via a separate contribution. The Canal's contribution was reviewed (along with the other grant awards) as part of the grants review at that time. All of the grant offer letters that we have on file for the Canal refer to the grant being approved as part of a Strategic Grants Review.
- All grants from the 2020 financial year onwards have been paid from one grants budget (although New Homes Bonus has continued to support that budget).
- There has been consideration of whether the Canal could be moved from group 2 (important services) to group 1 (essential services). When we talk about the terms important and essential this is how these groups are aligned to our Corporate Plan, and our core objectives of Homes, Environment, Economy, and Community.
- A new Corporate Plan will be created this year, and this provides the opportunity for this Council to set out new objectives and priorities in advance of the next Strategic Grants review.

In conclusion, this report underscores the importance of our continued support for voluntary and community organisations in Mid Devon through our discretionary Strategic Grants funding. While we face budgetary challenges, our commitment to these organisations remains steadfast, emphasising the vital role they play in our communities.

The Leader of the Council highlighted the difficulty for charities, groups and organisation to take a cut in funding. Every year Central Government reduces the amount of funding year on year. The Grand Western Canal is a vital service to Mid Devon District Council and still receives a third of the total grant fund which shows how important is it to Mid Devon District Council.

The Cabinet Member for Planning and Economic Regeneration commended the work undertaken by all the voluntary groups, community groups, committees, supporters and volunteers. He continued to highlight the following:

Any reduction in funding from Mid Devon is regretted but with an effective halving of Government Grant funding to Mid Devon in the last 10-years, plus per annum capping Council Tax increases to 3%, plus rapid inflation that has exceeded 10% in the last year, does put us and all other Council's into an impossible position. Given these conditions Mid Devon has done well to maintain the Canal grant at 85% together with a pledge to maintain with no further reduction in the next 2 financial years. Suffolk have just announced 100% deletion of their entire budget to Arts & Culture and with immediate effect in April. The financial position of Somerset Council facing bankruptcy through funding starvation and Government policy has been covered widely in the press.

Last May, this Administration, made a commitment to fiscal responsibility. The 15% reduction in grant could have been much higher. Through my own life-long commitment to voluntary organisations, and the worthwhile work undertaken, I know the adverse impact any larger grant reduction would have made. Indeed, much of my professional career was dedicated in working with the voluntary sector and helping raise funds. Given the pressure on public finances, this 15% reduction, maintained at this level until 2025/26, was providing a clear positional 'green light' indication that local organisations needed to seek alternative funding. Until there is a change in Central Government policy this approach is the direction of travel for discretionary non grant funding. The Canal have faced in the recent past the situation that Suffolk arts and culture group face a total loss of funding.

November 2012 Councillor Slade produced a report titled 'Grant payments to external organisation 2016/17'. The report states "Grand Western Canal a Devon County Council facility which the District Council makes a contribution towards, given the challenges faced by the District Council in 2015 to meet the legal obligation of setting a balance budget it is recommended MDDC investment in the Canal is removed by 2017/18.

The Cabinet Member for Planning and Economic Regeneration would encourage the organisations linked to Great Western Canal to have a strategic and co-ordinated fundraising strategy.

Discussion took place regarding:

- The disappointment with the reduction to the Grand Western Canal.
- Seeking engagement with Parishes around the Canal to raise their precept to cover the shortfall.
- Since the grants have been reviewed by Community Policy Development Group (PDG), the Council was now subject to the Biodiversity Duty.
- The others that had also received a reduction in the grant funding had they come forward?
- The prioritised funding decisions against categories.
- The organisations had time to make plans in the two year time frame.

**RESOLVED** that:

1. That Cabinet sets a grant funding period of two years (2024/25 and 2025/26).
2. That Cabinet approves recommended strategic grant funding awards for 2024/25 and 2025/26 as outlined in the report.

(Proposed by Cllr D Wulff and seconded by Cllr S Keable)

**Reason for Decision:**

The budget allocated for the combined grants during 2023/24 was £138,500. The funding available for 2024/25 was set at £120,000, of which any grant award to the Canal will be funded from New Homes Bonus and the rest from General Fund. This funding recommendation is £225 over the budget for 2024/25, which will need to be sourced from the General Fund.

Note * Report previously circulated.

101. **NOTIFICATION OF KEY DECISIONS**

The Cabinet had before it and noted the notification of Key Decisions.

One addition had been made to this since the publication of the document with the agenda for this meeting:

- Review of the Safeguarding Policy.

Note: * Notification of Key Decisions previously circulated.

(The meeting ended at Time Not Specified) **CHAIRMAN**

This page is intentionally left blank

| **Report for:** | **Cabinet** |
|---|---|
| Date of Meeting: | 6 February 2024 |
| Subject: | **NNDR 1 for 2024/25** |
| Cabinet Member: | Cllr James Buczkowski |
| Responsible Officer: | Andrew Jarrett - Deputy Chief Executive (S151) |
| Exempt: | N/a |
| Wards Affected: | All |
| Enclosures: | NNDR1 |

**Section 1 – Summary and Recommendation(s)**

To provide Members with an update of the income generation and financial implications of the number of Business Rate properties in Mid Devon and to approve the NNDR1 (estimated income to be generated in 2024/25 from business rates).

To ensure that the Council meets its statutory deadline for notifying Precepting Authorities and the Government by 31 January 2024 of their appropriate shares in accordance with the Non Domestic Rating (Rates Retention) Regulations 2013, following approval by Council.

**Recommendation(s):**

Cabinet are asked to recommend to Council the following:

1. **That the calculation of the NNDR1 net yield of £18,304,353 from 3,557 Business Rated properties is noted and approved for 2024/25;**

2. **That the proportions distributed to the respective authorities and Central Government be allocated as per the statutory regulations; and**

3. **That Members note that Central Government will reimburse the Council through a Section 31 grant to compensate it for the reduction in collectable business rates as a result of introducing various reliefs.**

4. **That Members agree to Mid Devon rejoining the Devon Business Rates Pool for 2024/25.**

## Section 2 – Report

1.0 Introduction

1.1 Councils must submit a return known as the NNDR1 form to the Department for Levelling Up, Housing and Communities (DLUHC). This form provides the local tax base for business properties in the area for the forthcoming year and determines the value of income from Non-Domestic Rates between Central Government, Mid Devon District Council and the Devon and Somerset Fire & Rescue Authority. As such the NNDR1 form is a key document in the budget setting process.

1.2 The NNDR1 form must be certified by the Section 151 Officer. Councils are expected to adopt a similar approval process used for the Council Tax Base, i.e. approval by Council.

2.0 Business Rates Retention Scheme

2.1 Prior to 1 April 2013, all billing authorities collected the business rates in their area and passed this money onto a Central Government pool. The pool was then redistributed to local authorities throughout the country based on their needs, resources and the services they provide to their community. For example, one billing authority may collect £15m and only require £10m to run its services, whereas another billing authority may collect £10m and require £15m to run its services. The shortfall and excess was then redistributed by Central Government through a fixed sum as part of the Formula Grant Settlement.

2.2 From 1 April 2013, Central Government changed the way this financing is distributed. Each billing authority now has to forecast the amount of revenue it will generate from business rates and then redistribute that income between Central Government, the County Council, the Fire Authority and itself, based on a centrally prescribed formula (see below).

2.3 The Business Rates Retention Scheme as it is now known, also allows the billing authority to keep a share of the increase in revenue it generates, therefore encouraging billing authorities to encourage business growth in its area. However, the converse of this applies and if a billing authority's business rates decline, the District Council (i.e. MDDC) will see a proportionate drop in revenue.

2.4 This is the key difference between the old and new schemes. As under the old business rates scheme, the level of funding was determined at the beginning of the year and was fixed thereafter, thereby protecting billing authorities.

2.5 In order to assist local authorities in retaining revenue within the counties, Central Government allowed Upper Tier Councils (Unitary and County Councils) and Lower Tier Councils (District Councils) to join together to pool their growth and offset the growth of one area against a decline in another area. Effectively, this creates a larger critical mass across the county to alleviate exposure to individual authority losses, thus enabling Counties and Districts to retain more of the rates collected instead of contributing this money to the central pool.

2.6 Mid Devon District Council joined the Devon County-wide pool in 2014 and wishes to remain in the pool for 2024/25 to maximise the amount of Business Rates it can retain.

2.7 This report details the calculations necessary to determine the estimated debit the Council is expected to collect in business rates for the 2024/25 year. The net collectable debit is then split proportionally in accordance with the provisions of the Local Government Finance Settlement issued in December 2020 which enables the whole of Devon to have a 50% rates retention, subject to tariffs / Top-ups and levies. The tier split for Devon is as follows:

- 9% is distributed to Devon County Council
- 40% is kept by Mid Devon District Council
- 1% is distributed to the Devon & Somerset Fire & Rescue Authority

3.0 S31 Grant Reliefs (funded reliefs)

3.1 The Government provides grants to Councils under Section 31 (S31) of the Local Government Act 2003 (LGA 2003) for a wide range of purposes. Within the Business Rates service area, S31 grants are provided to recompense the Council for a range of reliefs, including the Small Business Grant Fund and Retail, Hospitality and Leisure schemes introduced in response to Covid-19.

3.2 Part 2, Section 39 of the NNDR1 calculates that MDDC is due £2,739,142 in S31 Grant in 2024/25 across the various reliefs applied. This is largely due to the Government's announcement to continue the relief available to Retail, Hospitality and Leisure businesses in 2024/25 at a rate of 75%.

## 4.0 2024/25 Forecast Yield

4.1 The Council is notionally able to keep 40% of the total business rates it collects and this would generate an estimated £7,321,741 (less Tariff and Levy). MDDC gets £123,164 as a cost of collecting the years' business rates and will continue to retain the income from renewable energy schemes of £233,823 in 2024/25.

4.2 Prudent forecast are included for the possibility of losing income as a result of a business appealing its Rateable Value, or for non-payment of the charge.

5.0 Changes being introduced for 2024/25

5.1 A new improvement relief is being introduced with effect from the 1st April 2024 the level of relief awarded is calculated by the Valuation Office Agency who issue Certificates to the billing authority to allow for the relief. This is funded by Section 31 grants so there is no cost to the Council

5.2 The restriction preventing Council's from making a decision to award Discretionary Relief more than 6 months after the end of the relevant financial year has been removed. We have revised our Discretionary Relief Policy to reflect this change; we will now exercise this where the Relief applied for is funded via Section 31 grants will go beyond the year in which the claim is made by one further year; where Section 31 grant is not payable the relief will only be applied to the year in which the application is made

5.3 Rural Rate Relief, Public Toilet Relief, Heat Network Relief becomes a mandatory relief with effect from the 1st April 2024; as this is no longer funded by Section 31 grants these changes will now incur a cost to the Council.

6.0 Conclusion

6.1 Due to the associated volatility and significant sums of revenue involved, we will continue to maintain a Business Rates Smoothing Reserve and provide Members with regular updates on the level of business rates being collected during 2024/25.

**Financial Implications**

Mid Devon District Council is a Statutory Billing Authority and has a duty to carry out this task each year as part of the budgetary process.

**Legal Implications**

This is a statutory function and is a legal requirement. The Council must set its budget annually based on the Council Tax tax base and the projected NNDR1 values.

**Risk Assessment**

If the Council fails to carry out this duty, then it will not be able to forecast its future budget positions. The calculation of the NNDR1 involves a number of estimates made by professional officers, but due to the volatility and uncertainty of Business Rates appeals and Central Government retention policies, the Council holds a Business Rates Smoothing Reserve which can be used to mitigate fluctuations in Business Rates receipts.

**Impact on Climate Change**

No climate change issues identified for this report.

**Equalities Impact Assessment**

No equality issues identified for this report.

**Relationship to Corporate Plan**

This report sets out the estimated net business rates for 2024/25; the estimate will then be used in the calculation of future Council business rates budgets. This report is in line with the Council's Corporate Plan objectives and is essential to delivering the necessary funding to balance the 2024/25 General Fund Revenue budget.

**Section 3 – Statutory Officer sign-off/mandatory checks**

**Statutory Officer: Andrew Jarrett**
Agreed by or on behalf of the Section 151
**Date:** 26/01/2024

**Statutory Officer: Maria De Leiburne**
Agreed on behalf of the Monitoring Officer
**Date:** 26/01/2024

**Chief Officer: Stephen Walford**
Agreed by or on behalf of the Chief Executive/Corporate Director
**Date:** 26/01/2024

**Performance and risk: Dr Stephen Carr**
Agreed on behalf of the Corporate Performance & Improvement Manager
**Date:** 26/01/2024

**Cabinet member notified:** (yes)

**Section 4 - Contact Details and Background Papers**

Contact**:** Andrew Jarrett, Deputy Chief Executive (S151)
Email: ajarrett@middevon.gov.uk
Telephone: 01884 234242

Contact**:** Dean Emery, Corporate Manager for Revenues, Benefits, Corporate Recovery, Corporate Fraud, Welfare & Leisure
Email: demery@middevon.gov.uk
Telephone: 01884 234328

**Background papers**: NNDR1

This page is intentionally left blank

**NATIONAL NON-DOMESTIC RATES RETURN - NNDR1**
**2024-25**

Please e-mail with certification to: nndr.statistics@levellingup.gov.uk by no later than 31 January 2024.

**All figures must be entered in whole £**

If you are content with your answers please return this form to DLUHC as soon as possible

Select your local authority's name from this list:

Mansfield
Medway UA
Melton
Merton
Mid Devon
Mid Suffolk

| | |
|---|---|
| Authority Name | Mid Devon |
| E-code | E1133 |
| Local authority contact name | |
| Local authority contact number | |
| Local authority e-mail address | |

Ver 1.1

## PART 1A: NON-DOMESTIC RATING INCOME

This section of the form uses entries from other parts to calculate the forecast net business rates income for the authority in 2024-25. Note that you still need to enter data for line 5 and line 9a, but otherwise it is all calculated. Also please note that Parts 1B and 1C are below.

| | £ |
|---|---|
| **COLLECTABLE RATES (See Note A)** | |
| 1. Net amount receivable from rate payers after taking account of transitional adjustments, empty property rate, mandatory and discretionary reliefs and accounting adjustments | 17,665,662 |
| **TRANSITIONAL PROTECTION PAYMENTS** | |
| 2. Sums due to the authority | 1,096,516 |
| 3. Sums due from the authority | 0 |
| **COST OF COLLECTION (See Note B)** | |
| 4. Cost of collection formula | 123,164 |
| 5. Legal costs | 0 |
| 6. Allowance for cost of collection | 123,164 |
| **SPECIAL AUTHORITY DEDUCTIONS** | |
| 7. City of London Offset : Not applicable for your authority | 0 |
| **DISREGARDED AMOUNTS** | |
| 8. Amounts retained in respect of Designated Areas | 0 |
| 9. Amounts retained in respect of Renewable Energy Schemes (See Note C) | 334,661 |
| *of which:* | |
| 9a. sums retained by billing authority | 233,823 |
| 9b. sums retained by major precepting authority | 100,838 |
| 10. Amounts retained in respect of Shale Oil and Gas Sites Schemes (See Note D) | 0 |
| **NON-DOMESTIC RATING INCOME** | |
| 11. Line 1 plus line 2, minus lines 3, 6 to 9 and 10 | 18,304,353 |

**FOR INFORMATION: Breakdown of Collectable Rates**

| | | |
|---|---|---|
| Gross rates payable in year | 28,099,558 | Part 2, Line 5 |
| Cost of mandatory relief | -6,197,329 | Part 2, Line 18 + Part 2 |
| Cost of discretionary relief | -2,825,051 | Part 2, Line 35 + Part 2 |
| Cost of transitional arrangements | -1,096,516 | Part 2, Line 8 |
| Cost of accounting adjustments for losses on collection | -65,000 | Part 3, Line 2 |
| Cost of accounting adjustments for addition to appeals provision | -250,000 | Part 3, Line 3 |
| **Collectable Rates** | 17,665,662 | **Part 1, Line 1** |

**NATIONAL NON-DOMESTIC RATES RETURN - NNDR1**
**2024-25**

Please e-mail with certification to: nndr.statistics@levellingup.gov.uk by no later than 31 January 2024.

**All figures must be entered in whole £**

If you are content with your answers please return this form to DLUHC as soon as possible

**Local Authority : Mid Devon**

**PART 1B: PAYMENTS**

**This page is for information only; please do not amend any of the figures**

The payments to be made, during the course of 2024-25 to:

i) the Secretary of State in accordance with Regulation 4 of the Non-Domestic Rating (Rates Retention) Regulations 2013;
ii) major precepting authorities in accordance with Regulations 5, 6 and 7; and to be
iii) transferred by the billing authority from its Collection Fund to its General Fund,

are set out below

| | Column 1<br>**Central Government** | Column 2<br>**Mid Devon** | Column 3<br>**Devon County Council** | Column 4<br>**Devon and Somerset Fire Authority** | Column 5<br>**Total** |
|---|---|---|---|---|---|
| **Retained NNDR shares** | £ | £ | £ | £ | £ |
| 12. % of non-domestic rating income to be allocated to each authority in 2024-25 | 50% | 40% | 9% | 1% | 100% |
| **Non-Domestic Rating Income for 2024-25** | | | | | |
| 13. Non-domestic rating income from rates retention scheme | 9,152,176 | 7,321,741 | 1,647,392 | 183,044 | 18,304,353 |
| 14.(less) deductions from central share | 0 | | | | 0 |
| 15 **TOTAL:** | 9,152,176 | 7,321,741 | 1,647,392 | 183,044 | 18,304,353 |
| **Other Income for 2024-25** | | | | | |
| 16. add: cost of collection allowance | | 123,164 | | | 123,164 |
| 17. add: amounts retained in respect of Designated Areas | | 0 | | | 0 |
| 18. add: amounts retained in respect of renewable energy schemes | | 233,823 | 100,838 | | 334,661 |
| 19. add: amounts retained in respect of Shale oil and gas sites schemes | | 0 | 0 | 0 | 0 |
| 20. add: qualifying relief in Designated Areas | | 0 | 0 | 0 | 0 |
| 21. add: City of London Offset | | 0 | | | 0 |
| 22. add: in respect of Port of Bristol hereditament | | 0 | | | 0 |
| **Estimated Surplus/Deficit on Collection Fund** | £ | £ | £ | £ | £ |
| 23. Surplus/Deficit at end of 2023-24 (+ve = surplus, -ve = deficit) | 334,881 | 267,904 | 60,278 | 6,698 | 669,761 |
| **TOTAL FOR THE YEAR** | £ | £ | £ | £ | £ |
| 24. Total amount due to authorities | 9,487,057 | 7,946,633 | 1,808,508 | 189,742 | 19,431,939 |

**NATIONAL NON-DOMESTIC RATES RETURN - NNDR1**
**2024-25**

Please e-mail with certification to: nndr.statistics@levellingup.gov.uk by no later than 31 January 2024.

**All figures must be entered in whole £**

If you are content with your answers please return this form to DLUHC as soon as possible

**Local Authority : Mid Devon**

**PART 1C: SECTION 31 GRANT (See Note E)**

**This page is for information only; please do not amend any of the figures**

*Estimated sums due from Government via Section 31 grant, to compensate authorities for the cost of changes to the business rates system announced in the 2013 to 2016 and 2022 to 2023 Autumn Statements, 2020 and 2021 spending reviews, and 2017 (March and November), 2018 (October) and 2021 (October) Budgets*

Small Business Rates Multiplier Adjustment Factor: 1.248
Supplementary Multiplier Adjustment Factor: 1.167

| | Column 2<br>**Mid Devon** | Column 3<br>**Devon County Council** | Column 4<br>**Devon and Somerset Fire Authority** | Column 5<br>**Total** |
|---|---|---|---|---|
| **Multiplier Cap** | £ | £ | £ | £ |
| 25. Cost of cap on 2014-15, 2015-16 and post-2018-19 and freezing of 2021-22, 2022-23, 2023-24 small business rates and standard business rates multipliers and the 2024-25 small business rates multiplier - Loss of net rates income | 1,497,768 | 346,448 | 36,299 | 1,880,515 |
| 26. Cost of cap on 2014-15, 2015-16 and post-2018-19 and freezing of 2021-22, 2022-23, 2023-24 small business rates and standard business rates multipliers and the 2024-25 small business rates multiplier - Uprating to grants in respect of Section 31 funded reliefs | 521,030 | 117,232 | 13,026 | 651,288 |
| 27. Total compensation for cost of cap on 2014-15, 2015-16 and post-2018-19 and freezing of 2021-22, 2022-23, 2023-24 small business rates and standard business rates multipliers and the 2024-25 small business rates multiplier | 2,018,798 | 463,680 | 49,325 | 2,531,803 |
| **Small Business Rate Relief** | | | | |
| 28. Cost of doubling SBRR & threshold changes for 2024-25 | 1,089,642 | 245,169 | 27,241 | 1,362,052 |
| 28a. Additional compensation for loss of supplementary multipler income | 41,010 | 9,227 | 1,025 | 51,262 |
| 29. Cost to authorities of maintaining relief on "first" property | 0 | 0 | 0 | 0 |
| **Rural Rate Relief** | | | | |
| 30. Cost to authorities of providing 100% rural rate relief | 4,757 | 1,071 | 119 | 5,947 |
| **Supporting Small Business Scheme** | | | | |
| 31. Cost to authorities of providing relief | 156,981 | 35,320 | 3,924 | 196,225 |
| **Designated Areas qualifying relief in 100% business rates retention areas** | | | | |
| 32. Cost to authorities of providing relief | 0 | 0 | 0 | 0 |
| **Local newspaper relief** | | | | |
| 33. Cost to authorities of providing relief | 600 | 135 | 15 | 750 |
| **Public lavatories relief** | | | | |
| 34. Cost to authorities of providing relief | 2,781 | 625 | 69 | 3,475 |
| **Retail, Hospitality and Leisure relief** | | | | |
| 35. Cost to authorities of providing relief | 938,078 | 211,067 | 23,452 | 1,172,597 |
| **Freeports relief** | | | | |
| 36. Cost to authorities of providing relief | 0 | 0 | 0 | 0 |
| **Investment Zones relief** | | | | |
| 37. Cost to authorities of providing relief | 0 | 0 | 0 | 0 |
| **Low-carbon heat networks relief** | | | | |
| 38. Cost to authorities of providing relief | 0 | 0 | 0 | 0 |
| **TOTAL FOR THE YEAR** | £ | £ | £ | £ |
| 39. Amount of Section 31 grant due to authorities to compensate for reliefs | 4,252,647 | 966,294 | 105,170 | 5,324,111 |

**NB** To determine the amount of S31 grant due to it, the authority will have to add / deduct from the amount shown in line 39, a sum to reflect the adjustment to tariffs / top-ups in respect of the multiplier cap (See notes for Line 39)

This completed Excel form should be e-mailed to nndr.statistics@levellingup.gov.uk and any relevant precepting authorities by the Chief Financial / Section 151 Officer. The email should include the officer's electronic signature and the following statement:

I confirm that the entries in this form are the best I can make on the information available to me and amounts are calculated in accordance with regulations made under Schedule 7B to the Local Government Act 1988. I also confirm that the authority has acted diligently in relation to the collection of non-domestic rates.

**Local Authority : Mid Devon**

**PART 2: RELIEFS AND NET RATES PAYABLE (See Note F)**

This section of the form is for you to enter the gross rates value and the amount of various business rates reliefs forecast for 2024-25. This will then calculate the forecast net rates payable. These values also populate the section 31 payment calculations in Part 1.

**Please Select:**

**Some authorities may be unable to provide data on reliefs disaggregated by the multiplier applied to hereditaments. Please indicate if you are able to provide this data.**

**Yes - able to provide disaggregated data**

| You should complete columns 1 & 4 only | | Column 1 | Column 2 | Column 3 | | Column 4 | Column 5 | Column 6 | Column 7 |
|---|---|---|---|---|---|---|---|---|---|
| | | Hereditaments using the small business rating multiplier | | | | Hereditaments using the standard multiplier | | | |
| | | BA Area (exc. Designated areas). | Designated areas | TOTAL (All BA Area) | | BA Area (exc. Designated areas) | Designated areas | TOTAL (All BA Area) | GRAND TOTAL |
| **GROSS RATES PAYABLE (All data should be entered as +ve unless specified otherwise) - See Note G** | | Complete this column | Do not complete this column | Do not complete this column | | Complete this column | Do not complete this column | Do not complete this column | Do not complete this column |
| | | £ | | £ | | £ | | £ | £ |
| 1. Rateable Value at | 14/01/2024 | 29,100,422 | | 29,100,422 | | 24,868,950 | | 24,868,950 | 53,969,372 |
| 2. Multiplier for 2024-25 (pence) | 49.9 | | | | 54.6 | | | | |
| 3. Gross rates 2024-25 (RV x multiplier) | | 14,521,111 | | | | 13,578,447 | | | 28,099,558 |
| 4. Estimated growth/decline in gross rates (+ = increase, - = decrease) | | 0 | | | | 0 | | | 0 |
| 5. Forecast gross rates payable in 2024-25 | | 14,521,111 | | 14,521,111 | | 13,578,447 | | 13,578,447 | 28,099,558 |

| You should complete columns 1 & 4 only | Column 1 | Column 2 | Column 3 | Column 4 | Column 5 | Column 6 | Column 7 |
|---|---|---|---|---|---|---|---|
| | Hereditaments using the small multiplier | | | Hereditaments using the standard multiplier | | | |
| | BA Area (exc. Designated areas). | Designated areas | TOTAL (All BA Area) | BA Area (exc. Designated areas) | Designated areas | TOTAL (All BA Area) | GRAND TOTAL |
| **TRANSITIONAL ARRANGEMENTS (See Note H)** | Complete this column | Do not complete this column | Do not complete this column | Complete this column | Do not complete this column | Do not complete this column | Do not complete this column |
| 6. Revenue foregone because increases in rates have been deferred (Show as -ve) | -917,511 | | -917,511 | -179,005 | | -179,005 | -1,096,516 |
| 7. Changes as a result of estimated growth / decline in cost of transitional arrangements | 0 | | | 0 | | | |
| **TRANSITIONAL PROTECTION PAYMENTS** | | | | | | | |
| 8. Sum due to/(from) authority | 917,511 | | 917,511 | 179,005 | | 179,005 | 1,096,516 |

**Local Authority : Mid Devon**

**PART 2: RELIEFS AND NET RATES PAYABLE (See Note F)**

This section of the form is for you to enter the gross rates value and the amount of various business rates reliefs forecast for 2024-25. This will then calculate the forecast net rates payable. These values also populate the section 31 payment calculations in Part 1.

**Please Select:**

**Some authorities may be unable to provide data on reliefs disaggregated by the multiplier applied to hereditaments. Please indicate if you are able to provide this data.**

**Yes - able to provide disaggregated data**

| You should complete columns 1 & 4 only | Column 1 | Column 2 | Column 3 | Column 4 | Column 5 | Column 6 | Column 7 |
|---|---|---|---|---|---|---|---|
| | Hereditaments using the small business rating multiplier | | | Hereditaments using the standard multiplier | | | |
| | BA Area (exc. Designated areas). | Designated areas | TOTAL (All BA Area) | BA Area (exc. Designated areas) | Designated areas | TOTAL (All BA Area) | GRAND TOTAL |
| **MANDATORY RELIEFS (See Note I) (All data should be entered as -ve unless specified otherwise)** | | | | | | | |
| **Small Business Rate Relief** | | | | | | | |
| 9. Forecast of relief to be provided in 2024-25 | -4,127,431 | | -4,127,431 | 0 | | 0 | -4,127,431 |
| 10. *of which:* relief on existing properties where a 2nd property is occupied | 0 | | 0 | 0 | | 0 | 0 |
| **Charitable occupation** | | | | | | | |
| 11. Forecast of relief to be provided in 2024-25 | -671,355 | | -671,355 | -1,114,277 | | -1,114,277 | -1,785,632 |
| **Community Amateur Sports Clubs (CASCs)** | | | | | | | |
| 12. Forecast of relief to be provided in 2024-25 | -21,756 | | -21,756 | 0 | | 0 | -21,756 |
| **Rural rate relief** | | | | | | | |
| 13. Forecast of relief to be provided in 2024-25 | -23,789 | | -23,789 | 0 | | 0 | -23,789 |
| **Public Lavatories relief (See note J)** | | | | | | | |
| 14. Forecast of relief to be provided in 2024-25 | -6,949 | | -6,949 | 0 | | 0 | -6,949 |
| **Low-carbon heat networks relief** | | | | | | | |
| 15. Forecast of relief to be provided in 2024-25 | 0 | | 0 | 0 | | 0 | 0 |
| 16. Forecast of mandatory reliefs to be provided in 2024-25 (Sum of lines 9 to 16) | -4,851,280 | | | -1,114,277 | | | |
| 17. Changes as a result of estimated growth/decline in mandatory relief | 0 | | | 0 | | | |
| **18. Total forecast mandatory reliefs to be provided in 2024-25** | -4,851,280 | | -4,851,280 | -1,114,277 | | -1,114,277 | -5,965,557 |
| **UNOCCUPIED PROPERTY (See Note K) (All data should be entered as -ve unless specified otherwise)** | | | | | | | |
| **Partially occupied hereditaments** | | | | | | | |
| 19. Forecast of 'relief' to be provided in 2024-25 | 0 | | 0 | 0 | | 0 | 0 |
| **Empty premises** | | | | | | | |
| 20. Forecast of 'relief' to be provided in 2024-25 | -231,772 | | -231,772 | 0 | | 0 | -231,772 |
| 21. Forecast of unoccupied property 'relief' to be provided in 2024-25 (Line 19 + line 20) | -231,772 | | | 0 | | | |
| 22. Changes as a result of estimated growth/decline in unoccupied property 'relief' (+ = decline, - = increase) | 0 | | | 0 | | | |
| **23. Total forecast unoccupied property 'relief' to be provided in 2024-25** | -231,772 | | -231,772 | 0 | | 0 | -231,772 |

**Local Authority : Mid Devon**

**PART 2: RELIEFS AND NET RATES PAYABLE (See Note F)**

This section of the form is for you to enter the gross rates value and the amount of various business rates reliefs forecast for 2024-25. This will then calculate the forecast net rates payable. These values also populate the section 31 payment calculations in Part 1.

**Please Select:**

**Some authorities may be unable to provide data on reliefs disaggregated by the multiplier applied to hereditaments. Please indicate if you are able to provide this data.**

**Yes - able to provide disaggregated data**

| You should complete columns 1 & 4 only | Column 1 | Column 2 | Column 3 | Column 4 | Column 5 | Column 6 | Column 7 |
|---|---|---|---|---|---|---|---|
| | Hereditaments using the small business rating multiplier | | | Hereditaments using the standard multiplier | | | |
| | **BA Area (exc. Designated areas).** | **Designated areas** | **TOTAL (All BA Area)** | **BA Area (exc. Designated areas)** | **Designated areas** | **TOTAL (All BA Area)** | **GRAND TOTAL** |
| **DISCRETIONARY RELIEFS (See Note L) (All data should be entered as -ve unless specified otherwise)** | | | | | | | |
| **Charitable occupation** | | | | | | | |
| 24. Forecast of relief to be provided in 2024-25 | -65,934 | | -65,934 | -11,384 | | -11,384 | -77,318 |
| **Non-profit making bodies** | | | | | | | |
| 25. Forecast of relief to be provided in 2024-25 | -4,987 | | -4,987 | 0 | | 0 | -4,987 |
| **Community Amateur Sports Clubs (CASCs)** | | | | | | | |
| 26. Forecast of relief to be provided in 2024-25 | -3,604 | | -3,604 | 0 | | 0 | -3,604 |
| **Small rural businesses** | | | | | | | |
| 27. Forecast of relief to be provided in 2024-25 | 0 | | 0 | 0 | | 0 | 0 |
| **Other ratepayers (refer to guidance for further details)** | | | | | | | |
| 28. Forecast of relief to be provided in 2024-25 | | | 0 | 0 | | 0 | 0 |
| *of which:* | *of which:* | | | *of which:* | | | |
| 29. Relief given to Case A hereditaments | | | | | | | |
| 30. Relief given to Case B hereditaments | 0 | | | 0 | | | |
| 31. Relief given to Freeports (See Note M) | | | | | | | |
| 32. Relief given to Investment Zones (See Note M) | 0 | | | 0 | | | |
| 33. Forecast of discretionary relief to be provided in 2024-25 (Sum of lines 23 to 28) | -74,525 | | | -11,384 | | | |
| 34. Changes as a result of estimated growth/decline in discretionary relief (+ = decline, - = increase) | 0 | | | 0 | | | |
| **35. Total forecast discretionary relief to be provided in 2024-25** | -74,525 | | -74,525 | -11,384 | | -11,384 | -85,909 |

**Local Authority : Mid Devon**

**PART 2: RELIEFS AND NET RATES PAYABLE (See Note F)**

This section of the form is for you to enter the gross rates value and the amount of various business rates reliefs forecast for 2024-25. This will then calculate the forecast net rates payable. These values also populate the section 31 payment calculations in Part 1.

**Please Select:**

**Some authorities may be unable to provide data on reliefs disaggregated by the multiplier applied to hereditaments. Please indicate if you are able to provide this data.**

**Yes - able to provide disaggregated data**

| You should complete columns 1 & 4 only | Column 1 | Column 2 | Column 3 | Column 4 | Column 5 | Column 6 | Column 7 |
|---|---|---|---|---|---|---|---|
| | **Hereditaments using the small business rating multiplier** | | | **Hereditaments using the standard multiplier** | | | |
| | **BA Area (exc. Designated areas).** | **Designated areas** | **TOTAL (All BA Area)** | **BA Area (exc. Designated areas)** | **Designated areas** | **TOTAL (All BA Area)** | **GRAND TOTAL** |
| **DISCRETIONARY RELIEFS FUNDED THROUGH SECTION 31 GRANT(See Note N) (All data should be entered as -ve unless specified otherwise)** | | | | | | | |
| **Supporting Small Business Scheme** | | | | | | | |
| 36. Forecast of relief to be provided in 2024-25 | -392,449 | | -392,449 | 0 | | 0 | -392,449 |
| **Local newspaper relief** | | | | | | | |
| 37. Forecast of relief to be provided in 2024-25 | -1,500 | | -1,500 | 0 | | 0 | -1,500 |
| **Retail, Hospitality and Leisure relief** | | | | | | | |
| 38. Forecast of relief to be provided in 2024-25 | -1,615,561 | | -1,615,561 | -729,632 | | -729,632 | -2,345,193 |
| 39. Forecast of discretionary reliefs funded through S31 grant to be provided in 2024-25 (Sum of lines 37 to 39) | -2,009,510 | | | -729,632 | | | |
| 40. Changes as a result of estimated growth/decline in Section 31 discretionary relief (+ = decline, - = increase) | 0 | | | 0 | | | |
| **41. Total forecast of discretionary reliefs funded through S31 grant to be provided in 2024-25** | -2,009,510 | | -2,009,510 | -729,632 | | -729,632 | -2,739,142 |
| **NET RATES PAYABLE** | | | | | | | |
| 42. Forecast of net rates payable by rate payers after taking account of transitional adjustments, unoccupied property relief, mandatory and discretionary reliefs | £ 6,436,513 | | £ 6,436,513 | £ 11,544,149 | | £ 11,544,149 | £ 17,980,662 |

**Local Authority : Mid Devon**

## PART 3: COLLECTABLE RATES AND DISREGARDED AMOUNTS

Enter accounting adjustments in this section, which calculations will deduct from the net rates calculated from entries in Part 2. You must break down estimated bad debts and repayments by hereditaments receiving the small and standard mutliplier, but adjustments from line 5 onwards should reflect the total of both types of hereditament.

**You should complete column 1 only**

| | Column 1 | Column 2 | Column 3 |
|---|---|---|---|
| | **Enter data for all hereditaments in these columns** | | |
| | **BA Area (exc. Designated areas)** | **Designated Areas** | **TOTAL (All BA Area)** |
| | **Complete this column** | **Do not complete this column** | **Do not complete this column** |
| **NET RATES PAYABLE** | **£** | | **£** |
| 1. Sum payable by rate payers after taking account of transitional adjustments, empty property rate, mandatory and discretionary reliefs | **17,980,662** | | **17,980,662** |
| **(LESS) LOSSES (Data should be entered as -ve)** | | | |
| 2. Estimated bad debts in respect of 2024-25 rates payable | **-65,000** | | **-65,000** |
| 3. Estimated repayments in respect of 2024-25 rates payable | **-250,000** | | **-250,000** |
| **COLLECTABLE RATES** | | | |
| 4. Net Rates payable less losses | **17,665,662** | | **17,665,662** |

| | Column 1 | Column 2 | Column 3 |
|---|---|---|---|
| | **BA Area (exc. Designated areas)** | **Designated Areas** | **TOTAL (All BA Area)** |
| | **Complete this column** | **Do not complete this column** | **Do not complete this column** |
| **DISREGARDED AMOUNTS (Data should be entered as +ve)** | | | |
| 5. Renewable Energy (see Note B) | **334,661** | | **334,661** |
| 6. Shale oil and gas sites scheme (see Note C) | **0** | | **0** |
| 7. Transitional Protection Payment | | | |
| 8. Baseline | | | |
| **DISREGARDED AMOUNTS** | | | |
| 9. Total Disregarded Amounts | | | **0** |
| **DESIGNATED AREAS IN 100% BRR AUTHORITIES** | | | |
| 10. Designated Areas Qualifying Relief: Not applicable | **0** | | **0** |
| **DEDUCTIONS FROM CENTRAL SHARE** | | | |
| 11. Designated Areas Qualifying Relief | **0** | | **0** |
| **Port of Bristol** | | | |
| 12. In respect of Port of Bristol: Not applicable | **0** | | **0** |
| **DEDUCTIONS FROM CENTRAL SHARE** | | | |
| 13. Total Deductions | **0** | | **0** |

**Local Authority : Mid Devon**

## PART 4: ESTIMATED COLLECTION FUND BALANCE

This section estimates the collection fund closing balance for the current year (*not* the forecast year otherwise referred to in this form). Please refer to guidance notes for details. Note that you can edit the blue-bordered cells, but you will be asked to provide a comment explaining why they are changed from the prepopulated figures.

| | £ | £ |
|---|---|---|
| **OPENING BALANCE** | | |
| 1. Opening Balance (From Collection Fund Statement) | | -266,893 |
| **BUSINESS RATES CREDITS AND CHARGES** | | |
| 2. Business rates credited and charged to the Collection Fund in 2023-24 (enter as +ve) | 15,744,548 | |
| 3. Sums written off in excess of the allowance for non-collection (enter as -ve) | 0 | |
| 4. Changes to the allowance for non-collection | -335,002 | |
| 5. Amounts charged against the provision for alteration of lists and appeals following RV list changes (enter as +ve) | 44,972 | |
| 6. Changes to the provision for alteration of lists and appeals | -44,972 | |
| **7. Total business rates credits and charges (Total lines 2 to 6)** | | 15,409,546 |
| **OTHER RATES RETENTION SCHEME CREDITS (enter as +ve)** | | |
| 8. Transitional protection payments received, or to be received in 2023-24 | 2,443,710 | |
| 9. Transfers/payments to the Collection Fund for end-year reconciliations | 26,444 | |
| 10. Transfers/payments into the Collection Fund in 2023-24 in respect of a previous year's deficit | 447,820 | |
| **11. Total Other Credits** (Total lines 8 to 10) | | 2,917,974 |
| **OTHER RATES RETENTION SCHEME CHARGES (enter as -ve)** | | |
| 12. Transitional protection payments made, or to be made, in 2023-24 | 0 | |
| 13. Payments made, or to be made, to the Secretary of State in respect of the central share in 2023-24 | -8,460,775 | |
| 14. Payments made, or to be made to, major precepting authorities in respect of business rates income 2023-24 | -1,692,156 | |
| 15. Transfers made, or to be made, to the billing authority's General Fund in respect of business rates income in 2023-24 | -6,768,621 | |
| 16. Transfers made, or to be made, to the billing authority's General Fund; and payments made, or to be made, to a precepting authority in respect of disregarded amounts in 2023-24 | -469,314 | |
| 17. Transfers/payments from the Collection Fund for end-year reconciliations | 0 | |
| 18. Transfers/payments made from the Collection Fund in 2023-24 in respect of a previous year's surplus | 0 | |
| **19. Total Other Charges** (Total lines 12 to 18) | | -17,390,866 |

| **ESTIMATED SURPLUS/(DEFICIT) ON COLLECTION FUND IN RESPECT OF FINANCIAL YEAR 2023-24 - Surplus (positive), Deficit (Negative)** | £ |
|---|---|
| 20. Opening balance plus total credits, less total charges (Total lines 1, 7, 11,19) | 669,761 |

**APPORTIONMENT OF ESTIMATED SURPLUS / DEFICIT (See Note N)**

| | Column 1 **Central Government** | Column 2 **Mid Devon** | Column 3 **Devon County Council** |
|---|---|---|---|
| 21. % for distribution of prior year surplus/deficit (i.e. 2022-23) | 50% | 40% | 9% |
| 22. Total prior year surplus (+)/deficit (-) | 90,464 | 72,371 | 16,283 |
| 23. % for distribution of in-year surplus/deficit (i.e. 2023-24) | 50% | 40% | 9% |
| 24. In year surplus (+)/deficit (-) | 244,417 | 195,534 | 43,995 |
| **25. Total (total lines 22 and 24)** | 334,881 | 267,904 | 60,278 |

This page is intentionally left blank

| **Report for:** | **Cabinet** |
|---|---|
| Date of Meeting: | 6 February 2024 |
| Subject: | **2024/25 Capital Strategy and 2024/25 – 2028/29 Capital Programme** |
| Cabinet Member: | Cllr James Buczkowski – Cabinet Member for Finance |
| Responsible Officer: | Andrew Jarrett – Deputy Chief Executive (S151) |
| Exempt: | N/a |
| Wards Affected: | All |
| Enclosures: | Appendix 1 – 2024/25 – 2028/29 Capital Programme |

**Section 1 – Summary and Recommendation(s)**

The Capital Strategy is a key document for the Council and forms part of the Council's integrated financial planning processes which includes the setting of the capital and revenue budgets, business plan and council tax for the year ahead, consideration of the medium-term financial plans and production of a Treasury Management Strategy.

To agree the proposed 2024/25 Capital Strategy and to seek approval of the 2024/25 Capital Programme and note the indicative Capital Programmes for 2025/26 to 2028/29.

**Recommendation(s):**

**That Cabinet recommend to Full Council:**

1. **That the proposed 2024/25 Capital Strategy is approved.**
2. **To approve in principal the current estimated amounts of Slippage of £28,833k from the 2023/24 Deliverable Capital Programme and £44,947k of 2023/24 Capital Programme expenditure profiled over the life of the remaining MTFP. This will be finalised and formal approval sought as part of 2023/24 Outturn report.**
3. **The overall Capital Programme for new projects commencing in 2024/25 of £18,967k be approved and the indicative Capital Programmes across**

**the four remaining years of this Medium Term Financial Plan covering 2025/26 to 2028/29 be noted.**

4. **To approve the 2024/25 Deliverable Budget based on the forecast spend profile of £40,701k, this will include elements of amounts detailed in recommendations 2 and 3 above and will form the budget to monitor against as part of the Council's quarterly budget monitoring processes in 2024/25, subject to any changes referred to in recommendation 2 at Outturn.**

**Section 2 – 2024/25 Capital Strategy**

1.0 Introduction

1.1 The Capital Strategy gives a high-level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of local public services, along with an overview of how associated risk is managed and the implications for future financial sustainability.

1.2 The strategy is designed to be a user-friendly document, which can direct stakeholders to the relevant documents relating to Treasury decisions, Asset Management and the Capital Programme for the coming years. It provides a link between these activities and reiterates the need for these to be co-ordinated to support the objectives of the Corporate Plan.

1.3 This strategy brings together the statutory requirements of the Chartered Institute of Public Finance Accountants (CIPFA) and the CIPFA Prudential Code for Capital Finance in Local Authorities. There is also a strong link with the Treasury Management Strategy that provides a framework for the borrowing and lending activity of the Council.

1.4 The Capital Strategy needs to be relevant in the current financial and economic climate and therefore needs a cautious and measured, yet flexible, approach that reflects the fact that:

- The impact on the Revenue Budget arising from the Capital Investment Programme must be affordable and sustainable, and be used to aid the bottom line;
- Capital resources available to the Council are limited, with little direct funding provided from Government and currently limited scope to raise income from Capital Receipts;
- Local Government's range of responsibility is constantly changing along with the role that it plays within the community, leading to an expectation that Society will assist in the delivery of services.

1.5 The Council is required, by regulation, to publish a number of indicators relating to the Capital Investment Programme, Treasury Management and the revenue

implications of the programme, known as the Prudential Indicators. This report, along with the Treasury Management Strategy, publishes those indicators, based on the assumption that Cabinet / Council will approve the proposals contained within the Revenue Budget and Capital Programme.

## 2.0 Strategic Aims

2.1 The key objective of the Capital Strategy is to deliver a Capital Programme that:

- Ensures that the Council has assets that are fit for purpose and enable the delivery of the priorities set out in the Corporate Plan;
- Supports the Council's service specific plans and strategies;
- Facilitates income generation that aids the Revenue Budget;
- Is affordable, financially prudent and sustainable.

This should not however prevent the authority from:

- Reducing the on-going liability of holding assets by engaging with communities to develop alternative service delivery options including asset transfer;
- Fully utilising resource opportunities available for Capital Investment from outside sources where this does not create ongoing revenue liabilities or commitments that cannot be met.

## 3.0 Priorities

3.1 The Council's priority areas for investment can be summarised as:

3.1.1 **Asset replacement and/or enhancement**: The services delivered by the Council depend upon a variety of assets such as Plant, Property and Equipment (PPE) or vehicles. These need to be updated/upgraded on a regular basis to ensure service delivery is maintained or enhanced. Asset maintenance is a revenue cost; the purchase or enhancement is a capital cost.

3.1.2 **Income Generation:** The Council is looking to identify investments that generate an income to replace the lost grant funding and ease the pressure on the Revenue Budget. Specific projects / investment opportunities will be brought forward for approval by the Cabinet as they are identified.

3.1.3 **Economic Regeneration:** The Council is committed to investing in the District's future through regeneration projects. Any schemes will need to be self-financing so that borrowing costs are covered by either Grant, investment income or capital receipts leaving no ongoing impact on the Council's Revenue Budget.

3.1.4 **Invest to save**: The Council is always looking for opportunities to deliver future efficiencies in service provision, known as 'Invest to Save'. This could include investment in technology or processes. The "green" investments are a good

example of this, where investment in more efficient heating systems reduces the ongoing cost of energy consumption.

3.1.5 **Health and Wellbeing:** The Council's receives the Disabled Facilities scheme, which pays for essential housing adaptations to help disabled people stay in their own homes. In the current climate, it is also important that the Council plays a wider role in the health and wellbeing of its local community.

4.0 Capital Expenditure and Financing

4.1 Capital expenditure is incurred on the acquisition or creation of assets, or expenditure that enhances or adds to the life or value of an existing asset that is needed to provide services. Assets can be tangible or intangible assets and yield benefits to the Council generally for a period of more than one year e.g. land, buildings, vehicles. This contrasts with revenue expenditure which is spending on the day-to-day running costs of services such as employee costs and supplies and services. In Local Government, this includes spending on assets owned by other bodies, or loans and grants to other bodies enabling them to buy/build assets. The Council has limited discretion on what counts as capital expenditure, for example assets costing below £20k are deemed deminimis and are not capitalised but are instead charged to revenue in-year.

4.2 The detail of our approach to capitalisation is shown in our Accounting Policies in the Statement of Accounts that are produced each year. The Audit Committee have approved the latest draft Accounts subject to some minor outstanding queries. The latest Accounts can be found here:

https://www.middevon.gov.uk/your-council/finance/annual-accounts/

4.3 Service managers bid annually to include projects in the Council's Capital Programme. Bids are collated by Finance who calculate the financing cost (which can be nil if the project is fully externally financed). The relevant PDGs consider the Capital Programme and the funding thereof and can make recommendations to Cabinet. The final Capital Programme is then presented to Cabinet in February who recommend it to Full Council for approval the same month each year.

4.4 In 2024/25, the Council is requesting approval of new capital expenditure of £18,967k for new projects due to start in 2024/25 as well as estimated £21,734k of expenditure approved in prior years that has slipped in timescale or was planned for future years. These projects have an expenditure profile within 2024/25 of £40,701k which forms the Deliverable Budget for the year (as detailed in **Appendices 1 and 2**). It can be summarised as follows:

*Table 1: Prudential Indicator: Estimates of Capital Expenditure*

| Capital Expenditure £000 | 2022/23 Actual | 2023/24 Estimate | 2024/25 Estimate | 2025/26 Estimate | 2026/27 Estimate |
|---|---|---|---|---|---|
| General Fund Projects | 4,910 | 4,459 | 24,675 | 21,780 | 2,580 |
| HRA Projects[1] | 6,957 | 7,414 | 16,025 | 16,290 | 25,236 |
| Loans to Subsidiary Company* | 5,363 | 2,639 | 0 | 0 | 0 |
| **Total** | **17,230** | **14,512** | **40,701** | **38,070** | **27,816** |

**This figure is gross loans and excludes repayments and working capital loans (which are treated as Revenue)*

4.5 All capital expenditure must be financed, whether from external sources (Government grants and other contributions), the Council's own resources (Revenue, Reserves and Capital Receipts) or Debt (Borrowing, Leasing and Private Finance Initiative).

4.6 Borrowing may be internal or external:

4.6.1 **Internal borrowing** uses the cash balances of the Council. Currently, these balances yield small returns on the investment market and is therefore cheaper than the interest rate payable on an external loan and so is maximised as far as possible. This has been a significant funding source in recent years.

4.6.2 **External borrowing** is via loans. Within Local Government, the main provider for long-term borrowing has traditionally been the Public Works Loan Board [PWLB]. However, the Council also uses other organisations, such as other Local Authorities for shorter-term cash flow requirements.

4.7 An increasing number of assets are leased, such as the new vehicles within our fleet. These are normally taken through Finance Leases where the asset remains owned by the finance company, but the Council rents them.

4.8 The planned financing of the expenditure in Table 1 above is as follows:

*Table 2: Capital financing*

| Financing of Capital Expenditure £000 | 2022/23 Actual | 2023/24 Estimate | 2024/25 Estimate | 2025/26 Estimate | 2026/27 Estimate |
|---|---|---|---|---|---|
| Capital receipts | 865 | 1,306 | 1,394 | 1,855 | 1,097 |
| Capital grants | 4,967 | 4,665 | 15,943 | 21,240 | 12,295 |
| Revenue Contributions | 0 | 0 | 0 | 0 | 0 |
| Borrowing | 4,018 | 4,593 | 5,120 | 3,799 | 2,746 |
| **Total** | **7,380** | **3,948** | **18,244** | **11,176** | **11,678** |

[1] The Housing Revenue Account (HRA) is a ring-fenced account, which ensures that council housing does not subsidise, or is itself subsidised, by other local services. HRA capital expenditure is therefore recorded separately.

4.9 Debt is only a temporary source of finance, as loans and leases must be repaid and is therefore replaced over time by other financing, usually from revenue, which is known as Minimum Revenue Provision (MRP). Alternatively, proceeds from selling capital assets (known as Capital Receipts) may be used to replace debt finance.

4.10 The Council's full Minimum Revenue Provision / loans fund repayments statement is shown in **Appendix 1** of the Treasury Management Strategy Statement. This strategy is also included elsewhere on the meeting agenda. Planned MRP is as follows:

*Table 3: Planned MRP payments*

| **Planned MRP Payments £000** | **2022/23 Actual** | **2023/24 Estimate** | **2024/25 Estimate** | **2025/26 Estimate** | **2026/27 Estimate** |
|---|---|---|---|---|---|
| General Fund | 2,868 | 803 | 989 | 1,086 | 1,125 |
| Housing Revenue Account | 972 | 991 | 1,008 | 1,099 | 1,342 |
| **Total** | **3,840** | **1,794** | **1,997** | **2,184** | **2,568** |

4.11 The Council's cumulative outstanding amount of debt finance is measured by the Capital Financing Requirement (CFR). This increases with new debt-financed capital expenditure and reduces with MRP / loan repayments and capital receipts used to replace debt. Members should note the reduction in the 2023/24 estimate resulting from closing 3 Rivers Developments Ltd. Based on the above figures for expenditure and financing, the Council's estimated CFR is expected to increase by £15,721k during 2024/25 and continue to gradually increase over future years as follows:

*Table 4: Prudential Indicator: Estimates of Capital Financing Requirement*

| **Capital Financing Requirement £000** | **2022/23 Actual** | **2023/24 Estimate** | **2024/25 Estimate** | **2025/26 Estimate** | **2026/27 Estimate** |
|---|---|---|---|---|---|
| General Fund Services | 9,623 | 9,722 | 18,657 | 21,892 | 21,880 |
| Council Housing (HRA) | 40,552 | 40,163 | 46,949 | 52,651 | 61,719 |
| Loans to Subsidiary Company* | 14,417 | 0 | 0 | 0 | 0 |
| **Total CFR** | **64,592** | **49,885** | **65,606** | **74,543** | **83,599** |
| **Movement in CFR** | **3,464** | **-14,707** | **15,721** | **8,937** | **9,056** |

** Loans to Subsidiary Company investments relate to capital expenditure on housing developments and investment properties.*

This table is cumulative including existing and future borrowing. This is reduced as and when repayments are scheduled.

5.0 Treasury Management

5.1 Treasury Management is concerned with keeping sufficient, but not excessive cash, available to meet the Council's spending needs, while managing the risks involved. To avoid excessive credit balances or overdrafts in the bank current account, surplus cash is invested until required while a shortage of cash will be met by borrowing. The Council is typically cash rich in the short-term as revenue income is received before it is spent, but cash poor in the long-term as capital expenditure is incurred before being financed. The revenue cash surpluses are offset against capital cash shortfalls to reduce overall borrowing.

5.2 Due to decisions taken in the past, at 31 March 2024 the Council is forecast to have £31,373k of borrowing (excluding finance leases) at an average interest rate of 2.91% and £17,901k of short term treasury investments earning interest at an average rate of 5.48%.

5.3 **Borrowing strategy:** The Council's main objectives when borrowing are to achieve a low but certain cost of finance while retaining flexibility should plans change in the future. These objectives are often conflicting, and the Council therefore seeks to strike a balance between cheap short-term loans (up to 1 year, mainly through other Local Authorities - currently available at around 5%) and long-term fixed rate loans where the future cost is known but higher (currently around 5.4% from PWLB[2]).

5.4 Projected levels of the Council's total outstanding debt (which comprises borrowing and leases) are shown below, compared with the Capital Financing Requirement.

*Table 5: Prudential Indicator: Gross Debt and the Capital Financing Requirement*

| **Gross Debt and The Capital Financing Requirement £000** | **2022/23 Actual** | **2023/24 Estimate** | **2024/25 Estimate** | **2025/26 Estimate** | **2026/27 Estimate** |
|---|---|---|---|---|---|
| Debt (including Leases) | 35,291 | 33,465 | 41,179 | 45,362 | 53,626 |
| Capital Financing Requirement (CFR) | 64,592 | 49,885 | 65,606 | 74,543 | 83,599 |
| **Under / (Over) Borrowing** | **29,301** | **16,420** | **24,427** | **29,181** | **29,973** |

*5.5* Statutory guidance is that Debt should remain below the Capital Financing Requirement, except in the short-term. As can be seen from table 5, the Council expects to comply with this in 2024/25 through to 2026/27.

5.6 **Affordable borrowing limit:** The Council is legally obliged to set an affordable borrowing limit (also termed the Authorised Limit for external debt) each year

[2] As at the time of drafting this report – 26 January 2024

and to keep it under review. In line with statutory guidance, a lower “Operational Boundary” is also set as a warning level should debt approach the limit. Further details on borrowing are included with the Treasury Management Strategy, which is also included elsewhere on the meeting agenda.

*Table 6: Prudential Indicators: Authorised Limit and Operational Boundary for external debt*

| Authorised Limit and Operational Boundary for External Debt<br>£000 | 2022/23<br>Limit | 2023/24<br>Limit | 2024/25<br>Limit | 2025/26<br>Limit | 2026/27<br>Limit |
|---|---|---|---|---|---|
| Authorised Limit | 81,000 | 60,000 | 75,000 | 85,000 | 93,000 |
| Operational Boundary | 72,000 | 51,000 | 66,000 | 76,000 | 84,000 |

5.7 **Investment strategy:** Treasury investments arise from receiving cash before it is paid out again. Investments made for service reasons or for pure financial gain are not generally considered to be part of Treasury Management.

5.8 The Council's policy on treasury investments is to prioritise Security and Liquidity over Yield (SLY Principle), to focus on minimising risk rather than maximising returns. Cash that is likely to be spent in the near term is invested securely, for example with the Government, other local authorities or selected high-quality banks, to minimise the risk of loss. Money that will be held for longer terms is invested more widely, including in bonds, shares and property, to balance the risk of loss against the risk of receiving returns below inflation. Both near-term and longer-term investments may be held in pooled funds, where an external fund manager makes decisions on which particular investments to buy and the Council may request its money back at short notice. Further details on treasury investments is included within the Treasury Management Strategy, but can be summarised as follows[3]:

*Table 7: Treasury Management investments*

| Treasury Management Investments<br>£000 | 2022/23<br>Actual | 2023/24<br>Estimate | 2024/25<br>Estimate |
|---|---|---|---|
| Short-Term Investments | 19,757 | 17,901 | 10,000 |
| Long-Term Investments | 5,000 | 5,000 | 5,000 |
| **Total** | **24,757** | **22,901** | **15,000** |

5.9 **Governance:** Decisions on Treasury Management investment and borrowing are made daily and are therefore delegated to the S151 (Deputy Chief Executive) and finance staff, who must act in line with the Treasury Management Strategy approved by Full Council annually. Reports on Treasury Management activity are presented to Cabinet three times per year.

6.0 Investments for Commercial and Economic Development Purposes

6.1 The Council makes investments to assist local public services, including making loans to other public sector bodies to promote economic development and

[3] As at the 31 March of the appropriate year

provide an income stream. In light of the public service objective, the Council is willing to take more risk than with other treasury investments; however it is still a requirement for such investments to generate a profit after all costs, and after conducting all appropriate due diligence.

6.2 For example, the Council facilitated a loan to fund a GP Surgery/NHS Hub in Crediton. Not only will this provide the Council with a return on its loan, it will also provide an important, modern NHS Hub in Crediton, replacing two existing GP Surgeries and offering further NHS services to the public.

6.3 With Central Government financial support for local public services declining and the tightening of regulations within the Prudential Code that prohibits the Council from investing primarily for financial return, the options for the Council to invest in Commercial and for Economic Development purposes is limited.

6.4 The Council also has commercial activities in retail properties, which expose it to normal commercial risks. The over-arching ethos behind these activities is economic regeneration and retention of premises within the town centre rather than the income stream.

6.5 **Governance:** Decisions on commercial investments are made by the S151 (Deputy Chief Executive) in conjunction with the Leadership Team, in line with the criteria and limits approved by Council in the Treasury Management Strategy Statement (TMSS). Property and most other commercial investments are also capital expenditure and asset purchases will therefore also be approved alongside the capital programme.

7.0 Asset Management

7.1 In order to ensure the Council is allocating its resources in the most effective way, an Asset Management Plan (AMP) is maintained. It outlines where capital investment can assist the Council achieve its goals or where investment and use of resources plays a contributing role to shared priorities. Therefore the AMP helps set out the Council's approach to the Strategic Management of its land and building assets. It has been developed in consultation with the Senior Officers and Members of the Council who form the Capital Strategy Asset Management Group (CSAG). The AMP seeks to ensure that assets are used in the most effective and efficient way to support the delivery of the Corporate Plan.

7.2 The latest version of the AMP was considered and approved by Cabinet on 4 March 2021. It can be found here:

https://www.middevon.gov.uk/media/353719/supplement-revised-format-for-asset-management-and-capital-strategy-plan-04032021-v1.pdf

7.3 The AMP enables the Council to consider the best use of its assets by identifying those that require investment in planned maintenance; those that it should consider disposal of, those that could generate additional income from leasing out etc. These considerations will then inform the Capital Programme and funding decisions.

7.4 **Asset disposals:** When a capital asset is no longer needed, it may be sold so that the proceeds, known as Capital Receipts, can be spent on new assets or to repay debt. The Council expects to receive c£1,000k of Capital Receipts in 2024/25 (net of Government Pooling); these are associated with the sale of Council Houses through the 'Right to Buy' scheme.

8.0 Liabilities

8.1 In addition to debt of £41,179k in 2024/25 detailed in Table 5 above, the Council is committed to making future payments to cover its pension fund deficit (valued at £16,077k in March 2023).

8.2 **Governance:** The risk of liabilities crystallising and requiring payment is monitored by Finance and Legal. Any new material liabilities would be reported to Full Council for approval/notification as appropriate.

9.0 Revenue Budget Implications

9.1 Although capital expenditure is not charged directly to the Revenue Budget, interest payable on loans and Minimum Revenue Provision (MRP) are charged to revenue, offset by any investment income receivable. The net annual charge is known as Capital Financing Costs; this is compared to the net revenue stream i.e. the amount funded from Council Tax, Business Rates and general Government Grants.

*Table 8: Prudential Indicator: Proportion of financing costs to net revenue stream*

| **Proportion of Financing Costs to Net Revenue Stream %** | **2022/23 Actual** | **2023/24 Estimate** | **2024/25 Estimate** | **2025/26 Estimate** | **2026/27 Estimate** |
|---|---|---|---|---|---|
| General Fund | 16.33% | -4.15% | 1.57% | 4.82% | 5.74% |
| Housing Revenue Account | 12.31% | 9.16% | 9.57% | 11.34% | 13.76% |

**Further details on the revenue implications of capital expenditure are found in the Revenue Budget report.*

9.2 **Sustainability:** Due to the very long-term nature of capital expenditure and financing, the Revenue Budget implications of capital expenditure incurred in the next few years will extend for up to 50 years into the future. The S151 (Deputy Chief Executive) is satisfied that the Council has adequate means of

financing and repaying any required borrowing and therefore the proposed Capital Programme is prudent, affordable and sustainable. .

## 10.0 Knowledge and Skills

10.1 The Council employs professionally qualified and experienced staff in senior positions with responsibility for making capital expenditure, borrowing and investment decisions. For example, the S151 (Deputy Chief Executive) and Corporate Manager for Finance, Property and Climate Change are both qualified accountants with 20+ years' of experience. In addition, the Council employs eight finance staff who hold one or more of the following qualifications CIPFA, ACA, CIMA, ACCA and AAT.

10.2 To support those staff, use is made of external advisers and consultants that are specialists in their field. The Council currently employs Link Group as treasury management advisers and Ichabod Industries as technical advisers on accountancy matters. This approach is more cost effective than employing such staff directly, and ensures that the Council has access to knowledge and skills commensurate with its risk appetite.

**The 2024/25 Capital Programme and 2024/25 – 2028/29 Capital Medium Term Financial Plan (CMTFP)**

11.0 The 2024/25 Capital Programme

11.1 The 2024/25 Capital Programme includes significant new investment into Council House building projects and future years indicative programmes include 'spend to save' projects improving the energy efficiency of our property estate that will only be undertaken if the Council is successful in securing sufficient external funding and is accompanied by a robust business case that demonstrates an acceptable payback.

11.2 There is also projected slippage detailed on the appendices relating to the 2023/24 Deliverable Programme currently estimated to be £28,833k that will roll into the 2024/25 Capital Programme. In addition there is £44,947k within the 2023/24 Capital Programme with spend profiled over future years. Both of these are detailed in recommendation 2 and are estimates at this stage. The approval of final figures will be sought as part of the Outturn Report to either add to the 2024/25 Capital Programme or relevant year of the CMTFP.

11.3 Full project approval is requested at project inception, for 2024/25 this amounts to £18,967k. This is then profiled by spending managers as their best estimate of when spending will take place to form the Deliverable Budget of £40,701k. This gives a better indication of what is deliverable each year and will better inform our Treasury Management activities.

11.4 **Appendix 1** shows the proposed 2024/25 Capital Programme. The Deliverable Budget includes the proportion of expected spend within the 2024/25 Capital Programme and the estimated slippage and profiled spend of the 2023/24 Capital Budget forecast to be spent in 2024/25. This is the value that will be monitored against in-year.

11.5 **Appendix 1** also shows the updated indicative Capital Programme for the remaining years within this CMTFP, refreshed with up to date information on expenditure and funding. These projections are likely to alter, as we get closer to those years as greater information becomes available. Therefore, only the Capital Programme for 2024/25 is proposed for approval; the indicative future years are only for information and noting.

11.6 General Fund Investment.

11.6.1 Further investment to enable the Council to update its infrastructure and improve our carbon footprint is included. Within the investment in our Leisure Service, there are a number of investments in new equipment to maintain a competitive service offering.

11.6.2 There is an assumption included in respect of the Cullompton Relief Road. Currently, funding has been secured to cover the initial projected estimated cost of this project. However, costs have dramatically increased since that funding was received. Therefore, the Council have submitted three bids to the Levelling Up Fund to cover the forecast difference for the Cullompton project. These bids have all been rejected and currently other forms of funding are actively being sought to enable this project to be delivered.

11.6.3 As in previous years, the Disabled Facilities Grant funding will be used to improve homes across the district that will enable residents with health problems to remain in their homes, therefore avoiding or delaying the need for them to enter the health care system.

11.7 Housing Revenue Account Investment

11.7.1 A number of projects to enhance the quality of our existing housing stock costing c£3m per annum are undertaken each year through the planned maintenance scheme. In 2024/25, provision has been made to invest in garage refurbishments, replace roofing, windows and doors in properties where required, along with general modernisation works, including updating heating systems.

11.7.2 Significant new investment is planned to deliver new housing within the district predominantly through highly efficient (zero carbon) modular buildings. To fund the proposed Housing Development Schemes, a prudent assumption has been included for the utilisation of 1-4-1 receipts or for additional grant funding to be made available from Homes England and One Public Estate Funding; although a substantial element of the cost remains with the Council. In total, £27,554k is assumed to be secured from 1-4-1 receipts or external grant funding, leaving £30,054k to be funded by borrowing.

11.7.3 A significant amount of work was undertaken when producing the Council's Capital Medium Term Financial Plan (CMTFP) during the year, which helped to scope the size and funding of the 2024/25 Capital Programme. A number of subsequent meetings were held with Corporate Managers, which focused on the essential projects (in terms of end of life asset replacement or health and safety) and involved reprioritising or rescheduling expenditure to future years.

12.0 <u>Funding the Capital Programme</u>

12.1 The 2024/25 Capital Programme is fully funded by a combination of :

*Table 10: 2024/25 Capital Programme Funding (based on project inception)*

| Funding Sources | Funding 2024/25 £000's |
|---|---|
| Funding from Revenue EMR's | 4,971 |
| Funding from Government Grants | 16,892 |
| Usable Capital Receipts | 1,067 |
| Borrowing | 17,772 |
| **General Fund Subtotals** | **40,701** |

12.2 The projected level of usable capital receipts (this includes unring-fenced useable capital receipts and capital receipts ring-fenced for 1:4:1 replacement homes) available for 2024/25 is £1,067k. All other previously generated capital receipts have been used to balance the subsequent years of the MTFP. This only enables a small number of Council funded schemes to be incorporated into the Capital Programme. The figures assumed for receipts from the sale of assets have been calculated prudently and therefore if any additional receipts are generated, the Council could reduce the need for external borrowing, or return to some of the projects which could not be funded in the first instance and consider their inclusion. Any decision to increase the Capital Programme (subject to constraints within the financial rules) would require Full Council approval and be linked to the Corporate Plan priorities.

12.3 The Government Pooling arrangements mean a proportion of the Council House sale proceeds are pooled to the Government; a proportion is retained in a ring-fenced reserve for replacement house building (linked to the HRA self-financing arrangements that have been in place since 01/04/12). The balance is retained by the Authority as a useable capital receipt, which can be used to support our Capital Programme.

12.4 The works programme identified to maintain our existing council house stock will be funded mainly from the Major Repairs Reserve (MRR). The balance of available monies will remain in the MRR in order to deal with future additional spend that has been identified by the stock condition survey.

12.5 The Council continues to set aside sinking funds for future asset maintenance, replacement of Leisure plant and equipment and for future replacement of ICT systems and equipment. This ensures the Revenue base budget is more robust. However, given the pressure on its finances, the Council will need to assess whether this remains affordable, or whether alternative options should be explored.

13.0 <u>Council Borrowing</u>

13.1 Prudential borrowing has been estimated for 2024/25 at £17,772k, this will be used to fund General Fund schemes amounting to £9,978k and HRA schemes

amounting to £7,794k. All schemes will be subject to a rigorous business case assessment; their cost and timing of spend will determine the amount of actual prudential borrowing required. The use of internal borrowing will be applied wherever possible.

13.2 New Borrowing is also envisaged across the remainder of this MTFP i.e. 2025/26 to 2028/29 amounting to £29,207k (excluding those projects being rolled forward from the already approved 2023/24 Capital Programme); of this £6,397k will be used to deliver General Fund projects and £22,810k to deliver HRA projects.

13.3 Borrowing will be supported or supplemented with short and medium term Treasury Management decisions based on prevailing and future interest rates and will only be considered in exceptional circumstances. This is in relation to the projects detailed above or for spend to save projects following a robust cost/benefit analysis exercise that would be able to demonstrate both an acceptable 'payback period' and that savings would be generated in excess of the annual revenue cost of servicing the debt.

14.0 Conclusion

14.1 As previously mentioned, the Capital Programme for the next five years is limited due to the scarce availability of funding (with the exception of borrowing). It is, therefore, imperative that capital funds are only spent on those projects that enable the Council to deliver its Corporate Plan objectives, reduce operational cost, or generate a financial return.

14.2 The Capital Programme encompasses a broad range of expenditure including operational assets, which will be used for more than one year; assets owned by other bodies, or loans and grants to other bodies enabling them to buy/build assets.

14.3 Funding for this programme includes significant borrowing. The Council's borrowing will be affordable, sustainable and prudent and consideration will be given to the management of interest rate risk and refinancing risk. The source from which the borrowing is taken, and the type of borrowing should allow the Council transparency and control over its debt.

14.4 The Treasury Management Strategy Statement details the approach that the Council will take in ensuring it has sufficient cash available to meet the Council's spending needs. Reports on Treasury Management policies, practices and activities, including, as a minimum, an annual strategy and plan in advance of the year, a mid-year review, and an annual report after its close, will be taken to Full Council via the Cabinet.

## Financial Implications

Good financial management and administration underpins the entire strategy. The Capital Strategy sets the boundaries in which the Council's capital and treasury management functions operate. The 2024/25 Capital Programme of £18,967k is fully funded. It does, however, include £17,772k of anticipated PWLB borrowing to fund various projects. Future capital receipts are now estimated at such a low level that the Council needs to continually evaluate ways of making additional provision to fund its long-term capital programme or reduce its property portfolio. This is especially relevant due to the uncertainty around the future of New Homes Bonus and its availability as an income stream going forward.

## Legal Implications

Authorities are required by regulation to prepare a Capital Strategy for each financial year that needs to be approved by Full Council prior to the start of the financial year. Authorities must also have regard to the Prudential Code when carrying out their duties under Part 1 of the Local Government Act 2003.

## Risk Assessment

The S151 Officer is responsible for the administration of the financial affairs of the Council. A co-ordinated approach to Asset Management and Financial Planning will help mitigate the risks associated with holding and utilising assets. Financial risk is mitigated by sound Treasury Management practices and defined limits. There is a risk of clawback of external funds if sums received are not spent in accordance with the terms on which they were given, or not within agreed timescales. New Capital Receipts for 2024/25 have been projected at a prudent level but there is a risk that if these do not materialise, the Authority may need to delay scheme start dates to the following financial year or identify an alternative funding mechanism to ensure full programme delivery. Other risks, such as cash flow management are managed through the operation of the Treasury Management Strategy.

## Impact on Climate Change

The Council has committed to a net zero carbon policy by 2030. Any major asset replacements/upgrades will consider the environmental impact in relation to carbon footprint.

## Equalities Impact Assessment

Each of the capital investments will be, where appropriate, subject to an impact assessment. This is done with a view to identifying possible actions to mitigate negative impacts. However, many of the proposals do not have a direct impact on the public and therefore do not require an Impact Assessment.

**Relationship to Corporate Plan**

A strategic approach to Asset Management supports our Corporate Plan priorities of business retention, growth and development. Maximising our return from all associated treasury activities enables the Council to support current levels of spending in accordance with our Corporate Plan. The Capital Programme identifies the capital investment proposed across all strands of the Corporate Plan over the next five years.

**Section 3 – Statutory Officer sign-off/mandatory checks**

**Statutory Officer: Andrew Jarrett**
Agreed by or on behalf of the Section 151
**Date:** 26 January 2024

**Statutory Officer: Maria De Leiburne**
Agreed on behalf of the Monitoring Officer
**Date:** 26 January 2024

**Chief Officer: Stephen Walford**
Agreed by or on behalf of the Chief Executive/Corporate Director
**Date:** 26 January 2024

**Performance and risk: Steve Carr**
Agreed on behalf of the Corporate Performance & Improvement Manager
**Date:** 26 January 2024

**Cabinet member notified:** (yes)

**Section 4 - Contact Details and Background Papers**

Contact: Andrew Jarrett, Deputy Chief Executive (S151)
Email: ajarrett@middevon.gov.uk
Telephone: 01884 234242

Contact: Paul Deal, Corporate Manager for Finance, Property and Climate Change
Email: pdeal@middevon.gov.uk
Telephone: 01884 234254

**Background papers**:

- 2024/25 – 2028/29 Medium Term Financial Plan update (December 2023 Cabinet)
- 2024/25 – 2028/29 Medium Term Financial Plan update (January 2024 Cabinet)

This page is intentionally left blank

## 2024/25 - 2028/29 Capital Programme - SUMMARY

| Capital Expenditure Summary | | To be rolled f/wd from 2023/24 | | Total Project Costs for Approval | | | | | | | Spend Profile | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Area | Sub Area | Forecast Slippage from 2023/24 to be C/fwd to 2024/25 £000's | Forecast Budget from 2023/24 to be spent over life of MTFP £000's | 2024/25 £000's | 2025/26 £000's | 2026/27 £000's | 2027/28 £000's | 2028/29 £000's | Total £000's | Grand Total £000's | 2024/25 £000's | 2025/26 £000's | 2026/27 £000's | 2027/28 £000's | 2028/29 £000's | Total £000's |
| Leisure | Exe Valley Leisure Centre | - | - | 650 | - | - | 100 | 100 | **850** | **850** | 650 | - | - | 100 | 100 | **850** |
| Leisure | Lords Meadow Leisure Centre | 197 | - | 150 | - | 200 | 100 | 100 | **550** | **747** | 347 | - | 200 | 100 | 100 | **747** |
| Leisure | Culm Valley Sports Centre | 44 | 174 | 710 | - | - | 100 | 100 | **910** | **1,128** | 604 | 324 | - | 100 | 100 | **1,128** |
| Leisure | Leisure - Other | 200 | - | - | - | - | - | - | **-** | **200** | 200 | - | - | - | - | **200** |
| Leisure | Leisure - Climate Change/Net Zero | - | - | - | 260 | 400 | - | - | **660** | **660** | - | 260 | 400 | - | - | **660** |
| Other MDDC Buildings | Other - Climate Change/Net Zero | - | - | 995 | - | 240 | - | - | **1,235** | **1,235** | 995 | - | 240 | - | - | **1,235** |
| Other MDDC Buildings | Phoenix House | 103 | - | 150 | - | - | - | - | **150** | **253** | 253 | - | - | - | - | **253** |
| Other MDDC Buildings | MDDC Depots | 1,000 | 250 | 2,395 | 3,500 | - | - | - | **5,895** | **7,145** | 3,645 | 3,500 | - | - | - | **7,145** |
| Other MDDC Buildings | MDDC Shops/Industrial Units | 197 | - | - | - | - | - | - | **-** | **197** | 197 | - | - | - | - | **197** |
| Other MDDC Buildings | Public Conveniences | - | - | 160 | - | - | - | - | **160** | **160** | 50 | 110 | - | - | - | **160** |
| HIF | HIF Schemes | 13,139 | 16,541 | - | - | - | - | - | **-** | **29,680** | 13,139 | 16,541 | - | - | - | **29,680** |
| Private Sector Housing | Private Sector Housing | - | - | 550 | 575 | 600 | 625 | 650 | **3,000** | **3,000** | 550 | 575 | 600 | 625 | 650 | **3,000** |
| Other | General Car Parks | 90 | - | 115 | - | - | - | - | **115** | **205** | 205 | - | - | - | - | **205** |
| Other | Parks & Play Areas | 32 | - | 245 | - | - | - | - | **245** | **277** | 277 | - | - | - | - | **277** |
| Other | ICT Projects | 257 | - | 80 | 130 | 120 | 565 | 240 | **1,135** | **1,392** | 337 | 130 | 120 | 565 | 240 | **1,392** |
| Other | Other Projects | 87 | 112 | 1,687 | 200 | - | - | - | **1,887** | **2,086** | 1,886 | 200 | - | - | - | **2,086** |
| Other | GF Vehicles | - | - | 1,340 | 140 | 1,020 | 145 | 270 | **2,915** | **2,915** | 1,340 | 140 | 1,020 | 145 | 270 | **2,915** |
| **General Fund Subtotals** | | **15,346** | **17,077** | **9,227** | **4,805** | **2,580** | **1,635** | **1,460** | **19,707** | **52,130** | **24,675** | **21,780** | **2,580** | **1,635** | **1,460** | **52,130** |
| HRA Projects | Existing Housing Stock | 34 | - | 3,060 | 2,885 | 2,910 | 2,800 | 2,835 | **14,490** | **14,524** | 3,094 | 2,885 | 2,910 | 2,800 | 2,835 | **14,524** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | 464 | 963 | - | 400 | 400 | - | - | **800** | **2,227** | 464 | 1,003 | 400 | 360 | - | **2,227** |
| HRA Projects | Housing Development Schemes (HE) | 12,914 | 26,907 | 6,600 | 7,800 | 5,000 | - | - | **19,400** | **59,221** | 12,313 | 12,402 | 21,926 | 12,580 | - | **59,221** |
| HRA Projects | Other HRA Projects | 75 | - | - | - | - | - | - | **-** | **75** | 75 | - | - | - | - | **75** |
| Other | HRA Vehicles | - | - | 80 | - | - | 420 | 50 | **550** | **550** | 80 | - | - | 420 | 50 | **550** |
| **HRA Subtotals** | | **13,487** | **27,870** | **9,740** | **11,085** | **8,310** | **3,220** | **2,885** | **35,240** | **76,597** | **16,026** | **16,290** | **25,236** | **16,160** | **2,885** | **76,597** |
| **Grand Totals** | | **28,833** | **44,947** | **18,967** | **15,890** | **10,890** | **4,855** | **4,345** | **54,947** | **128,727** | **40,701** | **38,070** | **27,816** | **17,795** | **4,345** | **128,727** |

| Capital Funding Summary | | To be rolled f/wd from 2023/24 | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Funding Type | Funding Description | Forecast Slippage from 2023/24 to be C/fwd to 2024/25 £000's | Forecast Budget from 2023/24 to be spent over life of MTFP £000's | 2024/25 £000's | 2025/26 £000's | 2026/27 £000's | 2027/28 £000's | 2028/29 £000's | Total £000's | Grand Total £000's | 2024/25 £000's | 2025/26 £000's | 2026/27 £000's | 2027/28 £000's | 2028/29 £000's | Total £000's |
| Revenue | S106 (Revenue) Contributions | - | - | 50 | - | - | - | - | **50** | **50** | 50 | - | - | - | - | **50** |
| Revenue | RCCO - From Revenue EMR's - Other | 119 | 9 | 315 | - | - | - | - | **315** | **443** | 443 | - | - | - | - | **443** |
| Revenue | RCCO - From Revenue EMR's - Leisure | - | - | 600 | - | - | 300 | 300 | **1,200** | **1,200** | 600 | - | - | 300 | 300 | **1,200** |
| Revenue | RCCO - From Revenue EMR's - ICT | 190 | - | - | 30 | - | 465 | - | **495** | **685** | 190 | 30 | - | 465 | - | **685** |
| Revenue | RCCO - From Revenue EMR's - Capital | 42 | 48 | 180 | - | - | - | - | **180** | **270** | 270 | - | - | - | - | **270** |
| Revenue | RCCO - From Revenue EMR's - Waste Infrastructure EMR | - | 250 | 65 | - | - | - | - | **65** | **315** | 315 | - | - | - | - | **315** |
| Capital Grants | Capital Grants Unapplied - DCC | - | - | 215 | - | - | - | - | **215** | **215** | 215 | - | - | - | - | **215** |
| Capital Grants | Govt Grant (DCLG passported from DCC) | - | - | 550 | 575 | 600 | 625 | 650 | **3,000** | **3,000** | 550 | 575 | 600 | 625 | 650 | **3,000** |
| Capital Grants | DCC Funding - HIF Project | 153 | 1,347 | - | - | - | - | - | **-** | **1,500** | 153 | 1,347 | - | - | - | **1,500** |
| Capital Grants | HIF Funding | 3,234 | 3,655 | - | - | - | - | - | **-** | **6,889** | 3,234 | 3,655 | - | - | - | **6,889** |
| Capital Grants | Govt Grants - Levelling - up Funding | 6,437 | 11,539 | - | - | - | - | - | **-** | **17,976** | 6,437 | 11,539 | - | - | - | **17,976** |
| Capital Grants | Salix Funding or Equivalent - to be identified | - | - | 995 | 260 | 640 | - | - | **1,895** | **1,895** | 995 | 260 | 640 | - | - | **1,895** |
| Capital Grants | DLUHC - Changing Places Fund bid | 66 | - | - | - | - | - | - | **-** | **66** | 66 | - | - | - | - | **66** |
| Capital Receipts | Usable Capital Receipts | 137 | 55 | 150 | - | 72 | - | - | **222** | **414** | 342 | - | 72 | - | - | **414** |
| Borrowing | Borrowing 3 Yrs | - | - | 230 | 100 | 120 | 100 | 240 | **790** | **790** | 230 | 100 | 120 | 100 | 240 | **790** |
| Borrowing | Borrowing 5 Yrs | 103 | - | 150 | - | - | - | - | **150** | **253** | 253 | - | - | - | - | **253** |
| Borrowing | Borrowing 10 Yrs | 3,668 | 174 | 940 | 200 | 128 | - | - | **1,268** | **5,110** | 4,458 | 524 | 128 | - | - | **5,110** |
| Borrowing | Borrowing 25 Yrs | 197 | - | 100 | - | - | - | - | **100** | **297** | 297 | - | - | - | - | **297** |
| Borrowing | Borrowing 50 Yrs | 1,000 | - | 1,180 | 3,500 | - | - | - | **4,680** | **5,680** | 2,070 | 3,610 | - | - | - | **5,680** |
| Borrowing | GF - Lease Finance | - | - | 2,670 | 140 | 1,020 | 145 | 270 | **4,245** | **4,245** | 2,670 | 140 | 1,020 | 145 | 270 | **4,245** |
| Capital Grants | SPF Funding (DLUHC) | - | - | 224 | - | - | - | - | **224** | **224** | 224 | - | - | - | - | **224** |
| Capital Grants | REPF Funding (DLUHC) | - | - | 613 | - | - | - | - | **613** | **613** | 613 | - | - | - | - | **613** |
| **General Fund Subtotals** | | **15,346** | **17,077** | **9,227** | **4,805** | **2,580** | **1,635** | **1,460** | **19,707** | **52,130** | **24,675** | **21,780** | **2,580** | **1,635** | **1,460** | **52,130** |
| Revenue | S106 (Revenue) Contributions | 150 | 800 | - | - | - | - | - | **-** | **950** | 150 | 800 | - | - | - | **950** |
| Revenue | MRA Reserve | 34 | - | 2,500 | 2,320 | 2,340 | 2,225 | 2,255 | **11,640** | **11,674** | 2,534 | 2,320 | 2,340 | 2,225 | 2,255 | **11,674** |
| Revenue | RCCO - From HRA Revenue EMR's - Other | 25 | - | - | - | - | - | - | **-** | **25** | 25 | - | - | - | - | **25** |
| Revenue | RCCO - From HRA Revenue EMR's - Renewable Energy | - | - | 250 | 250 | 250 | 250 | 250 | **1,250** | **1,250** | 250 | 250 | 250 | 250 | 250 | **1,250** |
| Revenue | RCCO - From HRA Revenue EMR's - Afford Rents Surplus | 225 | - | 225 | 225 | 224 | - | - | **674** | **899** | 144 | 399 | 156 | 200 | - | **899** |
| Capital Grants | Government Grants - Homes England Funding | 3,974 | 11,113 | 2,002 | 3,015 | 2,250 | - | - | **7,267** | **22,354** | 4,062 | 3,438 | 9,194 | 5,660 | - | **22,354** |
| Capital Grants | One Public Estate Funding | 284 | 2,211 | 180 | 660 | 480 | - | - | **1,320** | **3,815** | 343 | 426 | 1,861 | 1,185 | - | **3,815** |
| Capital Receipts | Usable Capital Receipts | 13 | 629 | 1,009 | 315 | 1,020 | 325 | 330 | **2,999** | **3,641** | 540 | 1,426 | 414 | 931 | 330 | **3,641** |
| Capital Receipts | UCR 1:4:1 Replacement Homes | 185 | 385 | - | 655 | 160 | - | - | **815** | **1,385** | 185 | 429 | 611 | 160 | - | **1,385** |
| Borrowing | Borrowing 25 Yrs | 50 | - | - | - | - | - | - | **-** | **50** | 50 | - | - | - | - | **50** |
| Borrowing | Borrowing 50 Yrs | 8,547 | 12,732 | 3,494 | 3,645 | 1,586 | - | - | **8,725** | **30,004** | 7,664 | 6,801 | 10,410 | 5,129 | - | **30,004** |
| Borrowing | HRA - Lease Finance | - | - | 80 | - | - | 420 | 50 | **550** | **550** | 80 | - | - | 420 | 50 | **550** |
| **HRA Subtotals** | | **13,487** | **27,870** | **9,740** | **11,085** | **8,310** | **3,220** | **2,885** | **35,240** | **76,597** | **16,026** | **16,290** | **25,236** | **16,160** | **2,885** | **76,597** |
| **Grand Totals** | | **28,833** | **44,947** | **18,967** | **15,890** | **10,890** | **4,855** | **4,345** | **54,947** | **128,727** | **40,701** | **38,070** | **27,816** | **17,795** | **4,345** | **128,727** |

## 2024/25 - 2028/29 Capital Programme - EXPENDITURE

| Area | Sub Area | Project Title | To be rolled f/wd from 2023/24 Capital Programme | | Total Project Costs for Approval | | | | | | | Spend Profile | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | Forecast Slippage from 2023/24 to be C/fwd to 2024/25 £000's | Forecast Budget from 2023/24 to be spent over life of MTFP £000's | 2024/25 £000's | 2025/26 £000's | 2026/27 £000's | 2027/28 £000's | 2028/29 £000's | Total £000's | Grand Total £000's | 2024/25 £000's | 2025/26 £000's | 2026/27 £000's | 2027/28 £000's | 2028/29 £000's | Total £000's |
| **General Fund** | | | | | | | | | | | | | | | | | |
| Leisure | Lords Meadow Leisure Centre | Reception infrastructure | 160 | - | - | - | - | - | - | - | **160** | 160 | - | - | - | - | **160** |
| Leisure | Lords Meadow Leisure Centre | Leisure - Improved Disabled Toilet facilities - CPT | 37 | - | - | - | - | - | - | - | **37** | 37 | - | - | - | - | **37** |
| Leisure | Culm Valley Sports Centre | CVSC - Remodelling of Ground Floor | 15 | 174 | - | - | - | - | - | - | **189** | 15 | 174 | - | - | - | **189** |
| Leisure | Culm Valley Sports Centre | Leisure - Improved Disabled Toilet facilities - CPT | 29 | - | - | - | - | - | - | - | **29** | 29 | - | - | - | - | **29** |
| Leisure | Leisure - Other | All leisure sites replacement management/site access system (Hardware Element) | 200 | - | - | - | - | - | - | - | **200** | 200 | - | - | - | - | **200** |
| Other MDDC Buildings | Phoenix House | Building Mgmt System for Heating Control | 103 | - | - | - | - | - | - | - | **103** | 103 | - | - | - | - | **103** |
| Other MDDC Buildings | MDDC Depots | Land acquisition for operational needs | 1,000 | - | 1,000 | - | - | - | - | **1,000** | **2,000** | 2,000 | - | - | - | - | **2,000** |
| Other MDDC Buildings | MDDC Depots | Depot Design & Build - Waste & Recycling | - | 250 | - | 3,500 | - | - | - | **3,500** | **3,750** | 250 | 3,500 | - | - | - | **3,750** |
| Other MDDC Buildings | MDDC Shops/Industrial Units | 36 & 38 Fore Street including Flat above structure & cosmetic works | 197 | - | - | - | - | - | - | - | **197** | 197 | - | - | - | - | **197** |
| HIF | HIF Schemes | CA719 Cullompton Town Centre Relief Road (HIF) | 13,139 | 16,541 | - | - | - | - | - | - | **29,680** | 13,139 | 16,541 | - | - | - | **29,680** |
| Other | General Car Parks | West Exe South - Remodelling - additional parking | 90 | - | - | - | - | - | - | - | **90** | 90 | - | - | - | - | **90** |
| Other | Parks & Play Areas | Open Space Infrastructure (incl Play Areas) | 32 | - | - | - | - | - | - | - | **32** | 32 | - | - | - | - | **32** |
| Other | ICT Projects | Server hardware/software Citrix Replacement | 50 | - | - | - | - | 220 | - | **220** | **270** | 50 | - | - | 220 | - | **270** |
| Other | ICT Projects | VM/Storage Area Network | 120 | - | - | - | - | 140 | - | **140** | **260** | 120 | - | - | 140 | - | **260** |
| Other | ICT Projects | UPS Replacements | 20 | - | - | 30 | - | 35 | - | **65** | **85** | 20 | 30 | - | 35 | - | **85** |
| Other | ICT Projects | Server farm expansion/upgrades | 67 | - | - | - | - | - | - | - | **67** | 67 | - | - | - | - | **67** |
| Other | Other Projects | Land drainage flood defence schemes - St Marys Hemyock | - | 50 | - | - | - | - | - | - | **50** | 50 | - | - | - | - | **50** |
| Other | Other Projects | Cemetery Lodge - Structural solution for damp | - | 62 | - | - | - | - | - | - | **62** | 62 | - | - | - | - | **62** |
| Other | Other Projects | Land drainage flood defence schemes - Ashleigh Park Bampton | 87 | - | - | - | - | - | - | - | **87** | 87 | - | - | - | - | **87** |
| Leisure | Exe Valley Leisure Centre | ATP replacement (50% share with DCC) | - | - | 220 | - | - | - | - | **220** | **220** | 220 | - | - | - | - | **220** |
| Leisure | Exe Valley Leisure Centre | CHP -Replacement future energy saving project | - | - | 180 | - | - | - | - | **180** | **180** | 180 | - | - | - | - | **180** |
| Leisure | Exe Valley Leisure Centre | Wetside resin floor replacement | - | - | 90 | - | - | - | - | **90** | **90** | 90 | - | - | - | - | **90** |
| Leisure | Exe Valley Leisure Centre | Learner pool floor replacement | - | - | 100 | - | - | - | - | **100** | **100** | 100 | - | - | - | - | **100** |
| Leisure | Exe Valley Leisure Centre | Chemical/Salt Storage at back of building - Associated plant to go with this | - | - | 60 | - | - | - | - | **60** | **60** | 60 | - | - | - | - | **60** |
| Leisure | Lords Meadow Leisure Centre | Wetside resin floor replacement | - | - | 90 | - | - | - | - | **90** | **90** | 90 | - | - | - | - | **90** |
| Leisure | Lords Meadow Leisure Centre | Chemical/Salt Storage at back of building - Associated plant to go with this | - | - | 60 | - | - | - | - | **60** | **60** | 60 | - | - | - | - | **60** |
| Leisure | Culm Valley Sports Centre | ATP replacement (50% share with DCC) | - | - | 210 | - | - | - | - | **210** | **210** | 210 | - | - | - | - | **210** |
| Leisure | Culm Valley Sports Centre | Fitness Studio renewal of equipment | - | - | 150 | - | - | - | - | **150** | **150** | 150 | - | - | - | - | **150** |
| Leisure | Culm Valley Sports Centre | Replacement skate park (poss relocation) | - | - | 350 | - | - | - | - | **350** | **350** | 200 | 150 | - | - | - | **350** |
| Other MDDC Buildings | Other - Climate Change/Net Zero | All Fleet - Vehicle live monitoring for CO2 emissions | - | - | 115 | - | - | - | - | **115** | **115** | 115 | - | - | - | - | **115** |
| Other MDDC Buildings | Other - Climate Change/Net Zero | MSCP -Solar carport and additional security | - | - | 600 | - | - | - | - | **600** | **600** | 600 | - | - | - | - | **600** |
| Other MDDC Buildings | Other - Climate Change/Net Zero | Additional electric car charging points | - | - | 80 | - | - | - | - | **80** | **80** | 80 | - | - | - | - | **80** |
| Other MDDC Buildings | Other - Climate Change/Net Zero | Market Walk - Solar Panels | - | - | 200 | - | - | - | - | **200** | **200** | 200 | - | - | - | - | **200** |
| Other MDDC Buildings | Phoenix House | Cooling options Air Handing Unit | - | - | 150 | - | - | - | - | **150** | **150** | 150 | - | - | - | - | **150** |
| Other MDDC Buildings | MDDC Depots | Diesel Tank | - | - | 65 | - | - | - | - | **65** | **65** | 65 | - | - | - | - | **65** |
| Other MDDC Buildings | MDDC Depots | Property Leasing - Carlu Close | - | - | 1,330 | - | - | - | - | **1,330** | **1,330** | 1,330 | - | - | - | - | **1,330** |
| Other MDDC Buildings | Public Conveniences | Westexe Rec Toilets - Replacement | - | - | 160 | - | - | - | - | **160** | **160** | 50 | 110 | - | - | - | **160** |
| Private Sector Housing | Private Sector Housing | DFG and other private sector grants | - | - | 550 | 575 | 600 | 625 | 650 | **3,000** | **3,000** | 550 | 575 | 600 | 625 | 650 | **3,000** |
| Other | General Car Parks | LED updgrade | - | - | 65 | - | - | - | - | **65** | **65** | 65 | - | - | - | - | **65** |
| Other | General Car Parks | LED lighting replacement | - | - | 20 | - | - | - | - | **20** | **20** | 20 | - | - | - | - | **20** |
| Other | General Car Parks | Becks Square resurfacing & lining | - | - | 30 | - | - | - | - | **30** | **30** | 30 | - | - | - | - | **30** |
| Other | Parks & Play Areas | Widen Riverside Path | - | - | 20 | - | - | - | - | **20** | **20** | 20 | - | - | - | - | **20** |
| Other | Parks & Play Areas | Fencing end of life | - | - | 125 | - | - | - | - | **125** | **125** | 125 | - | - | - | - | **125** |
| Other | Parks & Play Areas | Rubber floor tile replacements | - | - | 100 | - | - | - | - | **100** | **100** | 100 | - | - | - | - | **100** |
| Other | ICT Projects | Laptop/Desktop Refresh | - | - | 80 | 100 | 120 | 100 | 100 | **500** | **500** | 80 | 100 | 120 | 100 | 100 | **500** |
| Other | Other Projects | Baler | - | - | 500 | - | - | - | - | **500** | **500** | 500 | - | - | - | - | **500** |
| Other | Other Projects | PDA's for cabs | - | - | 150 | - | - | - | - | **150** | **150** | 150 | - | - | - | - | **150** |
| Other | Other Projects | Fire Safety Measures | - | - | 200 | - | - | - | - | **200** | **200** | 200 | - | - | - | - | **200** |
| Other | Other Projects | Shared Prosperity Fund - Year 3 | - | - | 224 | - | - | - | - | **224** | **224** | 224 | - | - | - | - | **224** |
| Other | Other Projects | Rural England Prosperity Fund - Year 2 | - | - | 613 | - | - | - | - | **613** | **613** | 613 | - | - | - | - | **613** |
| Other | GF Vehicles | Vehicle leasing - Caretaking Services | - | - | 30 | - | - | - | - | **30** | **30** | 30 | - | - | - | - | **30** |
| Other | GF Vehicles | Vehicle leasing - Street Cleansing | - | - | 100 | 60 | 150 | - | 100 | **410** | **410** | 100 | 60 | 150 | - | 100 | **410** |
| Other | GF Vehicles | Vehicle leasing - Refuse | - | - | 900 | - | 600 | 120 | 35 | **1,655** | **1,655** | 900 | - | 600 | 120 | 35 | **1,655** |
| Other | GF Vehicles | Vehicle leasing - Trade Waste | - | - | 160 | - | 170 | - | - | **330** | **330** | 160 | - | 170 | - | - | **330** |
| Other | GF Vehicles | Vehicle leasing - Recycling | - | - | 150 | 80 | 100 | 25 | 35 | **390** | **390** | 150 | 80 | 100 | 25 | 35 | **390** |
| Leisure | Leisure - Climate Change/Net Zero | EVLC - Building Fabric - Insulation improvements | - | - | - | 260 | - | - | - | **260** | **260** | - | 260 | - | - | - | **260** |
| Other | Other Projects | Tiverton Market Paving - Permanent Solution | - | - | - | 200 | - | - | - | **200** | **200** | - | 200 | - | - | - | **200** |
| Leisure | Lords Meadow Leisure Centre | ATP replacement (no dual use) | - | - | - | - | 200 | - | - | **200** | **200** | - | - | 200 | - | - | **200** |
| Leisure | Leisure - Climate Change/Net Zero | LMLC -Building Fabric -Insulation improvements | - | - | - | - | 200 | - | - | **200** | **200** | - | - | 200 | - | - | **200** |
| Leisure | Leisure - Climate Change/Net Zero | CVSC-Building Fabric -Insulation improvements | - | - | - | - | 200 | - | - | **200** | **200** | - | - | 200 | - | - | **200** |
| Other MDDC Buildings | Other - Climate Change/Net Zero | MDDC commercial property building fabric | - | - | - | - | 240 | - | - | **240** | **240** | - | - | 240 | - | - | **240** |
| Leisure | Exe Valley Leisure Centre | Exe Valley Capital Works | - | - | - | - | - | 100 | 100 | **200** | **200** | - | - | - | 100 | 100 | **200** |
| Leisure | Lords Meadow Leisure Centre | Lords Meadow Capital Works | - | - | - | - | - | 100 | 100 | **200** | **200** | - | - | - | 100 | 100 | **200** |
| Leisure | Culm Valley Sports Centre | Culm Valley Capital Works | - | - | - | - | - | 100 | 100 | **200** | **200** | - | - | - | 100 | 100 | **200** |
| Other | ICT Projects | Audio/Video replacement for Phoenix House | - | - | - | - | - | - | 140 | **140** | **140** | - | - | - | - | 140 | **140** |
| Other | ICT Projects | Hybrid Screen replacements | - | - | - | - | - | 70 | - | **70** | **70** | - | - | - | 70 | - | **70** |
| Other | GF Vehicles | Vehicle leasing - Grounds Maintenance | - | - | - | - | - | - | 100 | **100** | **100** | - | - | - | - | 100 | **100** |
| **General Fund Subtotals** | | | **15,346** | **17,077** | **9,227** | **4,805** | **2,580** | **1,635** | **1,460** | **19,707** | **52,130** | **24,675** | **21,780** | **2,580** | **1,635** | **1,460** | **52,130** |

## 2024/25 - 2028/29 Capital Programme - EXPENDITURE

| Area | Sub Area | Project Title | To be rolled f/wd from 2023/24 Capital Programme | | Total Project Costs for Approval | | | | | | | Spend Profile | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | Forecast Slippage from 2023/24 to be C/fwd to 2024/25 £000's | Forecast Budget from 2023/24 to be spent over life of MTFP £000's | 2024/25 £000's | 2025/26 £000's | 2026/27 £000's | 2027/28 £000's | 2028/29 £000's | Total £000's | Grand Total £000's | 2024/25 £000's | 2025/26 £000's | 2026/27 £000's | 2027/28 £000's | 2028/29 £000's | Total £000's |
| **HRA** | | | | | | | | | | | | | | | | | |
| HRA Projects | Existing Housing Stock | Roofing | 15 | - | 600 | 600 | 600 | 600 | 600 | **3,000** | **3,015** | 615 | 600 | 600 | 600 | 600 | **3,015** |
| HRA Projects | Existing Housing Stock | Structural | 19 | - | 250 | 260 | 270 | 280 | 290 | **1,350** | **1,369** | 269 | 260 | 270 | 280 | 290 | **1,369** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 4 | 210 | - | - | - | - | - | - | **-** | **210** | 210 | - | - | - | - | **210** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 1 | 38 | - | - | - | - | - | - | **-** | **38** | 38 | - | - | - | - | **38** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 51 | 21 | 360 | - | - | - | - | - | **-** | **381** | 21 | 360 | - | - | - | **381** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 52 | 10 | 198 | - | - | - | - | - | **-** | **208** | 10 | 198 | - | - | - | **208** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 53 | 23 | 207 | - | - | - | - | - | **-** | **230** | 23 | 207 | - | - | - | **230** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 5 | 22 | 198 | - | - | - | - | - | **-** | **220** | 22 | 198 | - | - | - | **220** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 41 | 140 | - | - | - | - | - | - | **-** | **140** | 140 | - | - | - | - | **140** |
| HRA Projects | Housing Development Schemes (HE) | Project 15 | 4,685 | - | - | - | - | - | - | **-** | **4,685** | 3,000 | 1,685 | - | - | - | **4,685** |
| HRA Projects | Housing Development Schemes (HE) | Project 18 | 1,022 | - | - | - | - | - | - | **-** | **1,022** | 1,022 | - | - | - | - | **1,022** |
| HRA Projects | Housing Development Schemes (HE) | Project 10 | 1,474 | - | 500 | - | - | - | - | **500** | **1,974** | 1,474 | 500 | - | - | - | **1,974** |
| HRA Projects | Housing Development Schemes (HE) | Project 14 | 883 | - | - | - | - | - | - | **-** | **883** | 883 | - | - | - | - | **883** |
| HRA Projects | Housing Development Schemes (HE) | Project 9 | 1,128 | - | - | - | - | - | - | **-** | **1,128** | 1,128 | - | - | - | - | **1,128** |
| HRA Projects | Housing Development Schemes (HE) | Project 11 | 1,522 | - | - | - | - | - | - | **-** | **1,522** | 1,522 | - | - | - | - | **1,522** |
| HRA Projects | Housing Development Schemes (HE) | Project 3 | 1,485 | - | - | - | - | - | - | **-** | **1,485** | 1,485 | - | - | - | - | **1,485** |
| HRA Projects | Housing Development Schemes (HE) | Project 25 | 50 | 2,340 | - | - | - | - | - | **-** | **2,390** | 50 | 2,340 | - | - | - | **2,390** |
| HRA Projects | Housing Development Schemes (HE) | Project 8 | - | 2,229 | - | - | - | - | - | **-** | **2,229** | - | 223 | 2,006 | - | - | **2,229** |
| HRA Projects | Housing Development Schemes (HE) | Project 29 | 48 | 990 | - | - | - | - | - | **-** | **1,038** | 48 | 990 | - | - | - | **1,038** |
| HRA Projects | Housing Development Schemes (HE) | Project 28 | 110 | 990 | - | - | - | - | - | **-** | **1,100** | 110 | 990 | - | - | - | **1,100** |
| HRA Projects | Housing Development Schemes (HE) | Project 37 | - | 1,530 | - | - | - | - | - | **-** | **1,530** | 153 | 1,377 | - | - | - | **1,530** |
| HRA Projects | Housing Development Schemes (HE) | Project 33 | - | 1,138 | - | - | - | - | - | **-** | **1,138** | 1,138 | - | - | - | - | **1,138** |
| HRA Projects | Housing Development Schemes (HE) | Project 36 | 170 | 1,530 | - | - | - | - | - | **-** | **1,700** | - | 170 | 1,530 | - | - | **1,700** |
| HRA Projects | Housing Development Schemes (HE) | Project 20 | 337 | 16,160 | - | - | - | - | - | **-** | **16,497** | - | 337 | 8,080 | 8,080 | - | **16,497** |
| HRA Projects | Other HRA Projects | Old Road Depot remodelling options - forecast expenditure to maintain operations | 50 | - | - | - | - | - | - | **-** | **50** | 50 | - | - | - | - | **50** |
| HRA Projects | Other HRA Projects | Sewerage Treatment Works - Washfield | 25 | - | - | - | - | - | - | **-** | **25** | 25 | - | - | - | - | **25** |
| HRA Projects | Existing Housing Stock | Garage Mods | - | - | 150 | 150 | 150 | - | - | **450** | **450** | 150 | 150 | 150 | - | - | **450** |
| HRA Projects | Existing Housing Stock | Decent Homes | - | - | 395 | 195 | 195 | 200 | 200 | **1,185** | **1,185** | 395 | 195 | 195 | 200 | 200 | **1,185** |
| HRA Projects | Existing Housing Stock | Fire Safety | - | - | 40 | 30 | 20 | 20 | 20 | **130** | **130** | 40 | 30 | 20 | 20 | 20 | **130** |
| HRA Projects | Existing Housing Stock | Window/Doors | - | - | 400 | 400 | 400 | 400 | 400 | **2,000** | **2,000** | 400 | 400 | 400 | 400 | 400 | **2,000** |
| HRA Projects | Existing Housing Stock | Heating | - | - | 405 | 410 | 415 | 420 | 425 | **2,075** | **2,075** | 405 | 410 | 415 | 420 | 425 | **2,075** |
| HRA Projects | Existing Housing Stock | Renewables | - | - | 250 | 250 | 250 | 250 | 250 | **1,250** | **1,250** | 250 | 250 | 250 | 250 | 250 | **1,250** |
| HRA Projects | Existing Housing Stock | Adaptations | - | - | 310 | 315 | 320 | 325 | 330 | **1,600** | **1,600** | 310 | 315 | 320 | 325 | 330 | **1,600** |
| HRA Projects | Existing Housing Stock | Void Capital Works | - | - | 140 | 145 | 150 | 155 | 160 | **750** | **750** | 140 | 145 | 150 | 155 | 160 | **750** |
| HRA Projects | Existing Housing Stock | Double Glazed Unit Replacement | - | - | 20 | 20 | 20 | 20 | 20 | **100** | **100** | 20 | 20 | 20 | 20 | 20 | **100** |
| HRA Projects | Existing Housing Stock | Responsive capital works | - | - | 100 | 110 | 120 | 130 | 140 | **600** | **600** | 100 | 110 | 120 | 130 | 140 | **600** |
| HRA Projects | Housing Development Schemes (HE) | Project 26 | - | - | 1,200 | - | - | - | - | **1,200** | **1,200** | - | 120 | 1,080 | - | - | **1,200** |
| HRA Projects | Housing Development Schemes (HE) | Project 22 | - | - | 2,800 | - | - | - | - | **2,800** | **2,800** | 280 | 2,520 | - | - | - | **2,800** |
| HRA Projects | Housing Development Schemes (HE) | Project 27 | - | - | 1,700 | - | - | - | - | **1,700** | **1,700** | - | 170 | 1,530 | - | - | **1,700** |
| HRA Projects | Housing Development Schemes (HE) | Project 54 | - | - | 200 | - | - | - | - | **200** | **200** | 20 | 180 | - | - | - | **200** |
| HRA Projects | Housing Development Schemes (HE) | Project 55 | - | - | 200 | - | - | - | - | **200** | **200** | - | 20 | 180 | - | - | **200** |
| Other | HRA Vehicles | Vehicle leasing - Housing | - | - | 80 | - | - | 420 | 50 | **550** | **550** | 80 | - | - | 420 | 50 | **550** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 56 | - | - | - | 200 | - | - | - | **200** | **200** | - | 20 | 180 | - | - | **200** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 57 | - | - | - | 200 | - | - | - | **200** | **200** | - | 20 | 180 | - | - | **200** |
| HRA Projects | Housing Development Schemes (HE) | Project 16 | - | - | - | 1,000 | - | - | - | **1,000** | **1,000** | - | 100 | 900 | - | - | **1,000** |
| HRA Projects | Housing Development Schemes (HE) | Project 23 | - | - | - | 4,100 | - | - | - | **4,100** | **4,100** | - | 410 | 3,690 | - | - | **4,100** |
| HRA Projects | Housing Development Schemes (HE) | Project 12 | - | - | - | 1,600 | - | - | - | **1,600** | **1,600** | - | 160 | 1,440 | - | - | **1,600** |
| HRA Projects | Housing Development Schemes (HE) | Project 30 | - | - | - | 1,100 | - | - | - | **1,100** | **1,100** | - | 110 | 990 | - | - | **1,100** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 58 | - | - | - | - | 200 | - | - | **200** | **200** | - | - | 20 | 180 | - | **200** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 59 | - | - | - | - | 200 | - | - | **200** | **200** | - | - | 20 | 180 | - | **200** |
| HRA Projects | Housing Development Schemes (HE) | Project 24 | - | - | - | - | 1,100 | - | - | **1,100** | **1,100** | - | - | 110 | 990 | - | **1,100** |
| HRA Projects | Housing Development Schemes (HE) | Project 35 | - | - | - | - | 1,700 | - | - | **1,700** | **1,700** | - | - | 170 | 1,530 | - | **1,700** |
| HRA Projects | Housing Development Schemes (HE) | Project 31 | - | - | - | - | 1,100 | - | - | **1,100** | **1,100** | - | - | 110 | 990 | - | **1,100** |
| HRA Projects | Housing Development Schemes (HE) | Project 13 | - | - | - | - | 1,100 | - | - | **1,100** | **1,100** | - | - | 110 | 990 | - | **1,100** |
| **HRA Subtotals** | | | **13,487** | **27,870** | **9,740** | **11,085** | **8,310** | **3,220** | **2,885** | **35,240** | **76,597** | **16,026** | **16,290** | **25,236** | **16,160** | **2,885** | **76,597** |
| **Grand Totals** | | | **28,833** | **44,947** | **18,967** | **15,890** | **10,890** | **4,855** | **4,345** | **54,947** | **128,727** | **40,701** | **38,070** | **27,816** | **17,795** | **4,345** | **128,727** |

## 2024/25 - 2028/29 Capital Programme - FUNDING

| Area | Sub Area | Project Title | Funding Description | To be rolled f/wd from 2023/24 Forecast Slippage from 2023/24 to be C/fwd to 2024/25 £000's | To be rolled f/wd from 2023/24 Forecast Budget from 2023/24 to be spent over life of MTFP £000's | Total Project Costs for Approval 2024/25 £000's | 2025/26 £000's | 2026/27 £000's | 2027/28 £000's | 2028/29 £000's | Total £000's | Grand Total £000's | Spend Profile 2024/25 £000's | 2025/26 £000's | 2026/27 £000's | 2027/28 £000's | 2028/29 £000's | Beyond 2028/29 £000's | Total £000's |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **General Fund** | | | | | | | | | | | | | | | | | | | |
| Leisure | Lords Meadow Leisure Centre | Reception infrastructure | Borrowing 10 Yrs | 48 | - | - | - | - | - | - | - | **48** | 48 | - | - | - | - | - | **48** |
| Leisure | Lords Meadow Leisure Centre | Reception infrastructure | Usable Capital Receipts | 70 | - | - | - | - | - | - | - | **70** | 70 | - | - | - | - | - | **70** |
| Leisure | Lords Meadow Leisure Centre | Reception infrastructure | RCCO - From Revenue EMR's - Capital | 42 | - | - | - | - | - | - | - | **42** | 42 | - | - | - | - | - | **42** |
| Leisure | Lords Meadow Leisure Centre | Leisure - Improved Disabled Toilet facilities - CPT | DLUHC - Changing Places Fund bid | 37 | - | - | - | - | - | - | - | **37** | 37 | - | - | - | - | - | **37** |
| Leisure | Culm Valley Sports Centre | CVSC - Remodelling of Ground Floor | Borrowing 10 Yrs | 15 | 174 | - | - | - | - | - | - | **189** | 15 | 174 | - | - | - | - | **189** |
| Leisure | Culm Valley Sports Centre | Leisure - Improved Disabled Toilet facilities - CPT | DLUHC - Changing Places Fund bid | 29 | - | - | - | - | - | - | - | **29** | 29 | - | - | - | - | - | **29** |
| Leisure | Leisure - Other | All leisure sites replacement management/site access system (Hardware Element) | Borrowing 10 Yrs | 200 | - | - | - | - | - | - | - | **200** | 200 | - | - | - | - | - | **200** |
| Other MDDC Buildings | Phoenix House | Building Mgmt System for Heating Control | Borrowing 5 Yrs | 103 | - | - | - | - | - | - | - | **103** | 103 | - | - | - | - | - | **103** |
| Other MDDC Buildings | MDDC Depots | Land acquisition for operational needs | Borrowing 50 Yrs | 1,000 | - | 1,000 | - | - | - | - | **1,000** | **2,000** | 2,000 | - | - | - | - | - | **2,000** |
| Other MDDC Buildings | MDDC Depots | Depot Design & Build - Waste & Recycling | RCCO - From Revenue EMR's - Waste Infrastructure EMR | - | 250 | - | - | - | - | - | - | **250** | 250 | - | - | - | - | - | **250** |
| Other MDDC Buildings | MDDC Depots | Depot Design & Build - Waste & Recycling | Borrowing 50 Yrs | - | - | - | 3,500 | - | - | - | **3,500** | **3,500** | - | 3,500 | - | - | - | - | **3,500** |
| Other MDDC Buildings | MDDC Shops/Industrial Units | 36 & 38 Fore Street including Flat above structure & cosmetic works | Borrowing 25 Yrs | 197 | - | - | - | - | - | - | - | **197** | 197 | - | - | - | - | - | **197** |
| HIF | HIF Schemes | CA719 Cullompton Town Centre Relief Road (HIF) | Govt Grants - Levelling - up Funding | 6,437 | 11,539 | - | - | - | - | - | - | **17,976** | 6,437 | 11,539 | - | - | - | - | **17,976** |
| HIF | HIF Schemes | CA719 Cullompton Town Centre Relief Road (HIF) | DCC Funding - HIF Project | 153 | 1,347 | - | - | - | - | - | - | **1,500** | 153 | 1,347 | - | - | - | - | **1,500** |
| HIF | HIF Schemes | CA719 Cullompton Town Centre Relief Road (HIF) | HIF Funding | 3,234 | 3,655 | - | - | - | - | - | - | **6,889** | 3,234 | 3,655 | - | - | - | - | **6,889** |
| HIF | HIF Schemes | CA719 Cullompton Town Centre Relief Road (HIF) | Borrowing 10 Yrs | 3,315 | - | - | - | - | - | - | - | **3,315** | 3,315 | - | - | - | - | - | **3,315** |
| Other | General Car Parks | West Exe South - Remodelling - additional parking spaces | Borrowing 10 Yrs | 90 | - | - | - | - | - | - | - | **90** | 90 | - | - | - | - | - | **90** |
| Other | Parks & Play Areas | Open Space Infrastructure (incl Play Areas) | RCCO - From Revenue EMR's - Other | 32 | - | - | - | - | - | - | - | **32** | 32 | - | - | - | - | - | **32** |
| Other | ICT Projects | Server hardware/software Citrix Replacement | RCCO - From Revenue EMR's - ICT | 50 | - | - | - | - | 220 | - | **220** | **270** | 50 | - | - | 220 | - | - | **270** |
| Other | ICT Projects | VM/Storage Area Network | RCCO - From Revenue EMR's - ICT | 120 | - | - | - | - | 140 | - | **140** | **260** | 120 | - | - | 140 | - | - | **260** |
| Other | ICT Projects | UPS Replacements | RCCO - From Revenue EMR's - ICT | 20 | - | - | 30 | - | 35 | - | **65** | **85** | 20 | 30 | - | 35 | - | - | **85** |
| Other | ICT Projects | Server farm expansion/upgrades | Usable Capital Receipts | 67 | - | - | - | - | - | - | - | **67** | 67 | - | - | - | - | - | **67** |
| Other | Other Projects | Land drainage flood defence schemes - St Marys | Usable Capital Receipts | - | 50 | - | - | - | - | - | - | **50** | 50 | - | - | - | - | - | **50** |
| Other | Other Projects | Cemetery Lodge - Structural solution for damp | RCCO - From Revenue EMR's - Other | - | 9 | - | - | - | - | - | - | **9** | 9 | - | - | - | - | - | **9** |
| Other | Other Projects | Cemetery Lodge - Structural solution for damp | Usable Capital Receipts | - | 5 | - | - | - | - | - | - | **5** | 5 | - | - | - | - | - | **5** |
| Other | Other Projects | Cemetery Lodge - Structural solution for damp | RCCO - From Revenue EMR's - Capital | - | 48 | - | - | - | - | - | - | **48** | 48 | - | - | - | - | - | **48** |
| Other | Other Projects | Land drainage flood defence schemes - Ashleigh Park Bampton | RCCO - From Revenue EMR's - Other | 87 | - | - | - | - | - | - | - | **87** | 87 | - | - | - | - | - | **87** |
| Leisure | Exe Valley Leisure Centre | ATP replacement (50% share with DCC) | Capital Grants Unapplied - DCC | - | - | 110 | - | - | - | - | **110** | **110** | 110 | - | - | - | - | - | **110** |
| Leisure | Exe Valley Leisure Centre | ATP replacement (50% share with DCC) | Borrowing 10 Yrs | - | - | 110 | - | - | - | - | **110** | **110** | 110 | - | - | - | - | - | **110** |
| Leisure | Exe Valley Leisure Centre | CHP -Replacement future energy saving project | RCCO - From Revenue EMR's - Capital | - | - | 180 | - | - | - | - | **180** | **180** | 180 | - | - | - | - | - | **180** |
| Leisure | Exe Valley Leisure Centre | Wetside resin floor replacement | RCCO - From Revenue EMR's - Leisure | - | - | 90 | - | - | - | - | **90** | **90** | 90 | - | - | - | - | - | **90** |
| Leisure | Exe Valley Leisure Centre | Learner pool floor replacement | RCCO - From Revenue EMR's - Leisure | - | - | 100 | - | - | - | - | **100** | **100** | 100 | - | - | - | - | - | **100** |
| Leisure | Exe Valley Leisure Centre | Chemical/Salt Storage at back of building - Associated plant to go with this | RCCO - From Revenue EMR's - Leisure | - | - | 60 | - | - | - | - | **60** | **60** | 60 | - | - | - | - | - | **60** |
| Leisure | Lords Meadow Leisure Centre | Wetside resin floor replacement | RCCO - From Revenue EMR's - Leisure | - | - | 90 | - | - | - | - | **90** | **90** | 90 | - | - | - | - | - | **90** |
| Leisure | Lords Meadow Leisure Centre | Chemical/Salt Storage at back of building - Associated plant to go with this | RCCO - From Revenue EMR's - Leisure | - | - | 60 | - | - | - | - | **60** | **60** | 60 | - | - | - | - | - | **60** |
| Leisure | Culm Valley Sports Centre | ATP replacement (50% share with DCC) | Capital Grants Unapplied - DCC | - | - | 105 | - | - | - | - | **105** | **105** | 105 | - | - | - | - | - | **105** |
| Leisure | Culm Valley Sports Centre | ATP replacement (50% share with DCC) | Borrowing 10 Yrs | - | - | 105 | - | - | - | - | **105** | **105** | 105 | - | - | - | - | - | **105** |
| Leisure | Culm Valley Sports Centre | Fitness Studio renewal of equipment | Usable Capital Receipts | - | - | 150 | - | - | - | - | **150** | **150** | 150 | - | - | - | - | - | **150** |
| Leisure | Culm Valley Sports Centre | Replacement skate park (poss relocation) | RCCO - From Revenue EMR's - Leisure | - | - | 200 | - | - | - | - | **200** | **200** | 200 | - | - | - | - | - | **200** |
| Leisure | Culm Valley Sports Centre | Replacement skate park (poss relocation) | Borrowing 10 Yrs | - | - | 150 | - | - | - | - | **150** | **150** | - | 150 | - | - | - | - | **150** |
| Other MDDC Buildings | Other - Climate Change/Net Zero | All Fleet - Vehicle live monitoring for CO2 emissions | Salix Funding or Equivalent - to be identified | - | - | 115 | - | - | - | - | **115** | **115** | 115 | - | - | - | - | - | **115** |
| Other MDDC Buildings | Other - Climate Change/Net Zero | MSCP -Solar carport and additional security | Salix Funding or Equivalent - to be identified | - | - | 600 | - | - | - | - | **600** | **600** | 600 | - | - | - | - | - | **600** |
| Other MDDC Buildings | Other - Climate Change/Net Zero | Additional electric car charging points | Salix Funding or Equivalent - to be identified | - | - | 80 | - | - | - | - | **80** | **80** | 80 | - | - | - | - | - | **80** |
| Other MDDC Buildings | Other - Climate Change/Net Zero | Market Walk - Solar Panels | Salix Funding or Equivalent - to be identified | - | - | 200 | - | - | - | - | **200** | **200** | 200 | - | - | - | - | - | **200** |
| Other MDDC Buildings | Phoenix House | Cooling options Air Handing Unit | Borrowing 5 Yrs | - | - | 150 | - | - | - | - | **150** | **150** | 150 | - | - | - | - | - | **150** |
| Other MDDC Buildings | MDDC Depots | Diesel Tank | RCCO - From Revenue EMR's - Waste Infrastructure EMR | - | - | 65 | - | - | - | - | **65** | **65** | 65 | - | - | - | - | - | **65** |
| Other MDDC Buildings | MDDC Depots | Property Leasing - Carlu Close | GF - Lease Finance | - | - | 1,330 | - | - | - | - | **1,330** | **1,330** | 1,330 | - | - | - | - | - | **1,330** |
| Other MDDC Buildings | Public Conveniences | Westexe Rec Toilets - Replacement | Borrowing 50 Yrs | - | - | 160 | - | - | - | - | **160** | **160** | 50 | 110 | - | - | - | - | **160** |
| Private Sector Housing | Private Sector Housing | DFG and other private sector grants | Govt Grant (DCLG passported from DCC) | - | - | 550 | 575 | 600 | 625 | 650 | **3,000** | **3,000** | 550 | 575 | 600 | 625 | 650 | - | **3,000** |
| Other | General Car Parks | LED updgrade | RCCO - From Revenue EMR's - Other | - | - | 65 | - | - | - | - | **65** | **65** | 65 | - | - | - | - | - | **65** |
| Other | General Car Parks | LED lighting replacement | RCCO - From Revenue EMR's - Other | - | - | 20 | - | - | - | - | **20** | **20** | 20 | - | - | - | - | - | **20** |
| Other | General Car Parks | Becks Square resurfacing & lining | RCCO - From Revenue EMR's - Other | - | - | 30 | - | - | - | - | **30** | **30** | 30 | - | - | - | - | - | **30** |
| Other | Parks & Play Areas | Widen Riverside Path | Borrowing 50 Yrs | - | - | 20 | - | - | - | - | **20** | **20** | 20 | - | - | - | - | - | **20** |
| Other | Parks & Play Areas | Fencing end of life | Borrowing 25 Yrs | - | - | 100 | - | - | - | - | **100** | **100** | 100 | - | - | - | - | - | **100** |
| Other | Parks & Play Areas | Fencing end of life | S106 (Revenue) Contributions | - | - | 25 | - | - | - | - | **25** | **25** | 25 | - | - | - | - | - | **25** |
| Other | Parks & Play Areas | Rubber floor tile replacements | Borrowing 10 Yrs | - | - | 75 | - | - | - | - | **75** | **75** | 75 | - | - | - | - | - | **75** |
| Other | Parks & Play Areas | Rubber floor tile replacements | S106 (Revenue) Contributions | - | - | 25 | - | - | - | - | **25** | **25** | 25 | - | - | - | - | - | **25** |
| Other | ICT Projects | Laptop/Desktop Refresh | Borrowing 3 Yrs | - | - | 80 | 100 | 120 | 100 | 100 | **500** | **500** | 80 | 100 | 120 | 100 | 100 | - | **500** |
| Other | Other Projects | Baler | Borrowing 10 Yrs | - | - | 500 | - | - | - | - | **500** | **500** | 500 | - | - | - | - | - | **500** |
| Other | Other Projects | PDA's for cabs | Borrowing 3 Yrs | - | - | 150 | - | - | - | - | **150** | **150** | 150 | - | - | - | - | - | **150** |
| Other | Other Projects | Fire Safety Measures | RCCO - From Revenue EMR's - Other | - | - | 200 | - | - | - | - | **200** | **200** | 200 | - | - | - | - | - | **200** |
| Other | Other Projects | Shared Prosperity Fund - Year 3 | SPF Funding (DLUHC) | - | - | 224 | - | - | - | - | **224** | **224** | 224 | - | - | - | - | - | **224** |
| Other | Other Projects | Rural England Prosperity Fund - Year 2 | REPF Funding (DLUHC) | - | - | 613 | - | - | - | - | **613** | **613** | 613 | - | - | - | - | - | **613** |
| Other | GF Vehicles | Vehicle leasing - Caretaking Services | GF - Lease Finance | - | - | 30 | - | - | - | - | **30** | **30** | 30 | - | - | - | - | - | **30** |
| Other | GF Vehicles | Vehicle leasing - Street Cleansing | GF - Lease Finance | - | - | 100 | 60 | 150 | - | 100 | **410** | **410** | 100 | 60 | 150 | - | 100 | - | **410** |
| Other | GF Vehicles | Vehicle leasing - Refuse | GF - Lease Finance | - | - | 900 | - | 600 | 120 | 35 | **1,655** | **1,655** | 900 | - | 600 | 120 | 35 | - | **1,655** |
| Other | GF Vehicles | Vehicle leasing - Trade Waste | GF - Lease Finance | - | - | 160 | - | 170 | - | - | **330** | **330** | 160 | - | 170 | - | - | - | **330** |
| Other | GF Vehicles | Vehicle leasing - Recycling | GF - Lease Finance | - | - | 150 | 80 | 100 | 25 | 35 | **390** | **390** | 150 | 80 | 100 | 25 | 35 | - | **390** |
| Leisure | Leisure - Climate Change/Net Zero | EVLC - Building Fabric - Insulation improvements | Salix Funding or Equivalent - to be identified | - | - | - | 260 | - | - | - | **260** | **260** | - | 260 | - | - | - | - | **260** |
| Other | Other Projects | Tiverton Market Paving - Permanent Solution | Borrowing 10 Yrs | - | - | - | 200 | - | - | - | **200** | **200** | - | 200 | - | - | - | - | **200** |
| Leisure | Lords Meadow Leisure Centre | ATP replacement (no dual use) | Usable Capital Receipts | - | - | - | - | 72 | - | - | **72** | **72** | - | - | 72 | - | - | - | **72** |
| Leisure | Lords Meadow Leisure Centre | ATP replacement (no dual use) | Borrowing 10 Yrs | - | - | - | - | 128 | - | - | **128** | **128** | - | - | 128 | - | - | - | **128** |
| Leisure | Leisure - Climate Change/Net Zero | LMLC -Building Fabric -Insulation improvements | Salix Funding or Equivalent - to be identified | - | - | - | - | 200 | - | - | **200** | **200** | - | - | 200 | - | - | - | **200** |
| Leisure | Leisure - Climate Change/Net Zero | CVSC-Building Fabric -Insulation improvements | Salix Funding or Equivalent - to be identified | - | - | - | - | 200 | - | - | **200** | **200** | - | - | 200 | - | - | - | **200** |
| Other MDDC Buildings | Other - Climate Change/Net Zero | MDDC commercial property building fabric improvements | Salix Funding or Equivalent - to be identified | - | - | - | - | 240 | - | - | **240** | **240** | - | - | 240 | - | - | - | **240** |
| Leisure | Exe Valley Leisure Centre | Exe Valley Capital Works | RCCO - From Revenue EMR's - Leisure | - | - | - | - | - | 100 | 100 | **200** | **200** | - | - | - | 100 | 100 | - | **200** |
| Leisure | Lords Meadow Leisure Centre | Lords Meadow Capital Works | RCCO - From Revenue EMR's - Leisure | - | - | - | - | - | 100 | 100 | **200** | **200** | - | - | - | 100 | 100 | - | **200** |
| Leisure | Culm Valley Sports Centre | Culm Valley Capital Works | RCCO - From Revenue EMR's - Leisure | - | - | - | - | - | 100 | 100 | **200** | **200** | - | - | - | 100 | 100 | - | **200** |
| Other | ICT Projects | Audio/Video replacement for Phoenix House | Borrowing 3 Yrs | - | - | - | - | - | - | 140 | **140** | **140** | - | - | - | - | 140 | - | **140** |
| Other | ICT Projects | Hybrid Screen replacements | RCCO - From Revenue EMR's - ICT | - | - | - | - | - | 70 | - | **70** | **70** | - | - | - | 70 | - | - | **70** |
| Other | GF Vehicles | Vehicle leasing - Grounds Maintenance | GF - Lease Finance | - | - | - | - | - | - | 100 | **100** | **100** | - | - | - | - | 100 | - | **100** |
| **General Fund Subtotals** | | | | **15,346** | **17,077** | **9,227** | **4,805** | **2,580** | **1,635** | **1,460** | **19,707** | **52,130** | **24,675** | **21,780** | **2,580** | **1,635** | **1,460** | **-** | **52,130** |

## 2024/25 - 2028/29 Capital Programme - FUNDING

| Area | Sub Area | Project Title | Funding Description | To be rolled f/wd from 2023/24 Forecast Slippage from 2023/24 to be C/fwd to 2024/25 £000's | To be rolled f/wd from 2023/24 Forecast Budget from 2023/24 to be spent over life of MTFP £000's | Total Project Costs for Approval 2024/25 £000's | 2025/26 £000's | 2026/27 £000's | 2027/28 £000's | 2028/29 £000's | Total £000's | Grand Total £000's | Spend Profile 2024/25 £000's | 2025/26 £000's | 2026/27 £000's | 2027/28 £000's | 2028/29 £000's | Beyond 2028/29 £000's | Total £000's |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **HRA** | | | | | | | | | | | | | | | | | | | |
| HRA Projects | Existing Housing Stock | Roofing | MRA Reserve | 15 | - | 600 | 600 | 600 | 600 | 600 | **3,000** | **3,015** | 615 | 600 | 600 | 600 | 600 | - | **3,015** |
| HRA Projects | Existing Housing Stock | Structural | MRA Reserve | 19 | - | 250 | 260 | 270 | 280 | 290 | **1,350** | **1,369** | 269 | 260 | 270 | 280 | 290 | - | **1,369** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 4 | UCR 1:4:1 Replacement Homes | 84 | - | - | - | - | - | - | - | **84** | 84 | - | - | - | - | - | **84** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 4 | Borrowing 50 Yrs | 126 | - | - | - | - | - | - | - | **126** | 126 | - | - | - | - | - | **126** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 1 | UCR 1:4:1 Replacement Homes | 15 | - | - | - | - | - | - | - | **15** | 15 | - | - | - | - | - | **15** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 1 | Borrowing 50 Yrs | 23 | - | - | - | - | - | - | - | **23** | 23 | - | - | - | - | - | **23** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 51 | UCR 1:4:1 Replacement Homes | 8 | 144 | - | - | - | - | - | - | **152** | 8 | 144 | - | - | - | - | **152** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 51 | Borrowing 50 Yrs | 13 | 116 | - | - | - | - | - | - | **129** | 13 | 116 | - | - | - | - | **129** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 51 | S106 (Revenue) Contributions | - | 100 | - | - | - | - | - | - | **100** | - | 100 | - | - | - | - | **100** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 52 | UCR 1:4:1 Replacement Homes | 4 | 79 | - | - | - | - | - | - | **83** | 4 | 79 | - | - | - | - | **83** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 52 | Borrowing 50 Yrs | 6 | 69 | - | - | - | - | - | - | **75** | 6 | 69 | - | - | - | - | **75** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 52 | S106 (Revenue) Contributions | - | 50 | - | - | - | - | - | - | **50** | - | 50 | - | - | - | - | **50** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 53 | UCR 1:4:1 Replacement Homes | 9 | 83 | - | - | - | - | - | - | **92** | 9 | 83 | - | - | - | - | **92** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 53 | Borrowing 50 Yrs | 14 | 74 | - | - | - | - | - | - | **88** | 14 | 74 | - | - | - | - | **88** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 53 | S106 (Revenue) Contributions | - | 50 | - | - | - | - | - | - | **50** | - | 50 | - | - | - | - | **50** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 5 | UCR 1:4:1 Replacement Homes | 9 | 79 | - | - | - | - | - | - | **88** | 9 | 79 | - | - | - | - | **88** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 5 | Borrowing 50 Yrs | 13 | 69 | - | - | - | - | - | - | **82** | 13 | 69 | - | - | - | - | **82** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 5 | S106 (Revenue) Contributions | - | 50 | - | - | - | - | - | - | **50** | - | 50 | - | - | - | - | **50** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 41 | UCR 1:4:1 Replacement Homes | 56 | - | - | - | - | - | - | - | **56** | 56 | - | - | - | - | - | **56** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 41 | Borrowing 50 Yrs | 34 | - | - | - | - | - | - | - | **34** | 34 | - | - | - | - | - | **34** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 41 | S106 (Revenue) Contributions | 50 | - | - | - | - | - | - | - | **50** | 50 | - | - | - | - | - | **50** |
| HRA Projects | Housing Development Schemes (HE) | Project 15 | Government Grants - Homes England Funding | 937 | - | - | - | - | - | - | - | **937** | 600 | 337 | - | - | - | - | **937** |
| HRA Projects | Housing Development Schemes (HE) | Project 15 | Borrowing 50 Yrs | 3,523 | - | - | - | - | - | - | - | **3,523** | 2,257 | 1,266 | - | - | - | - | **3,523** |
| HRA Projects | Housing Development Schemes (HE) | Project 15 | RCCO - From HRA Revenue EMR's - Afford Rents Surplus | 225 | - | - | - | - | - | - | - | **225** | 144 | 81 | - | - | - | - | **225** |
| HRA Projects | Housing Development Schemes (HE) | Project 18 | Government Grants - Homes England Funding | 459 | - | - | - | - | - | - | - | **459** | 459 | - | - | - | - | - | **459** |
| HRA Projects | Housing Development Schemes (HE) | Project 18 | Borrowing 50 Yrs | 488 | - | - | - | - | - | - | - | **488** | 488 | - | - | - | - | - | **488** |
| HRA Projects | Housing Development Schemes (HE) | Project 18 | One Public Estate Funding | 75 | - | - | - | - | - | - | - | **75** | 75 | - | - | - | - | - | **75** |
| HRA Projects | Housing Development Schemes (HE) | Project 10 | Government Grants - Homes England Funding | 465 | - | 157 | - | - | - | - | **157** | **622** | 465 | 157 | - | - | - | - | **622** |
| HRA Projects | Housing Development Schemes (HE) | Project 10 | Borrowing 50 Yrs | 1,009 | - | 343 | - | - | - | - | **343** | **1,352** | 1,009 | 343 | - | - | - | - | **1,352** |
| HRA Projects | Housing Development Schemes (HE) | Project 14 | Government Grants - Homes England Funding | 395 | - | - | - | - | - | - | - | **395** | 395 | - | - | - | - | - | **395** |
| HRA Projects | Housing Development Schemes (HE) | Project 14 | Borrowing 50 Yrs | 413 | - | - | - | - | - | - | - | **413** | 413 | - | - | - | - | - | **413** |
| HRA Projects | Housing Development Schemes (HE) | Project 14 | One Public Estate Funding | 75 | - | - | - | - | - | - | - | **75** | 75 | - | - | - | - | - | **75** |
| HRA Projects | Housing Development Schemes (HE) | Project 9 | Government Grants - Homes England Funding | 240 | - | - | - | - | - | - | - | **240** | 240 | - | - | - | - | - | **240** |
| HRA Projects | Housing Development Schemes (HE) | Project 9 | Borrowing 50 Yrs | 888 | - | - | - | - | - | - | - | **888** | 888 | - | - | - | - | - | **888** |
| HRA Projects | Housing Development Schemes (HE) | Project 11 | Government Grants - Homes England Funding | 507 | - | - | - | - | - | - | - | **507** | 507 | - | - | - | - | - | **507** |
| HRA Projects | Housing Development Schemes (HE) | Project 11 | Borrowing 50 Yrs | 915 | - | - | - | - | - | - | - | **915** | 915 | - | - | - | - | - | **915** |
| HRA Projects | Housing Development Schemes (HE) | Project 11 | One Public Estate Funding | 100 | - | - | - | - | - | - | - | **100** | 100 | - | - | - | - | - | **100** |
| HRA Projects | Housing Development Schemes (HE) | Project 3 | Borrowing 50 Yrs | 717 | - | - | - | - | - | - | - | **717** | 717 | - | - | - | - | - | **717** |
| HRA Projects | Housing Development Schemes (HE) | Project 3 | S106 (Revenue) Contributions | 100 | - | - | - | - | - | - | - | **100** | 100 | - | - | - | - | - | **100** |
| HRA Projects | Housing Development Schemes (HE) | Project 3 | Government Grants - Homes England Funding | 668 | - | - | - | - | - | - | - | **668** | 668 | - | - | - | - | - | **668** |
| HRA Projects | Housing Development Schemes (HE) | Project 25 | Government Grants - Homes England Funding | 10 | 557 | - | - | - | - | - | - | **567** | 10 | 557 | - | - | - | - | **567** |
| HRA Projects | Housing Development Schemes (HE) | Project 25 | Borrowing 50 Yrs | 22 | 1,033 | - | - | - | - | - | - | **1,055** | 22 | 1,033 | - | - | - | - | **1,055** |
| HRA Projects | Housing Development Schemes (HE) | Project 25 | Usable Capital Receipts | 13 | 629 | - | - | - | - | - | - | **642** | 13 | 629 | - | - | - | - | **642** |
| HRA Projects | Housing Development Schemes (HE) | Project 25 | One Public Estate Funding | 5 | 121 | - | - | - | - | - | - | **126** | 5 | 121 | - | - | - | - | **126** |
| HRA Projects | Housing Development Schemes (HE) | Project 8 | Government Grants - Homes England Funding | - | 1,005 | - | - | - | - | - | - | **1,005** | - | 101 | 904 | - | - | - | **1,005** |
| HRA Projects | Housing Development Schemes (HE) | Project 8 | Borrowing 50 Yrs | - | 1,039 | - | - | - | - | - | - | **1,039** | - | 103 | 936 | - | - | - | **1,039** |
| HRA Projects | Housing Development Schemes (HE) | Project 8 | One Public Estate Funding | - | 185 | - | - | - | - | - | - | **185** | - | 19 | 166 | - | - | - | **185** |
| HRA Projects | Housing Development Schemes (HE) | Project 29 | Borrowing 50 Yrs | 27 | 210 | - | - | - | - | - | - | **237** | 27 | 210 | - | - | - | - | **237** |
| HRA Projects | Housing Development Schemes (HE) | Project 29 | S106 (Revenue) Contributions | - | 300 | - | - | - | - | - | - | **300** | - | 300 | - | - | - | - | **300** |
| HRA Projects | Housing Development Schemes (HE) | Project 29 | One Public Estate Funding | - | 90 | - | - | - | - | - | - | **90** | - | 90 | - | - | - | - | **90** |
| HRA Projects | Housing Development Schemes (HE) | Project 29 | Government Grants - Homes England Funding | 21 | 390 | - | - | - | - | - | - | **411** | 21 | 390 | - | - | - | - | **411** |
| HRA Projects | Housing Development Schemes (HE) | Project 28 | Borrowing 50 Yrs | 66 | 665 | - | - | - | - | - | - | **731** | 66 | 665 | - | - | - | - | **731** |
| HRA Projects | Housing Development Schemes (HE) | Project 28 | S106 (Revenue) Contributions | - | 250 | - | - | - | - | - | - | **250** | - | 250 | - | - | - | - | **250** |
| HRA Projects | Housing Development Schemes (HE) | Project 28 | One Public Estate Funding | - | 75 | - | - | - | - | - | - | **75** | - | 75 | - | - | - | - | **75** |
| HRA Projects | Housing Development Schemes (HE) | Project 28 | Government Grants - Homes England Funding | 44 | - | - | - | - | - | - | - | **44** | 44 | - | - | - | - | - | **44** |
| HRA Projects | Housing Development Schemes (HE) | Project 37 | Government Grants - Homes England Funding | - | 688 | - | - | - | - | - | - | **688** | 69 | 619 | - | - | - | - | **688** |
| HRA Projects | Housing Development Schemes (HE) | Project 37 | Borrowing 50 Yrs | - | 740 | - | - | - | - | - | - | **740** | 74 | 666 | - | - | - | - | **740** |
| HRA Projects | Housing Development Schemes (HE) | Project 37 | One Public Estate Funding | - | 102 | - | - | - | - | - | - | **102** | 10 | 92 | - | - | - | - | **102** |
| HRA Projects | Housing Development Schemes (HE) | Project 33 | Government Grants - Homes England Funding | - | 512 | - | - | - | - | - | - | **512** | 512 | - | - | - | - | - | **512** |
| HRA Projects | Housing Development Schemes (HE) | Project 33 | Borrowing 50 Yrs | - | 548 | - | - | - | - | - | - | **548** | 548 | - | - | - | - | - | **548** |
| HRA Projects | Housing Development Schemes (HE) | Project 33 | One Public Estate Funding | - | 78 | - | - | - | - | - | - | **78** | 78 | - | - | - | - | - | **78** |
| HRA Projects | Housing Development Schemes (HE) | Project 36 | Government Grants - Homes England Funding | 76 | 689 | - | - | - | - | - | - | **765** | - | 76 | 689 | - | - | - | **765** |
| HRA Projects | Housing Development Schemes (HE) | Project 36 | Borrowing 50 Yrs | 94 | 691 | - | - | - | - | - | - | **785** | - | 94 | 691 | - | - | - | **785** |
| HRA Projects | Housing Development Schemes (HE) | Project 36 | One Public Estate Funding | - | 150 | - | - | - | - | - | - | **150** | - | - | 150 | - | - | - | **150** |
| HRA Projects | Housing Development Schemes (HE) | Project 20 | Government Grants - Homes England Funding | 152 | 7,272 | - | - | - | - | - | - | **7,424** | - | 152 | 3,636 | 3,636 | - | - | **7,424** |
| HRA Projects | Housing Development Schemes (HE) | Project 20 | Borrowing 50 Yrs | 156 | 7,478 | - | - | - | - | - | - | **7,634** | - | 156 | 3,739 | 3,739 | - | - | **7,634** |
| HRA Projects | Housing Development Schemes (HE) | Project 20 | One Public Estate Funding | 29 | 1,410 | - | - | - | - | - | - | **1,439** | - | 29 | 705 | 705 | - | - | **1,439** |
| HRA Projects | Other HRA Projects | Old Road Depot remodelling options - forecast expenditure to maintain operations | Borrowing 25 Yrs | 50 | - | - | - | - | - | - | - | **50** | 50 | - | - | - | - | - | **50** |
| HRA Projects | Other HRA Projects | Sewerage Treatment Works - Washfield | RCCO - From HRA Revenue EMR's - Other | 25 | - | - | - | - | - | - | - | **25** | 25 | - | - | - | - | - | **25** |
| HRA Projects | Existing Housing Stock | Garage Mods | MRA Reserve | - | - | 150 | 150 | 150 | - | - | **450** | **450** | 150 | 150 | 150 | - | - | - | **450** |
| HRA Projects | Existing Housing Stock | Decent Homes | MRA Reserve | - | - | 395 | 195 | 195 | 200 | 200 | **1,185** | **1,185** | 395 | 195 | 195 | 200 | 200 | - | **1,185** |
| HRA Projects | Existing Housing Stock | Fire Safety | MRA Reserve | - | - | 40 | 30 | 20 | 20 | 20 | **130** | **130** | 40 | 30 | 20 | 20 | 20 | - | **130** |
| HRA Projects | Existing Housing Stock | Window/Doors | MRA Reserve | - | - | 400 | 400 | 400 | 400 | 400 | **2,000** | **2,000** | 400 | 400 | 400 | 400 | 400 | - | **2,000** |
| HRA Projects | Existing Housing Stock | Heating | MRA Reserve | - | - | 405 | 410 | 415 | 420 | 425 | **2,075** | **2,075** | 405 | 410 | 415 | 420 | 425 | - | **2,075** |
| HRA Projects | Existing Housing Stock | Renewables | RCCO - From HRA Revenue EMR's - Renewable Energy | - | - | 250 | 250 | 250 | 250 | 250 | **1,250** | **1,250** | 250 | 250 | 250 | 250 | 250 | - | **1,250** |
| HRA Projects | Existing Housing Stock | Adaptations | Usable Capital Receipts | - | - | 310 | 315 | 320 | 325 | 330 | **1,600** | **1,600** | 310 | 315 | 320 | 325 | 330 | - | **1,600** |
| HRA Projects | Existing Housing Stock | Void Capital Works | MRA Reserve | - | - | 140 | 145 | 150 | 155 | 160 | **750** | **750** | 140 | 145 | 150 | 155 | 160 | - | **750** |
| HRA Projects | Existing Housing Stock | Double Glazed Unit Replacement | MRA Reserve | - | - | 20 | 20 | 20 | 20 | 20 | **100** | **100** | 20 | 20 | 20 | 20 | 20 | - | **100** |
| HRA Projects | Existing Housing Stock | Responsive capital works | MRA Reserve | - | - | 100 | 110 | 120 | 130 | 140 | **600** | **600** | 100 | 110 | 120 | 130 | 140 | - | **600** |
| HRA Projects | Housing Development Schemes (HE) | Project 26 | Government Grants - Homes England Funding | - | - | 270 | - | - | - | - | **270** | **270** | - | 27 | 243 | - | - | - | **270** |
| HRA Projects | Housing Development Schemes (HE) | Project 26 | Borrowing 50 Yrs | - | - | 705 | - | - | - | - | **705** | **705** | - | - | 705 | - | - | - | **705** |
| HRA Projects | Housing Development Schemes (HE) | Project 26 | RCCO - From HRA Revenue EMR's - Afford Rents Surplus | - | - | 225 | - | - | - | - | **225** | **225** | - | 93 | 132 | - | - | - | **225** |
| HRA Projects | Housing Development Schemes (HE) | Project 22 | Government Grants - Homes England Funding | - | - | 630 | - | - | - | - | **630** | **630** | 63 | 567 | - | - | - | - | **630** |
| HRA Projects | Housing Development Schemes (HE) | Project 22 | Borrowing 50 Yrs | - | - | 1,471 | - | - | - | - | **1,471** | **1,471** | - | 1,471 | - | - | - | - | **1,471** |
| HRA Projects | Housing Development Schemes (HE) | Project 22 | Usable Capital Receipts | - | - | 699 | - | - | - | - | **699** | **699** | 217 | 482 | - | - | - | - | **699** |
| HRA Projects | Housing Development Schemes (HE) | Project 27 | Government Grants - Homes England Funding | - | - | 765 | - | - | - | - | **765** | **765** | - | 68 | 697 | - | - | - | **765** |
| HRA Projects | Housing Development Schemes (HE) | Project 27 | Borrowing 50 Yrs | - | - | 755 | - | - | - | - | **755** | **755** | - | 102 | 653 | - | - | - | **755** |
| HRA Projects | Housing Development Schemes (HE) | Project 27 | One Public Estate Funding | - | - | 180 | - | - | - | - | **180** | **180** | - | - | 180 | - | - | - | **180** |
| HRA Projects | Housing Development Schemes (HE) | Project 54 | Government Grants - Homes England Funding | - | - | 90 | - | - | - | - | **90** | **90** | 9 | 81 | - | - | - | - | **90** |

**2024/25 - 2028/29 Capital Programme - FUNDING**

| Area | Sub Area | Project Title | Funding Description | To be rolled f/wd from 2023/24 Forecast Slippage from 2023/24 to be C/fwd to 2024/25 £000's | To be rolled f/wd from 2023/24 Forecast Budget from 2023/24 to be spent over life of MTFP £000's | Total Project Costs for Approval 2024/25 £000's | 2025/26 £000's | 2026/27 £000's | 2027/28 £000's | 2028/29 £000's | Total £000's | Grand Total £000's | Spend Profile 2024/25 £000's | 2025/26 £000's | 2026/27 £000's | 2027/28 £000's | 2028/29 £000's | Beyond 2028/29 £000's | Total £000's |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| HRA Projects | Housing Development Schemes (HE) | Project 54 | Borrowing 50 Yrs | - | - | 110 | - | - | - | - | **110** | **110** | 11 | 99 | - | - | - | - | **110** |
| HRA Projects | Housing Development Schemes (HE) | Project 55 | Government Grants - Homes England Funding | - | - | 90 | - | - | - | - | **90** | **90** | - | 9 | 81 | - | - | - | **90** |
| HRA Projects | Housing Development Schemes (HE) | Project 55 | Borrowing 50 Yrs | - | - | 110 | - | - | - | - | **110** | **110** | - | 11 | 99 | - | - | - | **110** |
| Other | HRA Vehicles | Vehicle leasing - Housing | HRA - Lease Finance | - | - | 80 | - | - | 420 | 50 | **550** | **550** | 80 | - | - | 420 | 50 | - | **550** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 56 | UCR 1:4:1 Replacement Homes | - | - | - | 80 | - | - | - | **80** | **80** | - | - | 80 | - | - | - | **80** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 56 | Borrowing 50 Yrs | - | - | - | 120 | - | - | - | **120** | **120** | - | 20 | 100 | - | - | - | **120** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 57 | UCR 1:4:1 Replacement Homes | - | - | - | 80 | - | - | - | **80** | **80** | - | - | 80 | - | - | - | **80** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 57 | Borrowing 50 Yrs | - | - | - | 120 | - | - | - | **120** | **120** | - | 20 | 100 | - | - | - | **120** |
| HRA Projects | Housing Development Schemes (HE) | Project 16 | Government Grants - Homes England Funding | - | - | - | 450 | - | - | - | **450** | **450** | - | 40 | 410 | - | - | - | **450** |
| HRA Projects | Housing Development Schemes (HE) | Project 16 | Borrowing 50 Yrs | - | - | - | 460 | - | - | - | **460** | **460** | - | 60 | 400 | - | - | - | **460** |
| HRA Projects | Housing Development Schemes (HE) | Project 16 | One Public Estate Funding | - | - | - | 90 | - | - | - | **90** | **90** | - | - | 90 | - | - | - | **90** |
| HRA Projects | Housing Development Schemes (HE) | Project 23 | Government Grants - Homes England Funding | - | - | - | 1,845 | - | - | - | **1,845** | **1,845** | - | 185 | 1,660 | - | - | - | **1,845** |
| HRA Projects | Housing Development Schemes (HE) | Project 23 | Borrowing 50 Yrs | - | - | - | 1,670 | - | - | - | **1,670** | **1,670** | - | - | 1,670 | - | - | - | **1,670** |
| HRA Projects | Housing Development Schemes (HE) | Project 23 | RCCO - From HRA Revenue EMR's - Afford Rents Surplus | - | - | - | 225 | - | - | - | **225** | **225** | - | 225 | - | - | - | - | **225** |
| HRA Projects | Housing Development Schemes (HE) | Project 23 | One Public Estate Funding | - | - | - | 360 | - | - | - | **360** | **360** | - | - | 360 | - | - | - | **360** |
| HRA Projects | Housing Development Schemes (HE) | Project 12 | Government Grants - Homes England Funding | - | - | - | 720 | - | - | - | **720** | **720** | - | 72 | 648 | - | - | - | **720** |
| HRA Projects | Housing Development Schemes (HE) | Project 12 | Borrowing 50 Yrs | - | - | - | 760 | - | - | - | **760** | **760** | - | 88 | 672 | - | - | - | **760** |
| HRA Projects | Housing Development Schemes (HE) | Project 12 | One Public Estate Funding | - | - | - | 120 | - | - | - | **120** | **120** | - | - | 120 | - | - | - | **120** |
| HRA Projects | Housing Development Schemes (HE) | Project 30 | UCR 1:4:1 Replacement Homes | - | - | - | 495 | - | - | - | **495** | **495** | - | 44 | 451 | - | - | - | **495** |
| HRA Projects | Housing Development Schemes (HE) | Project 30 | Borrowing 50 Yrs | - | - | - | 515 | - | - | - | **515** | **515** | - | 66 | 449 | - | - | - | **515** |
| HRA Projects | Housing Development Schemes (HE) | Project 30 | One Public Estate Funding | - | - | - | 90 | - | - | - | **90** | **90** | - | - | 90 | - | - | - | **90** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 58 | UCR 1:4:1 Replacement Homes | - | - | - | - | 80 | - | - | **80** | **80** | - | - | - | 80 | - | - | **80** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 58 | Borrowing 50 Yrs | - | - | - | - | 8 | - | - | **8** | **8** | - | - | 8 | - | - | - | **8** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 58 | RCCO - From HRA Revenue EMR's - Afford Rents Surplus | - | - | - | - | 112 | - | - | **112** | **112** | - | - | 12 | 100 | - | - | **112** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 59 | UCR 1:4:1 Replacement Homes | - | - | - | - | 80 | - | - | **80** | **80** | - | - | - | 80 | - | - | **80** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 59 | Borrowing 50 Yrs | - | - | - | - | 8 | - | - | **8** | **8** | - | - | 8 | - | - | - | **8** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 59 | RCCO - From HRA Revenue EMR's - Afford Rents Surplus | - | - | - | - | 112 | - | - | **112** | **112** | - | - | 12 | 100 | - | - | **112** |
| HRA Projects | Housing Development Schemes (HE) | Project 24 | Government Grants - Homes England Funding | - | - | - | - | 495 | - | - | **495** | **495** | - | - | 50 | 445 | - | - | **495** |
| HRA Projects | Housing Development Schemes (HE) | Project 24 | Borrowing 50 Yrs | - | - | - | - | 515 | - | - | **515** | **515** | - | - | 60 | 455 | - | - | **515** |
| HRA Projects | Housing Development Schemes (HE) | Project 24 | One Public Estate Funding | - | - | - | - | 90 | - | - | **90** | **90** | - | - | - | 90 | - | - | **90** |
| HRA Projects | Housing Development Schemes (HE) | Project 35 | Government Grants - Homes England Funding | - | - | - | - | 765 | - | - | **765** | **765** | - | - | 76 | 689 | - | - | **765** |
| HRA Projects | Housing Development Schemes (HE) | Project 35 | Borrowing 50 Yrs | - | - | - | - | 25 | - | - | **25** | **25** | - | - | - | 25 | - | - | **25** |
| HRA Projects | Housing Development Schemes (HE) | Project 35 | Usable Capital Receipts | - | - | - | - | 700 | - | - | **700** | **700** | - | - | 94 | 606 | - | - | **700** |
| HRA Projects | Housing Development Schemes (HE) | Project 35 | One Public Estate Funding | - | - | - | - | 210 | - | - | **210** | **210** | - | - | - | 210 | - | - | **210** |
| HRA Projects | Housing Development Schemes (HE) | Project 31 | Government Grants - Homes England Funding | - | - | - | - | 495 | - | - | **495** | **495** | - | - | 50 | 445 | - | - | **495** |
| HRA Projects | Housing Development Schemes (HE) | Project 31 | Borrowing 50 Yrs | - | - | - | - | 515 | - | - | **515** | **515** | - | - | 60 | 455 | - | - | **515** |
| HRA Projects | Housing Development Schemes (HE) | Project 31 | One Public Estate Funding | - | - | - | - | 90 | - | - | **90** | **90** | - | - | - | 90 | - | - | **90** |
| HRA Projects | Housing Development Schemes (HE) | Project 13 | Government Grants - Homes England Funding | - | - | - | - | 495 | - | - | **495** | **495** | - | - | 50 | 445 | - | - | **495** |
| HRA Projects | Housing Development Schemes (HE) | Project 13 | Borrowing 50 Yrs | - | - | - | - | 515 | - | - | **515** | **515** | - | - | 60 | 455 | - | - | **515** |
| HRA Projects | Housing Development Schemes (HE) | Project 13 | One Public Estate Funding | - | - | - | - | 90 | - | - | **90** | **90** | - | - | - | 90 | - | - | **90** |
| **HRA Subtotals** | | | | **13,487** | **27,870** | **9,740** | **11,085** | **8,310** | **3,220** | **2,885** | **35,240** | **76,597** | **16,026** | **16,290** | **25,236** | **16,160** | **2,885** | **-** | **76,597** |
| **Grand Totals** | | | | **28,833** | **44,947** | **18,967** | **15,890** | **10,890** | **4,855** | **4,345** | **54,947** | **128,727** | **40,701** | **38,070** | **27,816** | **17,795** | **4,345** | **-** | **128,727** |

**Report for:** **Cabinet**

| | |
|---|---|
| Date of Meeting: | 6 February 2024 |
| Subject: | **Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy 2024/25** |
| Cabinet Member: | Cllr James Buczkowski, Cabinet Member for Finance |
| Responsible Officer: | Andrew Jarrett, Deputy Chief Executive (S151) |
| Exempt: | N/A |
| Wards Affected: | All |
| Enclosures: | Appendix 1 – Prudential and treasury indicators and MRP statement<br>Appendix 2 – Interest rate forecasts<br>Appendix 3 – Economic background<br>Appendix 4 – Treasury management practice 1 – credit and counterparty risk management<br>Appendix 5 – Approved countries for investments<br>Appendix 6 – Treasury management scheme of delegation<br>Appendix 7 – The treasury management role of the Section 151 Officer |

**Section 1 – Summary and Recommendation(s)**

To agree the proposed Treasury Management Strategy, Minimum Revenue Provision Policy and Annual Investment Strategy for 2024/25.

**Recommendation(s):**

**That Cabinet recommends to Full Council that the proposed Treasury Management Strategy and Annual Investment Strategy for 2024/25, including the prudential indicators for the next 3 years and the Minimum Revenue Provision Statement (Appendix 1), be approved.**

**Section 2 – Report**

## 1.0 Background

**1.1** The Council is required to operate a balanced budget, which broadly means that the cash raised during the year will meet cash expenditure. Part of the treasury management operation is to ensure that this cash flow is adequately planned, with cash being available when it is needed. Surplus monies are invested in low risk counterparties or instruments commensurate with the Council's low risk appetite, providing adequate liquidity initially before considering investment return.

**1.2** The second main function of the treasury management service is the funding of the Council's capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer-term cash flow planning, to ensure that the Council can meet its capital spending obligations. This management of longer-term cash may involve arranging long or short-term loans, or using longer-term cash flow surpluses. On occasion, when it is prudent and economic, any debt previously drawn may be restructured to meet Council risk or cost objectives.

**1.3** The contribution the treasury management function makes to the authority is critical, as the balance of debt and investment operations ensure liquidity or the ability to meet spending commitments as they fall due, either on day-to-day revenue or for larger capital projects. The treasury operations will see a balance of the interest costs of debt and the investment income arising from cash deposits affecting the available budget. Since cash balances generally result from reserves and balances, it is paramount to ensure adequate security of the sums invested, as a loss of principal will in effect result in a loss to the General Fund Balance.

**1.4** Whilst any commercial initiatives or loans to third parties will impact on the treasury function, these activities are generally classed as non-treasury activities (arising usually from capital expenditure), and are separate from the day to day treasury management activities.

**1.5** CIPFA defines treasury management as:

*"The management of the local authority's borrowing, investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks."*

**1.6** In the latest Devon Audit Partnership audit (December 2022), a Substantial Assurance opinion was given, meaning the Council has "a sound system of governance, risk management and control exists, with internal controls operating effectively and being consistently applied to support the achievement of objectives in the area audited".

## 2.0 Reporting requirements

### 2.1 Treasury Strategy

2.1.1 The CIPFA 2021 Prudential and Treasury Management Codes require all local authorities to prepare a capital strategy report which will provide the following:

- a high-level long term overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services;
- an overview of how the associated risk is managed; and
- the implications for future financial sustainability.

2.1.2 The aim of this treasury strategy is to ensure that all elected members of the Council fully understand the overall long-term policy objectives and resulting treasury strategy requirements, governance procedures and risk appetite.

### 2.2 Treasury Management reporting

2.2.1 The Council is currently required to receive and approve, as a minimum, three main treasury reports each year, which incorporate a variety of policies, estimates and actuals.

**a. Prudential and treasury indicators and treasury strategy** (this report) - The first, and most important report is forward looking and covers:

- the capital plans (including prudential indicators);
- a minimum revenue provision (MRP) policy (how residual capital expenditure is charged to revenue over time);
- the treasury management strategy (how the investments and borrowings are to be organised), including treasury indicators; and
- an investment strategy (the parameters on how investments are to be managed).

**b. A mid-year treasury management report** – This is primarily a progress report and will update members on the capital position, amending prudential indicators as necessary, and whether any policies require revision. In addition, members will receive quarterly treasury updates as part of the financial monitoring.

**c. An annual treasury report** – This is a backward looking review document and provides details of a selection of actual prudential and treasury indicators and actual treasury operations compared to the estimates within the strategy.

2.2.2 **Scrutiny.** The above reports are required to be adequately scrutinised before being recommended to the Council. The Cabinet undertakes this role.

### 2.3 Treasury Management Strategy for 2024/25

2.3.1 The strategy for 2024/25 covers two main areas:

2.3.2 **Capital issues**

- The capital expenditure plans and the associated prudential indicators; and

- The minimum revenue provision (MRP) policy.

2.3.3 **Treasury management issues**

- The current treasury position;
- Treasury indicators which limit the treasury risk and activities of the Council;
- Prospects for interest rates;
- The borrowing strategy;
- Policy on borrowing in advance of need;
- Debt rescheduling;
- The investment strategy;
- Creditworthiness policy; and
- The policy on the use of external service providers.

2.3.4 These elements cover the requirements of the Local Government Act 2003, the Chartered Institute of Public Finance and Accountancy (CIPFA) Prudential Code, Department for Levelling Up, Housing and Communities (DLUHC – this was formerly the Ministry of Housing, Communities and Local Government [MHCLG]) MRP Guidance, the CIPFA Treasury Management Code and DLUHC Investment Guidance.

## 2.4 Training

2.4.1 The CIPFA Treasury Management Code requires the responsible officer to ensure that members with responsibility for treasury management receive adequate training in treasury management. This especially applies to members responsible for Scrutiny.

2.4.2 Furthermore, the Code states that all organisations are expected to have a formal and comprehensive knowledge and skills or training policy for the effective acquisition and retention of treasury management knowledge and skills for those responsible for management, delivery, governance and decision making.

2.4.3 The scale and nature of this will depend on the size and complexity of the organisation's treasury management needs. Organisations should consider how to assess whether treasury management staff and council members have the required knowledge and skills to undertake their roles and whether they have been able to maintain those skills and keep them up to date.

2.4.4 As a minimum, authorities should carry out the following to monitor and review knowledge and skills:

- Record attendance at training and ensure action is taken where poor attendance is identified;
- Prepare tailored learning plans for treasury management officers and board/council members;
- Require treasury management officers and board/council members to undertake self-assessment against the required competencies (as set out in the schedule that may be adopted by the organisation); and
- Have regular communication with officers and board/council members, encouraging them to highlight training needs on an ongoing basis.

2.4.5 In further support of the revised training requirements, CIPFA's Better Governance Forum and Treasury Management Network have produced a 'self-assessment by members responsible for the scrutiny of treasury management', which is available from the CIPFA website to download.

2.4.6 Training requirements of members are being reviewed and training will be arranged as required.

2.4.7 The training needs of treasury management officers are periodically reviewed.

2.4.8 A formal record of the training received by officers central to the Treasury function will be maintained by the S151 (Deputy Chief Executive). Similarly, a formal record of the treasury management/capital finance training received by members will be maintained by the Democratic Services Manager.

### 2.5 Treasury management consultants

2.5.1 The Council uses Link Group as its external treasury management advisors. The Council recognises that responsibility for treasury management decisions remains with the organisation at all times and will ensure that undue reliance is not placed upon the services of our external service providers.

2.5.2 It also recognises that there is value in employing external providers of treasury management services in order to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented, and subjected to regular review.

## 3.0 The Capital Prudential Indicators 2024/25 – 2026/27

3.1.1 The Council's capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans is reflected in the Prudential Indicators, which are designed to assist members' overview and confirm capital expenditure plans.

### 3.2 Capital expenditure and financing

3.2.1 This Prudential Indicator is a summary of the Council's capital expenditure plans, both those agreed previously, and those forming part of this budget cycle. The below table shows planned expenditure in the 2024/25 Capital Programme of £40,701k, (£11,868k new projects plus the projected slippage from prior years of £28,833k).

*Prudential Indicator: Estimates of Capital Expenditure*

| Capital Expenditure £000 | 2022/23 Actual | 2023/24 Estimate | 2024/25 Estimate | 2025/26 Estimate | 2026/27 Estimate |
|---|---|---|---|---|---|
| General Fund | 4,910 | 4,459 | 24,676 | 21,780 | 2,580 |
| HRA | 6,957 | 7,414 | 16,025 | 16,290 | 25,236 |
| Loans to Subsidiary Company * | 5,363 | 2,639 | 0 | 0 | 0 |
| **Total** | **17,230** | **14,512** | **40,701** | **38,070** | **27,816** |

** Loans to Subsidiary Company are non-treasury investments and so not covered in detail in this report. Refer to the Capital Strategy for further information.*

For Members clarity, the NHS Hub loan is treated as General Fund.

3.2.2 Other long-term liabilities – The above financing need excludes other long-term liabilities, such as PFI and leasing arrangements that already include borrowing instruments.

3.2.3 The table below summarises the above capital expenditure plans and how these plans are being financed by capital or revenue resources. Any shortfall of resources results in a funding borrowing need.

| Financing of capital expenditure £000 | 2022/23 Actual | 2023/24 Estimate | 2024/25 Estimate | 2025/26 Estimate | 2026/27 Estimate |
|---|---|---|---|---|---|
| Capital receipts | 865 | 1,306 | 1,394 | 1,855 | 1,097 |
| Capital grants | 4,967 | 4,665 | 15,943 | 21,240 | 12,295 |
| Capital reserves | 0 | 0 | 0 | 0 | 0 |
| Revenue | 4,018 | 4,593 | 5,120 | 3,799 | 2,746 |
| **Net financing need for the year** | **7,380** | **3,948** | **18,244** | **11,176** | **11,678** |

3.2.4 The net financing need for Loans to Subsidiary Company included in the above table against expenditure is shown below:

| Loans to Subsidiary Company £000 | 2022/23 Actual | 2023/24 Estimate | 2024/25 Estimate | 2025/26 Estimate | 2026/27 Estimate |
|---|---|---|---|---|---|
| Capital Expenditure | 5,363 | 2,639 | 0 | 0 | 0 |
| Financing costs | 0 | 0 | 0 | 0 | 0 |
| **Net financing need for the year** | **5,363** | **2,639** | **0** | **0** | **0** |
| Percentage of total net financing need % | 72.7% | 66.3% | 0.0% | 0.0% | 0.0% |

The financing costs are zero as, to date, all lending has been funded through internal borrowing. With the company now going through a soft closure, it is not expected that any external borrowing will be required to fund the lending.

### 3.3 The Council's borrowing need (the Capital Financing Requirement)

3.3.1 The second Prudential Indicator is the Council's Capital Financing Requirement (CFR). The CFR is simply the total historic outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of the Council's indebtedness and so its underlying borrowing need. Any capital expenditure above, which has not immediately been paid for through a revenue or capital resource, will increase the CFR.

3.3.2 The CFR does not increase indefinitely, as the Minimum Revenue Provision (MRP) is a statutory annual revenue charge which broadly reduces the indebtedness in line with each asset's life, and so charges the economic consumption of capital assets as they are used.

3.3.3 The CFR includes any other long-term liabilities (e.g. PFI schemes, finance leases). Whilst these increase the CFR, and therefore the Council's borrowing requirement, these types of scheme include a borrowing facility by the PFI, PPP lease provider and so the Council is not required to separately borrow for these schemes. The Council currently has £2.092m of such schemes within the CFR.

3.3.4 **The Council is asked to approve the CFR projections below:**

*Prudential Indicator: Estimates of Capital Financing Requirement*

| Capital Financing Requirement £000 | 2022/23 Actual | 2023/24 Estimate | 2024/25 Estimate | 2025/26 Estimate | 2026/27 Estimate |
|---|---|---|---|---|---|
| CFR - General Fund | 9,623 | 9,722 | 18,657 | 21,892 | 21,880 |
| CFR - Housing | 40,552 | 40,163 | 46,949 | 52,651 | 61,719 |
| CFR - Loans to Subsidiary Company | 14,417 | 0 | 0 | 0 | 0 |
| **Total CFR** | **64,592** | **49,885** | **65,606** | **74,543** | **83,599** |
| **Movement in CFR*** | **3,464** | **-14,707** | **15,721** | **8,937** | **9,056** |

**The movement in CFR will not directly match the Net Financing Need (see 3.2.3) due to the annual MRP charge reducing the balance in line with each asset's expected life. The CFR is cumulative, so increases and decreases for scheduled loans to, and repayments from, 3 Rivers Developments Ltd.*

### 3.4 Liability Benchmark

3.4.1 The Authority is required to estimate and measure the Liability Benchmark (LB) for the forthcoming financial year and the following two financial years, as a minimum.

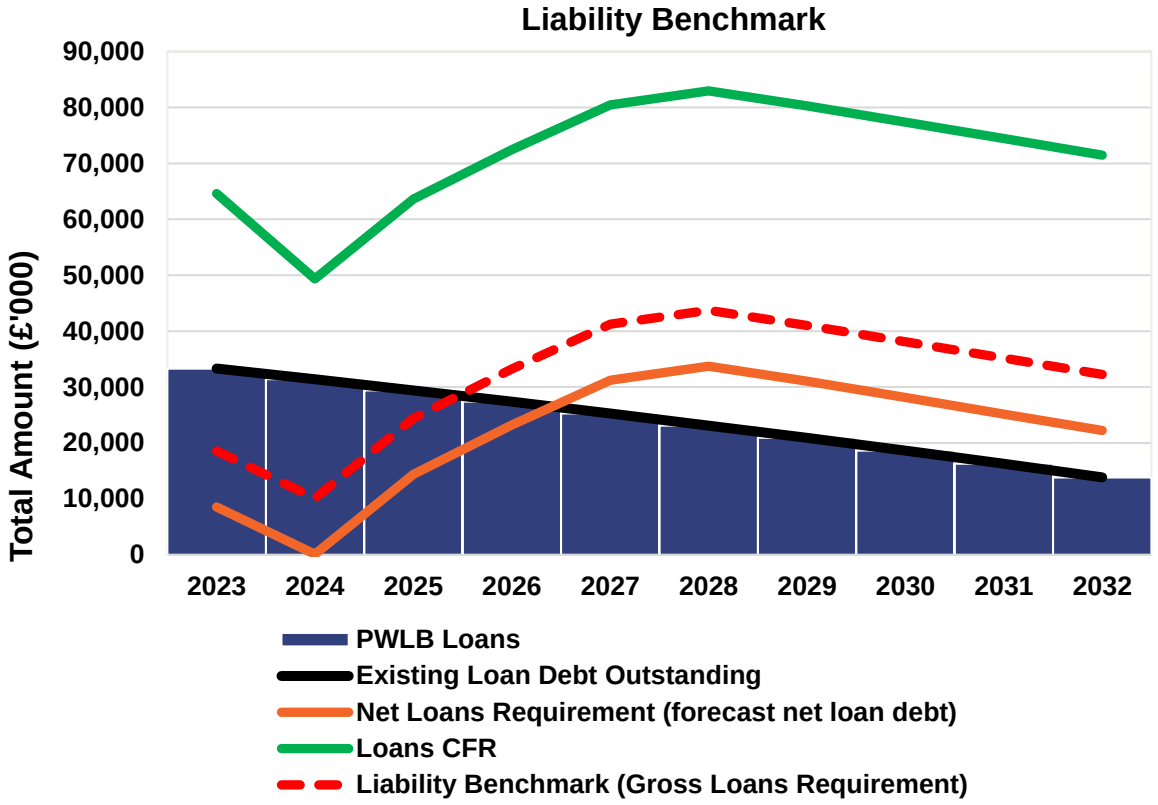
3.4.2 There are four compenents to the LB:

1 **Existing loan debt outstanding**: the Council's existing loans that are still outstanding in future years.
2 **Loans CFR**: this is calculated in accordance with the loans CFR definition in the Prudential Code and projected into the future based on approved prudential borrowing and planned MRP.

3 **Net loans requirement**: this will show the Council's gross loan debt less treasury management investments at the last financial year-end, projected into the future and based on its approved prudential borrowing, planned MRP and any other major cash flows forecast.

4 **Liability benchmark** (or gross loans requirement): this equals net loans requirement plus a short-term liquidity allowance.

3.4.3 The Council's Liability Benchmark for years ending March 2023 to March 2032 is shown below:




3.4.4 The chart can be interpreted as follows:

- The liability benchmark (red dashed line) is the Council's need for external borrowing.
- Where the liability benchmark exceeds the existing loans (black line) then there is a need for new borrowing. Where the liability benchmark is below the existing loans then the Council is holding surplus cash that will be put into short-term investments.
- The area between the liability benchmark and net loans requirement (orange line) shows the cash required to manage the Council's day-to-day cash flow need, which is estimated to be £10m.
- The area between the loans CFR (green line) and liability benchmark shows the potential for internal borrowing, which currently stands at circa £40m.

## 4.0 Borrowing

**4.1** The capital expenditure plans set out in Section 3 provide details of the service activity of the Council. The treasury management function ensures that the Council's cash is organised in accordance with the relevant professional codes, so that sufficient cash is available to meet this service activity and the Council's capital strategy. This will involve both the organisation of the cash flow and, where capital plans require, the organisation of appropriate borrowing facilities. This strategy covers the relevant treasury / prudential indicators, the current and projected debt positions and the annual investment strategy.

### 4.2 Current portfolio position

4.2.1 The overall treasury management portfolio as at 31 March 2023 and the position as at 31 December 2023 are shown below for both borrowing and investments.

| TREASURY PORTFOLIO | | | | |
|---|---|---|---|---|
| | **Actual** | **Actual** | **Current** | **Current** |
| | **31/03/2023** | **31/03/2023** | **31/12/2023** | **31/12/2023** |
| **Treasury Investments** | **£000** | **%** | **£000** | **%** |
| Banks | 7,757 | 31% | 9,301 | 27% |
| Building Societies | 0 | 0% | 0 | 0% |
| Local Authorities | 12,000 | 48% | 15,000 | 44% |
| DMADF (H.M.Treasury) | 0 | 0% | 5,000 | 15% |
| Other Public Bodies | 0 | 0% | 0 | 0% |
| **Total Managed In-House** | **19,757** | **80%** | **29,301** | **85%** |
| Property Funds | 5,000 | 20% | 5,000 | 15% |
| **Total Managed Externally** | **5,000** | **20%** | **5,000** | **15%** |
| **Total Treasury Investments** | **24,757** | **100%** | **34,301** | **100%** |
| **Treasury External Borrowing** | | | | |
| Local Authorities | 0 | 0% | 0 | 0% |
| PWLB | 33,310 | 100% | 32,349 | 100% |
| **Total External Borrowing** | **33,310** | **100%** | **32,349** | **100%** |
| **Net Treasury Investments / (Borrowing)** | **-8,553** | | **1,952** | |

4.2.2 The Council's forward projections for borrowing are summarised below. The table shows the actual external debt (the treasury management operations) against the underlying capital borrowing need (the Capital Financing Requirement – CFR), highlighting any over or under borrowing.

| External Debt £000 | 2022/23 Actual | 2023/24 Estimate | 2024/25 Estimate | 2025/26 Estimate | 2026/27 Estimate |
|---|---|---|---|---|---|
| Debt at 1 April | 35,234 | 33,310 | 31,373 | 37,198 | 41,966 |
| Expected Change in Debt | -1,924 | -1,937 | 5,825 | 4,767 | 7,908 |
| Other Long-Term Liabilities (OLTL) | 2,190 | 1,981 | 2,092 | 3,981 | 3,397 |
| Expected Change in OLTL | -209 | 111 | 1,889 | -584 | 355 |
| **Actual Gross Debt at 31 March** | **35,291** | **33,465** | **41,179** | **45,362** | **53,626** |
| **The Capital Financing Requirement** | **64,592** | **49,885** | **65,606** | **74,543** | **83,599** |
| **Under / (Over) Borrowing** | **29,301** | **16,420** | **24,427** | **29,181** | **29,973** |

4.2.3 Within the range of Prudential Indicators there are a number of key indicators to ensure that the Council operates its activities within well-defined limits. One of these is that the Council needs to ensure that its gross debt does not, except in the short term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2024/25 and the following two financial years. This allows some flexibility for limited early borrowing for future years, but ensures that borrowing is not undertaken for revenue or speculative purposes.

4.2.4 The S151 (Deputy Chief Executive) reports that the Council complied with this Prudential Indicator in the current year and does not envisage difficulties for the future. This view takes into account current commitments, existing plans, and the proposals in this budget report.

### 4.3 Treasury Indicators: limits to borrowing activity

4.3.1 **The operational boundary.** This is the limit which external debt is not normally expected to exceed. This is the CFR, split between debt and other long term liabilities (leases) and rounded up to the nearest million.

*Prudential Indicator: Operational Boundary*

| Operational boundary £000 | 2023/24 Estimate | 2024/25 Estimate | 2025/26 Estimate | 2026/27 Estimate |
|---|---|---|---|---|
| Debt | 48,000 | 62,000 | 72,000 | 80,000 |
| Other long term liabilities | 3,000 | 4,000 | 4,000 | 4,000 |
| **Total** | **51,000** | **66,000** | **76,000** | **84,000** |

4.3.2 **The Authorised Limit for external debt.** This is a key prudential indicator and represents a control on the maximum level of borrowing. This represents a legal limit beyond which external debt is prohibited, and this limit needs to be set or revised by the Full Council. It reflects the level of external debt, which, while not desired, could be afforded in the short term, but is not sustainable in the longer term.

4.3.3 This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all councils' plans, or those of a specific council, although this power has not yet been exercised. The

authorised limit is set at the CFR plus £5m for debt and £4m for other long term liabilities, to cover exceptional circumstances and borrowing ahead of need to secure interest rates.

4.3.4 **The Council is asked to approve the following authorised limit:**

*Prudential Indicator: Authorised Limit*

| Authorised limit £000 | 2023/24 Estimate | 2024/25 Estimate | 2025/26 Estimate | 2026/27 Estimate |
|---|---|---|---|---|
| Debt | 53,000 | 67,000 | 77,000 | 85,000 |
| Other long term liabilities | 7,000 | 8,000 | 8,000 | 8,000 |
| **Total** | **60,000** | **75,000** | **85,000** | **93,000** |

## 4.4 Prospects for interest rates

4.4.1 The Council has appointed Link Group as its treasury advisor and part of their service is to assist the Council to formulate a view on future interest rates. The following table gives their view as at 08 January 2024.

| Interest Rates | Mar-24 | Jun-24 | Sep-24 | Dec-24 | Mar-25 | Jun-25 | Sep-25 | Dec-25 | Mar-26 | Jun-26 | Sep-26 | Dec-26 | Mar-27 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Bank Rate View | 5.25% | 5.25% | 4.75% | 4.25% | 3.75% | 3.25% | 3.00% | 3.00% | 3.00% | 3.00% | 3.00% | 3.00% | 3.00% |
| 5yr PWLB Rate | 4.50% | 4.40% | 4.30% | 4.20% | 4.10% | 4.00% | 3.80% | 3.70% | 3.60% | 3.60% | 3.50% | 3.50% | 3.50% |
| 10yr PWLB Rate | 4.70% | 4.50% | 4.40% | 4.30% | 4.20% | 4.10% | 4.00% | 3.90% | 3.80% | 3.70% | 3.70% | 3.70% | 3.70% |
| 25yr PWLB Rate | 5.20% | 5.10% | 4.90% | 4.80% | 4.60% | 4.40% | 4.30% | 4.20% | 4.20% | 4.10% | 4.10% | 4.10% | 4.10% |
| 50yr PWLB Rate | 5.00% | 4.90% | 4.70% | 4.60% | 4.40% | 4.20% | 4.10% | 4.00% | 4.00% | 3.90% | 3.90% | 3.90% | 3.90% |

4.4.2 Although CPI inflation has seen large falls to 4.0% in December 2023, down from its high of 11.1% in October 2022, it is expected that the MPC will be keen to underpin its anti-inflation credentials by keeping Bank Rate at 5.25% until at least the second half of 2024. Rate cuts are expected to begin only when the CPI inflation and wage/employment data are unequivocally supportive of such a move.

4.4.3 A more thorough economic outlook provided by our Treasury Advisors is detailed in **Appendices 2 and 3.**

## 4.5 Borrowing strategy

4.5.1 The Council is currently maintaining an under-borrowed position. This means that the capital borrowing need (the Capital Financing Requirement), has not been fully funded with loan debt as cash supporting the Council's reserves, balances and cash flow has

been used as a temporary measure. With significant levels of capital expenditure expected during 2024/25, it is recommended that the Council maximises its use of internal borrowing rather than seeking to fund projects through new external borrowing. This strategy is prudent as investment returns are lower than the cost of borrowing and counterparty risk is still an issue that needs to be considered.

4.5.2 Against this background and the risks within the economic forecast, caution will be adopted with the 2024/25 treasury operations. The S151 (Deputy Chief Executive) will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances:

- If it was felt that there was a significant risk of a sharp FALL in borrowing rates, then borrowing will be postponed;
- If it was felt that there was a significant risk of a much sharper RISE in borrowing rates than that currently forecast, then the portfolio position will be re-appraised. Most likely, fixed rate funding will be drawn whilst interest rates are lower than they are projected to be in the next few years.
- The Council will consider all external loan options available in the market including Public Works Loans Board, Banks, Other Local Authorities and the Municipal Bond Agency. The term and repayment profile of any loans will be determined by the periods financing is required. The level of borrowing will stay within the above limits.

4.5.3 Any decisions will be reported to the Cabinet at the next available opportunity.

**4.6 Policy on borrowing in advance of need**

4.6.1 The Council can not borrow more than or in advance of its needs purely in order to profit from the investment of the extra sums borrowed. Any decision to borrow in advance will be within forward approved Capital Financing Requirement estimates, and will be considered carefully to ensure that value for money can be demonstrated and that the Council can ensure the security of such funds.

4.6.2 Risks associated with any borrowing in advance activity will be subject to prior appraisal and subsequently reported through the mid-year or annual reporting mechanism.

**4.7 Debt rescheduling**

4.7.1 Rescheduling of current borrowing in our debt portfolio is unlikely to occur as the penalties currently being applied to premature repayments are prohibitive. If rescheduling is done, it will be reported to the Cabinet at the earliest meeting following its action.

**4.8 New financial institutions as a source of borrowing and / or types of borrowing**

4.8.1 Currently the PWLB Certainty Rate is set at gilts + 80 basis points. There is also a temporary HRA rate set at gilts + 40 basis points, which is currently available until June 2025. Despite these discounted rates, there are more cometitive rates

available elsewhere for some durations, and so consideration will still need to be given to sourcing funding from the following sources:

- Local authorities (primarily shorter dated maturities out to 3 years or so – still cheaper than the Certainty Rate)
- Financial institutions (primarily insurance companies and pension funds but also some banks, out of forward dates where the objective is to avoid a "cost of carry")
- Municipal Bonds Agency (possibly still a viable alternative depending on market circumstances prevailing at the time)

4.8.2 The degree to which any of these options proves cheaper than PWLB Certainty Rate is constantly evolving but our advisors will keep us informed.

### 4.9 Approved Sources of Long and Short Term Borrowing

| On Balance Sheet | Fixed | Variable |
|---|---|---|
| PWLB | ● | ● |
| Municipal Bond Agency | ● | ● |
| Local Authorities | ● | |
| Banks | ● | ● |
| Finance Leases | ● | ● |

## 5.0 Annual Investment Strategy

### 5.1 Investment policy – management of risk

5.1.1 The DLUHC and CIPFA have extended the meaning of 'investments' to include both financial and non-financial investments. This report deals solely with financial investments (as managed by the treasury management team). Non-financial investments, essentially the purchase of income yielding assets, are covered in the Capital Strategy (a separate report).

5.1.2 The Council's investment policy has regard to the following:

- DLUHC's Guidance on Local Government Investments ("the Guidance");
- CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes 2021 ("the Code"); and
- CIPFA Treasury Management Guidance Notes 2021

5.1.3 The Council's investment priorities will be Security first, portfolio Liquidity second and then Yield (return) – known as the SLY Principle.

5.1.4 The above guidance from the DLUHC and CIPFA place a high priority on the management of risk. This authority has adopted a prudent approach to managing risk and defines its risk appetite by the following means:

5.1.4.1 Minimum acceptable credit criteria are applied in order to generate a list of highly creditworthy counterparties. This also enables diversification and thus avoidance of concentration risk. The key ratings used to monitor counterparties are the short term and long-term ratings.

5.1.4.2 **Other information:** ratings will not be the sole determinant of the quality of an institution; it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which institutions operate. The assessment will also take account of information that reflects the opinion of the markets, which the Council will achieve through engaging with its advisors to maintain a monitor on market pricing.

5.1.4.3 **Other information sources** used will include the financial press, share price and other such information pertaining to the financial sector in order to establish the most robust scrutiny process on the suitability of potential investment counterparties.

5.1.4.4 The Council has defined the list of **types of investment instruments** that the treasury management team are authorised to use. See **Appendix 4** for a list.

5.1.4.5 **Lending and transaction limits** (amounts and maturity) for each counterparty will be set through applying the matrix table in paragraph 5.2.6.

5.1.4.6 The Council will set a limit for the amount of its investments which are invested for **longer than 365 days** (see paragraph 5.4.9).

5.1.4.7 Investments will only be placed with counterparties from countries with a specified minimum **sovereign rating** (see paragraph 5.3.2).

5.1.5 The Council has engaged external consultants (see paragraph 2.5.1) to provide expert advice on how to optimise an appropriate balance of Security, Liquidity and Yield, given the risk appetite of the Council in the context of the expected level of cash balances and need for liquidity throughout the year.

5.1.6 All investments will be denominated in sterling.

5.1.7 As a result of the change in accounting standards for 2019/20 under IFRS 9, the Council will consider the implications of investment instruments which could result in an adverse movement in the value of the amount invested and resultant charges at the end of the year to the General Fund. In November 2018, the then MHCLG concluded a consultation for a temporary override to allow English local authorities time to adjust their portfolio of all pooled investments by announcing a statutory override to delay implementation of IFRS 9 for five years ending 31 March 2023. This override has since been extended to 31 March 2025.

5.1.8 However, the Council will also pursue **value for money** in treasury management and will monitor the yield from investment income against appropriate benchmarks for investment performance (see section 5.5). Regular monitoring of investment performance will be carried out during the year.

5.1.9 The above criteria are unchanged from last year.

**5.2 Creditworthiness policy**

5.2.1 The primary principle governing the Council's investment criteria is the security of its investments, although the yield or return on the investment is also a key consideration. After this main principle, the Council will ensure that:

- It maintains a policy covering both the categories of investment types it will invest in, criteria for choosing investment counterparties with adequate security, and monitoring their security. This is set out in the specified and non-specified investment sections below; and
- It has sufficient liquidity in its investments. For this purpose, it will set out procedures for determining the maximum periods for which funds may prudently be committed. These procedures also apply to the Council's prudential indicators covering the maximum principal sums invested.

5.2.2 The S151 (Deputy Chief Executive) will maintain a counterparty list in compliance with the following criteria and will revise the criteria and submit them to Council for approval as necessary. These criteria are separate to that which determines which types of investment instrument are either specified or non-specified as it provides an overall pool of counterparties considered high quality which the Council may use, rather than defining what types of investment instruments are to be used.

5.2.3 Credit rating information is supplied by Link Group, our treasury advisors, on all active counterparties that comply with the criteria below. Any counterparty failing to meet the criteria would be omitted from the counterparty (dealing) list. Any rating changes, rating Watches (notification of a likely change), rating Outlooks (notification of the longer-term bias outside the central rating view) are provided to officers almost immediately after they occur and this information is considered before dealing. For instance, a negative rating Watch applying to a counterparty with the minimum Council criteria will be suspended from use, with all others being reviewed in light of market conditions.

5.2.4 The criteria for providing a pool of high quality investment counterparties (both specified and non-specified investments) is:

- Banks 1 - good credit quality – the Council will only use banks which:
    i. are UK banks; and/or
    ii. are non-UK and domiciled in a country which has a minimum sovereign Long Term Fitch rating of AAA; and
    iii. have, as a minimum, a credit rating of F1 (Fitch), with regard for Moody's and Standard & Poor's credit ratings (where rated).
- Banks 2 – The Council's own banker for transactional purposes if the bank falls below the above criteria, although in this case balances will be minimised in both monetary size and time invested.
- Building Societies – The Council will use all societies which:
    i. Meet the Fitch rating for banks outlined above; and
    ii. Have assets in excess of £1bn;
- Money Market Funds Fitch CNAV AAAmmf/AAA
- Money Market Funds LNVAV AAAmmf/AAA
- Money Market Funds VNAV AAAmmf/AAA
- UK Government (including gilts, Treasury Bills and the DMADF)
- Local authorities, Police, Fire, parish councils and other public bodies

5.2.5 **Use of additional information other than credit ratings.** Additional requirements under the Code require the Council to supplement credit rating information. Whilst the above criteria relies primarily on the application of credit ratings to provide a pool of appropriate counterparties for officers to use, additional operational market information will be applied before making any specific investment decision from the agreed pool of counterparties. This additional market information will be applied to compare the relative security of differing investment opportunities.

5.2.6 **Time and monetary limits applying to investments.** The time and monetary limits for institutions on the Council's counterparty list are as follows (these will cover both specified and non-specified investments):

| Details | Fitch Short term Rating | Money and/or % Limit | Transaction Limit | Time Limit |
|---|---|---|---|---|
| **The Council's bank* (currently NatWest)** | F1 | £5m + balance of grant funds | n/a | n/a |
| **Banks 1 (good credit quality)** | F1 | £5m | £5m | 2yr |
| **Banks 2 (Council's banker if not meeting Banks 1)** | F2/F3 | £5m (call account) | £5m (call account) | 1 day |
| **DMADF** | UK sovereign rating | unlimited | unlimited | unlimited |
| **Local authorities & other public bodies** | N/A | unlimited | unlimited | unlimited |
| **Building Societies** | F1 | £5m | £5m | 2yr |
| **Money Market Funds - CNAV** | AAAmmf/AAA | £2m | £2m | liquid |
| **Money Market Funds - LVNAV** | AAAmmf/AAA | £2m | £2m | liquid |
| **Money Market Funds - VNAV** | AAAmmf/AAA | £2m | £2m | liquid |

**This limit was approved in the TMSS for 2021/22 to allow the continued administration of business grant funds.*

The above table relates to financial investments only – non-financial investments, such as commercial loans or purchases of income yielding assets are covered in the Capital Strategy.

5.2.7 The proposed criteria for specified and non-specified investments are shown in **Appendix 4** for approval.

5.2.8 **Creditworthiness**

5.2.9 Significant levels of downgrades to short- and long-term credit ratings have not materialised since the crisis in March 2020. In the main, where they did change, any alterations were limited to Outlooks. Nonetheless, when setting minimum sovereign debt ratings, this Authority will not set a minimum rating for the UK.

## 5.3 Other limits

5.3.1 Due care will be taken to consider the country, group and sector exposure of the Council's investments.

5.3.2 **Country limit.** The Council has determined that it will only use approved counterparties from the UK and from countries with a minimum sovereign credit rating of AAA. The list of countries that qualify using this credit criteria as at the date of this report are shown in **Appendix 5**. This list will be added to, or deducted from, by officers should ratings change in accordance with this policy.

5.3.3 **Other limits.** In addition:

- no more than 30% of overall investment balances will be placed with any non-UK country at any time;
- limits in place above will apply to a group of companies; and
- the Council will not hold more than £5m with any banking group.

## 5.4 Investment strategy

### 5.4.1 In-house funds

5.4.2 Over recent years, the Council has typically held upwards of £20m in short term investments with the objective of managing cash flows whilst earning a return at the same time. These returns remained historically low for two years after interest rates plummeted at the start of the Covid-19 pandemic in Q4 2019/20, however increases to interest rates through 2022 and 2023 have seen returns on short term investments rebound from £54k in 2021/22, to £539k in 2022/23, and a forecast £1,198k in 2023/24.

5.4.3 Retaining cash balances (short term investments + current account) of £10m would be enough to ensure a regular turnover in short term investments to manage the fluctuations in cash flows. Therefore, internal borrowing will be used to finance capital expenditure where cash balances remain above £10m, with external borrowing only sought to keep balances above this limit where necessary. Although there is currently not much difference between interest rates currently available from PWLB and rates available for short term investments, taking out new PWLB loans would expose the Council to high rates of interest for the duration of those loans. With interest rates expected to come down over the next couple of years, maximising internal borrowing is still the most prudent approach.

5.4.4 As cash balances reduce through 2024/25, there will be a need to reduce the average maturity on investments to ensure a regular turnover of maturities, which will be matched with the Council's large cash outflows. This will mean the primary consideration for investments will be the core balance and cash flow requirements,

with the outlook for short-term interest rates only considered where significant changes are expected. Greater returns are usually obtainable by investing for longer periods, however this needs to be balanced with the Council's cash requirements.

- If it is thought that Bank Rate is likely to rise significantly within the time horizon being considered, then consideration will be given to keeping most investments as being short term or variable.
- Conversely, if it is thought that Bank Rate is likely to fall within that time period, consideration will be given to locking in higher rates currently obtainable, for longer periods.

5.4.5 **Investment returns expectations**

5.4.6 The current forecast shown in paragraph 4.4.1 includes a forecast for Bank Rate to start reducing in Q3 2024 from the current high of 5.25%.

5.4.7 The suggested budgeted investment earnings rates for returns on investments placed for periods up to about three months during each financial year are as follows:

| Year | % |
|---|---|
| **2024/25** | 4.55% |
| **2025/26** | 3.10% |
| **2026/27** | 3.00% |
| **2027/28** | 3.25% |
| **Later years** | 3.25% |

5.4.8 **Investment treasury indicator and limit -** total principal funds invested for greater than 365 days. These limits are set with regard to the Council's liquidity requirements and to reduce the need for early sale of an investment, and are based on the availability of funds after each year-end.

5.4.9 **The Council is asked to approve the following treasury indicator and limit:**

| Upper limit for principal sums invested for longer than 365 days | 2024/25 (£m) | 2025/26 (£m) | 2026/27 (£m) |
|---|---|---|---|
| Principal sum invested for longer than 365 days but not exceeding 2 years. | 5 | 5 | 5 |

5.4.10 For its cash flow generated balances, the Council will seek to utilise money market funds and short-dated deposits (overnight to 365 days) in order to benefit from the compounding of interest.

**5.5 Investment performance / risk benchmarking**

5.5.1 The Council will use an investment benchmark to assess the performance of its investment portfolio of 7 day SONIA (Sterling Overnight Index Average).

**5.6 End of year investment report**

5.6.1 At the end of the financial year, the Council will report on its investment activity as part of its Annual Treasury Report.

## 5.7 Commercial and Non-Financial Investments

5.7.1 **Property Investments.** A limit of £5m will be applied to the use of non-specified investments. This principally relates to property funds, which is within the Local Authorities' Property Fund via CCLA.

5.7.2 **Non-Financial Investments.** On the 30th March 2017, Cabinet approved the establishment of a Special Purpose Vehicle – 3 Rivers Developments Limited and that the Council could lend to 3 Rivers Developments Ltd. This company is a subsidiary of Mid Devon District Council and has the sole purpose of property development.

5.7.3 There was no cap on the amount of money that can be loaned to 3 Rivers Developments Ltd. However, for each new project the company takes on, there is an individual loan agreement signed by the S151 Officer prior to any lending. All project spending / borrowing requirements are approved annually by Cabinet as part of the company's Annual Report/Business Plan, with individual Business Cases reviewed and approved by Cabinet on any development over £1m.

5.7.4 At a Full Council meeting on 06 September 2023, a soft closure of 3 Rivers was agreed. Therefore no further funding will be required apart from amounts to complete live developments.

5.7.5 Please refer to the Capital Strategy for a more detailed programme and borrowing streams.

## 6.0 Conclusion

**6.1** Treasury management is a highly complex and specialist subject. It is tightly controlled by regulation and procedures that the Council must abide by. In addition to the skilled staff in house, the Council has access to advice from its Treasury Advisors (Link Group) where we need it to ensure that we comply with these rules.

**6.2** Cabinet will consider the Treasury Management Strategy before recommending Full Council approve it at its budget meeting on 21 February.

**Financial Implications:** Good financial management and administration underpins the entire strategy. The Council's Treasury Management Strategy should attempt to maximise investment return commensurate with minimum risk to the principal sums invested**.**

**Legal Implications:** Authorities are required by regulation to have regard to the Prudential Code when carrying out their duties under Part 1 of the Local Government Act 2003.

**Risk Assessment:** The S151 Officer is responsible for the administration of the financial affairs of the Council. Implementing this strategy and the CIPFA Code of Practice on Treasury Management helps manage the risk associated with the Council's treasury management activity.

**Impact on Climate Change:** There are no Climate Change implications relating to the content of this report.

**Equality Impact Assessment:** There are no Equalities Impact implications relating to the content of this report.

**Relationship to Corporate Plan:** Maximising investment return whilst minimising risk of credit default enables the Council to finance the delivery of its Corporate Plan objectives.

**Section 3 – Statutory Officer sign-off/mandatory checks**

**Statutory Officer: Andrew Jarrett**
Agreed by or on behalf of the Section 151
**Date: 26/01/2024**

**Statutory Officer: Maria De Leiburne**
Agreed on behalf of the Monitoring Officer
**Date: 26/01/2024**

**Chief Officer: Stephen Walford**
Agreed by or on behalf of the Chief Executive/Corporate Director
**Date: 26/01/2024**

**Performance and risk: Steve Carr**
Agreed on behalf of the Corporate Performance & Improvement Manager
**Date: 26/01/2024**

**Cabinet member notified:** Yes

**Section 4 - Contact Details and Background Papers**

**Contact:** Kieran Knowles, Principal Accountant & Procurement Manager
Email: kknowles@middevon.gov.uk
Telephone: 01884 24(4624)

**Background papers**: Capital Strategy 2024/25 (Cabinet 06/02/2024)

**APPENDIX 1**

## 1.0 THE CAPITAL PRUDENTIAL AND TREASURY INDICATORS 2024/25 – 2026/27

The Council's capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans is reflected in the prudential indicators, which are designed to assist members' overview and confirm capital expenditure plans.

### 1.1 Capital expenditure

See section 3.2 for the breakdown of capital expenditure.

### 1.2 Affordability prudential indicators

The previous sections cover the overall capital and control of borrowing prudential indicators, but within this framework prudential indicators are required to assess the affordability of the capital investment plans. These provide an indication of the impact of the capital investment plans on the Council's overall finances. **The Council is asked to approve the following indicators:**

**Ratio of financing costs to net revenue stream**

This indicator identifies the trend in the cost of capital, (borrowing and other long-term obligation costs net of investment income), against the net revenue stream.

| % | 2022/23 Actual | 2023/24 Estimate | 2024/25 Estimate | 2025/26 Estimate | 2026/27 Estimate |
|---|---|---|---|---|---|
| General Fund | 16.33% | -4.15% | 1.57% | 4.82% | 5.74% |
| HRA | 12.31% | 9.16% | 9.57% | 11.34% | 13.76% |

The estimates of financing costs include current commitments and the proposals in this budget report.

### 1.3 Minimum Revenue Provision (MRP) Policy Statement

Where the Council finances capital expenditure by debt, it must put aside resources to repay that debt in later years. The amount charged to the revenue budget for the repayment of debt is known as Minimum Revenue Provision (MRP), although there has been no statutory minimum since 2008. The Local Government Act 2003 requires the Council to have regard to the Department of Levelling Up, Housing & Communities' *Statutory Guidance on Minimum Revenue Provision* (the DLUHC Guidance).

The broad aim of the DLUHC Guidance is to ensure that debt is repaid over a period that is either reasonably commensurate with that over which the capital expenditure provides benefits, or, in the case of borrowing supported by Government Revenue Support Grant, reasonably commensurate with the period implicit in the determination of that grant.

The DLUHC Guidance requires the Council to approve an Annual MRP Statement each year, and recommends a number of options for calculating a prudent amount of MRP.

**The Council is recommended to approve the following MRP Statement*:***

For capital expenditure incurred before 1 April 2008 or which in the future will be Supported Capital Expenditure, the MRP policy will be:

- **Based on CFR** – MRP will be based on the CFR.

This option provides for an approximate 4% reduction in the borrowing need (CFR) each year.

From 1 April 2008 for all unsupported borrowing (including PFI and finance leases) the MRP policy will be*:*

- **Asset life method** – MRP will be based on the estimated life of the assets, in accordance with the regulations (this option must be applied for any expenditure capitalised under a Capitalisation Direction)

This option provides for a reduction in the borrowing need over approximately the asset's life.

Finance leases will have their capital financing applied on a straight-line basis over the life of the lease contract.

There is no requirement on the HRA to make a Minimum Revenue Provision but there is a requirement for a charge for depreciation to be made.

The MRP requirement for a finance lease or PFI contract is deemed to be equal to the element of the charge/rent that goes to write down the balance sheet liability.

For capital expenditure loans to third parties that are expected to be repaid in full, the Council will make nil MRP, but will instead apply the capital receipts arising from principal repayments to reduce the capital financing requirement. Where it becomes probable that a loan will not be repaid in full, MRP will be charged in accordance with the Expected Credit Loss (ECL) model outlined in IFRS 9.

MRP will not be charged against capital expenditure in the year it is incurred, but will instead commence the following year. Capital expenditure incurred during 2023/24 will not be subject to a MRP charge until 2024/25.

### 1.4 MRP Overpayments

A change introduced by the revised DLUHC MRP Guidance was the allowance that any charges made over the statutory Minimum Revenue Provision (MRP), Voluntary Revenue Provision (VRP) or overpayments, can, if needed, be reclaimed in later years if deemed necessary or prudent. In order for these sums to be reclaimed for use in the budget, this policy must disclose the cumulative overpayment made each year. Up until the 31 March 2023, the total VRP overpayments were £0m.

## APPENDIX 2 – Provided by Link Group (MDDC's Treasury Advisor)

## 2.0 INTEREST RATE FORECASTS 2024-2026

Link Group Interest Rate View

| Interest Rates | Mar-24 | Jun-24 | Sep-24 | Dec-24 | Mar-25 | Jun-25 | Sep-25 | Dec-25 | Mar-26 | Jun-26 | Sep-26 | Dec-26 | Mar-27 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Bank Rate View | 5.25% | 5.25% | 4.75% | 4.25% | 3.75% | 3.25% | 3.00% | 3.00% | 3.00% | 3.00% | 3.00% | 3.00% | 3.00% |
| 5yr PWLB Rate | 4.50% | 4.40% | 4.30% | 4.20% | 4.10% | 4.00% | 3.80% | 3.70% | 3.60% | 3.60% | 3.50% | 3.50% | 3.50% |
| 10yr PWLB Rate | 4.70% | 4.50% | 4.40% | 4.30% | 4.20% | 4.10% | 4.00% | 3.90% | 3.80% | 3.70% | 3.70% | 3.70% | 3.70% |
| 25yr PWLB Rate | 5.20% | 5.10% | 4.90% | 4.80% | 4.60% | 4.40% | 4.30% | 4.20% | 4.20% | 4.10% | 4.10% | 4.10% | 4.10% |
| 50yr PWLB Rate | 5.00% | 4.90% | 4.70% | 4.60% | 4.40% | 4.20% | 4.10% | 4.00% | 4.00% | 3.90% | 3.90% | 3.90% | 3.90% |

Our central forecast for interest rates was previously updated on 8 January and reflected a view that the MPC would be keen to further demonstrate its anti-inflation credentials by keeping Bank Rate at 5.25% until at least H2 2024. We expect rate cuts to start when both the CPI inflation and wage/employment data are supportive of such a move, and when there is a likelihood of the overall economy enduring at least a slowdown or mild recession over the coming months (although most recent GDP releases have surprised with their on-going robustness).

Naturally, timing on this matter will remain one of fine judgment: cut too soon, and inflationary pressures may well build up further; cut too late and any downturn or recession may be prolonged.

In the upcoming months, our forecasts will be guided not only by economic data releases and clarifications from the MPC over its monetary policies and the Government over its fiscal policies, but also international factors such as policy development in the US and Europe, the provision of fresh support packages to support the faltering recovery in China as well as the on-going conflict between Russia and Ukraine, and Gaza and Israel.

**PWLB RATES**
The short and medium part of the gilt curve has rallied since the start of November as markets price in a quicker reduction in Bank Rate through 2024 and 2025 than held sway back then. This reflects market confidence in inflation falling back in a similar manner to that already seen in the US and the Euro-zone. At the time of writing there is c70 basis points difference between the 5 and 50 year parts of the curve.

**The balance of risks to the UK economy**
The overall balance of risks to economic growth in the UK is even.

**Downside risks to current forecasts for UK gilt yields and PWLB rates include:**

- **Labour and supply shortages** prove more enduring and disruptive and depress economic activity (accepting that in the near-term this is also an upside risk to inflation and, thus, could keep gilt yields high for longer).

- **The Bank of England** has increased Bank Rate too fast and too far over recent months, and subsequently brings about a deeper and longer UK recession than we currently anticipate.

- **Geopolitical risks,** for example in Ukraine/Russia, the Middle East, China/Taiwan/US, Iran and North Korea, which could lead to increasing safe-haven flows.

**Upside risks to current forecasts for UK gilt yields and PWLB rates:**

- Despite the tightening in Bank Rate to 5.25%, the **Bank of England allows inflationary pressures to remain elevated** for a long period within the UK economy, which then necessitates Bank Rate staying higher for longer than we currently project.

- **The pound weakens** because of a lack of confidence in the UK Government's pre-election fiscal policies, which may prove inflationary, resulting in investors pricing in a risk premium for holding UK sovereign debt.

- Projected **gilt issuance, inclusive of natural maturities and QT,** could be too much for the markets to comfortably digest without higher yields compensating.

**LINK GROUP FORECASTS**
We expect the MPC will keep Bank Rate at 5.25% until the second half of 2024, to combat on-going inflationary and wage pressures, even if they have dampened somewhat of late. We do not think that the MPC will increase Bank Rate above 5.25%.

**Gilt yields and PWLB rates**
The overall longer-run trend is for gilt yields and PWLB rates to fall back over the timeline of our forecasts, as inflation continues to fall through 2024.

Our target borrowing rates are set **two years forward** (as we expect rates to fall back) and the current PWLB (certainty) borrowing rates are set out below:

| PWLB debt | Current borrowing rate as at 08.01.24 p.m. | Target borrowing rate now (end of Q4 2025) | Target borrowing rate previous (end of Q3 2025) |
|---|---|---|---|
| 5 years | 4.53% | 3.70% | 3.80% |
| 10 years | 4.67% | 3.90% | 3.80% |
| 25 years | 5.19% | 4.20% | 4.20% |
| 50 years | 4.97% | 4.00% | 4.00% |

**Borrowing advice:** Our long-term (beyond 10 years) forecast for Bank Rate remains at 3% and reflects Capital Economics' research that suggests AI and general improvements

in productivity will be supportive of a higher neutral interest rate. As all PWLB certainty rates are currently significantly above this level, borrowing strategies will need to be reviewed in that context. Overall, better value can be obtained at the shorter end of the curve and short-dated fixed LA to LA monies should be considered. Temporary borrowing rates will remain elevated for some time to come but may prove the best option whilst the market continues to factor in Bank Rate reductions for 2024 and later.

**APPENDIX 3 – Provided by Link Group (MDDC's Treasury Advisor)**

## 3.0 ECONOMIC BACKGROUND

The third quarter of 2023/24 saw:

- A 0.3% m/m decline in real GDP in October, potentially partly due to unseasonably wet weather, but also due to the ongoing drag from higher interest rates. Growth for the second quarter, ending 30th September, was revised downwards to -0.1% and growth on an annual basis was also revised downwards, to 0.3%;
- A sharp fall in wage growth, with the headline 3myy rate declining from 8.0% in September to 7.2% in October, although the ONS "experimental" rate of unemployment has remained low at 4.2%;
- CPI inflation continuing on its downward trajectory, from 8.7% in April to 4.6% in October, then again to 3.9% in November;
- Core CPI inflation decreasing from April and May's 31 years' high of 7.1% to 5.1% in November, the lowest rate since January 2022;
- The Bank of England holding Bank Rate at 5.25% in November and December;
- A steady fall in 10-year gilt yields as investors revised their interest rate expectations lower.

The revision of GDP data in Q2 to a 0.1% q/q fall may mean the mildest of mild recessions has begun. Indeed, real GDP in October fell 0.3% m/m which does suggest that the economy may stagnate again in Q3. The weakness in October may partly be due to the unseasonably wet weather. That said, as the weakness was broad based it may also be the case that the ongoing drag from higher interest rates is more than offsetting any boost from the rise in real wages.

However, the rise in the flash composite activity Purchasing Managers Index, from 50.7 in November to 51.7 in December, did increase the chances of the economy avoiding a contraction in Q3. The improvement was entirely driven by the increase in the services activity balance from 50.9 to 52.7. (Scores above 50 point to expansion in the economy, although only tepid in this instance.) The press release noted that this was primarily driven by a revival in consumer demand in the technological and financial services sectors. This chimes with the further improvement in the GfK measure of consumer confidence in December, from -24 to -22. The services PMI is now consistent with non-retail services output growing by 0.5% q/q in Q3, but this is in stark contrast to the manufacturing sector where the output balance slumped from 49.2 to 45.9 and, at face value, the output balance is consistent with a 1.5% q/q fall in manufacturing output in Q3.

The 0.3% m/m fall in retail sales volumes in October means that after contracting by 1.0% q/q (which was downwardly revised from -0.8% q/q) in Q2, retail activity remained weak at the start of Q3. That suggests higher interest rates are taking a bigger toll on real consumer spending.

Higher interest rates have filtered through the financial channels and weakened the housing market but, overall, it remains surprisingly resilient with the Halifax house price

index recently pointing to a 1.7% year on year increase whilst Nationwide's December data pointed to a -1.8% year on year decrease. However, the full weakness in real consumer spending and real business investment has yet to come as currently it is estimated that around two thirds to a half of the impact of higher interest rates on household interest payments has yet to be felt.

Overall, we expect real GDP growth to remain subdued throughout 2024 as the drag from higher interest rates is protracted but a fading of the cost-of-living crisis and interest rate cuts in the second half of 2024 will support a recovery in GDP growth in 2025.

The labour market remains tight by historical standards, but the sharp fall in wage growth seen in October will reinforce the growing belief in markets that interest rates will be cut mid-2024. Wage growth eased in October much faster than the consensus expected. Total earnings fell by 1.6% m/m, which meant the headline 3myy rate eased from 8.0% in September to 7.2% in October. This news will be welcomed by the Bank of England. Indeed, the timelier three-month annualised rate of average earnings growth fell from +2.4% to -1.2%. Excluding bonuses, it fell from 5.3% to 2.0%. Furthermore, one of the Bank's key barometers of inflation persistence, regular private sector pay growth, dropped from 7.9% 3myy to 7.3%, which leaves it comfortably on track to fall to 7.2% by December, as predicted by the Bank in November.

The fall in wage growth occurred despite labour demand being stronger in October than expected. The three-month change in employment eased only a touch from +52,000 in September to +50,000 in October. But resilient labour demand was offset by a further 63,000 rise in the supply of workers in the three months to October. That meant labour supply exceeded its pre-pandemic level for the first time, and the unemployment rate remained at 4.2% in October. In the three months to November, the number of job vacancies fell for the 17$^{th}$ month in a row, from around 959,000 in October to around 949,000. That has reduced the vacancy to unemployment ratio as demand for labour eases relative to supply, which may support a further easing in wage growth in the coming months.

CPI inflation fell from 6.7% in September to 4.6% in October, and then again to 3.9% in November. Both these falls were bigger than expected and there are clear signs of easing in domestic inflationary pressures. The fall in core CPI inflation from 5.7% to 5.1% in November was bigger than expected (consensus forecast 5.6%). That's the lowest rate since January 2022. Some of the decline in core inflation was due to the global influence of core goods inflation, which slowed from 4.3% to 3.3%. But some of it was due to services inflation falling from 6.6% to 6.3%. The Bank views the latter as a key barometer of the persistence of inflation and it came in further below the Bank's forecast of 6.9% in its November Monetary Policy Report. This will give the Bank more confidence that services inflation is now on a firmly downward path.

The Bank of England sprung no surprises with its December monetary policy committee (MPC) meeting, leaving interest rates at 5.25% for the third time in a row and pushing back against the prospect of near-term interest rate cuts. The Bank continued to sound hawkish, with the MPC maintaining its tightening bias saying that "further tightening in monetary policy would be required if there were evidence of more persistent inflationary pressures". And it stuck to the familiar script, saying that policy will be "sufficiently

restrictive for sufficiently long" and that "monetary policy is likely to need to be restrictive for an extended period of time". In other words, the message is that the MPC is not yet willing to endorse investors' expectations that rates will be cut as soon as May 2024.

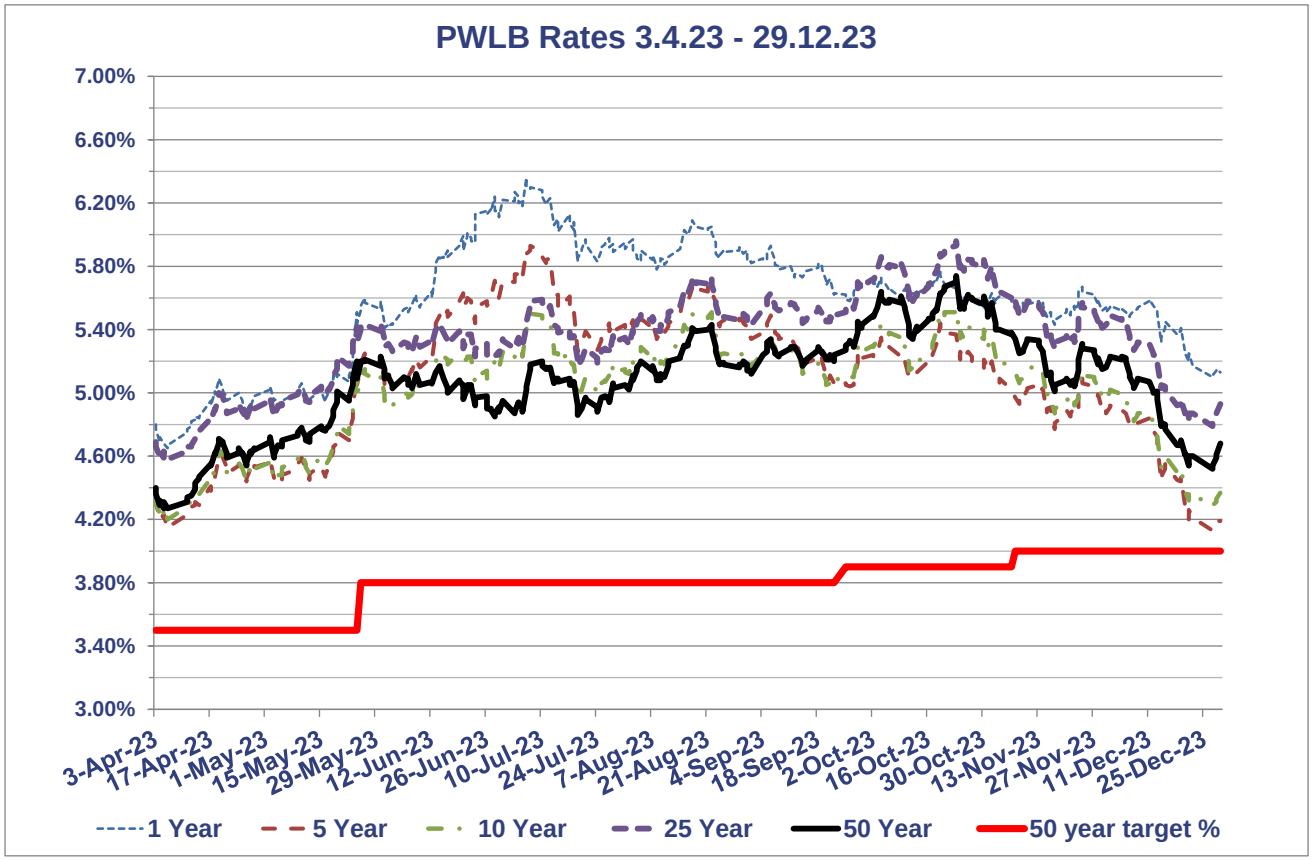
Looking ahead, our colleagues at Capital Economics forecast that the recent downward trends in CPI and core inflation will stall over the next few months before starting to decline more decisively again in February. That explains why we think the Bank of England won't feel comfortable cutting interest rates until H2 2024.
The fall in UK market interest rate expectations in December has driven most of the decline in 10-year gilt yields, which have fallen in line with 10-year US Treasury and euro-zone yields. 10-year gilt yields have fallen from 4.68% in October 2023 to around 3.70% in early January, with further declines likely if the falling inflation story is maintained.

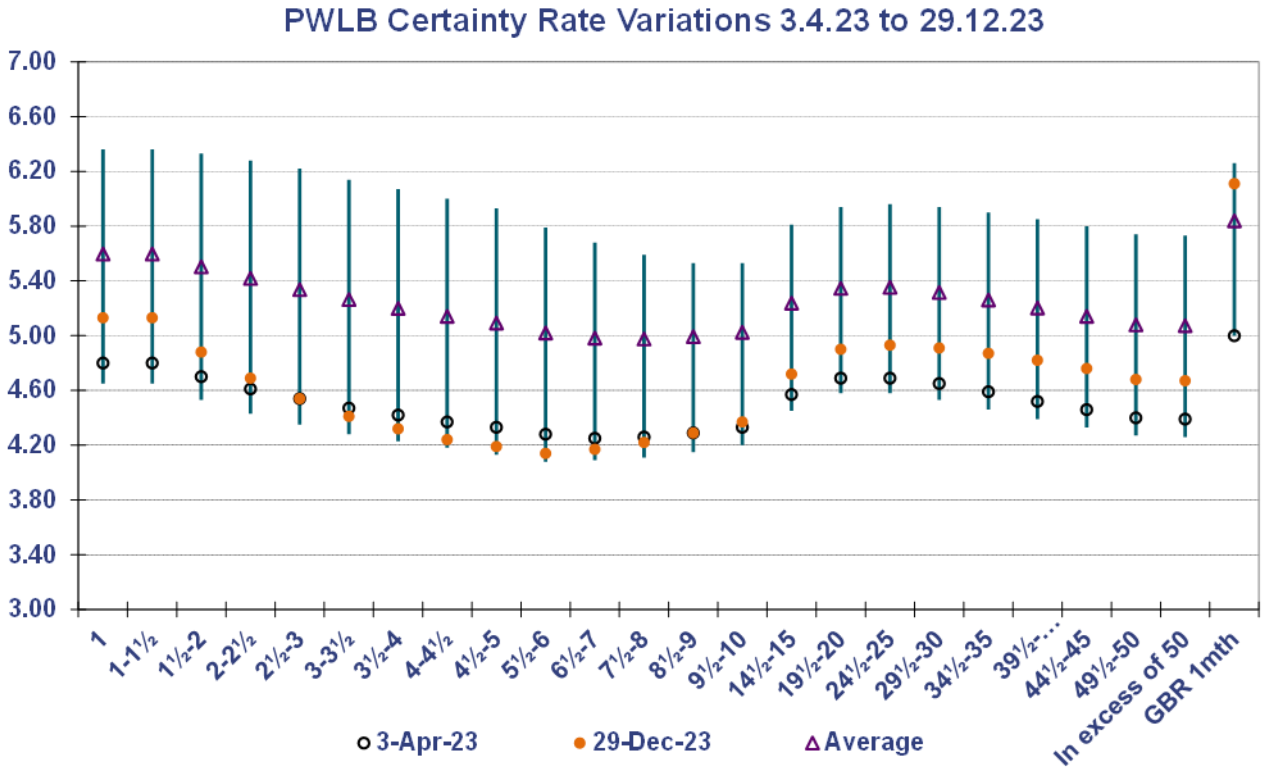
Investors' growing expectations that the Fed will cut interest rates soon has led to an improvement in risk sentiment, which has boosted the pound and other risky assets. In addition, the rise in the pound, from $1.21 in November to $1.27 now, has also been supported by the recent relative decline in UK wholesale gas prices.

The further fall in 10-year real gilt yields in December has supported the recent rise in the FTSE 100. That said, the index remains 5% below its record high in February 2023. This modest rise in equities appears to have been mostly driven by strong performances in the industrials and rate-sensitive technology sectors. But UK equities have continued to underperform US and euro-zone equities. The FTSE 100 has risen by 2.2% in December, while the S&P 500 has risen by 3.8%. This is partly due to lower energy prices, which have been a relatively bigger drag on the FTSE 100, due to the index's high concentration of energy companies.

In the chart below, the rise in gilt yields across the curve in the first half of 2023/24, and therein PWLB rates, is clear to see, prior to the end of year rally based on a mix of supportive domestic and international factors.

**PWLB RATES 03/04/2023 – 29/12/2023**


PWLB Rates 3.4.23 - 29.12.23
7.00%
6.60%
6.20%
5.80%
5.40%
5.00%
4.60%
4.20%
3.80%
3.40%
3.00%
3-Apr-23
17-Apr-23
1-May-23
15-May-23
29-May-23
12-Jun-23
26-Jun-23
10-Jul-23
24-Jul-23
7-Aug-23
21-Aug-23
4-Sep-23
18-Sep-23
2-Oct-23
16-Oct-23
30-Oct-23
13-Nov-23
27-Nov-23
11-Dec-23
25-Dec-23
1 Year
5 Year
10 Year
25 Year
50 Year
50 year target %


PWLB Certainty Rate Variations 3.4.23 to 29.12.23
7.00
6.60
6.20
5.80
5.40
5.00
4.60
4.20
3.80
3.40
3.00
1
1-1½
1½-2
2-2½
2½-3
3-3½
3½-4
4-4½
4½-5
5½-6
6½-7
7½-8
8½-9
9½-10
14½-15
19½-20
24½-25
29½-30
34½-35
39½-...
44½-45
49½-50
In excess of 50
GBR 1mth
3-Apr-23
29-Dec-23
Average

**HIGH/LOW/AVERAGE PWLB RATES FOR 03/04/2023 – 29/12/2023**

| | 1 Year | 5 Year | 10 Year | 25 Year | 50 Year |
|---|---|---|---|---|---|
| **Low** | 4.65% | 4.13% | 4.20% | 4.58% | 4.27% |
| **Date** | 06/04/2023 | 27/12/2023 | 06/04/2023 | 06/04/2023 | 05/04/2023 |
| **High** | 6.36% | 5.93% | 5.53% | 5.96% | 5.74% |
| **Date** | 06/07/2023 | 07/07/2023 | 23/10/2023 | 23/10/2023 | 23/10/2023 |
| **Average** | 5.60% | 5.09% | 5.03% | 5.35% | 5.08% |
| **Spread** | 1.71% | 1.80% | 1.33% | 1.38% | 1.47% |

**MPC meetings 2nd November and 14th December 2023**

On 2nd November, the Bank of England's Monetary Policy Committee (MPC) voted to keep Bank Rate on hold at 5.25%, and on 14th December reiterated that view. Both increases reflected a split vote, the latter by 6 votes to 3, with the minority grouping voting for an increase of 0.25% as concerns about "sticky" inflation remained in place.

Nonetheless, with UK CPI inflation now at 3.9%, and core inflating beginning to moderate (5.1%), markets are voicing a view that rate cuts should begin in Q1 2024/25, some way ahead of the indications from MPC members. Of course, the data will be the ultimate determinant, so upcoming publications of employment, wages and inflation numbers will be of particular importance, and on-going volatility in Bank Rate expectations and the gilt yield curve can be expected.

In addition, what happens outside of the UK is also critical to movement in gilt yields. The US FOMC has kept short-term rates in the range of 5.25%-5.50%, whilst the ECB has moved its Deposit rate to a probable peak of 4%. Markets currently expect both central banks to start cutting rates in 2024.

**APPENDIX 4**

## 4.0 TREASURY MANAGEMENT PRACTICE (TMP1) – CREDIT AND COUNTERPARTY RISK MANAGEMENT

**Specified Investments:** All investments with a high level of credit quality subject to a maturity limit of one year.

**Non-Specified Investments:** Any investments that do not meet the specified investment criteria. These may be of a lower credit quality, for periods in excess of one year, or are more complex instruments which require a greater consideration by members and officers before being authorised for use. A maximum of £5m will be held in aggregate in non-specified investment.

A variety of investment instruments will be used, subject to the credit quality of the institution, and depending on the type of investment made, it will fall into one of the above categories.

The criteria, time limits and monetary limits applying to institutions or investment vehicles are:

| | Minimum credit criteria | Max % of total investments / £ limit per institution | Max. maturity period |
|---|---|---|---|
| **DMADF – UK Government** | N/A | 100% | Any |
| **UK Government gilts** | UK sovereign rating | 100% | Any |
| **UK Government Treasury bills** | UK sovereign rating | 100% | Any |
| **Money Market Funds CNAV** | AAAmmf/AAA | £2m | Liquid |
| **Money Market Funds LNVAV** | AAAmmf/AAA | £2m | Liquid |
| **Money Market Funds VNAV** | AAAmmf/AAA | £2m | Liquid |
| **Local authorities** | N/A | 100% | Any |
| **Term deposits with banks and building societies** | F1 (Fitch) / £1bn asset base for building societies | £5m | 2 Years |
| **Term deposits with Non-UK banks and building societies** | Sovereign Fitch rating of AAA | £3m | 1 Year |
| **Gilt funds** | UK sovereign rating | 100% | Any |
| **Property funds** | LA Property Fund | £5m | Ongoing |

In addition to the minimum credit criteria outlined in the above table, all term deposits with banks and building societies will be subject to the maximum recommended duration set out by Link Group.

**Accounting treatment of investments.** The accounting treatment may differ from the underlying cash transactions arising from investment decisions made by the Council. To

ensure that the Council is protected from any adverse revenue impact, which may arise from these differences, we will review the accounting implications of new transactions before they are undertaken.

**Environmental, Social and Governance (ESG) factors.** Following changes to the CIPFA Treasury Management Code 2021, the Council is required to consider ESG factors as part of its investment policy. This is a new and evolving area within the short-term financial markets, so the impact on investment decisions will be limited for the coming year.

**Governance** is by far the most important part of ESG when considering treasury investments, as this is most likely to impact on the financial performance of an entity and its ability to repay deposits. Governance issues already play a role in the selection of acceptable investment counterparties, as any banks or building societies with significant governance concerns are unlikely to achieve the high credit ratings required for the Council to deposit funds.

**Environmental and Social** factors have less of an impact when considering short-term investments. This is because investments specifically for environmental or social gain are typically longer term and inherently more risky, which isn't aligned with the Security, Liquidity and Yield (SLY) principle the Council currently follows. Only the larger banks and building societies are able to achieve the credit ratings required by the Council, all of which are likely to have environmental and social aims broadly aligned with that of the Council, so further consideration of these factors are currently unlikely to influence the Council's investment decisions.

Further work on ESG is required by the financial markets before the Council can incorporate this into its investment policy. Trying to do this too early could result in artificially limiting potential counterparty options, thus decreasing diversification and increasing financial risk. This could then lead to the need to widen credit criteria to find more counterparties, again increasing financial risk beyond what is considered prudent and acceptable. Members will be updated on any significant advances by the financial markets that could allow the formulation of ESG criteria to include in the Council's investment policy.

**APPENDIX 5**

## 5.0 APPROVED COUNTRIES FOR INVESTMENTS

AAA

- Australia
- Denmark
- Germany
- Netherlands
- Norway
- Singapore
- Sweden
- Switzerland

The sovereign ratings shown above are at 11 January 2024 from Link Group.

**APPENDIX 6**

## 6.0 TREASURY MANAGEMENT SCHEME OF DELEGATION

### (i) Full Council

- receiving and reviewing reports on treasury management policies, practices and activities;
- approval of annual strategy.

### (ii) Cabinet

- approval of/amendments to the organisation's adopted clauses, treasury management policy statement and treasury management practices;
- budget consideration and approval;
- approval of the division of responsibilities;
- receiving and reviewing regular monitoring reports and acting on recommendations;
- approving the selection of external service providers and agreeing terms of appointment.

### (iii) Cabinet

- reviewing the treasury management policy and procedures and making recommendations to the responsible body.

### (iv) Delegation from the S151 (Deputy Chief Executive) to the nominated post(s) for the taking of the investment decisions:

- Corporate Manager for Finance and Procurement (Deputy S151)

## APPENDIX 7

## 7.0 THE TREASURY MANAGEMENT ROLE OF THE SECTION 151 OFFICER

### The S151 (responsible) officer

- recommending clauses, treasury management policy/practices for approval, reviewing the same regularly, and monitoring compliance;
- submitting regular treasury management policy reports;
- submitting budgets and budget variations;
- receiving and reviewing management information reports;
- reviewing the performance of the treasury management function;
- ensuring the adequacy of treasury management resources and skills, and the effective division of responsibilities within the treasury management function;
- ensuring the adequacy of internal audit, and liaising with external audit;
- recommending the appointment of external service providers;
- preparation of a capital strategy to include capital expenditure, capital financing, non-financial investments and treasury management, with a long term timeframe for example 25+ years;
- ensuring that the capital strategy is prudent, sustainable, affordable and prudent in the long term and provides value for money;
- ensuring that due diligence has been carried out on all treasury and non-financial investments and is in accordance with the risk appetite of the authority;
- ensure that the authority has appropriate legal powers to undertake expenditure on non-financial assets and their financing;
- ensuring the proportionality of all investments so that the authority does not undertake a level of investing which exposes the authority to an excessive level of risk compared to its financial resources;
- ensuring that an adequate governance process is in place for the approval, monitoring and ongoing risk management of all non-financial investments and long term liabilities;
- provision to members of a schedule of all non-treasury investments including material investments in subsidiaries, joint ventures, loans and financial guarantees;
- ensuring that members are adequately informed and understand the risk exposures taken on by an authority;
- ensuring that the authority has adequate expertise, either in house or externally provided, to carry out the above;
- creation of Treasury Management Practices which specifically deal with how non treasury investments will be carried out and managed, to include the following
    - *Risk management (TMP1 and schedules), including investment and risk management criteria for any material non-treasury investment portfolios;*
    - *Performance measurement and management (TMP2 and schedules), including methodology and criteria for assessing the performance and success of non-treasury investments;*

- *Decision making, governance and organisation (TMP5 and schedules), including a statement of the governance requirements for decision making in relation to non-treasury investments; and arrangements to ensure that appropriate professional due diligence is carried out to support decision making;*

- *Reporting and management information (TMP6 and schedules), including where and how often monitoring reports are taken;*

- *Training and qualifications (TMP10 and schedules), including how the relevant knowledge and skills in relation to non-treasury investments will be arranged.*

| | |
|---|---|
| **Report for:** | **Cabinet** |
| Date of Meeting: | 6 February 2024 |
| Subject: | **2024/25 Budget** |
| Cabinet Member: | James Buczkowski – Cabinet Member for Finance |
| Responsible Officer: | Andrew Jarrett – Deputy Chief Executive (S151) |
| Exempt: | N/a |
| Wards Affected: | All |
| Enclosures: | Appendix 1 – Budget Book |

**Section 1 – Summary and Recommendation(s)**

This report proposes the budgets for the General Fund, Housing Revenue Account and Capital Programme and recommends the Band D Council Tax charge for 2024/25.

**Recommendation(s):**

**Cabinet are asked to recommend that Council agree the following:**

1. **A Council Tax Requirement of £7,016,360 calculated using a Council Tax of £232.16 for a Band D property, an increase of £6.76 or 2.99% from 2023/24 and a Tax Base of 30,222.10, in accordance with the Local Authorities (Calculation of Tax Base) Regulation 1992, as amended, after the relevant adjustments in respect of the Council tax support scheme approved by Cabinet on 14 November 2023;**
2. **The overall budgeted Net Cost of Services within the General Fund of £15,814,834 for 2024/25 is approved as detailed within Appendix 1 (p2 – 38) and inclusive of the proposed balancing adjustments included within Table 1 in paragraph 3.1;**
3. **All of the transfers to and from Earmarked Reserves as detailed in Appendix 1 (p39), including a transfer to Earmarked Reserves of £106,828 in order to begin to replenish the depleted reserves which has been used to meet the cost of closing 3 Rivers Developments Ltd;**
4. **The HRA budget for 2024/25 as detailed within Appendix 1 (p40 – 49), with total income of £16,000,360, less direct costs of £12,956,880 with internal**

**charges £1,957,080 and capital financing of £1,086,400 balancing the budget;**

5. **The overall Capital Programme for new projects commencing in 2024/25 of £18,967k (exclusive of forecast slippage from the existing Capital Programme) be approved – Appendix 1 (p50 – 55).**
6. **To approve the 2024/25 Deliverable Budget based on the forecast spend profile of £40,701k (inclusive of forecast slippage as at Quarter 3 from the existing Capital Programme), forming the budget to monitor against in 2024/25, subject to any changes to slippage at Outturn – Appendix 1 (p50 – 55).**
7. **Note the updated MTFP's for the General Fund, Housing Revenue Account and Capital Programme covering the years 2025/26 to 2028/29 and agree that work on strategic planning for delivering a balanced budget for 2025/26 and beyond is commenced immediately;**
8. **Agree the ring-fencing of additional income generated from the increase in the Second Homes premium from April 2025 to be used to address housing-related challenges through the acquisition of additional properties to provide suitable accommodation, supporting people with complex needs to access housing, and the provision of specialist accommodation including supported facilities for care leavers and youth homelessness.**

## Section 2 – Report

### 1. Introduction

1.1. The balancing of the Council's budget continues to be a challenge year-on-year following the Government's austerity measures and the subsequent reduction in funding. To mitigate these austerity measures, the Council has already secured and delivered significant savings for over more than a decade in order to "balance the books" and maintain service delivery.

1.2. The Council has a legal requirement to set a balance budget and needs to ensure its overall costs are affordable i.e. they can be funded through income and planned short-term use of reserves. Members therefore need to take the necessary decisions and actions to manage net spending within affordable limits.

1.3. Throughout the budget process Scrutiny Committee and the PDGs have been kept informed and have considered various options during the drafting of the proposed 2024/25 Budget.

1.4. This report provides the proposed balanced budgets for the General Fund, Housing Revenue Account and Capital Programme and recommends the Band D Council Tax charge for 2024/25.

## 2. **2024/25 – 2028/29 Budget Process**

2.1. Leadership Team, Corporate Managers and the Finance Team have been involved in discussions to secure savings, without reducing service delivery as far as possible. However it is now a more difficult challenge year-on-year and therefore, looking to the future, a new more strategic process will be required to match service provision to available funding.

2.2. In September, the General Fund (GF) indicated a budget deficit of £2,103k in 2024/25 rising to £5,206k by the end of the 5-year timeframe, based upon a number of key assumptions (e.g. changes for Government funding mechanisms, inflation rates, pay award, Council Tax level, use of balances/reserves).

2.3. An initial round of savings options were identified totalling £1,337k and presented to the various Policy Development Groups on route to October Cabinet. Following approval the deficit reduced to £765k.

2.4. Following further review and refinement, these savings were increased by £307k. In addition, following further detailed challenge and review of each service area through a Star Chamber process lead by the Deputy Chief Exec (S151), Corporate Manager for Finance, Property and Climate Change, and the HR Operations Manager, a net £37k additional savings were presented to Cabinet in December 2023. This increased the value of the savings identified to £1,685k and reduced the outstanding deficit to £418k.

2.5. The January Cabinet report further reduced the shortfall to £150k through additional minor service savings, the impact of the draft Local Government Finance Settlement and finalisation of Council Tax calculations.

2.6. This report proposes a balanced General Fund budget for 2024/25 and shows the adjustments made in mitigating the final £150k.

2.7. Similarly, the report also proposes a balanced budget for the Housing Revenue Account. Initially, the HRA budget deficit reported to the Homes PDG forecast a shortfall of £205k for 2024/25, rising to £3,081k over the five-year timeframe. The January Cabinet report proposed a balanced budget following confirmation of the Social Housing Rent Cap by the Government. The budget enables increased investment in both the maintenance and further carbon reduction of our existing stock along with the investment in new stock through the housing development programme.

2.8. The proposed Deliverable Capital Programme has increased to £40,701k since the January Cabinet due to the inclusion of Finance leases in line with IFRS16 requirements. This is split £24,675k for the General Fund and £16,026k for the HRA.

## 3. 2024/25 General Fund Budget – Revised Position

3.1. The proposals contained in this report result in a balanced budget for the General Fund (see Appendix 1, p2 - 38). The forecast budget deficit last reported to Cabinet stood at £150k. The following table shows the recommended actions necessary to move towards a balanced position:

*Table 1 – Reconciliation of proposed balancing adjustments*

| **Movements** | **Amount £k** |
|---|---|
| **Budget Shortfall presented to December Cabinet** | **150** |
| Additional Business Rates Growth – net of contributions to EMR | (89) |
| Additional Council Tax Yield following Q3 forecast | (40) |
| Further savings identified / refinement of Service Budgets | (18) |
| Indicative increase in the Local Government Funding Settlement | (110) |
| Increase in Decarbonisation Budget | 107 |
| **Current Budget Surplus for 2024/25 (see 3.6)** | **0** |

3.2. As outlined within the January report, work to finalise the Business Rates forecast was underway. This has increased the forecast income by £89k due to growth in the underlying taxbase, the increase in the multiplier and reduction in transitional relief from the revaluation the year before.

3.3. The Q3 forecast for Council Tax indicates that the forecast deficit will be £40k less than previous calculated. The deficit is corrected in the following year, so this reduction has a positive impact on 2024/25.

3.4. Some minor adjustments have been made to service budgets including additional Homelessness Support Grant (£10k) and removal of the increase in Member's Allowance following rejection by Full Council (£9k).

3.5. On 24 January, the Rt Hon Michael Gove MP (Secretary of State for Levelling Up, Housing and Communities) announced an increase in Local Government Funding due within the Final Settlement for 2024/25. For Mid Devon District Council, there will be an increase in the Rural Services Delivery Grant following a £15m increase to the national grant allocation and an increase in the Funding Guarantee from 3% to 4%. Although the exact numbers will not be available until the Final Settlement is announced – after publication of this report – it is estimated that £110k of additional funding will be confirmed.

3.6. Finally a contribution has been made to the Decarbonisation Fund for General Fund Properties to accelerate the Councils aspirations on net zero.

## 4. Transfers To and (From) Earmarked Reserves

4.1. Regard has been made to our existing and future levels of reserves and balances which are required. We have a number of ongoing commitments already made against these reserves and balances (e.g. future capital contributions, economic development and building projects, “spend to save” projects, business transformation, town centre regeneration, future grant settlements).

4.2. Appendix 1 (p39) shows in detail which amounts are being contributed to, or drawn down from, various earmarked reserves in 2024/25. This totals a net reduction in Earmarked Reserves of £840k.

4.3. It is proposed to transfer £1,270k into earmarked reserves to help mitigate future pressures. This includes:

- £1,075k into various Sinking Funds relating to property, plant and equipment maintenance, and Vehicle replacement and repairs, including the earmarking of the small surplus generated by the late additional grant announcement;
- £120k into the Statutory Development Plan;
- £50k into a Business Systems Migration reserve; and
- £25k into District Elections.

4.4. It is also proposed to drawdown £2,110k to fund expenditure in 2024/25, this includes:

- £772k utilisation of Sinking Funds and Maintenance budgets supporting the investment in our assets;
- £774k utilisation of vehicle reserves supporting the investment in our vehicle fleet;
- £125k utilisation of New Homes Bonus (supporting Business Development and Strategic Grants)
- £180k supporting the Statutory Development Plan;
- £259k towards the one off costs forecast with services

4.5. In January 2019 Cabinet amended the minimum level of general reserves required to be maintained at £2m. Although this level continues to be prudent due to the resilience offered by the level of Earmarked Reserves which the Council holds for specific projects, the financial consequences of soft closing 3Rivers may require this level to be reviewed. Furthermore, Government are highlighting the level of local authority reserves and advising that they should be used to mitigate the impact of the Cost of Living Crisis.

4.6. If the 2023/24 Outturn position does continue as forecast, the General Fund Reserve balance will increase slightly above the current agreed minimum level

of £2,000k. The S151 will review this position at year end and may recommend an alteration to that minimum balance following the final implications of soft closing 3 Rivers Developments Ltd.

4.7. No draw on General Reserves is required to support the 2024/25 Budget.

## 5. Requirements for Council Tax Setting

5.1. In recent years the Government (via the DLUHC) has become far more prescriptive with regard to acceptable levels of Council Tax increases. The implementation of the Localism Act has effectively replaced Government set "capping limits" and replaced them with principles that allow the local electorate to call for a referendum if the Council is planning to increase its Council Tax above an acceptable level. The level for District Councils confirmed within the Settlement was set at a maximum of the greater of 3% or £5 for the 2024/25 budget year.

5.2. Although lobbying continues from the sector to increase this "cap" to £10, the 'acceptable level' is defined by the Chancellor as part of the national budget-setting process and all government calculations on 'spending power' of local authorities are on the basis that authorities increase Council Tax to the maximum amount permitted.

5.3. The Council Tax income included in the proposed budget includes a £6.76 (2.99%) increase. This equates to a Band D charge of £232.16 (a 1% variation to our Council Tax changes the income generated by approximately £70k).

5.4. The Levelling-Up and Regeneration Act 2023 also amends the Local Government Finance Act 1992 to give billing authorities the discretion to charge additional council tax of up to 100% on dwellings which are occupied periodically, substantially furnished and where no one is resident for council tax purposes, i.e. second homes.

5.5. Under Section 11C(3) of the 1992 Act, any decision to increase the council tax on second homes must be made at least one year prior to the beginning of the financial year to which it relates, hence it can only take effect from 1 April 2025 at the earliest. The decision was originally taken in February 2023, and was reaffirmed in December 2023 following the delay to the regulations.

5.6. There are currently 182 properties on our council tax records classified as a second home and would fall under Section 73 of the Act. From 1 April 2025, the estimated additional yield from council tax would be c£420k of which the Council's share would be approximately c£36k.

5.7. The key impact of second homes is to remove a significant number of homes from the local housing market, with properties that would otherwise be available to provide permanent homes for local people being used as holiday homes by people whose primary residency is outside the district/borough. For this reason, the Council believes that the additional money raised by the second homes premium should be invested back into housing related activity that addresses housing challenges. Mid Devon District Council is working with other councils across Devon to make the case that all the additional tax raised should be ring-fenced to address housing challenges, including to acquire additional properties to provide suitable short-term accommodation, to support people with complex needs access housing, and the provision of specialist accommodation with supported facilities for care leavers or youth homelessness more broadly.

## 6. Housing Revenue Account

6.1. The HRA is a ring-fenced account within Mid Devon's financial accounting system. This means that a balanced budget must be set each year including all income and expenditure pertinent to the Council's landlord function and excluding all other income and expenditure (since this would be captured as part of the General Fund budget).

6.2. The Council continues to undertake valuable benchmarking work in conjunction with Housemark. These findings are then used to inform the budget setting process. In doing so, MDDC are able to better identify their position in relation to other authorities in the sector and identify areas for improved efficiency.

6.3. The January Cabinet report proposed a balanced budget for the HRA (see Appendix 1, P40 - 49). The main proposals for the 2024/25 budget can be summarised as follows:

<u>Expenditure:</u>

- An update to the base budget to reflect the additional cost of the higher than expected pay award for 2023/24;
- An assumed pay award for 2024/25 equivalent to 4%;
- An Increase in staffing to support the Housing Development Programme;
- £400k Further investment in the Mould and Fire prevention, along with increased maintenance and further carbon reduction of our existing stock;
- The increased financing costs associated with the ambitious development programme.

<u>Income</u>

- An inflationary increase of 7.7% on existing rents and Garage rents and Garage plot ground rents in line with the Governments cap for 2024/25;
- £175k Increased interest yields on balances held;

- Maintained Bad Debt provision at Covid-19 levels.

6.4. Following clarification from Government of the cap of Rental Increases being tied to September CPI + 1%, the uplift enables further investment to that will improve maintenance and accelerate the decarbonisation of the existing housing stock.

6.5. The ambition to build a significant number of new properties continues across the 5-year Medium Term Financial Plan. The prospect of building new social housing raises the issue of significant future capital financing requirements. Budget at assumed interest rates of circa 5% is included within the future years of the MTFP to finance the build of a number of new highly efficient (zero carbon) modular buildings, subject to securing sufficient funding. Members are reminded that the constraint on increasing stock is still an issue of affordability, not the access to borrowing.

6.6. Current legislation on Right to Buy means that we're likely to sell several properties in future years. We estimate, based on historic data that c.16 will be sold next year.

6.7. Similarly, we forecast that we will have a number of void properties during the year. We have a prudent forecast of c.70 voids across the year in line with previous years to reflect the financial implications on tenants of the Cost of Living Crisis (this was previously increased to reflect the move to Universal Credit and Covid-19). This is broadly in line with the forecast Council Tax collection rate of c.97.5%.

6.8. The final budget summary for the 2024/25 HRA is shown in Appendix 1 (p40 – 49). It will continue to provide for an enhanced housing service which will allow for more capital investment and additions to our existing stock.

6.9. It has been deemed as prudent to maintain the HRA reserve balance at £2,000k and it is expected to remain so throughout 2024/25. At the start of 2023/24, other HRA reserves totalled £22,190k. This included £15,775k in the Housing Maintenance Fund (HMF); £653k in the Renewable Energy Fund (REF) and £419k in Major Repairs Reserve. It is intended that any expenditure funded from the REF monies be used on renewable energy schemes.

## 7. Capital Programme

7.1. The Capital Programme encompasses a broad range of expenditure including operational assets, which will be used for more than one year; assets owned by other bodies, or loans and grants to other bodies enabling them to buy/build assets. Full detail on this matter is included within a separate agenda item on this meeting.

7.2. The proposed 2024/25 programme includes new projects expected to start in 2024/25 totalling £18,697k. In addition, there is planned expenditure of £21,734k rolling forward to be spend in 2024/25 from the current programme as forecast at Quarter 3, but will be updated at outturn. Therefore, within this overall approval, £40,701k is expected as the Deliverable Budget for 2024/25.

7.3. The Deliverable Budget includes a significant investment in Housing through the HRA Housing delivery programme (£12,777k). A prudent assumption has been included for the utilisation of 1-4-1 receipts or for additional grant funding to be made available from Homes England; although a substantial element of the cost remains with the Council.

7.4. In addition, plans continue with the HIF projects in Cullompton at a cost of £13,139k. The latest Levelling-Up bid was again rejected, therefore the associated funding is yet to be identified but the Council is actively pursuing all avenues. As with all capital projects, these are all subject to a full appraisal.

7.5. A summary of the Capital Programme expenditure and funding is included in Appendix 1 (p50 – 55).

7.6. The majority of the funding required to support the 2024/25 programme is assumed to come from Capital Grant (£16,892k) or from assumed borrowing (£17,772k). The associated capital financing costs are included within the relevant GF or HRA budget. However, it should be recognised that wherever possible, the Council will continue to maximise its usage of internal borrowing to minimise the financing costs.

7.7. Any decision to increase the Capital Programme (subject to constraints within the financial rules) would require Full Council approval and be linked to the Corporate Plan priorities.

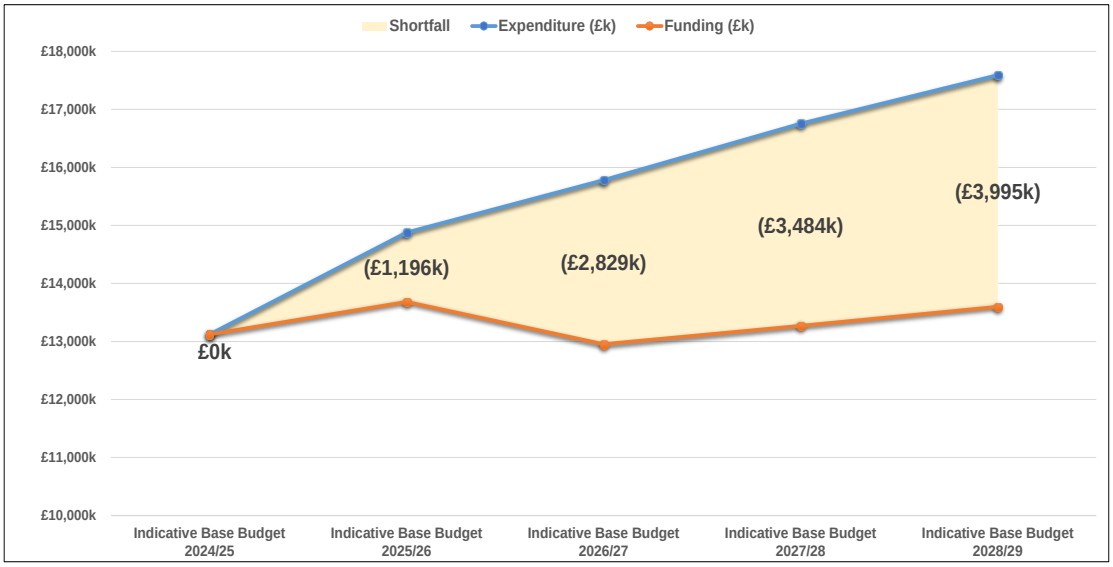
## 8. Updated MTFP position

8.1. General Fund

8.1.1. The new General Fund MTFP summary position is shown in the table below. It shows a cumulative shortfall of £3,995k over the remaining four-years of this MTFP which remains to be addressed.

*Table 2 – Future Medium Term Financial Plan – General Fund*

| | 2025/26 £k | 2026/27 £k | 2027/28 £k | 2028/29 £k |
|---|---|---|---|---|
| **Annual Surplus / Deficit** | 1,196 | 1,633 | 655 | 511 |
| **Cumulative Surplus/Deficit** | 1,196 | 2,829 | 3,484 | 3,995 |




8.1.2. The underlying budget shortfall falls largely in 2025/26 and 2026/27 due to a inflation and reduced grant funding assumptions linked to long outstanding and overdue reforms to Local Government Funding mechanisms. The latter years are forecast to be broadly more manageable.

8.1.3. This forecast position also makes a number of prudent assumptions, including:

- 2025/26 Grant allocations remain as per 2024/25. 2026/27 and beyond Grant Allocations assume a 50% reduction with the exception of Rural Services Delivery Grant which is frozen at the 2024/25 level;
- A partial loss of historic growth in business rates above the baseline, on reset of the business rates system in 2026/27;
- A small £100k collection fund surplus each year from both Council Tax or Business Rates until 2025/26;
- No Business Rates pooling income, which would probably not continue after a reset of the system;
- The reduction in Council Tax referendum principles back to previous levels (£5 or 2%) from 2025/26;
- Pay Award and general inflation in line with assumptions reverting back to “normal” levels from 2025/26 and across the remaining MTFP timeframe;
- Interest yields fall back from 2025/26 in line with inflation assumptions reverting back to “normal” levels across the MTFP timeframe;
- Capital Financing requirements increase as capacity for internal borrowing reduces over time.

8.1.4. The same level of uncertainty will be facing all local authorities across the country.

8.1.5. Due to the increasing pressures on our budgets and the continuing reduction in our Central Government funding, the Council will need to reassess its overall corporate priorities and therefore where it allocates future budgets, it will also need to consider:

- Statutory vs Discretionary service provision;
- Resident priorities – as per the recent consultation undertaken (budget related summary previously circulated);
- How it can work more closely with Towns/Parishes;
- Continue to consider any partnership possibilities;
- Review Treasury options;
- Maximise all income possibilities;
- Impact of funding changes: Fair Funding Review; NNDR baseline reset; changes to NHB;
- The need to create investable propositions for our carbon reduction ambitions.

8.1.6. The Council has stated its intent to try and achieve a net zero carbon operation by 2030. There remains a substantial challenge ahead if this target is to be achieved. From a carbon accounting perspective, the fact that we retain direct control (and ownership) over the majority of services means that while our influence is unfettered by long-term commissioning or contractual arrangements, we retain ownership of the significant challenges around decarbonisation. The future year's Capital Programme includes a range of investments in improving the energy efficiency of our property estate, subject to securing sufficient funding.

8.1.7. However, with limited funding available from Government, and any such funding subject to a bidding process, in the short term we will be trying to achieve the maximum possible locally, while taking every opportunity to bid into future funding pots as they arise.

8.1.8. It is clear that local authorities are in desperate need of a multi-year funding agreement rather than the current year-to-year arrangements which do not allow a considered medium term view of the resources that will be available, and, how these may be managed to optimise service provision within the scope of the Corporate Plan.

8.2. Housing Revenue Account

8.2.1. As reported to Cabinet in January, the HRA MTFP summary position is shown in the table below. It shows a cumulative shortfall of £2,762k over the remaining four-years of this MTFP which remains to be addressed.

*Table 2 – Future Medium Term Financial Plan – Housing Revenue Account*

| | 2025/26 £k | 2026/27 £k | 2027/28 £k | 2028/29 £k |
|---|---|---|---|---|
| **Annual Surplus / Deficit** | 298 | 587 | 829 | 1,047 |
| **Cumulative Surplus/Deficit** | **298** | **885** | **1,714** | **2,762** |

8.2.2. The underlying assumptions for Pay Awards and inflationary rises are consistent with the General Fund. The high inflation has put pressure on contractor costs and materials. However the main financial pressure for the HRA comes from the ambition to increase the housing stock. If interest rates fall, it is likely that the pressure will ease, but will still need to be carefully managed.

8.2.3. Overall income is mainly affected by movement in the housing stock through additions or losses through Right-to-Buy and voids. Once again, these will need to be managed carefully.

8.3. Capital Programme

8.4. There is £88,026k within the 2025/26 – 2028/29 Capital Programme with spend profiled over future years. These projections are likely to alter, as we get closer to those years as greater information becomes available. Therefore, only the Capital Programme for 2024/25 is proposed for approval; the indicative future years are only for information and noting.

8.5. The future year's Capital Programme shows increased investment in improving the energy efficiency of our property estate and the continuation of investment to increase the HRA Housing stock. The overall borrowing requirement rises accordingly and therefore so does the capital financing costs within the Revenue Budget. These projects will be further refined over time and will be subject to sufficient funding being available.

## 9. Conclusion

9.1. The General Fund budget has been set against a backdrop of over a decade of cuts to Public Sector funding, a global pandemic, a once in a generation Cost of Living Crisis, and the closure of the Council's subsidiary housing company. However, the proposed balanced budget protects service delivery at current levels. This has been achieved through savings that minimise any impact on service delivery as far as possible. However, further ongoing budget savings options will need to be identified to mitigate the underlying budget shortfall across the remainder of this MTFP.

9.2. Significant uncertainty remains for the future funding of Local Government. Further delays were announced to the outcomes of the Fair Funding Review and potential changes to both Business Rates and New Homes Bonus. These changes are now due in the next parliament.

9.3. Similarly to the General Fund, the longer term position for the HRA shows the funding shortfall although not to the same degree. Work continues to refine the position in order to balance the budget for the years ahead.

9.4. The capital MTFP is subject to the Council receiving sufficient grant funding and a robust business case. It is, therefore, imperative that capital funds are only spent on those projects that enable the Council to deliver its Corporate Plan objectives, reduce operational cost, or generate a financial return.

9.5. The Council will need to prepare for the future in a timely manner and this is why it will continue to discuss how it can provide a wide range of services in a much reduced funding envelope. The process will continue to involve all staff, Members and our local residents/businesses.

9.6. Cabinet are asked to agree the contents of this report and recommended its approval by Council in February 2024.

**Financial Implications**

This report proposes a balanced GF and HRA budget for 2024/25 in line with the Corporate Plan priorities within existing financial resources without materially reducing service delivery. The Local Government Finance Act requires a balanced budget to be set by Friday10 March 2023.

**Legal Implications**

None directly arising from this report, although there is a legal obligation to balance the budget. There are legal implications arising from any future consequential decisions to change service provision, but these would be assessed at the time.

**Risk Assessment**

In order to comply with the requirement to set a balanced budget, management must ensure that the proposed savings are robust and achievable. We must also ensure that the assumptions we have used are realistic and prudent. Failure to set a robust deliverable budget puts the Council at risk of not being able to meet its commitments and casts doubt on its “going concern” and “Value for Money” status.

**Impact on Climate Change**

The allocation of resources will impact upon the Council’s ability to implement/fund new activities linked to climate change, as the MTFP sets the broad budgetary framework for the Council over the coming years. However, some provision has already been included in the base budget and significant further investment is included within the Capital Programme, however this will be dependent upon full options appraisals and levels of Grant funding available.

**Equalities Impact Assessment**

There are no Equalities Impact implications relating to the content of this report. All Policy Development Group meetings have considered and made decisions based on summary feedback from the recently completed resident's survey.

**Relationship to Corporate Plan**

The Medium Term Financial Plan (MTFP) sets out the financial resources available to deliver the Council's ongoing Corporate Plan priorities.

**Section 3 – Statutory Officer sign-off/mandatory checks**

**Statutory Officer: Andrew Jarrett**
Agreed by or on behalf of the Section 151
**Date:** 25/01/2024

**Statutory Officer: Maria De Leiburne**
Agreed on behalf of the Monitoring Officer
**Date:** 25/01/2024

**Chief Officer: Stephen Walford**
Agreed by or on behalf of the Chief Executive/Corporate Director
**Date:** 25/01/2024

**Performance and risk: Steve Carr**
Agreed on behalf of the Corporate Performance & Improvement Manager
**Date:** 25/01/2024

**Cabinet member notified:** Yes

**Section 4 - Contact Details and Background Papers**

**Contact:** Andrew Jarrett – Deputy Chief Executive (S151)
Email: ajarrett@middevon.gov.uk
Telephone: 01884 234242

**Contact:** Paul Deal – Corporate Manager for Finance, Property and Climate Change
Email: pdeal@middevon.gov.uk
Telephone: 01884 234254

**Background papers**:

- 2024/25 – 2028/29 Medium Term Financial Plan update (September Cabinet)
- 2024/25 – 2028/29 Medium Term Financial Plan update (October Cabinet)
- 2024/25 – 2028/29 Medium Term Financial Plan update (December Cabinet)
- 2024/25 – 2028/29 Medium Term Financial Plan update (January Cabinet)

# BUDGET BOOK 2024/25

**Contents**


| Page | Description |
|---|---|
| 1 | Contents |
| 2 | General Fund Revenue Account Budget Summary |
| 3 | General Fund Revenue Account Budget Detail by Service Unit |
| 5 | Cabinet Service Unit Movement Explanation |
| 19 | Community Policy Development Group - Service Unit Movement Explanation |
| 28 | Economy Policy Development Group - Service Unit Movement Explanation |
| 30 | Environment Policy Development Group - Service Unit Movement Explanation |
| 38 | Homes Policy Development Group - Service Unit Movement Explanation |
| 39 | Movement in Earmarked Reserves |
| 40 | Housing Revenue Account Budget Summary |
| 41 | Housing Revenue Account Budget Detail by Service Unit |
| 50 | 2024/25 - 2028/29 Capital Programme |

**2024/25 GENERAL FUND REVENUE ACCOUNT BUDGET SUMMARY**

| Direct Costs Detail | 2023/24 Annual Budget £ | Net MTFP Adjustment £ | Net Pressures / (Savings) Identified £ | Provisional 2024/25 Budget £ | Increase / (Decrease) £ | Increase / (Decrease) % |
|---|---|---|---|---|---|---|
| Cabinet | 6,389,993 | 937,346 | (969,099) | **6,358,240** | (31,753) | (0.5%) |
| Community | 4,426,402 | (210,642) | (468,626) | **3,747,134** | (679,268) | (15.3%) |
| Economy | 193,438 | (376,174) | (403,868) | **(586,604)** | (780,042) | (403.3%) |
| Environment | 5,496,287 | (80,610) | 478,628 | **5,894,305** | 398,018 | 7.2% |
| Homes | 339,245 | (34,930) | 97,445 | **401,760** | 62,515 | 18.4% |
| **Net Direct Services Costs** | **16,845,365** | **234,990** | **(1,265,520)** | **15,814,835** | **(1,030,530)** | **(6.1%)** |
| Net Recharge to HRA | (1,883,810) | (75,350) | 2,080 | **(1,957,080)** | (73,270) | -3.9% |
| Capital Financing | 703,264 | 194,545 | (85,109) | **812,700** | 109,436 | 15.6% |
| **Net Service Costs** | **(1,180,546)** | **119,195** | **(83,029)** | **(1,144,380)** | **36,166** | **-3.1%** |
| Net Interest Cost / (Receiveable) | (851,487) | 21,887 | 122,336 | **(707,264)** | 144,223 | 39.4% |
| Transfers To / (From) General Reserves | (625,000) | 625,000 | - | **-** | 625,000 | 100.0% |
| Transfers To / (From) Earmarked Reserves | (1,725,097) | 1,489,695 | (605,217) | **(840,619)** | 884,478 | 51.3% |
| **Net Budget Requirement** | **12,463,235** | **2,490,767** | **(1,831,430)** | **13,122,572** | **659,337** | **5.3%** |
| Business Rates | (4,175,875) | (129,600) | (116,260) | **(4,421,735)** | (245,860) | -5.9% |
| Council Tax | (6,749,030) | (258,310) | 38,864 | **(6,968,476)** | (219,446) | -3.3% |
| Un-Ringfenced Grant Funding | (1,538,330) | - | (194,031) | **(1,732,361)** | (194,031) | -12.6% |
| **Total Funding** | **(12,463,235)** | **(387,910)** | **(271,427)** | **(13,122,572)** | **(659,337)** | **5.3%** |
| | - | - | - | - | - | - |
| **Annual Shortfall** | **0** | **2,102,857** | **(2,102,857)** | **0** | **0** | **-** |

| Category | 2023/24 Annual Budget £ | Net MTFP Adjustment £ | Net Pressures / (Savings) Identified £ | Provisional 2024/25 Budget £ | Increase / (Decrease) £ | Increase / (Decrease) % |
|---|---|---|---|---|---|---|
| Employees | 16,810,548 | 765,363 | (129,503) | **17,446,408** | 635,860 | 3.8% |
| Premises | 4,241,574 | 356,350 | (466,276) | **4,131,648** | (109,926) | (2.6%) |
| Transport | 1,318,950 | 30,640 | (53,899) | **1,295,691** | (23,259) | (1.8%) |
| Supplies & Services | 20,725,124 | (1,427,792) | 195,095 | **19,492,427** | (1,232,697) | (5.9%) |
| Recharges | (1,883,810) | (75,350) | 2,080 | **(1,957,080)** | (73,270) | (3.9%) |
| Capital | 703,264 | 194,545 | (85,109) | **812,700** | 109,436 | 15.6% |
| Income | (39,565,553) | 144,406 | (960,028) | **(40,381,175)** | (815,622) | (2.1%) |
| Movement To / (From) Reserves | (2,350,097) | 2,114,695 | (605,217) | **(840,619)** | 1,509,478 | 64.2% |
| | **0** | **2,102,857** | **(2,102,857)** | **0** | **0** | |

**2024/25 GENERAL FUND REVENUE ACCOUNT BUDGET DETAIL**
**POLICY DEVELOPMENT GROUP - MOVEMENT BY SERVICE UNIT**

| Service Unit | Direct Costs Detail | 2023/24 Annual Budget £ | Net MTFP Adjustment £ | Net Pressures / (Savings) Identified £ | Provisional 2024/25 Budget £ | Increase / (Decrease) £ | Increase / (Decrease) % |
|---|---|---|---|---|---|---|---|
| | **Cabinet** | | | | | | |
| SCM01 | Leadership Team | 591,373 | 634,880 | (742,993) | **483,260** | (108,113) | -18.3% |
| SCM02 | Corporate Functions | 96,659 | 10 | (20,749) | **75,920** | (20,739) | -21.5% |
| SCM03 | Corporate Fees | 178,668 | 400,040 | (320,768) | **257,940** | 79,272 | 44.4% |
| SCM06 | Pension Backfunding | 646,574 | 23,126 | (9,490) | **660,210** | 13,636 | 2.1% |
| SES01 | Emergency Planning | 7,500 | - | 44,510 | **52,010** | 44,510 | 593.5% |
| SFP01 | Accountancy Services | 528,592 | 7,540 | 16,078 | **552,210** | 23,618 | 4.5% |
| SFP02 | Internal Audit | 94,760 | - | 3,790 | **98,550** | 3,790 | 4.0% |
| SFP03 | Procurement | 110,324 | 1,910 | 40,096 | **152,330** | 42,006 | 38.1% |
| SFP04 | Purchase Ledger | 55,444 | 440 | 3,781 | **59,665** | 4,221 | 7.6% |
| SFP05 | Sales Ledger | 54,369 | 10 | 4,631 | **59,010** | 4,641 | 8.5% |
| SHR01 | Human Resources | 456,594 | 6,260 | 70,806 | **533,660** | 77,066 | 16.9% |
| SHR02 | MDDC Staff Training | 20,000 | (5,000) | - | **15,000** | (5,000) | -25.0% |
| SHR03 | Payroll | 44,133 | - | 18,577 | **62,710** | 18,577 | 42.1% |
| SHR04 | Learning And Development | 62,188 | 1,950 | (64,138) | **-** | (62,188) | -100.0% |
| SIT01 | IT Gazetteer Management | 83,146 | 630 | 5,494 | **89,270** | 6,124 | 7.4% |
| SIT03 | IT Information Technology | 1,216,407 | 15,140 | (55,667) | **1,175,880** | (40,527) | -3.3% |
| SLD01 | Electoral Registration | 352,932 | (157,500) | 5,018 | **200,450** | (152,482) | -43.2% |
| SLD02 | Democratic Rep And Management | 555,911 | 5,290 | 1,274 | **562,475** | 6,564 | 1.2% |
| SLD04 | Legal Services | 418,847 | 1,210 | 20,183 | **440,240** | 21,393 | 5.1% |
| SPR01 | Building Regulations | 8,925 | 980 | (16,025) | **(6,120)** | (15,045) | -168.6% |
| SPR04 | Local Land Charges | (42,506) | 240 | 3,386 | **(38,880)** | 3,626 | 8.5% |
| SRB01 | Collection Of Council Tax | 553,617 | (12,980) | 20,033 | **560,670** | 7,053 | 1.3% |
| SRB02 | Collection Of Business Rates | (87,210) | 4,090 | 120 | **(83,000)** | 4,210 | 4.8% |
| SRB03 | Housing Benefit Admin & Fraud | 221,029 | 9,060 | (13,059) | **217,030** | (3,999) | -1.8% |
| SRB04 | Housing Benefit Subsidy | 65,000 | - | (2,000) | **63,000** | (2,000) | -3.1% |
| SRB06 | Debt Recovery | 96,717 | 20 | 18,013 | **114,750** | 18,033 | 18.6% |
| **TOTAL CABINET PDG** | | **6,389,993** | **937,346** | **(969,099)** | **6,358,240** | **(31,753)** | **-0.5%** |
| | **Community PDG** | | | | | | |
| SCD01 | Community Development | 138,500 | - | (18,275) | **120,225** | (18,275) | -13.2% |
| SCS20 | Customer Services Admin | 18,230 | (10,000) | 12,470 | **20,700** | 2,470 | 13.5% |
| SCS22 | Customer First | 771,413 | 2,160 | 20,847 | **794,420** | 23,007 | 3.0% |
| SES03 | Community Safety - C.C.T.V. | 57,785 | - | (15,055) | **42,730** | (15,055) | -26.1% |
| SES04 | Public Health | 3,490 | - | 260 | **3,750** | 260 | 7.4% |
| SES11 | Pool Cars | 619 | 180 | (799) | **-** | (619) | -100.0% |
| SES16 | ES Staff Units/Recharges | 831,874 | (18,310) | 64,455 | **878,019** | 46,145 | 5.5% |
| SES17 | Community Safety | 6,070 | - | (3,570) | **2,500** | (3,570) | -58.8% |
| SES18 | Food Safety | (17,034) | - | (1,000) | **(18,034)** | (1,000) | -5.9% |
| SES21 | Licensing | 27,142 | 2,950 | 18,668 | **48,760** | 21,618 | 79.6% |
| SES22 | Pest Control | 1,000 | - | (1,000) | **-** | (1,000) | -100.0% |
| SES23 | Pollution Reduction | 13,270 | - | (11,920) | **1,350** | (11,920) | -89.8% |
| SPR02 | Enforcement | 102,820 | 20 | 2,771 | **105,611** | 2,791 | 2.7% |
| SPR03 | Development Control | 479,545 | (77,572) | (118,843) | **283,130** | (196,415) | -41.0% |
| SPR09 | Forward Planning | 320,462 | 290 | (20,082) | **300,670** | (19,792) | -6.2% |
| SPR11 | Regional Planning | 269,500 | (25,800) | (63,700) | **180,000** | (89,500) | -33.2% |
| SRS01 | Recreation And Sport | 1,401,716 | (84,560) | (333,853) | **983,303** | (418,413) | -29.9% |
| **TOTAL COMMUNITY PDG** | | **4,426,402** | **(210,642)** | **(468,626)** | **3,747,134** | **(679,268)** | **-15.3%** |
| | **Economy PDG** | | | | | | |
| SCD02 | Economic Development | 79,261 | 11,630 | (20,478) | **70,413** | (8,848) | -11.2% |
| SCP01 | Parking Services | (545,510) | 32,300 | (219,217) | **(732,427)** | (186,917) | -34.3% |
| SPR06 | Economic Development | 851,637 | (424,594) | (48,013) | **379,030** | (472,607) | -55.5% |
| SPS12 | Gf Properties Shops/Flats | (191,950) | 4,490 | (116,160) | **(303,620)** | (111,670) | -58.2% |
| **TOTAL ECONOMY PDG** | | **193,438** | **(376,174)** | **(403,868)** | **(586,604)** | **(780,042)** | **-403.3%** |

**2024/25 GENERAL FUND REVENUE ACCOUNT BUDGET DETAIL**
**POLICY DEVELOPMENT GROUP - MOVEMENT BY SERVICE UNIT**

| Service Unit | Direct Costs Detail | 2023/24 Annual Budget £ | Net MTFP Adjustment £ | Net Pressures / (Savings) Identified £ | Provisional 2024/25 Budget £ | Increase / (Decrease) £ | Increase / (Decrease) % |
|---|---|---|---|---|---|---|---|
| | **Environment PDG** | | | | | | |
| SES02 | Cemeteries | (32,239) | 1,550 | (95,859) | **(126,548)** | (94,309) | -292.5% |
| SES05 | Open Spaces | 340,379 | 2,430 | (82,478) | **260,331** | (80,048) | -23.5% |
| SGM01 | Grounds Maintenance | 545,276 | (77,580) | 96,493 | **564,189** | 18,913 | 3.5% |
| SPS01 | Asset Management | 199,063 | 57,800 | 453,477 | **710,340** | 511,277 | 256.8% |
| SPS03 | Flood Defence And Land Drain | 26,032 | - | - | **26,032** | 0 | 0.0% |
| SPS04 | Street Naming & Numbering | 6,723 | - | 247 | **6,970** | 247 | 3.7% |
| SPS05 | Administration Buildings | 653,405 | 38,610 | (378,185) | **313,830** | (339,575) | -52.0% |
| SPS06 | MDDC Depots | 491,102 | 34,620 | (14,244) | **511,478** | 20,376 | 4.1% |
| SPS07 | Public Transport | (23,429) | - | (1,830) | **(25,259)** | (1,830) | -7.8% |
| SPS09 | Property Services Staff Unit | 781,313 | 880 | 50,307 | **832,500** | 51,187 | 6.6% |
| SPS11 | Public Conveniences | 33,950 | 5,820 | (19,850) | **19,920** | (14,030) | -41.3% |
| SWS01 | Street Cleansing | 545,263 | (47,230) | 78,599 | **576,632** | 31,369 | 5.8% |
| SWS02 | Waste Collection | 684,044 | (59,280) | (314,664) | **310,100** | (373,944) | -54.7% |
| SWS03 | Recycling | 855,169 | (39,230) | 719,841 | **1,535,780** | 680,611 | 79.6% |
| SWS04 | Waste Management | 390,236 | 1,000 | (13,226) | **378,010** | (12,226) | -3.1% |
| **TOTAL ENVIRONMENT PDG** | | **5,496,287** | **(80,610)** | **478,628** | **5,894,305** | **398,018** | **7.2%** |
| | **Homes PDG** | | | | | | |
| SES15 | Private Sector Housing Grants | (3,160) | 110 | 12,275 | **9,225** | 12,385 | 391.9% |
| SHG03 | Homelessness Accommodation | 342,405 | (35,040) | 85,170 | **392,535** | 50,130 | 14.6% |
| **TOTAL HOMES PDG** | | **339,245** | **(34,930)** | **97,445** | **401,760** | **62,515** | **18.4%** |
| | **Net Direct Services Costs** | **16,845,365** | **234,990** | **(1,265,520)** | **15,814,835** | **(1,030,530)** | **-6.1%** |
| | Net Recharge to HRA | (1,883,810) | (75,350) | 2,080 | **(1,957,080)** | (73,270) | -3.9% |
| | Capital Financing | 703,264 | 194,545 | (85,109) | **812,700** | 109,436 | 15.6% |
| | **Net Service Costs** | **15,664,819** | **354,185** | **(1,348,549)** | **14,670,455** | **(994,364)** | **-6.3%** |
| SIE06 | Interest Receiveable | (1,112,647) | 1,847 | 52,026 | **(1,058,774)** | 53,873 | 4.8% |
| SIE03 | Interest Costs | 261,160 | 20,040 | 70,310 | **351,510** | 90,350 | 34.6% |
| IE995 | Transfers To / (From) General Reserves | (625,000) | 625,000 | - | **-** | 625,000 | 100.0% |
| SIE24 | Transfers To / (From) Earmarked Reserves | (1,725,097) | 1,489,695 | (605,217) | **(840,619)** | 884,478 | 51.3% |
| | **Net Budget Requirement** | **12,463,235** | **2,490,767** | **(1,831,430)** | **13,122,572** | **659,337** | **5.3%** |
| SIE11 | Business Rates | (4,175,875) | (129,600) | (116,260) | **(4,421,735)** | (245,860) | -5.9% |
| SIE08 | Council Tax | (6,749,030) | (258,310) | 38,864 | **(6,968,476)** | (219,446) | -3.3% |
| SIE10 | Un-Ringfenced Grant Funding | (1,538,330) | - | (194,031) | **(1,732,361)** | (194,031) | -12.6% |
| | **Total Funding** | **(12,463,235)** | **(387,910)** | **(271,427)** | **(13,122,572)** | **(659,337)** | **-5.3%** |
| | **Annual Shortfall** | **0** | **2,102,857** | **(2,102,857)** | **0** | **0** | |

## CABINET 2024/25 Service Unit Budgets

### SCM01 Leadership Team

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 534,741 | 590,673 | 482,560 | (108,113) |
| 3000 | Transport | 273 | 500 | 500 | 0 |
| 4000 | Cost Of Goods And Services | 10,646 | 200 | 200 | 0 |
| 7000 | Income | (1,712) | 0 | 0 | 0 |
| | **TOTAL** | **543,948** | **591,373** | **483,260** | **(108,113)** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| CM100 | Leadership Team | 483,260 |
| | **TOTAL** | **483,260** |

**Major cost increases**
Inflationary increase on salaries

**Major cost decreases and changes in income**
Removal of Director post

### SCM02 Corporate Functions

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 104,657 | 172,035 | 156,750 | (15,285) |
| 3000 | Transport | 0 | 200 | 0 | (200) |
| 4000 | Cost Of Goods And Services | 12 | 3,500 | 100 | (3,400) |
| 7000 | Income | (27,037) | 0 | 0 | 0 |
| | **TOTAL** | **77,632** | **175,735** | **156,850** | **(18,885)** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| CM205 | Performance And Improvement | 75,920 |
| CM210 | Data Protection | 80,930 |
| | **TOTAL** | **156,850** |

**Major cost increases**
No major changes

**Major cost decreases and changes in income**
Removal of the apprentice post

## SCM03 Corporate Fees

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 37,618 | (244,708) | (166,390) | 78,318 |
| 4000 | Cost Of Goods And Services | 238,011 | 344,300 | 343,400 | (900) |
| 7000 | Income | (63,121) | 0 | 0 | 0 |
| | **TOTAL** | **212,507** | **99,592** | **177,010** | **77,418** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| CM300 | Corporate Fees | 177,000 |
| CM340 | Unison | 10 |
| | **TOTAL** | **177,010** |

**Major cost increases**

Increase to bank & transactions fees and charges budget

**Major cost decreases and changes in income**

Decrease to budgeted vacancy factor

Reduction to general consultancy budget

## SCM06 Pension Backfunding

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 772,503 | 645,174 | 660,210 | 15,036 |
| 4000 | Cost Of Goods And Services | 0 | 1,400 | 0 | (1,400) |
| | **TOTAL** | **772,503** | **646,574** | **660,210** | **13,636** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| CM600 | Pension Backfunding | 660,210 |
| | **TOTAL** | **660,210** |

**Major cost increases**

No major changes

**Major cost decreases and changes in income**

No major changes

## SES01 Emergency Planning

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 0 | 0 | 44,510 | 44,510 |
| 4000 | Cost Of Goods And Services | 7,438 | 7,500 | 7,500 | 0 |
| 7000 | Income | (26,525) | 0 | 0 | 0 |
| | **TOTAL** | **(19,087)** | **7,500** | **52,010** | **44,510** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| PH500 | Emergency Planning | 52,010 |
| | **TOTAL** | **52,010** |

**Major cost increases**
Salary increase is due to the new post of Resilience Officer added to the establisment

**Major cost decreases and changes in income**
No major changes

## SFP01 Accountancy Services

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 509,604 | 463,592 | 483,830 | 20,238 |
| 4000 | Cost Of Goods And Services | 103,837 | 65,500 | 68,380 | 2,880 |
| 7000 | Income | (11,685) | (500) | 0 | 500 |
| | **TOTAL** | **601,756** | **528,592** | **552,210** | **23,618** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| FP100 | Accountancy Services | 552,210 |
| | **TOTAL** | **552,210** |

**Major cost increases**
Inflationary increase on salaries

**Major cost decreases and changes in income**
No major changes

## SFP02 Internal Audit

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 4000 | Cost Of Goods And Services | 95,000 | 94,760 | 98,550 | 3,790 |
| | **TOTAL** | **95,000** | **94,760** | **98,550** | **3,790** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| FP200 | Internal Audit | 98,550 |
| | **TOTAL** | **98,550** |

**Major cost increases**
No major changes

**Major cost decreases and changes in income**
No major changes

## SFP03 Procurement

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 71,950 | 65,294 | 105,230 | 39,936 |
| 4000 | Cost Of Goods And Services | 25,881 | 45,030 | 47,100 | 2,070 |
| 7000 | Income | (2,880) | 0 | 0 | 0 |
| | **TOTAL** | **94,951** | **110,324** | **152,330** | **42,006** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| FP300 | Procurement | 152,330 |
| | **TOTAL** | **152,330** |

**Major cost increases**
Addition of Procurement and Contracts Officer to the budget

**Major cost decreases and changes in income**
No major changes

## SFP04 Purchase Ledger

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 53,432 | 52,569 | 56,360 | 3,791 |
| 4000 | Cost Of Goods And Services | 2,403 | 2,875 | 3,305 | 430 |
| | **TOTAL** | **55,835** | **55,444** | **59,665** | **4,221** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| FP400 | Purchase Ledger | 59,665 |
| | **TOTAL** | **59,665** |

**Major cost increases**
No major changes

**Major cost decreases and changes in income**
No major changes

## SFP05 Sales Ledger

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 49,994 | 52,569 | 56,360 | 3,791 |
| 4000 | Cost Of Goods And Services | 2,459 | 1,800 | 2,650 | 850 |
| | **TOTAL** | **52,453** | **54,369** | **59,010** | **4,641** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| FP500 | Sales Ledger | 59,010 |
| | **TOTAL** | **59,010** |

**Major cost increases**
No major changes

**Major cost decreases and changes in income**
No major changes

## SHR01 Human Resources

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 427,894 | 396,774 | 474,990 | 78,216 |
| 3000 | Transport | 1,275 | 3,000 | 1,900 | (1,100) |
| 4000 | Cost Of Goods And Services | 45,499 | 56,820 | 66,770 | 9,950 |
| 7000 | Income | 0 | 0 | (10,000) | (10,000) |
| | **TOTAL** | **474,668** | **456,594** | **533,660** | **77,066** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| HR100 | Human Resources | 480,980 |
| HR600 | Health & Safety Officer | 52,680 |
| | **TOTAL** | **533,660** |

**Major cost increases**

Inflationary increase on salaries and the costs of the Learning & Development post

**Major cost decreases and changes in income**

Restructure to generate income 10k first year

## SHR02 MDDC Staff Training

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 27,056 | 20,000 | 15,000 | (5,000) |
| 7000 | Income | (5,500) | 0 | 0 | 0 |
| | **TOTAL** | **21,556** | **20,000** | **15,000** | **(5,000)** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| HR200 | Staff Development Training | 15,000 |
| | **TOTAL** | **15,000** |

**Major cost increases**

None

**Major cost decreases and changes in income**

None

## SHR03 Payroll

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 41,755 | 44,133 | 62,710 | 18,577 |
| 4000 | Cost Of Goods And Services | 16 | 0 | 0 | 0 |
| | **TOTAL** | **41,771** | **44,133** | **62,710** | **18,577** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| HR300 | Payroll | 62,710 |
| | **TOTAL** | **62,710** |

**Major cost increases**
Inflationary increase on salaries

**Major cost decreases and changes in income**
None

## SHR04 Learning And Development

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 47,075 | 49,188 | 0 | (49,188) |
| 4000 | Cost Of Goods And Services | 10,840 | 13000 | 0 | -13000 |
| 7000 | Income | (884) | 0 | 0 | 0 |
| | **TOTAL** | **57,030** | **62,188** | **0** | **(62,188)** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| HR400 | Learning & Development | 0 |
| | **TOTAL** | **0** |

**Major cost increases**
None

**Major cost decreases and changes in income**
Post is now integrated in into HR100

## SIT01 IT Gazetteer Management

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 81,742 | 77,586 | 83,090 | 5,504 |
| 4000 | Cost Of Goods And Services | 7,134 | 5560 | 6180 | 620 |
| | **TOTAL** | **88,876** | **83,146** | **89,270** | **6,124** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| IT100 | Gazetteer Management | 89,270 |
| | **TOTAL** | **89,270** |

**Major cost increases**
None

**Major cost decreases and changes in income**
None

## SIT03 IT Information Technology

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 575,647 | 619,702 | 522,440 | (97,262) |
| 3000 | Transport | 692 | 850 | 500 | (350) |
| 4000 | Cost Of Goods And Services | 491,334 | 596,455 | 652,940 | 56,485 |
| 7000 | Income | (79,426) | (600) | 0 | 600 |
| | **TOTAL** | **988,247** | **1,216,407** | **1,175,880** | **(40,527)** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| IT300 | Central Telephones | 36,000 |
| IT400 | I.T. Network & Hardware | 133,000 |
| IT500 | I.T. Software Support & Maint. | 357,260 |
| IT600 | I.T. Staff Unit | 373,670 |
| IT700 | Cyber Security | 103,900 |
| IT800 | Mddc Printing | 10,000 |
| IT900 | Digital Services | 162,050 |
| | **TOTAL** | **1,175,880** |

**Major cost increases**
Inflationary increases on all software
Microsoft licence increase £30k
Maintenance costs for firewall, switches and WiFi

**Major cost decreases and changes in income**
EMR funded posts now removed
1 x post relinquished as part of budget savings

## SLD01A Election Costs

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 165,269 | 115,000 | 0 | (115,000) |
| 2000 | Premises | 16,540 | 12,000 | 0 | (12,000) |
| 3000 | Transport | 1,494 | 0 | 0 | 0 |
| 4000 | Cost Of Goods And Services | 86,872 | 53,000 | 0 | (53,000) |
| 7000 | Income | (224,040) | (20,000) | 0 | 20,000 |
| | **TOTAL** | **46,134** | **160,000** | **0** | **(160,000)** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| LD200 | Election Costs - Parishes | 0 |
| LD201 | Election Costs - District | 0 |
| LD202 | Election Costs - General | 0 |
| LD204 | Election Costs - County | 0 |
| LD206 | Police Com Election | 0 |
| LD208 | Neighbourhood Planning Referen | 0 |
| | **TOTAL** | **0** |

**Major cost increases**
None

**Major cost decreases and changes in income**
Removal of budget for 2023 district election

## SLD01 Electoral Registration

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 130,007 | 126,732 | 129,270 | 2,538 |
| 3000 | Transport | 132 | 300 | 300 | 0 |
| 4000 | Cost Of Goods And Services | 76,625 | 86,220 | 73,380 | (12,840) |
| 7000 | Income | (2,737) | (20,320) | (2,500) | 17,820 |
| | **TOTAL** | **204,028** | **192,932** | **200,450** | **7,518** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| LD100 | Electoral Registration | 200,450 |
| | **TOTAL** | **200,450** |

**Major cost increases**
None

**Major cost decreases and changes in income**
None

## SLD02 Democratic Rep And Management

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 166,223 | 175,186 | 176,480 | 1,294 |
| 3000 | Transport | 3,613 | 10,000 | 10,000 | 0 |
| 4000 | Cost Of Goods And Services | 348,482 | 370,725 | 375,995 | 5,270 |
| 7000 | Income | (1,487) | 0 | 0 | 0 |
| | **TOTAL** | **516,832** | **555,911** | **562,475** | **6,564** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| LD300 | Democratic Rep & Management | 385,255 |
| LD400 | Committee Services | 177,220 |
| | **TOTAL** | **562,475** |

**Major cost increases**
None

**Major cost decreases and changes in income**
None

## SLD04 Legal Services

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 411,611 | 400,397 | 431,490 | 31,093 |
| 3000 | Transport | 26 | 200 | 100 | (100) |
| 4000 | Cost Of Goods And Services | 28,455 | 39,450 | 42,650 | 3,200 |
| 7000 | Income | (40,171) | (21,200) | (34,000) | (12,800) |
| | **TOTAL** | **399,920** | **418,847** | **440,240** | **21,393** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| LD600 | Legal Services | 440,240 |
| | **TOTAL** | **440,240** |

**Major cost increases**
Inflationary increases on salaries

**Major cost decreases and changes in income**
None

## SPR01 Building Regulations

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 242,527 | 249,837 | 195,000 | (54,837) |
| 3000 | Transport | 10,621 | 11,500 | 11,500 | 0 |
| 4000 | Cost Of Goods And Services | 25,352 | 13,916 | 8,250 | (5,666) |
| 7000 | Income | (266,227) | (266,328) | (220,870) | 45,458 |
| | **TOTAL** | **12,273** | **8,925** | **(6,120)** | **(15,045)** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| PR100 | Building Regulations | (7,020) |
| PR900 | Dangerous Buildings And Trees | 900 |
| | **TOTAL** | **(6,120)** |

**Major cost increases**
None

**Major cost decreases and changes in income**
Salaries include an increase for inflation and SCP but have been offset by a reduced share of salary partnership costs due to the MDDC share of income reducing.
Income, fees have been increased by CPI but due to the economic climate, the income budget has reduced by £45k.

## SPR04 Local Land Charges

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 69,667 | 52,994 | 56,620 | 3,626 |
| 4000 | Cost Of Goods And Services | 29,597 | 24,500 | 24,500 | 0 |
| 7000 | Income | (126,204) | (120,000) | (120,000) | 0 |
| | **TOTAL** | **(26,940)** | **(42,506)** | **(38,880)** | **3,626** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| PR210 | Local Land Charges | (38,880) |
| PR820 | Assets Of Community Value | 0 |
| | **TOTAL** | **(38,880)** |

**Major cost increases**
None

**Major cost decreases and changes in income**
None

## SRB01 Collection Of Council Tax

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 473,010 | 526,194 | 542,080 | 15,886 |
| 3000 | Transport | 3,686 | 3,633 | 3,460 | (173) |
| 4000 | Cost Of Goods And Services | 131,704 | 126,790 | 138,130 | 11,340 |
| 7000 | Income | (122,771) | (103,000) | (123,000) | (20,000) |
| | **TOTAL** | **485,629** | **553,617** | **560,670** | **7,053** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| RB100 | Collection Of Council Tax | 560,670 |
| | **TOTAL** | **560,670** |

**Major cost increases**
None

**Major cost decreases and changes in income**
Increase income of £20k from penalties and court fees.

## SRB02 Collection Of Business Rates

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 13,021 | 0 | 0 | 0 |
| 4000 | Cost Of Goods And Services | 21,551 | 29,690 | 40,500 | 10,810 |
| 7000 | Income | (276,147) | (116,900) | (123,500) | (6,600) |
| | **TOTAL** | **(241,575)** | **(87,210)** | **(83,000)** | **4,210** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| RB200 | Collection Of Business Rates | (83,000) |
| | **TOTAL** | **(83,000)** |

**Major cost increases**
None

**Major cost decreases and changes in income**
None

## SRB03 Housing Benefit Admin & Fraud

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 309,707 | 296,769 | 314,230 | 17,461 |
| 4000 | Cost Of Goods And Services | 67,125 | 82,350 | 84,890 | 2,540 |
| 7000 | Income | (420,201) | (158,090) | (182,090) | (24,000) |
| | **TOTAL** | **(43,370)** | **221,029** | **217,030** | **(3,999)** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| RB300 | Housing Benefit Admin | 209,530 |
| RB340 | Local Welfare Assist Scheme | 7,500 |
| | **TOTAL** | **217,030** |

**Major cost increases**
None

**Major cost decreases and changes in income**
Income increase of £24k relates to grant income from DWP and DCC.

## SRB04 Housing Benefit Subsidy

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 4000 | Cost Of Goods And Services | 11,340,547 | 11,576,000 | 11,640,000 | 64,000 |
| 7000 | Income | (11,300,849) | (11,511,000) | (11,577,000) | (66,000) |
| | **TOTAL** | **39,697** | **65,000** | **63,000** | **(2,000)** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| RB400 | Housing Rent Allowances | 63,000 |
| | **TOTAL** | **63,000** |

**Major cost increases**
Increased costs of subsidy of £64k

**Major cost decreases and changes in income**
Increased income from subsidy and Discretionary Housing Payments of £66k

## SRB06 Debt Recovery

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 79,017 | 145,247 | 111,680 | (33,567) |
| 3000 | Transport | 30 | 0 | 0 | 0 |
| 4000 | Cost Of Goods And Services | 2,629 | 2,970 | 3,070 | 100 |
| 7000 | Income | 0 | (51,500) | 0 | 51,500 |
| | **TOTAL** | **81,676** | **96,717** | **114,750** | **18,033** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| RB600 | Corporate Debt Team | 114,750 |
| | **TOTAL** | **114,750** |

**Major cost increases**

None

**Major cost decreases and changes in income**

Salary costs relating to the Planning Obligations Monitoring Officer moved to Development Control along with associated income receipts.

## COMMUNITY PDG 2024/25 Service Unit Budgets

### SCD01 Community Development

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 4000 | Cost Of Goods And Services | 140,724 | 138,500 | 120,225 | (18,275) |
| | **TOTAL** | **140,724** | **138,500** | **120,225** | **(18,275)** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| CD200 | Community Development | 120,225 |
| | **TOTAL** | **120,225** |

**Major cost increases**
None

**Major cost decreases and changes in income**
Stategic Grant budget reduced to £120,225 at Cabinet on 09 January 2024.

### SCS20 Customer Services Admin

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 4000 | Cost Of Goods And Services | 20,187 | 18,230 | 20,700 | 2,470 |
| 7000 | Income | (40) | 0 | 0 | 0 |
| | **TOTAL** | **20,147** | **18,230** | **20,700** | **2,470** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| CS900 | Central Photocopying | 3,100 |
| CS902 | Central Postage | 17,600 |
| | **TOTAL** | **20,700** |

**Major cost increases**
No major changes

**Major cost decreases and changes in income**
No major changes

## SCS22 Customer First

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 800,630 | 747,793 | 773,930 | 26,137 |
| 3000 | Transport | 0 | 400 | 0 | (400) |
| 4000 | Cost Of Goods And Services | 24,020 | 23,220 | 20,490 | (2,730) |
| 7000 | Income | (228) | 0 | 0 | 0 |
| | **TOTAL** | **824,422** | **771,413** | **794,420** | **23,007** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| CS200 | Communications | 117,520 |
| CS930 | Customer First Management | 198,470 |
| CS932 | Customer First | 478,430 |
| | **TOTAL** | **794,420** |

**Major cost increases**
Inflationary increase on salaries

**Major cost decreases and changes in income**
No major changes

## SES03 Community Safety - C.C.T.V.

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 31,217 | 55 | 0 | (55) |
| 2000 | Premises | 16,019 | 35,000 | 20,000 | (15,000) |
| 4000 | Cost Of Goods And Services | 285 | 35,830 | 35,830 | 0 |
| 7000 | Income | (79,831) | (13,100) | (13,100) | 0 |
| | **TOTAL** | **(32,311)** | **57,785** | **42,730** | **(15,055)** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| ES200 | Cctv Initiatives | 0 |
| PS200 | Cctv Initiatives | 42,730 |
| | **TOTAL** | **42,730** |

**Major cost increases**
No major changes

**Major cost decreases and changes in income**
No major change

## SES04 Public Health

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 4000 | Cost Of Goods And Services | 4,839 | 4,740 | 5,000 | 260 |
| 7000 | Income | (330) | (1,250) | (1,250) | 0 |
| | **TOTAL** | **4,509** | **3,490** | **3,750** | **260** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| EE360 | Dog Warden | 3,750 |
| | **TOTAL** | **3,750** |

**Major cost increases**
No major change

**Major cost decreases and changes in income**
No major change

## SES11 Pool Cars

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 3000 | Transport | 7,823 | 10,019 | 0 | (10,019) |
| 7000 | Income | 0 | (9,400) | 0 | 9,400 |
| | **TOTAL** | **7,823** | **619** | **0** | **(619)** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| FM580 | Pool Car Running Costs | 0 |
| | **TOTAL** | **0** |

**Major cost increases**
All pool cars sold

**Major cost decreases and changes in income**
All pool cars sold

## SES16 PH Staff Units/Recharges

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 880,148 | 794,426 | 853,530 | 59,104 |
| 3000 | Transport | 17,348 | 19,469 | 15,070 | (4,399) |
| 4000 | Cost Of Goods And Services | 45,745 | 23,479 | 17,919 | (5,560) |
| 7000 | Income | (154,475) | (5,500) | (8,500) | (3,000) |
| | **TOTAL** | **788,765** | **831,874** | **878,019** | **46,145** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| EE730 | Environmental Enforcement | 149,739 |
| PH733 | Public Health Staff Unit | 728,280 |
| | **TOTAL** | **878,019** |

**Major cost increases**

Inflationary increase on salaries & post included within Public Health that is funded via an EMR

**Major cost decreases and changes in income**

No major changes

## SES17 Community Safety

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 4000 | Cost Of Goods And Services | 11,160 | 6,070 | 2,500 | (3,570) |
| 7000 | Income | (12,500) | 0 | 0 | 0 |
| | **TOTAL** | **(1,340)** | **6,070** | **2,500** | **(3,570)** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| PH250 | Community Safety Partnership | 2,500 |
| | **TOTAL** | **2,500** |

**Major cost increases**

No major changes

**Major cost decreases and changes in income**

No major changes

## SES18 Food Safety

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 2000 | Premises | 7,340 | 0 | 0 | 0 |
| 4000 | Cost Of Goods And Services | 4,917 | 13466 | 13466 | 0 |
| 7000 | Income | (36,456) | (30,500) | (31,500) | (1,000) |
| | **TOTAL** | **(24,200)** | **(17,034)** | **(18,034)** | **(1,000)** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| PH260 | Food Protection | (1,300) |
| PH270 | Asbestos/Water Quality | (16,734) |
| | **TOTAL** | **(18,034)** |

**Major cost increases**
No major changes

**Major cost decreases and changes in income**
No major changes

## SES21 Licensing

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 154,079 | 164,242 | 175,640 | 11,398 |
| 3000 | Transport | 340 | 500 | 500 | 0 |
| 4000 | Cost Of Goods And Services | 31,604 | 28,275 | 38,495 | 10,220 |
| 7000 | Income | (137,507) | (165,875) | (165,875) | 0 |
| | **TOTAL** | **48,516** | **27,142** | **48,760** | **21,618** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| PH550 | Licensing | (131,630) |
| PH740 | Licensing Unit | 180,390 |
| | **TOTAL** | **48,760** |

**Major cost increases**
No major changes

**Major cost decreases and changes in income**
No major changes

## SES22 Pest Control

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 4000 | Cost Of Goods And Services | 512 | 1,000 | 0 | (1,000) |
| | **TOTAL** | **512** | **1,000** | **0** | **(1,000)** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| PH600 | Pest Control | 0 |
| | **TOTAL** | **0** |

**Major cost increases**
No major changes

**Major cost decreases and changes in income**
No major changes

## SES23 Pollution Reduction

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 2000 | Premises | (328) | 0 | 0 | 0 |
| 4000 | Cost Of Goods And Services | 36,604 | 23,300 | 11,380 | (11,920) |
| 7000 | Income | (521,580) | (10,030) | (10,030) | 0 |
| | **TOTAL** | **(485,305)** | **13,270** | **1,350** | **(11,920)** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| PH660 | Control Of Pollution | 11,380 |
| PH670 | Local Air Pollution | (10,030) |
| | **TOTAL** | **1,350** |

**Major cost increases**
No major changes

**Major cost decreases and changes in income**
No major changes

## SPR02 Enforcement

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 125,135 | 92,829 | 95,730 | 2,901 |
| 3000 | Transport | 408 | 1,000 | 1,000 | 0 |
| 4000 | Cost Of Goods And Services | 438 | 8,991 | 8,881 | (110) |
| | **TOTAL** | **125,982** | **102,820** | **105,611** | **2,791** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| PR110 | Enforcement | 105,611 |
| | **TOTAL** | **105,611** |

**Major cost increases**
None

**Major cost decreases and changes in income**
None

## SPR03 Development Control

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 1,259,697 | 1,203,343 | 1,237,300 | 33,957 |
| 3000 | Transport | 5,623 | 6,000 | 6,900 | 900 |
| 4000 | Cost Of Goods And Services | 745,440 | 166,202 | 121,930 | (44,272) |
| 7000 | Income | (2,684,924) | (896,000) | (1,083,000) | (187,000) |
| | **TOTAL** | **(674,163)** | **479,545** | **283,130** | **(196,415)** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| PR200 | Development Management | 217,790 |
| PR225 | Garden Village Project | 65,340 |
| | **TOTAL** | **283,130** |

**Major cost increases**
Salary movements of £34k include, inflation and SCP uplifts on salaries, removal of Apprentice and Planning Assistant posts, transfer of the Planning Obligations Monitoring Officer from Corporate Recovery and a reduced share of the Corporate Manager post.

**Major cost decreases and changes in income**
Uplift to fees and charges by £187k, statutory fees increased and CPI increase on non-statutory fees.
Garden Village consultancy costs reduced by £58k.

## SPR09 Forward Planning

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 256,608 | 274,332 | 256,270 | (18,062) |
| 3000 | Transport | 16 | 500 | 300 | (200) |
| 4000 | Cost Of Goods And Services | 47,583 | 45,630 | 44,100 | (1,530) |
| 7000 | Income | (29,873) | 0 | 0 | 0 |
| | **TOTAL** | **274,334** | **320,462** | **300,670** | **(19,792)** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| PR600 | Forward Planning Unit | 300,670 |
| | **TOTAL** | **300,670** |

**Major cost increases**
None

**Major cost decreases and changes in income**
None

## SPR11 Regional Planning

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 4000 | Cost Of Goods And Services | 16,849 | 269,500 | 180,000 | (89,500) |
| 7000 | Income | (20) | 0 | 0 | 0 |
| | **TOTAL** | **16,829** | **269,500** | **180,000** | **(89,500)** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| PR810 | Statutory Development Plan | 180,000 |
| | **TOTAL** | **180,000** |

**Major cost increases**
None

**Major cost decreases and changes in income**
Budget reduced to be in line with reprofiling of Local Plan work planned for 2024-25.

## SRS01 Recreation And Sport

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 2,406,837 | 2,493,822 | 2,491,983 | (1,839) |
| 2000 | Premises | 844,835 | 1,562,550 | 1,612,550 | 50,000 |
| 3000 | Transport | 4,040 | 6,400 | 6,400 | 0 |
| 4000 | Cost Of Goods And Services | 231,701 | 270,210 | 291,950 | 21,740 |
| 7000 | Income | (1,961,620) | (2,931,266) | (3,419,580) | (488,314) |
| | **TOTAL** | **1,525,794** | **1,401,716** | **983,303** | **(418,413)** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| RS100 | Leis Facilities Maint & Equip | 468,920 |
| RS110 | Leisure Management & Admin | 84,120 |
| RS140 | Exe Valley Leisure Centre | 226,700 |
| RS150 | Lords Meadow Leisure Centre | 174,773 |
| RS155 | Leisure Land Rents | (13,820) |
| RS160 | Culm Valley Sports Centre | 42,610 |
| | **TOTAL** | **983,303** |

**Major cost increases**

Increase in LMLC water budget and inflationary increases across the utility budgets for Leisure

Increase in budget for course running costs to reflect additional expenditure being incurred due to running more courses, generating additional income.

**Major cost decreases and changes in income**

Income budgets increased in line with change in VAT treatment for leisure.

Membership numbers higher leading to additional membership income.

Increased income from swimming lesson programme and casual swimming

## ECONOMY PDG 2024/25 Service Unit Budgets

### SCD02 Tiverton Pannier Market

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 95,541 | 97,258 | 102,730 | 5,472 |
| 2000 | Premises | 45,778 | 64,743 | 60,403 | (4,340) |
| 4000 | Cost Of Goods And Services | 14,145 | 20,440 | 20,460 | 20 |
| 7000 | Income | (79,554) | (103,180) | (113,180) | (10,000) |
| | **TOTAL** | **75,911** | **79,261** | **70,413** | **(8,848)** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| CD300 | Tiverton Pannier Market | 70,413 |
| | **TOTAL** | **70,413** |

**Major cost increases**
None

**Major cost decreases and changes in income**
None

### SCP01 Parking Services

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 2000 | Premises | 208,654 | 381,650 | 261,253 | (120,397) |
| 4000 | Cost Of Goods And Services | 72,629 | 89,710 | 108,780 | 19,070 |
| 7000 | Income | (737,622) | (1,016,870) | (1,102,460) | (85,590) |
| | **TOTAL** | **(456,339)** | **(545,510)** | **(732,427)** | **(186,917)** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| CP520 | Multi-Storey Car Park | (134,941) |
| CP530 | Amenity Car Parks | 24,881 |
| CP540 | Paying Car Parks | (622,367) |
| | **TOTAL** | **(732,427)** |

**Major cost increases**
Cost of Goods & Services budget increase is a result cash/card and pay by phone income collections from our P&D car parks

**Major cost decreases and changes in income**
Reduction in Premises budget due to the reduced maintenance programme for 2024/25
P&D increase in income is due to inflation added to all P&D tariff's

## SPR06 Economic Development

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 356,984 | 376,896 | 296,230 | (80,666) |
| 2000 | Premises | 787 | 0 | 0 | 0 |
| 3000 | Transport | 0 | 500 | 500 | 0 |
| 4000 | Cost Of Goods And Services | 233,090 | 1,084,120 | 82,300 | (1,001,820) |
| 7000 | Income | (187,742) | (609,879) | 0 | 609,879 |
| | **TOTAL** | **403,119** | **851,637** | **379,030** | **(472,607)** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| PR400 | Business Development | 379,030 |
| PR402 | Cullompton Haz | 0 |
| | **TOTAL** | **379,030** |

**Major cost increases**
No major changes

**Major cost decreases and changes in income**
Salaries include the removal of £32k from the Cullompton HAZ budget, as the project has come to an end, inflation and SCP increases and a vacancy factor of £38k on Business Development.
Goods and Services, £1,011k removed from the Cullompton HAZ budget, as the project has come to an end.
Income, £610k removed from the Cullompton HAZ budget, as the project has come to an end.

## SPS12 GF Properties Shops/Flats

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 44 | 0 | 0 | 0 |
| 2000 | Premises | 182,101 | 323,341 | 206,950 | (116,391) |
| 4000 | Cost Of Goods And Services | 48,868 | 3,430 | 5,665 | 2,235 |
| 7000 | Income | (480,795) | (518,721) | (516,235) | 2,486 |
| | **TOTAL** | **(249,783)** | **(191,950)** | **(303,620)** | **(111,670)** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| PS890 | 10 Phoenix Lane | (11,989) |
| PS990 | 30-38 Fore Street | (97,700) |
| PS991 | Industrial Units | (128,140) |
| PS992 | Market Walk | (35,528) |
| PS993 | Lowman Green Unit | (9,803) |
| PS995 | Coggans Well | (20,460) |
| | **TOTAL** | **(303,620)** |

**Major cost increases**
No major changes

**Major cost decreases and changes in income**
Reduction in Premises budget due to the reduced maintenance programme for 2024/25

## ENVIRONMENT PDG 2024/25 Service Unit Budgets

### SES02 Cemeteries

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 29,898 | 29,351 | 26,810 | (2,541) |
| 2000 | Premises | 18,199 | 104,206 | 23,552 | (80,654) |
| 4000 | Cost Of Goods And Services | 8,282 | 8,734 | 8,940 | 206 |
| 7000 | Income | (130,748) | (174,530) | (185,850) | (11,320) |
| | **TOTAL** | **(74,369)** | **(32,239)** | **(126,548)** | **(94,309)** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| CB100 | Cemeteries | (145,898) |
| CB101 | Cemetery Lodge | (7,560) |
| CB110 | Bereavement Services | 26,910 |
| | **TOTAL** | **(126,548)** |

**Major cost increases**
Reduction in Premises budget due to the reduced maintenance programme for 2024/25

**Major cost decreases and changes in income**
Inflationary increase on Cemetery fees & charges

### SES05 Open Spaces

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 9,824 | 15,924 | 16,910 | 986 |
| 2000 | Premises | 150,474 | 354,828 | 277,421 | (77,407) |
| 3000 | Transport | 297 | 0 | 3,140 | 3,140 |
| 4000 | Cost Of Goods And Services | 57,077 | 6,487 | 4,210 | (2,277) |
| 7000 | Income | (38,703) | (36,860) | (41,350) | (4,490) |
| | **TOTAL** | **178,969** | **340,379** | **260,331** | **(80,048)** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| OS450 | Parks & Open Spaces | 112,200 |
| OS455 | Amory Park Recreation | 65,301 |
| OS460 | Play Areas | 82,830 |
| | **TOTAL** | **260,331** |

**Major cost increases**
Reduction in Premises budget due to the reduced maintenance programme for 2024/25

**Major cost decreases and changes in income**
No major changes

## SGM01 Grounds Maintenance

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 522,799 | 495,783 | 526,800 | 31,017 |
| 3000 | Transport | 113,799 | 82,863 | 93,509 | 10,646 |
| 4000 | Cost Of Goods And Services | 22,546 | 28,720 | 19,680 | (9,040) |
| 7000 | Income | (73,974) | (62,090) | (75,800) | (13,710) |
| | **TOTAL** | **585,169** | **545,276** | **564,189** | **18,913** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| GM960 | Grounds Maintenance | 564,189 |
| | **TOTAL** | **564,189** |

**Major cost increases**
Inflationary increase on salaries

**Major cost decreases and changes in income**
No major changes

## SPS01 Asset Management

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 68,072 | 57,633 | 59,500 | 1,867 |
| 2000 | Premises | 2,691 | 3,730 | 505,620 | 501,890 |
| 4000 | Cost Of Goods And Services | 32,514 | 137,700 | 145,220 | 7,520 |
| 7000 | Income | (32,056) | 0 | 0 | 0 |
| | **TOTAL** | **71,221** | **199,063** | **710,340** | **511,277** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| PS160 | Asset Management | 539,720 |
| PS950 | Climate Change | 170,620 |
| | **TOTAL** | **710,340** |

**Major cost increases**
Premises budget increase due to Fire risk assessment works following changes in legislation

**Major cost decreases and changes in income**
No major changes

## SPS03 Flood Defence And Land Drain

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 2000 | Premises | 24,500 | 25,900 | 25,900 | 0 |
| 4000 | Cost Of Goods And Services | 0 | 132 | 132 | 0 |
| | **TOTAL** | **24,500** | **26,032** | **26,032** | **0** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| PS400 | Flood Defence And Land Drain | 26,032 |
| | **TOTAL** | **26,032** |

**Major cost increases**
None

**Major cost decreases and changes in income**
None

## SPS04 Street Naming & Numbering

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 7,899 | 5,253 | 5,600 | 347 |
| 2000 | Premises | 2,877 | 1,840 | 1,840 | 0 |
| 4000 | Cost Of Goods And Services | 20 | 1,130 | 1,130 | 0 |
| 7000 | Income | (1,876) | (1,500) | (1,600) | (100) |
| | **TOTAL** | **8,919** | **6,723** | **6,970** | **247** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| PS600 | Street Naming & Numbering | 6,970 |
| | **TOTAL** | **6,970** |

**Major cost increases**
No major changes

**Major cost decreases and changes in income**
No major changes

## SPS05 Administration Buildings

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 2000 | Premises | 261,316 | 721,525 | 426,840 | (294,685) |
| 4000 | Cost Of Goods And Services | 36,555 | 29,300 | 29,110 | (190) |
| 7000 | Income | (74,997) | (97,420) | (142,120) | (44,700) |
| | **TOTAL** | **222,873** | **653,405** | **313,830** | **(339,575)** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| PS810 | Phoenix House | 313,830 |
| | **TOTAL** | **313,830** |

**Major cost increases**
Reduction in Premises budget due to the reduced maintenance programme for 2024/25

**Major cost decreases and changes in income**
Additional income from the sub-let of Phoenix House to Devon County Council

## SPS06 MDDC Depots

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 2000 | Premises | 391,676 | 513,312 | 537,258 | 23,946 |
| 4000 | Cost Of Goods And Services | 26,841 | 28,790 | 29,220 | 430 |
| 7000 | Income | (44,499) | (51,000) | (55,000) | (4,000) |
| | **TOTAL** | **374,017** | **491,102** | **511,478** | **20,376** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| PS850 | Old Road Depot | 138,690 |
| WS770 | Unit 3 Carlu Close | 372,788 |
| | **TOTAL** | **511,478** |

**Major cost increases**
Increase in Premises budget for works to be carried out under the maintenance programme for 2024/25

**Major cost decreases and changes in income**
No major changes

## SPS07 Public Transport

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 2000 | Premises | 3,046 | 3,891 | 3,891 | 0 |
| 4000 | Cost Of Goods And Services | 1,021 | 0 | 0 | 0 |
| 7000 | Income | (18,212) | (27,320) | (29,150) | (1,830) |
| | **TOTAL** | **(14,145)** | **(23,429)** | **(25,259)** | **(1,830)** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| PS880 | Bus Station Maintenance | (25,259) |
| | **TOTAL** | **(25,259)** |

**Major cost increases**
None

**Major cost decreases and changes in income**
No major changes

## SPS09 Property Services Staff Unit

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 604,559 | 728,099 | 794,830 | 66,731 |
| 3000 | Transport | 25,048 | 33,184 | 27,760 | (5,424) |
| 4000 | Cost Of Goods And Services | 8,806 | 20,030 | 9,910 | (10,120) |
| 7000 | Income | 292 | 0 | 0 | 0 |
| | **TOTAL** | **638,705** | **781,313** | **832,500** | **51,187** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| PS960 | Caretaking Services | 150,660 |
| PS980 | Property Services Staff Unit | 681,840 |
| | **TOTAL** | **832,500** |

**Major cost increases**
Inflationary increase on salaries

**Major cost decreases and changes in income**
No major changes

## SPS11 Public Conveniences

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 2000 | Premises | 37,640 | 61,650 | 33,220 | (28,430) |
| 4000 | Cost Of Goods And Services | 1,678 | 2,500 | 1,730 | (770) |
| 7000 | Income | (13,067) | (30,200) | (15,030) | 15,170 |
| | **TOTAL** | **26,251** | **33,950** | **19,920** | **(14,030)** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| PS350 | Public Conveniences | 19,920 |
| | **TOTAL** | **19,920** |

**Major cost increases**
Reduction in running costs for Public Conveniences

**Major cost decreases and changes in income**
Reduction in income as a result of the reduced running costs

## SWS01 Street Cleansing

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 403,835 | 456,401 | 485,230 | 28,829 |
| 3000 | Transport | 84,765 | 104,782 | 112,872 | 8,090 |
| 4000 | Cost Of Goods And Services | 40,104 | 19,510 | 19,530 | 20 |
| 7000 | Income | (52,771) | (35,430) | (41,000) | (5,570) |
| | **TOTAL** | **475,934** | **545,263** | **576,632** | **31,369** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| WS650 | Street Cleansing | 576,632 |
| | **TOTAL** | **576,632** |

**Major cost increases**
Inflationary increase on salaries

**Major cost decreases and changes in income**
No major changes

## SWS02 Waste Collection

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 1,260,387 | 1,275,216 | 1,491,600 | 216,384 |
| 3000 | Transport | 487,687 | 565,978 | 518,580 | (47,398) |
| 4000 | Cost Of Goods And Services | 476,870 | 624,490 | 656,120 | 31,630 |
| 7000 | Income | (1,676,209) | (1,781,640) | (2,356,200) | (574,560) |
| | **TOTAL** | **548,735** | **684,044** | **310,100** | **(373,944)** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| WS700 | Refuse Collection | 493,220 |
| WS710 | Trade Waste Collection | (183,120) |
| | **TOTAL** | **310,100** |

**Major cost increases**

Inflationary increase on salaries and restructure to reduce agency reliance
Increased Trade Waste disposal charges

**Major cost decreases and changes in income**

Increase in garden waste permit charge and customers generating additional £175k
Increase in Shared Savings Scheme income £250k
Increase in bulky waste income £20k
Reduced maintenance costs on vehicles due to old vehicles being replaced
Reduced fuel requirement for waste vehicles due to 3 weekly collections
£123k increase in trade waste income

## SWS03 Recycling

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 1,453,765 | 1,493,997 | 1,829,720 | 335,723 |
| 3000 | Transport | 343,768 | 448,872 | 472,200 | 23,328 |
| 4000 | Cost Of Goods And Services | 114,641 | 70,510 | 156,360 | 85,850 |
| 7000 | Income | (1,051,973) | (1,158,210) | (922,500) | 235,710 |
| | **TOTAL** | **860,202** | **855,169** | **1,535,780** | **680,611** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| WS725 | Kerbside Recycling | 1,535,780 |
| | **TOTAL** | **1,535,780** |

**Major cost increases**

Inflationary increase on salaries
Restructure to reduce agency reliance and increased collections
Additional vehicle required due to increase in properties
Increase in kerbside collection box demand due to volume and property numbers

**Major cost decreases and changes in income**

£235k reduction in recycling income due to market pressures

## SWS04 Waste Management

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 331,547 | 375,706 | 363,110 | (12,596) |
| 3000 | Transport | 68,074 | 1,300 | 1,000 | (300) |
| 4000 | Cost Of Goods And Services | 13,596 | 13,230 | 13,900 | 670 |
| | **TOTAL** | **413,217** | **390,236** | **378,010** | **(12,226)** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| FM100 | Fleet Management | 58,250 |
| WS750 | Waste Management Staff Unit | 319,760 |
| | **TOTAL** | **378,010** |

**Major cost increases**

No major changes

**Major cost decreases and changes in income**

Removal of apprenticeship posts from Aug 2024

## HOMES PDG 2024/25 Service Unit Budgets

### SES15 Private Sector Housing Grants

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 4000 | Cost Of Goods And Services | 17,161 | 1,810 | 11,825 | 10,015 |
| 7000 | Income | (583,036) | (4,970) | (2,600) | 2,370 |
| | **TOTAL** | **(565,875)** | **(3,160)** | **9,225** | **12,385** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| PH354 | Private Sector Housing Team | 9,225 |
| | **TOTAL** | **9,225** |

**Major cost increases**
No major changes

**Major cost decreases and changes in income**
No major changes

### SHG03 Homelessness Accommodation

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 392,553 | 539,252 | 568,455 | 29,203 |
| 2000 | Premises | 20,312 | 71,408 | 134,950 | 63,542 |
| 3000 | Transport | 3,156 | 7,000 | 7,700 | 700 |
| 4000 | Cost Of Goods And Services | 519,649 | 616,915 | 672,310 | 55,395 |
| 7000 | Income | (912,840) | (892,170) | (990,880) | (98,710) |
| | **TOTAL** | **22,831** | **342,405** | **392,535** | **50,130** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| HG350 | Community Alarms | (99,335) |
| PH320 | Housing & Homelessness Advice | 12,450 |
| PH345 | Rough Sleeping Initiative | 31,330 |
| PH373 | Housing Options Staff | 391,350 |
| PH376 | Ivor Macey House | 15,820 |
| PH377 | 1 Belmont Road | 2,140 |
| PH378 | 5 St Pauls Street | 58,500 |
| PH379 | 5 Marshall Close Tiverton | (3,460) |
| PH380 | Flat 16 High Street Silverton | (3,460) |
| PH381 | 15 Temple Crescent | (2,780) |
| PH382 | 19a Westexe South Tiverton | (3,460) |
| PH383 | 4 Coldridge Rd | (3,280) |
| PH384 | 30 Temple Crescent | (3,280) |
| | **TOTAL** | **392,535** |

**Major cost increases**
Salary increases are due to inflationary rise
Increase premises costs due to the newly purchases homelessness properties
Increase in supplies & services budget for temporary accommodation costs

**Major cost decreases and changes in income**
Increase in homelessness income as a result of newly purchases properties

## 2024/25 Transfers To / (From) Earmarked Reserves

**Transfers To Earmarked Reserves**

| SERVICE | EMR | | Total |
|---|---|---|---|
| PS990 | EQ685 | FORE STREET MAINT S.FUND | 5,000 |
| PS992 | EQ685 | MARKET WALK MAINT S.FUND | 20,000 |
| CP540 | EQ686 | PAYING CAR PARKS (MACHINE REPLACEMENT SINKING FUND) | 3,000 |
| LD201 | EQ720 | ELECTION COSTS - DISTRICT | 25,000 |
| PR810 | EQ728 | STATUTORY DEVELOPMENT PLAN | 120,000 |
| EQ756 | EQ756 | FLEET CONTRACT FUND | 654,600 |
| GM/WS | EQ760 | STREET SCENE SMALL PLANT | 22,420 |
| EQ761 | EQ761 | RECYCLING PLANT SFUND | 30,000 |
| EQ763 | EQ763 | RECYCLING MAINT SINKING FUND | 2,700 |
| PS880 | EQ765 | BUS STATION | 5,000 |
| ES100 | EQ766 | CEMETERIES | 25,000 |
| ES450 | EQ767 | PARKS & OPEN SPACES | 25,000 |
| RS140 | EQ837 | LEISURE SINKING FUND | 75,000 |
| PS980 | EQ837 | PROPERTY MAINTENANCE | 100,000 |
| IT200 | EQ749 | BUSINESS SYSTEMS MIGRATION | 50,000 |
| New | | CREATION OF DECARBONISATION FUND | 106,828 |
| **TOTAL** | | | **1,269,548** |

**Transfers (From) Earmarked Reserves**

| SERVICE | EMR | Description | TOTAL |
|---|---|---|---|
| CD200 | EQ653 | COMMUNITY DEVELOPMENT | (45,000) |
| EQ638 | EQ638 | DEV CONT LINEAR PARK | (4,170) |
| EQ640 | EQ640 | W52 POPHAM CLOSE COMM FUND | (1,950) |
| EQ641 | EQ641 | W67 MOORHAYES COM DEV FUND | (1,630) |
| EQ642 | EQ642 | W69 FAYRECROFT WILLAND EX WEST | (4,620) |
| EQ643 | EQ643 | W70 DEVELOPERS CONTRIBUTION | (6,650) |
| EQ644 | EQ644 | DEV CONT WINSWOOD CREDITION | (3,080) |
| EQ756 | EQ756 | FLEET CONTRACT FUND | (773,920) |
| PH733 | EQ712 | PUBLIC SECTOR HOUSING | (43,027) |
| PH733 | EQ711 | PUBLIC SECTOR HOUSING | (3,830) |
| PR600 | EQ821 | NEIGHBOURHOOD PLANNING | (10,000) |
| PH378 | EQ742 | HOMELESSNESS PREVENTION | (50,000) |
| Various | EQ837 | 2121 SPECIFIC MAINTENANCE PROJECTS | (772,000) |
| PR810 | EQ728 | STATUTORY DEVELOPMENT PLAN | (180,000) |
| PR400 | EQ722 | BUSINESS DEVELOPMENT | (135,750) |
| RB100/RB600 | EQ787 | NNDR NEW BURDENS | (74,540) |
| **TOTAL** | | | **(2,110,167)** |

**Net Transfer To / (From) Earmarked Reserves** **(840,619)**

## Housing Revenue Account - by service

| Code | Service Unit | Base Budget 2023/2024 | Movement | Proposed Budget 2024/2025 |
|---|---|---|---|---|
| | | £ | £ | £ |
| | ***Income*** | | | |
| SHO01 | Dwelling Rents Income | (13,556,440) | (1,084,240) | (14,640,680) |
| SHO04 | Non Dwelling Rents Income | (487,570) | (46,780) | (534,350) |
| SHO07 | Leaseholders' Charges For Services | (29,000) | 0 | (29,000) |
| SHO08 | Contributions Towards Expenditure | (190,500) | (26,000) | (216,500) |
| SHO10 | H.R.A. Investment Income | (400,000) | (173,830) | (573,830) |
| SHO11 | Miscellaneous Income | (6,000) | 0 | (6,000) |
| | | **(14,669,510)** | **(1,330,850)** | **(16,000,360)** |
| | ***Services*** | | | |
| SHO13A | Repairs & Maintenance | 4,190,330 | 1,168,470 | 5,358,800 |
| SHO17A | Housing & Tenancy Services | 2,089,960 | 62,290 | 2,152,250 |
| | ***Accounting entries 'below the line'*** | | | |
| SHO29 | Bad Debt Provision | 300,000 | 0 | 300,000 |
| SHO30 | Share Of Corp And Dem | 161,170 | 5,700 | 166,870 |
| SHO32 | H.R.A. Interest Payable | 1,232,280 | (9,970) | 1,222,310 |
| SHO34 | H.R.A. Trf To/From Emr | 1,447,630 | (152,680) | 1,294,950 |
| SHO37 | Capital Receipts Reserve Adjustment | (20,800) | 0 | (20,800) |
| SHO38 | Major Repairs Allowance | 2,535,000 | 100,000 | 2,635,000 |
| SHO45 | Renewable Energy Transactions | (160,000) | 7,500 | (152,500) |
| | **Total** | **11,775,570** | **1,181,310** | **12,956,880** |

**Subjective analysis**

| Code | Best Value Unit | Base Budget 2023/2024 | Movement | Draft Budget 2024/2025 |
|---|---|---|---|---|
| 1000 | Employees | 3,706,370 | 511,280 | 4,217,650 |
| 2000 | Premises | 447,340 | 35,760 | 483,100 |
| 3000 | Transport | 263,770 | 28,160 | 291,930 |
| 4000 | Cost Of Goods And Services | 7,559,490 | 580,610 | 8,140,100 |
| 7000 | Income | (14,870,910) | (1,305,350) | (16,176,260) |
| | **TOTAL** | **(2,893,940)** | **(149,540)** | **(3,043,480)** |

| Code | Best Value Unit | Base Budget 2023/2024 | Movement | Draft Budget 2024/2025 |
|---|---|---|---|---|
| 5000 | Internal Recharges | 1,883,810 | 73,270 | 1,957,080 |
| 6000 | Capital Charges | 1,010,130 | 76,270 | 1,086,400 |
| | **TOTAL** | **2,893,940** | **149,540** | **3,043,480** |

| | | | | |
|---|---|---|---|---|
| | **GRAND TOTAL** | **0** | **0** | **0** |

## HOUSING REVENUE ACCOUNT 2024/25 Service Unit Budgets

### SHO01 Dwelling Rents Inc

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 4000 | Cost Of Goods And Services | 30,121 | 70,000 | 70,000 | 0 |
| 7000 | Income | (12,320,622) | (13,626,440) | (14,710,680) | (1,084,240) |
| | **TOTAL** | **(12,290,502)** | **(13,556,440)** | **(14,640,680)** | **(1,084,240)** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| HO700 | Genl Needs Housing Rents | (14,640,680) |
| | **TOTAL** | **(14,640,680)** |

**Major cost increases**
No major changes

**Major cost decreases and changes in income**
Annual inflationary uplift applied to housing rents in line with the Social Rent Cap (7.7%)

### SHO04 Non Dwelling Rents Inc

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 4000 | Cost Of Goods And Services | 0 | 1,600 | 1,600 | 0 |
| 7000 | Income | (515,272) | (489,170) | (535,950) | (46,780) |
| | **TOTAL** | **(515,272)** | **(487,570)** | **(534,350)** | **(46,780)** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| HO760 | Car Parking Income | (4,250) |
| HO770 | Garage Income | (391,140) |
| HO780 | Ground Rent Income | (15,220) |
| HO790 | Shop Income | (109,000) |
| HO795 | Leased Accommodation | (10,990) |
| HO800 | Land Licence | (3,750) |
| | **TOTAL** | **(534,350)** |

**Major cost increases**
No major changes

**Major cost decreases and changes in income**
Annual inflationary uplift applied to garage rents in line with the Social Rent Cap (7.7%)

## SHO07 Leaseholders' Ch For Serv

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 7000 | Income | (30,365) | (29,000) | (29,000) | 0 |
| | **TOTAL** | **(30,365)** | **(29,000)** | **(29,000)** | **0** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| HO870 | Leaseholders' Service Charges | (29,000) |
| | **TOTAL** | **(29,000)** |

**Major cost increases**
No major changes

**Major cost decreases and changes in income**
No major changes

## SHO08 Contributions Towards Exp

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 4000 | Cost Of Goods And Services | 6,379 | 38,000 | 15,000 | (23,000) |
| 7000 | Income | (79,329) | (228,500) | (231,500) | (3,000) |
| | **TOTAL** | **(72,950)** | **(190,500)** | **(216,500)** | **(26,000)** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| HO885 | Contributions Towards Exp | (14,500) |
| HO890 | Rechargeable Repairs Income | (202,000) |
| | **TOTAL** | **(216,500)** |

**Major cost increases**
No major changes

**Major cost decreases and changes in income**
Reduction in Bad Debts written off budget

## SHO10 H.R.A. Investment Income

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 7000 | Income | (29,684) | (400,000) | (573,830) | (173,830) |
| | **TOTAL** | **(29,684)** | **(400,000)** | **(573,830)** | **(173,830)** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| HO930 | Investm'T Income - Capital Bal | (573,830) |
| | **TOTAL** | **(573,830)** |

**Major cost increases**
No major changes

**Major cost decreases and changes in income**
Increase in expected return on invested cash balances due to increased interest rate

## SHO11 Misc. Income

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 7000 | Income | (10,154) | (6,000) | (6,000) | 0 |
| | **TOTAL** | **(10,154)** | **(6,000)** | **(6,000)** | **0** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| HO960 | Sundry Income Incl. Wayleaves | (6,000) |
| | **TOTAL** | **(6,000)** |

**Major cost increases**
No major changes

**Major cost decreases and changes in income**
No major changes

## SHO13A Repairs & Maintenance

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 2,036,686 | 2,277,980 | 2,754,780 | 476,800 |
| 2000 | Premises | 35,493 | 64,360 | 88,390 | 24,030 |
| 3000 | Transport | 210,701 | 255,120 | 283,880 | 28,760 |
| 4000 | Cost Of Goods And Services | 1,669,432 | 1,766,870 | 2,390,250 | 623,380 |
| 7000 | Income | (25,351) | (174,000) | (158,500) | 15,500 |
| | **TOTAL** | **3,926,963** | **4,190,330** | **5,358,800** | **1,168,470** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| HO120 | Disabled Adaptations | 920,010 |
| HO130 | Planned & Cyclical Maintenance | 1,304,080 |
| HO132 | Standby | 1,200 |
| HO140 | Voids Maintenance | 1,260,380 |
| HO145 | Housing Vehicles | 238,380 |
| HO150 | Responsive Repairs | 1,854,330 |
| HO155 | Repairs - Transfers Of Costs | (2,048,500) |
| HO160 | Stores | 57,460 |
| HO310 | Repairs Management | 1,438,190 |
| HO312 | Planned Maintenance Team | 333,270 |
| | **TOTAL** | **5,358,800** |

**Major cost increases**

Employee costs - increased principally due to forecast pay award
Property costs - increase in contract cleaning costs
Transport costs - increase in vehicle repairs and maintenance costs
Cost of Goods & Services - increase in External Contractor spend and Materials cost due to the cost of living crisis.

**Major cost decreases and changes in income**

No major changes

## SHO17A Housing & Tenancy Services

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 1,010,784 | 1,267,220 | 1,296,000 | 28,780 |
| 2000 | Premises | 182,056 | 382,980 | 394,710 | 11,730 |
| 3000 | Transport | 6,622 | 8,650 | 8,050 | (600) |
| 4000 | Cost Of Goods And Services | 238,935 | 458,110 | 483,490 | 25,380 |
| 7000 | Income | (60,740) | (27,000) | (30,000) | (3,000) |
| | **TOTAL** | **1,377,656** | **2,089,960** | **2,152,250** | **62,290** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| HO200 | A.S.B. | 7,500 |
| HO210 | Estate Management | 338,160 |
| HO215 | Utility Costs Void Properties | 73,560 |
| HO220 | General Tenancy | 660,510 |
| HO250 | H.R.A. Shops | 38,710 |
| HO270 | Lettings & Waiting Lists | 5,500 |
| HO280 | Tenant Involvement | 119,710 |
| HO300 | Other Admin Costs | 46,900 |
| HO320 | Housing Services Management | 342,320 |
| HO330 | H.R.A. Strategy | 120,000 |
| HO332 | Development Training | 12,000 |
| HO350 | Finance And Performance | 330,640 |
| HO370 | Rent Collection & Accounting | 34,400 |
| HO380 | Income Collection | 14,300 |
| HO390 | Sale Of Council Houses | 3,000 |
| HO400 | Warden Service Expenditure | 5,040 |
| | **TOTAL** | **2,152,250** |

**Major cost increases**

Employee costs - increased principally due to forecast pay award

Cost of Goods & Services - various minor adjustment to budgets

**Major cost decreases and changes in income**

No major changes

## SHO29 Bad Debt Provision

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 7000 | Income | 98,828 | 300,000 | 300,000 | 0 |
| | **TOTAL** | **98,828** | **300,000** | **300,000** | **0** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| HO610 | Bad Debt Provision Movement | 300,000 |
| | **TOTAL** | **300,000** |

**Major cost increases**
No major changes

**Major cost decreases and changes in income**
No major changes

## SHO30 Share Of Corp And Dem

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 1000 | Employees | 168,503 | 161,170 | 166,870 | 5,700 |
| | **TOTAL** | **168,503** | **161,170** | **166,870** | **5,700** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| HO620 | Share Of Corp And Dem | 166,870 |
| | **TOTAL** | **166,870** |

**Major cost increases**
No major changes

**Major cost decreases and changes in income**
No major changes

## SHO32 H.R.A. Interest Payable

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 4000 | Cost Of Goods And Services | 1,022,784 | 1,232,280 | 1,222,310 | (9,970) |
| | **TOTAL** | **1,022,784** | **1,232,280** | **1,222,310** | **(9,970)** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| HO640 | H.R.A. Interest Payable | 1,222,310 |
| | **TOTAL** | **1,222,310** |

**Major cost increases**
No major changes

**Major cost decreases and changes in income**
No major changes

## SHO34 H.R.A. Trf To/From EMR

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 4000 | Cost Of Goods And Services | 1,965,650 | 1,447,630 | 1,294,950 | (152,680) |
| 7000 | Income | (300,256) | 0 | 0 | 0 |
| | **TOTAL** | **1,665,394** | **1,447,630** | **1,294,950** | **(152,680)** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| HO698 | Hra Trf To/From Emr | 1,294,950 |
| | **TOTAL** | **1,294,950** |

**Major cost increases**
No major changes

**Major cost decreases and changes in income**
Reduction in Revenue contribution to Capital

## SHO37 Capital Receipts Res Adj

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 7000 | Income | (37,700) | (20,800) | (20,800) | 0 |
| | **TOTAL** | **(37,700)** | **(20,800)** | **(20,800)** | **0** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| HO688 | Admin Costs On Disposal Of Nca | (20,800) |
| | **TOTAL** | **(20,800)** |

**Major cost increases**
No major changes

**Major cost decreases and changes in income**
No major changes

## SHO38 Major Repairs Allowance

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 4000 | Cost Of Goods And Services | 2,621,465 | 2,535,000 | 2,635,000 | 100,000 |
| | **TOTAL** | **2,621,465** | **2,535,000** | **2,635,000** | **100,000** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| HO690 | Trf To/From Major Repairs Res | 2,635,000 |
| | **TOTAL** | **2,635,000** |

**Major cost increases**
The Major Repairs Workplan incorporates an increase in expenditure for 2024/25

**Major cost decreases and changes in income**
No major changes

## SHO45 Renewable Energy Transactions

| Group | Description | 2022/23 Actuals | 2023/24 Budget | 2024/25 Budget | Movement |
|---|---|---|---|---|---|
| 4000 | Cost Of Goods And Services | 110,079 | 10,000 | 27,500 | 17,500 |
| 7000 | Income | (218,970) | (170,000) | (180,000) | (10,000) |
| | **TOTAL** | **(108,891)** | **(160,000)** | **(152,500)** | **7,500** |

| Cost Centre | Cost Centre Name | 2024/25 Budget |
|---|---|---|
| HO295 | Solar Panel Scheme Expenditure | 27,500 |
| HO962 | Solar Panel Scheme Income | (180,000) |
| | **TOTAL** | **(152,500)** |

**Major cost increases**

No major changes

**Major cost decreases and changes in income**

No major changes

## 2024/25 - 2028/29 Capital Programme - SUMMARY

| Capital Expenditure Summary | | To be rolled f/wd from 2023/24 | | Total Project Costs for Approval | | | | | | | Spend Profile | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Area | Sub Area | Forecast Slippage from 2023/24 to be C/fwd to 2024/25 £000's | Forecast Budget from 2023/24 to be spent over life of MTFP £000's | 2024/25 £000's | 2025/26 £000's | 2026/27 £000's | 2027/28 £000's | 2028/29 £000's | Total £000's | Grand Total £000's | 2024/25 £000's | 2025/26 £000's | 2026/27 £000's | 2027/28 £000's | 2028/29 £000's | Total £000's |
| Leisure | Exe Valley Leisure Centre | - | - | 650 | - | - | 100 | 100 | **850** | **850** | 650 | - | - | 100 | 100 | **850** |
| Leisure | Lords Meadow Leisure Centre | 197 | - | 150 | - | 200 | 100 | 100 | **550** | **747** | 347 | - | 200 | 100 | 100 | **747** |
| Leisure | Culm Valley Sports Centre | 44 | 174 | 710 | - | - | 100 | 100 | **910** | **1,128** | 604 | 324 | - | 100 | 100 | **1,128** |
| Leisure | Leisure - Other | 200 | - | - | - | - | - | - | **-** | **200** | 200 | - | - | - | - | **200** |
| Leisure | Leisure - Climate Change/Net Zero | - | - | - | 260 | 400 | - | - | **660** | **660** | - | 260 | 400 | - | - | **660** |
| Other MDDC Buildings | Other - Climate Change/Net Zero | - | - | 995 | - | 240 | - | - | **1,235** | **1,235** | 995 | - | 240 | - | - | **1,235** |
| Other MDDC Buildings | Phoenix House | 103 | - | 150 | - | - | - | - | **150** | **253** | 253 | - | - | - | - | **253** |
| Other MDDC Buildings | MDDC Depots | 1,000 | 250 | 2,395 | 3,500 | - | - | - | **5,895** | **7,145** | 3,645 | 3,500 | - | - | - | **7,145** |
| Other MDDC Buildings | MDDC Shops/Industrial Units | 197 | - | - | - | - | - | - | **-** | **197** | 197 | - | - | - | - | **197** |
| Other MDDC Buildings | Public Conveniences | - | - | 160 | - | - | - | - | **160** | **160** | 50 | 110 | - | - | - | **160** |
| HIF | HIF Schemes | 13,139 | 16,541 | - | - | - | - | - | **-** | **29,680** | 13,139 | 16,541 | - | - | - | **29,680** |
| Private Sector Housing | Private Sector Housing | - | - | 550 | 575 | 600 | 625 | 650 | **3,000** | **3,000** | 550 | 575 | 600 | 625 | 650 | **3,000** |
| Other | General Car Parks | 90 | - | 115 | - | - | - | - | **115** | **205** | 205 | - | - | - | - | **205** |
| Other | Parks & Play Areas | 32 | - | 245 | - | - | - | - | **245** | **277** | 277 | - | - | - | - | **277** |
| Other | ICT Projects | 257 | - | 80 | 130 | 120 | 565 | 240 | **1,135** | **1,392** | 337 | 130 | 120 | 565 | 240 | **1,392** |
| Other | Other Projects | 87 | 112 | 1,687 | 200 | - | - | - | **1,887** | **2,086** | 1,886 | 200 | - | - | - | **2,086** |
| Other | GF Vehicles | - | - | 1,340 | 140 | 1,020 | 145 | 270 | **2,915** | **2,915** | 1,340 | 140 | 1,020 | 145 | 270 | **2,915** |
| **General Fund Subtotals** | | **15,346** | **17,077** | **9,227** | **4,805** | **2,580** | **1,635** | **1,460** | **19,707** | **52,130** | **24,675** | **21,780** | **2,580** | **1,635** | **1,460** | **52,130** |
| HRA Projects | Existing Housing Stock | 34 | - | 3,060 | 2,885 | 2,910 | 2,800 | 2,835 | **14,490** | **14,524** | 3,094 | 2,885 | 2,910 | 2,800 | 2,835 | **14,524** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | 464 | 963 | - | 400 | 400 | - | - | **800** | **2,227** | 464 | 1,003 | 400 | 360 | - | **2,227** |
| HRA Projects | Housing Development Schemes (HE) | 12,914 | 26,907 | 6,600 | 7,800 | 5,000 | - | - | **19,400** | **59,221** | 12,313 | 12,402 | 21,926 | 12,580 | - | **59,221** |
| HRA Projects | Other HRA Projects | 75 | - | - | - | - | - | - | **-** | **75** | 75 | - | - | - | - | **75** |
| Other | HRA Vehicles | - | - | 80 | - | - | 420 | 50 | **550** | **550** | 80 | - | - | 420 | 50 | **550** |
| **HRA Subtotals** | | **13,487** | **27,870** | **9,740** | **11,085** | **8,310** | **3,220** | **2,885** | **35,240** | **76,597** | **16,026** | **16,290** | **25,236** | **16,160** | **2,885** | **76,597** |
| **Grand Totals** | | **28,833** | **44,947** | **18,967** | **15,890** | **10,890** | **4,855** | **4,345** | **54,947** | **128,727** | **40,701** | **38,070** | **27,816** | **17,795** | **4,345** | **128,727** |

| Capital Funding Summary | | To be rolled f/wd from 2023/24 | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Funding Type | Funding Description | Forecast Slippage from 2023/24 to be C/fwd to 2024/25 £000's | Forecast Budget from 2023/24 to be spent over life of MTFP £000's | 2024/25 £000's | 2025/26 £000's | 2026/27 £000's | 2027/28 £000's | 2028/29 £000's | Total £000's | Grand Total £000's | 2024/25 £000's | 2025/26 £000's | 2026/27 £000's | 2027/28 £000's | 2028/29 £000's | Total £000's |
| Revenue | S106 (Revenue) Contributions | - | - | 50 | - | - | - | - | **50** | **50** | 50 | - | - | - | - | **50** |
| Revenue | RCCO - From Revenue EMR's - Other | 119 | 9 | 315 | - | - | - | - | **315** | **443** | 443 | - | - | - | - | **443** |
| Revenue | RCCO - From Revenue EMR's - Leisure | - | - | 600 | - | - | 300 | 300 | **1,200** | **1,200** | 600 | - | - | 300 | 300 | **1,200** |
| Revenue | RCCO - From Revenue EMR's - ICT | 190 | - | - | 30 | - | 465 | - | **495** | **685** | 190 | 30 | - | 465 | - | **685** |
| Revenue | RCCO - From Revenue EMR's - Capital | 42 | 48 | 180 | - | - | - | - | **180** | **270** | 270 | - | - | - | - | **270** |
| Revenue | RCCO - From Revenue EMR's - Waste Infrastructure EMR | - | 250 | 65 | - | - | - | - | **65** | **315** | 315 | - | - | - | - | **315** |
| Capital Grants | Capital Grants Unapplied - DCC | - | - | 215 | - | - | - | - | **215** | **215** | 215 | - | - | - | - | **215** |
| Capital Grants | Govt Grant (DCLG passported from DCC) | - | - | 550 | 575 | 600 | 625 | 650 | **3,000** | **3,000** | 550 | 575 | 600 | 625 | 650 | **3,000** |
| Capital Grants | DCC Funding - HIF Project | 153 | 1,347 | - | - | - | - | - | **-** | **1,500** | 153 | 1,347 | - | - | - | **1,500** |
| Capital Grants | HIF Funding | 3,234 | 3,655 | - | - | - | - | - | **-** | **6,889** | 3,234 | 3,655 | - | - | - | **6,889** |
| Capital Grants | Govt Grants - Levelling - up Funding | 6,437 | 11,539 | - | - | - | - | - | **-** | **17,976** | 6,437 | 11,539 | - | - | - | **17,976** |
| Capital Grants | Salix Funding or Equivalent - to be identified | - | - | 995 | 260 | 640 | - | - | **1,895** | **1,895** | 995 | 260 | 640 | - | - | **1,895** |
| Capital Grants | DLUHC - Changing Places Fund bid | 66 | - | - | - | - | - | - | **-** | **66** | 66 | - | - | - | - | **66** |
| Capital Receipts | Usable Capital Receipts | 137 | 55 | 150 | - | 72 | - | - | **222** | **414** | 342 | - | 72 | - | - | **414** |
| Borrowing | Borrowing 3 Yrs | - | - | 230 | 100 | 120 | 100 | 240 | **790** | **790** | 230 | 100 | 120 | 100 | 240 | **790** |
| Borrowing | Borrowing 5 Yrs | 103 | - | 150 | - | - | - | - | **150** | **253** | 253 | - | - | - | - | **253** |
| Borrowing | Borrowing 10 Yrs | 3,668 | 174 | 940 | 200 | 128 | - | - | **1,268** | **5,110** | 4,458 | 524 | 128 | - | - | **5,110** |
| Borrowing | Borrowing 25 Yrs | 197 | - | 100 | - | - | - | - | **100** | **297** | 297 | - | - | - | - | **297** |
| Borrowing | Borrowing 50 Yrs | 1,000 | - | 1,180 | 3,500 | - | - | - | **4,680** | **5,680** | 2,070 | 3,610 | - | - | - | **5,680** |
| Borrowing | GF - Lease Finance | - | - | 2,670 | 140 | 1,020 | 145 | 270 | **4,245** | **4,245** | 2,670 | 140 | 1,020 | 145 | 270 | **4,245** |
| Capital Grants | SPF Funding (DLUHC) | - | - | 224 | - | - | - | - | **224** | **224** | 224 | - | - | - | - | **224** |
| Capital Grants | REPF Funding (DLUHC) | - | - | 613 | - | - | - | - | **613** | **613** | 613 | - | - | - | - | **613** |
| **General Fund Subtotals** | | **15,346** | **17,077** | **9,227** | **4,805** | **2,580** | **1,635** | **1,460** | **19,707** | **52,130** | **24,675** | **21,780** | **2,580** | **1,635** | **1,460** | **52,130** |
| Revenue | S106 (Revenue) Contributions | 150 | 800 | - | - | - | - | - | **-** | **950** | 150 | 800 | - | - | - | **950** |
| Revenue | MRA Reserve | 34 | - | 2,500 | 2,320 | 2,340 | 2,225 | 2,255 | **11,640** | **11,674** | 2,534 | 2,320 | 2,340 | 2,225 | 2,255 | **11,674** |
| Revenue | RCCO - From HRA Revenue EMR's - Other | 25 | - | - | - | - | - | - | **-** | **25** | 25 | - | - | - | - | **25** |
| Revenue | RCCO - From HRA Revenue EMR's - Renewable Energy | - | - | 250 | 250 | 250 | 250 | 250 | **1,250** | **1,250** | 250 | 250 | 250 | 250 | 250 | **1,250** |
| Revenue | RCCO - From HRA Revenue EMR's - Afford Rents Surplus | 225 | - | 225 | 225 | 224 | - | - | **674** | **899** | 144 | 399 | 156 | 200 | - | **899** |
| Capital Grants | Government Grants - Homes England Funding | 3,974 | 11,113 | 2,002 | 3,015 | 2,250 | - | - | **7,267** | **22,354** | 4,062 | 3,438 | 9,194 | 5,660 | - | **22,354** |
| Capital Grants | One Public Estate Funding | 284 | 2,211 | 180 | 660 | 480 | - | - | **1,320** | **3,815** | 343 | 426 | 1,861 | 1,185 | - | **3,815** |
| Capital Receipts | Usable Capital Receipts | 13 | 629 | 1,009 | 315 | 1,020 | 325 | 330 | **2,999** | **3,641** | 540 | 1,426 | 414 | 931 | 330 | **3,641** |
| Capital Receipts | UCR 1:4:1 Replacement Homes | 185 | 385 | - | 655 | 160 | - | - | **815** | **1,385** | 185 | 429 | 611 | 160 | - | **1,385** |
| Borrowing | Borrowing 25 Yrs | 50 | - | - | - | - | - | - | **-** | **50** | 50 | - | - | - | - | **50** |
| Borrowing | Borrowing 50 Yrs | 8,547 | 12,732 | 3,494 | 3,645 | 1,586 | - | - | **8,725** | **30,004** | 7,664 | 6,801 | 10,410 | 5,129 | - | **30,004** |
| Borrowing | HRA - Lease Finance | - | - | 80 | - | - | 420 | 50 | **550** | **550** | 80 | - | - | 420 | 50 | **550** |
| **HRA Subtotals** | | **13,487** | **27,870** | **9,740** | **11,085** | **8,310** | **3,220** | **2,885** | **35,240** | **76,597** | **16,026** | **16,290** | **25,236** | **16,160** | **2,885** | **76,597** |
| **Grand Totals** | | **28,833** | **44,947** | **18,967** | **15,890** | **10,890** | **4,855** | **4,345** | **54,947** | **128,727** | **40,701** | **38,070** | **27,816** | **17,795** | **4,345** | **128,727** |

## 2024/25 - 2028/29 Capital Programme - EXPENDITURE

| Area | Sub Area | Project Title | To be rolled f/wd from 2023/24 Capital Programme | | Total Project Costs for Approval | | | | | | | Spend Profile | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | Forecast Slippage from 2023/24 to be C/fwd to 2024/25 £000's | Forecast Budget from 2023/24 to be spent over life of MTFP £000's | 2024/25 £000's | 2025/26 £000's | 2026/27 £000's | 2027/28 £000's | 2028/29 £000's | Total £000's | Grand Total £000's | 2024/25 £000's | 2025/26 £000's | 2026/27 £000's | 2027/28 £000's | 2028/29 £000's | Total £000's |
| **General Fund** | | | | | | | | | | | | | | | | | |
| Leisure | Lords Meadow Leisure Centre | Reception infrastructure | 160 | - | - | - | - | - | - | - | **160** | 160 | - | - | - | - | **160** |
| Leisure | Lords Meadow Leisure Centre | Leisure - Improved Disabled Toilet facilities - CPT | 37 | - | - | - | - | - | - | - | **37** | 37 | - | - | - | - | **37** |
| Leisure | Culm Valley Sports Centre | CVSC - Remodelling of Ground Floor | 15 | 174 | - | - | - | - | - | - | **189** | 15 | 174 | - | - | - | **189** |
| Leisure | Culm Valley Sports Centre | Leisure - Improved Disabled Toilet facilities - CPT | 29 | - | - | - | - | - | - | - | **29** | 29 | - | - | - | - | **29** |
| Leisure | Leisure - Other | All leisure sites replacement management/site access system (Hardware Element) | 200 | - | - | - | - | - | - | - | **200** | 200 | - | - | - | - | **200** |
| Other MDDC Buildings | Phoenix House | Building Mgmt System for Heating Control | 103 | - | - | - | - | - | - | - | **103** | 103 | - | - | - | - | **103** |
| Other MDDC Buildings | MDDC Depots | Land acquisition for operational needs | 1,000 | - | 1,000 | - | - | - | - | **1,000** | **2,000** | 2,000 | - | - | - | - | **2,000** |
| Other MDDC Buildings | MDDC Depots | Depot Design & Build - Waste & Recycling | - | 250 | - | 3,500 | - | - | - | **3,500** | **3,750** | 250 | 3,500 | - | - | - | **3,750** |
| Other MDDC Buildings | MDDC Shops/Industrial Units | 36 & 38 Fore Street including Flat above structure & cosmetic works | 197 | - | - | - | - | - | - | - | **197** | 197 | - | - | - | - | **197** |
| HIF | HIF Schemes | CA719 Cullompton Town Centre Relief Road (HIF) | 13,139 | 16,541 | - | - | - | - | - | - | **29,680** | 13,139 | 16,541 | - | - | - | **29,680** |
| Other | General Car Parks | West Exe South - Remodelling - additional parking | 90 | - | - | - | - | - | - | - | **90** | 90 | - | - | - | - | **90** |
| Other | Parks & Play Areas | Open Space Infrastructure (incl Play Areas) | 32 | - | - | - | - | - | - | - | **32** | 32 | - | - | - | - | **32** |
| Other | ICT Projects | Server hardware/software Citrix Replacement | 50 | - | - | - | - | 220 | - | **220** | **270** | 50 | - | - | 220 | - | **270** |
| Other | ICT Projects | VM/Storage Area Network | 120 | - | - | - | - | 140 | - | **140** | **260** | 120 | - | - | 140 | - | **260** |
| Other | ICT Projects | UPS Replacements | 20 | - | - | 30 | - | 35 | - | **65** | **85** | 20 | 30 | - | 35 | - | **85** |
| Other | ICT Projects | Server farm expansion/upgrades | 67 | - | - | - | - | - | - | - | **67** | 67 | - | - | - | - | **67** |
| Other | Other Projects | Land drainage flood defence schemes - St Marys Hemyock | - | 50 | - | - | - | - | - | - | **50** | 50 | - | - | - | - | **50** |
| Other | Other Projects | Cemetery Lodge - Structural solution for damp | - | 62 | - | - | - | - | - | - | **62** | 62 | - | - | - | - | **62** |
| Other | Other Projects | Land drainage flood defence schemes - Ashleigh Park Bampton | 87 | - | - | - | - | - | - | - | **87** | 87 | - | - | - | - | **87** |
| Leisure | Exe Valley Leisure Centre | ATP replacement (50% share with DCC) | - | - | 220 | - | - | - | - | **220** | **220** | 220 | - | - | - | - | **220** |
| Leisure | Exe Valley Leisure Centre | CHP -Replacement future energy saving project | - | - | 180 | - | - | - | - | **180** | **180** | 180 | - | - | - | - | **180** |
| Leisure | Exe Valley Leisure Centre | Wetside resin floor replacement | - | - | 90 | - | - | - | - | **90** | **90** | 90 | - | - | - | - | **90** |
| Leisure | Exe Valley Leisure Centre | Learner pool floor replacement | - | - | 100 | - | - | - | - | **100** | **100** | 100 | - | - | - | - | **100** |
| Leisure | Exe Valley Leisure Centre | Chemical/Salt Storage at back of building - Associated plant to go with this | - | - | 60 | - | - | - | - | **60** | **60** | 60 | - | - | - | - | **60** |
| Leisure | Lords Meadow Leisure Centre | Wetside resin floor replacement | - | - | 90 | - | - | - | - | **90** | **90** | 90 | - | - | - | - | **90** |
| Leisure | Lords Meadow Leisure Centre | Chemical/Salt Storage at back of building - Associated plant to go with this | - | - | 60 | - | - | - | - | **60** | **60** | 60 | - | - | - | - | **60** |
| Leisure | Culm Valley Sports Centre | ATP replacement (50% share with DCC) | - | - | 210 | - | - | - | - | **210** | **210** | 210 | - | - | - | - | **210** |
| Leisure | Culm Valley Sports Centre | Fitness Studio renewal of equipment | - | - | 150 | - | - | - | - | **150** | **150** | 150 | - | - | - | - | **150** |
| Leisure | Culm Valley Sports Centre | Replacement skate park (poss relocation) | - | - | 350 | - | - | - | - | **350** | **350** | 200 | 150 | - | - | - | **350** |
| Other MDDC Buildings | Other - Climate Change/Net Zero | All Fleet - Vehicle live monitoring for CO2 emissions | - | - | 115 | - | - | - | - | **115** | **115** | 115 | - | - | - | - | **115** |
| Other MDDC Buildings | Other - Climate Change/Net Zero | MSCP -Solar carport and additional security | - | - | 600 | - | - | - | - | **600** | **600** | 600 | - | - | - | - | **600** |
| Other MDDC Buildings | Other - Climate Change/Net Zero | Additional electric car charging points | - | - | 80 | - | - | - | - | **80** | **80** | 80 | - | - | - | - | **80** |
| Other MDDC Buildings | Other - Climate Change/Net Zero | Market Walk - Solar Panels | - | - | 200 | - | - | - | - | **200** | **200** | 200 | - | - | - | - | **200** |
| Other MDDC Buildings | Phoenix House | Cooling options Air Handing Unit | - | - | 150 | - | - | - | - | **150** | **150** | 150 | - | - | - | - | **150** |
| Other MDDC Buildings | MDDC Depots | Diesel Tank | - | - | 65 | - | - | - | - | **65** | **65** | 65 | - | - | - | - | **65** |
| Other MDDC Buildings | MDDC Depots | Property Leasing - Carlu Close | - | - | 1,330 | - | - | - | - | **1,330** | **1,330** | 1,330 | - | - | - | - | **1,330** |
| Other MDDC Buildings | Public Conveniences | Westexe Rec Toilets - Replacement | - | - | 160 | - | - | - | - | **160** | **160** | 50 | 110 | - | - | - | **160** |
| Private Sector Housing | Private Sector Housing | DFG and other private sector grants | - | - | 550 | 575 | 600 | 625 | 650 | **3,000** | **3,000** | 550 | 575 | 600 | 625 | 650 | **3,000** |
| Other | General Car Parks | LED updgrade | - | - | 65 | - | - | - | - | **65** | **65** | 65 | - | - | - | - | **65** |
| Other | General Car Parks | LED lighting replacement | - | - | 20 | - | - | - | - | **20** | **20** | 20 | - | - | - | - | **20** |
| Other | General Car Parks | Becks Square resurfacing & lining | - | - | 30 | - | - | - | - | **30** | **30** | 30 | - | - | - | - | **30** |
| Other | Parks & Play Areas | Widen Riverside Path | - | - | 20 | - | - | - | - | **20** | **20** | 20 | - | - | - | - | **20** |
| Other | Parks & Play Areas | Fencing end of life | - | - | 125 | - | - | - | - | **125** | **125** | 125 | - | - | - | - | **125** |
| Other | Parks & Play Areas | Rubber floor tile replacements | - | - | 100 | - | - | - | - | **100** | **100** | 100 | - | - | - | - | **100** |
| Other | ICT Projects | Laptop/Desktop Refresh | - | - | 80 | 100 | 120 | 100 | 100 | **500** | **500** | 80 | 100 | 120 | 100 | 100 | **500** |
| Other | Other Projects | Baler | - | - | 500 | - | - | - | - | **500** | **500** | 500 | - | - | - | - | **500** |
| Other | Other Projects | PDA's for cabs | - | - | 150 | - | - | - | - | **150** | **150** | 150 | - | - | - | - | **150** |
| Other | Other Projects | Fire Safety Measures | - | - | 200 | - | - | - | - | **200** | **200** | 200 | - | - | - | - | **200** |
| Other | Other Projects | Shared Prosperity Fund - Year 3 | - | - | 224 | - | - | - | - | **224** | **224** | 224 | - | - | - | - | **224** |
| Other | Other Projects | Rural England Prosperity Fund - Year 2 | - | - | 613 | - | - | - | - | **613** | **613** | 613 | - | - | - | - | **613** |
| Other | GF Vehicles | Vehicle leasing - Caretaking Services | - | - | 30 | - | - | - | - | **30** | **30** | 30 | - | - | - | - | **30** |
| Other | GF Vehicles | Vehicle leasing - Street Cleansing | - | - | 100 | 60 | 150 | - | 100 | **410** | **410** | 100 | 60 | 150 | - | 100 | **410** |
| Other | GF Vehicles | Vehicle leasing - Refuse | - | - | 900 | - | 600 | 120 | 35 | **1,655** | **1,655** | 900 | - | 600 | 120 | 35 | **1,655** |
| Other | GF Vehicles | Vehicle leasing - Trade Waste | - | - | 160 | - | 170 | - | - | **330** | **330** | 160 | - | 170 | - | - | **330** |
| Other | GF Vehicles | Vehicle leasing - Recycling | - | - | 150 | 80 | 100 | 25 | 35 | **390** | **390** | 150 | 80 | 100 | 25 | 35 | **390** |
| Leisure | Leisure - Climate Change/Net Zero | EVLC - Building Fabric - Insulation improvements | - | - | - | 260 | - | - | - | **260** | **260** | - | 260 | - | - | - | **260** |
| Other | Other Projects | Tiverton Market Paving - Permanent Solution | - | - | - | 200 | - | - | - | **200** | **200** | - | 200 | - | - | - | **200** |
| Leisure | Lords Meadow Leisure Centre | ATP replacement (no dual use) | - | - | - | - | 200 | - | - | **200** | **200** | - | - | 200 | - | - | **200** |
| Leisure | Leisure - Climate Change/Net Zero | LMLC -Building Fabric -Insulation improvements | - | - | - | - | 200 | - | - | **200** | **200** | - | - | 200 | - | - | **200** |
| Leisure | Leisure - Climate Change/Net Zero | CVSC-Building Fabric -Insulation improvements | - | - | - | - | 200 | - | - | **200** | **200** | - | - | 200 | - | - | **200** |
| Other MDDC Buildings | Other - Climate Change/Net Zero | MDDC commercial property building fabric | - | - | - | - | 240 | - | - | **240** | **240** | - | - | 240 | - | - | **240** |
| Leisure | Exe Valley Leisure Centre | Exe Valley Capital Works | - | - | - | - | - | 100 | 100 | **200** | **200** | - | - | - | 100 | 100 | **200** |
| Leisure | Lords Meadow Leisure Centre | Lords Meadow Capital Works | - | - | - | - | - | 100 | 100 | **200** | **200** | - | - | - | 100 | 100 | **200** |
| Leisure | Culm Valley Sports Centre | Culm Valley Capital Works | - | - | - | - | - | 100 | 100 | **200** | **200** | - | - | - | 100 | 100 | **200** |
| Other | ICT Projects | Audio/Video replacement for Phoenix House | - | - | - | - | - | - | 140 | **140** | **140** | - | - | - | - | 140 | **140** |
| Other | ICT Projects | Hybrid Screen replacements | - | - | - | - | - | 70 | - | **70** | **70** | - | - | - | 70 | - | **70** |
| Other | GF Vehicles | Vehicle leasing - Grounds Maintenance | - | - | - | - | - | - | 100 | **100** | **100** | - | - | - | - | 100 | **100** |
| **General Fund Subtotals** | | | **15,346** | **17,077** | **9,227** | **4,805** | **2,580** | **1,635** | **1,460** | **19,707** | **52,130** | **24,675** | **21,780** | **2,580** | **1,635** | **1,460** | **52,130** |

**2024/25 - 2028/29 Capital Programme - EXPENDITURE**

| Area | Sub Area | Project Title | To be rolled f/wd from 2023/24 Capital Programme | | Total Project Costs for Approval | | | | | | | Spend Profile | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | Forecast Slippage from 2023/24 to be C/fwd to 2024/25 £000's | Forecast Budget from 2023/24 to be spent over life of MTFP £000's | 2024/25 £000's | 2025/26 £000's | 2026/27 £000's | 2027/28 £000's | 2028/29 £000's | Total £000's | Grand Total £000's | 2024/25 £000's | 2025/26 £000's | 2026/27 £000's | 2027/28 £000's | 2028/29 £000's | Total £000's |
| **HRA** | | | | | | | | | | | | | | | | | |
| HRA Projects | Existing Housing Stock | Roofing | 15 | - | 600 | 600 | 600 | 600 | 600 | **3,000** | **3,015** | 615 | 600 | 600 | 600 | 600 | **3,015** |
| HRA Projects | Existing Housing Stock | Structural | 19 | - | 250 | 260 | 270 | 280 | 290 | **1,350** | **1,369** | 269 | 260 | 270 | 280 | 290 | **1,369** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 4 | 210 | - | - | - | - | - | - | **-** | **210** | 210 | - | - | - | - | **210** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 1 | 38 | - | - | - | - | - | - | **-** | **38** | 38 | - | - | - | - | **38** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 51 | 21 | 360 | - | - | - | - | - | **-** | **381** | 21 | 360 | - | - | - | **381** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 52 | 10 | 198 | - | - | - | - | - | **-** | **208** | 10 | 198 | - | - | - | **208** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 53 | 23 | 207 | - | - | - | - | - | **-** | **230** | 23 | 207 | - | - | - | **230** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 5 | 22 | 198 | - | - | - | - | - | **-** | **220** | 22 | 198 | - | - | - | **220** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 41 | 140 | - | - | - | - | - | - | **-** | **140** | 140 | - | - | - | - | **140** |
| HRA Projects | Housing Development Schemes (HE) | Project 15 | 4,685 | - | - | - | - | - | - | **-** | **4,685** | 3,000 | 1,685 | - | - | - | **4,685** |
| HRA Projects | Housing Development Schemes (HE) | Project 18 | 1,022 | - | - | - | - | - | - | **-** | **1,022** | 1,022 | - | - | - | - | **1,022** |
| HRA Projects | Housing Development Schemes (HE) | Project 10 | 1,474 | - | 500 | - | - | - | - | **500** | **1,974** | 1,474 | 500 | - | - | - | **1,974** |
| HRA Projects | Housing Development Schemes (HE) | Project 14 | 883 | - | - | - | - | - | - | **-** | **883** | 883 | - | - | - | - | **883** |
| HRA Projects | Housing Development Schemes (HE) | Project 9 | 1,128 | - | - | - | - | - | - | **-** | **1,128** | 1,128 | - | - | - | - | **1,128** |
| HRA Projects | Housing Development Schemes (HE) | Project 11 | 1,522 | - | - | - | - | - | - | **-** | **1,522** | 1,522 | - | - | - | - | **1,522** |
| HRA Projects | Housing Development Schemes (HE) | Project 3 | 1,485 | - | - | - | - | - | - | **-** | **1,485** | 1,485 | - | - | - | - | **1,485** |
| HRA Projects | Housing Development Schemes (HE) | Project 25 | 50 | 2,340 | - | - | - | - | - | **-** | **2,390** | 50 | 2,340 | - | - | - | **2,390** |
| HRA Projects | Housing Development Schemes (HE) | Project 8 | - | 2,229 | - | - | - | - | - | **-** | **2,229** | - | 223 | 2,006 | - | - | **2,229** |
| HRA Projects | Housing Development Schemes (HE) | Project 29 | 48 | 990 | - | - | - | - | - | **-** | **1,038** | 48 | 990 | - | - | - | **1,038** |
| HRA Projects | Housing Development Schemes (HE) | Project 28 | 110 | 990 | - | - | - | - | - | **-** | **1,100** | 110 | 990 | - | - | - | **1,100** |
| HRA Projects | Housing Development Schemes (HE) | Project 37 | - | 1,530 | - | - | - | - | - | **-** | **1,530** | 153 | 1,377 | - | - | - | **1,530** |
| HRA Projects | Housing Development Schemes (HE) | Project 33 | - | 1,138 | - | - | - | - | - | **-** | **1,138** | 1,138 | - | - | - | - | **1,138** |
| HRA Projects | Housing Development Schemes (HE) | Project 36 | 170 | 1,530 | - | - | - | - | - | **-** | **1,700** | - | 170 | 1,530 | - | - | **1,700** |
| HRA Projects | Housing Development Schemes (HE) | Project 20 | 337 | 16,160 | - | - | - | - | - | **-** | **16,497** | - | 337 | 8,080 | 8,080 | - | **16,497** |
| HRA Projects | Other HRA Projects | Old Road Depot remodelling options - forecast expenditure to maintain operations | 50 | - | - | - | - | - | - | **-** | **50** | 50 | - | - | - | - | **50** |
| HRA Projects | Other HRA Projects | Sewerage Treatment Works - Washfield | 25 | - | - | - | - | - | - | **-** | **25** | 25 | - | - | - | - | **25** |
| HRA Projects | Existing Housing Stock | Garage Mods | - | - | 150 | 150 | 150 | - | - | **450** | **450** | 150 | 150 | 150 | - | - | **450** |
| HRA Projects | Existing Housing Stock | Decent Homes | - | - | 395 | 195 | 195 | 200 | 200 | **1,185** | **1,185** | 395 | 195 | 195 | 200 | 200 | **1,185** |
| HRA Projects | Existing Housing Stock | Fire Safety | - | - | 40 | 30 | 20 | 20 | 20 | **130** | **130** | 40 | 30 | 20 | 20 | 20 | **130** |
| HRA Projects | Existing Housing Stock | Window/Doors | - | - | 400 | 400 | 400 | 400 | 400 | **2,000** | **2,000** | 400 | 400 | 400 | 400 | 400 | **2,000** |
| HRA Projects | Existing Housing Stock | Heating | - | - | 405 | 410 | 415 | 420 | 425 | **2,075** | **2,075** | 405 | 410 | 415 | 420 | 425 | **2,075** |
| HRA Projects | Existing Housing Stock | Renewables | - | - | 250 | 250 | 250 | 250 | 250 | **1,250** | **1,250** | 250 | 250 | 250 | 250 | 250 | **1,250** |
| HRA Projects | Existing Housing Stock | Adaptations | - | - | 310 | 315 | 320 | 325 | 330 | **1,600** | **1,600** | 310 | 315 | 320 | 325 | 330 | **1,600** |
| HRA Projects | Existing Housing Stock | Void Capital Works | - | - | 140 | 145 | 150 | 155 | 160 | **750** | **750** | 140 | 145 | 150 | 155 | 160 | **750** |
| HRA Projects | Existing Housing Stock | Double Glazed Unit Replacement | - | - | 20 | 20 | 20 | 20 | 20 | **100** | **100** | 20 | 20 | 20 | 20 | 20 | **100** |
| HRA Projects | Existing Housing Stock | Responsive capital works | - | - | 100 | 110 | 120 | 130 | 140 | **600** | **600** | 100 | 110 | 120 | 130 | 140 | **600** |
| HRA Projects | Housing Development Schemes (HE) | Project 26 | - | - | 1,200 | - | - | - | - | **1,200** | **1,200** | - | 120 | 1,080 | - | - | **1,200** |
| HRA Projects | Housing Development Schemes (HE) | Project 22 | - | - | 2,800 | - | - | - | - | **2,800** | **2,800** | 280 | 2,520 | - | - | - | **2,800** |
| HRA Projects | Housing Development Schemes (HE) | Project 27 | - | - | 1,700 | - | - | - | - | **1,700** | **1,700** | - | 170 | 1,530 | - | - | **1,700** |
| HRA Projects | Housing Development Schemes (HE) | Project 54 | - | - | 200 | - | - | - | - | **200** | **200** | 20 | 180 | - | - | - | **200** |
| HRA Projects | Housing Development Schemes (HE) | Project 55 | - | - | 200 | - | - | - | - | **200** | **200** | - | 20 | 180 | - | - | **200** |
| Other | HRA Vehicles | Vehicle leasing - Housing | - | - | 80 | - | - | 420 | 50 | **550** | **550** | 80 | - | - | 420 | 50 | **550** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 56 | - | - | - | 200 | - | - | - | **200** | **200** | - | 20 | 180 | - | - | **200** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 57 | - | - | - | 200 | - | - | - | **200** | **200** | - | 20 | 180 | - | - | **200** |
| HRA Projects | Housing Development Schemes (HE) | Project 16 | - | - | - | 1,000 | - | - | - | **1,000** | **1,000** | - | 100 | 900 | - | - | **1,000** |
| HRA Projects | Housing Development Schemes (HE) | Project 23 | - | - | - | 4,100 | - | - | - | **4,100** | **4,100** | - | 410 | 3,690 | - | - | **4,100** |
| HRA Projects | Housing Development Schemes (HE) | Project 12 | - | - | - | 1,600 | - | - | - | **1,600** | **1,600** | - | 160 | 1,440 | - | - | **1,600** |
| HRA Projects | Housing Development Schemes (HE) | Project 30 | - | - | - | 1,100 | - | - | - | **1,100** | **1,100** | - | 110 | 990 | - | - | **1,100** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 58 | - | - | - | - | 200 | - | - | **200** | **200** | - | - | 20 | 180 | - | **200** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 59 | - | - | - | - | 200 | - | - | **200** | **200** | - | - | 20 | 180 | - | **200** |
| HRA Projects | Housing Development Schemes (HE) | Project 24 | - | - | - | - | 1,100 | - | - | **1,100** | **1,100** | - | - | 110 | 990 | - | **1,100** |
| HRA Projects | Housing Development Schemes (HE) | Project 35 | - | - | - | - | 1,700 | - | - | **1,700** | **1,700** | - | - | 170 | 1,530 | - | **1,700** |
| HRA Projects | Housing Development Schemes (HE) | Project 31 | - | - | - | - | 1,100 | - | - | **1,100** | **1,100** | - | - | 110 | 990 | - | **1,100** |
| HRA Projects | Housing Development Schemes (HE) | Project 13 | - | - | - | - | 1,100 | - | - | **1,100** | **1,100** | - | - | 110 | 990 | - | **1,100** |
| **HRA Subtotals** | | | **13,487** | **27,870** | **9,740** | **11,085** | **8,310** | **3,220** | **2,885** | **35,240** | **76,597** | **16,026** | **16,290** | **25,236** | **16,160** | **2,885** | **76,597** |
| **Grand Totals** | | | **28,833** | **44,947** | **18,967** | **15,890** | **10,890** | **4,855** | **4,345** | **54,947** | **128,727** | **40,701** | **38,070** | **27,816** | **17,795** | **4,345** | **128,727** |

**2024/25 - 2028/29 Capital Programme - FUNDING**

| Area | Sub Area | Project Title | Funding Description | To be rolled f/wd from 2023/24 Forecast Slippage from 2023/24 to be C/fwd to 2024/25 £000's | To be rolled f/wd from 2023/24 Forecast Budget from 2023/24 to be spent over life of MTFP £000's | Total Project Costs for Approval 2024/25 £000's | 2025/26 £000's | 2026/27 £000's | 2027/28 £000's | 2028/29 £000's | Total £000's | Grand Total £000's | Spend Profile 2024/25 £000's | 2025/26 £000's | 2026/27 £000's | 2027/28 £000's | 2028/29 £000's | Beyond 2028/29 £000's | Total £000's |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **General Fund** | | | | | | | | | | | | | | | | | | | |
| Leisure | Lords Meadow Leisure Centre | Reception infrastructure | Borrowing 10 Yrs | 48 | - | - | - | - | - | - | - | **48** | 48 | - | - | - | - | - | **48** |
| Leisure | Lords Meadow Leisure Centre | Reception infrastructure | Usable Capital Receipts | 70 | - | - | - | - | - | - | - | **70** | 70 | - | - | - | - | - | **70** |
| Leisure | Lords Meadow Leisure Centre | Reception infrastructure | RCCO - From Revenue EMR's - Capital | 42 | - | - | - | - | - | - | - | **42** | 42 | - | - | - | - | - | **42** |
| Leisure | Lords Meadow Leisure Centre | Leisure - Improved Disabled Toilet facilities - CPT | DLUHC - Changing Places Fund bid | 37 | - | - | - | - | - | - | - | **37** | 37 | - | - | - | - | - | **37** |
| Leisure | Culm Valley Sports Centre | CVSC - Remodelling of Ground Floor | Borrowing 10 Yrs | 15 | 174 | - | - | - | - | - | - | **189** | 15 | 174 | - | - | - | - | **189** |
| Leisure | Culm Valley Sports Centre | Leisure - Improved Disabled Toilet facilities - CPT | DLUHC - Changing Places Fund bid | 29 | - | - | - | - | - | - | - | **29** | 29 | - | - | - | - | - | **29** |
| Leisure | Leisure - Other | All leisure sites replacement management/site access system (Hardware Element) | Borrowing 10 Yrs | 200 | - | - | - | - | - | - | - | **200** | 200 | - | - | - | - | - | **200** |
| Other MDDC Buildings | Phoenix House | Building Mgmt System for Heating Control | Borrowing 5 Yrs | 103 | - | - | - | - | - | - | - | **103** | 103 | - | - | - | - | - | **103** |
| Other MDDC Buildings | MDDC Depots | Land acquisition for operational needs | Borrowing 50 Yrs | 1,000 | - | 1,000 | - | - | - | - | **1,000** | **2,000** | 2,000 | - | - | - | - | - | **2,000** |
| Other MDDC Buildings | MDDC Depots | Depot Design & Build - Waste & Recycling | RCCO - From Revenue EMR's - Waste Infrastructure EMR | - | 250 | - | - | - | - | - | - | **250** | 250 | - | - | - | - | - | **250** |
| Other MDDC Buildings | MDDC Depots | Depot Design & Build - Waste & Recycling | Borrowing 50 Yrs | - | - | - | 3,500 | - | - | - | **3,500** | **3,500** | - | 3,500 | - | - | - | - | **3,500** |
| Other MDDC Buildings | MDDC Shops/Industrial Units | 36 & 38 Fore Street including Flat above structure & cosmetic works | Borrowing 25 Yrs | 197 | - | - | - | - | - | - | - | **197** | 197 | - | - | - | - | - | **197** |
| HIF | HIF Schemes | CA719 Cullompton Town Centre Relief Road (HIF) | Govt Grants - Levelling - up Funding | 6,437 | 11,539 | - | - | - | - | - | - | **17,976** | 6,437 | 11,539 | - | - | - | - | **17,976** |
| HIF | HIF Schemes | CA719 Cullompton Town Centre Relief Road (HIF) | DCC Funding - HIF Project | 153 | 1,347 | - | - | - | - | - | - | **1,500** | 153 | 1,347 | - | - | - | - | **1,500** |
| HIF | HIF Schemes | CA719 Cullompton Town Centre Relief Road (HIF) | HIF Funding | 3,234 | 3,655 | - | - | - | - | - | - | **6,889** | 3,234 | 3,655 | - | - | - | - | **6,889** |
| HIF | HIF Schemes | CA719 Cullompton Town Centre Relief Road (HIF) | Borrowing 10 Yrs | 3,315 | - | - | - | - | - | - | - | **3,315** | 3,315 | - | - | - | - | - | **3,315** |
| Other | General Car Parks | West Exe South - Remodelling - additional parking spaces | Borrowing 10 Yrs | 90 | - | - | - | - | - | - | - | **90** | 90 | - | - | - | - | - | **90** |
| Other | Parks & Play Areas | Open Space Infrastructure (incl Play Areas) | RCCO - From Revenue EMR's - Other | 32 | - | - | - | - | - | - | - | **32** | 32 | - | - | - | - | - | **32** |
| Other | ICT Projects | Server hardware/software Citrix Replacement | RCCO - From Revenue EMR's - ICT | 50 | - | - | - | - | 220 | - | **220** | **270** | 50 | - | - | 220 | - | - | **270** |
| Other | ICT Projects | VM/Storage Area Network | RCCO - From Revenue EMR's - ICT | 120 | - | - | - | - | 140 | - | **140** | **260** | 120 | - | - | 140 | - | - | **260** |
| Other | ICT Projects | UPS Replacements | RCCO - From Revenue EMR's - ICT | 20 | - | - | 30 | - | 35 | - | **65** | **85** | 20 | 30 | - | 35 | - | - | **85** |
| Other | ICT Projects | Server farm expansion/upgrades | Usable Capital Receipts | 67 | - | - | - | - | - | - | - | **67** | 67 | - | - | - | - | - | **67** |
| Other | Other Projects | Land drainage flood defence schemes - St Marys | Usable Capital Receipts | - | 50 | - | - | - | - | - | - | **50** | 50 | - | - | - | - | - | **50** |
| Other | Other Projects | Cemetery Lodge - Structural solution for damp | RCCO - From Revenue EMR's - Other | - | 9 | - | - | - | - | - | - | **9** | 9 | - | - | - | - | - | **9** |
| Other | Other Projects | Cemetery Lodge - Structural solution for damp | Usable Capital Receipts | - | 5 | - | - | - | - | - | - | **5** | 5 | - | - | - | - | - | **5** |
| Other | Other Projects | Cemetery Lodge - Structural solution for damp | RCCO - From Revenue EMR's - Capital | - | 48 | - | - | - | - | - | - | **48** | 48 | - | - | - | - | - | **48** |
| Other | Other Projects | Land drainage flood defence schemes - Ashleigh Park Bampton | RCCO - From Revenue EMR's - Other | 87 | - | - | - | - | - | - | - | **87** | 87 | - | - | - | - | - | **87** |
| Leisure | Exe Valley Leisure Centre | ATP replacement (50% share with DCC) | Capital Grants Unapplied - DCC | - | - | 110 | - | - | - | - | **110** | **110** | 110 | - | - | - | - | - | **110** |
| Leisure | Exe Valley Leisure Centre | ATP replacement (50% share with DCC) | Borrowing 10 Yrs | - | - | 110 | - | - | - | - | **110** | **110** | 110 | - | - | - | - | - | **110** |
| Leisure | Exe Valley Leisure Centre | CHP -Replacement future energy saving project | RCCO - From Revenue EMR's - Capital | - | - | 180 | - | - | - | - | **180** | **180** | 180 | - | - | - | - | - | **180** |
| Leisure | Exe Valley Leisure Centre | Wetside resin floor replacement | RCCO - From Revenue EMR's - Leisure | - | - | 90 | - | - | - | - | **90** | **90** | 90 | - | - | - | - | - | **90** |
| Leisure | Exe Valley Leisure Centre | Learner pool floor replacement | RCCO - From Revenue EMR's - Leisure | - | - | 100 | - | - | - | - | **100** | **100** | 100 | - | - | - | - | - | **100** |
| Leisure | Exe Valley Leisure Centre | Chemical/Salt Storage at back of building - Associated plant to go with this | RCCO - From Revenue EMR's - Leisure | - | - | 60 | - | - | - | - | **60** | **60** | 60 | - | - | - | - | - | **60** |
| Leisure | Lords Meadow Leisure Centre | Wetside resin floor replacement | RCCO - From Revenue EMR's - Leisure | - | - | 90 | - | - | - | - | **90** | **90** | 90 | - | - | - | - | - | **90** |
| Leisure | Lords Meadow Leisure Centre | Chemical/Salt Storage at back of building - Associated plant to go with this | RCCO - From Revenue EMR's - Leisure | - | - | 60 | - | - | - | - | **60** | **60** | 60 | - | - | - | - | - | **60** |
| Leisure | Culm Valley Sports Centre | ATP replacement (50% share with DCC) | Capital Grants Unapplied - DCC | - | - | 105 | - | - | - | - | **105** | **105** | 105 | - | - | - | - | - | **105** |
| Leisure | Culm Valley Sports Centre | ATP replacement (50% share with DCC) | Borrowing 10 Yrs | - | - | 105 | - | - | - | - | **105** | **105** | 105 | - | - | - | - | - | **105** |
| Leisure | Culm Valley Sports Centre | Fitness Studio renewal of equipment | Usable Capital Receipts | - | - | 150 | - | - | - | - | **150** | **150** | 150 | - | - | - | - | - | **150** |
| Leisure | Culm Valley Sports Centre | Replacement skate park (poss relocation) | RCCO - From Revenue EMR's - Leisure | - | - | 200 | - | - | - | - | **200** | **200** | 200 | - | - | - | - | - | **200** |
| Leisure | Culm Valley Sports Centre | Replacement skate park (poss relocation) | Borrowing 10 Yrs | - | - | 150 | - | - | - | - | **150** | **150** | - | 150 | - | - | - | - | **150** |
| Other MDDC Buildings | Other - Climate Change/Net Zero | All Fleet - Vehicle live monitoring for CO2 emissions | Salix Funding or Equivalent - to be identified | - | - | 115 | - | - | - | - | **115** | **115** | 115 | - | - | - | - | - | **115** |
| Other MDDC Buildings | Other - Climate Change/Net Zero | MSCP -Solar carport and additional security | Salix Funding or Equivalent - to be identified | - | - | 600 | - | - | - | - | **600** | **600** | 600 | - | - | - | - | - | **600** |
| Other MDDC Buildings | Other - Climate Change/Net Zero | Additional electric car charging points | Salix Funding or Equivalent - to be identified | - | - | 80 | - | - | - | - | **80** | **80** | 80 | - | - | - | - | - | **80** |
| Other MDDC Buildings | Other - Climate Change/Net Zero | Market Walk - Solar Panels | Salix Funding or Equivalent - to be identified | - | - | 200 | - | - | - | - | **200** | **200** | 200 | - | - | - | - | - | **200** |
| Other MDDC Buildings | Phoenix House | Cooling options Air Handing Unit | Borrowing 5 Yrs | - | - | 150 | - | - | - | - | **150** | **150** | 150 | - | - | - | - | - | **150** |
| Other MDDC Buildings | MDDC Depots | Diesel Tank | RCCO - From Revenue EMR's - Waste Infrastructure EMR | - | - | 65 | - | - | - | - | **65** | **65** | 65 | - | - | - | - | - | **65** |
| Other MDDC Buildings | MDDC Depots | Property Leasing - Carlu Close | GF - Lease Finance | - | - | 1,330 | - | - | - | - | **1,330** | **1,330** | 1,330 | - | - | - | - | - | **1,330** |
| Other MDDC Buildings | Public Conveniences | Westexe Rec Toilets - Replacement | Borrowing 50 Yrs | - | - | 160 | - | - | - | - | **160** | **160** | 50 | 110 | - | - | - | - | **160** |
| Private Sector Housing | Private Sector Housing | DFG and other private sector grants | Govt Grant (DCLG passported from DCC) | - | - | 550 | 575 | 600 | 625 | 650 | **3,000** | **3,000** | 550 | 575 | 600 | 625 | 650 | - | **3,000** |
| Other | General Car Parks | LED updgrade | RCCO - From Revenue EMR's - Other | - | - | 65 | - | - | - | - | **65** | **65** | 65 | - | - | - | - | - | **65** |
| Other | General Car Parks | LED lighting replacement | RCCO - From Revenue EMR's - Other | - | - | 20 | - | - | - | - | **20** | **20** | 20 | - | - | - | - | - | **20** |
| Other | General Car Parks | Becks Square resurfacing & lining | RCCO - From Revenue EMR's - Other | - | - | 30 | - | - | - | - | **30** | **30** | 30 | - | - | - | - | - | **30** |
| Other | Parks & Play Areas | Widen Riverside Path | Borrowing 50 Yrs | - | - | 20 | - | - | - | - | **20** | **20** | 20 | - | - | - | - | - | **20** |
| Other | Parks & Play Areas | Fencing end of life | Borrowing 25 Yrs | - | - | 100 | - | - | - | - | **100** | **100** | 100 | - | - | - | - | - | **100** |
| Other | Parks & Play Areas | Fencing end of life | S106 (Revenue) Contributions | - | - | 25 | - | - | - | - | **25** | **25** | 25 | - | - | - | - | - | **25** |
| Other | Parks & Play Areas | Rubber floor tile replacements | Borrowing 10 Yrs | - | - | 75 | - | - | - | - | **75** | **75** | 75 | - | - | - | - | - | **75** |
| Other | Parks & Play Areas | Rubber floor tile replacements | S106 (Revenue) Contributions | - | - | 25 | - | - | - | - | **25** | **25** | 25 | - | - | - | - | - | **25** |
| Other | ICT Projects | Laptop/Desktop Refresh | Borrowing 3 Yrs | - | - | 80 | 100 | 120 | 100 | 100 | **500** | **500** | 80 | 100 | 120 | 100 | 100 | - | **500** |
| Other | Other Projects | Baler | Borrowing 10 Yrs | - | - | 500 | - | - | - | - | **500** | **500** | 500 | - | - | - | - | - | **500** |
| Other | Other Projects | PDA's for cabs | Borrowing 3 Yrs | - | - | 150 | - | - | - | - | **150** | **150** | 150 | - | - | - | - | - | **150** |
| Other | Other Projects | Fire Safety Measures | RCCO - From Revenue EMR's - Other | - | - | 200 | - | - | - | - | **200** | **200** | 200 | - | - | - | - | - | **200** |
| Other | Other Projects | Shared Prosperity Fund - Year 3 | SPF Funding (DLUHC) | - | - | 224 | - | - | - | - | **224** | **224** | 224 | - | - | - | - | - | **224** |
| Other | Other Projects | Rural England Prosperity Fund - Year 2 | REPF Funding (DLUHC) | - | - | 613 | - | - | - | - | **613** | **613** | 613 | - | - | - | - | - | **613** |
| Other | GF Vehicles | Vehicle leasing - Caretaking Services | GF - Lease Finance | - | - | 30 | - | - | - | - | **30** | **30** | 30 | - | - | - | - | - | **30** |
| Other | GF Vehicles | Vehicle leasing - Street Cleansing | GF - Lease Finance | - | - | 100 | 60 | 150 | - | 100 | **410** | **410** | 100 | 60 | 150 | - | 100 | - | **410** |
| Other | GF Vehicles | Vehicle leasing - Refuse | GF - Lease Finance | - | - | 900 | - | 600 | 120 | 35 | **1,655** | **1,655** | 900 | - | 600 | 120 | 35 | - | **1,655** |
| Other | GF Vehicles | Vehicle leasing - Trade Waste | GF - Lease Finance | - | - | 160 | - | 170 | - | - | **330** | **330** | 160 | - | 170 | - | - | - | **330** |
| Other | GF Vehicles | Vehicle leasing - Recycling | GF - Lease Finance | - | - | 150 | 80 | 100 | 25 | 35 | **390** | **390** | 150 | 80 | 100 | 25 | 35 | - | **390** |
| Leisure | Leisure - Climate Change/Net Zero | EVLC - Building Fabric - Insulation improvements | Salix Funding or Equivalent - to be identified | - | - | - | 260 | - | - | - | **260** | **260** | - | 260 | - | - | - | - | **260** |
| Other | Other Projects | Tiverton Market Paving - Permanent Solution | Borrowing 10 Yrs | - | - | - | 200 | - | - | - | **200** | **200** | - | 200 | - | - | - | - | **200** |
| Leisure | Lords Meadow Leisure Centre | ATP replacement (no dual use) | Usable Capital Receipts | - | - | - | - | 72 | - | - | **72** | **72** | - | - | 72 | - | - | - | **72** |
| Leisure | Lords Meadow Leisure Centre | ATP replacement (no dual use) | Borrowing 10 Yrs | - | - | - | - | 128 | - | - | **128** | **128** | - | - | 128 | - | - | - | **128** |
| Leisure | Leisure - Climate Change/Net Zero | LMLC -Building Fabric -Insulation improvements | Salix Funding or Equivalent - to be identified | - | - | - | - | 200 | - | - | **200** | **200** | - | - | 200 | - | - | - | **200** |
| Leisure | Leisure - Climate Change/Net Zero | CVSC-Building Fabric -Insulation improvements | Salix Funding or Equivalent - to be identified | - | - | - | - | 200 | - | - | **200** | **200** | - | - | 200 | - | - | - | **200** |
| Other MDDC Buildings | Other - Climate Change/Net Zero | MDDC commercial property building fabric improvements | Salix Funding or Equivalent - to be identified | - | - | - | - | 240 | - | - | **240** | **240** | - | - | 240 | - | - | - | **240** |
| Leisure | Exe Valley Leisure Centre | Exe Valley Capital Works | RCCO - From Revenue EMR's - Leisure | - | - | - | - | - | 100 | 100 | **200** | **200** | - | - | - | 100 | 100 | - | **200** |
| Leisure | Lords Meadow Leisure Centre | Lords Meadow Capital Works | RCCO - From Revenue EMR's - Leisure | - | - | - | - | - | 100 | 100 | **200** | **200** | - | - | - | 100 | 100 | - | **200** |
| Leisure | Culm Valley Sports Centre | Culm Valley Capital Works | RCCO - From Revenue EMR's - Leisure | - | - | - | - | - | 100 | 100 | **200** | **200** | - | - | - | 100 | 100 | - | **200** |
| Other | ICT Projects | Audio/Video replacement for Phoenix House | Borrowing 3 Yrs | - | - | - | - | - | - | 140 | **140** | **140** | - | - | - | - | 140 | - | **140** |
| Other | ICT Projects | Hybrid Screen replacements | RCCO - From Revenue EMR's - ICT | - | - | - | - | - | 70 | - | **70** | **70** | - | - | - | 70 | - | - | **70** |
| Other | GF Vehicles | Vehicle leasing - Grounds Maintenance | GF - Lease Finance | - | - | - | - | - | - | 100 | **100** | **100** | - | - | - | - | 100 | - | **100** |
| **General Fund Subtotals** | | | | **15,346** | **17,077** | **9,227** | **4,805** | **2,580** | **1,635** | **1,460** | **19,707** | **52,130** | **24,675** | **21,780** | **2,580** | **1,635** | **1,460** | **-** | **52,130** |

**2024/25 - 2028/29 Capital Programme - FUNDING**

| Area | Sub Area | Project Title | Funding Description | To be rolled f/wd from 2023/24 Forecast Slippage from 2023/24 to be C/fwd to 2024/25 £000's | To be rolled f/wd from 2023/24 Forecast Budget from 2023/24 to be spent over life of MTFP £000's | Total Project Costs for Approval 2024/25 £000's | 2025/26 £000's | 2026/27 £000's | 2027/28 £000's | 2028/29 £000's | Total £000's | Grand Total £000's | Spend Profile 2024/25 £000's | 2025/26 £000's | 2026/27 £000's | 2027/28 £000's | 2028/29 £000's | Beyond 2028/29 £000's | Total £000's |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **HRA** | | | | | | | | | | | | | | | | | | | |
| HRA Projects | Existing Housing Stock | Roofing | MRA Reserve | 15 | - | 600 | 600 | 600 | 600 | 600 | **3,000** | **3,015** | 615 | 600 | 600 | 600 | 600 | - | **3,015** |
| HRA Projects | Existing Housing Stock | Structural | MRA Reserve | 19 | - | 250 | 260 | 270 | 280 | 290 | **1,350** | **1,369** | 269 | 260 | 270 | 280 | 290 | - | **1,369** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 4 | UCR 1:4:1 Replacement Homes | 84 | - | - | - | - | - | - | - | **84** | 84 | - | - | - | - | - | **84** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 4 | Borrowing 50 Yrs | 126 | - | - | - | - | - | - | - | **126** | 126 | - | - | - | - | - | **126** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 1 | UCR 1:4:1 Replacement Homes | 15 | - | - | - | - | - | - | - | **15** | 15 | - | - | - | - | - | **15** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 1 | Borrowing 50 Yrs | 23 | - | - | - | - | - | - | - | **23** | 23 | - | - | - | - | - | **23** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 51 | UCR 1:4:1 Replacement Homes | 8 | 144 | - | - | - | - | - | - | **152** | 8 | 144 | - | - | - | - | **152** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 51 | Borrowing 50 Yrs | 13 | 116 | - | - | - | - | - | - | **129** | 13 | 116 | - | - | - | - | **129** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 51 | S106 (Revenue) Contributions | - | 100 | - | - | - | - | - | - | **100** | - | 100 | - | - | - | - | **100** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 52 | UCR 1:4:1 Replacement Homes | 4 | 79 | - | - | - | - | - | - | **83** | 4 | 79 | - | - | - | - | **83** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 52 | Borrowing 50 Yrs | 6 | 69 | - | - | - | - | - | - | **75** | 6 | 69 | - | - | - | - | **75** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 52 | S106 (Revenue) Contributions | - | 50 | - | - | - | - | - | - | **50** | - | 50 | - | - | - | - | **50** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 53 | UCR 1:4:1 Replacement Homes | 9 | 83 | - | - | - | - | - | - | **92** | 9 | 83 | - | - | - | - | **92** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 53 | Borrowing 50 Yrs | 14 | 74 | - | - | - | - | - | - | **88** | 14 | 74 | - | - | - | - | **88** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 53 | S106 (Revenue) Contributions | - | 50 | - | - | - | - | - | - | **50** | - | 50 | - | - | - | - | **50** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 5 | UCR 1:4:1 Replacement Homes | 9 | 79 | - | - | - | - | - | - | **88** | 9 | 79 | - | - | - | - | **88** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 5 | Borrowing 50 Yrs | 13 | 69 | - | - | - | - | - | - | **82** | 13 | 69 | - | - | - | - | **82** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 5 | S106 (Revenue) Contributions | - | 50 | - | - | - | - | - | - | **50** | - | 50 | - | - | - | - | **50** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 41 | UCR 1:4:1 Replacement Homes | 56 | - | - | - | - | - | - | - | **56** | 56 | - | - | - | - | - | **56** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 41 | Borrowing 50 Yrs | 34 | - | - | - | - | - | - | - | **34** | 34 | - | - | - | - | - | **34** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 41 | S106 (Revenue) Contributions | 50 | - | - | - | - | - | - | - | **50** | 50 | - | - | - | - | - | **50** |
| HRA Projects | Housing Development Schemes (HE) | Project 15 | Government Grants - Homes England Funding | 937 | - | - | - | - | - | - | - | **937** | 600 | 337 | - | - | - | - | **937** |
| HRA Projects | Housing Development Schemes (HE) | Project 15 | Borrowing 50 Yrs | 3,523 | - | - | - | - | - | - | - | **3,523** | 2,257 | 1,266 | - | - | - | - | **3,523** |
| HRA Projects | Housing Development Schemes (HE) | Project 15 | RCCO - From HRA Revenue EMR's - Afford Rents Surplus | 225 | - | - | - | - | - | - | - | **225** | 144 | 81 | - | - | - | - | **225** |
| HRA Projects | Housing Development Schemes (HE) | Project 18 | Government Grants - Homes England Funding | 459 | - | - | - | - | - | - | - | **459** | 459 | - | - | - | - | - | **459** |
| HRA Projects | Housing Development Schemes (HE) | Project 18 | Borrowing 50 Yrs | 488 | - | - | - | - | - | - | - | **488** | 488 | - | - | - | - | - | **488** |
| HRA Projects | Housing Development Schemes (HE) | Project 18 | One Public Estate Funding | 75 | - | - | - | - | - | - | - | **75** | 75 | - | - | - | - | - | **75** |
| HRA Projects | Housing Development Schemes (HE) | Project 10 | Government Grants - Homes England Funding | 465 | - | 157 | - | - | - | - | **157** | **622** | 465 | 157 | - | - | - | - | **622** |
| HRA Projects | Housing Development Schemes (HE) | Project 10 | Borrowing 50 Yrs | 1,009 | - | 343 | - | - | - | - | **343** | **1,352** | 1,009 | 343 | - | - | - | - | **1,352** |
| HRA Projects | Housing Development Schemes (HE) | Project 14 | Government Grants - Homes England Funding | 395 | - | - | - | - | - | - | - | **395** | 395 | - | - | - | - | - | **395** |
| HRA Projects | Housing Development Schemes (HE) | Project 14 | Borrowing 50 Yrs | 413 | - | - | - | - | - | - | - | **413** | 413 | - | - | - | - | - | **413** |
| HRA Projects | Housing Development Schemes (HE) | Project 14 | One Public Estate Funding | 75 | - | - | - | - | - | - | - | **75** | 75 | - | - | - | - | - | **75** |
| HRA Projects | Housing Development Schemes (HE) | Project 9 | Government Grants - Homes England Funding | 240 | - | - | - | - | - | - | - | **240** | 240 | - | - | - | - | - | **240** |
| HRA Projects | Housing Development Schemes (HE) | Project 9 | Borrowing 50 Yrs | 888 | - | - | - | - | - | - | - | **888** | 888 | - | - | - | - | - | **888** |
| HRA Projects | Housing Development Schemes (HE) | Project 11 | Government Grants - Homes England Funding | 507 | - | - | - | - | - | - | - | **507** | 507 | - | - | - | - | - | **507** |
| HRA Projects | Housing Development Schemes (HE) | Project 11 | Borrowing 50 Yrs | 915 | - | - | - | - | - | - | - | **915** | 915 | - | - | - | - | - | **915** |
| HRA Projects | Housing Development Schemes (HE) | Project 11 | One Public Estate Funding | 100 | - | - | - | - | - | - | - | **100** | 100 | - | - | - | - | - | **100** |
| HRA Projects | Housing Development Schemes (HE) | Project 3 | Borrowing 50 Yrs | 717 | - | - | - | - | - | - | - | **717** | 717 | - | - | - | - | - | **717** |
| HRA Projects | Housing Development Schemes (HE) | Project 3 | S106 (Revenue) Contributions | 100 | - | - | - | - | - | - | - | **100** | 100 | - | - | - | - | - | **100** |
| HRA Projects | Housing Development Schemes (HE) | Project 3 | Government Grants - Homes England Funding | 668 | - | - | - | - | - | - | - | **668** | 668 | - | - | - | - | - | **668** |
| HRA Projects | Housing Development Schemes (HE) | Project 25 | Government Grants - Homes England Funding | 10 | 557 | - | - | - | - | - | - | **567** | 10 | 557 | - | - | - | - | **567** |
| HRA Projects | Housing Development Schemes (HE) | Project 25 | Borrowing 50 Yrs | 22 | 1,033 | - | - | - | - | - | - | **1,055** | 22 | 1,033 | - | - | - | - | **1,055** |
| HRA Projects | Housing Development Schemes (HE) | Project 25 | Usable Capital Receipts | 13 | 629 | - | - | - | - | - | - | **642** | 13 | 629 | - | - | - | - | **642** |
| HRA Projects | Housing Development Schemes (HE) | Project 25 | One Public Estate Funding | 5 | 121 | - | - | - | - | - | - | **126** | 5 | 121 | - | - | - | - | **126** |
| HRA Projects | Housing Development Schemes (HE) | Project 8 | Government Grants - Homes England Funding | - | 1,005 | - | - | - | - | - | - | **1,005** | - | 101 | 904 | - | - | - | **1,005** |
| HRA Projects | Housing Development Schemes (HE) | Project 8 | Borrowing 50 Yrs | - | 1,039 | - | - | - | - | - | - | **1,039** | - | 103 | 936 | - | - | - | **1,039** |
| HRA Projects | Housing Development Schemes (HE) | Project 8 | One Public Estate Funding | - | 185 | - | - | - | - | - | - | **185** | - | 19 | 166 | - | - | - | **185** |
| HRA Projects | Housing Development Schemes (HE) | Project 29 | Borrowing 50 Yrs | 27 | 210 | - | - | - | - | - | - | **237** | 27 | 210 | - | - | - | - | **237** |
| HRA Projects | Housing Development Schemes (HE) | Project 29 | S106 (Revenue) Contributions | - | 300 | - | - | - | - | - | - | **300** | - | 300 | - | - | - | - | **300** |
| HRA Projects | Housing Development Schemes (HE) | Project 29 | One Public Estate Funding | - | 90 | - | - | - | - | - | - | **90** | - | 90 | - | - | - | - | **90** |
| HRA Projects | Housing Development Schemes (HE) | Project 29 | Government Grants - Homes England Funding | 21 | 390 | - | - | - | - | - | - | **411** | 21 | 390 | - | - | - | - | **411** |
| HRA Projects | Housing Development Schemes (HE) | Project 28 | Borrowing 50 Yrs | 66 | 665 | - | - | - | - | - | - | **731** | 66 | 665 | - | - | - | - | **731** |
| HRA Projects | Housing Development Schemes (HE) | Project 28 | S106 (Revenue) Contributions | - | 250 | - | - | - | - | - | - | **250** | - | 250 | - | - | - | - | **250** |
| HRA Projects | Housing Development Schemes (HE) | Project 28 | One Public Estate Funding | - | 75 | - | - | - | - | - | - | **75** | - | 75 | - | - | - | - | **75** |
| HRA Projects | Housing Development Schemes (HE) | Project 28 | Government Grants - Homes England Funding | 44 | - | - | - | - | - | - | - | **44** | 44 | - | - | - | - | - | **44** |
| HRA Projects | Housing Development Schemes (HE) | Project 37 | Government Grants - Homes England Funding | - | 688 | - | - | - | - | - | - | **688** | 69 | 619 | - | - | - | - | **688** |
| HRA Projects | Housing Development Schemes (HE) | Project 37 | Borrowing 50 Yrs | - | 740 | - | - | - | - | - | - | **740** | 74 | 666 | - | - | - | - | **740** |
| HRA Projects | Housing Development Schemes (HE) | Project 37 | One Public Estate Funding | - | 102 | - | - | - | - | - | - | **102** | 10 | 92 | - | - | - | - | **102** |
| HRA Projects | Housing Development Schemes (HE) | Project 33 | Government Grants - Homes England Funding | - | 512 | - | - | - | - | - | - | **512** | 512 | - | - | - | - | - | **512** |
| HRA Projects | Housing Development Schemes (HE) | Project 33 | Borrowing 50 Yrs | - | 548 | - | - | - | - | - | - | **548** | 548 | - | - | - | - | - | **548** |
| HRA Projects | Housing Development Schemes (HE) | Project 33 | One Public Estate Funding | - | 78 | - | - | - | - | - | - | **78** | 78 | - | - | - | - | - | **78** |
| HRA Projects | Housing Development Schemes (HE) | Project 36 | Government Grants - Homes England Funding | 76 | 689 | - | - | - | - | - | - | **765** | - | 76 | 689 | - | - | - | **765** |
| HRA Projects | Housing Development Schemes (HE) | Project 36 | Borrowing 50 Yrs | 94 | 691 | - | - | - | - | - | - | **785** | - | 94 | 691 | - | - | - | **785** |
| HRA Projects | Housing Development Schemes (HE) | Project 36 | One Public Estate Funding | - | 150 | - | - | - | - | - | - | **150** | - | - | 150 | - | - | - | **150** |
| HRA Projects | Housing Development Schemes (HE) | Project 20 | Government Grants - Homes England Funding | 152 | 7,272 | - | - | - | - | - | - | **7,424** | - | 152 | 3,636 | 3,636 | - | - | **7,424** |
| HRA Projects | Housing Development Schemes (HE) | Project 20 | Borrowing 50 Yrs | 156 | 7,478 | - | - | - | - | - | - | **7,634** | - | 156 | 3,739 | 3,739 | - | - | **7,634** |
| HRA Projects | Housing Development Schemes (HE) | Project 20 | One Public Estate Funding | 29 | 1,410 | - | - | - | - | - | - | **1,439** | - | 29 | 705 | 705 | - | - | **1,439** |
| HRA Projects | Other HRA Projects | Old Road Depot remodelling options - forecast expenditure to maintain operations | Borrowing 25 Yrs | 50 | - | - | - | - | - | - | - | **50** | 50 | - | - | - | - | - | **50** |
| HRA Projects | Other HRA Projects | Sewerage Treatment Works - Washfield | RCCO - From HRA Revenue EMR's - Other | 25 | - | - | - | - | - | - | - | **25** | 25 | - | - | - | - | - | **25** |
| HRA Projects | Existing Housing Stock | Garage Mods | MRA Reserve | - | - | 150 | 150 | 150 | - | - | **450** | **450** | 150 | 150 | 150 | - | - | - | **450** |
| HRA Projects | Existing Housing Stock | Decent Homes | MRA Reserve | - | - | 395 | 195 | 195 | 200 | 200 | **1,185** | **1,185** | 395 | 195 | 195 | 200 | 200 | - | **1,185** |
| HRA Projects | Existing Housing Stock | Fire Safety | MRA Reserve | - | - | 40 | 30 | 20 | 20 | 20 | **130** | **130** | 40 | 30 | 20 | 20 | 20 | - | **130** |
| HRA Projects | Existing Housing Stock | Window/Doors | MRA Reserve | - | - | 400 | 400 | 400 | 400 | 400 | **2,000** | **2,000** | 400 | 400 | 400 | 400 | 400 | - | **2,000** |
| HRA Projects | Existing Housing Stock | Heating | MRA Reserve | - | - | 405 | 410 | 415 | 420 | 425 | **2,075** | **2,075** | 405 | 410 | 415 | 420 | 425 | - | **2,075** |
| HRA Projects | Existing Housing Stock | Renewables | RCCO - From HRA Revenue EMR's - Renewable Energy | - | - | 250 | 250 | 250 | 250 | 250 | **1,250** | **1,250** | 250 | 250 | 250 | 250 | 250 | - | **1,250** |
| HRA Projects | Existing Housing Stock | Adaptations | Usable Capital Receipts | - | - | 310 | 315 | 320 | 325 | 330 | **1,600** | **1,600** | 310 | 315 | 320 | 325 | 330 | - | **1,600** |
| HRA Projects | Existing Housing Stock | Void Capital Works | MRA Reserve | - | - | 140 | 145 | 150 | 155 | 160 | **750** | **750** | 140 | 145 | 150 | 155 | 160 | - | **750** |
| HRA Projects | Existing Housing Stock | Double Glazed Unit Replacement | MRA Reserve | - | - | 20 | 20 | 20 | 20 | 20 | **100** | **100** | 20 | 20 | 20 | 20 | 20 | - | **100** |
| HRA Projects | Existing Housing Stock | Responsive capital works | MRA Reserve | - | - | 100 | 110 | 120 | 130 | 140 | **600** | **600** | 100 | 110 | 120 | 130 | 140 | - | **600** |
| HRA Projects | Housing Development Schemes (HE) | Project 26 | Government Grants - Homes England Funding | - | - | 270 | - | - | - | - | **270** | **270** | - | 27 | 243 | - | - | - | **270** |
| HRA Projects | Housing Development Schemes (HE) | Project 26 | Borrowing 50 Yrs | - | - | 705 | - | - | - | - | **705** | **705** | - | - | 705 | - | - | - | **705** |
| HRA Projects | Housing Development Schemes (HE) | Project 26 | RCCO - From HRA Revenue EMR's - Afford Rents Surplus | - | - | 225 | - | - | - | - | **225** | **225** | - | 93 | 132 | - | - | - | **225** |
| HRA Projects | Housing Development Schemes (HE) | Project 22 | Government Grants - Homes England Funding | - | - | 630 | - | - | - | - | **630** | **630** | 63 | 567 | - | - | - | - | **630** |
| HRA Projects | Housing Development Schemes (HE) | Project 22 | Borrowing 50 Yrs | - | - | 1,471 | - | - | - | - | **1,471** | **1,471** | - | 1,471 | - | - | - | - | **1,471** |
| HRA Projects | Housing Development Schemes (HE) | Project 22 | Usable Capital Receipts | - | - | 699 | - | - | - | - | **699** | **699** | 217 | 482 | - | - | - | - | **699** |
| HRA Projects | Housing Development Schemes (HE) | Project 27 | Government Grants - Homes England Funding | - | - | 765 | - | - | - | - | **765** | **765** | - | 68 | 697 | - | - | - | **765** |
| HRA Projects | Housing Development Schemes (HE) | Project 27 | Borrowing 50 Yrs | - | - | 755 | - | - | - | - | **755** | **755** | - | 102 | 653 | - | - | - | **755** |
| HRA Projects | Housing Development Schemes (HE) | Project 27 | One Public Estate Funding | - | - | 180 | - | - | - | - | **180** | **180** | - | - | 180 | - | - | - | **180** |
| HRA Projects | Housing Development Schemes (HE) | Project 54 | Government Grants - Homes England Funding | - | - | 90 | - | - | - | - | **90** | **90** | 9 | 81 | - | - | - | - | **90** |

**2024/25 - 2028/29 Capital Programme - FUNDING**

| Area | Sub Area | Project Title | Funding Description | To be rolled f/wd from 2023/24 Forecast Slippage from 2023/24 to be C/fwd to 2024/25 £000's | To be rolled f/wd from 2023/24 Forecast Budget from 2023/24 to be spent over life of MTFP £000's | Total Project Costs for Approval 2024/25 £000's | 2025/26 £000's | 2026/27 £000's | 2027/28 £000's | 2028/29 £000's | Total £000's | Grand Total £000's | Spend Profile 2024/25 £000's | 2025/26 £000's | 2026/27 £000's | 2027/28 £000's | 2028/29 £000's | Beyond 2028/29 £000's | Total £000's |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| HRA Projects | Housing Development Schemes (HE) | Project 54 | Borrowing 50 Yrs | - | - | 110 | - | - | - | - | **110** | **110** | 11 | 99 | - | - | - | - | **110** |
| HRA Projects | Housing Development Schemes (HE) | Project 55 | Government Grants - Homes England Funding | - | - | 90 | - | - | - | - | **90** | **90** | - | 9 | 81 | - | - | - | **90** |
| HRA Projects | Housing Development Schemes (HE) | Project 55 | Borrowing 50 Yrs | - | - | 110 | - | - | - | - | **110** | **110** | - | 11 | 99 | - | - | - | **110** |
| Other | HRA Vehicles | Vehicle leasing - Housing | HRA - Lease Finance | - | - | 80 | - | - | 420 | 50 | **550** | **550** | 80 | - | - | 420 | 50 | - | **550** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 56 | UCR 1:4:1 Replacement Homes | - | - | - | 80 | - | - | - | **80** | **80** | - | - | 80 | - | - | - | **80** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 56 | Borrowing 50 Yrs | - | - | - | 120 | - | - | - | **120** | **120** | - | 20 | 100 | - | - | - | **120** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 57 | UCR 1:4:1 Replacement Homes | - | - | - | 80 | - | - | - | **80** | **80** | - | - | 80 | - | - | - | **80** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 57 | Borrowing 50 Yrs | - | - | - | 120 | - | - | - | **120** | **120** | - | 20 | 100 | - | - | - | **120** |
| HRA Projects | Housing Development Schemes (HE) | Project 16 | Government Grants - Homes England Funding | - | - | - | 450 | - | - | - | **450** | **450** | - | 40 | 410 | - | - | - | **450** |
| HRA Projects | Housing Development Schemes (HE) | Project 16 | Borrowing 50 Yrs | - | - | - | 460 | - | - | - | **460** | **460** | - | 60 | 400 | - | - | - | **460** |
| HRA Projects | Housing Development Schemes (HE) | Project 16 | One Public Estate Funding | - | - | - | 90 | - | - | - | **90** | **90** | - | - | 90 | - | - | - | **90** |
| HRA Projects | Housing Development Schemes (HE) | Project 23 | Government Grants - Homes England Funding | - | - | - | 1,845 | - | - | - | **1,845** | **1,845** | - | 185 | 1,660 | - | - | - | **1,845** |
| HRA Projects | Housing Development Schemes (HE) | Project 23 | Borrowing 50 Yrs | - | - | - | 1,670 | - | - | - | **1,670** | **1,670** | - | - | 1,670 | - | - | - | **1,670** |
| HRA Projects | Housing Development Schemes (HE) | Project 23 | RCCO - From HRA Revenue EMR's - Afford Rents Surplus | - | - | - | 225 | - | - | - | **225** | **225** | - | 225 | - | - | - | - | **225** |
| HRA Projects | Housing Development Schemes (HE) | Project 23 | One Public Estate Funding | - | - | - | 360 | - | - | - | **360** | **360** | - | - | 360 | - | - | - | **360** |
| HRA Projects | Housing Development Schemes (HE) | Project 12 | Government Grants - Homes England Funding | - | - | - | 720 | - | - | - | **720** | **720** | - | 72 | 648 | - | - | - | **720** |
| HRA Projects | Housing Development Schemes (HE) | Project 12 | Borrowing 50 Yrs | - | - | - | 760 | - | - | - | **760** | **760** | - | 88 | 672 | - | - | - | **760** |
| HRA Projects | Housing Development Schemes (HE) | Project 12 | One Public Estate Funding | - | - | - | 120 | - | - | - | **120** | **120** | - | - | 120 | - | - | - | **120** |
| HRA Projects | Housing Development Schemes (HE) | Project 30 | UCR 1:4:1 Replacement Homes | - | - | - | 495 | - | - | - | **495** | **495** | - | 44 | 451 | - | - | - | **495** |
| HRA Projects | Housing Development Schemes (HE) | Project 30 | Borrowing 50 Yrs | - | - | - | 515 | - | - | - | **515** | **515** | - | 66 | 449 | - | - | - | **515** |
| HRA Projects | Housing Development Schemes (HE) | Project 30 | One Public Estate Funding | - | - | - | 90 | - | - | - | **90** | **90** | - | - | 90 | - | - | - | **90** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 58 | UCR 1:4:1 Replacement Homes | - | - | - | - | 80 | - | - | **80** | **80** | - | - | - | 80 | - | - | **80** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 58 | Borrowing 50 Yrs | - | - | - | - | 8 | - | - | **8** | **8** | - | - | 8 | - | - | - | **8** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 58 | RCCO - From HRA Revenue EMR's - Afford Rents Surplus | - | - | - | - | 112 | - | - | **112** | **112** | - | - | 12 | 100 | - | - | **112** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 59 | UCR 1:4:1 Replacement Homes | - | - | - | - | 80 | - | - | **80** | **80** | - | - | - | 80 | - | - | **80** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 59 | Borrowing 50 Yrs | - | - | - | - | 8 | - | - | **8** | **8** | - | - | 8 | - | - | - | **8** |
| HRA Projects | Housing Schemes (1:4:1 Projects) | Project 59 | RCCO - From HRA Revenue EMR's - Afford Rents Surplus | - | - | - | - | 112 | - | - | **112** | **112** | - | - | 12 | 100 | - | - | **112** |
| HRA Projects | Housing Development Schemes (HE) | Project 24 | Government Grants - Homes England Funding | - | - | - | - | 495 | - | - | **495** | **495** | - | - | 50 | 445 | - | - | **495** |
| HRA Projects | Housing Development Schemes (HE) | Project 24 | Borrowing 50 Yrs | - | - | - | - | 515 | - | - | **515** | **515** | - | - | 60 | 455 | - | - | **515** |
| HRA Projects | Housing Development Schemes (HE) | Project 24 | One Public Estate Funding | - | - | - | - | 90 | - | - | **90** | **90** | - | - | - | 90 | - | - | **90** |
| HRA Projects | Housing Development Schemes (HE) | Project 35 | Government Grants - Homes England Funding | - | - | - | - | 765 | - | - | **765** | **765** | - | - | 76 | 689 | - | - | **765** |
| HRA Projects | Housing Development Schemes (HE) | Project 35 | Borrowing 50 Yrs | - | - | - | - | 25 | - | - | **25** | **25** | - | - | - | 25 | - | - | **25** |
| HRA Projects | Housing Development Schemes (HE) | Project 35 | Usable Capital Receipts | - | - | - | - | 700 | - | - | **700** | **700** | - | - | 94 | 606 | - | - | **700** |
| HRA Projects | Housing Development Schemes (HE) | Project 35 | One Public Estate Funding | - | - | - | - | 210 | - | - | **210** | **210** | - | - | - | 210 | - | - | **210** |
| HRA Projects | Housing Development Schemes (HE) | Project 31 | Government Grants - Homes England Funding | - | - | - | - | 495 | - | - | **495** | **495** | - | - | 50 | 445 | - | - | **495** |
| HRA Projects | Housing Development Schemes (HE) | Project 31 | Borrowing 50 Yrs | - | - | - | - | 515 | - | - | **515** | **515** | - | - | 60 | 455 | - | - | **515** |
| HRA Projects | Housing Development Schemes (HE) | Project 31 | One Public Estate Funding | - | - | - | - | 90 | - | - | **90** | **90** | - | - | - | 90 | - | - | **90** |
| HRA Projects | Housing Development Schemes (HE) | Project 13 | Government Grants - Homes England Funding | - | - | - | - | 495 | - | - | **495** | **495** | - | - | 50 | 445 | - | - | **495** |
| HRA Projects | Housing Development Schemes (HE) | Project 13 | Borrowing 50 Yrs | - | - | - | - | 515 | - | - | **515** | **515** | - | - | 60 | 455 | - | - | **515** |
| HRA Projects | Housing Development Schemes (HE) | Project 13 | One Public Estate Funding | - | - | - | - | 90 | - | - | **90** | **90** | - | - | - | 90 | - | - | **90** |
| **HRA Subtotals** | | | | **13,487** | **27,870** | **9,740** | **11,085** | **8,310** | **3,220** | **2,885** | **35,240** | **76,597** | **16,026** | **16,290** | **25,236** | **16,160** | **2,885** | **-** | **76,597** |
| **Grand Totals** | | | | **28,833** | **44,947** | **18,967** | **15,890** | **10,890** | **4,855** | **4,345** | **54,947** | **128,727** | **40,701** | **38,070** | **27,816** | **17,795** | **4,345** | **-** | **128,727** |

This page is intentionally left blank

| | |
|---|---|
| **Report for:** | **Cabinet** |
| Date of Meeting: | 6 February 2024 |
| Subject: | **2023/24 QUARTER 3 MONITORING** |
| Cabinet Member: | Cllr James Buczkowski, Cabinet Member for Finance |
| Responsible Officer: | Andrew Jarrett, Deputy Chief Executive (S151) |
| Exempt: | Appendix G – Part I Exempt from publication under paragraph 3, Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) as it contains information relating to the financial or business affairs of any particular person (including the authority holding that information) |
| Wards Affected: | All |
| Enclosures: | Appendix A – General Fund Summary<br>Appendix B – General Fund Service Variances<br>Appendix C – Employee Cost Summary Analysis<br>Appendix D – Income Summary Analysis<br>Appendix E – HRA Summary and detail variances<br>Appendix F – Capital Programme Summary<br>Appendix G – 3Rivers update (PART 2) |

**Section 1 – Summary and Recommendation(s)**

To present the forecast Outturn position for the General Fund, Housing Revenue Account and Capital Programme for the financial year 2023/24.

**Recommendation(s):**

**1. The Cabinet are asked to:**

**a) Note the financial monitoring information for the income and expenditure for the three months to 31 December 2023 and the projected outturn position;**

**b) Note the use of Waivers for the Procurement of goods and services as included in Section 9;**

c) **Note the financial implication to the current year of closing 3rivers is £2.8m in further impairments (write off), taking the total to c£8.1m (compared to a forecasted £8.9 in Qtr 2 at which point Cabinet noted an forecasted impairment of £3.7m for the current year) and asset purchases with a value of c£2.6m which will provide future economic benefit to the Council.**

d) **Agree the £1,810,600 increase in the 2023/24 Capital Deliverable Budget reflecting the previous cabinet decision (March 2023) to spend the Local Authority Housing Fund (LAHF1) including the associate match funding requirement.**

## Section 2 – Report

### 1.0 Introduction

1.1 This report contains information relating to the Council's overall financial performance for the 2023/24 financial year. Monitoring the Budget is an important part of the Council's performance management framework. The aim is to keep a tight control on spending on services within a flexible budget management framework.

1.2 The purpose of this report is to highlight to Cabinet our current financial status and the likely reserve balances at 31 March 2024. It encompasses both revenue, in respect of the General Fund, the Housing Revenue Account (HRA), and Capital Programme. The detail under pinning these projections is included within the body of report in the following sections / appendices:

- The projected General Fund outturn position for 2023/24 (**Section 3 + Appendices A to D**);
- The projected HRA Outturn position for 2023/24 (**Section 4 + Appendix E**);
- The projected Capital Outturn position for 2023/24 (**Section 5 + Appendix F**);
- Collection Fund Update (**Section 6**);
- The projected Reserves Outturn position for 2023/24 (**Section 7**);
- The Procurement Waivers utilised during the quarter (**Section 8**);
- The latest position of 3Rivers (**Appendix G – Part 2**)

1.3 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). Any variance against the agreed budget will impact on the Council's reserves. This monitoring focuses on significant budget variances (+/- £20k), including any remedial action where necessary leading to an estimated overall Outturn position.

1.4 The Council's financial position will be constantly reviewed to ensure its continued financial health and delivery of excellent Value for Money.

1.5 This report also includes Section 9 which updates Members on the use of Procurement Waivers during the first quarter of 2023/24. A procurement waiver

is were contract procedure regulations have not be applied due to exceptional circumstances, such as urgency of the goods/services being required, or the specialist nature of the goods/services where there is no effective competition to provide it.

1.6 Members should note that officers have also identified areas where some unbudgeted expenditure can be mitigated through the use of earmarked reserves. Therefore this is shown in Appendix A within the individual service areas enabling clarity on the overall forecast outturn variance that will affect General Reserves.

1.7 A summary of the Council's Treasury Management year end position is shown in Section 8. This now includes further detail as required by new regulations.

## 2.0 Executive Summary of 2023/24

2.1. The report indicates a projected General Fund outturn variance of £119k over spend (£196k in Qtr 2) and a HRA outturn variance of £520k under spend (£485k in Qtr 2). In respect of the Capital Programme, there is a variance of £53,595k against the 2023/24 Deliverable Budget, this is explained through a forecast £1,475k under spend, £1,656k over spend and slippage of £28,823k across various projects, with £24,954k no longer required, the majority of which was funding for future 3Rivers development projects.

2.2. The General Fund position must be considered against the position agreed by Full Council in March to draw £625k from General Reserves to balance the budget and the £400k vacancy saving target to be identified in-year. Therefore, to be forecasting to have reduced this £1,025k challenge down to £119k is a significant achievement. The workforce review group have, and continue to, consider each vacancy to ensure that we achieve and exceed the £400k vacancy target, and services have achieved significant budgetary savings in order to deliver a virtually balanced position. Work continues to ensure the position is maintained and pushed further towards fully offsetting the in-year savings targets set by Full Council.

2.3. Although overall targeted staffing savings are above the £400k vacancy target, the Council continues to struggle with recruitment and retention particularly within Waste, Planning Enforcement and Public Health requiring higher usage of agency staff than planned. Some service areas that were dependent upon agency support have reduced or removed this requirement through successfully filling roles. Therefore forecast outturn agency costs are c£220k lower than they were at this point last year.

2.4. In respect of income, there are significant reductions in Planning and Building Control income due to the increasingly depressed housing market leading to fewer planning applications and build sign offs. However, other income streams are tracking well above budget giving an overall credit to the bottom-line.

2.5. If the forecast level of over spend is required to be covered from General Reserves, this will reduce the balance to £1,905k rather than the planned £1,400k, thereby reducing the required draw by £505k. However, this revised balance is below the agreed minimum £2m balance and therefore action needs to be taken to address the matter, through the wider MTFP strategy.

2.6. All of the above positive budgetary achievements currently exclude any in-year implications associated with the soft closure of 3Rivers which are currently expected to be in the region of £5.4m and will need to be funded from a number of drawings from existing earmarked reserves – see **Section 7** and **Appendix G (Part 2).** This will be formalised in the end of year outturn accounts.

## 3.0 The General Fund

3.1. The forecast General Fund over spend for the current year is £119k after transfers to and from Earmarked Reserves. A summary explanation of these key variances is shown in **Appendix A**, service by service. **Appendix B** also provides the detail of the key variances and those above £20k (+ or -) at individual service level to enable full transparency of the position. Similarly, within **Appendix F** (Capital Programme) the detail of the key variances at individual project level are included.

3.2. The table below shows the overall Budget, Forecast and Variance, summarised for 2023/24.

*Table 1 – General Fund Summary*

| **Financial Summary for 2023/24** | **2023/24 Budget £** | **2023/24 Forecast £** | **2023/24 Variance £** |
|---|---|---|---|
| Total Net Cost of Services | 15,664,819 | 16,231,488 | 556,669 |
| Other Income and Expenditure | (3,201,584) | (3,109,022) | 92,561 |
| **Total Net Budgeted Expenditure** | **12,463,235** | **13,122,467** | **659,231** |
| Total Funding | (12,463,235) | (13,003,163) | (539,928) |
| **Net Income and Expenditure** | **0** | **119,304** | **119,304** |

3.3. The current incomes from our major fee income streams are shown in **Appendix C**. It shows that the full year forecast Income variance is £349k above budget. The lower than forecast income in Planning and Building Control reflects the economic/market conditions, although has improved overall from earlier forecasts. Within Waste, Garden and Trade waste is healthy and above forecasts, however recyclate prices, which are excluded from Appendix C, have dropped and therefore this income stream is £200k lower than expected. Other Service income streams remain relatively close to expectations.

3.4. The current employee costs are shown at Appendix D. It shows a full year forecast under spend of £484k, after taking into account the £400k vacancy target included across Corporate Management and Leisure (with the actual savings shown against the respective service areas). Notable savings are being made in Property, Legal and Democratic Services, Economic Development, Planning and IT due to vacancies not being filled. All vacancies are fully reviewed to consider if the position can be removed permanently, or temporarily managed without. Within Public Health, the use of Homes for Ukraine funding is offsetting the administrative cost of operating the scheme on behalf of the government. The Waste service is showing a notable over spend on staff costs due to higher than expected absence, both through vacancies and sickness.

3.5. The impact on the 2023/24 local government pay award has been amended from the assumed 5.5% budgeted uplift, to reflect the agreed uplift of the higher of £1,925k or 3.88%. This creates a relatively minor variance (+ or -) in each service area depending on the average pay in that area.

3.6. Agency Spend to date continues to be high following on from 2022/23. This is particularly applicable to Waste which has high levels of sickness in the year so far and is required to maintain the service. Overall, agency costs are largely offset by corresponding underspends on the service's staffing establishment.

3.7. The Other Income and Expenditure variance shown in the table within para 3.2 above, includes the budgeted £625k draw from General Reserves, whereas the final outturn variance will be the actual transfer to or from General Reserves. It is now virtually fully offset by service savings, the increased return on investments due to continued increase in interest rates and additional grant and collection fund yields projections since setting the budget. Therefore the £625k is not expected to be drawn at this time.

3.8. 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 2024:

*Table 2 – Summary of Key Reserves*

| **Usable Reserves** | **31/03/2023** | **Forecast In Year Movement** | **31/03/2024** |
|---|---|---|---|
| ***REVENUE*** | **£000's** | **£000's** | **£000's** |
| General Fund (See above) | (2,025) | 119 | **(1,905)** |
| Earmarked Reserves | (18,160) | 1,728 | **(16,432)** |
| **HOUSING REVENUE ACCOUNT** (See Section 4) | (2,000) | (520) | **(2,520)** |

However, the actual reserves will be increased or decreased by the surplus or deficit generated on the General Fund in the year.

## 4.0 Housing Revenue Account (HRA)

4.1. This is a ring-fenced reserve in respect of the Council's housing landlord function. It is increased or decreased by the surplus or deficit generated on the HRA in the year. At Quarter 2 2023/24 the forecast year end budget position is a net surplus of £520k (£485k in Qtr 2). An explanation of the key variances and those above £20k + or -) are highlighted within **Appendix E**. The main movement from the Quarter 2 forecast is a £40k reduction on capital financing costs due to slippage to the 2023/24 projected capital spend.

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

## 5.0 Capital Programme

5.1. The Capital Quarter 2 summary is attached as Appendix F to this report. The approved total Capital Programme Approval is £139,277k, although much of this is planned to be spent in future years. It is requested that this be increased by £1,811k largely reflecting the Cabinet decision to maximise the opportunity offered by the Local Authority Housing Fund to purchase additional housing to reduce temporary accommodation costs. The matched funding required from this funding stream can be funded as before through a mix of unspent Capital Grants, Capital Earmarked Reserves or Prudential Borrowing. This would increase the 2023/24 Deliverable Programme to £68,107k.

5.2. At Quarter 2 the actual, committed and forecast spend for 2023/24 amount to £14,512k; leaving a variance of £53,595k against the increased 2023/24 Deliverable Budget. Of which, £1,474k is an under spend; £1,656k is an over spend, £28,823k will slip into future years and £24,954k is no longer required.

5.3. The main areas of slippage relate to HRA developments where the overall programme of works is regularly reviewed. As a result, some projects have slipped to later in the MTFP timetable, while others have been brought forward. The Cullompton Relief Road still awaits funding via a successful bid against the Government's Levelling-Up Scheme.

5.4. The £14,512k expenditure will be funded by the use of £1,306k of Capital Receipts (including 1-4-1 receipts), £4,665k grant funding, £4,593k Revenue Contributions such as S106 or utilisation of reserves and £3,947k through internal borrowing (including Lease finance). No further external borrowing has been required during the year.

## 6.0 Treasury Management

6.1. The CIPFA (Chartered Institute of Public Finance and Accountancy) Code of Practice for Treasury Management 2021 introduced a new requirement for 2023/24 that members be updated on treasury management activities and indicators at least quarterly. This section, therefore, ensures this Council is implementing best practice in accordance with the Code.

### 6.2. Prudential and Treasury Indicators for 2023/24 as of 31 December 2023

6.2.1. It is a statutory duty for the Council to determine and keep under review the affordable borrowing limits. During the quarter ended 31 December 2023, the Council has operated within the treasury and prudential indicators set out in the Council's Treasury Management Strategy Statement for 2023/24 (approved at Full Council 08/03/2023). The Deputy Chief Executive (S151) reports that no difficulties are envisaged for the current or future years in complying with these indicators.

6.2.2. The table below shows the Council's updated treasury indicators for 2023/24.

| Treasury Indicators | 2023/24 Original Forecast £000 | 2023/24 Q1 Updated Forecast £000 | 2023/24 Q3 Updated Forecast £000 |
|---|---|---|---|
| Authorised Limit for External Debt | 107,000 | 64,000 | 60,000 |
| Operational Boundary for External | 98,000 | 55,000 | 51,000 |
| Gross External Debt | 45,910 | 33,450 | 33,465 |
| Investments | 10,000 | 20,000 | 17,901 |
| Net Borrowing | 35,910 | 13,450 | 15,564 |

6.2.3. The table below shows the Council's updated prudential indicators for 2023/24.

| Prudential Indicators | 2023/24 Original Forecast £000 | 2023/24 Q1 Updated Forecast £000 | 2023/24 Q3 Updated Forecast £000 |
|---|---|---|---|
| **Capital Expenditure** | **64,826** | **17,486** | **14,512** |
| *Of which General Fund* | 17,084 | 4,005 | 4,459 |
| *Of which HRA* | 21,634 | 9,745 | 7,414 |
| *Of which Loans to Subsidiary* | 26,108 | 3,736 | 2,639 |
| **Capital Financing Requirement** | **96,793** | **53,623** | **49,885** |
| *Of which General Fund* | 14,223 | 9,832 | 9,722 |
| *Of which HRA* | 51,934 | 43,791 | 40,163 |
| *Of which Loans to Subsidiary* | 30,636 | 0 | 0 |
| **Annual Change in CFR** | **25,814** | **(10,969)** | **(14,707)** |
| **In-Year Borrowing Requirement** | **12,500** | **0** | **0** |

**see 6.4 for more information*

### 6.3. Investment Portfolio

6.3.1. In accordance with the Code, it is the Council's priority to ensure security of capital and liquidity, and to obtain an appropriate level of return which is consistent with the Council's risk appetite. Interest rates offered by banks and building societies have come down during Q3 as market participants become increasingly confident that Bank Rate has peaked at 5.25% and will see cuts later in 2024. The local authority market has recently been offering better returns than the banks, and so most surplus cash during Q3 has been placed with other local authorities to take advantage of this.

6.3.2. The Council's investment portfolio as at 31 December 2023 was made up of short term investments/deposits to the value of £29.30m, comprising of £26.50m in fixed term investments and £2.80m in NatWest call accounts. In addition to this, the Council also holds £5.00m in the CCLA commercial property fund.

6.3.3. The following table shows short term investments/deposits held as at 31 December 2023.

| Institution | Principal £000 | Interest Rate | Start Date | Maturity Date |
|---|---|---|---|---|
| NBK International PLC | 2,000,000 | 5.870% | 02/08/2023 | 02/02/2024 |
| Goldman Sachs International Bank | 2,500,000 | 5.840% | 29/08/2023 | 29/02/2024 |
| City of Liverpool | 2,000,000 | 5.700% | 29/09/2023 | 31/05/2024 |
| Surrey County Council | 2,500,000 | 5.550% | 26/10/2023 | 26/04/2024 |
| NBK International PLC | 2,000,000 | 5.550% | 02/11/2023 | 02/05/2024 |
| Surrey County Council | 2,500,000 | 5.550% | 15/11/2023 | 15/05/2024 |
| Eastleigh Borough Council | 3,000,000 | 5.550% | 20/11/2023 | 20/05/2024 |
| Blackpool Council | 5,000,000 | 5.600% | 11/12/2023 | 11/03/2024 |
| DMO | 3,000,000 | 5.190% | 18/12/2023 | 04/01/2024 |
| DMO | 2,000,000 | 5.190% | 21/12/2023 | 04/01/2024 |

6.3.4. The Council received an average return of 5.08% on investments during the first three quarters of 2023/24, up from 4.21% in the first quarter. Returns during the early part of 2023/24 were weakened slightly by maturing investments made before the full extent of Bank Rate increases was known, and so this rate was slightly below the interest rates on offer during that time. Performance has improved marginally through Q2 and Q3 following further increases to interest rates, however it is likely we have now seen the peak.

6.3.5. The Council currently has £5m deposited with the CCLA (Churches, Charities and Local Authorities) Local Authorities' Property Fund, which pays dividends quarterly. For the first three quarters of 2023/24, dividends of £174k (4.64%)

were received, up from £150k (4.00%) for the same period in 2022/23. There has been a decrease in fund value of £151k during the first three quarters of 2023/24. The Council's share in the fund is now valued at £4.488m.

6.3.6. Officers can confirm that the approved limits within the Annual Investment Strategy were not breached during the quarter ended 31 December 2023.

## 6.4. Borrowing

6.4.1. The Council has no short-term borrowing but has existing PWLB loans of £32.349m as at 31 December 2023, in addition to £2.092m in finance leases.

6.4.2. The Council's revised Capital Financing Requirement (CFR) for 2023/24 is £49.885m. The CFR denotes the Council's underlying need to borrow for capital purposes. If the CFR is positive the Council may borrow from the PWLB or the market (external borrowing) or from internal balances on a temporary basis (internal borrowing). The balance of external and internal borrowing is generally driven by market conditions. Table 6.2.2 shows the Council has forecast borrowings at 31 March 2024 of £33.465m, and so will have utilised £16.420m of cash flow funds in lieu of borrowing to finance the CFR of £49.885m shown in table 6.2.3.

6.4.3. There has so far been no new borrowing in 2023/24, and it is expected that there will not be a need for new borrowing before the end of the financial year. This is a reduction in the level of borrowing forecast at the start of the year, which originally stood at £12.500m, and is mainly due to note lending to 3Rivers as original expected and slippage in the Capital Programme.

## 6.5. Economic Update

6.5.1. The Council's treasury advisor, Link Group, provided the following forecasts on 08 January 2024 (PWLB rates are certainty rates, gilt yields plus 80bps):

| Link Group Interest Rate View 08.01.24 | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Mar-24 | Jun-24 | Sep-24 | Dec-24 | Mar-25 | Jun-25 | Sep-25 | Dec-25 | Mar-26 | Jun-26 | Sep-26 | Dec-26 | Mar-27 |
| BANK RATE | 5.25 | 5.25 | 4.75 | 4.25 | 3.75 | 3.25 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| 3 month ave earnings | 5.30 | 5.30 | 4.80 | 4.30 | 3.80 | 3.30 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| 6 month ave earnings | 5.20 | 5.10 | 4.60 | 4.10 | 3.70 | 3.30 | 3.10 | 3.10 | 3.10 | 3.10 | 3.10 | 3.10 | 3.10 |
| 12 month ave earnings | 5.00 | 4.90 | 4.40 | 3.90 | 3.60 | 3.20 | 3.10 | 3.10 | 3.10 | 3.10 | 3.10 | 3.20 | 3.20 |
| 5 yr PWLB | 4.50 | 4.40 | 4.30 | 4.20 | 4.10 | 4.00 | 3.80 | 3.70 | 3.60 | 3.60 | 3.50 | 3.50 | 3.50 |
| 10 yr PWLB | 4.70 | 4.50 | 4.40 | 4.30 | 4.20 | 4.10 | 4.00 | 3.90 | 3.80 | 3.70 | 3.70 | 3.70 | 3.70 |
| 25 yr PWLB | 5.20 | 5.10 | 4.90 | 4.80 | 4.60 | 4.40 | 4.30 | 4.20 | 4.20 | 4.10 | 4.10 | 4.10 | 4.10 |
| 50 yr PWLB | 5.00 | 4.90 | 4.70 | 4.60 | 4.40 | 4.20 | 4.10 | 4.00 | 4.00 | 3.90 | 3.90 | 3.90 | 3.90 |

6.5.2. It is now expected that the MPC will be keen to underpin its anti-inflation credentials by keeping Bank Rate at 5.25% until at least the second half of 2024. Rate cuts are expected to begin only when the CPI inflation and wage/employment data are unequivocally supportive of such a move.

6.5.3. The third quarter of 2023/24 saw:

- A 0.3% month-on-month decline in real GDP in October, potentially partly due to unseasonably wet weather, but also due to the ongoing drag from higher interest rates;
- A sharp fall in wage growth, with the headline 3 month year-on-year rate declining from 8.0% in September to 7.2% in October, although the ONS "experimental" rate of unemployment has remained low at 4.2%;
- CPI inflation continuing on its downward trajectory, from 8.7% in April to 4.6% in October, then again to 3.9% in November;
- Core CPI inflation decreasing from April and May's 31 year high of 7.1% to 5.1% in November, the lowest rate since January 2022;
- The Bank of England holding rates at 5.25% in November and December; and
- A steady fall in 10-year gilt yields as investors revised their interest rate expectations lower.

## 7.0 Other – 3Rivers Developments Ltd

7.1. Following the decision to soft close 3Rivers, the close down programme is managing the sale / transfer of assets.

7.1.1. In respect of St George's Court, agreement has been reached for the sale of all units to the HRA. The sale is progressing well and should complete at the end of January. Works will be undertaken to improve accessibility for the planned over 60's tenancy scheme and the first tenants are expected to be in occupation before the end of the financial year.

7.1.2. As previously reported, two houses at Hadden Heights, Bampton have been sold and receipts returned to the Council. A further two units are close to exchange and should complete before the end of the financial year. The remaining 5 units continue to be marketed.

7.1.3. Sale has been agreed for Knowle Lane back to the General Fund for expedience while longer term options are being considered. The sale should again complete at the end of January.

7.1.4. The Banksia property will also be bought by the General Fund and included within its property portfolio managed through an independent management company.

7.2. During the quarter ended 31 December 2023, a further £984k was loaned to 3 Rivers Developments Limited. The total outstanding loan value at this date was £22,080k. Interest of £172k was charged by the Authority in respect of these loans for the third quarter.

7.3. Now the route to closure is known and being implemented, greater clarity is available on the financial implications of the closure. A summary by project is

included within Appendix G – as Part 2 given the commercial nature of the business. This forecasts that the closure of the company will cost a further c5.4m, split between £2.8m in further impairments (write off), taking the total to c£8.1m (compared to a forecasted £8.9 in Qtr 2 at which point Cabinet noted an forecasted impairment of £3.7m for the current year) and asset purchases with a value of £2.6m which will provide future economic benefit to the Council.

7.4. Note the estimated 2023/24 financial implication of closing 3Rivers at c£5.4m will be funded through a combination of Earmarked Reserves including New Homes Bonus and various sinking funds. The precise make up of this will be recommended within the Cabinet Outturn report.

## 8.0 The Collection Fund

8.1. Mid Devon is a Collection Authority for Council Tax and Non-Domestic Rates, and as such, is required to produce a Collection Fund Account for the Mid Devon area. The movement from the position reported at Qtr 2 is £150k improvement in the forecast Business Rates surplus, increasing it to £294k which is proposed to be added to the smoothing reserve to minimise any deficit in future years.

## 9.0 Procurement Waivers

9.1. In exceptional circumstances, there are sometimes justifiable reasons to act outside the contract procedure regulations. These include the following reasons:

I. The work, goods or materials are urgently required, and loss would be entailed by delay arising from advertising;
II. The work, goods or materials required are of such special nature that no advantage would accrue by inviting competitive tenders;
III. There is no effective competition for the goods or materials required by reason of the fixing of prices under statutory authority or that such goods or materials are patented or proprietary articles or materials;
IV. Transactions, which, because of special circumstances, may (either individually or as a class) be excepted from time to time by the Cabinet of the Council.

9.2. In such circumstances, prior written approval of the Deputy Chief Executive (S151) is required and Cabinet will be informed. Below is a list of the Procurement Waivers utilised during the third quarter of this financial year:

*Table 3 – Summary of Procurement Waivers applied*

| Ref | Subject of the Waiver | Approximate Value £ | Reason Code |
|---|---|---|---|
| 1 | In house Biodiversity Net Gain support provided by funding from DEFRA | £40k | I |
| 2 | Tiverton EUE Community Centre: Architectural and Urban Design Expertise | £35k | I |
| 3 | Tiverton EUE Community Centre – Community Engagement Services | £10k | I |
| 4 | Tiverton EUE Community Centre – Quantity Surveyor Services | £10k | I |
| 5 | Tiverton EUE Community Centre – Transport Expertise | £10k | I |
| 6 | Renewal of Public Surveillance System CCTV at Culm Valley Leisure Centre | £15k | II |
| 7 | Installation of Fire Dampers at Phoenix House | £35k | I |

## 10.0 Conclusion

10.1. Members are asked to note the Revenue and Capital Outturn figures for the financial year 2023/24 and the use of procurement waivers during the quarter. We continue to closely monitor the financial position and amend our expectations accordingly.

**Financial Implications**
Good financial management and administration underpin the entire document. A surplus or deficit on the Revenue Budget will impact on the Council's General Fund balances. The Council's financial position is constantly reviewed to ensure its continued financial health.

**Legal Implications**
None.

**Risk Assessment**
Regular financial monitoring information mitigates the risk of over or underspends at year-end and allows the Council to direct its resources to key corporate priorities. Members will be aware that the Council continues to face a financially difficult and uncertain future. As such, the Strategic Risk Register (monitored by Audit Committee) includes a specific risk relating to this issue (CR7).

**Impact on Climate Change**
The General Fund, Capital Programme and the Housing Revenue Account all contain significant investment in order to work towards the Council's Carbon Reduction Pledge.

**Equalities Impact Assessment**
No equality issues identified for this report

**Relationship to Corporate Plan**
The financial resources of the Council impact directly on its ability to deliver the Corporate Plan prioritising the use of available resources in 2023/24. The Monitoring Report indicates how the Council's resources have been used to support the delivery of budgetary decisions.

**Section 3 – Statutory Officer sign-off/mandatory checks**

**Statutory Officer: Andrew Jarrett**
Agreed by or on behalf of the Section 151
**Date: 26/01/2024**

**Statutory Officer: Maria De Leiburne**
Agreed on behalf of the Monitoring Officer
**Date: 26/01/2024**

**Chief Officer: Stephen Walford**
Agreed by or on behalf of the Chief Executive/Corporate Director
**Date: 26/01/2024**

**Performance and risk: Steve Carr**
Agreed on behalf of the Corporate Performance & Improvement Manager
**Date: 26/01/2024**

**Cabinet member notified:** Yes

**Section 4 - Contact Details and Background Papers**

**Contact:** Paul Deal, Corporate Manager for Finance, Property and Climate Change
Email: pdeal@middevon.gov.uk
Telephone: 01884 23(4254)

**Background papers**: 2023/24 Budget Report to Cabinet / Full Council
2023/24 Qtr1 Monitoring Report
2023/24 Qtr2 Monitoring Report

This page is intentionally left blank

## GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD FROM 01 APRIL TO 31 DECEMBER 2023

| General Fund Summary | Appendix B Note Ref | 2023/24 Annual Budget £ | 2023/24 Full Year Forecast £ | 2023/24 Full Year Variance (0 = On budget) £ | 2023/24 Variance Funded To/(From) Earmarked Reserves £ | 2023/24 Variance after EMRs £ | 2023/24 Full Year Variance (0 = On budget) £ | 2023/24 Full Year Variance (0 = On budget) % |
|---|---|---|---|---|---|---|---|---|
| **Cllr Luke Taylor (Leader)** | | | | | | | | |
| Corporate Management | 1a | 1,337,539 | 1,610,979 | 273,440 | (58,440) | 215,000 | | 16.1% |
| Performance & Improvement | 1b | 96,659 | 85,859 | (10,800) | 0 | (10,800) | | -11.2% |
| **Cllr Simon Clist** | | | | | | | | |
| Bereavement Services | 2a | (32,239) | (8,839) | 23,400 | 0 | 23,400 | | 72.6% |
| Parks & Open Spaces | 2b | 340,379 | 360,379 | 20,000 | (20,000) | 0 | | 0.0% |
| Commercial Estate | 2c | (215,379) | (215,379) | 0 | 0 | 0 | | 0.0% |
| Property Services | 2d | 1,766,356 | 1,765,354 | (1,002) | 491,002 | 490,000 | | 27.7% |
| Community Alarms | 2f | (95,482) | (76,592) | 18,890 | 0 | 18,890 | | 19.8% |
| Homelessness & Rough Sleeping | 2g | 22,923 | (47,378) | (70,301) | 32,000 | (38,301) | | -167.1% |
| Housing Options | 2h | 411,804 | 524,804 | 113,000 | 37,000 | 150,000 | | 36.4% |
| **Cllr James Buczkowski** | | | | | | | | |
| Financial Services | 3a | 843,489 | 861,489 | 18,000 | 0 | 18,000 | | 2.1% |
| Revenues & Benefits | 3b | 849,153 | 781,753 | (67,400) | 45,000 | (22,400) | | -2.6% |
| **Cllr Jane Lock** | | | | | | | | |
| Human Resources | 4a | 582,915 | 537,515 | (45,400) | 0 | (45,400) | | -7.8% |
| Customer Services | 4b | 680,491 | 680,491 | 0 | 0 | 0 | | 0.0% |
| Communications | 4c | 109,152 | 109,152 | 0 | 0 | 0 | | 0.0% |
| Legal & Democratic Services | 4d | 1,327,690 | 1,217,690 | (110,000) | 0 | (110,000) | | -8.3% |
| **Cllr Josh Wright** | | | | | | | | |
| Car Parks | 5a | (545,510) | (568,510) | (23,000) | 0 | (23,000) | | -4.2% |
| Street Scene | 5b | 1,237,767 | 1,220,007 | (17,760) | (36,300) | (54,060) | | -4.4% |
| Waste Services | 5c | 2,225,484 | 2,427,934 | 202,450 | 0 | 202,450 | | 9.1% |
| Fleet Management | 5d | 54,112 | 54,112 | 0 | 0 | 0 | | 0.0% |
| **Cllr Steve Keable** | | | | | | | | |
| Economic Development | 6a | 973,502 | 1,722,242 | 748,740 | (742,522) | 6,218 | | 0.6% |
| Planning | 6b | 1,023,604 | 910,372 | (113,232) | (57,018) | (170,250) | | -16.6% |
| **Cllr David Wulff** | | | | | | | | |
| Recreation & Sport | 7a | 1,401,716 | 1,051,716 | (350,000) | 0 | (350,000) | | -25.0% |
| IT Services & Digital Transformation | 7b | 1,378,629 | 1,431,829 | 53,200 | (85,000) | (31,800) | | -2.3% |
| Pannier Market | 7c | 79,261 | 79,261 | 0 | 0 | 0 | | 0.0% |
| Community Grants | 7d | 138,500 | 138,500 | 0 | 0 | 0 | | 0.0% |
| Licensing | 7e | 24,378 | 24,102 | (276) | (10,084) | (10,360) | | -42.5% |
| Public Health | 7f | 709,739 | 664,459 | (45,280) | 58,280 | 13,000 | | 1.8% |
| **Cllr Natasha Bradshaw** | | | | | | | | |
| Climate change | 8a | 118,733 | 68,733 | (50,000) | 50,000 | 0 | | 0.0% |
| **All General Fund Services** | | **16,845,365** | **17,412,034** | **566,669** | **(296,082)** | **270,587** | | **1.6%** |
| Net recharge to HRA | | (1,883,810) | (1,883,810) | 0 | 0 | 0 | | 0.0% |
| Statutory Adjustments (Capital charges) | | 703,264 | 703,264 | 0 | 0 | 0 | | 0.0% |
| **Net Cost of Services** | | **15,664,819** | **16,231,488** | **566,669** | **(296,082)** | **270,587** | | **1.7%** |
| Net Interest Payable / (Receivable) | | (851,487) | (1,381,486) | (530,000) | 0 | (530,000) | | -62.2% |
| Transfers from General Reserves | | (625,000) | 0 | 625,000 | 0 | 625,000 | | 100.0% |
| 3 Rivers Development Ltd Closing Implications | | 0 | 5,377,000 | 5,377,000 | (5,377,000) | 0 | | 0.0% |
| Transfers from Earmarked Reserves to Offset 3 Rivers | | 0 | (5,377,000) | (5,377,000) | 5,377,000 | 0 | | 0.0% |
| Transfers into / (from) Earmarked Reserves | | (1,725,097) | (1,727,536) | (2,439) | 2,439 | 0 | | 0.0% |
| **Total Budgeted Expenditure** | | **12,463,235** | **13,122,467** | **659,231** | **(293,643)** | **365,587** | | **2.9%** |
| **FUNDED BY:** | | | | | | | | |
| **Business Rates** | | | | | | | | |
| Retained Business Rates | | (1,403,600) | (1,370,056) | 33,544 | 0 | 33,544 | | 2.4% |
| S31 Grant associated with Reliefs | | (2,915,360) | (2,934,348) | (18,988) | 0 | (18,988) | | -0.7% |
| Business Rates (Surplus)/Deficit | | 143,085 | (151,870) | (294,955) | 293,642 | (1,313) | | -0.9% |
| Business Rates Benefit from Devon Pool | | 0 | (150,000) | (150,000) | 0 | (150,000) | | 0.0% |
| **Council Tax** | | | | | | | | |
| Council Tax | | (6,724,350) | (6,724,350) | 0 | 0 | 0 | | 0.0% |
| Council Tax (Surplus)/Deficit (2022-23) | | (24,680) | (24,680) | 0 | 0 | 0 | | 0.0% |
| **Un-Ringfenced Grants** | | | | | | | | |
| New Homes Bonus Grant | | (394,666) | (319,882) | 74,784 | 0 | 74,784 | | 18.9% |
| Lower Tier Services Grant | | 0 | 0 | 0 | 0 | 0 | | 0.0% |
| Rural Services Delivery Grant | | (489,742) | (547,359) | (57,617) | 0 | (57,617) | | -11.8% |
| Council Tax Support Grant | | 0 | (107,286) | (107,286) | 0 | (107,286) | | 0.0% |
| 2023/24 Services Grant | | (85,970) | (89,506) | (3,536) | 0 | (3,536) | | -4.1% |
| Revenue Support Grant | | (98,468) | (98,468) | 0 | 0 | 0 | | 0.0% |
| Funding Guarantee Grant | | (469,484) | (485,358) | (15,874) | 0 | (15,874) | | -3.4% |
| **Total Budgeted Funding** | | **(12,463,235)** | **(13,003,163)** | **(539,928)** | **293,642** | **(246,286)** | | **-2.0%** |
| **Forecast in year (Surplus) / Deficit** | | **0** | **119,304** | **119,303** | **(1)** | **119,301** | | |
| General Fund Reserve 31/12/23 | | | | | | **(2,024,580)** | | |
| **Forecast General Fund Balance 31/03/2024** | | | | | | **(1,905,279)** | | |

This page is intentionally left blank

## GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD FROM 01 APRIL TO 31 DECEMBER 2023

| Note | Description of Major Movements or those above £20k | 2023/24 Full year variance (net of transfer to EMR) £ | PDG |
|---|---|---|---|
| **1a** | **Corporate Management** | | |
| | Vacant director post and other salary variances following management restructure | (55,000) | Cabinet |
| | Vacancy target - salary savings included within specific service lines | 300,000 | Cabinet |
| | Underspend on external audit fees | (30,000) | Cabinet |
| | Devon Housing Commission funded by EMR realease | 58,440 | Cabinet |
| | | **273,440** | |
| **2a** | **Bereavement Services** | | |
| | Internments & Exclusive Burial Rights income down against budget | 23,400 | Environment |
| | | **23,400** | |
| **2b** | **Parks & Open Spaces** | | |
| | Tree works maintenance overspend across the District, funded by EMR release | 10,000 | Environment |
| | Play Area maintenance overspend, funded by EMR release | 10,000 | Environment |
| | | **20,000** | |
| **2d** | **Property Services** | | |
| | Asset Management overspend on consultancy to appeal the rateable value on MDDC properties and the identification of in-fill sites | 60,000 | Environment |
| | Roof repairs to Old Rd depot, funded from EMR | 8,998 | Environment |
| | Salary underspend due to vacant posts with Property Services (CMT lead & Facilities Supervisor) | (70,000) | Environment |
| | | **(1,002)** | |
| **2f** | **Community Alarms** | | |
| | Equipment and Call Centre fees estimated to be under budget | (11,580) | Homes |
| | Income from lifelines is forecast to be under budget due to a decline in the number of customers | 30,470 | Homes |
| | | **18,890** | |
| **2g** | **Homelessness & Rough Sleeping** | | |
| | Homes for Ukraine income to help with Temp B&B accommodation increased budget | (32,000) | Homes |
| | Temporary Accommodation overspend - Off-set by additional Homelessness support grant | 123,000 | Homes |
| | Homelessness bad debt write offs higher than budgeted | 25,000 | Homes |
| | Top-up Homelessness support & Domestic Abuse grant income - Remaining grant to off-set works to HMO's purchases | (186,301) | Homes |
| | | **(70,301)** | |
| **2h** | **Housing Options** | | |
| | Homes for Ukraine income to off-set budgeted staffing costs | (37,000) | Homes |
| | Works to HMO properties recently purchased to bring them up to standard to occupy - partially off-set by Homelessness & domestic abuse grants | 190,000 | Homes |
| | Salary savings from vacant post | (40,000) | Homes |
| | | **113,000** | |
| **3b** | **Revenues & Benefits** | | |
| | Unbudgeted grant receipts and contributions from BEIS, DWP & DCC (£55k to be earmarked for staffing in 2024/25) | (58,400) | Cabinet |
| | Subsidy and Housing Benefits Overpayments less than budgeted | (29,000) | Cabinet |
| | Underachievement on S106 monitoring fee income | 20,000 | Cabinet |
| | | **(67,400)** | |
| **4a** | **Human Resources** | | |
| | Salary saving due to vacancy and opting out of pension scheme | (56,400) | Cabinet |
| | Zellis software upgrade | 11,000 | Cabinet |
| | | **(45,400)** | |
| **4d** | **Legal & Democratic Services** | | |
| | Legal Services - Salary underspend due to 2 vacancies, offset by agency costs | (110,000) | Cabinet |
| | Legal Services - Additional income on fees and charges | (10,000) | Cabinet |
| | Elections - Overspend on District Election | 10,000 | Cabinet |
| | | **(110,000)** | |
| **5a** | **Car Parks** | | |
| | Additional income received from Off-street fines | (20,000) | Economy |
| | Permit income at the end of Q3 is showing a potential yearend shortfall - This will be reviewed monthly | 20,000 | Economy |
| | Rates & Utilities underspend | (23,000) | Economy |
| | | **(23,000)** | |
| **5b** | **Street Scene** | | |
| | Purchase of small plant equipment (EMR part-funded) | 54,000 | Environment |
| | Income from the sale of old small plant equipment (contribution to EMR) | (26,260) | Environment |
| | Fuel savings due to price per litre reducing and change of supplier | (21,500) | Environment |
| | Purchase of MaxWind street sweeper (EMR funded) | 9,500 | Environment |
| | Salary saving due to vacancies | (47,500) | Environment |
| | Agency costs to cover vacancies | 14,000 | Environment |
| | | **(17,760)** | |

| | | | |
|---|---|---|---|
| **5c** | **Waste Services** | | |
| | Driver pay - market supplements to recruit and retain drivers | 45,000 | Environment |
| | Approx pay award pressure | 65,000 | Environment |
| | In year agreed additional posts | 120,000 | Environment |
| | Vacancy savings due to difficulty recruiting and retaining staff | (185,400) | Environment |
| | Additional agency to cover vacancies and sickness | 283,450 | Environment |
| | Fuel savings due to price per litre reducing | (61,000) | Environment |
| | Reduced recycling income due to price per tonne dropping despite tonnages increasing | 200,900 | Environment |
| | Increased garden waste income due to price increase and slight increase in permits | (120,000) | Environment |
| | Reduced sales of garden waste sacks | 5,000 | Environment |
| | Increased income from bulky waste collections due to price increase | (20,000) | Environment |
| | Trade waste income increase | (43,000) | Environment |
| | Waste disposal charges increased by £20 per tonne and increased tonnage | 62,500 | Environment |
| | Devon County Shared Savings Scheme | (150,000) | Environment |
| | | **202,450** | |
| **6a** | **Economic Development** | | |
| | J28 Feasibility spend, funded by EMR release | 487,453 | Economy |
| | Garden Village spend, funded by EMR release | 66,757 | Economy |
| | Growth & Economic Recovery savings from staff vacancies (partially offset by £17,000 contribution to EMR for 2024/25 staffing) | (70,000) | Economy |
| | Growth & Economic Recovery projects funded by EMR release | 10,603 | Economy |
| | Crediton Masterplan spend, funded by EMR release | 50,054 | Economy |
| | Railway Project spend funded by EMR release | 19,937 | Economy |
| | Cullompton TC Masterplan, funded by EMR release | 2,400 | Economy |
| | Shared Prosperity match spend, funded by EMR release | 75,922 | Economy |
| | Shared Prosperity delayed Yr 1 spend, funded by EMR release | 50,278 | Economy |
| | Shared Prosperity Yr 2 spend, funded by DHLUC grant | 182,772 | Economy |
| | Shared Prosperity Yr 2 DHLUC grant | (182,772) | Economy |
| | Cullompton HAZ Project revised costs | 47,208 | Economy |
| | Cullompton HAZ Project funded by S106 | 8,129 | Economy |
| | | **748,741** | |
| **6b** | **Planning** | | |
| | Building Control savings from staff vacancies | (68,000) | Cabinet |
| | Building Control underachievement of income | 99,000 | Cabinet |
| | Development Control savings from staff vacancies | (118,600) | Community |
| | Development Control agency spend (partially offset by £39,650 EMR release) | 47,900 | Community |
| | Development Control underachievement of income | 82,000 | Community |
| | Development Control, planning appeal costs and release of planning appeal provision (£50k to be put into planning appeal EMR) | (170,000) | Community |
| | Grant Receipt - Planning Skills Delivery | (41,400) | Community |
| | Enforcement staffing, agency spend and recruitment costs, offset by vacant posts and Planning Skills Delivery Grant | 20,000 | Community |
| | S106 - net Public Open Space receipts and expenditure | 268,027 | Community |
| | Forward Planning savings from staff vacancies | (21,500) | Community |
| | Forward Planning consultancy costs funded by EMR releases | 39,341 | Community |
| | Local Plan reprofiled spend, based on new timetable and when technical evidence is needed (funds will be put back into EMR for spend in future years) | (190,000) | Cabinet |
| | Land Charges - HMLR Contribution to Data Migration Project (will be put into EMR) | (60,000) | Cabinet |
| | | **(113,232)** | |
| **7a** | **Recreation & Sport** | | |
| | Leisure income exceeding budget | (295,000) | Community |
| | Fitness income exceeding budget due to increase in membership numbers | (100,000) | Community |
| | Underspend on staffing less than the budgeted £100k | 25,000 | Community |
| | Overspend on course running costs, materials & chemicals, and consultancy for service review | 20,000 | Community |
| | | **(350,000)** | |
| **7b** | **IT Services & Digital Transformation** | | |
| | Salary underspend due to vacant posts not being filled | (94,300) | Cabinet |
| | Alignment of IDOX contracts to single billing point | 67,000 | Cabinet |
| | Additional BT termination costs | 16,000 | Cabinet |
| | IT projects (CRM replacement, unified comms, digital transformation and system upgrades) - EMR funded | 105,000 | Cabinet |
| | Software savings | (40,500) | Cabinet |
| | | **53,200** | |
| **7f** | **Public Health** | | |
| | Homes for Ukraine income to off-set budgeted staffing costs | (113,280) | Community |
| | Public Health agency overspend will be off-set by salary savings & COMF EMR | 100,000 | Community |
| | Public Health salary savings due to vacant posts & staff recharge to Licensing | (60,000) | Community |
| | Emergency Planning salary overspend as new post of Resiliance Officer is added | 28,000 | Community |
| | | **(45,280)** | |
| | **FORECAST (SURPLUS)/DEFICIT AS AT 31/03/2024** | **566,670** | |

**Note the sum of the explanations above do not equal the full variance - they are only those key variances or above £20k**

| | |
|---|---|
| **Cabinet** | **(107,960)** |
| **Community** | **(289,788)** |
| **Homes** | **61,589** |
| **Environment** | **177,088** |
| **Economy** | **725,741** |
| | **566,670** |

**GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD FROM 01 APRIL TO 31 DECEMBER 2023**

| Fees and Charges | 2023/24 Annual Budget £ | 2023/24 P9 Profiled Budget £ | 2023/24 P9 Actual £ | 2023/24 P9 Variance £ | 2023/24 Full Year Forecast Variation £ | % |
|---|---|---|---|---|---|---|
| Building Control Fees | (266,328) | (199,746) | (129,166) | 70,580 | 99,000 | -37% |
| Planning Fees | (896,000) | (672,000) | (601,364) | 70,636 | 82,000 | -9% |
| Land Search Fees | (120,000) | (90,000) | (53,828) | 36,172 | 16,000 | -13% |
| Car Parking Fees - See Below | (966,870) | (696,293) | (698,676) | (2,383) | 0 | 0% |
| Leisure Fees & Charges | (2,931,266) | (2,140,316) | (2,098,531) | 41,785 | (395,000) | 13% |
| Trade Waste Income | (894,660) | (891,976) | (937,362) | (45,386) | (43,000) | 5% |
| Garden Waste | (630,000) | (494,720) | (592,516) | (97,796) | (115,000) | 18% |
| Licensing | (165,875) | (133,635) | (128,349) | 5,286 | 0 | 0% |
| Market Income | (98,180) | (75,284) | (67,622) | 7,662 | 7,500 | -8% |
| | **(6,969,179)** | **(5,393,970)** | **(5,307,413)** | **86,557** | **(348,500)** | **5.0%** |

| Car Parking Fees | 2023/24 Annual Budget £ | 2023/24 P9 Profiled Budget £ | 2023/24 P9 Actual £ | 2023/24 P9 Variance £ | Spaces | 2023/24 Budgeted Income pa per space £ |
|---|---|---|---|---|---|---|
| Beck Square, Tiverton | (65,070) | (50,104) | (59,747) | (9,643) | 40 | (1,627) |
| William Street, Tiverton | (34,510) | (26,228) | (31,538) | (5,310) | 45 | (767) |
| Westexe South, Tiverton | (61,960) | (48,329) | (52,433) | (4,104) | 51 | (1,215) |
| Wellbrook Street, Tiverton | (22,660) | (16,315) | (10,355) | 5,961 | 27 | (839) |
| Market Street, Crediton | (38,410) | (29,960) | (35,415) | (5,456) | 39 | (985) |
| High Street, Crediton | (116,410) | (87,308) | (67,999) | 19,308 | 190 | (613) |
| Station Road, Cullompton | (71,050) | (50,446) | (38,747) | 11,698 | 112 | (634) |
| Multistorey, Tiverton | (179,590) | (125,713) | (119,926) | 5,787 | 631 | (285) |
| Market Car Park, Tiverton | (187,330) | (142,371) | (163,376) | (21,005) | 122 | (1,535) |
| Phoenix House, Tiverton | (5,700) | (3,762) | (7,438) | (3,676) | 15 | (380) |
| P&D Shorts & Overs | 0 | 0 | 33 | 33 | - | 0 |
| **Total Pay and Display** | **(782,690)** | **(580,534)** | **(586,941)** | **(6,406)** | **1,272** | **(8,880)** |
| Day Permits | (50,590) | (25,969) | (7,607) | 18,362 | | |
| Allocated Space Permits | (90,670) | (63,299) | (32,338) | 30,961 | | |
| Overnight Permits | (1,470) | (1,092) | (187) | 905 | | |
| Day & Night Permits | (33,820) | (18,277) | (34,259) | (15,982) | | |
| Day & Night Permits (LS) | 0 | 0 | (29,467) | (29,467) | | |
| Other Income | (7,630) | (7,123) | (7,877) | (754) | | |
| **Total Permits** | **(184,180)** | **(115,759)** | **(111,735)** | **4,024** | **20,000** | |
| **Total Car Parking** | **(966,870)** | **(696,293)** | **(698,676)** | **(2,383)** | | |
| | | | | | | |
| **Standard Charge Notices (Off Street)** | **(50,000)** | **(36,000)** | **(52,593)** | **(16,593)** | **(20,000)** | **40%** |

This page is intentionally left blank

**GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD FROM 01 APRIL TO 31 DECEMBER 2023**

| Employee Costs | 2023/24 Annual Budget £ | 2023/24 P1 - P9 Profiled Budget £ | 2023/24 P1 - P9 Actual £ | 2023/24 P1 - P9 Variance £ | 2023/24 Full Year Forecast Variation £ | % |
|---|---|---|---|---|---|---|
| **General Fund** | | | | | | |
| Corporate Management | 331,200 | 248,400 | 992,886 | 744,486 | 245,000 | 74.0% |
| Performance & Improvement | 95,190 | 71,393 | 66,263 | (5,130) | (10,800) | -11.3% |
| Bereavement Services | 29,230 | 21,923 | 19,194 | (2,729) | (3,500) | -12.0% |
| Parks & Open Spaces | 15,880 | 11,910 | 11,139 | (771) | (771) | -4.9% |
| Commercial Estate | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Property Services | 715,080 | 536,310 | 478,675 | (57,635) | (70,000) | -9.8% |
| Community Alarms | 32,445 | 24,334 | 24,867 | 533 | 0 | 0.0% |
| Homelessness & Rough Sleeping | 114,890 | 86,168 | 87,490 | 1,322 | 1,700 | 1.5% |
| Housing Options | 387,790 | 290,843 | 265,555 | (25,288) | (40,000) | -10.3% |
| Financial Services | 621,560 | 466,170 | 466,323 | 153 | 0 | 0.0% |
| Revenues & Benefits | 956,200 | 717,150 | 720,673 | 3,523 | 3,582 | 0.4% |
| Human Resources | 473,250 | 354,938 | 316,354 | (38,584) | (56,400) | -11.9% |
| Customer Services | 646,360 | 484,770 | 478,519 | (6,251) | (2,000) | -0.3% |
| Communications | 96,520 | 72,390 | 73,290 | 900 | 1,200 | 1.2% |
| Legal & Democratic Services | 688,610 | 516,458 | 423,228 | (93,230) | (145,000) | -21.1% |
| Car Parks | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Street Scene | 1,017,120 | 762,840 | 705,074 | (57,766) | (47,500) | -4.7% |
| Waste Services | 2,952,170 | 2,214,128 | 2,140,701 | (73,427) | 44,600 | 1.5% |
| Fleet Management | 48,360 | 36,270 | 37,129 | 859 | 0 | 0.0% |
| Economic Development | 434,230 | 325,673 | 256,981 | (68,692) | (88,000) | -20.3% |
| Planning | 1,785,845 | 1,339,384 | 1,117,206 | (222,178) | (372,000) | -20.8% |
| Recreation & Sport | 2,453,225 | 1,839,919 | 1,871,387 | 31,468 | 25,000 | 1.0% |
| IT Services & Digital Transformation | 767,860 | 575,895 | 510,910 | (64,985) | (94,300) | -12.3% |
| Pannier Market | 95,850 | 71,888 | 72,011 | 123 | 0 | 0.0% |
| Community Grants | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Licensing | 160,610 | 120,458 | 92,576 | (27,882) | (34,000) | -21.2% |
| Public Health | 648,090 | 486,068 | 460,118 | (25,950) | (32,000) | -4.9% |
| Climate change | 56,890 | 42,668 | 42,306 | (362) | (362) | -0.6% |
| **Total General Fund** | **15,624,455** | **11,718,348** | **11,730,856** | **12,508** | **(675,551)** | **0.1%** |
| **Housing Revenue Account** | | | | | | |
| BHO09 Repairs & Maintenance | 1,999,700 | 1,499,775 | 1,336,393 | (163,382) | (169,740) | -8.5% |
| BHO10 Supervision & Management | 2,338,830 | 1,754,123 | 1,555,516 | (198,607) | (229,900) | -9.8% |
| BHO11 Special Services | 0 | 0 | 0 | 0 | 0 | 0.0% |
| **Total Housing Revenue Account** | **4,338,530** | **3,253,898** | **2,891,909** | **(361,989)** | **(399,640)** | **-9.2%** |
| **Total Employee Costs** | **19,962,985** | **14,972,246** | **14,622,765** | **(349,481)** | **(1,075,191)** | **-5.4%** |

-882750

| Agency Staff (within Employee costs) | 2023/24 Annual Budget £ | 2023/24 P1 - P9 Profiled Budget £ | 2023/24 P1 - P9 Actual £ | 2023/24 P1 - P9 Variance £ | 2023/24 Full Year Forecast Variance £ | % |
|---|---|---|---|---|---|---|
| **General Fund** | | | | | | |
| Corporate Management | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Performance & Improvement | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Bereavement Services | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Parks & Open Spaces | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Commercial Estate | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Property Services | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Community Alarms | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Homelessness & Rough Sleeping | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Housing Options | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Financial Services | 0 | 0 | 0 | 0 | 18,000 | 0.0% |
| Revenues & Benefits | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Human Resources | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Customer Services | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Communications | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Legal & Democratic Services | 0 | 0 | 22,529 | 22,529 | 35,000 | 0.0% |
| Car Parks | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Street Scene | 40,660 | 30,495 | 43,469 | 12,974 | 14,000 | 34.4% |
| Waste Services | 89,000 | 66,750 | 287,950 | 221,200 | 283,450 | 318.5% |
| Fleet Management | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Economic Development | 0 | 0 | 12,074 | 12,074 | 22,000 | 0.0% |
| Planning | 0 | 0 | 40,848 | 40,848 | 105,500 | 0.0% |
| Recreation & Sport | 0 | 0 | 0 | 0 | 0 | 0.0% |
| IT Services & Digital Transformation | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Pannier Market | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Community Grants | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Licensing | 0 | 0 | 13,586 | 13,586 | 13,640 | 0.0% |
| Public Health | 0 | 0 | 76,257 | 76,257 | 100,000 | 0.0% |
| Climate change | 0 | 0 | 0 | 0 | 0 | 0.0% |
| **Total General Fund** | **129,660** | **97,245** | **496,714** | **399,469** | **591,590** | **308.1%** |
| **Housing Revenue Account** | | | | | | |
| BHO09 Repairs & Maintenance | 0 | 0 | 0 | 0 | 0 | 0.0% |
| BHO10 Supervision & Management | 0 | 0 | 0 | 0 | 0 | 0.0% |
| BHO11 Special Services | 0 | 0 | 0 | 0 | 0 | 0.0% |
| **Total Housing Revenue Account** | **0** | **0** | **0** | **0** | **0** | **0.0%** |
| **Total Agency Costs** | **129,660** | **97,245** | **496,714** | **399,469** | **591,590** | **456.3%** |

| | | | | | | |
|---|---|---|---|---|---|---|
| **Overall Staffing Variance** | **20,092,645** | **15,069,491** | **15,119,479** | **49,988** | **(483,601)** | **-2.4%** |

This page is intentionally left blank

**HOUSING REVENUE ACCOUNT FINANCIAL MONITORING INFORMATION FOR THE PERIOD FROM 01 APRIL TO 31 DECEMBER 2023**

| Appendix F Note | Housing Revenue Account (HRA) | 2023/24 Annual Budget £ | 2023/24 Full Year Forecast Variance £ | % |
|---|---|---|---|---|
| | **Income** | | | |
| A | SHO01 Dwelling Rents Income | (13,556,440) | (47,000) | 0.3% |
| B | SHO04 Non Dwelling Rents Income | (487,570) | (17,000) | 3.5% |
| C | SHO07 Leaseholders' Service Charges | (29,000) | 3,000 | -10.3% |
| D | SHO08 Contributions Towards Expenditure | (190,500) | 15,000 | -7.9% |
| E | SHO10 H.R.A. Investment Income | (400,000) | (199,000) | 49.8% |
| | SHO11 Miscellaneous Income | (6,000) | 0 | 0.0% |
| | | | | |
| | **Services** | | | |
| F | SHO13A Repairs & Maintenance | 4,190,330 | 296,000 | 7.1% |
| G | SHO17A Housing & Tenancy Services | 2,089,960 | (271,000) | -13.0% |
| | | | | |
| | **Accounting entries 'below the line'** | | | |
| | SHO29 Bad Debt Provision Movement | 300,000 | 0 | 0.0% |
| | SHO30 Share Of Corporate And Democratic | 161,170 | 0 | 0.0% |
| H | SHO32 H.R.A. Interest Payable | 1,232,280 | (300,000) | -24.3% |
| I | SHO34 H.R.A. Transfers between Earmarked Reserves | 1,447,630 | 45,000 | 3.1% |
| J | SHO37 Capital Receipts Reserve Adjustment | (20,800) | 10,000 | -48.1% |
| | SHO38 Major Repairs Allowance | 2,535,000 | 0 | 0.0% |
| K | SHO45 Renewable Energy Transactions | (160,000) | (55,000) | 34.4% |
| | | | | |
| | | **(2,893,940)** | **(520,000)** | **18.0%** |

| Note | Description of Major Movements | 2023/24 Full Year Forecast Variance £ |
|---|---|---|
| A | **Dwelling Rent Income:** Forecast surplus of 0.2% or £32K, due to projected Right To Buy sales being lower than budgeted and Void levels being marginally lower than expected. Additionally the estimate for dwelling rent debt write-off is better than budgeted with £15k saving expected. | (47,000) |
| B | **Garage and Garage Ground Rents:** Based on projections there could be a £17k surplus at year-end. This is due to a greater number of units being made available for rent. | (17,000) |
| C | Leaseholders' Service Charges - minor variance of £3k | 3,000 |
| D | **Contributions towards Expenditure:** this is ancillary works conducted by Building Services which is generally reactive in nature. The year-end forecast at Q2 is a shortfall of £15k on the annual budget. | 15,000 |
| E | **Investment Income:** As per the forecast surplus reported on the General Fund. | (199,000) |
| F | **Repairs and Maintenance:** The last financial year proved a struggle for the service to fill vacancies, this has continued to 2023. The resulting estimated salary underspend will be circa £238k. External Contractors as a consequence is forecast to overspend by £342k (this includes Voids, Adaptations and Responsive Maintenance) and DLO works forecast to be under budget circa £250k. Materials spend is likely to be below budget by 8%, £45k. Another impact of staff shortages is the Planned Maintenance budget not being fully spent, £37k. Smaller costs outside the budget: Procurement Consortium £13k, Homes England audit costs £6k and other ad-hoc variances totalling £5k. | 296,000 |
| G | **Housing & Tenancy:** Vacant posts and delays in filling roles has generated a forecast underspend of £157k, similar to Q2. Additionally there will be an underspend on various areas, such as Council Tax £30k and a range of other areas within Estates Management, £48k. There is an anticipated £15k underspend on utilities for the year. Other minor underspends aggregating to £20k in Tenancy. | (271,000) |
| H | **Interest Payable:** This is likely to be below budget due to slippage on the 2023/24 Capital Programme. This number is likely to move before year-end. | (300,000) |
| I | **Transfers between earmarked reserves:** See J (below). | 45,000 |
| J | **Capital Receipts Reserve Adjustment:** Estimated shortfall on administration income from right-to-buy sales. | 10,000 |
| K | **Renewable Energy Transactions:** Any surplus is a contribution to the reserve for future capital works. | (55,000) |
| | **FORECAST (SURPLUS)/DEFICIT AS AT 31/03/2024** | **(520,000)** |

Note that some of the budgets will not be utilised until year-end therefore will not be able to provide any commentary at this point

This page is intentionally left blank

## 2023/24 Capital Programme Summary

## Appendix F - 2023/24 Capital Programme

| Capital Expenditure Summary<br>Area | Sub Area | Prior Year Project Costs £000's | Total Budgeted Capital Programme £000's | Total Deliverable Programme £000's | Actual Expenditure £000's | Forecast for Remainder of Year £000's | Total Forecast Spend for 2023/24 £000's | Variance to Deliverable Programme £000's |
|---|---|---|---|---|---|---|---|---|
| **General Fund** | | | | | | | | |
| Leisure | Exe Valley Leisure Centre | 1,979 | 176 | 176 | - 31 | 211 | 179 | 3 |
| Leisure | Lords Meadow Leisure Centre | 941 | 416 | 416 | 37 | 161 | 198 | (218) |
| Leisure | Culm Valley Sports Centre | - | 560 | 156 | 1 | 62 | 63 | (93) |
| Leisure | Leisure - Other | - | 200 | 200 | - | - | - | (200) |
| Leisure | Leisure - Climate Change/Net Zero | - | 396 | 396 | - | - | - | (396) |
| Other MDDC Buildings | Other - Climate Change/Net Zero | - | 1,220 | 20 | - | - | - | (20) |
| Other MDDC Buildings | Phoenix House | - | 183 | 183 | - | 50 | 50 | (133) |
| Other MDDC Buildings | MDDC Depots | - | 1,250 | 1,000 | - | - | - | (1,000) |
| Other MDDC Buildings | MDDC Shops/Industrial Units | 14 | 707 | 277 | - | - | - | (277) |
| HIF | HIF Schemes | 1,569 | 29,757 | 13,216 | - | 77 | 77 | (13,139) |
| Private Sector Housing | Private Sector Housing | 626 | 2,608 | 2,608 | 1,461 | 1,278 | 2,739 | 131 |
| Other | General Car Parks | - | 90 | 90 | - | - | - | (90) |
| Other | Parks & Play Areas | - | 35 | 35 | 3 | - | 3 | (33) |
| Other | ICT Projects | 7 | 637 | 637 | 132 | 237 | 369 | (268) |
| Other | Other Projects | - | 626 | 514 | 215 | 212 | 428 | (87) |
| Other GF Development Projects | Other General Fund Development Projects | 16,796 | 25,798 | 25,798 | 2,405 | 234 | 2,639 | (23,159) |
| GF Projects | Leasing - GF | - | 381 | 381 | 353 | - | 353 | (27) |
| **General Fund Subtotals** | | **21,932** | **65,040** | **46,103** | **4,576** | **2,522** | **7,098** | **(39,006)** |

| Area | Sub Area | Prior Year Project Costs £000's | Total Budgeted Capital Programme £000's | Total Deliverable Programme £000's | Actual Expenditure £000's | Forecast for Remainder of Year £000's | Total Forecast Spend for 2023/24 £000's | Variance to Deliverable Programme £000's |
|---|---|---|---|---|---|---|---|---|
| **HRA** | | | | | | | | |
| HRA Projects | Existing Housing Stock | - | 3,094 | 3,094 | 2,434 | 688 | 3,122 | 28 |
| HRA Projects | Housing Schemes (1:4:1 Projects) | 1,031 | 5,465 | 2,522 | 745 | 80 | 825 | (1,697) |
| HRA Projects | Housing Development Schemes (HE) | 1,395 | 46,944 | 13,504 | 2,697 | 331 | 3,028 | (10,476) |
| HRA Projects | Other HRA Projects | 2,535 | 20,365 | 2,704 | 245 | 15 | 260 | (2,444) |
| HRA Projects | Leasing - HRA | - | 180 | 180 | 106 | 74 | 180 | - |
| **HRA Subtotals** | | **4,961** | **76,048** | **22,004** | **6,227** | **1,188** | **7,415** | **(14,589)** |
| **Grand Totals** | | **26,893** | **141,088** | **68,107** | **10,803** | **3,710** | **14,513** | **(53,595)** |

| Capital Funding Summary<br>Funding Type | Funding Description | Total Budgeted Capital Programme £000's | Total Deliverable Programme £000's | Actual Funding £000's | Forecast for Remainder of Year £000's | Total Forecast Funding for 2023/24 £000's | Variance to Deliverable Programme £000's |
|---|---|---|---|---|---|---|---|
| **General Fund** | | | | | | | |
| Revenue | RCCO - From Revenue EMR's - Other | 129 | 129 | 44 | 10 | 54 | (75) |
| Revenue | RCCO - From Revenue EMR's - Leisure | 137 | 137 | - 4 | 118 | 114 | (23) |
| Revenue | RCCO - From Revenue EMR's - Econ Development | 80 | 20 | - | - | - | (20) |
| Revenue | RCCO - From Revenue EMR's - ICT | 545 | 545 | 132 | 223 | 355 | (190) |
| Revenue | RCCO - From Revenue EMR's - Capital | 120 | 72 | - | - | - | (72) |
| Revenue | RCCO - From Revenue EMR's - Waste Infrastructure EMF | 250 | - | - | - | - | - |
| Revenue | New Homes Bonus | 1,122 | 467 | 43 | 119 | 162 | (305) |
| Capital Grants | Capital Grants Unapplied - DCC | 20 | 20 | - | - | - | (20) |
| Capital Grants | Govt Grant (DCLG passported from DCC) | 525 | 525 | 334 | 346 | 680 | 155 |
| Capital Grants | DCC Funding - HIF Project | 1,500 | 153 | - | - | - | (153) |
| Capital Grants | Salix Round 3b Funding | 265 | 265 | - | - | - | (265) |
| Capital Grants | HIF Funding | 6,967 | 3,312 | - | 77 | 77 | (3,235) |
| Capital Grants | Govt Grants - Levelling - up Funding | 17,975 | 6,436 | - | - | - | (6,436) |
| Capital Grants | Salix Funding or Equivalent - to be identified | - | - | - | - | - | - |
| Capital Grants | DLUHC - Changing Places Fund bid | 153 | 153 | 9 | 91 | 100 | (53) |
| Capital Grants | LAHF (Homeless Properties) | 1,036 | 1,036 | 626 | 409 | 1,035 | (1) |
| Capital Grants | Homes for Ukraine | 658 | 658 | 457 | 173 | 630 | (27) |
| Capital Grants | SPF Funding (DLUHC) | 143 | 143 | 99 | 45 | 143 | - |
| Capital Grants | REPF Funding (DLUHC) | 204 | 204 | 76 | 128 | 204 | - |
| Capital Receipts | Usable Capital Receipts | 413 | 400 | - | 197 | 197 | (203) |
| Borrowing | Borrowing 3 Yrs | 25,823 | 25,823 | 2,405 | 248 | 2,653 | (23,170) |
| Borrowing | Borrowing 5 Yrs | 103 | 103 | - | - | - | (103) |
| Borrowing | Borrowing 10 Yrs | 3,686 | 3,686 | - | - | - | (3,686) |
| Borrowing | Borrowing 25 Yrs | 1,478 | 108 | 1 - | 1 | - | (108) |
| Borrowing | Borrowing 50 Yrs | 1,328 | 1,328 | - | 340 | 340 | (988) |
| Borrowing | GF - Lease Finance | 381 | 381 | 353 | - | 353 | (27) |
| **General Fund Subtotals** | | **65,041** | **46,104** | **4,575** | **2,523** | **7,097** | **(39,005)** |

| Area | Sub Area | Total Budgeted Capital Programme £000's | Total Deliverable Programme £000's | Actual Funding £000's | Forecast for Remainder of Year £000's | Total Forecast Funding for 2023/24 £000's | Variance to Deliverable Programme £000's |
|---|---|---|---|---|---|---|---|
| **HRA** | | | | | | | |
| Revenue | S106 (Revenue) Contributions | 1,000 | 200 | 64 | 17 | 81 | (119) |
| Revenue | MRA Reserve | 2,539 | 2,539 | 2,079 | 531 | 2,610 | 71 |
| Revenue | RCCO - From HRA Revenue EMR's - Other | 25 | 25 | - | - | - | (25) |
| Revenue | RCCO - From HRA Revenue EMR's - Renewable Energy | 250 | 250 | 121 | 87 | 208 | (42) |
| Revenue | RCCO - From HRA Revenue EMR's - Afford Rents Surplu | 342 | 342 | 135 | 13 | 148 | (194) |
| Revenue | RCCO - From HRA Revenue EMR's - HMF | 310 | 310 | 849 | 12 | 861 | 551 |
| Capital Grants | Capital Grants Unapplied - S106 Afford Housing | - | - | - | - | - | - |
| Capital Grants | Government Grants - Homes England Funding | 24,964 | 4,404 | 1,515 | 281 | 1,796 | (2,608) |
| Capital Grants | One Public Estate Funding | 3,285 | 240 | - | - | - | (240) |
| Capital Receipts | Usable Capital Receipts | 1,238 | 741 | 570 | 120 | 690 | (51) |
| Capital Receipts | UCR 1:4:1 Replacement Homes | 1,873 | 704 | 381 | 38 | 419 | (285) |
| Borrowing | Borrowing 25 Yrs | 50 | 50 | - | - | - | (50) |
| Borrowing | Borrowing 50 Yrs | 39,992 | 12,019 | 407 | 14 | 421 | (11,598) |
| Borrowing | HRA - Lease Finance | 180 | 180 | 106 | 74 | 180 | - |
| **HRA Subtotals** | | **76,048** | **22,004** | **6,227** | **1,187** | **7,414** | **(14,590)** |
| **Grand Totals** | | **141,089** | **68,108** | **10,802** | **3,710** | **14,511** | **(53,595)** |

| Cost Centre | Project Title | Prior Year Project Costs £000's | Total Budgeted Capital Programme (2023/24 Onwards) £000's | Adjustment to Approved Capital Programme £000's | Total Deliverable Programme (2023/24) £000's | Actual Expenditure £000's | Forecast Spend in Q4 £000's | Total Actual & Forecast Expenditure £000's | Variance £000's | Variance Type | Notes |
|---|---|---|---|---|---|---|---|---|---|---|---|
| CA645 | EVLC - Fitness Studio renewal of equipment | 143,817 | 9,000 | | 9,000 | 297 | 13,581 | 13,878 | 4,878 | Overspend | Additional costs offset by forecast underspends on CA657, CA658 & CA659 |
| CA650 | EVLC - ASHP - Salix Round 3 Funding | 516,853 | 12,000 | | 12,000 | - 156,066 | 27,012 | - 129,054 | - 141,054 | Underspend | Project due to complete in Q4 |
| CA651 | EVLC - GSHP - Salix Round 3 Funding | 1,078,216 | 12,000 | | 12,000 | 123,267 | 7,500 | 130,767 | 118,767 | Overspend | Project due to complete in Q4 |
| CA653 | EVLC - Solar - Salix Round 3 Funding | 240,311 | 60,000 | | 60,000 | 1,100 | 78,604 | 79,704 | 19,704 | Overspend | Project due to complete in Q4 |
| CA642 | Reception infrastructure | - | 160,000 | | 160,000 | - | - | - | - 160,000 | Slippage | This project is linked with CA655 - spend now anticipated in 2024/25 as new leisure management system required |
| CA652 | LMLC - ASHP - Salix Round 3 Funding | 863,002 | 42,000 | | 42,000 | 22,462 | 2,500 | 24,962 | - 17,038 | Underspend | Project due to complete in Q4 |
| CA654 | LMLC - Solar - Salix Round 3 Funding | 78,065 | 11,000 | | 11,000 | 5,126 | 2,500 | 7,626 | - 3,374 | Underspend | Project completed Q2 |
| CA646 | CVSC - Remodelling of Ground Floor | - | 204,000 | | 30,000 | - | 15,000 | 15,000 | - 15,000 | Slippage | Initial works are anticipated to start in Q4 |
| CA649 | CVSC - Sports Hall Ceiling asset review | - | 260,000 | | 30,000 | 750 | - 750 | - | - 30,000 | No Longer Required | Review undertaken, no works required. However this capital may be required to support other projects at CVSC, such as changing places and other items. |
| CA582 | Hydromills Electricity generation Project - Tiverton Weir | - | 1,220,000 | | 20,000 | - | - | - | - 20,000 | No Longer Required | Hydromills not considered viable at the present time. Feasibility works to be undertaken on alternative sustainable options |
| CA487 | Etarmis - Security Swipe - (linked to security project) | - | 80,000 | | 80,000 | - | 50,000 | 50,000 | - 30,000 | No Longer Required | It is forecast that this project will be completed during Q4. Additional spend is required because of the fire safety element not in the original |
| CA832 | Land acquisition for operational needs | - | 1,000,000 | | 1,000,000 | - | - | - | - 1,000,000 | Slippage | Continuation of the search for a suitable site. |
| CA835 | Depot Design & Build - Waste & Recycling | - | 250,000 | | - | - | - | - | - | Slippage | This project would commence following a land acquisition & not expected to be undertaken until at least 24/25 |
| CA584 | Market Walk Unit 17 - remodelling options | - | 510,000 | | 80,000 | - | - | - | - 80,000 | No Longer Required | In negotiations with Tenant to rent the unit - no alterations required |
| CA574 | 36 & 38 Fore Street including Flat above structure & cosmetic works | 13,530 | 197,000 | | 197,000 | - | - | - | - 197,000 | Slippage | Options currently being assessed |
| CA719 | CA719 Cullompton Town Centre Relief Road (HIF) | 1,569,466 | 29,680,000 | 77,000 | 13,216,000 | - | 77,000 | 77,000 | - 13,139,000 | Slippage | Project on Hold. This project is subject to securing additional funding - LUF3 Bid. £77k of new Capacity Funding to submit a new bid in Q4 |
| CA303 | HMO Scheme 1 | 326,653 | 26,000 | | 26,000 | - | 10,000 | 10,000 | - 16,000 | Underspend | Waiting for Listed Building consent. Only roof works considered as capital |
| CA304 | HMO Scheme 2 | 299,836 | 36,000 | | 36,000 | 44,360 | - | 44,360 | 8,360 | Overspend | Additional cost to be funded from Homelessness EMR & Delegated decision 27/07/23. Only roof works to be included as capital spend. |
| CA490 | West Exe South - Remodelling - additional parking | - | 90,000 | | 90,000 | - | - | - | - 90,000 | Slippage | Options currently being assessed |
| CA472 | Open Space Infrastructure (incl Play Areas) | - | 35,000 | | 35,000 | 2,500 | - | 2,500 | - 32,500 | Slippage | Anticipated project completion Q2 24/25 |
| CA425 | Server farm expansion/upgrades | 6,545 | 67,000 | | 67,000 | - | - | - | - 67,000 | Slippage | It is anticipated this project will be completed during Q1 24/25 |
| CA463 | Secure WIFI Replacement | - | 60,000 | | 60,000 | 53,266 | 7,000 | 60,266 | 266 | Overspend | It is anticipated this project will be completed during Q4 |
| CA499 | Network Switch/Firewall Refresh (all sites except P/House) | - | 50,000 | | 50,000 | 34,908 | 15,000 | 49,908 | - 92 | Underspend | It is anticipated this project will be completed during Q4 |
| CA491 | Fire Dampeners - Corporate sites | - | 80,000 | | 80,000 | 40,463 | 40,000 | 80,463 | 463 | Overspend | It is forecast that this project will be completed during Q4 |
| CA473 | Land drainage flood defence schemes - St Marys Hemyock | - | 50,000 | | - | - | - | - | - | Slippage | The Environment Agency are the lead organisation on this project. Not expected until at least 24/25 |
| CA420 | Land drainage flood defence schemes - Ashleigh Park Bampton | - | 87,000 | | 87,000 | - | - | - | - 87,000 | Slippage | The Environment Agency are the lead organisation on this project. Not expected until at least 24/25 |
| CA497 | Cemetery Lodge - Structural solution for damp | - | 62,000 | | - | - | - | - | - | Slippage | This project is not expected to be undertaken until 24/25 |
| CA446 | 3 Rivers Scheme - Knowle lane, Cullompton | 3,087,755 | 7,819,000 | | 7,819,000 | 22,686 | - | 22,686 | - 7,796,314 | No Longer Required | No further spend assummed on this project |
| CA454 | 3 Rivers Scheme - Park Road Tiverton | 85,085 | 2,055,000 | | 2,055,000 | - | - | - | - 2,055,000 | No Longer Required | No further spend assummed on this project |
| CA493 | 3 Rivers Scheme - Bampton | 2,895,372 | 1,816,630 | | 1,816,630 | 1,446,457 | 200,000 | 1,646,457 | - 170,173 | Underspend | Forecast Project completion Q4 23/24 |
| CA658 | Spin bikes | - | 32,000 | | 32,000 | - | 20,550 | 20,550 | - 11,450 | Underspend | Underspend helps offset additional costs on CA645 & CA656 |
| CA651 | Leisure - Improved Disabled Toilet facilities - CPT | - | 51,000 | | 51,000 | - | 63,651 | 63,651 | 12,651 | Overspend | Funding obtained - CPT £50,625K, design being developed - contract sum £58,651k + £5k consultancy fee |
| CA656 | Fitness Studio renewal of equipment | - | 125,000 | | 125,000 | - | 135,644 | 135,644 | 10,644 | Overspend | Additional costs offset by forecast underspends on CA657, CA658 & CA659 |
| CA657 | Spin bikes including environment improvements | - | 32,000 | | 32,000 | - | 20,550 | 20,550 | - 11,450 | Underspend | Underspend helps offset additional costs on CA645 & CA656 |
| CA652 | Leisure - Improved Disabled Toilet facilities - CPT | - | 46,000 | | 46,000 | 8,953 | | 8,953 | - 37,047 | Slippage | Funding obtained - CPT £55,688K , design being developed £80,000 + £5K CONSULTANCY - Might pull the plug as project spend over |
| CA659 | Spin Bikes | - | 40,000 | | 40,000 | - | 20,550 | 20,550 | - 19,450 | Underspend | Underspend helps offset additional costs on CA645 & CA656 |
| CA653 | Leisure - Improved Disabled Toilet facilities - CPT | - | 56,000 | | 56,000 | - | 27,000 | 27,000 | - 29,000 | Slippage | Funding obtained £45,563, design being developed - CPT - £49,063 + £5k consultancy - This project will continue onto 24/25 |
| CA655 | All leisure sites replacement management/site access system (Hardware Element) | - | 200,000 | | 200,000 | - | - | - | - 200,000 | Slippage | This project is linked with CA642 - spend now anticipated in 2024/25 as new leisure management system required |
| CA660 | CVSC -Phase 3B Salix funding energy saving | - | 396,000 | | 396,000 | - | - | - | - 396,000 | No Longer Required | Bid unsuccessful 3B - MDDC still in talks with Salix re funding which would be 3C which might be successful |
| CA907 | Building Mgmt System for Heating Control | - | 103,000 | | 103,000 | - | - | - | - 103,000 | Slippage | It is forecast that this project may need to slip into 2024/25 as a tender process is required. |
| CG201 | DFG and other private sector grants | - | 442,000 | | 442,000 | 253,987 | 315,000 | 568,987 | 126,987 | Overspend | Based on grant cases in the system that are likely to complete this financial year but does not take account of new cases that may complete in year. |
| CG201 | DFG and other private sector grants | - | 66,000 | | 66,000 | 63,059 | 24,300 | 87,359 | 21,359 | Overspend | Additional staff cost for delivery of the programme did not include salary uplift. |
| CG201 | DFG and other private sector grants | - | 5,000 | | 5,000 | 5,064 | 1,766 | 6,830 | 1,830 | Overspend | Did not include staff uplift when budget set. |
| CG201 | DFG and other private sector grants | - | 12,000 | | 12,000 | 11,998 | 4,538 | 16,536 | 4,536 | Overspend | Did not include staff uplift when budget set. |
| CA901 | Server hardware/software Citrix Replacement | - | 50,000 | | 50,000 | - | | - | - 50,000 | Slippage | It is anticipated this project will be completed during Q1 24/25 |
| CA902 | VM/Storage Area Network | - | 120,000 | | 120,000 | - | | - | - 120,000 | Slippage | It is anticipated this project will be completed during Q1 24/25 |
| CA903 | UPS Replacements | - | 20,000 | | 20,000 | - | | - | - 20,000 | Slippage | It is anticipated this project will be completed during Q1 24/25 |
| CA904 | Laptop/Desktop Refresh | - | 150,000 | | 150,000 | 44,056 | 95,000 | 139,056 | - 10,944 | Underspend | It is anticipated this project will be completed during Q4 |
| CA905 | Audio/Video replacement for Phoenix House | - | 120,000 | | 120,000 | - | 120,000 | 120,000 | - | | It is anticipated this project will be completed during Q4 subject to eqpt delivery and room availability (Chambers) |
| CA906 | 3 Rivers Schemes - Funding envelope | - | 12,196,000 | | 12,196,000 | - | - | - | - 12,196,000 | No Longer Required | No further spend assummed on this project |
| OA800 | Leasing - Vehicles - Environmental Enforcement | - | 78,000 | | 78,000 | 78,063 | - | 78,063 | 63 | Overspend | Projected GF Vehicle Leasing added to Capital Programme |
| OA800 | Leasing - Vehicles - Grounds Maintenance | - | 109,000 | | 109,000 | 108,775 | - | 108,775 | - 225 | Underspend | Projected GF Vehicle Leasing added to Capital Programme |
| OA800 | Leasing - Vehicles - Caretaking Services | - | 53,000 | | 53,000 | 26,715 | - | 26,715 | - 26,285 | Underspend | Projected GF Vehicle Leasing added to Capital Programme |
| OA800 | Leasing - Vehicles - Property Services | - | 81,000 | | 81,000 | 80,689 | - | 80,689 | - 311 | Underspend | Projected GF Vehicle Leasing added to Capital Programme |
| OA800 | Leasing - Vehicles - Collection of Council Tax | - | 26,000 | | 26,000 | 26,021 | - | 26,021 | 21 | Overspend | Projected GF Vehicle Leasing added to Capital Programme |
| CA462 | 3 Rivers Scheme - Riverside Development (rear of Town Hall) Tiverton | 10,727,871 | 1,911,130 | | 1,911,130 | 935,664 | 34,000 | 969,664 | - 941,466 | Underspend | Forecast Project completion Q4 23/24 |
| CA305 | HFU Scheme 1 - Marshall Close | - | 202,000 | | 202,000 | 185,227 | - | 185,227 | - 16,773 | Underspend | Works to property not as extensive as expected. Per Cabinet Report 07/03/23 |
| CA306 | HFU Scheme 2 - High Street | - | 169,000 | | 169,000 | 160,177 | - | 160,177 | - 8,823 | Underspend | Works to property not as extensive as expected. Per Cabinet Report 07/03/23 |
| CA587 | Shared Prosperity Fund | - | 143,267 | | 143,267 | 98,679 | 44,588 | 143,267 | - | | Capital grant funding forecast to be spend in 23/24 |
| CA588 | Rural England Prosperity Fund | - | 204,168 | | 204,168 | 76,350 | 127,818 | 204,168 | - | | Capital grant funding forecast to be spend in 23/24 |
| CA307 | HFU Scheme 3 - 15 Temple Crescent | - | - | 250,000 | 250,000 | 220,227 | 21,600 | 241,827 | - 8,173 | Underspend | works to property expected to be around £15,000 |
| CA308 | HFU Scheme 4 - 19a Westexe South | - | - | 150,000 | 150,000 | 145,177 | 6,350 | 151,527 | 1,527 | Underspend | Moved £183,473.00 to CA309, miscode |
| CA309 | HFU - 4 Coldridge Rd | - | - | 225,000 | 225,000 | 186,647 | 35,550 | 222,197 | - 2,803 | Underspend | Moved £183,473.00 from CA308, miscode |
| CA310 | HFU - 30 Temple Crescent | - | - | 220,000 | 220,000 | 185,249 | 35,550 | 220,799 | 799 | Underspend | Cost of works to get ready for occupation approx £10K |
| CA311 | HFU - 9 Hammett Road | - | - | 210,000 | 210,000 | - | 216,150 | 216,150 | 6,150 | Overspend | In process of purchasing property plus work required to bring up to lettable standard |
| CA310 | HFU - 68 Belmont Road | - | - | 220,000 | 220,000 | - | 226,450 | 226,450 | 6,450 | Overspend | In process of purchasing property plus work required to bring up to lettable standard |
| CA310 | HFU - 67 Knightswood | - | - | 190,000 | 190,000 | - | 190,400 | 190,400 | 400 | Overspend | In process of purchasing property plus work required to bring up to lettable standard |
| CA310 | HFU - 8 Hillcrest | - | - | 185,000 | 185,000 | - | 190,400 | 190,400 | 5,400 | Overspend | In process of purchasing property plus work required to bring up to lettable standard |
| OA800 | Leasing - Vehicles - Parks & Open Spaces | | | 27,000 | 27,000 | 26,462 | - | 26,462 | - 538 | Underspend | Projected GF Vehicle Leasing added to Capital Programme |
| OA800 | Leasing - Eqpt - IT | | | 6,600 | 6,600 | 6,590 | - | 6,590 | - 10 | Underspend | Projected GF IT Leasing added to Capital Programme |

Page 209

| Cost Centre | Project Title | Prior Year Project Costs £000's | Total Budgeted Capital Programme (2023/24 Onwards) £000's | Adjustment to Approved Capital Programme £000's | Total Deliverable Programme (2023/24) £000's | Actual Expenditure £000's | Forecast Spend in Q4 £000's | Total Actual & Forecast Expenditure £000's | Variance £000's | Variance Type | Notes |
|---|---|---|---|---|---|---|---|---|---|---|---|
| CA100 | Decent Homes | - | 429,000 | | 429,000 | 476,701 | 24,000 | 500,701 | 71,701 | Overspend | 2 Invoices received for QTR4 22/23 were put through In QTR1 23/24 Order number BY59315 - Totalling £90597.55 This has made it look that we have a large overspend where in fact we would be on or slightly under budget. |
| CA161 | Project 4 | - | 210,000 | | 210,000 | - | - | - | - 210,000 | Slippage | Forecast Project completion Q3 24/25 |
| CA158 | Project 1 | - | 45,000 | | 45,000 | 7,400 | - | 7,400 | - 37,600 | Slippage | Forecast project completion Q4 24/25 |
| CA160 | Project 3 | - | 1,500,000 | | 1,500,000 | 9,481 | 15,000 | 24,481 | - 1,475,519 | Slippage | Forecast project completion Q4 24/25 |
| CA174 | Project 29 | - | 1,100,000 | | 110,000 | 62,100 | - | 62,100 | - 47,900 | Slippage | Forecast project completion Q4 24/25 |
| CA155 | Modular Housing - St Andrews, Cullompton | 920,316 | 80,000 | | 80,000 | 452,467 | 28,000 | 480,467 | 400,467 | Overspend | Project due for completion in Q4 23/24 - Total Approved budget £1m to deliver 6 x Net Zero homes. Additional costs associated with Planning Permission including mature planting, additional parking & contract inflation. However £668k of additional funding obtained for project (£120k BRLF Fund & 40% from 1:4:1 Receipts) - HRA. Net cost of project is estimated to be circa £270k under budget. |
| CA171 | Project 15 | 187,527 | 4,712,000 | | 4,712,000 | - | 27,000 | 27,000 | - 4,685,000 | Slippage | Forecast project completion Q4 24/25 |
| CA166 | Project 18 | 52,742 | 1,047,000 | | 1,047,000 | - | 25,000 | 25,000 | - 1,022,000 | Slippage | Forecast project completion Q4 24/25 |
| CA170 | Project 10 | 88,781 | 1,611,000 | | 1,611,000 | 109,800 | 27,000 | 136,800 | - 1,474,200 | Slippage | Forecast project completion Q4 24/25 |
| CA164 | Project 14 | 49,428 | 951,000 | | 951,000 | 53,400 | 15,000 | 68,400 | - 882,600 | Slippage | Forecast project completion Q4 24/25 |
| CA169 | Project 9 | 82,526 | 1,217,000 | | 1,217,000 | 72,000 | 17,000 | 89,000 | - 1,128,000 | Slippage | Forecast project completion Q4 24/25 |
| CA163 | Project 11 | 79,326 | 1,821,000 | | 1,821,000 | 129,484 | 170,000 | 299,484 | - 1,521,516 | Slippage | Forecast project completion Q4 24/25 |
| CA162 | Project 8 | - | 2,600,000 | | 60,000 | 370,500 | - | 370,500 | 310,500 | Overspend | Forecast project completion Q4 24/25. Note originally this project was planned to be delivered in 25/26 but has been brought forward for delivery in 24/25 |
| CA154 | Modular Housing - Shapland Place, Tiverton | 854,534 | 645,000 | | 645,000 | 997,748 | - | 997,748 | 352,748 | Overspend | Project due for completion Q4 23/24 - Total approved budget £1.5m to deliver 8 x Net Zero homes. Additional costs associated with Planning Permission - including additional EV charging points & communal glazing & contract inflation. However £852k of funding obtained for project (£160k BRLFT2 Fund & £692k contribution agreed from Homes England. Net cost of project is estimated to be circa £240k under budget. |
| CA152 | Post Hill, Tiverton | 2,204,353 | 20,054,000 | | 2,393,000 | 42,398 | - | 42,398 | - 2,350,602 | No Longer Required | Cabinet agreed not to take this project forward due to financial viability. |
| CA177 | Old Road Depot remodelling options - forecast expenditure to maintain operations | - | 50,000 | | 50,000 | - | - | - | - 50,000 | Slippage | It is forecast that this project will be completed during Q4. However only essential works will be undertaken & therefore may result in slippage |
| CA124 | Queensway (Beech Road) Tiverton (3 units) | 330,179 | 236,000 | | 236,000 | 202,193 | 15,000 | 217,193 | - 18,807 | Underspend | Project due to complete in Q4 |
| CA126 | Sewerage Treatment Works - Washfield | - | 25,000 | | 25,000 | - | - | - | - 25,000 | Slippage | Forecast project completion Q2 24/25 |
| CA100 | Garage Mods | - | 150,000 | | 150,000 | 125,601 | 27,000 | 152,601 | 2,601 | Overspend | Project delivery assumed on budget at this point in the year but will be monitored carefully |
| CA100 | Roofing | - | 600,000 | | 600,000 | 477,191 | 107,365 | 584,556 | - 15,444 | Slippage | £15,000 to be slipped into the new year for payment of retention in April 2025, but also £15,000 retention to be paid from 2022/23 in April 2024 |
| CA100 | Fire Safety | - | 50,000 | 50,000 | 100,000 | 86,357 | 14,000 | 100,357 | 357 | Overspend | Project delivery assumed on budget at this point in the year but will be monitored carefully |
| CA100 | Window/Doors | - | 400,000 | | 400,000 | 210,390 | 212,675 | 423,065 | 23,065 | Overspend | Overspend due to additional emergency properties being added |
| CA100 | Heating | - | 375,000 | | 375,000 | 318,503 | 63,000 | 381,503 | 6,503 | Overspend | Project delivery assumed to be slightly over budget at this point in the year but will be monitored carefully |
| CA111 | Renewables | - | 250,000 | | 250,000 | 120,564 | 87,168 | 207,732 | - 42,268 | Underspend | Project delivery assumed to be under budget at this point in the year but will be monitored carefully |
| CG200 | Adaptations | - | 305,000 | | 305,000 | 234,023 | 70,000 | 304,023 | - 977 | Underspend | Project delivery assumed on budget at this point in the year but will be monitored carefully |
| CA100 | Void Capital Works | - | 135,000 | | 135,000 | 113,700 | 28,469 | 142,169 | 7,169 | Overspend | Overspend due to large number of Void properies and works required. |
| CA100 | Double Glazed Unit Replacement | - | 20,000 | | 20,000 | 20,318 | 2,400 | 22,718 | 2,718 | Overspend | Project delivery assumed on budget at this point in the year but will be monitored carefully |
| CA100 | Structural | - | 240,000 | | 240,000 | 190,709 | 29,952 | 220,661 | - 19,339 | Slippage | Forecast project completion Q1 24/25 |
| CA100 | Responsive capital works | - | 90,000 | | 90,000 | 59,800 | 22,100 | 81,900 | - 8,100 | Underspend | Project delivery assumed to be slightly under budget at this point in the year but will be monitored carefully |
| CA180 | Project 7 | - | 220,000 | | 220,000 | 204,146 | 23,854 | 228,000 | 8,000 | Overspend | Forecast project completion Q4 23/24 |
| CA181 | Project 41 | 110,544 | 140,000 | | 140,000 | - | - | - | - 140,000 | Slippage | Forecast project completion Q4 24/25 |
| CA182 | Project 28 | - | 1,100,000 | | 110,000 | - | - | - | - 110,000 | Slippage | This project will be moved to a future year in the forthcoming MTFP |
| CA183 | Project 51 | - | 400,000 | | 40,000 | 13,122 | 6,000 | 19,122 | - 20,878 | Slippage | Forecast project completion Q4 24/25 |
| CA184 | Project 52 | - | 220,000 | | 22,000 | 5,610 | 7,000 | 12,610 | - 9,390 | Slippage | Forecast project completion Q4 24/25 |
| CA185 | Project 53 | - | 230,000 | | 23,000 | - | - | - | - 23,000 | Slippage | Forecast project completion Q4 24/25 |
| CA186 | Project 5 | - | 220,000 | | 22,000 | - | - | - | - 22,000 | Slippage | Forecast project completion Q4 24/25 |
| CA187 | Project 25 | - | 2,600,000 | | 260,000 | 160,000 | 50,000 | 210,000 | - 50,000 | Slippage | Forecast project completion Q2 25/26 |
| CA188 | Project 37 | - | 1,800,000 | | 180,000 | 270,000 | - | 270,000 | 90,000 | Overspend | Forecast project completion Q4 24/25 Note originally this project was planned to be delivered in 25/26 but has been brought forward for delivery in 24/25 causing the 'overspend' as we only had £180k allowed for year 23/24 |
| CA189 | Project 33 | - | 1,300,000 | | 130,000 | 161,500 | - | 161,500 | 31,500 | Overspend | Forecast project completion Q4 24/25 . Note originally this project was planned to be delivered in 25/26 but has been brought forward for delivery in 24/25 causing the 'overspend' as we only had £130k allowed for year 23/24 |
| CA190 | Project 36 | - | 1,700,000 | | 170,000 | - | - | - | - 170,000 | Slippage | Forecast project completion Q4 25/26 |
| CA191 | Project 20 | - | 24,940,000 | | 700,000 | 362,800 | - | 362,800 | - 337,200 | Slippage | Forecast project completion Q4 25/26 |
| OA800 | Leasing - Vehicles - HRA | - | 180,000 | | 180,000 | 105,578 | 74,215 | 179,793 | - 207 | Underspend | Projected HRA Vehicle Leasing added to Capital Programme |
| | **General Fund Subtotals** | **21,932,377** | **63,279,195** | **1,760,600** | **46,102,795** | **4,575,404** | **2,522,352** | **7,097,755** | **- 39,005,040** | | |
| | **HRA Subtotals** | **4,960,256** | **75,998,000** | **50,000** | **22,004,000** | **6,225,585** | **1,188,198** | **7,413,783** | **- 14,590,217** | | |
| | **Grand Totals** | **26,892,633** | **139,277,195** | **1,810,600** | **68,106,795** | **10,800,989** | **3,710,549** | **14,511,538** | **- 53,595,257** | | |

| | | |
|---|---|---|
| - | 1,474,465 | **Underspend** |
| | 1,656,256 | **overspend** |
| - | 28,823,132 | **slippage** |
| - | 24,953,916 | **No Longer Required** |
| - | 53,595,257 | |

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

| | |
|---|---|
| **Report for:** | **Cabinet** |
| Date of Meeting: | 6th February 2024 |
| Subject: | **Non Domestic Mandatory & Discretionary Relief Policy for 2024/25** |
| Cabinet Member: | Cllr James Buczkowski |
| Responsible Officer: | Dean Emery Corporate Manager for Leisure Revenues Benefits and Corporate Recovery |
| Exempt: | N/A<br><br>which are Exempt from publication under paragraph 3, Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) as it contains information relating to the financial or business affairs of any particular person (including the authority holding that information) |
| Wards Affected: | All wards |
| Enclosures: | Mandatory and Discretionary Business Rates Relief Policy |

**Section 1 – Summary and Recommendation(s)**

To provide Members with an update of the policy changes with regard to Discretionary Rate Relief.

**Recommendation(s):**

- Members approve the Policy before them and note the changes to the Discretionary Relief Policy in line with legislative changes as shown with the report. (2.0) (2.1) (2.2) (2.3) (2.4)
- To approve delegated authority to the Corporate Manager for Revenues, Benefits, Corporate Recovery, Corporate Fraud, and Welfare & Leisure in conjunction with the Cabinet Member for Finance, to make changes in accordance with law and local policy to keep the policy aligned with changes.

**Section 2 – Report**

1.0 Discretionary Reliefs are awarded in accordance with Section 47 of the Local Government Act 1988. Section 47 (9) restricts Councils including Parish Councils awarding relief to themselves. Where relief is imposed via Governmental request they are fully funded via s31, which pays back the Billing Authorities share.

2.0 In accordance with the recent NDR Bill that recently gain 'royal assent' the restriction on back dating has been lifted. Billing Authorities can decided the period in which to back date. Mid Devon Council will;

2.1 Where the relief is not funded by s31 the relief will be backdated to the beginning of the financial year in which the application was received, or the appropriate date in accordance with the case

2.2 Where the relief is funded by s31 the relief will be backdated to the beginning of the previous financial year, or the appropriate date in accordance with the case

2.3 In accordance with the recent NDR bill Rural Rate Relief (Top up), Public Toilet Relief and Heat Network Relief become 'mandatory' meaning these are a cost to the Billing Authority.

2.4 Improvement Relief is introduced with effect from the 1st April 2024; this relief is calculated by the Valuation Office Agency who will issue Certificates to the Council so the level of relief can be calculated.

**Financial Implications**

Unless otherwise stated by law all Reliefs come as a cost to Billing Authorities of 40%.

**Legal Implications**

No legal issued identified in this report

**Risk Assessment**

There are no known risks to these legal changes

**Impact on Climate Change**

No climate change issues identified in this report

**Equalities Impact Assessment**

No equality issues identified in this report

**Relationship to Corporate Plan**

Complies with current regulation for the administration of Non Domestic Rates Discretionary Relief.

**Section 3 – Statutory Officer sign-off/mandatory checks**

**Statutory Officer:**
Agreed by or on behalf of the Section 151
**Date:**

**Statutory Officer: Maria De Leiburne**
Agreed on behalf of the Monitoring Officer
**Date:** 29 January 2024

**Chief Officer: Stephen Walford**
Agreed by or on behalf of the Chief Executive/Corporate Director
**Date:** 29 January 2024

**Cabinet member notified:** (no)

**Section 4 - Contact Details and Background Papers**

**Contact:** Fiona Keyes
Email: fkeyes@middevon.gov.uk
Telephone: 01884-234329

**Background papers**: Refreshed Mandatory and Discretionary Business Rates Policy

This page is intentionally left blank

# Mid Devon District Council
# Policy for the granting of Discretionary Non-Domestic Rate Relief

**Version Control**

| *Version* | *Version date* | *Revised by* | *Description* |
|---|---|---|---|
| 1 | June 2023 | LM | Full version including all new reliefs from 2023 |
| 2 | December 2023 / January 2024 | LM/DA | Changes to all reliefs for 2024, including the Non Domestic Rating Act 2023 |

## Contents


1.0 Purpose of the Policy ..... 4
2.0 Mandatory Relief - Legislative Background ..... 5
3.0 Discretionary Relief – Legislative Background ..... 5
4.0 Effect on the Council's Finances ..... 7
5.0 Discretionary Relief – Subsidy ..... 8
6.0 Administration of Discretionary Relief ..... 9
7.0 Scheme of Delegation ..... 10
8.0 Reporting changes in circumstances ..... 10
9.0 Fraud ..... 11
Appendix A ..... 12
Discretionary Relief – Mandatory Relief recipients ..... 12
Appendix B ..... 16
Discretionary Relief – Non-Profit Making Organisations including Recreation. ..... 16
Appendix C ..... 19
Discretionary Relief – Premises within Rural Settlements ..... 19
Appendix D ..... 22
Discretionary Relief – Localism Act 2011 ..... 22
Appendix E ..... 25
Local Newspaper Relief ..... 25
Appendix F ..... 27
Supporting Small Businesses Relief ..... 27
Appendix G ..... 31
Retail, Hospitality and Leisure Relief ..... 31
Appendix H ..... 37
Section 49 – Hardship Relief ..... 37
Appendix I ..... 39
Section 44a – Part Occupied Relief ..... 39

# 1.0 Purpose of the Policy

1.1 The purpose of this policy is to determine the level of discretionary relief and related areas to be granted to certain defined ratepayers within the Council's area. The policy includes all changes effective from 1st April 2024 and includes all new reliefs due to the revaluation of rateable values in April 2023 and the Non Domestic Rating Act 2023. The Council is keen to support businesses during the crisis, as far as possible.

1.2 The Local Government Finance Act 1988 and subsequent legislation requires the Council to grant mandatory relief for premises occupied by Charities and similar organisations that own or occupy them wholly or mainly for charitable purposes. Likewise, certain premises situated within a rural settlement area will be eligible for mandatory relief. Powers have also been granted under the Localism Act 2011, which allow for the granting of discretionary rate relief to any premises where the Council feels the granting of such relief would be of benefit to the local community.

1.3 In addition to the above, Central Government is keen that in certain cases, assistance should be provided to businesses who have had increases in their rate liability due to the revaluation of premises in April 2017. In these cases, and where the Council meets Central Government guidelines, grants are available under section 31 of the Local Government Act 2003.

1.4 Whilst the Council is obliged to grant relief to premises, which fall within the mandatory category, the Council also has powers to grant discretionary relief and reductions to ratepayers, subject to certain criteria being met. In the case of the new reliefs, some guidance has been issued by Central Government outlining actions expected to be taken by local authorities. This policy includes Government guidance where appropriate but also looks to target discretionary relief in line with the Council's priorities.

1.5 This document outlines the following areas:

- Details of the criteria for receiving Discretionary Reliefs for all relevant areas;
- The Council's policy for the granting of all types of Discretionary Reliefs;
- Guidance on granting and administering the reliefs and awards;
- Governments requirements including provisions for Subsidy; and
- The Council's Scheme of Delegation.

1.6 Where organisations apply for relief they will be granted (or not granted) relief or reductions in line with the following policy.

# 2.0 Mandatory Relief - Legislative Background

## Charity Relief

2.1 The powers relating to the granting of mandatory and discretionary relief are given to the Council under the Local Government Finance Act 1988. Charities and Trustees for Charities are only liable to pay one fifth of the Non-Domestic Rates that would otherwise be payable where property is occupied and used wholly or mainly for charitable purposes. This amounts to mandatory relief of 80%. For the purposes of the Act, a charity is an organisation or trust established for charitable purposes, whether or not it is registered with the Charity Commission. The provision has been extended under the Local Government Act 2003 (effective from 1st April 2004) to registered Community Amateur Sports Clubs (CASCs). Full details of the mandatory provisions are given later within this policy.

2.2 In the case of charity shops, the premises must meet the criteria laid down by section 64 (10) of the Local Government Finance Act 1988 which states that the premises are to be treated as used for charitable purposes at any time it is wholly or mainly used for the sale of goods donated to the charity and the proceeds of goods (after any deductions for expenses) are applied for the purpose of the charity.

2.3 The Council has discretion to grant relief of up to a further 20% for these mandatory cases under its discretionary provisions.

## Rural Rate Relief

2.4 From 1st April 1998, under powers originally granted to the Council by the Local Government and Rating Act 1997, certain types of business in rural settlements, with a population below 3000 may qualify for mandatory rate relief of 100 per cent. Businesses that qualify for this relief are the sole general store and the sole post office in the settlement, provided it has a Rateable Value of up to £8500; any food shop with a Rateable Value of up to £8500; and the sole pub and the sole petrol station in the settlement provided it has a Rateable Value of up to £12500.

2.5 Where businesses in rural settlements have a Rateable Value of up to £16,500 and are not in receipt of mandatory relief, the Council may decide to give up to 100 per cent discretionary relief if it is satisfied that the business is of benefit to the community and having regard to the interests of its Council Taxpayers.

# 3.0 Discretionary Relief – Legislative Background

## Introduction

3.1 The original purpose of discretionary relief was to provide assistance where the property does not qualify for mandatory relief, or to ‘top’ up cases where ratepayers already receive mandatory relief.

3.2 Over recent years and particularly since 2011, the discretionary relief provisions have been amended to allow authorities the flexibility to provide more assistance to businesses and organisations.

3.3 The range of bodies, which are eligible for discretionary rate relief, is wide and not all of the criteria laid down by the legislation will be applicable in each case.

3.4 Unlike mandatory relief, ratepayers are obliged to apply to the Council. The Council will expect all businesses to make applications in such a format as is required (which may vary from time to time) and for the business to provide such information and evidence as required in order to determine whether relief should be awarded.

3.5 The Council is obliged to carefully consider every application on its merits, taking into account the contribution that the organisation makes to the amenities within the authority's area. There is no statutory appeal process or Tribunal against any decision made by the Council although, as with any decision of a public authority, decisions can be reviewed by Judicial Review. The authority will however, upon request, review decisions made.

3.6 Granting of the relief falls broadly into the following categories:

(a) Discretionary Relief – Charities who already receive mandatory relief;
(b) Discretionary Relief – Premises occupied by organisations not established or conducted for profit whose main objects are charitable or are otherwise philanthropic or religious or concerned with education, social welfare, science, literature or the fine arts or premises occupied by organisations not established or conducted for profit and wholly or mainly used for purposes of recreation;
(c) Discretionary Relief – Rural Rate Relief - premises not receiving mandatory relief but of benefit to the local community and less that £16,500 RV;
(d) Discretionary Relief – Granted under the Localism Act 2011 provisions;
(e) Local Newspaper Relief (until 1st April 2025);
(f) Supporting Small Businesses Relief (from 1st April 2023);
(g) Retail Hospitality & Leisure Relief (from 1st April 2024 for a period of one year);
(h) S49 Relief; and
(i) S44a Part Occupied Relief.

3.7 The decision to grant or not to grant discretionary relief is a matter purely for the Council.

## The Council's general approach to granting Discretionary Relief

3.8 In deciding which organisations should receive discretionary rate relief, the Council has considered the following factors and priorities:
(a) The awarding of relief will be in line with the Council's vision and values - The organisation will need to demonstrate how its use of business property contribute to the Council's priorities.
(b) Be equitable and balance the wider interests of the community with the resources made available by the Council Taxpayer;
(c) Be clear and transparent;
(d) Set out, as far as possible, objective criteria rather than subjective judgements for the award of Discretionary Relief;
(e) Local organisations will be given priority over national organisations;

3.9 Where any reduction or remission is granted to a ratepayer under S49 Local Government Finance Act 1988 where hardship is proven to the Council, then this will be provided **after** applying any Government funded relief, where possible and subject to the requirements of individual reliefs.

3.10 In certain cases, the order in which relief is granted is specified. Mandatory relief shall be granted in all cases where the criteria is met irrespective of whether discretionary relief can be granted or not.

### The Council's approach to granting Government led Discretionary Relief schemes.

3.11 Over the past few years, a number of schemes have been led by Central Government but without specific legislative changes. These are administered under S47 of the Local Government Finance Act 1988 and guidance is often provided. The Council is keen to support such initiatives especially where they are designed to help local businesses and will look to maximise both the reliefs given as well as maximise any grants receivable. However, the Council reserves the right to vary its approach where thought appropriate.

## 4.0 Effect on the Council's Finances

4.1 The granting of discretionary relief will, in the main, involve a cost to the Council. Since the change to the funding for Non-Domestic Rating in April 2013, the effect of the relief is complex.

4.2 Any amounts granted prior to 1st April 2013 and continuing since that date will be included in the Council's baseline within the Business Rates Retention Scheme. For any amounts granted for similar cases, the costs of the relief will be borne in accordance with the Business Rates Retention Scheme shown above. This also applies where mandatory relief is granted.

4.3 Where Central Government leads an initiative, grants are often available through section 31 of the Local Government Act 2003. This is not automatic and Central Government will look to the Council to adopt the recommended approach when granting in these areas.

4.4 The financial effects of discretionary reliefs covered by this policy are as follows:

| **Appendix** | **Relief Type** | **Granted after 1st April 2024** |
|---|---|---|
| | **Charity Relief** | |
| A | Discretionary relief granted to Mandatory Relief recipients. | 40% borne by the Council |
| B | Non-profit Making Organisations including Sports Clubs and societies. | 40% borne by the Council |
| | **Rural Discretionary** | |
| C | Discretionary Relief – Rural Rate Relief - premises not receiving mandatory relief but of benefit to the local community and less that £16,500 RV; | 40% borne by the Council |
| | **Localism** | |
| D | Discretionary Relief granted to ratepayers generally and not covered by any other section. | 40% borne by the Council |

| Appendix | Relief Type | Granted after 1st April 2024 |
|---|---|---|
| | **Local Newspaper Relief** | |
| E | Discretionary Relief granted to local newspapers meeting the criteria (until 31 March 2025) | Section 31 Grant |
| | **Supporting Small Business Relief** | |
| F | Supporting Small Businesses Relief (from 1 April 2023 for a period of up to three years if conditions are met. | Section 31 Grant |
| | **Retail, Hospitality and Leisure Relief** | |
| G | Retail, Hospitality and Leisure Relief Scheme (from 1 April 2024 for a period of one year). | Section 31 Grant |
| | **S49 Hardship Relief** | |
| H | Granting relief where the ratepayer is suffering hardship | 40% borne by the Council |
| | **S44a Part Occupied Premises** | |
| I | Discretion to assist premises that are temporarily part occupied | 40% borne by the Council |

## 5.0 Discretionary Relief – Subsidy

5.1 Discretionary relief is potentially subject to the Subsidy Control Act 2022. The purpose of the Subsidy Control Act 2022 is to implement a domestic subsidy control regime in the United Kingdom that reflects the UK's strategic interests and particular national circumstances, providing a legal framework within which public authorities make subsidy decisions.

5.2 To the extent that the Council is seeking to provide relief that falls below the Minimal Financial Assistance (MFA) thresholds, the Subsidy Control Act 2022 allows an economic actor (e.g., a holding company and its subsidiaries) to receive up to £315,000 in a three-year period (consisting of the 2023/24 year and the two previous financial years). MFA subsidies cumulate with each other and with other subsidies that fall within the category of 'Minimal or SPEI financial assistance'. BEIS COVID-19 business grants and any other subsidies claimed under the Small Amounts of Financial Assistance limit of the Trade and Cooperation Agreement should be counted under the £315,000 allowance.

5.3 In those cases where it is clear to the Council that the ratepayer is likely to breach the MFA limit then the Council will withhold relief. Otherwise, the Council may include the relief in bills and ask the ratepayers, on a self-assessment basis, to inform the Council if they are in breach of the MFA limit.

5.4 MFA subsidies above £100,000 are subject to transparency requirements. This is not cumulated per beneficiary but applies per subsidy award. This means that for every individual subsidy provided of more than £100,000, the Council will include details of the subsidy on the subsidy control database.

# 6.0 Administration of Discretionary Relief

6.1 The following section outlines the procedures followed by officers in granting, amending, or cancelling discretionary relief and reduction. This is essentially laid down by legislation.

## Applications and Evidence

6.2 The Council will specify how applications are to be received (if required) and this may vary from time to time.

6.3 Where indicated by the Council, organisations may be required to provide a completed application form plus any such evidence, documents, accounts (normally the last two years), financial statements etc. necessary to allow the Council to make a decision. Where insufficient information is provided, then no relief will be granted. In some cases, it may be necessary for officers to visit premises and we would expect organisations claiming relief to facilitate this where necessary.

6.4 Where applications are required, they should initially be made to the Revenues and Benefits Service and will be determined in accordance with Section 7 of this policy.

**6.5 The Council will provide this service and provide guidance free of charge. Ratepayers are encouraged to approach the Council direct and NOT pay for such services through third parties. Applications for relief will be accepted from ratepayers only.**

## Granting of relief

6.6 In all cases, the Council will notify the ratepayer of decisions made.

6.7 Where an application is successful, the ratepayer will be notified. Where relief is not granted, then the following information is provided;

- An explanation of the decision within the context of the Council's statutory duty; and
- An explanation of the appeal rights (see below).

6.8 Discretionary relief is to be granted from the beginning of the financial year in which the decision is made or when liability begins whichever is the later. Where the relief is fully Government funded, relief will be granted as long as the ratepayer is eligible.

6.9 A fresh application for discretionary relief may be necessary for each financial year **or** at such time-period as the Council determines.

## Variation of a decision

6.10 Variations in any decision will be notified to ratepayers as soon as practicable and will take effect on a date determined by the Council.

6.11 A decision may be revoked at any time by the Council.

# 7.0 Scheme of Delegation

## Granting, Varying, Reviewing and Revocation of Relief

7.1 All powers in relation to reliefs are given under the Local Government Finance Act 1988, the Local Government and Rating Act 1997, the Local Government Act 2003, and the Localism Act 2011.However section 223 of the Local Government Act 1992 allows for delegation of decisions by the Council to Cabinet, Committees, Sub-Committees or Officers.

7.2 The Council's scheme of delegation allows for the Corporate Manager: Revenues, Benefits, Planning (DM), Corporate Fraud, Welfare & Leisure to award, revise or revoke any discretionary relief applications. However, any application which is considered to be of a significant nature will be subject to consultation with the relevant executive or committee prior to final determination.

7.3 Applications that are refused will, on request, be reconsidered if additional supporting information is provided or the refusal is subsequently considered to be based on a misinterpretation of the application.

## Reviews

7.4 The policy for granting relief will be reviewed annually or where there is a substantial change to the legislation or funding rules. At such time, a revised policy will be brought before the relevant committee of the Council.

## Appeals

7.5 Where the Council receives an appeal from the ratepayer regarding the granting, non-granting or the amount of any discretionary relief, the case will be reviewed by the Corporate Manager: Revenues, Benefits, Planning (DM), Corporate Fraud, Welfare & Leisure. Where a decision is revised then the ratepayer shall be informed, likewise if the original decision is upheld.

7.6 Where the ratepayer wishes to appeal the decision of the Corporate Manager: Revenues, Benefits, Planning (DM), Corporate Fraud, Welfare & Leisure, the case will be considered by the Council's Section 151 Officer whose decision on behalf of the Council will be final.

7.7 Ultimately the formal appeal process for the ratepayer is Judicial Review although the Council will endeavour to explain any decision fully and openly with the ratepayer.

# 8.0 Reporting changes in circumstances

8.1 Where any award is granted to a ratepayer, the Council will require any changes in circumstances which may affect the relief, to be reported as soon as possible or in any event within 21 days of the change. This will be important where the change would result in the amount of the award being reduced or cancelled e.g., where the premises comes unoccupied or is used for a purpose other than that determined by the Council as eligible for relief.

8.2 Where a change of circumstances is reported, the relief will, if appropriate, be revised or cancelled. Where any award is to be reduced, the Council will look to recover the amount from the date the

change of circumstances occurred.

## 9.0 Fraud

9.1 Where a ratepayer falsely applies for any relief, or where the ratepayer provides false information, makes false representation, or deliberately withholds information in order to gain relief, prosecutions will be considered under the Fraud Act 2006.

## Appendix A
## Discretionary Relief – Mandatory Relief recipients

# Discretionary Relief – Mandatory Relief recipients

## General Explanation

A.1 S43 of the Local Government Finance Act 1988 allows mandatory relief (80%) to be granted on premises if the ratepayer is a charity or trustees for a charity and the premises are wholly or mainly used for charitable purposes. No charge is made in respect of unoccupied premises where it appears that *when next in use* it will be used wholly or mainly for those purposes.

A.2 The legislation has been amended by the Local Government Act 2003 (effective from 1st April 2004) to include registered Community Amateur Sports Clubs (CASC). These organisations can now receive the mandatory (80%) relief.

## Charity registration

A.3 Charities are defined within the legislation as being an institution or other organisation established for charitable purposes only or by persons administering a trust established for charitable purposes only.

A.4 The question as to whether an organisation is a charity may be resolved in the majority of cases by reference to the register of charities maintained by the Charity Commissioners under s.4 of the Charities Act 1960. Entry in the register is conclusive evidence. By definition, under the Non-Domestic Rating legislation, there is no actual need for an organisation to be a registered charity to receive the relief and this has been supported by litigation, however in all cases the organisation must fall within the following categories:

- trusts for the relief of poverty;
- trusts for the advancement of religion;
- trusts for the advancement of education; and
- trusts for other purposes beneficial to the community, but not falling under any of the preceding heads.

A.5 Certain organisations are exempted from registration generally and are not required to make formal application to the Charity Commissioners these are:

- the Church Commissioners and any institution administered by them;
- any registered society within the meaning of the Friendly Societies Acts of 1896 to 1974;
- units of the Boy Scouts Association or the Girl Guides Association; and
- voluntary schools within the meaning of the Education Acts of 1944 to 1980.

A.6 The Council will consider charitable organisations, registered or not, for mandatory relief.

## Use of Premises – wholly or mainly used.

A.7 Irrespective of whether an organisation is registered as a charity or not, the premises **must** be wholly or mainly used for charitable purposes. This is essential if any relief (either mandatory or discretionary) is to be granted. In most cases this can be readily seen by inspection, but on occasions the Council has had to question the actual use to which the premises are to be put. In some cases, it will be necessary for the Council to inspect any premises fully.

A.8 Guidance from the Department of Housing, Levelling Up and Communities has stated that in the case of 'mainly', at least 51% must be used for charitable purposes whether of that charity or of that and other charities.

A.9 The following part of this section gives details on typical uses where relief may be given plus additional criteria that have to be satisfied. The list is not exhaustive but gives clear guidance on premises for which mandatory relief can be granted *and therefore* premises which may be equally considered for discretionary rate relief.

**Offices, administration, and similar premises.**

A.10 Premises used for administration of the Charity include:

- Offices;
- Meeting Rooms; and
- Conference Rooms.

**Charity shops**

A.11 Charity shops are required to meet additional legislative criteria if they are to receive mandatory relief. Section 64 (10) of the Local Government Finance Act 1988 provides that a property is to be treated as being wholly or mainly used for charitable purposes at any time if, at the time, it is wholly or mainly used for the sale of goods donated to a charity and the proceeds of the sale of the goods (after any deduction of expenses) are applied for the purposes of the charity.

A.12 In order to ascertain whether an organisation meets these requirements, inspections may be made by an officer of the Council when an application is received.

## Granting of Mandatory Relief - the Council's Policy

A.13 Where the criteria for awarding mandatory relief are met, the rate charges shall be calculated in accordance with the legislation reducing the liability of ratepayers for each day that the criteria are met.

**Charity Relief – Mandatory Relief recipients, the Council's Policy for granting discretionary relief.**

A.14 The Council will consider applications for a discretionary rate relief 'top up' from charities based on their own merits, on a case-by-case basis.

A.15 Discretionary relief will be granted where the following criteria are met:

- Where a local charity has a Rateable Value of up to £14,999, receipt of mandatory relief will trigger the top-up of 20%;
- Where the Rateable Value is between £15k – £80K and above application will be required , the level of relief will be no more than 10% of the balance to pay after mandatory relief has been awarded at 80%;
- Where the Rateable Value is above £80k, no top-up will be awarded; and
- No Discretionary Relief will be awarded to National Charity Shops

**Discretionary Relief will only be considered where the Rateable Value (RV) is up to and including £80,000(RV). Applications received where the (RV) is above this will be reviewed on a case by case basis and not immediately refused, although circumstances would need to be considered to be unique before relief is awarded. Relief will be capped at a maximum of 80% the net business rates charge with a £80,000(RV), Mid Devon recognises that one size doesn't fit all.**

A.16 In the case of registered Community Amateur Sports Clubs, the key criteria in determining the application will be:

- On the CASC register (https://www.gov.uk/government/publications/community-amateur-sportsclubs-casc-registered-with-hmrc--2);
- Open to the whole community;
- Run as an amateur club;
- A non-profit making organisation; and
- Aiming to provide facilities for, and encourage people to take part in, eligible sport.

**The Council will consider applications for a Discretionary Rate Relief "top up" from CASC's on a case by case basis. If, but for an award of Mandatory Relief, a CASC would qualify for 100% small business rate relief, Discretionary Rate Relief "top up" will be awarded at 100% of any remaining business rate bill. This only applies to local organisations not national companies; however, all applications will be looked at on a case by case basis.**

A.17 The principal consideration is that any Relief is granted in the best interests of the taxpayers of Mid Devon and produces a local benefit as the Council must bear a percentage of the cost of any Relief granted at 40%. However, it should be noted that sports clubs and other organisations which run a bar will have this assessed along with other criteria. For a consistent approach on the maximum of **10%**

A.18 The Council wishes to support and enable appropriate businesses to start, develop and continue with their operations that deliver outcomes directly related to the Council's aims and vision. In the main, this will be done through other means rather than granting discretionary relief. There may be occasions where applications are made for such relief or where a package of measures, including discretionary relief, are appropriate in supporting businesses. This would need to be in accordance with any limitations in respect of subsidy.

**Community Library Partnerships or Similar**

A.19 Where a Library has been set up as a Charity or Community Interest Company Mid Devon will award Mandatory Relief of 80% and 20% top up, as such no business rates would be payable. As directed by regulation LGFA 1988 Regulation 47(9) should a Parish Council become a 'trustee' to the Library Mid Devon will award 100% relief.

**Appendix B**
**Discretionary Relief – Non-Profit Making Organisations including Recreation.**

# Discretionary Relief – Non-Profit Making Organisations including Recreation.

## General explanation

### Non-Profit

B.1 The legislation allows the Council to grant discretionary relief where the property is not an *excepted* one and all or part of it is occupied for the purposes of one or more institutions or other organisations none of which is established or conducted for profit and each of whose main objects are charitable or are otherwise philanthropic or religious or concerned with education, social welfare, science, literature, or the fine arts.

B.2 Relief cannot be granted to any premises occupied by the Council, or any town, parish council or major Precepting Authority *(excepted premises).*

B.3 A number of issues arise from the term 'not established or conducted for profit'. This requires the Council to make enquiries as to the overall purpose of the organisation although if surpluses and such amounts are directed towards the furtherance or achievement of the objects of the organisation then it does not necessarily mean that the organisation was established or conducted for profit.

### Recreation Clubs

B.4 Ideally all recreation clubs should be encouraged to apply for Community Amateur sports Club (CASC) status, which would automatically entitle them to 80% relief. The relief granted to CASCs is covered earlier within this policy.

B.5 Recreation clubs can also apply to the Charity Commissioners for registration as a Charity (thereby falling under the mandatory provisions for 80% relief) where they meet the following conditions:

- The promotion of community participation in healthy recreation and by the provision of facilities for the playing of particular sports; and
- The advancement of the physical education of young people not undergoing formal education.

B.6 Where sports clubs do not meet the CASC requirement, and are not registered charities, discretionary relief can be granted (0-100%) where the property is not an *excepted* one, it is wholly or mainly used for purposes of recreation and all or part of it is occupied for the purpose of a club, society or other organisation not established or conducted for profit.

### Access to clubs

B.7 Guidance issued by the DHLUC also requires the Council to consider access to clubs within the community before granting discretionary relief.

B.8 Membership should be open to all sections of the community. There may be legitimate restrictions placed on membership which relate for example to ability in sport or to the achievement of a standard in the field covered by the organisation or where the capacity of the facility is limited, but in general membership should not be exclusive or restrictive.

B.9 Membership rates should not be set at such a high level as to exclude the general community. However, membership fees may be payable at different rates that distinguish the different classes of membership such as juniors, adults, students, pensioners, players, non-players, employed and unemployed. In general, the club or organisation must be prepared to show that the criteria by which it considers applications for membership are consistent with the principle of open access.

B.10 The Council also asks the following question to help establish the level of access 'Does the organisation actively encourage membership from particular groups in the community e.g., young people, women, older age groups, persons with disability, ethnic minorities' etc.?'

**Provision of facilities.**

B.11 Clubs which provide training or education are encouraged, as are those who provide schemes for particular groups to develop their skills e.g., young people, the disabled, retired people.

B.12 A number of organisations run a bar. The mere existence of a bar will not in itself be a reason for not granting relief. However, the Council focuses on the main purpose of the organisation. The Council is encouraged to examine the balance between playing and non-playing members.

B.13 Within this area, the Council also considers whether the facilities provided relieve the Council of the need to do so or enhance and supplement those that it does provide.

## Discretionary Relief - Non–Profit Organisations including Recreation – the Council's Policy.

B.14 The Council will consider applications for discretionary rate relief from non-profit making organisations on their own merits on a case-by-case basis. In determining the application, the following matters will be taken into consideration (The list is not exhaustive):

- Organisations can only be considered for relief on its own merits by reference to the contribution and importance of the business to the local community:
- The main objectives of the organisation must be related to relief of poverty, advancement of religion, advancement of education, social welfare, science, literature, fine arts, and recreation or otherwise beneficial to the community:
- It should be noted that sports clubs and other organisations which run a **bar** will have this assessed along with other criteria; and
- It is agreed that the Council will consider applications for a Discretionary Rate Relief for 'Not For-Profit' Organisations and Community Interest Companies on a case by case basis. The principal consideration is that any Discretionary Relief is granted in the best interests of the taxpayers of Mid Devon and produces a local benefit as the Council must bear a percentage of the cost of any Relief granted of 40%.

**Discretionary Relief will only be considered where the Rateable Value (RV) is up to and including £80,000(RV). Applications received where the (RV) is above this will be reviewed on a case by case basis and not immediately refused, although circumstances would need to be considered to be unique before relief is awarded. Relief will be capped at a maximum of 80% the net business rates charge with a £80,000(RV), Mid Devon recognises that one size doesn't fit all.**

## Appendix C
## Discretionary Relief – Premises within Rural Settlements

# Discretionary Relief – Premises within Rural Settlements

C.1 In addition to having the ability to grant discretionary relief to those in receipt of mandatory relief, the Local Government and Rating Act 1997 allows discretionary relief of up to 100% to be granted where the rateable value is £16,500 or less and:

(a) Property is used for purposes which are of benefit to the local community; and

(b) It would be reasonable for the billing authority to award relief, having regards to the Council's Council Taxpayers.

C.2 As with most discretionary relief, part of the cost, is met by Central Government and the balance from local sources.

C.3 The main criteria for granting discretionary relief in respect of rural rate relief is that premises are used to benefit the local community.

## What rural settlements exist within the Mid Devon District Council's area?

C.4 The following are deemed to be rural settlements within the Council's area. The boundary of each settlement is the same as the Parish boundary, except where otherwise defined.

Ashill; Ash Thomas; Bampton; Bickleigh; Blackborough;Bolham; Bow; Bradninch; Brushford; Burlescombe; Butterleigh; Cadbury; Cadeleigh; Calverleigh; Chawleigh; Cheriton Bishop; Cheriton Fitzpaine; Clannaborough; Clayhanger ; Clayhidon; Coldridge; Colebrooke; Copplestone; Cove; Crediton Hamlets; Cruwys Morchard; Culmstock; Down St Mary; Eggesford; Halberton; Hittisleigh; Hockworthy; Holcombe Rogus; Huntsham; Kennerleigh; Kentisbeare; Lapford; Loxbeare; Morchard Bishop; Morebath; Newton St Cyres; Nymet Rowland; Oakford; Poughill; Puddington; Sampford Peverell; Sandford; Shillingford; Shobrooke; Silverton; Stockleigh Pomeroy; Stockleigh English; Stoodleigh ;Templeton; Thelbridge; Thorverton; Uffculme; Uplowman; Upton Hellions; Washfield; Washford Pyne; Wembworthy; Westleigh; Willand; Woolfardisworthy; Yeoford; and Zeal Monachorum.

## Benefit to the local community

C.5 Whilst each application for the relief will be considered on its own merits, there are certain factors which weigh heavily in the decision-making process. It is this Council's belief that the spirit of the legislation is to assist businesses and amenities, which contribute significantly to the quality of life of the people who have their main home in the Rural Settlement.

C.6 To be successful for consideration, a business must show that its existence is a significant benefit to the local community with the majority of local residents directly benefiting from services or facilities provided by that business.

**Rural Rate Relief – the Council's Policy for granting discretionary relief.**

C.7 The Council will also consider applications for a discretionary rural rate relief from all ratepayers, not entitled to mandatory relief up to a maximum of 100%.

C.8 In determining the application, the following matters will be taken into consideration:

- The granting of any discretionary relief will be essential in ensuring the viability of any business within the rural settlement;
- The granting of any discretionary relief is proportionate given the level of any business rates charged compared with the overall turnover of the business;

- The granting of any discretionary relief will assist the business in continuing to be viable and / or prevent the business from failing;
- The business is considered by the Council to be essential to the community and that any reduction or withdrawal of the business will have a serious detrimental effect on the rural settlement; and
- The granting of any discretionary relief is reasonable having regard to the effect on taxpayers of the Council.

## Appendix D
## Discretionary Relief – Localism Act 2011

# Discretionary Relief – Localism Act 2011

## General explanation

D.1 Section 69 of the Localism Act 2011 amended Section 47 of the Local Government Finance Act 1988. These provisions allow all Councils to grant discretionary relief in **any** circumstances where it feels fit having regards to the effect on the Council Taxpayers of its area.

D.2 The provisions are designed to give authorities flexibility in granting relief where it is felt that to do so would be of benefit generally to the area and be reasonable given the financial effect to Council Taxpayers. An example where the Council has granted relief in the past are where premises were affected by flooding.

## Discretionary Relief – Localism – the Council's Policy

D.3 Applications will be considered from any ratepayer who wishes to apply. However, where a ratepayer is suffering hardship or severe difficulties in paying their rates liability then relief can be granted under the existing provisions as laid down by Section 49 of the Local Government Finance Act 1988. There will be no requirement to grant relief in such cases under the Council's discretionary relief policy.

D.4 Any ratepayer applying for discretionary rate relief under these provisions and who does not meet the criteria for existing relief (charities, non-profit making organisations etc.) may apply. When considering an application for rate relief the following factors will be taken into account:
Any ratepayer applying for a Local Business Rate Discount who does not meet the criteria for Discretionary Rate Relief under any other part of this policy, must meet all of the following criteria and any award will be based on these factors:

- The ratepayer must not be entitled to Mandatory Rate Relief (Charity or Rural Rate Relief);
- The Rateable Value must be less than £80,000 (RV);
- The ratepayer must not be an organisation that could receive relief as a non-profit making organisation or as Community Amateur Sports Club;
- The ratepayer must occupy the premises – no relief will be granted for unoccupied properties. The premises and the organisation must be of significant benefit to the taxpayers of Mid Devon;
- Provide facilities to certain priority groups such as elderly, disabled, minority or disadvantaged groups, and / or Provide significant employment or employment opportunities to residents of Mid Devon;
- Provide residents of Mid Devon with such services, opportunities or facilities that cannot be obtained locally or are not provided by another organisation;
- The ratepayer must show that the organisation will comply with all legislative requirements and operate in an ethical, sustainable, and environmentally friendly manner at all times;

D.5 Where a ratepayer can demonstrate that all of the above criteria are met, any award must have due regard to the financial status of the applicant when determining the level of relief to be granted, and the impact and best interests of the Council Tax payers of Mid Devon

D.6 It must be noted that the Council will only pay a maximum of **80%** relief, 100% relief will only be considered in the most exceptional circumstances and via the formal appeals process.

D.7 Relief will not be given to those organisations where a bar is the main activity. It would be expected that any bar profits would be used to offset any expenses thus negating the reliance on public funds.

D.8 Relief will be withdrawn/ cancelled if:

(a) the conditions or circumstances on the basis of on which the relief was granted change or
(b) fail to materialise, or the information submitted as part of the application proves to be misleading;
(c) the applicant ceases to be the ratepayer; or
(d) business/organisation ceases to trade (in case of occupied rates) or downscales operations and workforce in contravention of any agreement; or
(e) the use of the property changes

D.9 A formal application from the ratepayer will be required in each case and any relief will be granted in line with subsidy requirements as specified within this policy.

## Appendix E
## Local Newspaper Relief

## General explanation

E.1 This is a relief that will be awarded until 2025 and the Government is not changing the legislation around the reliefs available to these properties. Central Government will reimburse local authorities that use their discretionary relief powers (under section 47(3)) of the Local Government Finance Act 1988 to grant relief in line with the eligibility criteria set out in this guidance.

E.2 The Council will be compensated by Central Government through a grant under section 31 of the Local Government Act 2003.

## Eligibility criteria

E.3 The scheme will provide a £1,500 relief (per annum) for office space occupied by local newspapers up to a maximum of one discount per local newspaper title and per hereditament.

## Local Newspapers

E.4 The relief is to be specifically for local newspapers and by that, the Council means what would be considered a "traditional local newspaper." The relief will not be available to magazines.

## Office Space

E.5 The hereditament **must** be occupied by a local newspaper and wholly or mainly used as office premises for journalists and reporters.

## Amount of Relief

E.6 The amount of relief is limited to a maximum of one discount per newspaper title (e.g., per newspaper name) **AND** per hereditament. As with all discretionary rate relief, any grant will be subject to subsidy limits as defined within this policy.

## Local Newspaper Relief – the Council's policy for granting discretionary relief.

E.7 The Council has decided to grant relief strictly in accordance with Central Government guidelines.

## Appendix F
## Supporting Small Businesses Relief

## General Explanation

F.1 For the financial years 2023/24 to 2025/26, the Government will, in line with the eligibility criteria set out below, reimburse the Council if it uses its discretionary relief powers under section 47 of the Local Government Finance Act 1988 (as amended), to grant 2023 Supporting Small Business relief.

F.2 It will be for the Council, which administers the 2023 Supporting Small Business (2023 SSB) relief, to adopt a local scheme and determine in each individual case when, having regard to this guidance, to grant relief under section 47.

F.3 Central government will reimburse the Council and major precepting authorities for the actual cost to them under the rates retention scheme of the 2023 Supporting Small Business relief that falls within the definitions in this policy.

## Who is eligible for the 2023 Supporting Small Business Relief (2023 SSB) and how much relief will be available?

F.4 2023 SSBR will help those ratepayers who as a result of the change in their rateable value at the revaluation are losing some or all of their Small Business, Rural Rate Relief or 2017 SSBR and, as a result, are facing large increases in their bills.

F.5 Charities and Community Amateur Sports Clubs, who are already entitled to mandatory 80% relief, are not eligible for 2023 SSBR.

F.6 To support these ratepayers, 2023 SSBR will ensure that the increase in the bills of these ratepayers is limited to a cash value of £600 per year. This cash maximum increase ensures that ratepayers do not face large bill increases in 2023/24 after transitional relief and small business rate relief (as applicable) have been applied. In order to simplify the scheme, the 2023 SSBR will not include minimum percentage bill increases (unlike the 2017 scheme).

F.7 Those on 2023 SSBR whose 2023 rateable values are £51,000 or more will not be liable to pay the supplement (1.3p) to fund small business rate relief while they are eligible for 2023 SSBR.

F.8 The 2017 SSBR scheme was provided to support small and medium ratepayers who had seen large increases in their bills at the 2017 revaluation. They have, therefore, had 6 years of support to allow them to adjust to their full 2017 bills. Therefore, for those ratepayers receiving 2017 SSB relief in 2022/23, any eligibility for 2023 SSBR will end on 31 March 2024.

F.9 The Council will ensure this eligibility criteria is clear in the scheme approved and that relief for these ratepayers is awarded for one year only so that the relief can then be withdrawn on 31 March 2024 without further notice.

F.10 A change of ratepayers will not affect eligibility for the Supporting Small Business scheme but eligibility will be lost if the property falls vacant or becomes occupied by a charity or Community Amateur Sports Club.

F.11 There is no second property test for eligibility for the 2023 SSBR scheme. However, those ratepayers who during 2022/23 lost entitlement to Small Business Rate Relief (because they failed the second property test) but have, under the rules for Small Business Rate Relief, been given a 12 month period

of grace before their relief ended - can continue on the 2023 SSBR scheme for the remainder of their 12 month period of grace.

## Sequence of reliefs

F.12 Hereditaments eligible for charity or Community Amateur Sports Club relief or hereditaments which are unoccupied are not eligible for 2023 SSBR. For the avoidance of doubt, small business rate relief or rural rate relief will not be applied to further reduce the bill found under 2023 SSBR (to avoid the double counting of relief.

F.13 The same principle applies to properties for which a Section 44A certificate has been granted (apportionment of rateable values for partly occupied properties). The presence of a section 44A certificate will not further reduce the bill found under 2023 SSBR.

F.14 All other discretionary reliefs, including those funded by section 31 grants, will be considered after the application of 2023 SSBR.

## Subsidy control

F.15 The 2023 SSBR is likely to amount to a subsidy. Therefore, any relief provided by the Council under this scheme will need to comply with the UK's domestic and international subsidy control obligations.

F.16 To the extent that the Council is seeking to provide relief that falls below the Minimal Financial Assistance (MFA) thresholds, the Subsidy Control Act allows an economic actor (e.g., a holding company and its subsidiaries) to receive up to £315,000 in a three-year period (consisting of the 2023/24 year and the two previous financial years). MFA subsidies cumulate with each other and with other subsidies that fall within the category of 'Minimal or SPEI financial assistance'. BEIS COVID-19 business grants and any other subsidies claimed under the Small Amounts of Financial Assistance limit of the Trade and Cooperation Agreement should be counted under the £315,000 allowance.

F.17 In those cases where it is clear to the Council that the ratepayer is likely to breach the MFA limit then the Council will withhold the relief. Otherwise, the Council may include the relief in bills and ask the ratepayers, on a self-assessment basis, to inform the Council if they are in breach of the MFA limit.

F.18 MFA subsidies above £100,000 are subject to transparency requirements. This is not cumulated per beneficiary but applies per subsidy award. This means that for every individual subsidy provided of more than £100,000, the Council will include details of the subsidy on the subsidy control database.

## Recalculations of reliefs

F.19 As with other reliefs, the amount of SSBR awarded will be recalculated in the event of a change of circumstances. This could include, for example, a backdated change to the rateable value or to the hereditament. This change of circumstances could arise during the year in question or during a later year.

F.20 Under regulations made under section 47 of the Local Government Finance Act 1988 authorities must give at least 12 months' notice of a revocation or variation of a rate relief scheme the effect

of which would be to increase rate bills. Such a revocation or variation can only take effect at the end of a financial year (other than to comply with international agreements). But within these regulations, the Council may still make decisions which are conditional upon eligibility criteria. If a change in circumstances renders a property ineligible, the relevant bill can be amended in the year to reflect the loss of the relief.

F.21 Therefore, when making an award for SSBR, the Council will ensure the conditions of the award that the relief are subject to the property's continuing eligibility. If the use of the property changes so that it is no longer eligible, the relevant chargeable amount must be recalculated to reflect that fact.

F.22 The Council will also ensure that the scheme provides that eligibility for those ratepayers previously in the 2017 SSBR scheme in 2022/23 are eligible for one year of relief only and that the relief will then be withdrawn from those ratepayers on 31 March 2024 without further notice.

## Supporting Small Businesses Relief – the Council's policy for granting discretionary relief.

F.23 The Council has decided to grant relief strictly in accordance with Central Government guidelines.

## Appendix G
## Retail, Hospitality and Leisure Relief

## General Explanation

G.1 The 2024/25 Retail, Hospitality and Leisure Business Rates Relief scheme will provide eligible, occupied, retail, hospitality, and leisure properties with a 75% relief, up to a cash cap limit of £110,000 per business.

## How will the relief be provided?

G.2 As this is a temporary measure for 2024/25, Government is not changing the legislation relating to the reliefs available to properties. Instead, Government will, in line with the eligibility criteria set out in this guidance, reimburse the Council if it uses its discretionary relief powers under section 47 of the Local Government Finance Act 1988 (as amended) to grant relief. It will be for the Council to adopt a local scheme and determine in each individual case when, having regard to this guidance, to grant relief under section 47.

G.3 Government will fully reimburse the Council and major precepting authorities for their loss of income under the rates retention scheme as a result of awarding the relief that falls within the definitions in this guidance, using a grant under section 31 of the Local Government Act 2003.

G.4 The government expects the Council to apply and grant relief to qualifying ratepayers from the start of the 2024/25 billing year.

## Which properties will benefit from relief?

G.5 Hereditaments which benefit from the relief will be those which for a chargeable day in 2024/25:

- meet the eligibility criteria; and
- the ratepayer for that chargeable day has not refused the relief for the eligible hereditament.

The ratepayer may refuse the relief for each eligible hereditament anytime up to 30 April 2024. The ratepayer cannot subsequently withdraw their refusal for either all or part of the financial year.

G.6 The Council has decided that, for the purposes of section 47 of the 1988 Act, hereditaments where the ratepayer has refused the relief are outside of the scheme and outside of the scope of the decision of which hereditaments qualify for the discount and are therefore ineligible for the relief.

G.7 In line with the legal restrictions in section 47(8A) of the Local Government Finance Act 1988, the Council may not grant the discount to themselves or precepting authorities.

## How much relief will be available?

G.8 Subject to the £110,000 cash cap per business, the total amount of government-funded relief available for each property for 2023/24 under this scheme is for chargeable days from 1 April 2024 to 31 March 2025, 75% of the chargeable amount.

G.9 The relief will be applied after mandatory reliefs and other discretionary reliefs funded by section 31 grants have been applied, but before those where the Council has used its wider discretionary relief powers introduced by the Localism Act 2011, which are not funded by section 31 grants. However, the former categories of discretionary relief available prior to the Localism Act 2011 (i.e., charitable relief etc.) will be applied first in the sequence of discretionary reliefs and, therefore, before Retail, Hospitality and Leisure relief. Authorities may use their discretionary powers to, at

cost to themselves, offer further discounts outside this scheme or additional relief to hereditaments within the scheme. However, where the Council applies a locally funded relief under section 47, this will be applied after the Retail, Hospitality and Leisure relief.

G.10 The ordering **will** be applied in following sequence:

- Transitional Relief
- Mandatory Reliefs (as determined in legislation)
- S.47 Discretionary Relief in the following order:

(i) 2023 Supporting Small Business (SSB);
(ii) Former categories of discretionary relief available prior to the Localism Act 2011 (i.e., charitable, CASC, rural top up, and not for profit) will be applied first in the sequence of discretionary reliefs, after SSB;
(iii) Other discretionary (centrally funded);
(iv) 2024/25 Retail Hospitality and Leisure relief scheme; and
(v) Other locally funded schemes (such as section 49 hardship).

G.11 Subject to the cash cap, the eligibility for the discount and the relief itself will be assessed and calculated on a daily basis. The following formula will be used to determine the amount of relief to be granted for a chargeable day for a particular hereditament in the financial year 2024/25:

- Amount of relief to be granted = V x 0.75 where:
- V is the daily charge for the hereditament for the chargeable day after the application of any mandatory relief and any certain other discretionary reliefs in line with the above.

G.12 This will be calculated ignoring any prior year adjustments in liabilities which fall to be liable on the day.

G.13 Ratepayers that occupy more than one property will be entitled to relief for each of their eligible properties up to the maximum £110,000 cash cap, per business.

## The Cash Cap and Subsidy Control

G.14 Under the cash cap, no ratepayer can in any circumstances exceed the £110,000 cash cap across all of their hereditaments in England.

G.15 Where a ratepayer has a qualifying connection with another ratepayer, then those ratepayers will be considered as one ratepayer for the purposes of the cash caps. A ratepayer shall be treated as having a qualifying connection with another:

(a) where both ratepayers are companies, and
  (i) one is a subsidiary of the other, or
  (ii) both are subsidiaries of the same company; or
(b) where only one ratepayer is a company, the other ratepayer (the "second ratepayer") has such an interest in that company as would, if the second ratepayer were a company, result in its being the holding company of the other.

G.16 The Retail Hospitality and Leisure Scheme is likely to amount to subsidy. Any relief provided by the Council under this scheme will need to comply with the UK's domestic and international subsidy control obligations.

G.17 To the extent that the Council is seeking to provide relief that falls below the Minimal Financial Assistance (MFA) thresholds, the Subsidy Control Act allows an economic actor (e.g., a holding company and its subsidiaries) to receive up to £315,000 in a 3-year period (consisting of the 2023/24

year and the 2 previous financial years). MFA subsidies cumulate with each other and with other subsidies that fall within the category of 'Minimal or SPEI financial assistance'. Expanded Retail Discount granted in 2021/22 does not count towards the £315,000 allowance but BEIS COVID-19 business grants and any other subsidies claimed under the Small Amounts of Financial Assistance limit of the Trade and Cooperation Agreement will be counted.

G.18 In those cases, where it is clear to the Council that the ratepayer is likely to breach the cash cap or the MFA limit, then the Council will automatically withhold the relief.

G.19 MFA subsidies above £100,000 are subject to transparency requirements. This is not cumulated per beneficiary but applies per subsidy award. This means that for every individual subsidy provided of more than £100,000, the Council will include details of the subsidy on the subsidy control database.

## Splits, mergers, and changes to existing hereditaments

G.20 The relief will be applied on a day-to-day basis using the formula set out above. A new hereditament created as a result of a split or merger during the financial year, or where there is a change of use, will be considered afresh for the relief on that day.

## Recalculations of relief

G.21 The amount of relief awarded will be recalculated in the event of a change of circumstances. This could include, for example, a backdated change to the rateable value or the hereditament. This change of circumstances could arise during the year in question or during a later year.

G.22 Under regulations made under section 47 of the Local Government Finance Act 1988 the Council must give at least 12 months' notice of a revocation or variation of a rate relief scheme the effect of which would be to increase rate bills. Such a revocation or variation can only take effect at the end of a financial year (other than to comply with international agreements). But within these regulations, the Council may still make decisions to ensure the scheme is administered in accordance with the extant rules. If a change in circumstances renders a property ineligible, the relevant bill can be amended in the year to reflect the loss of the relief.

## Eligibility for the Retail, Hospitality and Leisure Relief Scheme

G.23 The Council uses the following definitions to establish eligibility for the relief:

**Hereditaments that meet the eligibility for Retail, Hospitality and Leisure scheme will be occupied hereditaments which meet all of the following conditions for the chargeable day:**

- they are wholly or mainly being used:
  (i) as shops, restaurants, cafes, drinking establishments, cinemas, or live music venues,
  (ii) for assembly and leisure; or
  (iii) as hotels, guest & boarding premises, or self-catering accommodation

**i. Hereditaments that are being used for the sale of goods to visiting members of the public:**

- Shops (such as: florists, bakers, butchers, grocers, greengrocers, jewellers, stationers, off licences, chemists, newsagents, hardware stores, supermarkets, etc)
- Charity shops
- Opticians
- Post offices

- Furnishing shops/ display rooms (such as: carpet shops, double glazing, garage doors)
- Car/caravan show rooms
- Second-hand car lots
- Markets
- Petrol stations
- Garden centres
- Art galleries (where art is for sale/hire)

**ii. Hereditaments that are being used for the provision of the following services to visiting members of the public:**

- Hair and beauty services (such as: hairdressers, nail bars, beauty salons, tanning shops, etc)
- Shoe repairs/key cutting
- Travel agents
- Ticket offices e.g., for theatre
- Dry cleaners
- Launderettes
- PC/TV/domestic appliance repair
- Funeral directors
- Photo processing
- Tool hire
- Car hire

**iii. Hereditaments that are being used for the sale of food and/or drink to visiting members of the public:**

- Restaurants
- Takeaways
- Sandwich shops
- Coffee shops
- Pubs
- Bar

**iv. Hereditaments which are being used as cinemas.**

**v. Hereditaments that are being used as live music venues:**

- Live music venues are hereditaments wholly or mainly used for the performance of live music for the purpose of entertaining an audience. Hereditaments cannot be considered a live music venue for the purpose of business rates relief where a venue is wholly or mainly used as a nightclub or a theatre, for the purposes of the Town and Country Planning (Use Classes) Order 1987 (as amended).
- Hereditaments can be a live music venue even if used for other activities, but only if those other activities (i) are merely ancillary or incidental to the performance of live music (e.g., the sale/supply of alcohol to audience members) or (ii) do not affect the fact that the primary activity for the premises is the performance of live music (e.g., because those other activities are insufficiently regular or frequent, such as a polling station or a fortnightly community event).
- There may be circumstances in which it is difficult to tell whether an activity is a performance of live music or, instead, the playing of recorded music.

**vi. Hereditaments that are being used for the provision of sport, leisure, and facilities to visiting members of the public (including for the viewing of such activities).**

- Sports grounds and clubs
- Museums and art galleries
- Nightclubs
- Sport and leisure facilities
- Stately homes and historic houses
- Theatres
- Tourist attractions
- Gyms
- Wellness centres, spas, massage parlours
- Casinos, gambling clubs and bingo halls

**vii. Hereditaments that are being used for the assembly of visiting members of the public.**

- Public halls
- Clubhouses, clubs, and institutions

**viii. Hereditaments where the non-domestic part is being used for the provision of living accommodation as a business:**

- Hotels, Guest, and Boarding Houses
- Holiday homes
- Caravan parks and sites

G.24 To qualify for the relief the hereditament should be wholly or mainly being used for the above qualifying purposes. In a similar way to other reliefs (such as charity relief), this is a test on use rather than occupation. Therefore, hereditaments which are occupied but not wholly or mainly used for the qualifying purpose will not qualify for the relief.

G.25 The list set out above is not intended to be exhaustive as it would be impossible to list the many and varied uses that exist within the qualifying purposes.

**Hereditaments that are being used for the provision of the following services to visiting members of the public:**

G.26 The list below sets out the types of uses that the government does not consider to be an eligible use for the purpose of this discount. Again, it is for the Council to determine for themselves whether particular properties are broadly similar in nature to those below and, if so, to consider them **not** eligible for the discount under their local scheme:

- Financial services (e.g., banks, building societies, cash points, bureaux de change, short-term loan providers, betting shops);
- Medical services (e.g., vets, dentists, doctors, osteopaths, chiropractors);
- Professional services (e.g., solicitors, accountants, insurance agents/ financial advisers, employment agencies, estate agents, letting agents); and
- Post office sorting offices.

## Retail Hospitality and Leisure Relief – the Council's policy for granting discretionary relief.

G.27 The Council has decided to grant relief strictly in accordance with Central Government guidelines.

## Appendix H
## Section 49 – Hardship Relief

# Section 49 – Hardship Relief

## General explanation

H.1 The Council is able to exercise its discretion under Section 49 of the Local Government Finance Act 1988 to provide either partial or full relief for non-domestic rate payments in cases of hardship where it would be reasonable to do so having due regard to the interests of council tax payers in general.

## Section 49 Hardship Relief – the Council's Policy

H.2 The Council will consider applications for hardship relief from individuals and organisations based on their own merits on a case-by-case basis. Head of Resources will consider applications. Application forms are available from the Council.

H.3 In making decisions on whether to award the relief the Council takes into account the following criteria (not listed in any priority). The Council may grant Hardship Relief if it is satisfied that:

- The Ratepayer would sustain financial hardship if the Council did not do so;
- It is reasonable for the Council to grant Relief, with regard to the interests of its residents and Council Tax payers;
- Hardship Relief will only be applied to the actual balance outstanding in the year the application was made;
- No Hardship Relief can be awarded where payment has been made in part or full;
- Hardship Relief is a temporary measure which can only be awarded once because it should not be used to artificially sustain a failing business. Hardship Relief maybe awarded where the ratepayer is facing temporary financial difficulties and where the community would be significantly disadvantaged if the business were to close. The maximum award period is 12 months;
- Applications for Hardship Relief must be accompanied by a full set of audited accounts relating to the two years preceding the date of application. Where audited accounts are not available for the current financial year, projected figures certified as being a 'true and fair view' by the company secretary or company accountants may be used. It is recommended that applicants submit audited accounts dating back further than two years if such information is available; and
- Due to the nature of this relief Mid Devon will not apply the £80,000 (RV) restriction. When reviewing the application all current case law will be taken into account when assessing any award.

H.4 The ratepayer will provide additional information as deemed necessary by the Council to be essential in order for a fair evaluation of the application.

## Appendix I
## Section 44a – Part Occupied Relief

## Section 44a – Part Occupied Relief.

I.1 The Council has discretion under section 44a of the Local Government Finance Act to award Rate Relief where part of a property is unoccupied for a temporary period. The definition of 'temporary period' is not prescribed within the law and therefore Mid Devon has the discretion to decide the period of Relief to be awarded. The amount of Rate Relief that is awarded is determined by statute and is calculated by reference to the Rateable Value attributed to the unoccupied area by the Valuation Office Agency, part of His Majesty's Revenue and Customs (HMRC).

I.2 Applications will only be considered in respect of unoccupied parts of a property and must be made within the year that the reduction was required. Clearly defined areas that are reasonably segregated from the occupied part of the property must be evidenced.

I.3 No award shall be made where it appears to the Council that the reason that part of the property is unoccupied is wholly or mainly for the purposes of applying for Rate Relief.

I.4 Rate Relief under this section will not be awarded in respect of partly occupied property where the partial occupation of the property may arise due to the ordinary day to day nature of the business (for example the operation of a warehouse).

I.5 Where a backdated application is received, the customer will be required to produce evidence to prove the area was unoccupied for the period the relief relates to. Acceptance of such evidence is at the discretion of Mid Devon. A reason as to why the application wasn't made at the time of need must also be given.

I.6 The period of Relief will not exceed either 3 or 6 months depending on the type of property the claim has been made for, in line with the current legislation and guidance for part-occupied properties. Relief will be awarded on a 'case by case' basis; this may result in a period being longer than 3 or 6 months on a case by case basis.

**Appeals**

I.7 These will be looked at by the Head of Service, if the customer remains unhappy then the Corporate Manager for Revenues and Benefits will also review. Appeals must be supported by the 'ward member' this however doesn't guarantee an award of relief .

**Approvals**

I.8 Upon receipt of an application an officer will make a recommendation to a Team leader to approve the reduction.

Mid Devon DISTRICT COUNCIL

| **Report for:** | **Cabinet** |
|---|---|
| Date of Meeting: | 6 February 2024 |
| **Subject:** | **Pay Policy** |
| Cabinet Member: | Cllr Luke Taylor, Leader of the Council |
| Responsible Officer(s): | Matthew Page, Corporate Manager for People, Governance and Waste and James Hamblin, Operations Manager - Human Resources |
| Exempt: | N/A |
| Wards Affected: | All |
| Enclosures: | Appendix 1 – Pay Policy 2023 |

**Section 1 – Summary and Recommendation(s)**

To comply with the legislative requirements of the Localism Act 2011 relating to senior pay in particular the role of the Chief Executive, Directors and other senior officers. The Localism Act 2011 requires an annually published Pay Policy which has been adopted by the Full Council.

**Recommendation(s):**

**1. The Cabinet is asked to recommend to Council the Pay Policy 2023.**

**Section 2 – Report**

**1.0 Introduction/Background**

1.1 The Localism Act required that all local authorities publish a Pay Policy on an annual basis. The Policy should be agreed by a meeting of the Council and be published on the Council's website.

1.2 The purpose of having a Pay Policy is so that the pay and related awards structure of the Council are transparent. The Pay Policy is detailed in Appendix 1.

1.3 At the present time, the Chief Executive is appraised on an annual basis by a group of Members as set out in the Constitution. The Leader consults a review panel which includes the Deputy Leader, the Chairman and Chair of

Scrutiny on the objectives to be set and these are agreed with the Chief Executive.

1.4 Cabinet and Leadership Team meet on a monthly basis to monitor progress within each service area. Cabinet Members can raise issues with the Chief Executive and Directors on performance in any area of the Council.

1.5 A commitment was given two years ago to regularly review the content of the Pay Supplement Policy. It is attached in Appendix 2 for information. We also have a scheme of delegation as required by law to agree potential settlement agreements should a situation arise where they be seen as necessary. This is attached in Appendix 3.

1.6 There has recently been a reset of the structure of Leadership team, following the decision to delete one post from the team, which is reflected in the new data detailed in the Pay Policy. This has resulted in existing directors taking on additional responsibilities and delivers savings in the cost of the council's most senior officers. A reset of the Corporate Management team is currently underway at the time of publishing this paper with affected staff being consulted on proposed changes.

1.7 The Cost of Living rise agreed between the LGA and the Unions gave each employee a rise of £1,925 regardless of their role or grade. This was awarded at the start of November and was paid on the 22 November 2023.

1.8 This increase has resulted in the annual mean pay of all employees increasing from £27,724 in 22/23 to £31,713 in 23/24. It has also resulted in the pay multiple of the Chief Executive to both the mean salary and the lowest paid FTE employee in the Council decreasing from 22/23.

1.9 The gender mean pay gap is 0.97% for the Council compared to 7.7% nationally. We are therefore in a considerably stronger position than many other organisations.

**Financial Implications**

None arising from this report which aims to ensure that the Council pays enough to recruit and retain important staff but avoids excessive pay levels.

**Legal Implications**

In accordance with Article 14 of the Constitution. The Head of Paid Service (Chief Executive) is required to keep under review the number, grade and organisation of officers, as well as the manner in which the Council's functions are co-ordinated and discharged.

**Risk Assessment**

The risk to the Council of not complying with its legislative requirements are mitigated by this report and having robust performance management systems in place.

**Impact on Climate Change**

No climate change issues are highlighted in this report.

**Equalities Impact Assessment**

Equality of pay is a legal requirement and while no specific issues arise from this report, it should be noted that the pay policy contains the annual gender pay reporting (as required by law).

**Relationship to Corporate Plan**

To have a robust Pay Policy which ensures good use of public money in respect of the salaries of the most senior employees of the Council that is both transparent and visible. To ensure the Council is able to recruit and retain staff of a sufficiently high calibre who are able to deliver the objectives of the Corporate Plan.

**Section 3 – Statutory Officer sign-off/mandatory checks**

**Statutory Officer**: **Andrew Jarrett**
Agreed by or on behalf of the Section 151
**Date**: 23 January 2024

**Statutory Officer**: **Maria De Leiburne**
Agreed on behalf of the Monitoring Officer
**Date**: 23 January 2024

**Chief Officer**: **Stephen Walford**
Agreed by or on behalf of the Chief Executive/Corporate Director
**Date**: 23 January 2024

**Performance and risk**: **Steve Carr**
Agreed on behalf of the Corporate Performance & Improvement Manager
**Date**: 22/01/2024

**Cabinet member notified**: Yes

**Report: Exclusion of the press and public from this item of business on the published agenda on the grounds that it involves the likely disclosure of exempt information.**

**Appendix: Exclusion of the press and public from this item of business on the published agenda on the grounds that it involves the likely disclosure of exempt information.**

**Section 4 - Contact Details and Background Papers**

**Contact**: Matthew Page, Corporate Manager for People, Governance and Waste (MPage@middevon.gov.uk), James Hamblin, Operations Manager Human Resources (JHamblin@middevon.gov.uk)

**Background papers**: None.

# Human Resources Policy

**Version Control Sheet**

*Title: Pay Policy 2023*

*Reference No:* **HR/**

*Purpose: The Localism Bill requires that all local authorities publish a Pay Policy on an annual basis. The Policy should be agreed by a meeting of Council and be published on the Council's website.*

*The purpose of having a Pay Policy is so that the pay and related rewards structure of the Council is transparent.*

*Owner:* **Corporate Manager for People, Governance and Waste**
**mpage@middevon.gov.uk**

*Date: Feb 24*
*Version Number: 8*

*Status:* **Draft**

*Review Frequency:* **Every year**

*Next review date:* **February 2025 to be published by March 2025**

# Pay Policy

## 1. INTRODUCTION

Local authorities must publish a pay policy statement for each financial year. This must be approved by a Council resolution before 31 March each year. The Act specifies a number of elements that must be covered by the statement including: the level and elements of remuneration for each chief officer, remuneration of chief officers on recruitment, increases and additions to remuneration for each chief officer, the use of performance-related pay for chief officers, the use of bonuses for chief officers, the approach to the payment of chief officers on their ceasing to hold office under or to be employed by the authority, and the publication of and access to information relating to remuneration of chief officers.

The specific part of the Localism Act 2011 relating to a pay policy is Section 38 (1). Pay is an emotive issue for staff, Councillors and also for the public at large. Transparency in what and how we pay our senior staff particularly, but also all council employees is of paramount importance.

A pay policy statement will be updated and taken to full Council each year in February, in this way a clear view of the salaries and benefits paid to the most senior staff at the Council can be tracked.

## 2. REFERENCES

Equal Pay Act 1970
Equality Act 2010
Localism Act 2011

## 3. SCOPE

This policy applies to:-

- Chief Executive Officer including Head of Paid Service responsibilities
- Directors, Heads of Service and certain Corporate Managers including Monitoring Officer responsibilities and Section 151 Officer responsibilities

## 4. POLICY

Clarity in the provision of pay and other benefits is essential to ensure that the Council can attract and retain good calibre employees at all levels but particularly at the most senior level.

In the context of managing scarce public resources, remuneration at all levels within the Council needs to be adequate to secure and retain high-quality employees dedicated to the service of the public, but at the same time needs to avoid being unnecessarily generous or otherwise excessive.

This pay policy statement applies specifically to chief officers (a term which includes both statutory and non-statutory chief officers which for the purposes of this policy are the Directors, Corporate Management Team, Monitoring Officer) and addresses the legal requirement to set out how the policy for agreement of chief officer remuneration differs to that of other Council employees. For the purposes of this statement this includes:

- **Chief Executive Officer (Head of Paid Service)**
- **Deputy Chief Executive (151)**
- **Director of Corporate Affairs & Business Transformation**
- **Director Of Place**
- **District Solicitor & Monitoring Officer**
- **Corporate Management Team**

The definition of chief officers (as set out in section 43(2) of the Localism Act 2011) is not limited to Directors, Heads of Paid Service or statutory chief officers. It also includes those who are their direct reports (who may or might not be statutory chief officers and those who report directly to non-statutory chief officers (deputy chief officers).

The metric used for pay dispersion is the multiple of chief executive to mean earnings. Tracking this multiple will ensure public service organisations are accountable for the relationship between the pay of their executives and the wider workforce. Through this pay policy statement Mid Devon will track this multiple annually. **(This is shown as Officer Remuneration in the accounts)**

- the level and elements of remuneration for each chief officer
- the remuneration of the lowest paid employees
- the relationship between the remuneration of its chief officers and other officers
- other specific aspects of chief officer remuneration.

**In respect of Officer Remuneration Note in the accounts**: It should be noted that this information will relate to the previous year as shown in the annual accounts.

- Salary, fees and allowances
- Bonuses
- Expenses allowance
- Compensation for loss of employment
- Employers pension contribution
- Any other emoluments

**Pay multiple**
This is calculated by comparing all taxable earnings for the given year (including base salary, variable pay, bonuses, allowances and the cash value of benefits in kind) for the Chief Executive compared to mean earnings and the lowest paid in the organisation.

**Specific Policy Areas**
The National Joint Negotiating Committee has previously emphasised that 'it is good governance that local authorities can demonstrate that decisions on pay and reward packages for chief executives and chief officers have been made in an open and accountable way.'

The Leader of the Council may recommend to Full Council changes to the remuneration package following an annual review. Any structural changes to the remuneration packages of the Chief Executive or Directors will be subject to Full Council approval.

Salary increases in relation to cost of living will be made in line with National Joint Council recommendations.

The use of market supplements may be applied in certain circumstances but at present are not considered necessary for any senior role.

At present, there are no additional payments made to senior officers which specifically relate to performance such as performance bonuses; neither is there an element of pay which can be enhanced for performance. Performance issues will be dealt with through the achievement of agreed objectives and appraisal review process.

Any termination payments to chief officers on ceasing office will comply with Mid Devon District Council's Redundancy Policy and no additional payments will be made without the express approval of Full Council.

Through this policy the pay multiple of the Chief Executive will be monitored annually. Should the multiplier between the annual salary paid to a full time employee on the lowest spinal column point and the annual salary paid to the Chief Executive be greater than 10, this will be reported by the Leader of the Council to Full Council for consideration.

**Our support for apprenticeships, which may be considered a temporary employment, will not be used to skew the pay multiple metric and will therefore be excluded from the calculation. In order to ensure complete transparency however we have also included the salary of apprentices.**

There are no arrangements currently in place for tax and national insurance payments to be paid other than through the normal channels, i.e. through the normal PAYE route for all officers of the Council.

## 5. PAYMENT OF RETURNING OFFICER

Additional payments are set and made by Central Government to officers carrying out additional duties at elections. These payments will only be received when elections take place and although fixed, do vary according to the type of election for which the payment is made. These payments are not within the scope of this policy.

## 6. OUTCOMES

In having this policy Mid Devon District Council will ensure that the process for setting pay at a senior level is transparent. This policy will be reviewed annually to track the relationship of chief officer pay with the rest of the workforce.

## 7. PERFORMANCE MONITORING

Annual monitoring of this policy will take place in February. Monitoring of the Chief Executive's performance takes place through an annual appraisal process.

## 8. POLICY/STRATEGY CONSULTATION

This policy will be agreed with the Council's Leadership Team, Cabinet and Full Council.

## 9. EQUALITY IMPACT CONSIDERATIONS

The principles of equal pay are integral to this policy. 'Equal work' is defined as:

- Like work where the woman and the man are doing the same job or
- Work rated as equivalent where the 2 jobs are different but have been evaluated by the employer's job evaluation scheme (JES) at the same level/grade or
- Work of equal value where the jobs are again different but an argument is made that both jobs should be regarded as being of equal value or worth.

## 10. RESPONSIBILITIES

The Corporate Manager for People, Governance and Waste will be responsible for this policy and for updating information on an annual basis.

## 11. RECORDS

Documents and records generated as a result of the application of this policy will be held electronically and retained as legally required.

All records will be maintained and processed in compliance with the Data Protection Act.

## 12. DOCUMENT HISTORY

| Date | Version | Update |
|---|---|---|
| 10/02/2017 | 1 | Pay Policy |
| 05/04/2018 | 2 | Pay Policy |
| 07/02/2019 | 3 | Pay Policy |
| 13/02/2020 | 4 | Pay Policy |
| Feb 2021 | 5 | Pay Policy |
| Feb 2022 | 6 | Pay Policy |
| Feb 2023 | 7 | Pay Policy |

1. The level of remuneration for all Senior Officers earning over £50,000 is shown below:

| Post Title | Remuneration | |
|---|---|---|
| | 2022/23 | 2023/24 |
| Chief Executive | £118,549 | £122,698 |
| Deputy Chief Executive (S151) | £87,027 | £105,000 |
| Director of Corporate Affairs and Business Transformation<br>(Post holder left 05/06/2023)<br>(Post removed 31/12/2023) | £85,358 | Post removed from structure as per cabinet decision during 2023. |
| Director of Place and Economy<br>(Formally Director of Place) | £85,358 | £97,000 |
| Director of Legal, HR & Governance (Monitoring Officer)<br>(New Post 01/01/2024) | - | £97,000 |
| District Solicitor and Monitoring Officer<br>(New post from 25/09/2021)<br>Spot salary from 01/07/2023<br>Post removed 31/12/2023 | Grade P<br>£68,687 to £72,773 | £75,320 |
| Corporate Manager<br>Public Health, Regulation & Housing<br><br>Acting up from 01/06/23 (per annum) | Grade N<br>£58,904 to £62,392 | Grade N<br>£61,189 to £64,813<br><br>£8694 |
| Corporate Manager<br>People, Governance & Waste<br><br>Acting up from 01/06/2023 (per annum) | Grade N<br>£58,904 to £62,392 | Grade N<br>£61,189 to £64,813<br><br>£8694 |
| Corporate Manager<br>Digital Transformation & Customer Engagement | Grade N<br>£58,904 to £62,392 | Grade N<br>£61,189 to £64,813 |
| Corporate Manager<br>Property, Leisure & Climate Change<br>(Post holder left 17/05/2023) | Grade N<br>£58,904 to £62,392 | Grade N<br>£61,189 to £64,813 |
| Corporate Manager<br>Income, Benefits & Recovery<br><br>Acting up from 18/05/2023 (per annum) | Grade N<br>£58,904 to £62,392 | Grade N<br>£61,189 to £64,813<br><br>£6481.32 |
| | | |
| Corporate Manager | Grade N | Grade N |

| | | |
|---|---|---|
| Financial Services<br><br>Acting up from 18/05/2023 (per annum) | £58,904 to £62,392 | £61,189 to £64,813<br><br>£6481.32 |

2. The full time remuneration of the lowest paid employee.

| Post Title | Remuneration | | Other Allowances | |
|---|---|---|---|---|
| | 2022/23 | 2023/24 | 2022/23 | 2023/24 |
| Recreation Assistant (FOH) or Refuse Loader | £21,575 | £23,500 | None | None |
| Apprentice | £16,206 | £18,135 | None | None |

The lowest paid employees in the 23/24 tax year were the Recreation assistants (FOH) in the Leisure Service and the Refuse Loaders in StreetScene.
The apprentice rate has been uplifted to £9.40 per hour for the 2023/24 tax year.

3. The multiplier of the remuneration of the Chief Executive based upon taxable earnings.

| Category | Total Remuneration | |
|---|---|---|
| | 2022/23 | 2023/24 |
| Pay multiple of Chief Executive to Mean | 4.28 | 3.87 |
| Pay multiple of Chief executive to lowest paid FT employee | 5.49 (based on Recreation Assistant)<br><br>7.32 (based on apprentice rate) | 5.22 (based on Recreation Assistant)<br><br>6.77 (based on apprentice rate) |

| Category | Total Remuneration | |
|---|---|---|
| | 2022/23 | 2023/24 |
| Annual Mean Pay of all employees (Total Salaries/Total FTE) | £27,724 | £31,713 |

*Officer Remuneration Note in Accounts*

Publication of Officers Remuneration
We are required to publish the following information in respect of officer remunerations:

a) The number of employees whose remuneration in the year was greater or equal to £50,000, grouped in rising bands of £5,000.

b) An analysis by job title of the remuneration and employer's pension contributions in respect of senior employees whose salary is £50,000 or more per year (or by name and job title where the salary is £150,000 per year)

4. Officers' Emoluments

This table includes all statutory and non-statutory posts whose overall remuneration exceeds £50k excluding pension contributions and non-taxable allowances as published in MDDC Statement of Accounts 2022-23 (middevon.gov.uk)

| Remuneration Band | 2021/22 | | 2022/23 | |
|---|---|---|---|---|
| | Number of Employees | Left During Year | Number of Employees | Left During Year |
| £50,000 - £54,999 | 5 | - | 9 | - |
| £55,000 - £59,999 | 2 | - | 1 | - |
| £60,000 - £64,999 | 4 | - | 6 | - |
| £65,000 - £69,999 | - | - | 2 | 1 |
| £70,000 - £74,999 | - | - | - | - |
| £75,000 - £79,999 | - | - | - | - |
| £80,000 - £84,999 | 2 | - | 2 | - |
| £85,000 - £89,999 | - | - | 1 | - |
| £90,000 - £94,999 | - | - | - | - |
| £95,000 - £99,999 | - | - | - | - |
| £100,000 - £104,999 | - | - | - | - |
| £105,000 - £109,999 | - | - | - | - |
| £110,000 - £114,999 | - | - | - | - |
| £115,000 - £119,999 | 1 | - | 1 | - |

Eleven employees in the above table are not Senior Officers so have not been included in the Senior Officers table, all other employees are included.
In completing the 2022/23 Accounts we have complied with the statutory instrument regarding officer emoluments. The statutory instrument requires the individual naming of any Officers with an annual salary of £150,000 or more and the post title of any officers earning £50,000 or more who occupy statutory roles or are responsible for managing the strategic direction of services.
The Council had no officers earning at or in excess of £150,000 in 2023/24.

## 5 Termination Benefits

| 2022/23<br>Exit Package Cost Band | Number of compulsory redundancies | Number of other departures agreed | Total number of exit packages by cost band | Total cost of exit packages in each band<br>£'000 |
|---|---|---|---|---|
| £0 - £19,999 | - | 5 | 5 | 41 |
| £20,000 - £39,999 | - | - | - | - |
| £40,000 - £59,999 | - | - | - | - |
| £60,000 - £79,999 | - | - | - | - |
| **Total** | **-** | **5** | **5** | **41** |

During 2022/23 a couple of settlement agreements were made. These were associated with service restructures and changes in order to reduce future employee costs. This helps match ongoing expenditure against the well documented cuts in Central Government funding.

## 6 Gender Pay Gap

### 6.1 Pay quartiles by gender

The Mid Devon District Council figures set out below have been calculated using the standard methodologies used in the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

Under the law, men and women must receive equal pay for:

- the same or broadly similar work;
- work rated as equivalent under a job evaluation scheme; or
- work of equal value.

| Quartile | Males | Females | Description |
|---|---|---|---|
| 1 | 60.76% | 39.23% | Includes all employees whose standard hourly rate places them at or below the lower quartile |
| 2 | 48.84% | 51.16% | Includes all employees whose standard hourly rate places them above the lower quartile but at or below the median |
| 3 | 32.56% | 67.44% | Includes all employees whose standard hourly rate places them above the median but at or below the upper quartile |
| 4 | 53.49% | 46.51% | Includes all employees whose standard hourly rate places them above the upper quartile |

## 6.2 Mid Devon District Council's Gender Pay Gap

| | Mean Average Hourly Rate | Median Average Hourly Rate |
|---|---|---|
| Male | £15.52 | £13.91 |
| Female | £15.37 | £14.17 |
| | | |
| HMRC % gap | **0.97%** | **-1.87%** |

The mean gender pay gap for the whole economy (according to the ONS Annual Survey of Hours and Earnings (ASHE) figures) is **7.7%**; at Mid Devon District Council's mean gender pay gap is **0.97%,** therefore, significantly lower than that for the whole economy.

This page is intentionally left blank

# PAY SUPPLEMENT POLICY

## Purpose & Scope:

This Policy applies to all Mid Devon District Council employees. Supplements are only considered where all reasonable methods to improve recruitment or retention have been exhausted, and / or there is considerable risk to service delivery. Pay supplements will always be considered against the needs of the specific role as opposed to the post holder.

## Table of Contents:


Page 1 – INTRODUCTION
Page 2 – MARKET SUPPLEMENTS
Page 3 – RETENTION PAYMENTS
Page 4 – INCREMENTAL PROGRESSION
Page 5 – HONORARIUM PAYMENTS
Page 6 – PROCESS FOR APPROVAL
Page 7 – RESPONSIBILITIES
Page 8 – RECORDS


### Related Documents & Further Reading (including but not limited to):

A set of links redirecting managers to different information available on the SharePoint.

- Staff Charter
- Nolan Principles
- Line Manager Toolkit

## 1. Introduction

This Policy contains the agreed approach to be taken in the application, monitoring and review of pay supplements within Mid Devon District Council.

Pay supplements incorporate mechanisms for managing recruitment, retention and market related issues by temporarily increasing the total pay awarded to a post (without altering the job evaluation determined grade for that post) when it can be shown that the salary range attached to the grade is significantly lower than those offered by a competitor and therefore it impacts adversely on the ability to recruit or retain staff. They also cover methods of recognition and reward.

During times of specific upheaval and change, it may be necessary to secure the delivery of key services and moreover, to retain a particular skill set within the authority using retention payments, market supplements, acting up payments and honorarium.

The objectives of this Policy are:-

- To recruit the best possible staff for each post and enable the Council to mitigate against any adverse impact on its ability to compete in the local labour market by looking at pay supplement payments

- To facilitate flexibility to resource the Council whilst ensuring compliance with equal pay legislation, achieving transparency and adopting best practice.

- To secure the consistent delivery of key services to the public that may be at risk by giving the ability to retain key post holders.

- To manage the usage of pay supplements responsibly with an aim to ensure that it does not create excessive or unnecessary pay disharmony.

This policy will be attached to the annual Pay Policy which is a statutory submission each year to be approved by both the Cabinet and Full Council.

## 2. Market Supplements

A market supplement payment is paid in addition to basic salary for a specific individual post or cluster of identical posts. It may be paid where a post has been identified as 'hard to fill' and the Council is prevented from being able to recruit and/or retain existing staff on the salary determined by the Council's job evaluation scheme.

Payment will be:

- used in exceptional circumstances only
- mindful of any equal pay/value considerations, in order to avoid/minimise the potential for challenge on this point
- made as a clearly identified supplement with properly documented supporting reasons, for the amount of payment
- time limited in its application ie the guaranteed period will be up to a maximum of 12 months
- subject to regular monitoring and review
- pensionable
- applicable to all individuals appointed to the post

Any case for the payment of a market supplement must be properly justified, with supporting evidence from the following range of criteria:

- Evidence of a difficulty to recruit or pay related retention difficulties, together with market pay data
- Turnover rates
- Market based salary comparisons with competing local/regional/national employers (both public and private sector)

- Evidence that other retention initiatives have been explored/exhausted (e.g. learning and development opportunities, promoting non-pay benefits)
- Assessment of the impact of a failure to maintain adequate staffing levels in order to ensure service delivery requirements are met
- Consideration of the impact on other existing staff within the defined job group
- Robust budget impact assessment

In addition to the criteria above, account should be taken of the wider employment context applicable to the occupational group and whether the payment of the market supplement will address the particular issues underlying the retention difficulties, or whether alternative/additional actions are required.

For example:

- Are the difficulties an indicator of other issues of concern within the service/occupational group, which can be more appropriately resolved by other management action and/or non-pay measures?
- Is there a regional/national shortage for which new/alternative training schemes would be a more appropriate solution?
- Are there more appropriate ways of resourcing/delivering the service rather than through an in house workforce?

The amount of the market supplement will not be greater than 15% of the top of the salary range for the post.

Market supplements, and the conditions applicable to them, shall be clearly set out and separately identified in any job advertisement and offer/appointment letter.

Market supplement reviews will be undertaken in the following circumstances:

- At least three months prior to the end of the guaranteed period, Human Resources will instruct the Line Manager to commence the review of the market place related to that post and present the findings to the Pay and Grading Group no later than six weeks prior to the end of the guaranteed period.
- If a review indicates that the market supplement is no longer justified, it will be withdrawn. Employees will receive a minimum of one months' notice if the market supplement is being withdrawn and the reasons for this decision.

Failure to present the findings of the review to the pay and grading group within six weeks of the end of the Guarantee Period will result in the withdrawal of the pay supplement with 1 months' notice.

## 3. Retention Payments

Deferred retention payments are paid after an agreed period of employment has been completed, and will only be authorised on the basis of the provision of robust evidence amounting to a material factor (suitable for defending any potential equal pay claims).

The following evidence will be required as a minimum:

- defined skills or knowledge of an individual not available elsewhere within the authority which are deemed essential to service delivery, or other equitable material differential
- a written offer of employment with another employer, including details of the terms and conditions being offered
- reasons for leaving are clearly related to remuneration / job security, and not other factors such as dissatisfaction with role, manager, team or organisation
- evidence that other measures have been explored, together with the impact on the team.

Payments may be made at the end of a given period, or staggered throughout the specified period of retention.

Requests can only be brought by management, and will have to satisfy the Pay and Grading Group that there is not an Equal Pay issue. A clear business case detailing the significant impact on service delivery will be required for submission to the Pay and Grading Group following authorisation by Director or the Chief Executive.

Managers will also need to include information in their business case as to why a retention payment is more applicable than a market supplement before any payment can be approved.

Retention payments will be subject to the appropriate contractual conditions being met, e.g. remaining within the Council's employment for a specified period and/or the completion of specific tasks. Individuals will be required to sign an agreement to this effect.

The amount of a deferred retention payment will not be greater than 10% of substantive salary.

These payments will made in addition to the individual's normal salary but will be subject to the normal income deductions in respect of tax and National Insurance. They are not pensionable.

If a deferred payment is made in stages and not at the end of the period and an individual leaves the Council within the agreed period of operation of the payment, the individual will be required to pay back all monies received under the scheme, except in the circumstances set out in below.

If an individual leaves the Council because of illness, injury, disability or redundancy, the member of staff will not be required to refund payment

During the specified period when a retention payment is being made a Manager will be required to manage the risk of the employee leaving by undertaking the necessary measures such as ensuring the employee shares their knowledge with other colleagues and/or undertaking recruitment to the role.

If a retention payment is being proposed that relates to a Director then the CEO, the Leader of the Council, the relevant Cabinet Member and the Corporate Manager with responsibility for People will need to agree and sign off any proposal. This will then be sent to SW Councils for independent evaluation and ratification.

If a retention payment is being proposed that relates to the CEO, then the Leader of the Council, the relevant Cabinet Member, Chairman and the Corporate Manager with responsibility for People will need to agree and sign off any proposal. This will then be sent to SW Councils for independent evaluation and ratification.

## 4. Incremental Progression

The Council's financial rules provide Operational Managers and above with delegated powers to place an individual on the spinal column point of their choosing, provided it is within the evaluated grade for the post, and follows satisfactory performance.

In support of this delegated authority, and in order to ensure that equal pay is maintained the determination of an individual spinal column point either at the commencement of employment in the job role or at any other time will be based on objective material factor criteria as follows:-

- Possession of skills, knowledge, experience or qualifications beyond those which are essential to the job which will enhance performance in the role
- Demonstrable accelerated growth in the role beyond that expected (attainment of skills/knowledge/experience).
- An alternative to a retention payment or market supplement where the criteria for such payments is met.

In the event that an employee has not met their performance targets in line with their annual appraisal or has not been working to the required standard of work they will not be awarded a pay increase, and this will be reviewed again in the following year.

For appointments effective between 1 October and 31 March inclusive, the next increment will be six months after the effective date and then 1 April thereafter.

Subsequent increments are achieved when there has been a demonstration of high performance against the expectations of the role. Any incremental pay progression will be awarded to employees once this has been evidenced through the annual pay review.

The annual performance review is an opportunity for managers and their staff to review performance throughout the year and make a judgement as to whether a pay increase will be awarded. If a pay increase is not awarded then the manager will be required to give specific details about any performance shortfalls, and provide the employee with specific targets and support. In certain circumstances where an informal process has not reached a solution this may proceed to a capability process.

Any incremental pay increases will be payable on 1 April. Pay increases will no longer be awarded once the employee has reached the top of the pay scale for their role.

## 5. Honorarium Payments

An honorarium payment may be made to an employee who is undertaking duties of a higher level than those for which they are graded. This can be related to:

- covering a vacancy
- covering an ongoing absence within the department (such as long term sickness, but not annual leave)
- undertaking work on an ongoing basis which is over and above that expected for the grade of the post
- *a special project/activity – work outside normal scope of duties*

Any honorarium paid should not only be for a justifiable reason, but also clearly calculated. The payment, which is pensionable, should be calculated as follows:-

**Extra responsibilities for between 6-8 weeks**

For the first 6-8 weeks this is considered as a development opportunity offered without payment. As with any request for a staff member to take on extra responsibilities the extent of the duties will need to be clearly confirmed, and the member of the staff has the right to decline the opportunity. It is crucial that this aspect is confirmed in advance of any extra responsibilities being proposed.

**Extra responsibilities for over 8 weeks**

Any staff who have responsibilities longer than 8 weeks should receive an acting up allowance to the equivalent of 10% of their current salary if it is work at their grade. If duties are belonging to a role of a higher grade the staff member will receive 10% of the salary of the role being covered.

*Payments being awarded in respect to the above should be for no longer than 12 months as per the CMT principle adopted in 2020.

**Extra responsibilities for a period longer than 12 months**

If there is a requirement for additional duties to be taken for a period longer than 12 months then a formal evaluation of the staff members role will need to be considered which may lead to a formal restructure within the department.

In accordance with the Council's financial rules, the Line Manager must obtain approval prior to the confirmation of any honorarium by making a request using the Honorarium Payment Approval Form, which must be completed and signed off by themselves and the Operational Manager/Director. This should then be forwarded to Human Resources. Staff are not able to put themselves forward for an honorarium.

## 6. Process for Approval

In order to maintain the integrity of our Job Evaluation scheme, requests for market supplements, retention payments, and honoraria are all subject to additional approval by the Pay and Grading Group. Any such requests will be submitted for consideration at the next available meeting of the Pay and Grading Group following receipt of the authorised request.

All requests must be made on the appropriate application form and all supporting documentation must be attached. Business cases which propose market supplements, retention payments and honorariums must be robust in order to provide a defence against an equal pay claim.

## 7. Responsibilities

Managers are responsible for making the business case, including carrying out any research, completing the necessary application form and obtaining the necessary level of authorisation prior to submitting the request to Human Resources.

Managers are responsible for ensuring that any proposals in respect of incremental progression and honoraria can be met from their own budget. There will be a central budget for market supplement/retention payments, which will be controlled by Human Resources.

The Pay and Grading Group are responsible for approving market supplements, retention payments and honoraria.

Human Resources will ensure that all the necessary paperwork and information has been submitted, provide the check and balance arrangements in respect of that supporting evidence, ensure that any payments are supported with an objective justification, and will specifically be responsible for identifying reasons for leaving upon receipt of requests for retention payments. Human Resources will review this policy annually to ensure continued relevance.

Human Resources will be responsible for providing an annual summary of:

- the number of applications under each strand of this Policy
- the number of applications approved under this Policy
- the breakdown of applications approved by gender

to the Pay and Grading Group. Data monitoring the application of incremental progression will be reported to each Pay and Grading Group meeting, and annually to the Corporate Negotiation and Joint Consultative Committee.

## 8. Records

Documents and records generated as a result of the application of this policy will be retained permanently on the individuals personnel file. Records of will be held

permanently on the Council's HR and Payroll information systems. All records will be maintained and processed in compliance with the Data Protection Act.

**Appendix 3 – Scheme of Delegation**

Special Severance Payments

In line with guidance published by the Department for Levelling Up, Housing & Communities, Mid Devon District Council has the following approval process for payments deemed 'Special Severance Payments'.

| **Monetary Amount** | **Approval By** |
|---|---|
| > £100,000 | Approved by a vote of full council, as set out in the Localism Act 2011 |
| > £20,000 but < £100,000 | Must be personally approved and signed off by the Head of Paid Service, with a clear record of the Leader's approval and that of any others who have signed off the payment |
| < £20,000 | Must be approved according to the local authority's scheme of delegation. It is expected that local authorities should publish their policy and process for approving these payments |

At MDDC our local scheme of delegation for Special Severance Payments requires approval and sign off by our Head of Paid Service and S151 Officer, with advice sought from the Monitoring Officer where appropriate.

Where the proposed payment is to the Head of Paid Service (Chief Executive), to avoid a conflict of interest it is expected that the payment should be approved by a panel including at least two independent persons.

As part of their duties, an authority's s151 Officer, and where appropriate, the Monitoring Officer, should take a close interest in and be able to justify any special severance payments that are made by that authority and in particular any payments made that are not consistent with the content of this guidance.

This page is intentionally left blank

| **Report for:** | **The Cabinet** |
|---|---|
| Date of Meeting: | 6 February 2024 |
| **Subject:** | **Establishment Report** |
| Cabinet Member: | Cllr Jane Lock, Deputy Leader & Cabinet Member for Working Environment |
| Responsible Officer(s): | Matthew Page, Corporate Manager for People, Governance and Waste and James Hamblin, Operations Manager - Human Resources |
| Exempt: | N/A |
| Wards Affected: | All |
| Enclosures: | A full and updated structure chart will be sent around to all members once the current consultation on CMT structure has been completed. |

**Section 1 – Summary and Recommendation(s)**

To give Members an update on both the Establishment of the Council together with its performance. This report should be read in conjunction with the functions of individual officers highlighted in the Constitution.

This report sits within the current budget and policy framework.

**Recommendation(s):**

1. The Cabinet is asked to note the information below.

**Section 2 – Report**

**1.0 Introduction/Background**

1.1 The purpose of this report is to provide an update on the performance of our workforce.

1.2 These items include updates on the key establishment indicators of sickness, agency expenditure and turnover.

1.3 Focus on data/analysis continues to be at the forefront of our mind as we share and embed this across service areas through initiatives such as the

quarterly performance review report and meeting. Additional monthly updates are provided to the Corporate Management Team and Leadership Team on workforce data. Where possible data and the sharing of this is being automated.

## 2.0 Sickness Absence, Agency Expenditure and Establishment

2.1 For 2022/23 the Council had an average of 9.9 sickness days per full time equivalent (FTE). This compared to 7.82 days per FTE in 2021/22, 5.58 days per FTE in 2020/21 and 8.10 days per FTE in 2019/20. Figure 1 outlines sickness absence since 2020/21 and includes the first three quarters of 2023/24 which is discussed further in 2.3. Our current policy, expects employees to not exceed 6 days absence in a rolling 12 month period. It should be noted that there will be a difference between FTE and per employee statistics. Lower sickness absence levels during the 'pandemic years' will reflect both the furlough scheme in place at the time and employees being able to work from home.

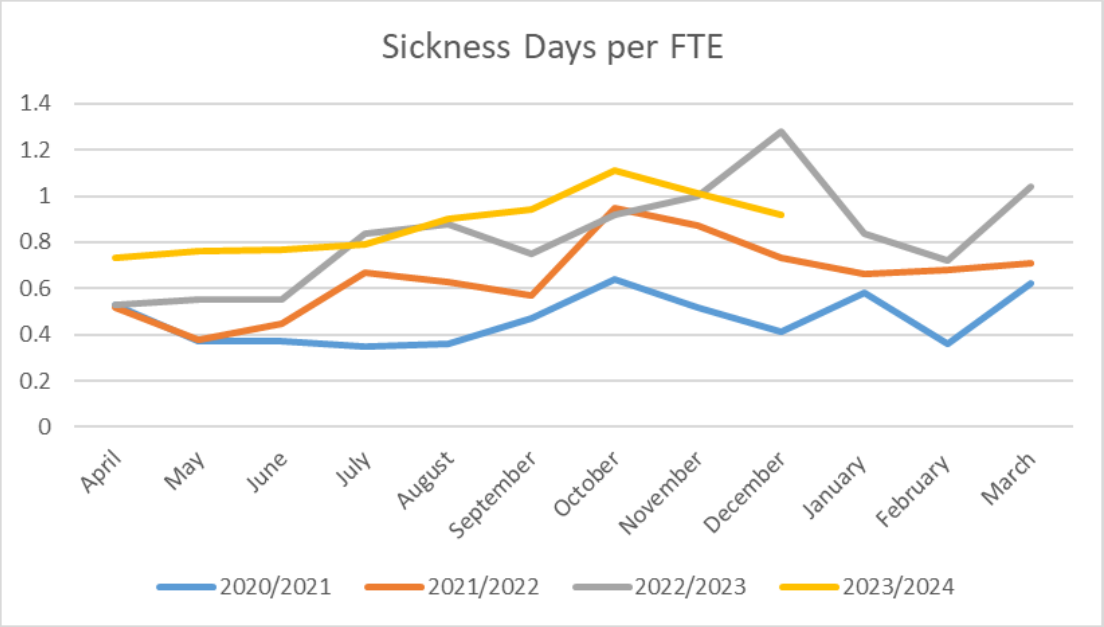



*Figure 1. Sickness 2020/2021 – 2023/2024*

2.2 Sickness absence and the impacts from the absence remains an ongoing challenge for the Council. Last year saw the launch of the updated sickness absence policy and in house training was rolled out across the organisation. It should be noted that absence levels faced by the Council track closely with national absence trends. Work continues on forming closer relationships with other district authorities in Devon to share learning regarding sickness absence management.

2.3 In the first three quarters of this financial year we recorded 7.93 days sickness absence per FTE. Acknowledging this, projections would suggest we end 2023/24 with approximately 10.57 days lost per FTE. It should be noted that

the last quarter of the year typically sees the highest levels of sickness absence.

2.4 One challenge that has been recognised coming out of the pandemic is our inability to accurately classify sickness absence with the phasing out of free COVID-19 tests. Alongside the challenge of accurately classifying sickness, challenges around presentism are recognised particularly with those employees that can work in a hybrid way. To tackle this, continued communication regarding expectations around absence will remain.

2.5 Analysing the causes of sickness absence, December 2023 saw the relaunch of our Mental Health Champions at the Council, alongside reiteration of the support available to all employees. This works alongside initiatives such as the heavily discounted Leisure membership to provide greater support for our employees' health and wellbeing. Figure 2 outlines the updated model that has been distributed to employees.

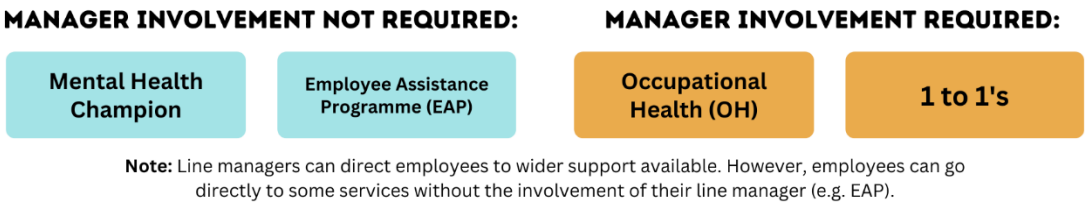



*Figure 2. Wellbeing Support at the Council*

2.6 Autumn 2023 saw increased communication regarding flu vaccination vouchers that were made available free for those under 50 (complementing the national scheme where over 50s receive this at no cost). Reflecting on the initial low uptake, work with a high street provider saw the roll out of two dedicated days for Council employees to attend their Tiverton branch for vaccination. Lessons learnt from this will be rolled into any flu vaccination campaigns for 2024.

2.7 In October 2023 the All Staff Survey concluded. This year saw greater efforts made to include those staff without a Council email address. Whilst the completion rate fell within the expected rate of return outlined by our survey provider, it was noted that we saw significantly lower levels of engagement for those without a Council email address. Survey results have been shared with our recognised Union, our Impact Consultative Group and individual services with a draft action plan being shared with the Council's Leadership Team at the end of January 2024. Initial areas of focus include communication between departments, communication of the corporate plan and wider engagement.

2.8 The Council continues to keep the benefits offered to staff under review. The updated 'Benefits Overview' continues to be available to existing employees and those looking at the Council as a potential employer. In December 2023

a special recognition session facilitated by our Leadership Team saw those that completed 25 years of service being met with and thanked in person for their service. This is being replicated quarterly in order to mark and celebrate those who achieve 25 years' service (circa 10% of the workforce).

2.9 During 2022/23 the Council spent £1,064,794.57 on agency workers. Table 1 outlines agency spend since 2019. In the first three quarters of the new financial year, our agency spend totals £496,714.07. This is approximately a 37% year on year (YOY) reduction and runs in parallel with an increase we have seen in employed FTE which stood at 445.27 at the end of December 2023. Additionally, it should be noted that there is a shift in the recruitment market to workers seeking permanent employment, compared to the recent years were workers have achieved higher rates of pay from employment relationships with less job security (e.g. agency)

| Year | Agency Spend | YOY Change (+/-) |
|---|---|---|
| 2019/20 | £534,378.49 | |
| 2020/21 | £576,368.28 | +7.56% |
| 2021/22 | £823,288.55 | +35.28% |
| 2022/23 | £1,064,794.57 | +25.58% |

Table 1. Agency Spend 2019/20 – 2022/23

2.10 As we enter the new budget and financial year, the importance of the Workforce Review Group and regular review of vacant posts remains as valid as ever. This is so we can do our very best to try and ensure that our establishment is as best aligned to our strategic and operational priorities as possible.

2.11 Table 2 compares the Establishment for the Council and associated costs from 2019/20 to 2022/23. The 2023/24 Pay Award was awarded in November 2023 following months of negotiations between Union and Employer representatives. Work is underway on the Pay Award for 2024/25 as we continue to see strike action across sectors as highlighted within the media. It is unclear at this stage when an agreement will be reached on the 2024/25 Pay Award (especially with a general election to be held before January 2025).

| | 2019/20 | 2020/21 | 2021/22 | 2022/23 |
|---|---|---|---|---|
| Total number of employees /workers paid | 718 | 697 | 728 | 765 |
| Establishment FTE (Average) | 422.11 | 422.79 | 426.43 | 430.44 |
| Total Taxable Gross Pay | £11,170,336.78 | £11,515,324.63 | £12,197,334.88 | £13,168,855.70 |
| Employers NI | £1,024,710.32 | £1,038,135.28 | £1,126,244.53 | £1,277,182.95 |

| | | | | |
|---|---|---|---|---|
| Employers Pension | £1,595,839.06 | £1,832,713.73 | £1,938,973.16 | £2,093,547.57 |

Table 2. Establishment 2019/20 – 2022/23

2.12 The YOY increase between 2021/22 and 2022/23 in 'Total Taxable Gross Pay' outlined in Table 2 will reflect the increased FTE, the year's pay award and the yearly incremental increase. It should be noted that the overall yearly payroll budget includes an aspect of agency staffing costs which can be used to cover hard to recruit areas.

2.13 As we continue efforts to strengthen the calibre of candidates that apply for work at the Council, 2024 will see the roll out of Recruitment and Selection training. The Council will continue to use 'high foot fall' areas such as our Leisure sites to advertise roles and the regular recruitment fair held in the Pannier Market. We will also continue to utilise online platforms including Linkedin, X (formally Twitter) and other forms of social media.

2.14 Training provided will reflect the needs of services. A recent survey has been conducted with Council service leads to understand content which is in demand. Results from the survey will contribute to the development of a new corporate training catalogue available to all employees. These sessions will be delivered virtually and in person and will have broad subject matter to ensure they are applicable to as many employees as possible.

## 3.0 Turnover

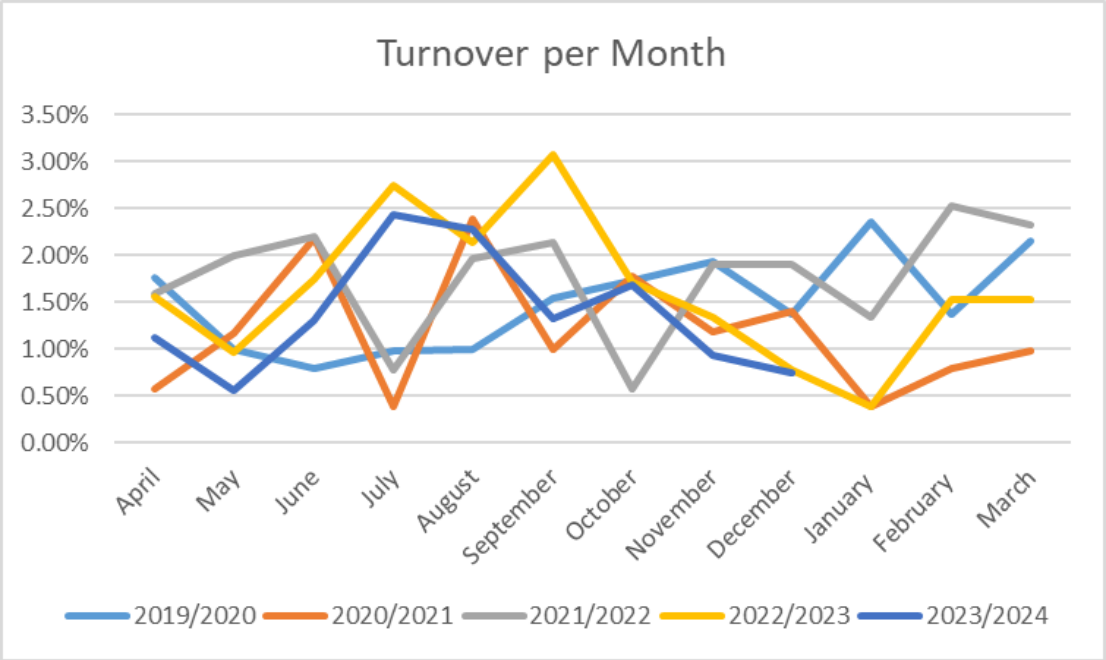
3.1 Turnover for 2022/23 was 19.49%. This compares to a turnover of 2021/22 in 21.25%, 14.23% in 2020/21 and 17.98% in 2019/20. So far in 2023/24, employee turnover is down YOY, Figure 3. Nationally turnover varies from sector to sector, however the rates we are currently seeing are not uncommon within local government, particularly when we acknowledge specific services which we have in house that can suffer with higher than average turnover rates (e.g. Leisure and Street Scene).

3.2 In the first three quarters of 2023/24, staff turnover was 12.37%, down 3.7% YOY. Acknowledging this, projections would suggest we end 2023/24 with approximately 16.49% turnover rate.

3.3 Reflecting upon the exit interview data, 'Personal/Family Circumstances' leads as the main reason for leaving, closely followed by 'Retirement', 'Better Salary and Benefits' and 'Dissatisfaction with Current Role'. Where possible, insight is shared on the reason for leaving with service leads during the Quarterly Performance Review Meetings to understand areas of improvement that lie within our gift to address.

*3.4* Apprenticeships across services support the 'grow your own talent' initiative at the Council as we continue to have employed apprentices and upskilling

apprentices. Later this year will see work experience students join the Council's services again. The Council continues to maximise the apprenticeship levy by utilising this for both those joining the Council as an 'apprentice' and those currently employed by the Council but who are




developing further skills/knowledge through training accessed via the levy. The Council has also been an early adopter of T Level placements, with success seen within our ICT department.

*Figure 3. Turnover 2019/20 – 2023/24*

3.5 Later this year will see the launch of the appraisal process. We will continue to monitor our appraisal process, particularly as some authorities have moved away from this traditional yearly format and adopted an approach which sees regular 121's take place with objective setting still a focal point. A core theme of the appraisal process for this year will be to ensure Council objectives are cascaded down through the organisation. All efforts must be made to improve the appraisal return rate and streamline the process.

3.6 Another important component of the appraisal process will be capturing both individual but also corporate training needs which are vital to supporting the forthcoming priorities of the new administration and subsequent corporate plan.

## 4.0 Conclusion and Recommendations

4.1 There are a number of priorities which the organisation wishes to focus on in terms of our Establishment performance.

4.2 It is imperative that we continue to review our establishment and staffing budget. This will be an ongoing exercise and should not be seen as a 'one off'

task. The 2023/24 year has seen on average 90% of our budgeted posts held by employed staff with the remaining either being filled with agency staff, contractors or the post becoming an ongoing unfilled vacancy.

4.3 Sickness absence needs to continue to be a priority, with the aim of reducing this critical to further improve performance and lower agency costs. We have seen positive outcomes this year in terms of a reduction in turnover and agency spend. However all three core metrics must continue to be at the forefront of our minds, particularly when looking at initiatives to address these.

4.4 Learning from the all staff survey should be implemented within an action plan and this must be effectively communicated with staff. It presents a unique opportunity for the Council to clearly show to employees areas of development for the coming 12-24 month period. Alongside clearly communicating the plan, emphasis should be placed on communicating to staff how we are tracking against key deliverables and actions from the plan ahead of the next all staff survey in 2025.

4.5 As a result of the above our overarching long term focus remains as: Getting the right people, with the right skills, in the right roles, performing at the right level at the right time.

**Financial Implications**

Financial risk will only occur where the structure of a service changes without adherence to allocated budgets.

**Legal Implications**

In accordance with Article 14 of the Constitution.

**Risk Assessment**

If the Establishment is not appropriately managed and reviewed then service delivery may be put at risk.

**Impact on Climate Change**

No climate change issues are highlighted in this report.

**Equalities Impact Assessment**

No equality issues are highlighted in this report. However, one of the areas of focus for the coming year includes working with union and employee representative groups to collate additional data specifically around equality, diversity and inclusion, in order that we can use this to compare our workforce makeup to that of our local community – establishing where we might have under-representation and working to understand the reasons for this.

**Relationship to Corporate Plan**

This report highlights the Establishment figures and, as such, supports our aim to reduce costs without affecting service quality and continuity.

**Section 3 – Statutory Officer sign-off/mandatory checks**

**Statutory Officer**:
Agreed by or on behalf of the Section 151
**Date**:

**Statutory Officer**: **Maria De Leiburne**
Agreed on behalf of the Monitoring Officer
**Date**: 23 January 2024

**Chief Officer**: **Stephen Walford**
Agreed by or on behalf of the Chief Executive/Corporate Director
**Date**: 23 January 2024

**Performance and risk**: **Steve Carr**
Agreed on behalf of the Corporate Performance & Improvement Manager
**Date**: 22/01/2023

**Cabinet member notified**: (yes)

**Report: Exclusion of the press and public from this item of business on the published agenda on the grounds that it involves the likely disclosure of exempt information.** (Yes/No)

**Appendix: Exclusion of the press and public from this item of business on the published agenda on the grounds that it involves the likely disclosure of exempt information.** (Yes/No)

**Section 4 - Contact Details and Background Papers**

**Contact**: Matthew Page, Corporate Manager for People, Governance and Waste (MPage@middevon.gov.uk), James Hamblin, Operations Manager Human Resources (JHamblin@middevon.gov.uk)

**Background papers**: Previous Establishment Reports taken to both Scrutiny

| | |
|---|---|
| **Report for:** | **CABINET** |
| Date of Meeting: | 6th February 2024 |
| Subject: | **POLICY FRAMEWORK** |
| Cabinet Member: | Cllr Luke Taylor, Leader |
| Responsible Officer: | Stephen Walford, Chief Executive |
| Exempt: | None |
| Wards Affected: | All |
| Enclosures: | Annexe 1 |

**Section 1 - Summary and Recommendation(s)**

**Summary:**

Endorsement of the Policy Framework is required so that the Council is able to align its policies to corporate objectives and make efficient use of its resources. It is also required by the Constitution.

**Recommendation:**

**Cabinet to recommend to Council that the Policy Framework be adopted.**

**Section 2 – Report**

1.0 **Introduction/Background**

1.1 The Policy Framework consists of both statutory documents that have to be adopted or approved by the Council as well as locally determined policies and strategies that form an integral part of the decision making process and their subsequent implementation.

1.2 A list of Strategies and Policies covered by the Framework is attached at Annexe 1.

1.3 It is recommended that these Strategies and Policies be formally approved as the Council's Policy Framework in accordance with the Constitution so far as they still apply and are relevant.

1.4 As new policies are approved by Council they will automatically be added to the Policy Framework.

2.0 **Way Forward**

2.1 Under the Budget and Policy Framework Procedure Rules, the Cabinet will be responsible for the implementation of the Budget and Policy Framework.

2.2 The purpose of this report therefore is to inform the Cabinet of their role in the implementation of the budget and policy framework, and highlighting to the Audit Committee, Policy Development Groups, Licensing and Regulatory Committees their work for the coming and future years.

2.3 The Policy Framework covers all strategic rather than operational policies and highlights those which are for Cabinet only approval and those which require full Council approval.

**Financial Implications:** None arising from this report.

**Legal Implications:** The report is required by the Constitution.

**Risk Assessment:** Not updating the strategic policies of the Council would result in policies not being aligned to corporate objectives and an inefficient use of resources.

**Impact on Climate Change:** Several policies within the Policy Framework have a direct link to climate change.

**Equalities Impact Assessment:** There are no concerns with regard to equalities impact relating to the content of this report.

**Relationship to Corporate Plan:** An efficient and effective policy framework helps provide the infrastructure to deliver the corporate plan

**Section 3 – Statutory Officer sign-off/mandatory checks**

**Statutory Officer: Andrew Jarrett**
Agreed by or on behalf of the Section 151
**Date:** 23/1/2024

**Statutory Officer: Maria De Leiburne**
Agreed on behalf of the Monitoring Officer
**Date:** 23/1/2024

**Chief Officer: Stephen Walford**
Agreed by or on behalf of the Chief Executive/Corporate Director
**Date:** 26/1/2024

**Performance and risk: Stephen Carr**
Agreed on behalf of the Corporate Performance & Improvement Manager
**Date:** 26/01/2024

**Cabinet member notified:** Yes

**Section 4 - Contact Details and Background Papers**

**Contact:** Stephen Walford, Chief Executive or Laura Woon, Democratic Services Manager (Email: lwoon@middevon.gov.uk)

**Background papers**: None

This page is intentionally left blank

| Community Policy Development Group | | | | | | |
|---|---|---|---|---|---|---|
| **Policy** | **Director** | **Last Approved** | **Group/Committee to review/develop** | **Expected date for next approval** | **Approval required from** | **Frequency to be reviewed** |
| Air Quality Action Plan | Director of Place & Economy | Nov-21 | Community PDG | Nov-24 | Cabinet | 4 yearly |
| CCTV Policy | Deputy Chief Executive (S151) | Jan-21 | Community PDG | Jan-24 | Cabinet | 3 yearly |
| Community Engagement Strategy (including Action Plan) | Deputy Chief Executive (S151) | Jun-23 | Community PDG | Jun-25 | Cabinet | 2 yearly |
| Corporate Anti Social Behaviour Policy | Director of Place & Economy | Mar-21 | Community PDG | Mar-24 | Cabinet | 3 yearly |
| Corporate Health & Safety Policy | Chief Executive | Jan-21 | Community PDG | Jan-24 | Cabinet | 3 Yearly |
| Customer Care Policy | Deputy Chief Executive (S151) | Jan-22 | Community PDG | Jan-24 | Cabinet | 3 yearly |
| Grant payments to external organisations (the strategic grants review process) | Director of Place and Economy | Nov-23 | Community PDG | Nov-25 | Cabinet | when appropaire |
| Enforcement Policy | Director of Place & Economy | Oct-20 | Community PDG | May-24 | Cabinet | When required |
| Safeguarding Children & Adults at Risk Policy and Procedures | Corporate Manager for Housing, Public Health and Regulation | Mar-22 | Community PDG | Mar-25 | Cabinet | 3 yearly |
| Single Equalities Policy and Equality Objective | Director of Legal, HR and Governance | Mar-23 | Community PDG | Mar-24 | Cabinet | Annually |
| Town and Parish Charter | Director of Place and Economy | Nov-17 | Community PDG | Mar-24 | Cabinet | 3 yearly |
| Unauthorised Encampment Policy | Deputy Chief Executive (S151) | Jun-22 | Community PDG | Jun-25 | Cabinet | 3 yearly |
| Contaminated Land Cost Recovery Policy | Director of Place & Economy | Sep-20 | Community PDG | Sep-25 | Cabinet | 5 yearly |
| The Council Tax Reduction Scheme & Exceptional Hardship Policy | Deputy Chief Executive (S151) | Jan-23 | Community PDG | Jan-24 | Cabinet | When required |
| Regulation of Investigatory Powers | Director of Legal, HR and Governance | Jan-22 | Community PDG | Jan-24 | Cabinet | Now Annually |

**Economy Policy Development Group**

| Policy | Director of Place | Last Approved | Group/Committee to review/develop | Expected date for next approval | Approval required from | Frequency to be reviewed |
|---|---|---|---|---|---|---|
| Destination Management Plan for Mid Devon | Director of Place & Economy | Mar-18 | Economy PDG | Nov-24 | Economy PDG - Cabinet | Every 5 years |
| Economic Strategy 2019-2024 (formerly known as the Mid Devon Economic Development Strategy 2012 - 2015) | Director of Place & Economy | Feb-19 | Economy PDG | Nov-24 | Economy PDG - Cabinet | 5 yearly |
| Shopfront Enhancement Schemes (£15k non-key) | Director of Place & Economy | Nov-22 | Economy PDG | Nov-25 | Economy PDG - Cabinet | 3 yearly |
| Strategy for Tiverton 2017/27 | Director of Place & Economy | Feb-17 | Economy PDG | Feb-27 | Economy PDG - Cabinet | Every 10 years |

| Environment Policy Development Group | | | | | | |
|---|---|---|---|---|---|---|
| **Policy** | **Director** | **Last Approved** | **Group/Committee to review/develop** | **Expected date for next approval** | **Approval required from** | **Frequency to be reviewed** |
| Bereavement Services Fees and Charges | Deputy Chief Executive (S151) | Nov-23 | Environment PDG | Nov-24 | Cabinet | Annually |
| Climate Strategy and Action Plan | Deputy Chief Executive (S151) | Oct-20 | Environment PDG | Oct-24 | Cabinet | 4 yearly |
| High Hedges Policy | Director of Place & Economy | Aug-16 | Environment PDG | Aug-23 | Cabinet | 7 yearly |
| National Assistance Burial Procedure | Deputy Chief Executive (S151) | Jun-19 | Environment PDG | Jun-24 | Cabinet | 5 yearly |
| Open Space and Play Area Strategy (2013 - 2033) | Deputy Chief Executive (S151) | Jan-15 | Environment PDG | Jan-33 | Cabinet | 18 yearly |
| Parks and Open Spaces 10 Year Management Plan and Design Principles | Deputy Chief Executive (S151) | Nov-17 | Environemnt PDG | Nov-27 | Cabinet | 10 yearly |
| Play Area Safety Inspection Policy | Deputy Chief Executive (S151) | Jul-22 | Environment PDG | Jul-25 | Cabinet | 3 yearly |
| Environment Educational Enforcement Policy | Director of Place & Economy | Mar-20 | Environment PDG | Jan-24 | Cabinet | 3 yearly |
| Tree Policy | Deputy Chief Executive (S151) | May-21 | Environment PDG | May-26 | Cabinet | 5 yearly |

**Homes Policy Development Group**

| Policy | Director | Last Approved | Group/Committee to review/develop | Expected date for next approval | Approval required from | Frequency to be reviewed |
|---|---|---|---|---|---|---|
| **The Neighbourhood and Community Standard** | | | | | | |
| ASB Policy | Director of Place & Economy | 2023 | Homes PDG | 2028 | Cabinet | 5 yearly |
| Car Park Management | Director of Place & Economy | 2020 | Homes PDG | Jan-30 | Cabinet | 10 yearly |
| Garage, GGRP & Parking Spaces Policy | Director of Place & Economy | 2024 | Homes PDG | Jan-34 | Cabinet | 10 yearly |
| Pets & Animals Policy | Director of Place & Economy | 2024 | Homes PDG | Jan-34 | Cabinet | 10 yearly |
| Hoarding Policy | Director of Place & Economy | 2019 | Homes PDG | Oct-29 | Cabinet | 10 yearly |
| Neighbourhood Management Policy | Director of Place & Economy | 2023 | Homes PDG | Aug-27 | Cabinet | 4 yearly |
| CCTV Policy | Director of Place & Economy | 2022 | Homes PDG | Sep-27 | Cabinet | 5 yearly |
| **The Transparency, Influence and Accountability Standard** | | | | | | |
| Tenant Compensation Policy | Director of Place & Economy | 2021 | Homes PDG | Dec-24 | Cabinet | 3 yearly |
| Tenant Involvement Strategy | Director of Place & Economy | 2021 | Homes PDG | 2025 | Cabinet | 4 yearly |
| Service Standards | Director of Place & Economy | 2016 | Homes PDG | 2024 | Cabinet | 5 yearly |
| Income Management Policy | Director of Place & Economy | 2015 | Homes PDG | Jun-24 | Cabinet | 5 yearly |
| Vulnerability Policy | Director of Place & Economy | 2022 | Homes PDG | 2026 | Cabinet | 4 yearly |
| **The Quality and Safety Standard** | | | | | | |
| Aids and Adaptations | Director of Place & Economy | 2021 | Homes PDG | Apr-26 | Cabinet | 5 yearly |
| Void Management Policy | Director of Place & Economy | 2023 | Homes PDG | Jan-28 | Cabinet | 5 yearly |
| Improvements to Council Properties | Director of Place & Economy | 2020 | Homes PDG | Nov-29 | Cabinet | 10 yearly |
| Damp & Mould Policy | Director of Place & Economy | 2023 | Homes PDG | Sep-33 | Cabinet | 10 yearly |
| Recharges Policy | Director of Place & Economy | 2023 | Homes PDG | Sep-33 | Cabinet | 10 yearly |
| Homes Safety Policy (NEW) | Director of Place & Economy | NEW | Homes PDG | Jan-24 | Cabinet / Council | 10 yearly |
| **The Tenancy Standard** | | | | | | |
| Allocations Policy | Director of Place & Economy | 2022 | Homes PDG | 2026 | Cabinet | 4 yearly |
| Tenancy Management Policy | Director of Place & Economy | 2022 | Homes PDG | 2026 | Cabinet | 4 yearly |
| Leseholder Management Policy | Director of Place & Economy | 2022 | Homes PDG | 2026 | Cabinet | 4 yearly |
| Decant Policy | Director of Place & Economy | 2022 | Homes PDG | 2026 | Cabinet | 4 yearly |
| Tenancy Inspection Policy | Director of Place & Economy | 2023 | Homes PDG | Dec-28 | Cabinet | 5 yearly |
| Right to Buy Policy (NEW) | Director of Place & Economy | NEW | Homes PDG | Mar-24 | Cabinet / Council | 10 yearly |
| **Tenancy Strategy** | Director of Place & Economy | 2012 | Homes PDG | 2024 | Cabinet | 5 yearly |
| **Housing Strategy 2021 - 2025** | Director of Place & Economy | 2021 | Homes PDG | Jan-25 | Cabinet | 4 yearly |

| Licensing & Regulatory Committees | | | | | | |
|---|---|---|---|---|---|---|
| **Policy** | **Responsible Officer** | **Last Approved** | **Group/Committee to review/develop** | **Expected date for next approval** | **Approval required from** | **Frequency to be reviewed** |
| Hackney Carriage and Private Hire Policy and Conditions | Corporate Manager for Public Health, Regulation and Housing | Mar-23 | Regulatory Committee | Mar-26 | Council | 3 Yearly |
| Licensing Policy | Corporate Manager for Public Health, Regulation and Housing | Nov-18 | Licensing Committee | Jun-24 | Council | 5 yearly |
| Statement of Principles for Gambling Act 2005 | Corporate Manager for Public Health, Regulation and Housing | Dec-21 | Licensing Committee | Oct-24 | Council | 3 Yearly |
| Mobile Homes FIT AND PROPER PERSON FEE POLICY | Corporate Manager for Public Health, Regulation and Housing | Sep-23 | Regulatory Committee | Sep-24 | Delegated to Officers | Annual |

| Audit Committee | | | | | | |
|---|---|---|---|---|---|---|
| **Policy** | **Director** | **Last Approved** | **Group/Committee to review/develop** | **Expected date for next approval** | **Approval required from** | **Frequency to be reviewed** |
| Annual Governance Statement and Governance Framework | Deputy Chief Executive (S151) | Oct-23 | Audit Committee | Sep-24 | Audit Committee | Annually |
| Anti-fraud and Corruption and Anti-Money Laundering Policies | Deputy Chief Executive (S151) | Feb-23 | Audit Committee | Mar-25 | Audit Committee | 2 yearly |
| Corporate Recovery Policy | Deputy Chief Executive (S151) | Mar-21 | Audit Committee | Mar-25 | Cabinet | 4 yearly |
| Data Quality Policy | Deputy Chief Executive (S151) | Nov-22 | Audit Committee | Nov-26 | Audit Committee | 4 yearly |
| Financial and Contract Procedure Rules | Deputy Chief Executive (S151) | Jan-22 | Audit Committee | Feb-24 | Audit Committee - Full Council | 3 yearly |
| Four year Strategic Audit Plan and Work Programme | DAP | Mar-23 | Audit Committee | Mar-24 | Audit Committee | Annually |
| Internal Audit Charter and Strategy | DAP | Mar-23 | Audit Committee | Mar-24 | Audit Committee | Annually |
| Risk Management Strategy | Director of Legal, HR & Governance | Mar-23 | Audit Committee | Mar-24 | Audit Committee | Annually |
| Whistleblowing Policy | Director of Legal, HR & Governance | Mar-21 | Audit Committee | Mar-25 | Audit Committee | 4 yearly |

**Cabinet**

| Policy | Director | Last Approved | Group/Committee to review/develop | Expected date for next approval | Approval required from | Frequency to be reviewed |
|---|---|---|---|---|---|---|
| Statement of Community Involvement | Director of Place & Economy | Aug-20 | PPAG | when required | Council | As and when required |
| Area of Special Control for advertisements | Director of Place & Economy | Dec-11 | PPAG | Linked to the Local Plan | Council | When required |
| Asset Management and Capital Strategy Plan 2016-2020 | Deputy Chief Executive (S151) | Mar-21 | Cabinet | Mar-25 | Cabinet | 4 years |
| Channel Access Strategy | Deputy Chief Executive (S151) | Sep-18 | Cabinet | May-24 | Cabinet | When required |
| Community Infrastrure Levy | Director of Place & Economy | Jan-21 | PPAG | As and when required as part of the Local Plan | Council | As and when required as part of the Local Plan |
| Complaints and Feedback policy | Deputy Chief Executive (S151) | Nov-21 | Cabinet | May-24 | Cabinet | 3 years |
| Corporate Debt Recovery Policy | Deputy Chief Executive (S151) | Mar-21 | Audit Committee - Cabinet | Mar-24 | Cabinet | 3 years |
| Corporate Plan | Chief Executive | Feb-20 | Cabinet | Apr-24 | Council | 4 yearly |
| Council Tax Reduction Scheme | Deputy Chief Executive (S151) | Dec-16 | Cabinet | When Required | Cabinet | When required |
| Data Protection Policy | Deputy Chief Executive (S151) | Oct-22 | Cabinet | Oct-25 | Cabinet | 3 yearly |
| Discretionary Rate Relief Scheme | Deputy Chief Executive (S151) | Feb-19 | Cabinet | awaited | Cabinet | Annually |
| The Establishment | Director of Legal, HR and Governance | Mar-23 | Cabinet | Feb-24 | Council | Annually |
| Freedom of Information Policy & EIR Policy | Deputy Chief Executive (S151) | Oct-22 | Cabinet or Cabinet Member | Oct-26 | Cabinet | 4 yearly |
| ICT Strategy | Deputy Chief Executive (S151) | Feb-19 | Cabinet | TBC | Cabinet | 5 yearly |

**Cabinet**

| Policy | Director | Last Approved | Group/Committee to review/develop | Expected date for next approval | Approval required from | Frequency to be reviewed |
|---|---|---|---|---|---|---|
| Information Security and Information Security Incident Policies | Deputy Chief Executive (S151) | Oct-21 | Cabinet | Oct-24 | Cabinet | 3 yearly |
| Internet Policy | Deputy Chief Executive (S151) | Jan-21 | Cabinet Member for Community Well-Being/and Corporate Manager | Jan-24 | Cabinet Member for Community Well-Being | 5 Yearly |
| Leisure Pricing Policy | Deputy Chief Executive (S151) | Nov-23 | Cabinet | Nov-24 | Cabinet Member for Community Well-Being | Annually |
| Local Development Scheme | Director of Place & Economy | Jan-22 | PPAG | As and when required as part of the Local Plan | Cabinet | As and when required as part of the Local Plan |
| Local Enforcement Plan (replaces Development Control Enforcement Policy) | Director of Place & Economy | Jan-18 | PPAG | awaited | Council | 3 yearly |
| Local Plan | Director of Place & Economy | Jul-20 | Cabinet | Jul-25 | Council | 5 Yearly |
| Medium Term Financial Strategy | Deputy Chief Executive (S151) | Nov-23 | Cabinet | Nov-24 | Cabinet | Annually |
| Pay Policy | Chief Executive | Feb-23 | Cabinet | Feb-24 | Council | Annually |
| Records Management Policy | Deputy Chief Executive (S151) | Oct-22 | Cabinet | Oct-26 | Cabinet | 4 yearly |
| Treasury Management Strategy and Annual Investment Strategy | Deputy Chief Executive (S151) | Mar-23 | Cabinet | Feb-24 | Council | Annually |

**Report for:** **Cabinet**

| | |
|---|---|
| Date of Meeting: | 6 February 2024 |
| Subject: | **NEW MID DEVON HOUSING HOMES SAFETY POLICY** |
| Cabinet Member: | Cllr Simon Clist Cabinet Member for Housing and Property |
| Responsible Officer: | Simon Newcombe - Corporate Manager for Public Health, Regulation and Housing |
| Exempt: | None |
| Wards Affected: | All Wards |
| Enclosures: | Annex A – Homes Safety Policy<br>Annex B – Homes Safety Policy Equality Impact Assessment (EIA) |

**Section 1 – Summary and Recommendation(s)**

The Regulator of Social Housing is due to introduce a revised set of consumer standards as part of the new consumer regulatory framework by April 2024. The Safety and Quality Standard will replace the Home Standard and requires landlords to provide safe and good quality homes and landlord services to tenants.

The draft consumer standards code of practice states that registered providers must ensure they understand and comply with all applicable health and safety legal requirements, including secondary legislation (in relation to, for example, gas safety, fire safety, electrical safety, water safety, lift safety, asbestos safety, smoke alarms and carbon monoxide). In ensuring compliance, registered providers are expected to have regard to appropriate statutory guidance and to meet the legal requirements relating to the role of the health and safety lead. Mid Devon Housing (MDH) have drafted a new overarching Homes Safety Policy to reflect these new requirements in preparation for the new legal framework.

**Recommendation:**

**That the PDG recommends that Cabinet recommends to Council that the MDH Homes Safety Policy and Equality Impact Assessment contained in Annexes A and B respectively be adopted.**

**Section 2 – Report**

## 1 Introduction

1.1 Under the proposed Safety and Quality Standard, The Regulator of Social Housing (RSH) requires all registered providers (RPs) to provide safe and good quality homes and landlord services to tenants.

1.2 The Regulator of Social Housing regard councillors as responsible for ensuring that providers' businesses are managed effectively and that providers comply with all regulatory requirements. Consequently, it is important that councillors approve the relevant policy approaches adopted by MDH.

1.3 Social Housing (Regulation) Act 2023 (the 'Act') has received Royal Assent, meaning the bill has now been enacted into law. This will impact the regulatory framework for social housing and introduces a new proactive, consumer regulation regime focussed on meeting the needs of tenants. One aim of the legislation and regime is to ensure that providers of social housing, such as the Council, keep its properties and estates safe and clean.

1.4 The Act details the requirement for registered providers to appoint a health and safety lead and registered providers are expected to have regard to appropriate statutory guidance and to meet the legal requirements relating to the role of the health and safety lead.

1.5 These new standards are there to ensure people feel safe and secure in their homes, can get problems fixed before they spiral out of control, and see exactly how well their landlord is performing giving tenants a stronger voice. The Regulations take account of the aims and ambitions of the White Paper and several are particularly relevant to the aims of this policy:

- To be safe in your home (Chapter 1)
- To know how your landlord is performing (Chapter 2)
- To have your complaints deal with promptly and fairly (Chapter 3)
- To have a good quality home and neighbourhood to live in (Chapter 6)

1.6 As part of the new consumer regulation regime, from April 2023, the RSH introduced a series of 22 mandatory Tenant Satisfaction Measures (TSMs) creating a new system for assessing how well social housing landlords in England are doing at providing good quality homes and services. These measure include those applicable directly to building safety as well as those based on tenant perception surveys setting out tenants views on our performance.

1.7 The TSMs associated with this Policy are:

- BS01 – Gas Safety Checks - This measure is based on the percentage of homes that have had all the necessary gas safety checks
- BS02 – Fire Safety Checks - This measure is based on the percentage of homes in buildings that have had all the necessary fire risk assessments
- BS03 – Asbestos Safety Checks - This measure is based on the percentage of homes in buildings that have had all the necessary asbestos management surveys or re-inspections
- BS04 - Water Safety Checks - This measure is based on the percentage of homes that have had all the necessary legionella risk assessments (legionella is a bacteria that can make people ill if it enters water supplies)
- BS05 - Lift Safety Checks - This measure is based on the percentage of homes in buildings where the communal passenger lifts have had all the necessary safety checks

1.8 The annual reporting of performance against the above TSMs is therefore due from April 2024 for 2023/24.

## 2 Home Safety Policy

2.1 In order to comply with the Safety and Quality Standard MDH are required to comply with all health and safety legal requirements including secondary legislation.

2.2 The main aim of the Policy is to set out how MDH will manage the safety of our homes and fulfil all the statutory duties associated with safety that are required of us.

2.2 Existing MDH Safety Policies consisted of a Gas Safety Checks Policy and a Fire Safety in Communal Areas Policy. There were no specific policies relating to Electrical Safety Checks, Asbestos Safety Checks, Water Safety Checks or Lift Safety Checks as required by the Safety and Quality Standard going forward.

2.3 A full review of the existing policies was undertaken and officers felt it sensible to produce an overall Homes Safety Policy which included all the RSH requirements. Also included, although not specified by the RSH, is a solid fuel safety policy as MDH do have a small number of properties which contain solid fuel heating with relevant secondary safety legislation. This provides an enhanced level of clarity and ease of access to information relating to the overarching safety of our housing stock.

2.4 The new policy also includes details of the role of the Health and Safety Lead which is a requirement of the Social Housing (Regulation) Act 2023. More information on this is provided under Legal Implications below.

2.5 In addition to the overall policy, safety management plans have been constructed for the most complex and high risk compliance areas; Gas, Electrical, Asbestos and Fire Safety. These are comprehensive internal guidance documents for staff to enable them to comply with the overall policy. The requirement for such plans will be kept under rolling review through an internal performance management process – more information in Risk Assessment below.

## 3 Responsibilities

3.1 MDH as a social housing provider has a responsibility to ensure that it complies with appropriate statutory guidance and to meet the legal requirements relating to the role of the health and safety lead.

3.2 The policy provides tenants with clarity on their responsibilities in allowing access to their properties to allow safety checks to be undertaken.

## 4 Consultation

4.1 Tenants were invited to comment on the draft policy between 17th November and 17th December 2023.

4.2 Members of the Homes PDG were invited to comment on the draft policy between 17th November and 17th December 2023.

4.3 No comments or concerns were received from tenants but Members raised a query about allowing tenants to store bicycles in communal areas. It was explained that this could not be permitted because it was a fire risk to tenants.

4.4 Despite a lack of response to consultation, it is important that tenants are fully aware of the updated policy. To this end, should the policy be adopted, MDH will proactively signpost the policy on our webpages/Facebook pages and in the next tenant newsletter. Where relevant, particularly in relation to queries, service requests or complaints we will also ensure specific tenants or other stakeholders are also aware of the updated policy as required.

## 5 Current performance

5.1 The following table provides the performance data from April – October 2023.

| Performance Measure | Target | Apr | May | Jun | Jul | Aug | Sep | Oct |
|---|---|---|---|---|---|---|---|---|
| **BS01 - % of Gas Safety Checks Completed** | 100% | 99.91% | 99.87% | 99.87% | 99.91% | 99.87% | 99.91% | 99.51% |
| **BS02 - % of Fire Safety Checks** | 100% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% |
| **BS03 - % of Asbestos Safety Checks** | 100% | 77.67% | 77.66% | 77.68% | 77.67% | 63.94% | 63.94% | 77.42% |
| **BS04 - % of Water Safety Checks** | 100% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **BS05 - % of Lift Safety Checks** | 100% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% | 100.00% |
| **% of Electrical Checks** | | 43% | 43% | 43% | 42% | 42% | 42% | 42% |

Commentary on the results:

5.2 Asbestos Safety Checks

A management survey can, but does not always require a sample of a suspected asbestos containing material (ACM) to be taken; however the only way to 100% determine if a material contains asbestos is to take a sample and have this analysed. MDH want to be able to provide more accurate information so are only reporting on the number of properties where we have a management survey that has included samples.

Overall, we still hold a current asbestos register for all properties in our stock which adopts a no-risk approach and makes conservative assumptions on the presence of ACM based on property design and age in specific areas of each building which may subsequently be confirmed or otherwise through sampling where the register will then be updated. This enables our tenants, staff and contractors to stay safe at all times and approach any works with the appropriate level of caution and risk management.

Where MDH do not have samples of an ACM that we want to work on then the suspected material is sampled and analysed. To avoid any doubling up on surveys, for a number of years we have been asking for management surveys with samples or sampling where required due to a more detailed refurbishment and demolition survey, which is only used for intrusive works, such as new kitchens and bathrooms.

As we modernise properties and/or undertake works during property void periods this will therefore result in ACM being removed from properties even where there is no specific safety reason for doing so (i.e. the ACM is safe and in good condition) and the register is updated accordingly.

Overall, this is a proactive risk-reduction approach where we can remove some properties completely from the register or reduce the scope of the register entry where some material is removed or it is confirmed as not being ACM.

The reason for the drop in the number of surveys for August and September relates to some cross checking of information relating to the refurbishment and demolition surveys.

5.3 Electrical Safety Checks

Historically MDH carried out a Visual Inspection Report (VIR) every 5 years and an Electrical Installation Condition Report (EICR) every 10 years which is in line with current regulations as Social Housing is currently exempt from The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020, and we reported compliance on these figures.

But we are expecting that Social Rent properties will be brought in line with these regulations soon with a minimum five-year transition period. 'Housemark' nationally have changed the way we report with them already and are only recording EICRs.

As an EICR needs to be carried out every 5 years it would not be sensible to do lots at once we need to spread them out over a 5 year period which will equate to around 600 a year going forward, so in reality at the end of this year we will need to be around 50 % and then 60% next year and so on. This will ensure we are fully compliant at the end of the transition period.

## 6 Safeguarding and vulnerable tenants

6.1 MDH records details of all vulnerable tenants in able to support their needs. This includes making reasonable adjustments when we interact with vulnerable tenants to ensure that they are comfortable.

6.2 When a safety check is required MDH ensures that the tenant is communicated with by their preferred channel and that they understand the importance of allowing access to their home to complete the check.

6.3 Whilst repairs officers and contractors attend homes to specifically carry out a safety check any tenants observed who appear vulnerable or if there are safeguarding concerns will be reported to the Neighbourhood Officer. The Neighbourhood Officer will then contact the tenant to establish if they need additional support to be able to sustain their tenancies.

6.4 Further information on the equality impacts arising from this policy are set out under Equalities Impact Assessment below and in the full EIA attached in Annex B.

## 7 Recommendation

7.1 In accordance with the above, the following recommendation is made:

1. That the PDG recommends that Cabinet recommends to Council that the MDH Homes Safety Policy and Equality Impact Assessment contained in Annexes A and B respectively be adopted.

**Financial Implications**

This report on its own does not give rise to any direct financial implication but implementation of the activities set out in the policy and overall compliance with safety legislation must be budgeted for.

This will either be met from existing resources and funding or require separate business cases and appropriate approval to progress.

The Council's HRA revenue and capital budget/MTFP 2023-28 supports the activities required to maintain the Council's housing stock safely.

More information on financial implications is provided as part of the overall risk assessment below.

**Legal Implications**

The Council is an RP and therefore is required to comply with the regulatory framework operated by the RSH.

The policy ensures that MDH fully complies with its statutory obligations and that the safety of its residents is safeguarded including provisions set out in the draft new Safety and Quality Standard.

The policies, management plans and procedures form a key part of an overall assurance framework for MDH in discharging its statutory duties associated with landlord compliance. Failure to comply with these duties could result in formal prosecution being brought against MDH as a landlord e.g. potential of a corporate manslaughter case for the most serious of breaches.

Under section 126A and 126B of the Social Housing (Regulation) Act 2023, as an RP, MDH must designate a senior leadership individual with specific accountability for the health and safety of its tenants in our homes. The person holding this statutory role must be notified to the RSH and be visible to our tenants. They must be of sufficient authority to put in place mechanisms to have oversight of the housing service overall and monitor and assess health and safety risks then allocate resources to ensure compliance at all times. This policy and its delivery provides a key part of this assurance and implementation regulations for this part of the Act are expected shortly.

**Risk Assessment**

The Council has approximately 3,000 homes in management and the performance of MDH impacts upon the lives of many thousands of tenants and their families. This represents a huge responsibility and investment, consequently a major area of risk. Not providing an effective housing management service has the potential to result in failure to meet legal and statutory obligations including those relating to health and safety issues.

There are several main risks associated with this policy specifically:

Firstly, that staff are not adequately trained and/or effective working practices are not sufficient in scope or implementation to ensure compliance. This is mitigated through the provision of post by post specific competency requirements matched to legal compliance alongside internal management plans which provide staff and contractors with clear instructions on how to comply with the policy.

Secondly, that information on policy implementation and core compliance is not available. This has been addressed through the implementation of the new MDH performance hub which has updated KPIs specific to all aspects of health and safety compliance. These KPIs are reviewed internally through monthly performance meetings with service Operational and Team leads where any actions required are identified, allocated and reviewed for completion. Actions may include; provision of additional resourcing, further staff training, contract performance reviews or procedural updates. There is wider public reporting on compliance through our website and the quarterly service delivery reports provided to the PDG. Several of the new,

mandated Tenant Satisfaction Measures (TSMs) also require health and safety performance to be reported to both RSH and tenants (more information is provided in Section 1.6 and 1.7 of this report).

Thirdly, that key health and safety activity is not adequately resourced by the HRA to ensure rolling compliance and to address any potential gaps or risks. This is addressed through the MTFP which has been reviewed going forward to ensure adequate budget is in place with additional provision to meet known current and future requirements. As the performance information is reviewed and as requirements are updated then the MTFP will be updated through the annual budget cycle. Furthermore, there are adequate HRA reserves to deal with an unplanned, urgent works as may be required.

Finally, that that tenants and leaseholders are not aware of the risks. These risks are mitigated by tracking our performance against targets which are published for tenants including the new TSMs from April 2024 and by regular campaigns on health and safety. In addition, our frontline teams in all areas are trained to be aware of relevant risks and how to log and report these internally as they be directly or indirectly captured as part of their wider duties.

**Impact on Climate Change**

The correct functioning of gas and electrical systems reduce the impact of the systems on the environment through efficient operation. Having good knowledge of the condition of our systems allows planning for their replacement when appropriate times with more efficient upgrades that benefit the environment and our tenants.

**Equalities Impact Assessment**

MDH has a collection of housing related policies. These help to ensure that service delivery is consistent and fair. These are currently being reviewed with the aim of aligning them more closely with the Regulatory Standards.

Furthermore, there is a regulatory requirement for registered providers of social housing to tailor their services to meet the needs of tenants. MDH collects data on the diversity of tenants and endeavours to tailor services to meet the needs of all tenants and to enable compliance to be monitored.

Our housing estates must be accessible to those with disabilities and we have in place a regular schedule of inspections to ensure that all safety issues are identified and rectified as soon as possible and we have specific policy, procedures and budget to provide tenant-specific aids and adaptions where required.

Information provided by MDH is available in alternative formats, upon request, in order to ensure that all those living on our estates understand the rights and responsibilities of the Council as a landlord, and tenants and other residents, individually.

The Housing Ombudsman Service Complaints Handling Code which MDH adhere to also requires landlords to have an awareness of accessibility so residents are easily be able to access the complaints procedure via several routes.

The Equalities Impact Assessment for this policy attached to this report in Annex B.

**Relationship to Corporate Plan**

This policy relates to statutory requirements on MDH and does not directly align with any of the specific current Corporate Plan targets. However, it is consistent with one of the overarching aims of the Plan which is to have sustainable and prosperous communities.

**Section 3 – Statutory Officer sign-off/mandatory checks**

**Statutory Officer: Andrew Jarrett**
Agreed by or on behalf of the Section 151
**Date:** 05 January 2024

**Statutory Officer: Maria de Leiburne**
Agreed on behalf of the Monitoring Officer
**Date:** 03 January 2024

**Chief Officer: Simon Newcombe**
Agreed by or on behalf of the Chief Executive/Corporate Director
**Date:** 14 December 2023

**Performance and risk: Steve Carr**
Agreed on behalf of the Corporate Performance & Improvement Manager
**Date:** 03 January 2024

**Cabinet member notified:** Yes

**Section 4 - Contact Details and Background Papers**

**Contact:** Simon Newcombe, Corporate Manager for Public Health, Regulation and Housing or Mike Lowman, Operations Manager for Building Services
Email: snewcombe@middevon.gov.uk / mlowman@middevon.gov.uk
Telephone: 01884 255255

**Background papers and further information**:

Current MDH Gas Safety and Fire Risk in Communal Area's Policies
https://www.middevon.gov.uk/media/348656/gas-safety-policy-2018.pdf
https://www.middevon.gov.uk/media/344294/mddc-fire-risk-in-communal-areas-policy.pdf

Proposed Safety and Quality Standard
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1173042/20230721_Annex_1_Proposed_Consumer_standards.pdf

Social Housing (Regulation) Act 2023
https://www.legislation.gov.uk/ukpga/2023/36/contents




# Homes Safety Policy 2023

1 Introduction ..... 3
2 Aims and Objectives ..... 3
3 Legal Framework and Context ..... 3
4 Related Legislation and Regulatory Instruments ..... 4
5 Health and Safety Lead ..... 5
6 Tenant Responsibilities ..... 5
7 Gas Safety Checks ..... 6
8 Electrical Safety Checks ..... 7
9 Fire Risks in Communal Areas and Flats ..... 8
10 Asbestos Management ..... 10
11 Water Safety Checks ..... 12
12 Lift Safety Checks ..... 16
13 Solid Fuel Appliances ..... 16
14 No Access ..... 17
15 Complaints ..... 17
16 Equality Impact Assessment ..... 18
17 Review and version control ..... 18

# 1 Introduction

1.1 Mid Devon Housing (MDH) is part of Mid Devon District Council (the Council). It is responsible for the Council's housing stock including the maintenance, management and letting of its properties and estates.

1.2 This Policy sets out how MDH will manage safety in its homes and now incorporates the following Policies and Management Plans:

- Gas Safety Policy
- Fire Risk in Communal Properties Policy
- Asbestos Management

# 2 Aims and Objectives

2.1 This Policy aims to set out how MDH will manage the safety of their homes and fulfil all the statutory duties associated with safety that are required of them.

2.2 The objective is to define what MDH and tenants have a responsibility for and how this will be managed

# 3 Legal Framework and Context

3.1 Under the proposed Safety and Quality Standard, The Regulator of Social Housing (RSH) requires all registered providers to provide safe and good quality homes and landlord services to tenants.

3.2 The Regulator of Social Housing regard councillors as responsible for ensuring that providers' businesses are managed effectively and that providers comply with all regulatory requirements.

3.3 Social Housing (Regulation) Act has received Royal Assent, meaning the bill has now been enacted into law. This will impact the regulatory framework for social housing and introduces a new proactive, consumer regulation regime focussed on meeting the needs of tenants. One aim of the legislation and regime is to ensure that providers of social housing, such as the Council, keep its properties and estates safe and clean.

3.4 The Social Housing (Regulation) Act details the requirement for registered providers to appoint a health and safety lead and registered providers are expected to have regard to appropriate statutory guidance and to meet the legal requirements relating to the role of the health and safety lead.

3.5 These new standards are there to ensure people feel safe and secure in their homes, can get problems fixed before they spiral out of control, and see exactly how well their landlord is performing giving tenants a stronger voice. The Regulations take account of the aims and ambitions of the Safety and Quality Standard and several are particularly relevant to the aims of this policy:

- To be safe in your home (Chapter 1)
- To know how your landlord is performing (Chapter 2)
- To have your complaints deal with promptly and fairly (Chapter 3)
- To have a good quality home and neighbourhood to live in (Chapter 6)

3.6 As part of the new consumer regulation regime, from April 2023, the RSH introduced a series of 22 mandatory Tenant Satisfaction Measures (TSMs) creating a new system for assessing how well social housing landlords in England are doing at providing good quality homes and services. These measure include those applicable directly to building safety as well as those based on tenant perception surveys setting out tenants views on our performance.

3.7 The TSM's associated with this Policy are:

- BS01 – Gas Safety Checks - This measure is based on the percentage of homes that have had all the necessary gas safety checks
- BS02 – Fire Safety Checks - This measure is based on the percentage of homes in buildings that have had all the necessary fire risk assessments
- BS03 – Asbestos Safety Checks - This measure is based on the percentage of homes in buildings that have had all the necessary asbestos management surveys or re-inspections
- BS04 - Water Safety Checks - This measure is based on the percentage of homes that have had all the necessary legionella risk assessments (legionella is a bacteria that can make people ill if it enters water supplies)
- BS05 - Lift Safety Checks - This measure is based on the percentage of homes in buildings where the communal passenger lifts have had all the necessary safety checks

# 4 Related Legislation and Regulatory Instruments

- The Housing Act 2004
- The Landlord & Tenant Act 1985
- Health and Safety at Work Act 1974
- The Gas Safety (Installation and Use) (Amendment) Regulations 2018
- Construction Design & Management Regulations 2015
- Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013
- ACOP L8 – Legionnaires disease: The control of legionella bacteria in water systems (HSE)
- ACOP L143 – Managing and Working with Asbestos (HSE)

- The Control of Asbestos Regulations 2012
- The Control of Substances Hazardous to Health Regulations 2002
- The Electricity at Work Regulations 1989
- The Social Housing (Regulations) Act 2023
- The Smoke and Carbon Monoxide Alarm (England) Regulations 2015
- HETAS (Heating Equipment Testing & Approval Services Guidance)
- Building Safety Act 2023

# 5 Health and Safety Lead

5.1 The Social Housing (Regulation) Act requires MDH to have a Health and Safety Lead at Executive level and will be introduced by subsequent regulation.

5.2 The Health and Safety Lead will identify and ensure that MDH meets all legal requirements that relate to the health and safety of tenants in their homes and communal areas.

5.3 The Health and Safety Lead will notify the Cabinet of:

- Any risks assessed of material failures by MDH to comply with health and safety requirements
- Any material failures by MDH to comply with health and safety requirements
- Advice as to how MDH should address risks and failures notified for the purpose of ensuring that MDH complies with health and safety requirements.

# 6 Tenant Responsibilities

6.1 The MDH Tenancy Agreement states the responsibility of the tenant in allowing access to their property to allow safety checks to be undertaken. Specifically the agreement states:

*'You must allow us or our employees access to the property at all reasonable hours to carry out repairs, Improvements, planned programmes, gas servicing and any safety checks, to inspect its condition and to complete new tenancy visits and tenancy home checks'.*

With regard to Gas Safety Checks the tenancy agreement states:

*'As your Landlord we are under a duty to check any gas fitting and the flues serving it in the Property at least once a year in order to minimise the risk of explosion or carbon monoxide poisoning. We will always give you reasonable notice in writing of any inspection. You must provide access for the inspections and to pay for any reasonable expenditure we incur as a result of any failure by you to provide access.*

*You must ensure that you have sufficient credit on gas and electric meters to enable the engineer to carry out your annual service.'*

# 7 Gas Safety Checks

7.1 MDH is legally responsible for the safety of its tenants in relation to gas safety. By law MDH must:

- repair and maintain gas pipework, flues and appliances in safe condition so as to prevent risk of injury to any person
- ensure an annual gas safety check on each appliance and flue
- keep a record of each safety check which must be retained for two years

7.2 The duty extends to appliances and pipework which serve the property even if they are not let to the tenant e.g. communal boilers.

7.3 MDH will inspect and issue the record in accordance Part F, Regulation 36A of the Gas Regulations as amended (April 2018) in order to ensure delivery of our requirements as a landlord.

7.4 MDH has entered into a contract with a Gas Servicing Contractor, who is a Gas Safe registered company, to help meet these obligations using an agreed appointment procedure.

7.5 A copy of the CP12 certificate (Landlords Gas Safety Record) will be provided to the tenant in lawful occupation of the property within 28 days of the annual safety check.

7.6 A further gas safety check will be carried out on all MDH properties with a gas meter involved in a mutual exchange. The check will be carried out on the day the tenants' move.

7.7 Where there is not an immediate transfer between households the supply outlet of the meter will also be capped. Engineers will return to uncap, test and issue the GSR once the new householder is present.

7.8 MDH annual safety checks and servicing will include the inspection and testing of tenants' own fixed gas appliance, we are obligated to carry out a visual inspection of the appliance and assess its operation. It will not include the servicing or repair of any tenant owned appliance, which is the tenants' responsibility.

7.9 MDH will install hard-wired carbon monoxide detector(s) to all rooms that contain a MDH gas appliance and any room where a flue passes through in compliance to the Smoke and Carbon Monoxide Alarm (England) Regulations 2015.

7.10 Where there is a tenant own fixed gas appliance in the property (regardless of ownership), the connection to the appliance up to the gas controls is included in the Gas Safety Check. The engineer will also inspect the overall condition and ensure all safety features operate effectively.

7.11 Where an “At Risk” notice has been issued for an unsafe situation involving a tenant owned appliance but the tenant has refused to have the appliance switched off, MDH will write to the tenant explaining the need for them to carry out repairs within 5 working days. If the tenant fails to carry out these works MDH will take action, either to complete the works and recharge the tenant or to insist that the appliance is isolated.

7.12 Where the appliance is “Immediately Dangerous” is it isolated; if a tenant refuses to allow the engineer to isolate the appliance it is treated as a Gas Emergency and Wales & West Utilities (WWU) are contacted. If the tenant still refuses the appliance to be isolated WWU may choose to isolate the gas supply to the property. This may include excavations in the street, for which the tenant will be recharged

7.13 MDH will not grant consent for tenants to install new gas fires or to replace/upgrade existing ones.

7.14 MDH has a Gas Safety Management Plan providing more detailed guidance and procedures for staff and contractors

# 8 Electrical Safety Checks

8.1 MDH will ensure that all domestic properties owned or managed have a valid Electrical Installation Condition Report (EICR) that is no older than 5 years from the date of the previous EICR.

8.2 MDH will deliver a comprehensive programme of testing and inspection of all domestic properties on a rolling 5-year cycle.

8.3 MDH will ensure that all electrical installations shall be in a satisfactory condition following completion of an electrical installation inspection and test.

8.4 MDH will ensure that electrical installation inspection and tests are carried out prior to the commencement of any new tenancies (void properties), mutual exchanges and transfers and that a satisfactory EICR is issued to the tenant prior to them moving in.

8.5 MDH will ensure that only suitably competent NICEIC electrical contractors and engineers undertake electrical works.

8.6 MDH will test and replace as necessary smoke alarms, heat detectors and carbon monoxide detectors which are not covered as part of the annual gas safety check visit (i.e. the property does not have gas), as part of the 5-yearly electrical inspection and testing visit.

8.7 MDH will ensure there is a robust process in place for the management of any follow-up works required following the completion of a periodic inspection and test of an electrical installation or electrical portable appliance.

8.8 MDH will as a minimum make safe and/or where possible endeavour to repair all code 1 and code 2 defects identified by a periodic electrical installation inspection and test before leaving site after completing the inspection and testing works. Any further remedial works to code 1 and 2 defects will be completed within 10 working days (except where a rewire is required) and an EICR will be issued stating that the installation is in a satisfactory condition.

8.9 MDH will establish and implement programmes of electrical installation upgrading works to improve electrical installations, that have been identified as not meeting current standards but are in a satisfactory condition for the purposes of an EICR, up to a standard that meets all current requirements of BS7671.

8.10 Safety checks of electrical vehicle charge points installed by MDH will be included in the electrical safety check. Charge points installed by the tenant will be checked at an additional cost.

# 9 Fire Risks in Communal Areas and Flats

9.1 The Regulatory Reform (Fire Safety) Order 2005 (RRO 2005) applies to all common parts of buildings that have 2 or more dwellings and places a legal duty on MDH to undertake and record a Fire Risk Assessment (FRA).

9.2 An FRA is an assessment of the risks to relevant persons from fire to identify what general fire precautions are required for those particular premises.

9.3 A communal area is any area that is not within the confines of the tenant's property. This will include stairs, stairwells, hallways, landings, common rooms, laundry rooms, boiler rooms, open areas, flat entrance doors and the entrance to the building as well as the building's structure and external walls.

9.4 Under the fire legislation, Regulatory Reform (Fire Safety) Order 2005, MDH, as the responsible person, being the landlord, will comply with the legislation and will carry out a FRA and take reasonable steps to remove or reduce any risks that have been identified.

9.5 MDH will ensure that all residential communal blocks with shared communal areas and all individual flats owned by the Council will have a FRA.

9.6 Where practical, copies of FRAs will be located within the premises. On some sites, this may not be practical and, therefore, the FRA will be stored online MDH electronic document management system with read only access to all Officers in MDH. Copies will also be available for inspection in the landlord's office (based either at Phoenix House or at the Old Road Depot).

9.7 The FRAs will be reviewed annually, or following a significant change and will include:

- Checks and maintenance of fire door closers
- Fire alarm testing
- Maintenance of clear safety signage in our blocks

9.8 Situations which might prompt a review less than a year after the initial assessment was made include:

- A change in the number of people present or the characteristics of the occupants; including the presence of people with some form of disability
- Introduction of new equipment, structural alterations to the building; including the internal layout or significant changes.
- Awareness of shortcomings in fire safety measures or potential improvements
- Changes in security requirements, arson or the wedging open of doors
- If a fire occurs
- Updates in legislation
- Alterations to the building; such as replacement entrance doors or internal decoration to communal areas
- The storage of hazardous substances by a tenant

9.9 Wherever possible, MDH will aim to prevent fire safety issues by educating tenants from the beginning of their tenancies and ensuring that support, advice and assistance is readily available. This includes a fire safety leaflet, repairs handbook and tenant handbook.

9.10 MDH has a duty to ensure that the means of escape from a building or communal area is not obstructed, to ensure that tenants and visitors can exit safely in the event of a fire.

9.11 MDH will operate a zero tolerance policy in respect of storage of belongings in communal areas. Any items left in communal areas will be removed and this policy will be widely publicised by writing to all those tenants living in flats, and leaseholders. In addition, it will be publicised in our tenant newsletter and via social media.

9.12 Where communal areas provide emergency lighting, carbon monoxide detectors and electrical items, servicing of these items will take place in accordance with the Council's cyclical programme, following legislative guidance and manufacturers' recommendations. Servicing of the communal smoke alarms will take place every six months in accordance with the appropriate regulations.

9.13 We will remove any flammable items left in communal areas as a matter of urgency to reduce risk.

9.14 We will place fire log cabinets in communal areas of blocks of flats. These will be secure and will contain Information on the type of alarms and emergency lighting as well as the servicing and inspection/test dates and copies of FRA's.

9.15 We will write to residents of all of our blocks of flats on an annual basis in order to inform a review of the information held in order to ensure that the records are kept updated.

9.16 We will provide fire-proof letter boxes if there is a risk of arson, in order to provide reassurance to tenants and other residents, as appropriate.

9.17 Bonfires and/ or mini fires on communal land, owned and managed by MDH will not be permitted. Disposable BBQ's are not permitted to be used in communal areas.

9.18 MDH have a Fire Risk in Community Areas Management Plan providing more detailed guidance and procedures for staff and contractors

# 10 Asbestos Management

10.1 MDH housing stock is of various ages this section describes the management of Asbestos Containing Materials (ACM).

10.2 MDH will remove all asbestos products from the inside of empty (void) properties whilst they are being brought up to the Decent Homes requirement or during major works to improve homes.

10.3 MDH long-term aim is to remove all asbestos from the property portfolio, as far as is reasonably practicable.

10.4 If tenants suspect they have found asbestos within the home they must not remove or disturb the ACM and inform MDH immediately so that mitigating actions can be put in place to remove the ACM.

10.5 MDH comply with the Control of Asbestos Regulations 2012 (CAR 2012) and to enable compliance to this policy all MDH operatives have received training and awareness of asbestos, its likely effects and the likely locations within housing stock.

10.6 No new or recycled ACM will be used in any of our properties.

10.7 Where existing installations include ACM which is sound, in good condition, not releasing dust, and not subject to abrasion or damage, the material will be left undisturbed, until such time that its safe removal is planned.

10.8 Details are to be noted in the Asbestos Register and the installation will be re-inspected at regular intervals (not more than one year, except in domestic properties, where 20% will be re-inspected annually) to ensure that the condition of the material has not changed.

10.9 In domestic premises 20% will be re-inspected annually. More regular inspection may be required if the material is liable to mechanical damage or where the risk warrants it. Where deterioration of the material is observed a further risk assessment must be carried out and recorded.

10.10 The following inspection regime shall apply:

- Up to Low Risk, Material Assessment 1 – 6 20% Periodic inspection
- Up to High Risk, Material Assessment 7 + Annual inspection

10.11 Where existing installations include ACM which is damaged, deteriorating or inadequately sealed, it will either be removed and replaced by suitable material, resealed or encapsulated.

10.12 When considering removal, where the ACM is coated, covered or contained within another material, such as cement, paint or plastic are considered to be firmly bonded in a matrix, ACMs of this type in good condition can usually be treated as non-licensed work but where they are significantly damaged, and so more likely to release fibres, they will need to be treated as Notifiable Non-Licenced Work (NNLW).

10.13 It is the responsibility of the person in charge of the job to assess the ACM to be worked on and decide if the work is NNLW or non-licensed work. This will be a matter of judgement in each case, dependent on consideration of several factors.

10.14 Asbestos insulation, Asbestos coatings and Asbestos insulating board must be removed by a Licensed Asbestos Removal Company in accordance with the HSE's Approved Code of Practice (ACOP) and guidance L143, 'Work with Materials Containing Asbestos.' and then be taken to an approved, licensed site for disposal. Asbestos cement, gaskets, ropes and other bonded materials can be removed in accordance with the ACOP L143, providing that the persons carrying out the work have had appropriate training and have sufficient insurance cover. The ACOP L143 replaces ACOP L27 and ACOP L28.

10.15 An Asbestos Register will be compiled by MDH into which ACM installations and locations will be entered.

10.16 The Asbestos Register will be continually updated as and when surveys are carried out and asbestos materials are discovered and will be reviewed annually by MDH.

10.17 Information contained in the Asbestos Register will be made available to any employee, contractor, tenant or leaseholder.

10.18 If suspected ACMs are discovered during works on the property they should not be disturbed, but the incident reported to MDH who will arrange for an asbestos inspection and priority assessment.

10.19 MDH has an Asbestos Safety Management Plan providing more detailed guidance and procedures for staff and contractors.

# 11 Water Safety Checks

11.1 The Council as a landlord also has legal responsibilities to ensure the health and safety of tenants (including housing stock tenants) by keeping the properties let safe and free from health hazards including Legionnaires disease. Section 3(2) of the Health and Safety at Work Act 1974 (HSWA) makes provision for relevant health and safety legislation to apply to landlords to ensure a duty of care is shown to their tenants' with regard to their health and safety including managing Legionnaires disease.

11.2 The Council will (as an employer and as a landlord), as far as is reasonably practicable, take appropriate precautions to reduce the risk of ill health caused by exposure to Legionella. This will be achieved through providing a framework of actions designed to assess, prevent or control the risk from the Legionella bacteria. To achieve this it will use the practical guidance contained in the Approved Code of Practice and guidance documents outlined under 3 below aimed at identifying and assessing sources of risk, preparing a scheme to prevent or control risk, implementing, managing and monitoring precautions, keeping records of precautions and appointing a manager to be responsible for others.

11.3 Legislation

- Health and Safety at Work etc. Act 1974 (HASWA)
- Management of Health and Safety at Work Regulations 1999 (MHSWR)
- Control of Substances Hazardous to Health 2002 (COSHH**)**

11.4 Guidance

- Approved Code of Practise "Legionnaires' disease: The control of Legionella bacteria in water systems" L8
- HSG274 Part 1: The control of legionella bacteria in evaporative cooling systems
- HSG274 Part2: The control of legionella bacteria in hot and cold water systems
- HSG274 Part 3: The control of legionella bacteria in other risk systems
- Audit checklists: Control of legionella bacteria in water systems

11.5 Definition

Legionella bacteria are widespread in natural water systems, e.g. rivers and ponds. However, the conditions are rarely right for people to catch the disease from these sources. Outbreaks of the illness occur from exposure to legionella growing in purpose-built systems where water is maintained at a temperature high enough to encourage growth, e.g. cooling towers, evaporative condensers, hot and cold water systems and spa pools used in all sorts of premises (work and domestic). People contract Legionnaires' disease by inhaling small droplets of water (aerosols), suspended in the air, containing the bacteria. However, some people are at higher risk, including:

- people over 45 years of age;
- smokers and heavy drinkers;
- people suffering from chronic respiratory or kidney disease;
- anyone with an impaired immune system;

11.6 Responsibilities

Mid Devon District Council's (MDDC) policy on Legionnaires Disease must ensure the duty of care under the HASWA is met in respect of assessing and controlling the risk from exposure to legionella bacteria from work activities in relation to its Corporate and Commercial properties. MDDC achieves this through the following management structure;

**Chief Executive – Duty Holder**

The Council is the employer with legal responsibility for health and safety and is the duty holder. Through delegation the Chief Executive has overall responsibility for health and safety including the duty to manage Legionella. Both must support this policy to manage Legionella

by ensuring the allocation of resources including an adequate budget, suitable and sufficient equipment, personnel, time and training. Ultimately it is the Council fixed with legal responsibility.

**Director of Finances, Assets and Resources – Strategic Lead**

The Strategic Lead has a responsibility to support this policy by ensuring the allocation of resources including an adequate budget, suitable and sufficient equipment, personnel, time and training.

The safe management and operation of Sites and Properties activities, including consideration of Legionnaires Disease issues and compliance with the Legionella Management Plan within the operational and investment estate

Devolving the principal functions of Legionella management to the Responsible Person for maintenance, projects and estates management

**Corporate Manager for Public Health, Regulation and Housing – Responsible Person**

The Responsible Person ensures:

1. risks assessment are carried out for all MDDC properties by a competent person
2. to record the significant findings of the risk assessment
3. a written scheme for controlling the risk from exposure to the legionella bacteria is implemented and monitored
4. there is a "responsible competent person" to implement and monitor the control scheme
5. that where appropriate general microbiological sampling procedures are implemented
6. ensure a cleaning and disinfection process is implemented where required
7. a record of all inspections, tests and sampling is maintained
8. that the control measures are regularly reviewed and updated

11.7 Hierarchy of Control

The Legionnaires' disease Approved Code of Practise L8 states that;

a) Where the assessment shows that there is a reasonably foreseeable risk of exposure to legionella bacteria, the use of water systems, parts of water systems or systems of work that lead to exposure must be avoided so far as is reasonably practicable. Where this is not reasonably practicable, there should be a written scheme for controlling the risk from exposure that should be properly implemented and managed. The written scheme should specify measures to take to ensure that it remains effective.

b) The risk from exposure will be controlled by measures which do not allow the growth of legionella bacteria in the system and which reduce exposure to water droplets and aerosols. Precautions, where appropriate, include the following:

- avoiding water temperatures between 20 °C and 45 °C and conditions that favour the growth of legionella bacteria and other microorganisms;
- avoiding water stagnation which may encourage the growth of biofilm;
- avoiding the use of materials that harbour bacteria and other microorganisms, or provide nutrients for microbial growth. The *Water Fittings and Materials Directory* 10 references fittings, materials, and appliances approved for their compliance with the UK legal requirements for plumbing fittings and water using appliances;
- controlling the release of water spray;
- maintaining the cleanliness of the system and water in it;
- using water treatment techniques;
- taking action to ensure the correct, safe operation, maintenance of the water system and monitoring of any control measures applied

c) The written scheme includes, where appropriate, and with reference to the risk assessment:

- an up-to-date plan showing the layout of the plant or water system, including parts temporarily out of use (a schematic diagram is sufficient);
- a description of the correct and safe operation of the system;
- the precautions to take;
- checks to carry out to ensure the written scheme is effective and the frequency of such checks;
- the remedial action to take if the written scheme is shown to be not effective
- action to be taken in response to microbiological results greater than 100 colony forming units per litre

d) Records will be maintained that include details about:

- the appointed responsible person(s) for conducting the risk assessment, managing, and implementing the written scheme;
- any significant findings of the risk assessment;
- the written scheme and its implementation;
- details about the state of operation of the water system, i.e. in use/not in use;
- the results of any monitoring inspection, test or audit carried out, and the dates.

e) These records will be retained throughout the period they are current and for at least two years afterwards. Records of any monitoring inspection, test or check carried out, and the dates, will be retained for at least five years.

## 12 Lift Safety Checks

12.1 MDH has obligation duties to ensure that all powered lifts and equipment installed for which it has responsibility are installed, services and used comply PUWER (Provision and Use of Work Equipment Regulations 1998 and LOLER (Lift Operation Lift equipment Regulations) 1998: Regulation 9.

12.2 MDH will hold accurate records against each property it owns, or manages, identifying when the lifting equipment was last inspected.

12.3 MDH will ensure that lift safety inspections, servicing, installation and upgrade programmes will be undertaken by competent contractors.

12.4 MDH will ensure all lift installations undergo inspection and servicing four times a year in accordance with LOLER and that any deterioration is detected, defects reported and remedied in good time.

12.5 MDH will maintain accurate records of all completed inspections and services. Certificates associated with those visits will be held in an electronic document and shall be made available to view to the customers of the premises.

## 13 Solid Fuel Appliances

13.1 MDH will keep a record of all properties that contain a solid fuel appliance.

13.2 To ensure solid fuel appliances are safely managed and maintained MDH require annual confirmation of:

- Annual chimney sweep (where applicable); and
- Annual service according to manufacturer's instructions.

13.3 If MDH owns the solid fuel appliance then we will undertake these checks. If the appliance is the tenant's responsibility then they must provide this documentation.

13.4 Tenants who installed existing solid fuel appliances, should have obtained permission from MDH and satisfied building control requirements at the time. In addition to this, the appliance should have the following:

- HETAS certification;
- Lined chimney/flue;
- Adequate ventilation; and
- CO detector installed adjacent to the appliance.

13.5 The tenant is liable for ensuring all of these measures are in place. If there are any unauthorised appliances installed, we will request their removal.

13.6 Tenants will not be given permission to install new wood burning stoves or open up chimneys in any way. Burning waste in a solid fuel appliance can produce very high emissions of pollutants, potentially affecting the health of the household and its neighbour's. There is also a risk in terms of chimney fires and carbon monoxide poisoning.

## 14 No Access

14.1 MDH has a No Access Procedure for when tenants do not allow access to their properties to enable safety checks to be carried out.

14.2 Enforcement action could include:

- Applying for injunctions from the courts to enforce the landlords 'right of access'
- Serving 'Notices Seeking Possession' for breach of tenancy and applying to the courts to bring the tenancy to an end

14.3 For tenants with Introductory or Flexible Tenancy's, MDH will review the status of tenants who continually / year on year refuse access for the purposes of carrying out the annual service. Where appropriate MDH will take action to gain possession of the dwelling, or downgrade the tenancy status.

## 15 Complaints

15.1 We try to get things right the first time and when we do, we would love people to let us know. It's great for us to receive positive comments or feedback, so if people wish to complement our staff for doing a great job, we would love to hear from them.

15.2 If things do go wrong the council is committed to:

- Dealing with complaints and comments quickly and effectively; and
- Using complaints, comments and compliments to review and improve our services

15.3 When tenants contact us to tell us they are dissatisfied with the service we have provided, we will offer them the choice to have an informal conversation to see if we can put things right quickly, without the need for a formal investigation.

15.4 The Housing Ombudsman Service advise that a complaint must be defined as:

- *'an expression of dissatisfaction, however made, about the standard of service, actions or lack of action by the organisation, its own staff, or those acting on its behalf, affecting an individual resident or group of residents'.*

15.5 Where a tenant considers that the council has given a poor service or has got something wrong, they may tell a member of staff in the first instance. This does not need to be treated as a formal complaint (unless the complainant asks us to do so) and may be resolved 'there and then' by way of an apology or plan of action. Any comments provided will be used to take appropriate action, or give information.

15.6 If a tenant does not want to do this or is unhappy with the response, they may make a formal complaint, which can escalate from stage 1 or stage 2 if they are still not satisfied with the response. Having been through stages 1 and 2 and they are still not satisfied, the tenant may contact the Housing Ombudsman Service.

15.7 MDH's complaints procedure is detailed on Mid Devon District Council website: Feedback and Complaints

# 16 Equality Impact Assessment

16.1 MDH complete an equality impact assessment each time we develop or review a policy, procedure or service. The assessment is to help us ensure our decision making is fair and does not present any barriers or disadvantage to customers from any protected group (including disability) under the Equality Act 2010.

# 17 Review and version control

17.1 MDH will review this Policy every 10 years and as required to address legislative, regulatory, best practice or operational issues.

17.2 This policy was produced in 2023 and is version 1.00

17.3 This policy was adopted by Cabinet on xxxx

# Homes Safety Policy - Equality Impact Assessment (EIA)

The Equality Act 2010 replaces the previous anti-discrimination laws with a single Act. It simplifies the law, removing inconsistencies and making it easier for people to understand and comply with it. It also strengthens the law in important ways, to help tackle discrimination and equality. The majority of the Act came into force on 1 October 2010.

The public sector Equality Duty came into force on 5 April 2011. The duty ensures that all public bodies play their part in making society fairer by tackling discrimination and providing equality of opportunity for all. It ensures that public bodies consider the needs of all individuals in their day to day work – in shaping policy, delivering services and in relation to their own employees.

The Equality Duty encourages public bodies to understand how different people will be affected by their activities so that policies and services are appropriate and accessible to all and meet different people's needs. By understanding the effect of their activities on different people, and how inclusive public services can support and open up people's opportunities, public bodies are better placed to deliver policies and services that are efficient and effective.

MDH is required by law to have due regard to the need to:

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

EIA will be carried out by MDH in respect of new or revised policies and a copy of the assessment will be made available. Where it is clear from initial consideration that a policy will not have any effect on equality for any of the protected characteristics, no further analysis or action will be necessary.

| | |
|---|---|
| Service: | Mid Devon Housing |
| Name of policy being assessed: | Homes Safety Policy |
| Lead officer responsible for EIA: | Operations Manager Building Services |
| Is this a new or existing policy: | New combined policy |

1. What are the aims and objectives of the policy?

This Policy aims to set out how MDH will manage the safety of their homes and fulfil all the statutory duties associated with safety that are required of them.

The objective is to define what MDH and tenants have a responsibility for and how this will be managed.

2. What outcome do MDH want to achieve from this policy?

The Homes Safety Policy will combine the previous Gas Safety Check Policy and the Fire Safety in Communal Area Policy. It also introduces clauses for Electrical Safety Checks, Asbestos Management, Water Safety Checks, Solid Fuel Appliance Safety Checks and Lift Safety Checks. This will provide all the relevant information into one document, providing greater clarity for Officers and tenants as to how MDH will administer certain rights and responsibilities that tenants have.

It will ensure that MDH is compliant with its responsibilities under relevant legislation.

The Homes Safety Policy will ensure that all tenants receive a consistent response to issues that may arise in respect the safety of their homes and will inform tenants about how MDH will deal with safety in the home.

3. Who is intended to benefit from the policy?

The Homes Safety Policy will apply to all tenants.

4. Who are the main stakeholders in relation to the policy?

- All tenants
- Household members
- Family members of tenants

5. Do you have baseline quantitative data for this policy?

MDH has around 3000 tenants who all have a tenancy agreement and will be covered by the Homes Safety Policy.

6. Do you have baseline qualitative data for this policy relating to different equality strands?

All tenants of MDH will be covered by the Homes Safety Policy. This policy will ensure that a consistent, fair approach is taken when administering tenants' rights.

7. What has stakeholder consultation, if carried out, revealed about the nature of the impact?

The contents of the Homes Safety Policy provides guidance as to how MDH will administer the safety checks required under legislation. This policy does not change any tenancy rights, but sets out MDH's statutory responsibilities to its tenants.

Consultation with the relevant officers, members and tenants has taken place to ensure the document covers all aspects required of us and meets the needs of MDH and our tenants.

8. From the evidence you have, does the policy affect or have the potential to affect different equality groups in different ways?

All MDH tenants have a tenancy agreement that provides them with the rights outlined in legislation. The policy sets out how MDH will administer its statutory duties in respect of safety in its properties. No communities or groups are affected in an adverse way.

9. Is this policy likely to be equally accessed by all equality groups or communities?

The policy applies to all MDH tenants as all tenants have rights. Some tenancy rights will only be triggered where the tenant's circumstances dictate.

10. Are there barriers that might make access to the policy difficult for equality groups or communities?

MDH will maximise access for all groups. Where requested, MDH will have the tenancy agreement and policy translated if English is not the tenant's first language.

Support services are able to attend sign-up to ensure that the tenant understands their rights and responsibilities before signing the tenancy agreement.

11. Could the policy promote or contribute to equality and good relations between different groups?

The policy will ensure a consistent approach is taken when exercising our duties within the current legal and policy framework.

12. What further evidence is needed to understand the impact on equality?

MDH will use existing performance monitoring date to establish whether there has been any negative or positive impact on tenants and their ability to access services.

13. On the basis of the analysis above, what actions, if any, will MDH need to take in respect of each of the equality strands?

| Characteristic: | Impact: Please ✓ the relevant box | | Comments/Action: |
|---|---|---|---|
| Age: | Positive | | No action needed. The rights of existing tenants remain unaffected. |
| | Neutral | ✓ | |
| | Negative | | |

| | | | |
|---|---|---|---|
| **Disability:** You're disabled under the Equality Act 2010 if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities. | Positive | ✓ | Pre-sign up, prospective tenants that would be classed as vulnerable will be identified and additional support services will be accessed. The Neighbourhood Officers will provide additional support by means of extra calls or visits to any tenants that are identified as vulnerable. Alerts are placed on the Housing system and a service adjustment can be offered if required, for example, large print letters, document translation. |
| | Neutral | | |
| | Negative | | |
| **Gender:** | Positive | | No further action needed |
| | Neutral | ✓ | |
| | Negative | | |
| **Gender reassignment:** | Positive | | No further action needed |
| | Neutral | ✓ | |
| | Negative | | |
| **Marriage and civil partnership:** | Positive | | No further action required |
| | Neutral | ✓ | |
| | Negative | | |
| **Pregnancy and Maternity:** | Positive | | No further action needed |
| | Neutral | ✓ | |
| | Negative | | |
| **Race:** | Positive | | No further action needed. Regular monitoring may identify reasons not identified. Action will be taken to mitigate any barriers identified. |
| | Neutral | ✓ | |
| | Negative | | |
| **Religion and Belief:** | Positive | | No further action needed. Regular monitoring may identify reasons not identified. Action will be taken to mitigate any barriers identified. |
| | Neutral | ✓ | |
| | Negative | | |
| **Sexual Orientation:** | Positive | | No further action needed. Regular monitoring may identify reasons not identified. Action will be taken to mitigate any barriers identified |
| | Neutral | ✓ | |
| | Negative | | |

**Monitoring and Review:**
MDH will regularly review the EIA, in line with legislative changes or good practice, or if the policy impacts any group directly.

Operations Manager Building Services

Signed:

| **Report for:** | **Cabinet** |
|---|---|
| Date of Meeting: | 6 February 2024 |
| Subject: | **REVIEW OF THE MID DEVON HOUSING GARAGE, GGRP and CAR PARKING SPACE POLICY** |
| Cabinet Member: | Cllr Simon Clist Cabinet Member for Housing and Property |
| Responsible Officer: | Simon Newcombe - Corporate Manager for Public Health, Regulation and Housing |
| Exempt: | None |
| Wards Affected: | All Wards |
| | Annex A – Garage, GGRP and Car Parking Space Policy |
| | Annex B – Garage, GGRP and Car Parking Space Policy Equality Impact Assessment (EIA) |

**Section 1 – Summary and Recommendation(s)**

This policy outlines the Mid Devon Housing (MDH) approach to renting out garages, garage ground rent plots (GGRP) and car parking spaces that it owns. The policy has been updated to formalise the Value Added Tax (VAT) requirements on our charges in line with HM Revenue and Customs (HMRC) rules under VAT Notice 742 – Land and Property. The updated policy set out herein will replace the existing Garage Management Policy. For clarity, the scope of the current and updated policies is set out in Section 2.1 of this report.

As part of the review, the allocation of garages, GGRP or car parking spaces has been better defined and greater priority is given to blue badge holders and to people who live in the same or adjoining street as the asset.

**Recommendation:**

**That the PDG recommends that Cabinet adopt the updated Garage, GGRP and Car Parking Space Policy and Equality Impact Assessment contained in Annexes A and B respectively.**

**Section 2 – Report**

## 1 Introduction

1.1 The Social Housing (Regulation) Act applies to Social Housing Providers and is relevant to social housing dwelling tenants and leaseholders.

1.2 The Garage, GGRP and Car Parking Space Policy does not refer to Social Housing or form part of the regulatory framework reforms and standards and therefore is not part of the new consumer regulation regime. There are no statutory Tenant Satisfaction Measures directly applicable to the Policy.

## 2 Review of the Garage, GGRP and Car Parking Space Policy

2.1 This is a review of the existing Garage Management Policy adopted in 2020 which currently already also deals with GGRP and car parking spaces rent. For the avoidance of confusion, under the update the policy name has been broadened to 'Garage, GGRP and Car Parking Space Policy' in order to make the full scope of the policy clear.

2.2 A wider Car Parking Management policy regarding the overall operation of MDH parking still applies and is cross-referenced in this policy as required. Once this wider car parking policy comes under review next year it's likely this will be renamed as the MDH Traffic Management Policy to avoid any confusion.

2.3 The review has identified a requirement for the current Garage Management Policy to be updated to comply with HMRC VAT Notice 742 and the guidance set out *VAT Government and Public Bodies VATGPB8350 - Other local authority activities: housing and community projects: property improvement grants. covering garage, GGRPs and car parking space rents*.

2.4 In accordance with the above, MDH dwelling tenants do not have to pay VAT on a garage, GGRP or parking space if:

- They are a council tenant of MDH and the garage, GGRP or parking space is within a ½ mile radius of their home

2.5 Non-dwelling tenants (of MDH) including registered charities and not for profit organisations will be charged VAT on a garage, GGRP or parking spaces regardless of how far it is from their registered address.

2.6 As part of the review the allocation of garages, GGRP or car parking spaces has been better defined and greater priority is given to blue badge holders and to people who live in the same or adjoining street as the asset.

2.7 As part of the review the rent payable by charities and not for profit organisations was investigated. It was due to different rates being charged for different organisations which has been an administrative burden on the service. The origins of the reasons for reduced rents were unclear and are potentially discriminatory without sound equality basis. To bring policy consistency, the revised policy states that garages, GGRP and Car Parking Spaces rented by charities and not for profit organisations would be charged at the same rate as MDH dwelling tenants with VAT added as required.

2.8 Subject to Cabinet decision, these VAT changes will be incorporated on new invoicing going forward with immediate effect as new garage and GGRPs car parking tenancies are set up. Existing customers will be proactively updated these changes ahead of introduction from 2024/25 onwards.

2.9 Excluding VAT, the annual projection for HRA income for 2023/24 for these services is as follows:

| | | |
|---|---|---|
| • Block garages | | £360,711.04 |
| • GGRPs | | £20,667.00 |
| • Car Parking spaces | | £419.75 |
| | Total | £381,797.79 |

## 3 Consultation

3.1 As the policy does not directly apply to MDH dwelling tenancies no tenant consultation was required.

3.2 The policy applies to anyone who rents a garage, GGRP or car parking space from MDH. The changes are largely statutory ones to reflect current HMRC guidance and rules on VAT with some local regularisation of baseline rents for ease of implementation and transparency. Consequently, there was no consultation with existing customers.

3.3 Any wider budget changes to reflect a potential overarching uplift to these baseline rents excluding VAT from 2024/25 for this discretionary service provision (including any specific consultation outcomes) will be incorporated into the separate HRA budget update and adoption process and are not relevant to the policy changes/EIA or this report.

3.4 Nonetheless, internal consultation took place with MDH officers who administer the policy and the finance and legal teams to understand operational delivery fully and ensure compliance.

## 4 Safeguarding and vulnerable people

4.1 The policy provides clear, updated guidance on the allocation of garages, GGRP or car parking spaces and gives priority to blue badge holders and people living in the same or adjoining street to the asset.

## 5 Recommendation

5.1 In accordance with the above, the following recommendation is made.

That the PDG recommends that Cabinet adopt the updated Garage, GGRP and Car Parking Space Policy and Equality Impact Assessment contained in Annexes A and B respectively.

### Financial Implications

The administrative burden of renting garages remains a significant cost to offset against the rent generated. The aligning of rents for charities and not for profit organisations will help alleviate the financial costs in administering the policy.

### Legal Implications

MDH has to legally comply with the VAT Government and Public Bodies VATGPB8350 - Other local authority activities: housing and community projects: property improvement grants.

### Risk Assessment

Failure to provide housing management staff with the appropriate policies could result in a less consistent and effective service.

Failure to collect rental income could impact the ability to fund necessary management and maintenance activities.

### Impact on Climate Change

This policy will have no impact on climate change

### Equalities Impact Assessment

MDH have considered the needs of disabled people who require a garage, GGRP or car parking space and given them priority where there is a waiting list.

The EIA is attached to this report in Annex B.

### Relationship to Corporate Plan

None

**Section 3 – Statutory Officer sign-off/mandatory checks**

**Statutory Officer: Andrew Jarrett**
Agreed by or on behalf of the Section 151
**Date:** 05 January 2024

**Statutory Officer: Maria de Leiburne**
Agreed on behalf of the Monitoring Officer
**Date:** 03 January 2024

**Chief Officer: Simon Newcombe**
Agreed by or on behalf of the Chief Executive/Corporate Director
**Date:** 14 December 2023

**Performance and risk: Steve Carr**
Agreed on behalf of the Corporate Performance & Improvement Manager
**Date:** 02 January 2024

**Cabinet member notified:** Yes

**Section 4 - Contact Details and Background Papers**

**Contact:** Simon Newcombe, Corporate Manager for Public Health, Regulation and Housing or Angela Haigh, MDH Finance and Performance Manager
Email: snewcombe@middevon.gov.uk / ahaigh@middevon.gov.uk
Telephone: 01884 255255

**Background papers**:

HMRC VAT Notice 742 – Land and Property
https://www.gov.uk/guidance/vat-on-land-and-property-notice-742

VATGPB8350 - Other local authority activities: housing and community projects: property improvement grants (HMRC internal manual – VAT Government and Public Bodies updated November 2023)
VATGPB8350 - Other local authority activities: housing and community projects: property improvement grants - HMRC internal manual - GOV.UK (www.gov.uk)

Existing Garage Management Policy
https://www.middevon.gov.uk/media/350530/garage-management-policy-v44.pdf

This page is intentionally left blank

# Garage, Garage Ground Rent Plots (GGRP) and Parking Space Policy 2023

1 Introduction ..... 3
2 Definitions ..... 3
3 Legal Framework and Context ..... 4
4 Policy Aims and Objectives ..... 4
5 Who can apply for a garage, GGRP or parking space? ..... 4
6 Allocation ..... 5
7 Charges ..... 6
8 VAT ..... 7
9 Responsibilities ..... 8
10 Repairs and maintenance ..... 10
11 Ending the tenancy agreement ..... 11
12 Managing undersubscribed or unsuitable garages ..... 12
13 Complaints and Feedback ..... 12
14 Equality Impact Assessments ..... 13
15 Review and version control ..... 13

# 1 Introduction

1.1 This policy sets out Mid Devon Housing's (MDH) approach to letting garages, garage ground rent plots (GGRP) and parking spaces owned by Mid Devon District Council.

1.2 This policy applies to garages, garage ground rent plots (GGRP) and parking spaces where MDH grant a tenancy and charge for their use.

1.3 This policy does not apply to other garages or parking spaces that are let as part of a tenancy to MDH Dwelling-tenants.

1.4 This policy does not apply to the parking permit scheme run by Mid Devon District Council.

# 2 Definitions

2.1 For the purpose of this policy, the following definitions apply:

- **Garage Ground Rent Plots (GGRP)** are plots of land purposely let for parking a vehicle. They are let as hard standing and are suitable for erecting a prefabricated garage by the tenant, if wanted, subject to the necessary approvals
- **Local** means within a half mile radius, for example, a tenant is local to a garage when he lives within a half mile radius of the garage
- **Tenancy** refers to a tenancy agreement for a garage, GGRP or parking space
- **Tenant** refers to the person renting a garage, GGRP or parking space
- **MDH Dwelling- tenant** refers to social housing tenants of MDH
- **Applicant** refers to a person on the MDH's waiting list for a garage, GGRP or parking space or who applies to be on the waiting list
- **Leaseholder** refers to an owner of a leasehold property where MDH own the freehold
- **Private Resident** refers to anyone who is a private individual and who is not a MDH Dwelling –tenant or Leaseholder within the above definitions
- **Registered Charity** refers to an organisation which is registered with the Charity Commission

- **Not for Profit Organisation** refers to Town and Parish Councils

2.2 MDH reserves the right to freely dispose of Garage and Parking Spaces and, GGRPs at any time in support of MDH's ongoing asset management strategy when they become vacant.

# 3 Legal Framework and Context

3.1 The Social Housing (Regulation) Act applies to Social Housing Providers and are aimed at Social Housing tenants.

3.2 The Garage, GGRP and Parking Spaces Policy does not refer to Social Housing or form part of the regulatory framework reforms and standards and therefore is not part of the new consumer regulation regime. There are no statutory Tenant Satisfaction Measures applicable to the Policy.

3.3 VAT applied is in compliance with guidance as per VAT Government and Public Bodies VATGPB8350 - Other local authority activities: housing and community projects: property improvement grants.

# 4 Policy Aims and Objectives

Aims

4.1 This policy sets out Mid Devon Housing's (MDH) approach to letting garages, garage ground rent plots (GGRP) and parking spaces owned by Mid Devon Housing.

Objectives

4.2 The policy explains the processes for the allocation of garages, garage ground rent plots and parking spaces owned by MDH and the tenant's responsibilities when taking on a tenancy.

# 5 Who can apply for a garage, GGRP or parking space?

5.1 Any resident living in the Mid Devon District, aged 18 or over may apply to MDH to rent a garage, GGRP or parking space, as long as:

- They do not already rent a garage, GGRP or parking space with MDH (MDH do not allow anyone to rent more than one garage, GGRP or parking space at any one time)
- Have not previously misused a MDH property, garage, GGRP or parking space or
- Have not knowingly provided false information to MDH in order to gain an advantageous placement on the waiting list

- Have not previously been evicted from a MDH property

5.2 Allocation of garages, GGRP and parking spaces is dealt with at section 6 of the policy but this subject to MDH's absolute discretion to refuse to allow allocation. The following individual circumstances will be considered and as well as any other factors MDH consider relevant:

- Antisocial Behaviour
- Is or has been found to have made unauthorised alterations or caused damage to a MDH Dwelling
- Is currently or has been previously been in arrears with MDH for a Dwelling Tenancy

5.3 If MDH refuse an application to be placed onto the waiting list, the applicant will be informed of the reasons for this in writing and his/her right to an appeal against the decision. The appeal will be dealt with internally.

5.4 If MDH refuse an allocation to applicant, who is on the waiting list, the applicant will be informed of this and his/her right to appeal against the decision. The appeal will be dealt with internally.

5.5 Registered charitable organisations and not for profit organisations are charged rent at the same rate as MDH Dwelling -tenants once proof of their charity registration (if applicable) has been provided to MDH but they are liable for VAT.

## 6 Allocation

6.1 MDH hold a waiting list for garages, GGRP and parking spaces.

6.2 Applications are prioritised as follows when allocating garages, GGRP or parking spaces (length of time on waiting list and type of offer made are also a consideration):

| | |
|---|---|
| 1. | Local MDH Dwelling-tenants, Leaseholders, in need of a garage, GGRP or parking space – who live in the street or an adjoining street where the garage GGRP or parking space is situated (greater priority may be given to Blue Badge Holders in this category) |
| 2. | Non MDH Dwelling tenants or Leaseholders in need of a garage, GGRP or parking space – who live in the street or an adjoining street where the garage GGRP or parking space is situated(greater priority may be given to Blue Badge Holders in this category) |
| 3. | Other MDH Dwelling-tenants or Leaseholders in need of a garage, GGRP or parking space. Blue Badge Holders |
| 4. | Non MDH Dwelling-tenants or Leaseholders ,registered charities or other organisations in need of a garage, GGRP or parking space |

| | |
|---|---|
| 5. | All other requests |

6.3 If an applicant's circumstances change while on the waiting list, they will be re-assessed and notified once their priority has been established.

6.4 There is no limit on how long an applicant can remain on the waiting list. MDH may periodically audit the list and contact applicants to confirm that they wish to remain on the list. This ensures that the waiting list remains up to date and reduces the time taken to offer garages, GGRP and parking spaces. Applicants who do not respond, will be removed from the list.

6.5 MDH garages and parking spaces are let on a tenancy agreement, on a weekly basis.

6.6 MDH GGRP are let on a tenancy agreement on an annual basis.

6.7 Tenancies are granted in sole names only.

## 7 Charges

7.1 Charges are reviewed and set annually. Any GGRP increase will be applied to take effect from 1st April. Parking spaces and garage increases will be applied from the first Monday in April.

7.2 The rent charges applicable will be collected on the following basis:

- Garages – weekly in advance
- GGRP – annually in advance
- Car Parking Space – weekly in advance

7.3 MDH will give 7 days' notice to tenants renting a garage or Car Parking Space of any increase in their weekly charge.

7.4 MDH will give a months' notice to tenants renting a GGRP of any increase in their annual rental charge.

7.5 MDH charges one rate for MDH Dwelling-tenants and a higher rate for Non MDH Dwelling-tenants.

7.6 Garage, GGRP and parking space arrears will be dealt with in accordance to MDH Income Management Policy.

7.7 Registered charitable organisations and not for profit organisations are charged rent at the same discounted rate as MDH Dwelling tenants once proof of their charity registration (if applicable) has been provided to MDH.

## 8 VAT

8.1 MDH Dwelling-tenants do not have to pay Value Added Tax (VAT) on a garage, GGRP or parking space if:

- The garage, GGRP or parking space is within a ½ mile radius of their home.

8.2 MDH Dwelling-tenants will have to pay Value Added Tax (VAT) on a garage, GGRP or parking space if:

- The garage, GGRP or parking space is not within a ½ mile radius of their home.

8.3 Non MDH Dwelling-tenants, registered charities and not for profit organisations will be charged VAT on a garage, GGRP or parking spaces regardless of how far it is from their registered address

8.4 The following table shows how VAT will be applied:

| **Block Garage (A garage often situated in a block which is owned and maintained by MDH)** | VAT Applied at 20% | Exempt from VAT | Description |
|---|---|---|---|
| Current MDH Dwelling -tenant that lives within 1/2 mile from the block garage | No | Yes | Non Business (outside the scope of VAT) |
| Current MDH Dwelling -tenant that lives beyond 1/2 mile from the block garage | Yes | No | Standard Rated |
| Current MDH Leaseholder (Lease originally purchased as a result of RTB Sale) who lives within 1/2 mile of block garage | No | Yes | Non Business (outside the scope of VAT) |
| Current MDH Leaseholder (Lease originally purchased as a result of RTB Sale) that lives beyond 1/2 mile from garage | Yes | No | Standard Rated |
| Non MDH Dwelling-tenant, registered charity or not for profit organisations | Yes | No | Standard Rated |
| | | | |
| **Garage Ground Rent Plot (A piece of land rented by Tenant who is allowed to erect a garage on the site which is maintained by them)** | | | |

| | | | |
|---|---|---|---|
| Current MDH Dwelling-tenant that lives within 1/2 mile from the garage ground rent plot | No | Yes | Non Business (outside the scope of VAT) |
| Current MDH Dwelling tenant that lives beyond 1/2 mile from the garage ground rent plot | Yes | No | Standard Rated |
| Current MDH Leaseholder (Lease originally purchased as a result of RTB Sale) who lives within 1/2 mile of garage ground rent plot | No | Yes | Non Business (outside the scope of VAT) |
| Current MDH Leaseholder (Lease originally purchased as a result of RTB Sale) that lives beyond 1/2 mile from garage ground rent plot | Yes | No | Standard Rated |
| Non MDH Dwelling tenant, registered charity or not for profit organisations | Yes | No | Standard Rated |
| | | | |
| **Car Parking Space (A piece of land where the tenant can park a car, it may or may not have a post and padlock)** | | | |
| Current MDH Dwelling -tenant that lives within 1/2 mile from the car parking space | No | Yes | Non Business (outside the scope of VAT) |
| Current MDH Dwelling-tenant that lives beyond 1/2 mile from the car parking space | Yes | No | Standard Rated |
| Current MDH Leaseholder (Lease originally purchased as a result of RTB Sale) who lives within 1/2 mile of car parking space | No | Yes | Non Business (outside the scope of VAT) |
| Current MDH Leaseholder (Lease originally purchased as a result of RTB Sale) that lives beyond 1/2 mile of car parking space | Yes | No | Standard Rated |
| Non MDH Dwelling-tenant, registered charity or not for profit organisations | Yes | No | Standard Rated |
| | | | |
| Note: | | | |
| All block garages, garage ground rent plots and car parking spaces are let on a separate tenancy agreement | | | |

8.5 In order to establish the ½ mile distance MDH will use the postcode of the users registered address and the postcode of the garage, GGRP or parking space to establish the direct distance between them.

8.6 This is in line with HM Revenue and Customs (HMRC) rules: https://www.gov.uk/guidance/vat-on-land-and-property-notice-742

## 9 Responsibilities

9.1 Tenants must pay the rent weekly, fortnightly, monthly or annually in advance (dependant on which tenancy applies).

9.2 Tenants must use the garage, GGRP or parking space in line with the terms of the tenancy agreement.

9.3 If a tenant loses garage keys or parking space keys, they must report this and pay for a replacement set.

9.4 Parking in front of the garage, GGRP or parking space is prohibited and the tenancy will be at risk if tenants allow a vehicle to park in front of the plot.

9.5 Tenants must only use the garage, GGRP or parking space agreed in their tenancy. It is prohibited for tenants to park vehicles on any land adjoining the garage, GGRP or parking space or any neighbouring plots which do not form part of their tenancy.

9.6 No one must park any vehicle which is untaxed, un-roadworthy or not insured (unless tenant can prove the vehicle is exempt) at any MDH-owned land or property, this includes parking spaces, garages and GGRP – Please refer to the MDH Car Park Management Policy 2020.

9.7 The following items are not permitted to be stored in a garage or GGRP:

- Any illegal substances or items
- Dangerous materials
- Perishable goods
- Animals of any sort
- Weapons of any kind

(this is not an exhaustive list)

9.8 The Tenancy agreement for a garage specifically states:

*'The Tenant must not:*

*1. Do anything or allow anything to be done in the Garage or on the forecourt which might cause nuisance or annoyance to the Landlord or its tenants, or anyone in the locality.*

*2. Cause damage to the Garage in any way (including by way of graffiti) or to any other property belonging to the Landlord.*

*3. Make any structural or other alterations/additions to the Garage or display any notices thereon.*

*4. Operate any trade or business from the Garage, including "garage sales".*

*5. Use or allow other to use the Garage for any form of accommodation or illegal activity.*

*6. Assign, sub-let, share or part with possession or occupation of the Garage.*

*7. Carry out any repairs to any vehicle in the Garage or on any adjoining property of the Landlord, other than reasonable maintenance to the Tenant's own vehicle.*

*8. Store any liquids or solids of an inflammatory, explosive, corrosive or dangerous nature (including oxyacetylene cylinders) in the Garage. One gallon of petrol or diesel in a suitable container is allowed.*

*9. Obstruct access to any other garage or the roadway, footpath or forecourt leading to the Garage or Garage site.'*

The tenancy will be at risk if any of the above conditions are breached.

## 10 Repairs and maintenance

10.1 The tenant is responsible for keeping the garage, GGRP or parking space in good condition and free of debris and weeds.

10.2 MDH is responsible for repairs to the garage or parking space, therefore, the Tenant must tell MDH about any repair issues as soon as possible.

10.3 The tenant must take reasonable steps to prevent damage to the garage, GGRP or parking space.

10.4 The Tenant is responsible for the cost of any damage caused by them or any other person connected with them to a garage, GGRP or parking space. If necessary, MDH will carry out the repair and recover the cost in line with our Recharge Policy.

10.5 Garages, GGRP and parking spaces are provided primarily for parking vehicles. However, MDH may give permission for a tenant to store other items and belongings at the Tenant's request. Storage will be solely at the tenant's risk and MDH will have no liability.

10.6 MDH does not maintain GGRP's, this is be the responsibility of the tenant.

10.7 Where repairing a garage is not feasible MDH may offer an alternative garage/space to rent at its absolute discretion

10.8 Where a tenant has erected a garage on a GGRP it is their responsibility to dispose of it prior to the tenancy ending. If the tenant does not remove the garage they may be charged for disposal of it.

## 11 Ending the tenancy agreement

11.1 Tenants, if they rent a garage or parking space, can end the tenancy agreement by giving us a minimum of one week's notice in writing, to expire on a Sunday. If they rent a GGRP they must give MDH one month's written notice to end their tenancy.

11.2 Keys to garages will need to be returned by 12 noon on the Monday immediately after the tenancy ends. If the tenant does not return their keys, or they have been lost MDH will recharge for the replacement of any locks or keys.

11.3 MDH can end the tenancy, at our absolute discretion, giving the tenant a minimum of one week's written notice if they rent a garage or parking space.

11.4 MDH can end the tenancy, at our discretion, giving the tenant a minimum of one month's notice if they rent a GGPR.

11.5 MDH will end the tenancy if the tenant breaches any conditions, including, but not limited to:

- Not paying the tenancy charge
- Causing a nuisance
- Misusing the garage, GGRP or parking space (according to the terms of the Tenancy and MDH standard terms – Supplement 1)
- Subletting the garage, GGRP or parking space
- Storing illegal or dangerous substances (e.g. flammable liquids)
- Using the garage as accommodation
- Storing or keeping animals in a garage or on a parking plot
- Using the plot for socialising

11.6 If MDH end the tenancy agreement because the tenant has breached a condition, MDH may not grant the Tenant a garage, GGRP or parking space in the future.

11.7 The tenant must clear all their belongings from the garage, GGRP or parking space before the tenancy ends.

11.8 If MDH have to remove, store or dispose of items that have been left in the garage, GGRP or parking space, MDH will recharge the Tenant for this.

11.9 Section 41 of the Local Government (Miscellaneous Provisions) Act 1982 details the rights that Local Authorities have to dispose of possessions or personal data left at Council properties at the end of a Tenancy and this includes Garages and GGRP's.

11.10 In the event of the death of the tenancy holder, the tenancy may be offered to a surviving spouse or partner. Proof of residency will be required before re-letting the garage, GGRP or parking space.

11.11 The tenancy is not secured and therefore if a MDH Dwelling -tenant ends their MDH Dwelling tenancy (such as exercising their right to buy their Council home) the tenancy will be terminated and the tenant will be invited to re-join the waiting list and will be allocated a garage, GGRP or parking space in accordance with section 6 Allocation of this Policy.

## 12 Managing undersubscribed or unsuitable garages

12.1 Where a garage is undersubscribed or unsuitable, MDH will consider the following options:

- Disposal
- Demolition
- Development
- Improvement

## 13 Complaints and Feedback

13.1 We try to get things right the first time and when we do, we would love people to let us know. It's great for us to receive positive comments or feedback, so if people wish to complement our staff for doing a great job, we would love to hear from them.

13.2 If things do go wrong the MDH is committed to:

- Dealing with complaints and comments quickly and effectively; and
- Using complaints, comments and compliments to review and improve our services

13.3 When a person contacts us to tell us they are dissatisfied with the service we have provided, we will offer them the choice to have an informal conversation to see if we can put things right quickly, without the need for a formal investigation.

13.4 Where a Garage, GGRP or Paring Space tenant considers that the MDH has given a poor service or has got something wrong, they may tell a member of staff in the first instance. This does not need to be treated as a formal complaint (unless the complainant asks us to do so) and may be resolved 'there and then' by way of an apology or plan of action. Any comments provided will be used to take appropriate action, or give information.

13.5 If a tenant does not want to do this or is unhappy with the response, they may make a formal complaint, which can escalate from stage 1 or stage 2 if they are still not satisfied with the response. Having been through stages 1 and 2 and they are still not satisfied, the tenant may contact the Local Government & Social Care Ombudsman.

## 14 Equality Impact Assessments

14.1 MDH complete an equality impact assessment each time we develop or review a policy, procedure or service. The assessment is to help us ensure our decision making is fair and does not present any barriers or disadvantage to customers from any protected group (including disability) under the Equality Act 2010.

## 15 Review and version control

15.1 MDH will review this Policy every 10 years and as required to address legislative, regulatory, best practice or operational issues.

15.2 This policy was produced in 2023 and is version 5.00

15.3 This policy was adopted by Cabinet on xxxx

This page is intentionally left blank

# Garage, GGRP & Parking Space Policy- Equality Impact Assessment (EIA)

The Equality Act 2010 replaces the previous anti-discrimination laws with a single Act. It simplifies the law, removing inconsistencies and making it easier for people to understand and comply with it. It also strengthens the law in important ways, to help tackle discrimination and equality. The majority of the Act came into force on 1 October 2010.

The public sector Equality Duty came into force on 5 April 2011. The duty ensures that all public bodies play their part in making society fairer by tackling discrimination and providing equality of opportunity for all. It ensures that public bodies consider the needs of all individuals in their day to day work – in shaping policy, delivering services and in relation to their own employees.

The Equality Duty encourages public bodies to understand how different people will be affected by their activities so that policies and services are appropriate and accessible to all and meet different people's needs. By understanding the effect of their activities on different people, and how inclusive public services can support and open up people's opportunities, public bodies are better placed to deliver policies and services that are efficient and effective.

MDH is required by law to have due regard to the need to:

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

EIA will be carried out by MDH in respect of new or revised policies and a copy of the assessment will be made available. Where it is clear from initial consideration that a policy will not have any effect on equality for any of the protected characteristics, no further analysis or action will be necessary.

| | |
|---|---|
| **Service:** | Mid Devon Housing |
| **Name of policy being assessed:** | Garage, GGRP & Parking Space Policy |
| **Lead officer responsible for EIA:** | Operations Manager for Housing Management Services |
| **Is this a new or existing policy:** | Revised policy |

1. **What are the aims and objectives of the policy?**

This policy sets out Mid Devon Housing's (MDH) approach to letting garages, garage ground rent plots (GGRP) and parking spaces owned by Mid Devon District Council.

2. **What outcome do MDH want to achieve from this policy?**

The policy explains the processes for the allocation of garages, garage ground rent plots and parking spaces owned by MDH and the tenant's responsibilities when taking on a tenancy.

3. **Who is intended to benefit from the policy?**

Anyone who wishes to rent a Garage, GGRP or Parking Space from MDH

4. **Who are the main stakeholders in relation to the policy?**

Anyone who wishes to rent a Garage, GGRP or Parking Space from MDH

5. **On the basis of the analysis above, what actions, if any, will MDH need to take in respect of each of the equality strands?**

| Characteristic: | Impact: Please ✓ the relevant box | | Comments/Action: |
|---|---|---|---|
| **Age:** | Positive | | The policy will have no impact. |
| | Neutral | ✓ | |
| | Negative | | |
| **Disability:** You're disabled under the Equality Act 2010 if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities. | Positive | | The policy will have no impact.<br><br>MDH have considered the needs of disabled people who require a garage, GGRP or car parking space and given them priority. |
| | Neutral | ✓ | |
| | Negative | | |
| **Gender:** | Positive | | The policy will have no impact. |
| | Neutral | ✓ | |
| | Negative | | |
| **Gender reassignment:** | Positive | | The policy will have no impact. |
| | Neutral | ✓ | |
| | Negative | | |

| | | | |
|---|---|---|---|
| **Marriage and civil partnership:** | Positive | | The policy will have no impact. |
| | Neutral | ✓ | |
| | Negative | | |
| **Pregnancy and Maternity:** | Positive | | The policy will have no impact. |
| | Neutral | ✓ | |
| | Negative | | |
| **Race:** | Positive | | The policy will have no impact. |
| | Neutral | ✓ | |
| | Negative | | |
| **Religion and Belief:** | Positive | | The policy will have no impact. |
| | Neutral | ✓ | |
| | Negative | | |
| **Sexual Orientation:** | Positive | | The policy will have no impact. |
| | Neutral | ✓ | |
| | Negative | | |

| **Result** | | |
|---|---|---|
| Are there any aspects of the policy, including how it is delivered or accessed, that could contribute to inequality? | Yes | No ✓ |
| Will this policy have an adverse impact upon the lives of people, including employees and service users | Yes | No ✓ |

**Monitoring and Review:**

MDH will regularly review the EIA, in line with legislative changes or good practice, or if the policy impacts any group directly.

Operations Manager for Housing Management Services

Signed:

This page is intentionally left blank

| **Report for:** | **Cabinet** |
|---|---|
| Date of Meeting: | 6 February 2024 |
| Subject: | **REVIEW OF THE MID DEVON HOUSING PETS AND ANIMALS POLICY** |
| Cabinet Member: | Cllr Simon Clist Cabinet Member for Housing and Property |
| Responsible Officer: | Simon Newcombe - Corporate Manager for Public Health, Regulation and Housing |
| Exempt: | None |
| Wards Affected: | All wards |
| Enclosures: | Annex A – Pets and Animals Policy<br><br>Annex B – Pets and Animals Policy Equality Impact Assessment (EIA) |

**Section 1 – Summary and Recommendation**

This policy outlines the Mid Devon Housing (MDH) approach to keeping pets and animals by its tenants and their households. MDH understands the benefits that responsible pet ownership can bring. Owning a pet or animal can be life enhancing and we recognise that it can have a positive impact on physical health and mental well-being.

Service animals are exempt from this policy (as they are not pets) with the exception of notifying MDH with evidence of need.

It is also recognised that not all properties are suitable for pets and animals and that they can also cause nuisance to others and tenants must be able to manage them.

Consequently, the policy must achieve a fair, transparent and balanced approach and revisions have been made to ensure there is even greater clarity around different circumstances of pet and animal ownership including tenant and landlord responsibilities.

**Recommendation:**

**That the PDG recommends that Cabinet adopt the updated Pets and Animals Policy and Equality Impact Assessment contained in Annexes A and B respectively.**

**Section 2 – Report**

## 1 Introduction

1.1 The Social Housing White Paper published in 2020 recognised that domestic pets also bring joy, happiness and comfort to people's lives, helping their owners through difficult times and improving their mental and physical wellbeing.

1.2 The Regulator of Social Housing (RSH) encourages all social landlords to adopt a policy setting out how tenants could seek permission to keep a pet or animal depending on the location, provided they are well looked after and do not adversely affect the lives of neighbours and those living nearby.

1.3 The RSH expects registered providers to use a co regulatory approach and they regard councillors as responsible for ensuring that providers' businesses are managed effectively and comply with all regulatory requirements. Consequently, it is important that councillors approve the relevant policy approaches adopted by MDH.

1.4 Social Housing (Regulation) Act 2023 (the 'Act') has received Royal Assent, meaning the bill has now been enacted into law. This has impacted the regulatory framework for social housing and introduces a new proactive, consumer regulation regime focussed on meeting the needs of tenants. One aim of the legislation and regime is to ensure that providers of social housing, such as the Council, keep its properties and estates safe and clean.

1.5 As part of the new consumer regulation regime, from April 2023, the RSH introduced a series of 22 mandatory Tenant Satisfaction Measures (TSMs) creating a new system for assessing how well social housing landlords in England are doing at providing good quality homes and services. These measure include those applicable directly to building safety as well as those based on tenant perception surveys setting out tenants views on our performance which will include responsible neighbourhood management.

1.6 The TSMs associated with this policy include:

- TP01 - Overall satisfaction
- TP08 - Agreement that the landlord treats tenants fairly and with respect
- TP09 - Satisfaction with the landlord's approach to handling of complaints
- TP11 - Satisfaction that the landlord makes a positive contribution to neighbourhoods

1.7 The Pets and Animals Policy should be read in conjunction with the following policies where there are parallel, wider tenancy management considerations:

- Anti-social Behaviour Policy

- Neighbourhood Management Policy
- Improvement to Council Properties Policy
- Recharge Policy
- Tenancy Agreement
- Devon Home Choice Policy

## 2 Review of the Pets and Animals Policy and changes

2.1 Our aim has always been to provide a pet-friendly and common-sense approach to tenant requests to keep a pet or animal which is now reinforced by the Social Housing White Paper and subsequent legal changes. As such, we will review all applications to consider if a tenant is able to responsibly and safely keep a pet or animal without causing nuisance or anti-social behaviour to other residents living in the community.

2.2 It is also recognised that some buildings may not be suitable for certain pets and animals such as cats and dogs and in some circumstances may be designated 'pet or animal free'. Tenants will be informed at the application stage if the property has been designated as 'pet or animal free' in order that they can decide if they wish to take on a property with this restriction.

2.3 The revised policy explains that service animals (e.g. guide dogs for the blind or hearing dogs) are not classified as pets. Nonetheless, tenants do have to tell us that they have a service animal and provide evidence of the need for one from secondary health services or the charity that provided the animal. Feedback from a GP would generally not be seen as sufficient. Service animals such as guide dogs are given legal leniency in many circumstances, being allowed in places other animals are not. Currently, in the UK, the laws that protect assistance or service animals do not include emotional support animals and the current and updated MDH policy adopt a legally consistent position regards this definition and will therefore treat such animals as pets.

2.4 We have introduced an application form for tenants which replaces the need for them to write to us and seek authorisation. This was felt to be a more user friendly approach and would be more inclusive for tenants who may find it difficult to write official correspondence. It will also introduce greater consistency and reduce the need to follow-up information requests.

2.5 The revised policy is not prescriptive about the number of pets or animals that a tenant has but explains that consideration will be given based on the size of the property to allow adequate space for the pets or animals. Every application to keep pets or animals will be reviewed in line with what can sensibly be managed and will work considering the specific circumstances of the other residents and/or community.

2.6 The policy allows for a retrospective application for situations when a tenant obtains a pet or animal but is yet to inform us.

2.7 The revised policy informs tenants with pets or animals who wish to undertake a mutual exchange will need to establish from us if pets or animals are permitted

in the new property. Tenants will need to reapply for permission for keeping a pet or animal in the new home.

2.8 The revision of the existing policy also includes further definition of responsibilities to ensure that all stakeholders are clear about accountabilities.

2.9 There are no other materially relevant changes to the policy beyond clarification around dangerous animals including recent legal changes regarding XL Bully dogs as summarised in Section 3.6 and 3.7 below.

## 3 Responsible pet/animal ownership

3.1 A vast majority of our tenants are responsible owners and their pets and animals bring a sense of wellbeing to them and their households.

3.2 Tenants who do not look after their pets and animals and allow them to cause a nuisance to their neighbours or community create a situation in which Neighbourhood Officers have to deal with increased instances of anti-social behaviour.

3.3 The revised policy explains that irresponsible pet or animal ownership will be dealt with robustly and may result in the tenant being asked to remove the pet or animal from the home. In the very rare event that a tenant is advised that they cannot keep an existing pet or animal, MDH will work with them to identify any animal welfare agencies who can assist in placing the pet or animal in a new home.

3.4 During the pandemic the way that people purchased a pet changed and many were bought on line from unlicensed breeders or home breeders. MDH wants to discourage tenants from actively breeding unlicensed pets and animals for profit in our properties. We will also liaise with Licensing Team colleagues as appropriate.

3.5 Pets or animals must not damage any MDH property, including communal parts of the building and neighbouring properties. Owners may be recharged for any repairs which are needed as a result of such damage.

3.6 The Government has responded to recent attacks by XL bully breed dogs have introduced new legislation which adds the breed to the Dangerous Dogs Act 1991. The policy is clear that MDH tenants are not allowed to keep or allow <u>any</u> dangerous pet(s)/animal(s) into their home. This includes those covered by The Dangerous Dogs Act 1991, The Dangerous Wild Animals Act 1976 or any other relevant legislation.

3.7 Tenants who currently own an XL bully dog will be allowed to keep them as long as they comply with the law which came into force on 31st December 2023. From that date it became illegal to breed, sell, advertise, exchange, gift, rehome, abandon or allow XL Bully dogs to stray in England and Wales. In addition, these dogs must now be kept on a lead and muzzled in public. From 1st February 2024, it will then become illegal to own an XL Bully dog if it is not registered on the Index of Exempted Dogs.

## 4 Consultation

4.1 Tenants and members of the Homes PDG were invited to comment on the draft policy between 17th November and 17th December 2023.

4.2 Members raised queries with regard to Service Animals, burying pets in gardens and the keeping of female chickens (hens). All queries raised were answered and are covered by the draft, updated policy.

4.3 A query was received from a tenant with regard to XL Bully dogs and it was confirmed that policy is clear that MDH tenants are not allowed to keep or allow any dangerous pet(s)/animal(s) into their home. This includes those covered by The Dangerous Dogs Act 1991, The Dangerous Wild Animals Act 1976 or any other relevant legislation.

4.4 Despite a limited response to consultation from tenants, it is important that tenants are fully aware of the updated policy. To this end, should the policy be adopted, MDH will proactively signpost the policy on our webpages/Facebook pages and in the next tenant newsletter. Where relevant, particularly in relation to queries, service requests or complaints we will also ensure specific tenants or other stakeholders are also aware of the updated policy as required.

## 5 Performance

5.1 The results from the tenant satisfaction survey conducted in December 2023 were not available in time to be able to add to this report but the full results of the survey will be made available to Homes PDG in March 2024.

5.2 A total of 31 applications were made to keep a pet during 2022-2023 and 7 applications have been received this year to date.

5.3 Of these, 5 applications were refused, 1 was because the garden was too small to promote decent welfare for poultry, 2 were flats with no garden for a dog and 2 were because the tenant already had a maximum amount of pets (under the old policy) and there were concerns around overcrowding.

5.4 There have been no formal or informal complaints received about the pet application process for the past 2-years which includes any refusal to keep a pet.

## 6 Safeguarding and vulnerable tenants

6.1 MDH do not class service animals as pets and as such tenants who require the assistance of a service animal will not be required to seek permission. Nonetheless, tenants will be asked to provide evidence of the need for a service animal from secondary health services or the charity that provided the animal. Feedback from a GP would generally not be seen as sufficient. This information will also help us tailor our services for specific tenant needs.

6.2 Neighbourhood officers will support tenants who become overwhelmed with pet ownership and provide or signpost practical solutions to resolve the situation so that the tenant can sustain their tenancy.

## 7 Recommendation

7.1 In accordance with the above, the following recommendation is made:

1. That the PDG recommends that Cabinet adopt the updated Pets and Animals Policy and Equality Impact Assessment contained in Annexes A and B respectively

**Financial Implications**

This report on its own does not give rise to any direct financial implication, however the implementation of the activities set out in the policy and the overall tenancy management functions of MDH must be budgeted for.

The Council's HRA revenue and capital budget/MTFP 2023-28 currently supports these activities and including those actions set out by the updated policy required to ensure the policy is implemented. Should this position change then it will be considered as part of the routine HRA budget management and update process where a separate business case for change may be required.

Housing management staff have to manage nuisance cases involving animals and this can include cases where pets have caused damage to property. Void and rechargeable repairs costs can be inflated if there is such damage or where tenants have made alterations to their property for the benefit of their pet or animal, for example inserted cat flaps or similar into a security door.

**Legal Implications**

The Council's tenancy agreement contains clauses relating to animals and pets which state that tenants should seek permission for most pets or animals and should ensure that they do not cause nuisance or annoyance to neighbours, or cause any damage to the property.

**Risk Assessment**

Failure to provide housing management staff with the appropriate policies and resources for implementation could result in a less consistent and effective service. Ultimately, this may result in non-compliance with the relevant social housing legislation as set out above and/or an increased incidence of upheld Housing Ombudsman complaints which will impact on MDH legally, financially and from a reputational perspective.

A poor policy and/or service provision to tenants with regard to pets and animals is also likely to impact negatively on the TSM outcomes set out above. In turn this may be a factor in an accelerated inspection and/or intervention by the RSH.

**Impact on Climate Change**

This policy will have no direct or obvious indirect impact on climate change.

**Equalities Impact Assessment**

MDH has a collection of housing related policies. The use of these helps to ensure that service delivery is consistent and fair. These are currently being reviewed with the aim of aligning them more closely with the Regulatory Standards.

Furthermore, there is a regulatory requirement for registered providers of social housing to tailor their services to meet the needs of tenants. MDH collects data on the diversity of tenants and endeavours to tailor services to meet the needs of all tenants and to enable compliance to be monitored.

MDH have specifically considered the needs of people who require the assistance of a service animal and have also recognised that pet or animal ownership can have a positive impact on all of our tenants regardless of their situation.

Information provided by MDH is available in alternative formats, upon request, in order to ensure that all those living on our estates understand the rights and responsibilities of the Council as a landlord, and tenants and other residents, individually.

The Housing Ombudsman Service Complaints Handling Code which MDH adhere to also requires landlords to have an awareness of accessibility so residents are easily be able to access the complaints procedure via several routes.

The Equalities Impact Assessment for this policy attached to this report in Annex B.

**Relationship to Corporate Plan**

A stated aim of the Council is to deliver sustainable communities and support and grow active tenancy engagement.

**Section 3 – Statutory Officer sign-off/mandatory checks**

**Statutory Officer: Andrew Jarrett**
Agreed by or on behalf of the Section 151
**Date:** 05 January 2024

**Statutory Officer: Maria de Leiburne**
Agreed on behalf of the Monitoring Officer
**Date:** 03 January 2024

**Chief Officer: Simon Newcombe**
Agreed by or on behalf of the Chief Executive/Corporate Director
**Date:** 14 December 2023

**Performance and risk: Steve Carr**
Agreed on behalf of the Corporate Performance & Improvement Manager
**Date:** 02 January 2024

**Cabinet member notified:** Yes

**Section 4 - Contact Details and Background Papers**

**Contact:** Simon Newcombe, Corporate Manager for Public Health, Regulation and Housing or Claire Fry, Operations Manager for Tenancy Management Services.
Email: snewcombe@middevon.gov.uk / cfry@middevon.gov.uk
Telephone: 01884 255255

**Background papers**:

Current Pets & Animals Policy 2019
https://www.middevon.gov.uk/media/348649/pets-and-animals-policy.pdf

Social Housing (Regulation) Act 2023
https://www.legislation.gov.uk/ukpga/2023/36/contents

# Pets and Animals Policy 2023

1 Introduction ..... 3
2 Aims and Objectives ..... 3
3 Legal Framework and Context ..... 3
4 Definitions ..... 4
5 Consent to keep pets and animals ..... 5
6 Terms of consent ..... 6
7 Refusing or withdrawing consent ..... 8
8 Complaints and Feedback ..... 9
9 Equality Impact Assessments ..... 10
10 Review and version control ..... 10

# 1 Introduction

1.1 This Policy outlines Mid Devon Housing's (MDH) approach to keeping pets and animals by its tenants and their households. Mid Devon Housing (MDH) understands the benefits that responsible pet ownership can bring. Owning a pet or animal can be life enhancing and we recognise that it can have a positive impact on physical health and mental well-being.

1.2 Our aim is to provide a pet-friendly and common-sense approach to tenant requests to keep a pet or animal. We will review all applications to consider if a tenant is able to responsibly and safely keep a pet or animal without causing nuisance or anti-social behaviour to other residents living in the community.

1.3 It is also recognised that some buildings may not be suitable for certain pets and animals such as cats and dogs and in some circumstances may be designated 'pet or animal free'. Tenants will be informed at the application stage if the property has been designated as 'pet or animal free' in order that they can decide if they wish to take on a property with this restriction.

# 2 Aims and Objectives

2.1 Aim

The aim of this policy is to:

- Ensure all pet and animal owners living in MDH properties are responsible for their pets and animals
- Ensure all pet and animal owners maintain their property and repair any damage caused by a pet or animal
- Ensure that certain pets and animals are only kept in appropriate MDH properties
- Protect staff and the wider community from any danger or nuisance as a result of a pet or animal living in a MDH owned property

2.2 Objective

The objective of the Pets and Animals Policy is to provide tenants with clear instructions and expectations when they wish to keep a pet or animal in a MDH home.

# 3 Legal Framework and Context

3.1 The Social Housing White Paper published in 2020 recognised that domestic pets also bring joy, happiness and comfort to people's lives, helping their owners through difficult times and improving their mental and physical wellbeing.

3.2 The Regulator of Social Housing encourages all social landlords to adopt a policy setting out how tenants could seek permission to keep a pet or animal depending on the location, provided they are well looked after and do not adversely affect the lives of neighbours and those living nearby.

3.3 The Regulator of Social Housing expects registered providers to use a co regulatory approach and they regard councillors as responsible for ensuring that providers' businesses are managed effectively and comply with all regulatory requirements.

3.4 Social Housing (Regulation) Act has received Royal Assent, meaning the bill has now been enacted into law. This will impact the regulatory framework for social housing and introduces a new proactive, consumer regulation regime focussed on meeting the needs of tenants. One aim of the legislation and regime is to ensure that providers of social housing, such as the Council, keep its properties and estates safe and clean.

3.5 As part of the new consumer regulation regime, from April 2023, the RSH introduced a series of 22 mandatory Tenant Satisfaction Measures (TSMs) creating a new system for assessing how well social housing landlords in England are doing at providing good quality homes and services. These measure include those applicable directly to building safety as well as those based on tenant perception surveys setting out tenants views on our performance which will include responsible neighbourhood management.

3.6 The TSM measures considered under the Pets and Animals Policy include:

- TP01 - Overall satisfaction
- TP08 - Agreement that the landlord treats tenants fairly and with respect
- TP09 - Satisfaction with the landlord's approach to handling of complaints
- TP11 - Satisfaction that the landlord makes a positive contribution to neighbourhoods

3.7 The Pets and Animals Policy should be read in conjunction with:

- MDH Anti-social Behaviour Policy
- MDH Neighbourhood Management Policy
- MDH Improvement to Council Properties Policy
- MDH Recharge Policy
- MDH Tenancy Agreement
- Devon Home Choice Policy

# 4 Definitions

4.1 A pet is defined as an animal that a customer has homed inside their property or garden.

4.2 For the purposes of this Policy MDH defines the following as domestic pets:

- Dog (excluding any breeds highlighted by the Dangerous Dogs Act 1991);
- Cat;
- Bird (such as a budgie and cockatoo);
- Fish;
- Small caged rodent;
- Small non-poisonous caged reptile;

- Non-poisonous contained insect or amphibian;
- Chicken/Bantam (female birds only);
- Guinea pig; or
- Rabbit.

## 5 Consent to keep pets and animals

5.1 While MDH aim to approve all reasonable pet and animal requests, there may need to be some exceptions, therefore our tenants are required to seek permission, using the Pet Application Form. In doing so, they will be required to provide information in support of the application. We encourage responsible pet and animal ownership and certain terms and conditions may apply to approved pets and animals.

5.2 Tenants are not allowed to keep or allow any dangerous pet(s)/animal(s) into their home. This includes those covered by The Dangerous Dogs Act 1991, The Dangerous Wild Animals Act 1976 or any other relevant legislation.

5.3 Some of our properties are not suited for certain pets or animals due to the location and size of property and potential tenants are made aware of this restriction prior to them accepting a property. All properties which do not allow pets or animals are advertised on Devon Home Choice as such and permission will not be granted to keep a pet or animal.

5.4 Households registering with Devon Home Choice are asked to confirm whether they have pets or animals, and if so, what these are. This is because certain pets or animals are not allowed in some homes that are advertised on Devon Home Choice.

5.5 Service animals (e.g. guide dogs for the blind, hearing dogs, emotional support animals etc.) are not classified as pets. Service animals should not be included as a pet on Devon Home Choice applications. Evidence of the need for a service animal is required from secondary health services or the charity that provided the animal. Feedback from a GP would generally not be seen as sufficient.

5.6 Tenants may be asked to provide additional information with the application, for example, if a pet or animal requires a licence they will need to show proof that this is in place. In all cases, a decision will be made by Mid Devon Housing (MDH) on a case-by-case basis.

5.7 MDH are not prescriptive about the type or number of pets or animals that a tenant can keep within their home, consideration will be given to the size of the property to allow adequate space for the pet or animal. Every application to keep pets or animals will be reviewed in line with what can sensibly be managed and will work considering the specific circumstances of the other residents and/or community. Pet or animal ownership should not cause any nuisance or inconvenience to other residents, nor cause damage to the property.

5.8 If a resident is found to be keeping pets or animals without permission, they must apply for permission within two weeks, if they do not do this they may be asked to remove the pet or animal from their home until an application has been received. If permission is not retrospectively granted, tenants will be asked to re-home their pet or animal. If tenants refuse to comply with the request to rehome the pet or animal MDH may have to consider further action which could result in tenants being legally obliged to do so if they wish to remain at the property.

5.9 Tenants with pets or animals who wish to undertake a mutual exchange will need to establish from us if pets or animals are permitted in the new property. Tenants will need to reapply for permission for keeping a pet or animal in the new home. If permission is not granted the tenant must ensure that the pet or animal is rehomed.

## 6 Terms of consent

6.1 Tenants must not keep any pet(s)/animal(s) at the property without the written consent of MDH unless it is a registered service animal, a small domestic caged animal or small fish. MDH will not unreasonably refuse permission. What amounts to a reasonable refusal will vary with the circumstances. For example, it might be reasonable to refuse permission to keep a large dog in a small flat.

6.2 Tenants are expected to ensure their properties are well kept when keeping pets or animals and restore or repair any damage caused to the property as a result of them.

6.3 The tenant must comply with the main terms of the Animal Welfare Act 2006, which include a proper diet, protection from pain, suffering, injury or disease, the ability to exhibit normal behaviour patterns, and a suitable environment to live in.

6.4 Cats and dogs must be registered with a local vet and be microchipped.

6.5 Tenants must not keep pigeons at their property unless you have written consent of MDH. Tenants must be a member of the Royal Pigeon Racing Association to be granted consent. Tenants are required to provide MDH with the relevant paperwork to support this request.

6.6 In the case of exotic species relevant licences must be held and we must be satisfied with the security of the animal.

6.7 Under no circumstances are pet and animal owners allowed to breed or offer any animal(s) for sale from a MDH owned property. Doing so is a breach of the Tenancy Agreement and tenants could be putting their home at risk.

6.8 All pets and animals must be kept under proper control and not cause a nuisance to other households. This includes dogs being kept on a lead in communal areas, not entering play areas and being under control when MDH employees or contractors attend a property (in accordance with the Dog Control Order 1992). Pets and animals must not injure, frighten, or cause a nuisance to anyone else.

6.9 When Officers and workmen visit, MDH will ask that tenants put their dog and/or cat into a different room and for caged animals and birds to be returned to their cages for the duration of their visit.

6.10 With the exception of house cats who never leave the property, cats must have access to the outside – this may be by the owner carrying their cat to the main door and collecting them upon their return or through a window or patio door and be provided with a litter tray in the customer's home (at least one per cat) which is emptied regularly. Used litter should be securely bagged before being placed within any communal bins.

6.11 The pet or animal must be house trained and must not be permitted to foul communal areas at any time. If an incident of fouling occurs the owner must clean the mess immediately.

6.12 Tenants must have suitable arrangements in place for looking after their pet during prolonged periods of absence.

6.13 Cat or dog flaps must not be installed without the prior consent of MDH as these can compromise the fire safety and security of a property, as well as causing permanent damage to a door. Any permission granted will be done so in accordance with MDH's Council Property and Recharge Policies. Dog and cat flaps will not be permitted in fire doors.

6.14 Dead pets or animals must be buried or disposed of in a responsible and safe manner and not laid to rest on land belonging to MDH, this includes gardens.

6.15 Pets or animals must not damage any MDH property, including communal parts of the building and neighbouring properties. Owners may be recharged for any repairs which are needed as a result of such damage.

6.16 Tenants living in flats, which judged by Officers as suitable for keeping pets or animals, who wish to keep a pet or animal must be conscious of the welfare of their pet or animal and the potential for noise to be transmitted to their neighbours. Some breeds of dog may not be suited to living in a flat. Tenants must consider the type of property they occupy and the needs of the pet or animal before applying for permission.

6.17 Tenants living in first floor flats or above will not be granted permission for fish tanks over 36 inches in length, 12.5 inches in width, and 16.75 inches in height. This is because of the weight of the tank when full and the potential for water damage to downstairs neighbours if the tank were to leak. Tanks need to be covered and well ventilated to avoid condensation/damp issues in the home, and tenants are responsible for any damage caused by leaks.

6.18 The tenant is responsible for ensuring that their pets/animals and property are free from fleas, ticks or other pests that could be transferred onto carpets or furnishings within the home. Any infestation of fleas or other pests will be the tenant's responsibility to treat.

# 7 Refusing or withdrawing consent

7.1 Very occasionally MDH may refuse permission to keep a pet or animal or may have to withdraw consent to keep a pet or animal.

7.2 Where keeping a pet or animal is causing disturbance to other customers, MDH will act to ensure problems are resolved as quickly as possible.

7.3 A range of behaviours by pets or animals can cause nuisance to neighbours. Nuisance includes but is not limited to:

- Roaming and unattended animals;
- Pets fouling in communal areas and in neighbours' gardens;
- Excessive noise;
- Over-population of animals within a household/ pet hoarding;
- Aggressive animals;
- Animals that are attracting vermin; or
- Animals being kept in unhygienic conditions.

7.4 In the very rare event that a tenant is advised that they cannot keep an existing pet or animal, MDH will work with them to identify any animal welfare agencies who can assist in placing the pet or animal in a new home. Tenants are expected to start looking at rehoming the pet or animal as soon as possible. MDH recognise that this can be an extremely traumatic time and will deal with the matter sensitively, however, extreme nuisance behaviour or mistreatment of the animal(s) will – if necessary - result in a legal action to remove the pet or animal from the home.

7.5 MDH may refuse a tenant permission to have a pet or animal if it has ever caused injury to a person, or if it is dangerous in any other way. This includes all animals prescribed under the Dangerous Wild Animals Act 1976. This also includes a dog which has been found to be dangerously out of control in a public or a private place under Section 3 Dangerous Dogs Act 1991, as amended by the Anti-social Behaviour, Crime and Policing Act 2014.

7.6 Permission will be refused if the tenant or another household member has any convictions, or past history of abandonment, cruelty, neglect or mistreatment of animals, or convictions for any offences under the Dangerous Dogs Act 1991, or has been disqualified from keeping animals or a particular type of animal due to a conviction. This also includes where a tenant or a member of their household has previously abandoned a pet or animal when they moved out of a Council property.

7.7 Enforcement action will be taken against any tenant who fails to control their pets or animals. This could include withdrawal of permission and the removal of the pet or animal from the home. Tenants are expected to take appropriate action to avoid pets or animals causing a nuisance in communal or public areas. They must not be used to threaten or intimidate any member of the public, including MDH staff and / or the police.

7.8 If a tenant's animal injures another dog, animal or person MDH will insist that this is rehomed or any other course of action which the Police have ordered such as the pet or animal being destroyed.

7.9 Any tenant believed to be neglecting or abusing any pet(s) or animal(s) in their care may be reported to the Police or RSPCA and MDH may provide these organisations with any evidence that we hold. In such cases we may also withdraw our permission and require that the tenant immediately ceases to keep the pet or animal at any property that MDH own.

# 8 Complaints and Feedback

8.1 We try to get things right the first time and when we do, we would love people to let us know. It's great for us to receive positive comments or feedback, so if people wish to complement our staff for doing a great job, we would love to hear from them.

8.2 If things do go wrong the council is committed to:

- Dealing with complaints and comments quickly and effectively; and
- Using complaints, comments and compliments to review and improve our services

8.3 When tenants contact us to tell us they are dissatisfied with the service we have provided, we will offer them the choice to have an informal conversation to see if we can put things right quickly, without the need for a formal investigation.

8.4 The Housing Ombudsman Service advise that a complaint must be defined as:

*'an expression of dissatisfaction, however made, about the standard of service, actions or lack of action by the organisation, its own staff, or those acting on its behalf, affecting an individual resident or group of residents'.*

8.5 Where a tenant considers that the council has given a poor service or has got something wrong, they may tell a member of staff in the first instance. This does not need to be treated as a formal complaint (unless the complainant asks us to do so) and may be resolved 'there and then' by way of an apology or plan of action. Any comments provided will be used to take appropriate action, or give information.

8.6 If a tenant does not want to do this or is unhappy with the response, they may make a formal complaint, which can escalate from stage 1 or stage 2 if they are still not satisfied with the response. Having been through stages 1 and 2 and they are still not satisfied, the tenant may contact the Housing Ombudsman Service.

8.7 MDH's complaints procedure is detailed on Mid Devon District Council website: Feedback and Complaints

# 9 Equality Impact Assessments

9.1 MDH complete an equality impact assessment each time we develop or review a policy, procedure or service. The assessment is to help us ensure our decision making is fair and does not present any barriers or disadvantage to customers from any protected group (including disability) under the Equality Act 2010.

# 10 Review and version control

10.1 MDH will review this Policy every 10 years and as required to address legislative, regulatory, best practice or operational issues.

10.2 This policy was produced in 2023 and is version 5.00

10.3 This policy was adopted by Cabinet on xxxx

# Pets and Animals Policy - Equality Impact Assessment (EIA)

The Equality Act 2010 replaces the previous anti-discrimination laws with a single Act. It simplifies the law, removing inconsistencies and making it easier for people to understand and comply with it. It also strengthens the law in important ways, to help tackle discrimination and equality. The majority of the Act came into force on 1 October 2010.

The public sector Equality Duty came into force on 5 April 2011. The duty ensures that all public bodies play their part in making society fairer by tackling discrimination and providing equality of opportunity for all. It ensures that public bodies consider the needs of all individuals in their day to day work – in shaping policy, delivering services and in relation to their own employees.

The Equality Duty encourages public bodies to understand how different people will be affected by their activities so that policies and services are appropriate and accessible to all and meet different people's needs. By understanding the effect of their activities on different people, and how inclusive public services can support and open up people's opportunities, public bodies are better placed to deliver policies and services that are efficient and effective.

MDH is required by law to have due regard to the need to:

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

EIA will be carried out by MDH in respect of new or revised policies and a copy of the assessment will be made available. Where it is clear from initial consideration that a policy will not have any effect on equality for any of the protected characteristics, no further analysis or action will be necessary.

| | |
|---|---|
| **Service:** | Mid Devon Housing |
| **Name of policy being assessed:** | Pets and Animals Policy |
| **Lead officer responsible for EIA:** | Operations Manager for Housing Management Services |
| **Is this a new or existing policy:** | Revision of existing policy |

1. **What are the aims and objectives of the policy?**

To provide a common sense and informed approach to allowing pets. We have taken into account section 117 of the Social Housing White Paper which states:

**Supporting positive and mental physical health**
117. We recognise that domestic pets also bring joy, happiness and comfort to people's lives, helping their owners through difficult times and improving their mental and physical wellbeing. We know many social landlords normally give permission for tenants to keep pets depending on the location, provided they are well looked after and do not adversely affect the lives of neighbours and those living nearby. We encourage all social landlords to adopt similar policies

This policies aims to encourage a personal responsibility approach to each request and we should use this as an opportunity to promote tips on animal welfare, improve social isolation and loneliness and support our tenants in being responsible pet owners.

2. **What outcome do MDH want to achieve from this policy?**

To provide a framework for tenants who wish to keep a pet or animal

3. **Who is intended to benefit from the policy?**

The policy will apply to all tenants

4. **Who are the main stakeholders in relation to the policy?**

- All tenants
- Housing Employees

5. **On the basis of the analysis above, what actions, if any, will MDH need to take in respect of each of the equality strands?**

| Characteristic: | Impact: Please ✓ the relevant box | | Comments/Action: |
|---|---|---|---|
| **Age:** | Positive | | The policy will have no impact. Tenant profiling completed at signup and bi-annually. |
| | Neutral | ✓ | |
| | Negative | | |
| **Disability:** You're disabled under the Equality Act 2010 if you have a physical | Positive | | The HA 1996 identifies 'people with learning difficulties' and 'people with a mental, physical or sensory disability' as categories in which |

| | | | |
|---|---|---|---|
| or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities. | Neutral | ✓ | people could be classed as vulnerable. Disability will be taken into account when permission is sought. |
| | Negative | | |
| **Gender:** | Positive | | The policy will have no impact. |
| | Neutral | ✓ | |
| | Negative | | |
| **Gender reassignment:** | Positive | | The policy will have no impact. |
| | Neutral | ✓ | |
| | Negative | | |
| **Marriage and civil partnership:** | Positive | | The policy will have no impact. |
| | Neutral | ✓ | |
| | Negative | | |
| **Pregnancy and Maternity:** | Positive | | The policy will have no impact. |
| | Neutral | ✓ | |
| | Negative | | |
| **Race:** | Positive | | The policy will have no impact. |
| | Neutral | ✓ | |
| | Negative | | |
| **Religion and Belief:** | Positive | | The policy will have no impact. |
| | Neutral | ✓ | |
| | Negative | | |
| **Sexual Orientation:** | Positive | | The policy will have no impact. |
| | Neutral | ✓ | |
| | Negative | | |

| **Result** | | |
|---|---|---|
| Are there any aspects of the policy, including how it is delivered or accessed, that could contribute to inequality? | Yes | No ✓ |
| Will this policy have an adverse impact upon the lives of people, including employees and service users | Yes | No ✓ |

**Monitoring and Review:**

MDH will regularly review the EIA, in line with legislative changes or good practice, or if the policy impacts any group directly.

Operations Manager for Housing Management Services
Signed:

This page is intentionally left blank

| | |
|---|---|
| Report for: | Cabinet |
| Date of Meeting: | 6 February 2024 |
| Subject: | **Award of Measured Term, Minor Works Contract 2024-2028** |
| Cabinet Member: | Cllr Simon Clist, Deputy Leader and Cabinet Member for Housing |
| Responsible Officer: | Simon Newcombe, Corporate Manager for Public Health, Regulation and Housing |
| Exempt: | PART II, which are Exempt from publication under paragraph 3, Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) as it contains information relating to the financial or business affairs of any particular person (including the authority holding that information) |
| Wards Affected: | All |
| Enclosures: | None |

**Section 1 – Summary and Recommendation(s)**

To advise Members on the results for the tendering of the Measured Term, Minor Works Contract 2024-2028 and confirm the award of the contract.

**Recommendation(s):**

1. It is recommended that the new Measured Term, Minor Works Contract 2024-2028, be awarded to Contractor 4.

2. Delegated authority be granted to the S151 Officer (in consultation with the Cabinet Member for Housing and Property Services) to complete the associated Measured Term, Minor Works Contract 2024-2028.

**Section 2 – Report**

1.1 Mid Devon Housing (MDH) has a requirement to maintain Health and Safety and meet the Decent Homes Standard. This contract will support this duty by maintaining the Council's housing stock to an acceptable standard.

1.2 The budget for the works is £250,000.00 per annum. Capital investment in the MDDC stock will result in a lower revenue cost in the coming years, which will enable the Repairs Service to operate more effectively and manage future maintenance costs

1.3 Pricing for the tender submissions was based upon a full schedule of rates for every relevant property, however not all works will be required at every home and the contract will be managed within the above budget

1.4 The term of this contract is four years with the option to terminate the contract at the end of each year subject to performance.

1.5 Due to the nature and value of this procurement, the appropriate procedure was an open tender process. This means that anyone who expressed an interest in the contract would be invited to tender

2.0 **Procurement Process**

2.1 Expressions of interest were invited via a notice in the Advantage South West Procurement Portal published on the 31 October 2023.

2.2 Evaluation criteria set out in the ITT:

| | |
|---|---|
| **Quality** | **60%** |
| Skill, Knowledge, Expertise and Capacity | 20% |
| Communication | 20% |
| Environmental Benefits | 20% |
| | |
| **Price** | **40%** |

2.3 Responses were required by midday on 30 November 2023.

2.4 There were a total of 59 expressions of interest of which 7 submitted their tenders on time, 18 opted out and 34 did not respond. The main reasons given for opting out were due to being unable to meet our requirements and unable to supply in our area.

2.5 Evaluations were carried out during December 2023, by representatives from MDH Building Repairs Service.

2.6 The price was based on a schedule of rates within the tender. The lowest priced tender was awarded 40% and the higher priced tenders were awarded the percentage difference. Contractor 4 scored highest on quality, as set out below.

2.7 The outcome of the evaluation is shown below:

| CONTRACTOR | SCORE | | TOTAL |
|---|---|---|---|
| | QUALITY | PRICE | |
| Contractor 1 | 20% | 29% | 49% |
| Contractor 2 | 28% | 0% | 28% |
| Contractor 3 | 28% | 29% | 57% |
| Contractor 4 | 40% | 40% | 80% |
| Contractor 5 | 36% | 29% | 65% |
| Contractor 6 | 36% | 29% | 65% |

## 3.0 Conclusion

3.1 The outcome of the tender process shows Contractor 4 as the winning bidder.

3.2 Confirmation of the contractors and further commercially sensitive information regarding tender submission pricing is provided in Annex A Part II of this report.

3.3 Approval is required from Cabinet for this contract to be formally awarded.

3.4 Following the decision, there will be a compulsory 10-day standstill period after which the contract will be awarded.

3.5 The contract will not commence until after the 1 April 2024.

## Financial Implications

The Housing Revenue Account (HRA) budget for the works is £250,000.00 per annum. These works will result in a lower cost in the coming years, which will enable the Repairs Service to operate more effectively. Further information is provided in the report and as set out fully in Part II Annex A.

## Legal Implications

We have a legal duty to meet the Decent Homes Standard, and maintain the health and safety of our employees and tenants. The conditions of engagement are based on a standard JCT Measured Term Contract. This provides a robust framework for managing and controlling the performance of the contractor to meet our legal obligations.

## Risk Assessment

The principal risk is failing to limit costs due to additional works and delivery of the programme. The performance of the contract shall be monitored monthly; corrective action will be taken where performance falls below Key Performance Indicator Targets. These also include: 1) Customer satisfaction; 2) Variations and extras; 3) Delivery of programme; 4) Number of defects; 5) Managing Health and Safety

**Impact on Climate Change**

The environmental impact was included as a major part of the contractor evaluation.

**Equalities Impact Assessment**

All staff have received Equality and Diversity awareness training. MDH discuss equality and diversity at the progress meetings and encourage the contractor to carry out awareness training.

This is not a policy document and no specific equalities impact assessment is required.

**Relationship to Corporate Plan**

To contribute towards meeting our obligations relating to Health and Safety and the Decent and Affordable Homes target by making best use of the existing stock.

**Section 3 – Statutory Officer sign-off/mandatory checks**

**Statutory Officer:**
Agreed by or on behalf of the Section 151
**Date:**

**Statutory Officer: Maria De Leiburne**
Agreed on behalf of the Monitoring Officer
**Date:** 29 January 2024

**Chief Officer: Simon Newcombe**
Agreed by or on behalf of the Chief Executive/Corporate Director
**Date:** 12 January 2024

**Performance and risk: Steve Carr**
Agreed on behalf of the Corporate Performance & Improvement Manager
**Date:** 22/01/2024

**Cabinet member notified:** (yes)

**Section 4 - Contact Details and Background Papers**

**Contact:** Mike Lowman, Operations Manager for Building Services mlowman@middevon.gov.uk or Simon Newcombe, Corporate Manager for Public Health, Regulation and Housing – snewcombe@middevon.gov.uk

**Background papers:**

**ANNEX A: PART II - Confidential**

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

Document is Restricted

This page is intentionally left blank

| Report for: | Cabinet |
|---|---|
| Date of Meeting: | 6 February 2024 |
| Subject: | **Award of the Vinyl Flooring Renewal Contract 2024-2028** |
| Cabinet Member: | Cllr Simon Clist, Deputy Leader and Cabinet Member for Housing and Property Services |
| Responsible Officer: | Simon Newcombe, Corporate Manager for Public Health, Regulation and Housing |
| Exempt: | PART II, which are Exempt from publication under paragraph 3, Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) as it contains information relating to the financial or business affairs of any particular person (including the authority holding that information) |
| Wards Affected: | All |
| Enclosures: | None |

**Section 1 – Summary and Recommendation(s)**

To advise Members on the results for the tendering of the Vinyl Flooring Renewal Contract 2024-2028 and confirm the award of the contract.

**Recommendation(s):**

1. It is recommended that the new Vinyl Flooring Renewal Contract 2024-2028 be awarded to Contractor 3.

2. Delegated authority be granted to the S151 Officer (in consultation with the Cabinet Member for Housing and Property Services) to complete the associated Vinyl Flooring Renewal Contract 2024-2028.

**Section 2 – Report**

1.1 Mid Devon Housing (MDH) has a requirement to maintain Health and Safety and meet the Decent Homes Standard. This contract will support this duty by maintaining the Council's housing stock to an acceptable standard.

1.2 The budget for the works is £250,000.00 per annum. Capital investment in the MDDC stock will result in a lower revenue cost in the coming years, which will enable the Repairs Service to operate more effectively and manage future maintenance costs.

1.3 Pricing for the tender submissions was based upon a full schedule of rates for every relevant property, however not all works will be required at every home and the contract will be managed within the above budget.

1.4 The term of this contract is four years with the option to terminate the contract at the end of each year subject to performance.

1.5 Due to the nature and value of this procurement, the appropriate procedure was an open tender process. This means that anyone who expressed an interest in the contract would be invited to tender

2.0 **Procurement Process**

2.1 Expressions of interest were invited via a notice in the Advantage South West Procurement Portal published on the 26 October 2023.

2.2 Evaluation criteria set out in the ITT:

| | |
|---|---|
| **Quality** | **60%** |
| Skill, Knowledge, Expertise and Capacity | 20% |
| Communication | 20% |
| Environmental Benefits | 20% |
| | |
| **Price** | **40%** |

2.3 Responses were required by midday on 27 November 2023.

2.4 There were a total of 8 expressions of interest of which 3 submitted their tenders on time and 5 did not respond. No reasons were provided by the Contractors that did not respond.

2.5 Evaluations were carried out during December 2023, by representatives from Mid Devon Housing Building Repairs Service.

2.6 The price was based on a schedule of rates within the tender. The lowest priced tender was awarded 40% and the higher priced tenders were awarded the percentage difference. Contractor 3 scored highest on quality, as set out below.

2.7 The outcome of the evaluation is shown below:

| CONTRACTOR | SCORE | | TOTAL |
|---|---|---|---|
| | PRICE | QUALITY | |
| Contractor 1 | **38%** | **36%** | **74%** |
| Contractor 2 | **17%** | **20%** | **37%** |
| Contractor 3 | **40%** | **44%** | **84%** |

## 3.0 Conclusion

3.1 The outcome of the tender process shows Contractor 3 as the winning bidder.

3.2 Confirmation of the contractors and further commercially sensitive information regarding tender submission pricing is provided in Annex A Part II of this report.

3.3 Approval is required from Cabinet for this contract to be formally awarded.

3.4 Following the decision, there will be a compulsory 10-day standstill period after which the contract will be awarded.

3.5 The contract will not commence until after the 1 April 2024.

## Financial Implications

The Housing Revenue Account (HRA) budget for the works is £250,000.00 per annum. These works will result in a lower cost in the coming years, which will enable the Repairs Service to operate more effectively. Further information is provided in the report and as set out fully in Annex A Part II

## Legal Implications

We have a legal duty to meet the Decent Homes Standard, and maintain the health and safety of our employees and tenants. The conditions of engagement are based on a standard JCT Measured Term Contract. This provides a robust framework for managing and controlling the performance of the contractor to meet our legal obligations.

## Risk Assessment

The principal risk is failing to limit costs due to additional works and delivery of the programme. The performance of the contract shall be monitored monthly; corrective action will be taken where performance falls below Key Performance Indicator Targets. These also include: 1) Customer satisfaction; 2) Variations and extras; 3) Delivery of programme; 4) Number of defects; 5) Managing Health and Safety

## Impact on Climate Change

The environmental impact was included as a major part of the contractor evaluation.

**Equalities Impact Assessment**

All staff have received Equality and Diversity awareness training. MDH discuss equality and diversity at the progress meetings and encourage the contractor to carry out awareness training.

This is not a policy document and no specific equalities impact assessment is required.

**Relationship to Corporate Plan**

To contribute towards meeting our obligations relating to Health and Safety and the Decent and Affordable Homes target by making best use of the existing stock.

**Section 3 – Statutory Officer sign-off/mandatory checks**

**Statutory Officer:**
Agreed by or on behalf of the Section 151
**Date:**

**Statutory Officer: Maria De Leiburne**
Agreed on behalf of the Monitoring Officer
**Date:** 29 January 2024

**Chief Officer: Simon Newcombe**
Agreed by or on behalf of the Chief Executive/Corporate Director
**Date:** 12 January 2024

**Performance and risk: Steve Carr**
Agreed on behalf of the Corporate Performance & Improvement Manager
**Date:** 22/01/2024

**Cabinet member notified:** Yes

**Section 4 - Contact Details and Background Papers**

**Contact:** Mike Lowman, Operations Manager for Building Services mlowman@middevon.gov.uk or Simon Newcombe, Corporate Manager for Public Health, Regulation and Housing – snewcombe@middevon.gov.uk

**Background papers:**

**ANNEX A: PART II - Confidential**

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

Document is Restricted

This page is intentionally left blank

# MID DEVON DISTRICT COUNCIL – NOTIFICATION OF KEY DECISIONS

**February 2024**

**The Forward Plan containing key Decisions is published 28 days prior to each Cabinet meeting**

| Title of report and summary of decision | Decision Taker | Date of Decision | Officer contact | Cabinet Member | Intention to consider report in private session and the reason(s) |
|---|---|---|---|---|---|
| **February** | | | | | |
| **New Homes Safety Policy**<br>To receive a new policy which incorporates the existing Gas Safety Policy, Asbestos Management Policy & Fire Risk in Communal Properties Policy. New Policy includes regulated electrical safety checks being introduced to social housing landlords by the Social Housing Regulation Bill. | Homes Policy Development Group<br><br>Cabinet<br><br>Council | 16 Jan 2024<br><br>6 Feb 2024<br><br>21 Feb 2024 | Simon Newcombe, Corporate Manager for Public Health, Regulation and Housing | Cabinet Member for Housing and Property Services | Open |
| **Revised Garage, GGRP and Parking Space Policy**<br>To receive the revised Garage, GGRP and Parking Space Policy. | Homes Policy Development Group<br><br>Cabinet | 16 Jan 2024<br><br>6 Feb 2024 | Simon Newcombe, Corporate Manager for Public Health, Regulation and Housing | Cabinet Member for Housing and Property Services | Open |

| Title of report and summary of decision | Decision Taker | Date of Decision | Officer contact | Cabinet Member | Intention to consider report in private session and the reason(s) |
|---|---|---|---|---|---|
| **Contractor for the Minor Works Contract 2024 - 2028**<br>To receive a report on Contractors for Minor Works Contract 2024-2028. | Cabinet | 6 Feb 2024 | Mike Lowman, Building Services Operations Manager | Cabinet Member for Housing and Property Services | Part exempt |
| **Contractor for the Vinyl Flooring Contract 2024 - 2028**<br>To receive a report on Contractors Flooring Contractors 2024-2028. | Cabinet | 6 Feb 2024 | Mike Lowman, Building Services Operations Manager | Cabinet Member for Housing and Property Services | Part exempt |
| **Revised Pets and Animals Policy**<br>To receive a report on Revised Pets and Animals Policy. | Homes Policy Development Group<br><br>Cabinet | 16 Jan 2024<br><br>6 Feb 2024 | Simon Newcombe, Corporate Manager for Public Health, Regulation and Housing | Cabinet Member for Housing and Property Services | Open |
| **NDR DRR Policy Amendment**<br>To receive a report on NDR DRR Policy Amendments. | Cabinet | 6 Feb 2024 | Corporate Manager for Revenues, Benefits, Corporate Recovery, Development Management and Corporate Fraud | Cabinet Member for Finance | Open |

| Title of report and summary of decision | Decision Taker | Date of Decision | Officer contact | Cabinet Member | Intention to consider report in private session and the reason(s) |
|---|---|---|---|---|---|
| **Policy Framework**<br>To receive a report on Policy Framework. | Cabinet<br><br>Council | 6 Feb 2024<br><br>21 Feb 2024 | Democratic Services Manager Laura Woon | Leader of the Council | Open |
| **National Non Domestic Rates (NNDR1)**<br>To receive a report on National Non Domestic Rates (NNDR1) | Cabinet<br><br>Council | 6 Feb 2024<br><br>21 Feb 2024 | Dean Emery, Corporate Manager for Revenues, Benefits and Recovery | Cabinet Member for Finance | Open |
| **Business Rates Tax Base**<br>To receive a report on Business Rates Tax Base. | Cabinet<br><br>Council | 6 Feb 2024<br><br>21 Feb 2024 | Dean Emery, Corporate Manager for Revenues, Benefits and Recovery | Cabinet Member for Finance | Open |
| **Pay Policy**<br>To receive a report on Pay Policy. | Cabinet | 6 Feb 2024 | Matthew Page, Corporate Manager for People, Governance and Waste | Cabinet Member for Working Environment | Open |
| **2024/25 Budget Update**<br>To consider a report from the | Cabinet | 6 Feb 2024 | Andrew Jarrett, Deputy Chief | Cabinet Member for Finance | Open |

| Title of report and summary of decision | Decision Taker | Date of Decision | Officer contact | Cabinet Member | Intention to consider report in private session and the reason(s) |
|---|---|---|---|---|---|
| Deputy Chief Executive (S151) proposing the 2024/25 Budget and recommends the Band D Council Tax charge for 24/25 | | | Executive (S151) | | |
| **2024/25 Treasury Management Strategy**<br>To consider a report from the Deputy Chief Executive (S151) proposing the 2024/25 Treasury Management Strategy and Annual Investment Strategy | Cabinet | 6 Feb 2024 | Andrew Jarrett, Deputy Chief Executive (S151) | Cabinet Member for Finance | Open |
| **2024/25 Capital Strategy and Capital Programme**<br>To consider a report from the Deputy Chief Executive (S151) proposing the 2024/25 Capital Strategy and recommends the 2024/25 Capital Programme | Cabinet | 6 Feb 2024 | Andrew Jarrett, Deputy Chief Executive (S151) | Cabinet Member for Finance | Open |
| **Qtr. 3 Budget Monitoring**<br>To consider a report from the Deputy Chief Executive (S151) on the Council's Financial position as at 31 December 2023 | Cabinet | 6 Feb 2024 | Andrew Jarrett, Deputy Chief Executive (S151) | Cabinet Member for Finance | Open |

| Title of report and summary of decision | Decision Taker | Date of Decision | Officer contact | Cabinet Member | Intention to consider report in private session and the reason(s) |
|---|---|---|---|---|---|
| **March** | | | | | |
| **S106 Governance**<br>To receive a report on S106 Governance. | Cabinet | 5 Mar 2024 | Joanna Williams, Planning Obligations Monitoring Officer | Cabinet Member for Finance | Open |
| **Customer Care Policy**<br>To receive the updated Customer Care Policy | Community Policy Development Group<br><br>Cabinet | 23 Jan 2024<br><br>5 Mar 2024 | Lisa Lewis Corporate Manager for Digital Transformation and Customer Engagement | Cabinet Member for Working Environment | Open |
| **Tenure Reform and Changes to the Tenancy Agreement - Project Plan**<br>To receive a project plan to tenure reform | Homes Policy Development Group<br><br>Cabinet | 21 Nov 2023<br><br>5 Mar 2024 | Simon Newcombe, Corporate Manager for Public Health, Regulation and Housing | Cabinet Member for Housing and Property Services | Open |
| **Corporate Performance and Risk Quarter 3**<br>To receive a report on Corporate Performance and Risk Quarter 3. | Audit Committee<br><br>Cabinet | 26 Mar 2024<br><br>2 Apr 2024 | Matthew Page, Corporate Manager for People, Governance and Waste | Leader of the Council | |

| Title of report and summary of decision | Decision Taker | Date of Decision | Officer contact | Cabinet Member | Intention to consider report in private session and the reason(s) |
|---|---|---|---|---|---|
| **Contractor for the Unlicensed Asbestos Surveying and Removal Works 2024 – 2028**<br>To receive a report on Contractor for the Unlicensed Asbestos Surveying and Removal Works 2024 – 2028 | Cabinet | 5 Mar 2024 | Mike Lowman, Building Services Operations Manager | Cabinet Member for Housing and Property Services | Part exempt |
| **Contractor for the Licensed Asbestos Surveying and Removal Works 2024 – 2028**<br>To receive a report on Contractor for the licensed Asbestos Surveying and Removal Works 2024 – 2028 | Cabinet | 5 Mar 2024 | Mike Lowman, Building Services Operations Manager | Cabinet Member for Housing and Property Services | Part exempt |
| **April** | | | | | |
| **Serious Violence Duty Strategy**<br>To receive a report on Serious Violence Duty Strategy | Cabinet<br><br>Council | 2 Apr 2024<br><br>24 Apr 2024 | Simon Newcombe, Corporate Manager for Public Health, Regulation and Housing | Cabinet Member for Community & Leisure | Open |

| Title of report and summary of decision | Decision Taker | Date of Decision | Officer contact | Cabinet Member | Intention to consider report in private session and the reason(s) |
|---|---|---|---|---|---|
| **Planning Enforcement-Enforcement Policy Update**<br>To receive a report on Planning Enforcement Policy Update. | Scrutiny Committee<br><br>Cabinet | 18 Mar 2024<br><br>2 Apr 2024 | Angharad Williams, Development Management Manager | Cabinet Member for Planning and Economic Regeneration | Open |
| **New Right to Buy Policy**<br>To receive a report on New Right to Buy Policy. | Homes Policy Development Group<br><br>Cabinet<br><br>Council | 19 Mar 2024<br><br>2 Apr 2024<br><br>24 Apr 2024 | Simon Newcombe, Corporate Manager for Public Health, Regulation and Housing | Cabinet Member for Housing and Property Services | Open |
| **Silverton Neighbourhood Plan**<br>To receive a report on Silverton Neighbourhood Plan. | Cabinet<br><br>Council | 2 Apr 2024<br><br>24 Apr 2024 | Tristan Peat, Forward Planning Team Leader | | Open |
| **Report of the Car Parking Working Group**<br>To receive a report on Car Parking Working Group | Economy Policy Development Group<br><br>Cabinet | 7 Mar 2024<br><br>2 Apr 2024 | Matthew Page, Corporate Manager for People, Governance and | Cabinet Member for Planning and Economic Regeneration | Open |

| Title of report and summary of decision | Decision Taker | Date of Decision | Officer contact | Cabinet Member | Intention to consider report in private session and the reason(s) |
|---|---|---|---|---|---|
| | | | Waste | | |
| **SFS (Specialist Fleet Services) Transport Contract**<br>To receive a report on SFS (Specialist Fleet Services) Transport Contract | Economy Policy Development Group<br><br>Cabinet | 7 Mar 2024<br><br>2 Apr 2024 | Matthew Page, Corporate Manager for People, Governance and Waste | Cabinet Member for Planning and Economic Regeneration | Open |
| **Serious Violence Duty Strategy**<br>To receive a report on Serious Violence Duty Strategy | Community Policy Development Group<br><br>Cabinet<br><br>Council | 26 Mar 2024<br><br>2 Apr 2024<br><br>24 Apr 2024 | Simon Newcombe, Corporate Manager for Public Health, Regulation and Housing | Cabinet Member for Community & Leisure | Open |
| **The Statutory Duty to Conserve and Enhance Biodiversity**<br>To receive a report on The Statutory Duty to Conserve and Enhance Biodiversity | Cabinet | 2 Apr 2024 | Jason Ball, Climate and Sustainability Specialist | Cabinet Member for Climate Change | Open |
| **June** | | | | | |

| Title of report and summary of decision | Decision Taker | Date of Decision | Officer contact | Cabinet Member | Intention to consider report in private session and the reason(s) |
|---|---|---|---|---|---|
| **CCTV Policy**<br>To receive the updated CCTV Policy | Community Policy Development Group<br><br>Cabinet | 26 Mar 2024<br><br>4 Jun 2024 | | Cabinet Member for Community & Leisure | Open |
| **Single Equalities Policy and Equality Objective**<br>To receive a report on Single Equalities Policy and Equality Objective. | Community Policy Development Group<br><br>Cabinet | 26 Mar 2024<br><br>4 Jun 2024 | Matthew Page, Corporate Manager for People, Governance and Waste | Cabinet Member for Community & Leisure | Open |
| **Corporate Anti-Social Behaviour Policy**<br>To receive a report on Corporate Anti-Social Behaviour Policy | Community Policy Development Group<br><br>Cabinet | 26 Mar 2024<br><br>4 Jun 2024 | Richard Marsh, Director of Place & Economy | Cabinet Member for Community & Leisure | Open |
| **Community Safety Partnership (CSP)**<br>To receive a report on Community Safety Partnership (CSP) | Community Policy Development Group<br><br>Cabinet | 26 Mar 2024<br><br>4 Jun 2024 | Simon Newcombe, Corporate Manager for Public Health, Regulation and Housing | | Open |
| **Safeguarding Policy**<br>To receive a report on Safeguarding Policy | Community Policy Development Group | 26 Mar 2024 | Simon Newcombe, Corporate Manager for Public Health, | Cabinet Member for Community & Leisure | Open |

| Title of report and summary of decision | Decision Taker | Date of Decision | Officer contact | Cabinet Member | Intention to consider report in private session and the reason(s) |
|---|---|---|---|---|---|
| | Cabinet | 4 Jun 2024 | Regulation and Housing | | |
| **2nd July** | | | | | |
| **Income Management Policy**<br>To receive a review of the MDH Income Management Policy | Homes Policy Development Group<br><br>Cabinet | 11 Jun 2024<br><br>2 Jul 2024 | Simon Newcombe, Corporate Manager for Public Health, Regulation and Housing | Cabinet Member for Housing and Property Services | Open |
| **Town and Parish Charter**<br>To receive a report on Town and Parish Charter | Community Policy Development Group<br><br>Cabinet | 23 Jan 2024<br><br>30 Jul 2024 | Maria De Leiburne, District Solicitor and Monitoring Officer | Cabinet Member for Community & Leisure | Open |
| **Income Management Policy**<br>To receive a report on | Homes Policy Development Group<br><br>Cabinet | 11 Jun 2024<br><br>2 Jul 2024 | Simon Newcombe, Corporate Manager for Public Health, Regulation and Housing | Cabinet Member for Housing and Property Services | Open |
| **Service Standards - Tenant Involvement & Empowerment** | Homes Policy Development Group | 24 Sep 2024 | Simon Newcombe, Corporate Manager for Public Health, | Cabinet Member for Housing and Property Services | Open |

| Title of report and summary of decision | Decision Taker | Date of Decision | Officer contact | Cabinet Member | Intention to consider report in private session and the reason(s) |
|---|---|---|---|---|---|
| To receive a report on Service Standards - Tenant Involvement & Empowerment | Cabinet | 15 Oct 2024 | Regulation and Housing | | |
| **November** | | | | | |
| **Economic Strategy 2024 – 2029**<br>To receive a report on Economic Strategy 2024 – 2029 | Cabinet<br><br>Economy Policy Development Group | Not before 1st Nov 2024<br><br>Not before 1st Nov 2024 | Richard Marsh, Director of Place & Economy | Cabinet Member for Planning and Economic Regeneration | Open |
| **Destination Management Plan for Mid Devon**<br>To receive a report on Destination Management Plan for Mid Devon | Economy Policy Development Group<br><br>Cabinet | Not before 1st Nov 2024<br><br>Not before 1st Nov 2024 | Richard Marsh, Director of Place & Economy | Cabinet Member for Planning and Economic Regeneration | Open |

This page is intentionally left blank