

# Public Document Pack

Mid Devon District Council

## Community Well Being Policy Development Group

Tuesday, 18 August 2015 at 2.15 pm  
Exe Room, Phoenix House

Next ordinary meeting  
Tuesday, 13 October 2015 at 2.15 pm

Those attending are advised that this meeting will be recorded

## Membership

Cllr Mrs B M Hull  
Cllr Mrs E M Andrews  
Cllr Mrs A R Berry  
Cllr Mrs J B Binks  
Cllr R M Deed  
Cllr F Letch  
Cllr B A Moore  
Cllr Miss C E L Slade  
Cllr Mrs E J Slade

## 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 and Substitute Members**  
To receive any apologies for absence and notices of appointment of substitute Members (if any).
- 2      **Public Question Time**  
To receive any questions relating to items on the Agenda from members of the public and replies thereto.  
Note: A maximum of 30 minutes is allowed for this item.
- 3      **Minutes of the Previous Meeting** (*Pages 5 - 10*)  
To approve as a correct record the minutes of the last meeting of the Group (attached).
- 4      **Chairmans Announcements**  
To receive any announcements that the Chairman may wish to make.
- 5      **Clinical Commissioning Group** (*Pages 11 - 12*)  
Mr John Finn of the Northern, Eastern and Western Devon Clinical

Commissioning Group (CCG) will be in attendance. Cllr Mrs J Binks has asked that in view of the CCG decision to permanently remove inpatient beds at Crediton Hospital, the Group discuss the process and impact of this and put questions to Mr Finn.

- 6 **Grant Recipient Presentation** (*Pages 13 - 16*)  
Representatives from Age UK and the Tiverton Tourist Information Service will attend the meeting to give a short presentation about their work. A report from the Grants and Funding Officer is attached to provide supporting information.
- 7 **Financial Monitoring** (*Pages 17 - 32*)  
To receive a report from the Head of Finance presenting a financial update in respect of the income and expenditure so far in the year.
- 8 **Performance and Risk** (*Pages 33 - 38*)  
To consider a report of the Head of Communities and Governance providing Members with an update on performance against the corporate plan and local service targets for 2015/16 as well as providing an update on the key business risks
- 9 **Identification of Items for the Next Meeting**  
Note: This item is limited to 10 minutes. There should be no discussion on the items raised.

Grant Recipient Presentations

**Kevin Finan**  
Chief Executive  
Monday, 10 August 2015

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

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

Members of the public are welcome to attend the meeting and listen to discussion. Lift access to the Council Chamber on the first floor of the building is

available from the main ground floor entrance. Toilet facilities, with wheelchair access, are also available. There is time set aside at the beginning of the meeting to allow the public to ask questions.

An induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter. If you require any further information, or

If you would like a copy of the Agenda in another format (for example in large print) please contact Julia Stuckey on:

Tel: 01884 234209

Fax:

E-Mail: [jstuckey@middevon.gov.uk](mailto:jstuckey@middevon.gov.uk)

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## MID DEVON DISTRICT COUNCIL

### MINUTES of a MEETING of the COMMUNITY WELL BEING POLICY DEVELOPMENT GROUP held on 30 June 2015 at 2.15 pm

#### Present

##### Councillors

Mrs B M Hull (Chairman)  
Mrs R Berry, Mrs J B Binks, R Dolley,  
F Letch, B A Moore, Mrs E J Slade,  
Miss C E L Slade and T W Snow

#### Apologies

##### Councillor(s)

Mrs E M Andrews and R M Deed

#### Also Present

##### Councillor(s)

C J Eginton, C R Slade and Mrs M E Squires

#### Also Present

##### Officer(s):

John Bodley-Scott (Community Development and Regeneration Manager), Rob Fish (Principal Accountant), Zoe Lentel (Communities and Governance Officer), Jill May (Head of HR and Development), Julia Ryder (Community Safety & Emergency Planning Officer), Julia Stuckey (Member Services Officer) and Catherine Yandle (Internal Audit Team Leader)

#### Also in

##### Attendance:

Mrs H Tyliczszak (CHAT), Mrs J Turner (CHAT) and Mrs K Nolan (INVOLVE)

## 1 ELECTION OF CHAIRMAN (VICE CHAIRMAN OF THE COUNCIL IN THE CHAIR)

**RESOLVED** that Cllr Mrs B M Hull be elected Chairman of the Group for the municipal year 2015/16.

Cllr Hull then took the Chair.

## 2 ELECTION OF VICE CHAIRMAN

**RESOLVED** that Councillor Mrs J B Binks be elected Vice Chairman of the Group for the municipal year 2015/16.

## 3 APOLOGIES AND SUBSTITUTE MEMBERS

Apologies were received from Councillor R M Deed who was substituted by Councillor R Dolley and from Councillor Mrs E M Andrews, who was substituted by Councillor T W Snow.

#### 4 **PUBLIC QUESTION TIME**

There were no questions raised from the members of the public present.

#### 5 **MINUTES OF THE PREVIOUS MEETING**

The minutes of the last meeting of the Group were not signed by the Chairman as those present had not attended the previous meeting.

Note: - The Chairman to consider the audio recording of the meeting held on 24 March 2015 and the issue be addressed at the next meeting of the Group on 18 August 2015.

#### 6 **CHAIRMANS ANNOUNCEMENTS**

The Chairman had no announcements to make.

#### 7 **START TIME OF MEETINGS**

It was **AGREED** that the Group continue to meet at 2.15pm.

#### 8 **MEETING MANAGEMENT**

The Chairman indicated that she intended to take item 9 on the agenda before item 8.

#### 9 **TAP FUND 2014/15 SUMMARY OF SPEND**

The Group had before it and **NOTED** a report\* of the Head of Communities and Governance providing Members with a summary of spends for the Town and Parish (TAP) Fund in 2014/15 and to inform them of any changes to criteria for 2015/16.

The Communities and Governance Officer outlined the contents of the report, explaining that 70 projects had been funded. The report included an application form and instructions and the Officer asked that Members promote the fund to their Parishes. The fund was being promoted in the Parish Matters newsletter and some new promotional material was being produced which the Officer would distribute to all Members.

Note: - \* Report previously circulated and attached to minutes.

#### 10 **GRANT FUNDED AGENCIES**

Representatives from the Churches Housing Action Team (CHAT) and INVOLVE (Voluntary Action in Mid Devon) attended the meeting to give presentations about their work.

The representative from INVOLVE, Mrs K Nolan, Chief Officer thanked the Group for the opportunity to update them on the work of INVOLVE. She informed them that she had been in post since the end of April.

Mrs Nolan explained that INVOLVE comprised of a small team, funded by Mid Devon District Council and Devon County Council, which supported groups and organisations from the not for profit sector as well as volunteers. She highlighted that in the last financial year 46 groups had received support, 184 workshops had been held, 241 new volunteers had registered and there were 59 new volunteer opportunities. She informed the Group that there had been an increased number of younger volunteers (under 25's); possibly due to the need to gain experience to help them gain employment.

INVOLVE also provided services such as printing and photocopying.

Mrs Nolan explained the challenges ahead with traditional funding sources shrinking, increased demands on groups, the increased demand for support and the difficulties in demonstrating direct value.

A new online support system for volunteers and organisations would be available from mid-July.

Mrs Nolan thanked the Group for their time.

The representatives from CHAT were Mrs H Tyliczuck and Mrs J Turner. Mrs Turner explained that CHAT had been running for 20 years, dealing with homelessness and homelessness issues in Mid Devon. She informed the Group that homelessness could occur for a number of reasons, including debt, family breakdown, unemployment, ill health, substance abuse and many others. Homelessness could include living in cars, tents, empty buildings and on other people's sofas.

The aim of CHAT was to prevent homelessness in Mid Devon. Housing was a particular issue here due to the high cost of housing, low wages, a shortage of affordable rental property and changes to the benefits system.

She explained that CHAT believed that everyone deserved to have a place to call home. It had been founded 20 years ago by members of the local churches and started as a deposit guarantee scheme. This progressed to offering housing advice and tenancy support to help people sustain tenancies.

CHAT currently employed 9 staff, all part time, including a new post for a debt and money advisor. CHAT was also supported by numerous volunteers. It now included a food bank, offered items from a 'set up home' store, provided fuel vouchers and could be used as a 'care-of' postal address. Annual expenditure was currently £200k per year, with a £5k contribution from Mid Devon.

Mrs Turner thanked the Councillors for the current funding provided and urged them to continue it in order to allow them to continue their good work.

The Chairman thanked all of the representatives for their presentations.

Note: - \* Report previously circulated and attached to the minutes.

## 11 **PERFORMANCE AND RISK REPORT FOR THE FINAL QUARTER OF 2014/15 (1.10.08)**

The Group had before it a report of the Head of Communities and Governance providing Members with an update on performance against the Corporate Plan and local service targets for 2014/15 as well as providing an update on the key business risks.

The Audit Team Leader explained that all areas reporting to the Community Well Being PDG were performing above target except for food inspections. This area had been addressed and a vacancy was currently being advertised.

Note: - \* Report previously circulated and attached to minutes.

## 12 **REVENUE AND CAPITAL OUTTURN 2014/15 (1.15.36)**

The Group had before it a report\* of the Head of Finance presenting the revenue and capital outturn figures for the financial year 2014/15.

The Principal Accountant explained the General Fund summary. He highlighted that at the last meeting of this PDG the deficit had been predicted to be £203k but that the situation had improved by the year end and had finished at £90k. This would be taken from the General Fund reserve that had been reduced to £2.4m.

Discussion took place regarding:

- Services reporting to the Community Well Being PDG with variances since the last report included Leisure, Planning, Revenues and Benefits;
- An overspend at Lords Meadow Leisure Centre;
- The possibility that a key could be added to the report to make it easier for Members to understand.

Note: - \* Report previously circulated and attached to minutes.

## 13 **COMMUNITY SAFETY PARTNERSHIP PLAN 2015-2017 (1.37.13)**

The Group had before it a report \* from the Head of Housing and Property Services regarding the Community Safety Partnership (CSP) and the priority areas of work on the CSP Plan for 2015 to 2017.

The Community Safety Officer explained that there was a statutory obligation for local authorities to work in partnership with other agencies to reduce crime, disorder and anti-social behaviour. The partnership was obliged to produce a three year plan to outline how it would achieve this.

She explained that following analysis of data and feedback from members of the public the priorities for the next three years had been agreed as:

Domestic, family and sexual abuse;  
Substance misuse;



Anti-social behaviour;  
Online safety and scams;  
Crime prevention, including rural crime and Prevent (anti-extremism and radicalisation).

The Officer highlighted that a 'pop up shop' would be operating in Bampton Street Tiverton from 30<sup>th</sup> June to the 6<sup>th</sup> August, offering support regarding scams. The shop would be manned by various agencies and had been promoted in the local newspapers and on social media.

The Officer concluded that the CSP was committed to reducing crime, disorder and anti-social behaviour.

It was **RECOMMENDED** that:

The Cabinet approve the new priorities within the report and supports the CSP in delivering safety messages to the communities of Mid Devon.

#### 14 **IDENTIFICATION OF ITEMS FOR THE NEXT MEETING**

Performance and Risk  
Financial Monitoring  
Grant Recipient Presentation  
CCG Representative  
Leisure Update

(The meeting ended at 4.35 pm)

**CHAIRMAN**

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## Briefing note

Date: 16 July 2015

### **Doctors agree to improve resilience of Eastern Devon's community hospitals**

The NHS Northern, Eastern and Western Devon Clinical Commissioning Group (NEW Devon CCG) Governing Body has today agreed to consolidate overnight inpatient beds at Eastern Devon's community hospitals to secure nursing care close to people's homes.

Community hospital beds in Eastern Devon will be consolidated as a platform for further review and reform of community services, aiming to treat more people in their own home where it is safe and appropriate to do so.

It will mean the number of community hospital inpatient units in Eastern Devon will reduce from 10 to seven. Community hospitals at Axminster, Crediton and Ottery St Mary will no longer have overnight inpatient beds, although Ottery St Mary Hospital will have 15 overnight stroke rehabilitation beds for now.

None of the community hospitals will close as a result of the decision. Health and social care hubs with a range of outpatient services, day surgery and other health and social care services will be developed at hospitals without inpatient beds.

Dr David Jenner, a GP from Cullompton and chair of the CCG's Eastern Locality, said:

"This will improve the resilience of care at our community hospitals in the face of financial and workforce challenges.

"We are looking to continually improve services to support people in their local communities whether they are cared for at home or in hospital and this is one step forward on that journey.

"We want to thank all the local people and organisations who have been involved throughout the development of the plans over the last couple of years. We held over 30 public meetings or drop-in sessions and have taken their comments into consideration when making our decision today.

"Of course we understand that some people will always want to have community beds in their own area and this decision may disappoint them but making sure everyone has the same level of access to services is very important.

"Over the last few years the hospital provider Northern Devon Healthcare NHS Trust has had to temporarily close some community hospital inpatient units due to staffing

*Healthy people, living healthy lives, in healthy communities*  
[www.newdevonccg.nhs.uk](http://www.newdevonccg.nhs.uk)

issues. Consolidating from 10 to seven units means we will have much more robust staffing at our hospitals in the future.”

The process in which we developed the changes agreed today will now be considered at the Devon Health and Wellbeing Scrutiny Committee meeting on 14 September 2015.

The timeline for implementing the changes will depend on the outcomes and feedback from this Scrutiny meeting.

A summary of the changes agreed today is below:

<b>Hospital</b>	<b>Beds pre-decision</b>	<b>Beds post-decision</b>	<b>Comments</b>
Exeter Community Hospital	20 medical	20 medical	No change
Exmouth	22 medical + 8 stroke	16 medical	8 stroke beds to Ottery St Mary Hospital
Crediton	3 medical + 7 stroke	None	7 stroke beds to Ottery St Mary Hospital. Hub also under development
Okehampton	16 medical	16 medical	No change
Tiverton	32 medical	32 medical	No change
Axminster	10 medical	None	
Seaton	10 medical	24 medical	
Sidmouth	18 medical	24 medical	
Honiton	18 medical	16 medical	
Ottery St Mary	10 medical + 0 stroke	0 Medical + 15 stroke	
Moretonhampstead	0 medical	0 medical	Hub under development
Budleigh Salterton	0 medical	0 medical	Hub under development

## COMMUNITY WELL BEING PDG

### PRESENTATIONS BY EXTERNAL AGENCIES IN RECEIPT OF AN ANNUAL COUNCIL GRANT

**Cabinet Member**            **Cllr C Slade**  
**Responsible Officer**    **Grants and Funding Officer**

**Reason for Report:** To provide supporting information on the agencies invited to give a short presentation on their work and the value of their annual grant award from the district council.

#### **RECOMMENDATIONS that:**

**The Policy Development Group notes the report as presented.**

**Relationship to Corporate Plan:** The allocation of grants provides support to external agencies delivering services that advance the council's corporate priorities. Grant allocations tend to be most closely aligned to the Empowering our Communities priority, although they also have a bearing on other strategic objectives, such as Economic Development, including tourism, and Housing.

**Financial Implications:** Presentations by agencies in receipt of an annual grant award will enable the Policy Development Group to form a better understanding of their work and the benefit of the council's grant allocation. This will lead to more informed decision making when the PDG is asked to recommend grant award levels for 2016/17.

**Risk Assessment:** There is minimal risk to the council in receiving presentations from annually grant funded agencies, although the Policy Development Group will need to take into account that the current term of the council's Corporate Plan, against which grant awards are assessed, is currently being reviewed.

#### **1.0 Introduction**

- 1.1 In 2015/16 the council will award grants totalling £178,225 to twelve agencies providing fourteen services (Tiverton Museum of Mid Devon Life also delivers a tourist information service from the museum, while Tiverton and District Community Transport Association also manages community transport services in Crediton and its rural hinterland).
- 1.2 Over the last five financial years, grant payments to external agencies have been reduced from £240,290 (2011/12) to £178,225, representing a 26% decrease.
- 1.3 There is an ongoing demand to identify savings from all council services to accommodate an assumed 10% reduction in government grant for 2016/17.

- 1.4 The council has established a track record of carefully managing grant reductions in order that the impact on agencies providing services to the district's most vulnerable residents is minimised. Over the last two years, more severe decreases in annual grant to individual agencies have been avoided by reducing the Seed Fund budget. However, as the Seed Fund budget stands at £1,075 for 2015/16, it cannot be deployed to protect agencies against reductions in 2016/17.
- 1.5 Should the Policy Development Group be required to recommend savings from the grant budget for 2016/17 it may be faced with challenging and potentially unpopular choices.
- 1.6 The purpose of introducing presentations by annually grant funded agencies is to help Members form a better understanding of the work and services each agencies provides, and how the council's grant enables the delivery of these services to take place.
- 1.7 Two grant funded agencies are invited to each give a fifteen minute presentation on their work, with an additional five minutes for questions and answers. The style of and media for each presentation will be for individual agencies to determine.
- 1.8 To date, presentations have been received from the Citizens Advice Bureau and the Grand Western Canal (January 2015), the Tiverton Museum of Mid Devon Life and Tiverton and District (including Crediton and District) Community Transport (March 2015), and Involve – Voluntary Action in Mid Devon and the Churches Housing Action Team (CHAT) in June 2015.
- 1.9 The schedule for forthcoming Community Wellbeing PDG meetings is:

18 August 2015	(1) Age UK Mid Devon and (2) Tiverton Tourism Information Service
13 October 2015	(1) Market Centre Youth Drop-In, Tiverton and (2) Community Housing Aid Nightstop Service
8 December 2015	(1) Crediton Arts Centre and (2) Sunningmead Community Association
2 February 2016	Blackdown Support Group

## 2.0 Age UK Mid Devon

- 2.1 Age UK Mid Devon is a registered charity (number 1070792) which provides a range of services for older people in Mid Devon, including day services based in Tiverton as well as information, advice and advocacy services.
- 2.2 Since the beginning of the 2015 calendar year, Age UK Mid Devon has

appointed a new Chief Officer.

- 2.3 The council's annual grant award to Age UK Mid Devon over the last five years has been:

<b>Financial Year</b>	<b>Grant Awarded</b>
2011/12	£4,450
2012/13	£4,450
2013/14	£4,500
2014/15	£4,500
2015/16	£4,500

### **3.0 Tourist Information Service**

- 3.1 Tiverton Museum of Mid Devon Life took on the function of providing a Tourism Information Service in the autumn of 2013 following the closure of the Tourist Information Centre in Phoenix Lane.

- 3.2 The council's annual grant award to the Tourist Information Service since 2013/14 has been:

<b>Financial Year</b>	<b>Grant Awarded</b>
2013/14	£4,000
2014/15	£4,000
2015/16	£4,000

**Contact for more information:** Paul Tucker (Grants and Funding Officer, ext. 4930; email: [ptucker@middevon.gov.uk](mailto:ptucker@middevon.gov.uk))

**Circulation of the report:** Management Team, Cllr C Slade, Head of Communities and Governance, Head of Finance and Section 151 Officer, Community Development and Regeneration Manager.

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**CABINET**  
**30 JULY 2015**

**AGENDA ITEM**

## **FINANCIAL UPDATE FOR THE THREE MONTHS TO 30 JUNE 2015**

**Cabinet Member**                      Cllr Peter Hare-Scott  
**Responsible Officer**                Head of Finance

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

**RECOMMENDATION(S):** The Cabinet note the financial monitoring information for the income and expenditure so far for the 2015/16 financial year.

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

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

**Legal Implications:** None.

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

### **1.0 Introduction**

- 1.1 The purpose of this report is to highlight to Cabinet our current financial status and the likely reserve balances at 31 March 2016. It embraces both revenue, in respect of the General Fund and Housing Revenue Account, and capital and aims to focus attention on those areas which are unlikely to achieve budget. It is particularly important for next year's budget setting and, looking further ahead, with the medium term financial plan.
- 1.2 Favourable variances generating either increased income or cost savings are expressed as credits (negative numbers), whilst unfavourable overspends or incomes below budget are debits (positive numbers). This report only includes budget variances in excess of £10k as the purpose of the report is to concentrate on material issues that may require further investigation/action. Budget variances are expressed net of budgeted transfers to or from earmarked reserves, which were previously approved by Cabinet. A more detailed analysis will be provided with the final outturn report for the year.

## 2.0 Executive Summary of 2015/16

2.1 The table below shows the opening position of key operational balances of the Council, the forecasted in year movements and final predicted position at 31 March 2016:

Usable Reserves	31/03/2015	Forecasted in year movement	31/03/2016
	£k	£k	£k
<b>Revenue</b>			
General Fund – see note	(2,380)	78	(2,302)
Housing Revenue Account	(2,000)	4	(1,996)
<b>Capital</b>			
Major Repairs Reserve	0	0	0
Capital Receipts Reserve	(985)	106	(879)
Capital Contingency Reserve	(1,123)	252	(871)

## 3.0 The General Fund Reserve

3.1 This is the major revenue reserve of the Council. It is increased or decreased by the surplus or deficit generated on the General Fund in the year. This reserve held a balance of £2,380k as at 31/03/15.

3.2 The forecast General fund *deficit* for the current year is £78k as shown at Appendix A. The most significant *service* movements to date comprise:

	£
Projected surplus arising from Market Walk and Fore St properties	(363,000)
Housing Benefit fraud team transferred to Dept Work and Pensions	(56,000)
External audit (Grant Thornton) costs lower than expected	(24,000)
Agency staff required in Housing Benefit to deal with claims	37,000

3.3 When the 2015/16 budgets were set negotiations with the owners of Market Walk were ongoing. No 2015/16 budgets were therefore set for the associated income, expenses, and loan interest on a possible loan from the Public Works Loan Board (PWLB), although a projected net annual surplus was expected if the purchase went ahead. Subsequently the acquisition was successful and completion took place on 27 March 2015.

3.3.1 The components that are related to the project are shown below:

	£
The projected annual service surplus at this time	(363)k
Interest payable on associated PWLB loan	108k
Capital financing (mandatory)	<u>83k</u>
Net transfer into earmarked reserves	172k
	=====

3.3.2 A reserve is required for future repairs (we have responsibilities as the landlord) and any further surplus will be earmarked for future economic generation projects.

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

#### 4.0 Housing Revenue Account (HRA)

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

4.2 Appendix E shows that the reserve opening balance is £2,000k. A forecast overspend of £4k would decrease the available balance to £1,996k.

4.3 The most significant items of this underspend comprise a surplus in income generated from community alarms and unbudgeted structural repair works that are required for health and safety purposes.

4.4 There are budgeted revenue contributions to capital projects as follows for 2015/16.

Description	Budget £'000	Forecast Outturn £'000	Variance £'000
Sewage pumping stations	50	50	0
HRA digital transformation	30	30	0
Replacement vehicles	59	59	0

In addition to the above, the works required at Birchen Lane, which were slipped from the 2014/15 capital programme will still require funding. Part of these costs may need to be covered by a revenue contribution from the HRA.

#### 5.0 Major Repairs Reserve

5.1 The Major Repairs Reserve had a nil balance at 31 March 2015. After this year's capital expenditure and funding of the Major Repairs Reserve the closing balance is forecast to be nil.

## 6.0 Capital Programme

- 6.1 The status of this year's capital programme is shown at Appendix G.
- 6.2 Committed and Actual expenditure is currently £2,369k against a budgeted Capital Programme of £13,674k.
- 6.3 At this early stage in the year there are no forecast overspends nor forecast slippage into 2016/17. However, as the year progresses we will inform Members of developments and the projected year end position.

## 7.0 Capital Contingency Reserve

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

	£k
Capital Earmarked Reserve at 1 April 2015	(1,123)
Funding required to support 2015/16 Capital Programme	252
<b>Forecast Balance at 31 March 2016</b>	<b>(871)</b> =====

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

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

	£k
Unapplied Useable Capital Receipts at 1 April 2015	(985)
Net Receipts to date (includes 2 RTB's)	(192)
<b>Current Balance</b>	<b>(1,177)</b>
Forecast further capital receipts in year	(659)
Forecast capital receipts to be applied in year	957
Forecast Unapplied Capital Receipts c/fwd. 31 March 2016	<b>(879)</b> =====

## 9.0 Treasury Management

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

### Interest Received:

	Budget £k	Forecast £k	Variance £k
Interest from HRA funding	(69)	( 69 )	0
Investment Income Received	(65)	(70 )	(5)
<b>Total Interest Receivable</b>	<b>(134)</b> =====	<b>(139 )</b> =====	<b>(5)</b> =====

## 10.0 Heritable Bank

The administrators have advised us that a final dividend is likely to be paid later this year. At present we have only £62k remaining from our original £1.1m investment, which will mean that almost all of the original money will have been recovered.

## 11.0 Conclusion

11.1 Members are asked to note the revenue and capital forecasts for the financial year. This report only covers the first quarter, which is early to identify end of year positions. Cost pressures and income trends will become more apparent as we progress through the year.

11.2 With the announcement in the budget of further cuts to public spending at a similar rate to earlier years we will face further funding cuts next year and beyond. Budget meetings have recently commenced with senior managers, the Chief Executive and myself. Once again these are being held against a backdrop of uncertainty over the magnitude of ongoing Formula Grant cuts and starting from a position where services have already reduced costs by circa £2.5m since 2010/11. We are currently estimating that an aggregate saving of £750k to £1m will be required to balance the 2016/17 budget. Further updates will be provided to Members over the following months and will be useful in arriving at an affordable Corporate Plan for the next four to 5 years.

In due course Members will be required to consider various potential future scenarios and their potential impact on service delivery that will facilitate a balanced budget, of *prioritised services*.

**Contact for more information:**

Andrew Jarrett, 01884 23(4242),  
[ajarrett@middevon.gov.uk](mailto:ajarrett@middevon.gov.uk)

**Circulation of the Report:**

Cllr Peter Hare-Scott, Management Team

**GENERAL FUND FINANCIAL MONITORING INFORMATION FOR  
THE PERIOD 01 APRIL TO 30 JUNE 2015**

Com	General Fund Summary	Note	2015/16 Annual Budget £	Full Year Forecast (Net of Trf to Earmarked Reserves (EMR) (0 = On budget) £	Variance %
	<b>Cllr C J Eginton</b>				
CM	Corporate Management	A	1,197,130	(24,000)	-2.0%
LD	Legal & Democratic Services: Member/Election Services	B	1,027,290	60,000	5.8%
	<b>Cllr N V Davey</b>				
CP	Car Parks	C	(23,680)	0	0.0%
ES	Cemeteries & Public Health	D	156,640	0	0.0%
ES	Open Spaces	F	593,300	0	0.0%
GM	Grounds Maintenance	E	(16,870)	25,000	-148.2%
WS	Waste Services	H	2,358,870	0	0.0%
	<b>Cllr C R Slade</b>				
CD	Community Development	I	328,270	(6,200)	-1.9%
ES	Environmental Services incl. Licensing	D	157,180	(6,000)	-3.8%
IT	IT Services	Q	(12,040)	(30,000)	249.2%
PR	Planning - Land charges	N	(600)	(7,000)	1166.7%
RS	Recreation And Sport	J	662,400	40,000	6.0%
	<b>Cllr P H D Hare-Scott</b>				
FP	Finance And Performance	K	(180)	0	0.0%
RB	Revenues And Benefits	L	782,650	(19,000)	-2.4%
	<b>Cllr R L Stanley</b>				
ES	ES: Private Sector Housing Grants	D	112,120	0	0.0%
HG	General Fund Housing	M	317,150	0	0.0%
PS	Property Services	G	253,800	(363,000)	-143.0%
	<b>Cllr R J Chesterton</b>				
CD	Community Development: Markets	I	60,550	0	0.0%
PR	Planning And Regeneration	N	960,400	143,000	14.9%
	<b>Cllr M Squires</b>				
CS	Customer Services	O	(18,270)	0	0.0%
ES	Environment Services - Public Health	D	356,920	0	0.0%
HR	Human Resources	P	98,470	0	0.0%
LD	Legal & Democratic Services: Legal Services	B	(10)	1,000	
	<b>All General Fund Services</b>		<b>9,351,490</b>	<b>(186,200)</b>	<b>-2.0%</b>
IE260	Interest Payable		68,390	79,064	
IE290	Interest Receivable on Investments		(65,000)	(5,000)	
	Interest from Funding provided for HRA		(69,090)	0	
	New Homes Bonus Grant		0	(1,612,725)	
	Sundry Grants		0	0	
ABFGF	Statutory Adjustments (Capital charges)		(905,860)	83,453	
TREMR	Net Transfer to/(from) Earmarked Reserves	APP B	386,420	1,719,725	
	<b>TOTAL BUDGETED EXPENDITURE</b>		<b>8,766,350</b>	<b>78,317</b>	<b>0.9%</b>
	Formula Grant		(3,767,480)	0	
	Council Tax		(4,955,540)	0	
	Collection Fund Surplus		(43,330)	0	
	<b>TOTAL BUDGETED FUNDING</b>		<b>(8,766,350)</b>	<b>0</b>	<b>0%</b>
	<b>Forecast in year (Surplus) / Deficit</b>		<b>0</b>	<b>78,317</b>	
	General Fund Reserve 01/04/15			(2,380,180)	
	<b>Forecast General Fund Balance 31/03/16</b>			<b>(2,301,863)</b>	

## GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 30 JUNE 2015

Note	Description of Major Movements	Full Year Forecast Variation (Net of Trf to EMR)	PDG
<b>A</b>	<b>Corporate Management</b>		
	External audit fees have seen a significant reduction	(24,000)	Cabinet
		(24,000)	
<b>B</b>	<b>Legal &amp; Democratic Services</b>		
	Salaries - uncovered maternity & variance in hours	(14,000)	Cabinet
	Income - Legal below budget	15,000	Cabinet
	Cost of District Council Elections (covered by earmarked reserve)	60,000	Cabinet
		61,000	
<b>C</b>	<b>Car Parks</b>		
		0	
<b>D</b>	<b>Environmental Services combined</b>		
	Salary underspends in Environmental Enforcement due to vacant post and overtime budget	(6,000)	CWB
		(6,000)	
<b>E</b>	<b>Grounds Maintenance</b>		
	£25k cut in grass cutting budget from Devon County Council	25,000	MTE
		25,000	
<b>F</b>	<b>Open Spaces</b>		
		0	
<b>G</b>	<b>Property Services</b>		
	Market Walk income not budgeted -Predicting £363k of net income at year end to be off-set by costs of PWLB loan and capital financing. The projected surplus will be transferred into reserves for future economic development.	(363,000)	MTE
		(363,000)	
<b>H</b>	<b>Waste Services</b>		
			MTE
		0	
<b>I</b>	<b>Community Development</b>		
	Salaries - variance in hours	(6,200)	CWB
		(6,200)	
<b>J</b>	<b>Recreation And Sport</b>		
	EVLC salaries	10,000	CWB
	EVLC Income	20,000	CWB
	Maintenance overspend	10,000	CWB
		40,000	
<b>K</b>	<b>Finance And Performance</b>		
		0	
<b>L</b>	<b>Revenues And Benefits</b>		
	HB Fraud section transferred to DWP from 01/05/15	(56,000)	CWB
	Additional agency staff required in Housing Benefit	37,000	CWB
		(19,000)	
<b>M</b>	<b>General Fund Housing</b>		
		0	
<b>N</b>	<b>Planning And Regeneration</b>		
	Enforcement-Direct Action costs (predominantly Harlequin Valet)	60,000	CWB
	Enforcement salary savings	(10,000)	CWB
	Development Control salaries-JE and backfilling	13,000	CWB

## GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 30 JUNE 2015

Note	Description of Major Movements	Full Year Forecast Variation (Net of Trf to EMR)	PDG
	Recruitment costs (all Planning)	20,000	CWB
	Local Plan consultancy costs	35,000	CWB
	Land charges fee income	(7,000)	CWB
	Building Control cost of shared arrangement with North Devon District Council.	25,000	CWB
		136,000	
<b>O</b>	<b>Customer Services</b>		
		0	
<b>P</b>	<b>Human Resources</b>		
		0	
<b>Q</b>	<b>I.T. Services</b>		
	Head of BIS recharge to NDDC, any savings however will be ear marked for digital transformation expenditure	(30,000)	Cabinet
		(30,000)	
	<b>FORECAST (SURPLUS)/DEFICIT AS AT 31/03/16</b>	<b>(186,200)</b>	

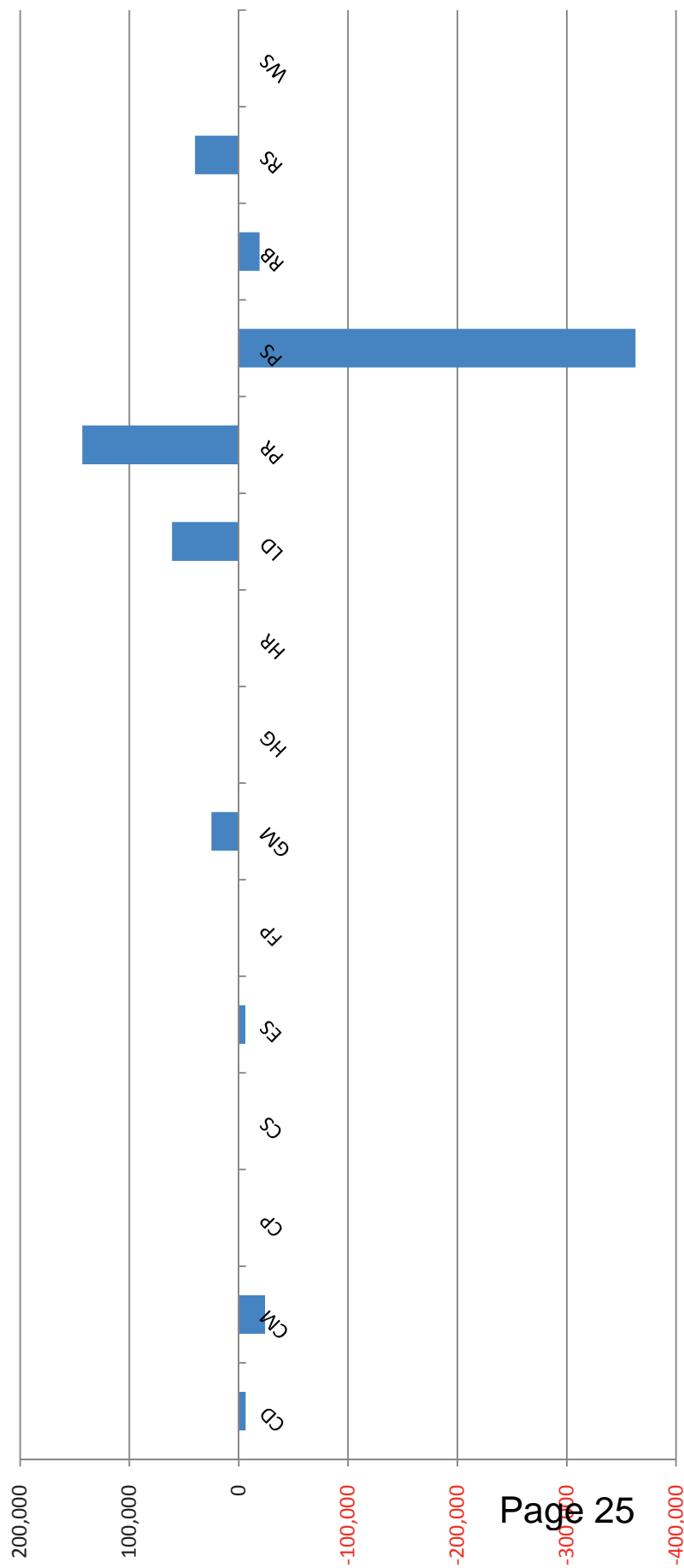
<b>Cabinet</b>	<b>7,000</b>
<b>CWB</b>	<b>144,800</b>
<b>DAAH</b>	<b>0</b>
<b>MTE</b>	<b>(338,000)</b>
	<b>(186,200)</b>

## Net Transfers to / from Earmarked Reserves

New Homes Bonus monies earmarked for capital and economic regeneration projects	1,612,725
Transfer to digital transformation project	30,000
District Election Costs from earmarked reserve released	(60,000)
Local Plan consultancy costs	(35,000)
Projected surplus on Market Walk transfer to reserves earmarked for economic development	172,000
<b>Net Transfer to / (from) Earmarked Reserves</b>	<b>1,719,725</b>



## 2015/16 General Fund Projected Outturn Variance £



<b>Key</b>	+ = Overspend / Income under target	- = Savings / Income above budget
<b>CD</b>	Community Development	<b>Interest Receivable</b>
<b>CM</b>	Corporate Management	<b>IT</b>
<b>CP</b>	Car Parks	<b>LD</b>
<b>CS</b>	Customer Services	<b>PR</b>
<b>ES</b>	Environmental Services	<b>PS</b>
<b>FP</b>	Finance and Performance	<b>RB</b>
<b>GM</b>	Grounds Maintenance	<b>RS</b>
<b>HG</b>	General Fund Housing	<b>WS</b>
<b>HR</b>	Human Resources	I.T. Services
		Legal and Democratic
		Planning and Regeneration
		Property Services
		Revenues and Benefits
		Recreation and Sports
		Waste Services

## GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 30 JUNE 2015

	2015/16	2015/16	2015/16	2015/16	Full Year	
	Annual Budget	Profiled Budget	Actual	Variance	Forecast	Variance
	£	£	£	£	£	%
Building Control Fees	(235,030)	(58,758)	(64,578)	(5,821)	0	0%
Planning Fees	(777,000)	(194,250)	(197,773)	(3,523)	0	0%
Land Searches	(110,460)	(27,615)	(34,275)	(6,660)	0	0%
Car Parking Fees - See Below	(661,050)	(151,054)	(154,730)	(3,676)		0%
Leisure Fees & Charges	(2,530,020)	(565,449)	(521,391)	44,058	20,000	-1%
Trade Waste Income *includes recharges	(638,700)	(351,860)	(351,851)	9		0%
Licensing	(113,560)	(21,755)	(23,541)	(1,786)		0%
Market Income	(111,670)	(27,917)	(22,741)	5,176		0%
	<b>(5,177,490)</b>	<b>(1,398,657)</b>	<b>(1,370,880)</b>	<b>27,777</b>	<b>20,000</b>	<b>-0.4%</b>
<b>Pay and Display</b>						
					<b>Spaces</b>	<b>Bud Income pa per space</b>
Beck Square, Tiverton	(76,000)	(19,000)	(21,255)	(2,255)	40	(1,900)
William Street, Tiverton	(36,000)	(9,000)	(5,736)	3,264	45	(800)
Westex South, Tiverton	(42,500)	(10,625)	(11,809)	(1,184)	51	(833)
Wellbrook Street, Tiverton	(13,000)	(3,250)	(3,841)	(591)	27	(481)
Market Street, Crediton	(34,000)	(8,500)	(8,766)	(266)	39	(872)
High Street, Crediton	(48,500)	(12,125)	(13,820)	(1,695)	190	(255)
Station Road, Cullompton	(22,000)	(5,500)	(7,279)	(1,779)	112	(196)
Multistorey, Tiverton	(100,500)	(25,125)	(26,458)	(1,333)	631	(159)
Market Car Park, Tiverton	(195,000)	(48,750)	(46,489)	2,261	122	(1,598)
Phoenix House, Tiverton	(4,000)	(1,000)	(789)	211	15	(267)
	<b>(571,500)</b>	<b>(142,875)</b>	<b>(146,242)</b>	<b>(3,367)</b>	<b>1,272</b>	<b>(7,363)</b>
<b>Season Tickets</b>	(31,000)	(1,278)	(1,278)	0		
<b>Residents Permits</b>	(11,870)	(548)	(548)	0		
<b>Business Permits</b>	(9,670)	(172)	(172)	0		
<b>Overnight Permits</b>	(1,000)	0	0	0		
<b>Town Hall, Tiverton</b>	0	0	(339)	(339)		
<b>Other Income</b>	(36,010)	(6,180)	(6,151)	29		
	<b>(661,050)</b>	<b>(151,054)</b>	<b>(154,730)</b>	<b>(3,676)</b>		
<b>Standard Charge Notices (C</b>	<b>(25,000)</b>	<b>(6,250)</b>	<b>(7,721)</b>	<b>(1,471)</b>		

## GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 30 JUNE 2015

	2015/16 Annual Budget	2015/16 Profiled Budget	2015/16 Actual	2015/16 Variance
	£	£	£	£
<b>Total Employee Costs</b>				
<b>General Fund</b>				
Community Development	255,140	63,785	67,100	3,315
Corporate Management	814,520	203,630	210,369	6,739
Customer Services	670,660	167,665	181,205	13,540
Environmental Services	923,530	230,883	230,845	(38)
Finance And Performance	587,280	146,820	151,445	4,625
General Fund Housing	186,890	46,723	46,048	(675)
Grounds Maintenance	417,410	104,353	100,196	(4,157)
Human Resources	292,870	73,218	75,740	2,522
I.T. Services	529,450	132,363	124,171	(8,192)
Legal & Democratic Services	370,940	92,735	97,980	5,245
Planning And Regeneration	1,420,670	355,168	317,029	(38,139)
Property Services	316,090	79,023	65,820	(13,203)
Recreation And Sport	1,476,980	369,245	390,997	21,752
Revenues And Benefits	682,780	170,695	159,094	(11,601)
Waste Services	1,703,400	425,850	429,274	3,424
	<b>10,648,610</b>	<b>2,662,156</b>	<b>2,647,315</b>	<b>(14,841)</b>
<b>Housing Revenue Account</b>				
BHO09 Repairs And Maintenance	947,660	236,915	239,081	2,166
BHO10 Supervision & Management	1,315,080	328,770	339,325	10,555
BHO11 Special Services	230,340	57,585	33,276	(24,309)
	<b>2,493,080</b>	<b>623,270</b>	<b>611,683</b>	<b>(11,587)</b>
<b>Total</b>	<b>£ 13,141,690</b>	<b>£ 3,285,426</b>	<b>£ 3,258,998</b>	<b>£(26,428)</b>

	2015/16 Annual Budget	2015/16 Profiled Budget	2015/16 Actual	2015/16 Variance
	£	£	£	£
<b>Agency Staff</b>				
<b>General Fund</b>				
Car Parks	0	0	0	0
Community Development	0	0	0	0
Corporate Management	0	0	0	0
Customer Services	0	0	0	0
Environmental Services	0	0	4,373	4,373
Finance And Performance	0	0	0	0
General Fund Housing	0	0	0	0
Grounds Maintenance	5,000	1,250	4,609	3,359
Human Resources	0	0	0	0
I.T. Services	0	0	0	0
Legal & Democratic Services	0	0	0	0
Planning And Regeneration	0	0	0	0
Property Services	0	0	8,854	8,854
Recreation And Sport	0	0	0	0
Revenues And Benefits	0	0	12,629	12,629
Waste Services	30,000	7,500	16,025	8,525
	<b>35,000</b>	<b>8,750</b>	<b>46,489</b>	<b>37,739</b>
<b>Housing Revenue Account</b>				
BHO09 Repairs And Maintenance	2,000	500	1,808	1,308
BHO10 Supervision & Management	0	0	(1,050)	(1,050)
BHO11 Special Services	0	0	0	0
	<b>2,000</b>	<b>500</b>	<b>758</b>	<b>258</b>
<b>Total</b>	<b>£37,000</b>	<b>£9,250</b>	<b>£47,247</b>	<b>£37,997</b>

**HOUSING REVENUE ACCOUNT FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 30 JUNE 2015**

		2015/16 Annual Budget	Forecast	Variance
Housing Revenue Account (HRA)	Notes	£	£	%
SHO01 Dwelling Rents Income	<b>A</b>	(12,810,600)	16,000	-0.1%
SHO04 Non Dwelling Rents Income	<b>B</b>	(519,780)	(10,000)	1.9%
SHO06 Tenant Charges For Services	<b>C</b>	(30,980)	(10,000)	32.3%
SHO07 Leaseholders' Service Charges	<b>D</b>	(19,840)	0	0.0%
SHO08 Contributions Towards Expenditure	<b>E</b>	(34,970)	0	0.0%
SHO09 Alarm Income - Non Tenants	<b>F</b>	(138,170)	(41,000)	29.7%
SHO10 H.R.A. Investment Income	<b>G</b>	(40,000)	0	0.0%
SHO11 Miscellaneous Income	<b>H</b>	(19,000)	0	0.0%
SHO13A Repairs & Maintenance	<b>I</b>	3,274,710	(3,000)	0.0%
SHO17A Housing & Tenancy Services	<b>J</b>	1,358,850	37,000	2.7%
SHO22 Alarms & L.D. Wardens expenditure	<b>K</b>	178,700	15,000	8.4%
SHO29 Bad Debt Provision Movement	<b>L</b>	25,000	0	0.0%
SHO30 Share Of Corporate And Democratic	<b>M</b>	202,890	0	0.0%
SHO32 H.R.A. Interest Payable	<b>N</b>	1,323,820	0	0.0%
SHO34 H.R.A. Transfers between earmarked reserves	<b>O</b>	2,589,500	0	0.0%
SHO36 H.R.A. R.C.C.O.	<b>P</b>	139,000	0	0.0%
SHO37 Capital Receipts Reserve Adjustment	<b>Q</b>	(15,600)	0	0.0%
SHO38 Major Repairs Allowance	<b>R</b>	1,986,590	0	0.0%
SHO45 Renewable Energy Transactions	<b>S</b>	(150,000)	0	0.0%
		<b>(2,699,880)</b>	<b>4,000</b>	<b>0.1%</b>
Net recharge to HRA		1,223,440		
Capital Charges		1,476,440		
<b>Net Housing Revenue Account Budget</b>		<b>0</b>		

Housing Revenue Account	£k
Total HRA reserve as at 01/04/14	(2,000)
Forecast variance for the year (see above)	4
<b>Forecast HRA reserve as at 31/03/15</b>	<b>(1,996)</b>

Housing Maintenance Fund	£k
Opening balance	(6,360)
Amount required to fund MRA works	914
Reserve utilised for capital works (see appendix G)	5,001
Budgeted transfer to reserves	(2,465)
<b>Forecast closing balance</b>	<b>(2,910)</b>

Renewable Energy Fund	£k
Opening balance	(370)
Expenditure forecast for this year (see appendix G)	270
Income forecast for this year	(150)
<b>Forecast closing balance</b>	<b>(250)</b>

**HOUSING REVENUE ACCOUNT FINANCIAL MONITORING INFORMATION FOR THE PERIOD  
01 APRIL TO 30 JUNE 2015**

Note	Description of Major Movements	Corrective Action	Forecast Variance £
<b>A</b>	Slight variance in rent against budget (0.1%)	None	16,000
<b>B</b>	Garage rents ahead of target so far	N/A	(10,000)
<b>C</b>	LD warden contract generating more revenue than budgeted	N/A	(10,000)
<b>F</b>	Excellent performance of community alarms, both in the tenant population and private sector	N/A	(41,000)
<b>I</b>	Minor variance	N/A	(3,000)
<b>J</b>	Unbudgeted structural repair work planned at £37k	None	37,000
<b>K</b>	Final costs of wrapping up warden service	None	15,000
		<b>TOTAL</b>	<b>4,000</b>

**MID DEVON DISTRICT COUNCIL  
MONITORING OF 2015/16 CAPITAL PROGRAMME**

Appendix G

Code	Scheme	Approved Capital Programme 2015/16 £	Total Slippage Bkwd & Adj to Approved Capital Programme 15/16 £	Budgeted Capital Programme 2015/16 £	Actual Expenditure £	Committed Expenditure £	Total £	Variance to Adj Capital Programme £	Forecast (Underspend)/Overspend £	Forecast Slippage to 16/17 £	Notes
<b><u>Estates Management</u></b>											
<b><u>Leisure - Site Specific</u></b>											
CA624	Lords Meadow leisure centre	50,000	0	50,000	0	0	0	(60,000)			
CA625	Main car park resurfacing Squash Court roof improvements	20,000	0	20,000	0	0	0	(20,000)			
CA626	Exe Valley leisure centre	500,000	0	500,000	0	0	0	(500,000)			Figures included per Leisure consultants report - further work required & subject to Business Case demonstrating acceptable payback period
CA626	Fitness gym extension	500,000	0	500,000	0	0	0	(500,000)			
<b><u>Other MDCC Buildings</u></b>											
CA403	Town Hall Redevelopment Project	0	46,000	46,000	0	11,041	11,041	(34,959)			Linked to New Build St Andrews Street CA113. Will be used for improvements to Ham Lane
CA709	MSCP Improvements Planned expansion joint replacement	40,000	49,000	89,000	(7,098)	7,098	0	(89,000)			This work is on hold depending on the outcome of the proposed Premier Inn development
<b><u>Play Areas</u></b>											
CA308	Play area refurbishment district wide	50,000	0	50,000	0	0	0	(60,000)			
<b><u>Other Projects</u></b>											
CA420	Land drainage flood defence schemes	50,000	17,000	67,000	(711)	711	0	(67,000)			
CA431	Public Conveniences - Lowman Green, Tiverton remodel for kiosk subject to payback period	0	54,000	54,000	0	0	0	(64,000)			Tenders due in 10/07/16. This project budget will need to be increased to match cost of successful tender
CA438	Angel Hill improvements	20,000	0	20,000	0	0	0	(20,000)			
<b><u>ICT Projects</u></b>											
CA421	Replacement of PC estate 330s	40,000	0	40,000	0	0	0	(40,000)			
CA423	Continued replacement of WAN/LAN	0	60,000	60,000	0	0	0	(60,000)			
CA425	Server farm expansion/upgrades	20,000	88,000	88,000	0	0	0	(88,000)			
CA433	Unified Comms/telephony	50,000	57,000	107,000	0	0	0	(107,000)			
CA436	Web Transformation	0	26,000	26,000	12,826	1,059	13,885	(12,115)			
CA437	Digital Transformation	0	89,000	89,000	5,825	17,643	23,468	(65,533)			
CA438	Digital Transformation - Customer Portal	0	45,000	45,000	0	0	0	(45,000)			
CA439	Mobile Working NDL MX	30,000	40,000	70,000	11,922	0	11,922	(68,078)			
CA440	Finance Cash Receiving upgrade	0	29,000	29,000	0	0	0	(29,000)			
CA442	Acc-Server Spatial	0	40,000	40,000	0	0	0	(40,000)			
CA443	Members Mobile	25,000	0	25,000	0	0	0	(25,000)			
CA444	SQL/Oracle refreshes	20,000	0	20,000	0	0	0	(20,000)			
CA445	InCab	60,000	0	60,000	0	0	0	(60,000)			
CA446	E-Financials Technical refresh	20,000	0	20,000	0	0	0	(20,000)			
CA447	Uniform Technical refresh	20,000	0	20,000	0	0	0	(20,000)			
<b><u>Economic Development Projects</u></b>											
CA504	Schemes as yet to be identified	100,000	170,000	270,000	0	0	0	(270,000)			
CA505	Tiverton Panmer Market Walkway Roof	0	110,000	110,000	0	0	0	(110,000)			
<b><u>Replacement Vehicles</u></b>											
CA712	Jevo Tipper (or equivalent)	24,000	0	24,000	0	0	0	(24,000)			
CA713	Tractor	34,000	0	34,000	0	0	0	(34,000)			
<b><u>Street Cleansing</u></b>											
CA819	Green Machine Ride-On Sweeper (or equivalent)	25,000	0	25,000	0	0	0	(25,000)			
CA820	Green Machine Ride-On Sweeper (or equivalent)	25,000	0	25,000	0	0	0	(25,000)			

Code	Scheme	Approved Capital Programme 2015/16	Total Slippage B/wk & Adj'l Programme 15/16	Budgeted Capital Programme 2015/16	Actual Expenditure	Committed Expenditure	Total	Variance to Adj Capital Programme	Forecast (Underspend)/ Overspend	Forecast Slippage to 16/17	Notes
	<b>Refuse Collection</b>										
CA814	Dennis Eagle Terberg RCV 22-261 (or equivalent)	0	160,000	160,000	0	0	0	(160,000)			
CA821	5**Refuse Vehicles with Food waste capability	740,000	0	740,000	0	0	0	(740,000)			
CA822	Weco Tipper 7t (or equivalent)	35,000	0	35,000	0	0	0	(35,000)			
	<b>Recycling</b>										
CA816	1 No. very narrow access Cabstar recycling kerb loader 4.5t	0	65,000	65,000	0	0	0	(65,000)			
CA823	Urban Recycling vehicle	81,000	0	81,000	0	0	0	(81,000)			
	<b>CCTV Initiatives</b>										
CA449	Town centre/Market area fibre optic hub and camera system	40,000	0	40,000	0	0	0	(40,000)			
	<b>Waste &amp; Recycling</b>										
CA824	New Refuse & Recycling scheme Oct '15	276,000	0	276,000	50,878	0	50,878	(225,122)			
	<b>Private Sector Housing Grants</b>										
		2,385,000	1,125,000	3,520,000	73,642	37,551	111,193	(3,408,807)	0	0	
CG216	Private Sector Housing initiatives to be prioritised	102,000	0	102,000	0	0	0	(102,000)			
CG201	* Disabled Facilities Grants—Private Sector	516,000	74,000	590,000	70,663	106,495	177,158	(412,842)			
CG202	Houses in Multiple Occupation Grants				606	606	606	606			
CG203	Home Repair Assisted Grants				4,072	4,072	4,072	4,072			
CG205	House Renovation Grants				752	752	752	752			
	Please note where possible commitments are raised on the Finance Ledger. Currently the total commitment for Private Sector Housing Grants held outside the ledger is £112k. This underspend includes underspent budget on Private Tenant DF's amounting to *£413k; these are effectively ring fenced, therefore leaving £97k uncommitted. (£509k - £413k) Commitments include all approved grants. The timing of when these are drawn down is dependent on the client (up to 1 year), therefore at year end although sums may be committed, some may be carried forward to 2016/17 as slippage.										
	<b>Affordable Housing Projects</b>										
		618,000	74,000	692,000	70,663	111,925	182,588	(509,412)	0	0	
CA100	Affordable Housing 0.67 FTE	21,000	0	21,000	5,110.86	0	5,111	(15,889)			
CA120	Grants to Housing Associations to provide units (funded by committed sum)	300,000	0	300,000	5,006	0	5,006	(294,994)			
	<b>HRA Projects</b>										
		321,000	0	321,000	10,117	-	10,117	(310,883)	0	0	
CA100	Housing Maintenance Fund	2,900,000	0	2,900,000	136,455	1,291,131	1,427,586	(1,472,414)			At this early stage of year forecast spend to budget
CA111	Renewable Energy Fund Spend	270,000	0	270,000	0	0	0	(270,000)			At this early stage of year forecast spend to budget
CA112	Birchen Lane - re development of unit for housing conversion	0	170,000	170,000	5,193	0	5,193	(164,807)			Tenders due in 10/07/15
CA113	Council House Building - St Andrews Street	0	419,000	419,000	165,933	325,399	491,332	72,332			Project due to be complete Sept '15
CG200	Disabled Facilities Grants - Council Houses	291,000	0	291,000	95,185	95,185	95,185	(195,815)			At this early stage of year forecast spend to budget
CA119	Palmerston Park Tiverton - affordable dwellings	4,000,000	(41,000)	3,959,000	46,246	0	46,246	(3,912,754)			Budget adjusted as £41k spent in Q4 14/15. Tender due 10/07/15
CA120	Old allotment site Burlescombe (6 units)	700,000	(6,000)	694,000	0	0	0	(694,000)			Budget adjusted as £6k spent in Q4 14/15
CA124	Queensway Tiverton (2 units)	300,000	(1,000)	299,000	0	0	0	(299,000)			Budget adjusted as £1k spent in Q4 14/15
CA102	Sewage Pumping Stations	50,000	0	50,000	(525)	0	(525)	(50,525)			
CA121	HRA Digital Transformation	30,000	0	30,000	0	0	0	(30,000)			
	<b>Replacement Vehicles - Housing Repairs</b>										
CA122	Weco Tipper 3.5t (or equivalent)	24,000	0	24,000	0	0	0	(24,000)			
CA123	Weco Tipper 7t (or equivalent)	35,000	0	35,000	0	0	0	(35,000)			
	<b>CAPITAL PROGRAMME GRAND TOTAL</b>	8,600,000	541,000	9,141,000	353,303	1,771,715	2,065,018	(7,075,982)	0	0	
		11,934,000	1,740,000	13,674,000	507,725	1,861,191	2,368,917	(11,305,083)	0	0	

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## COMMUNITY WELL-BEING PDG 18 AUGUST 2015:

### PERFORMANCE AND RISK REPORT FOR THE FIRST QUARTER OF 2015-16

**Cabinet Member** Cllr Colin Slade  
**Responsible Officer** Head of Communities & Governance

**Reason for Report:** To provide Members with an update on performance against the corporate plan and local service targets for 2015-16 as well as providing an update on the key business risks.

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

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

**Financial Implications:** None identified

**Legal Implications:** None

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

#### 1.0 Introduction

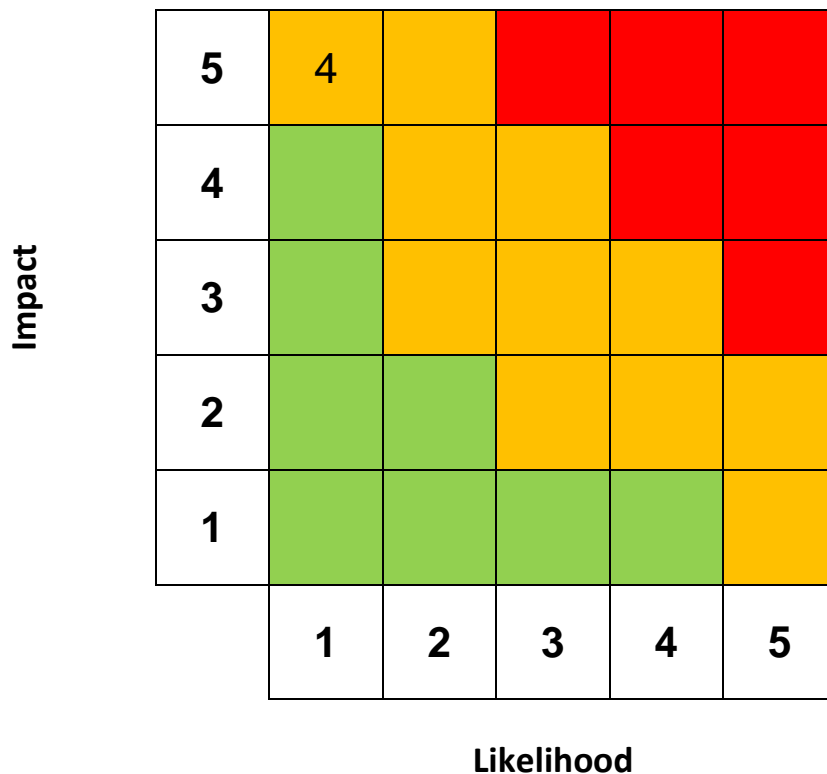
- 1.1 Appendix 1 provides Members with details of performance against the Corporate Plan and local service targets for the 2015-16 financial year.
- 1.2 Appendix 2 shows the section of the Corporate Risk Register which relates to the Community Well-Being Portfolio. See 3.0 below.
- 1.3 Both appendices are produced from SPAR, the corporate Service Performance and Risk Management system.

#### 2.0 Performance

- 2.1 For Q1 the number of **empty shops** in all 3 main towns is below the “target” which is good but the number of empty shops in Tiverton has noticeably increased from Q4 2014/15 however as at 30 June this has reduced again.
- 2.2 For **Leisure** retention of members is good but the operational recovery rate is currently below target.
- 2.3 When benchmarking information is available it is included.

### 3.0 Risk

- 3.1 The Corporate risk register has been reviewed by Management Team (MT) and updated. Risk reports to committees include risks with a total score of 15 or more and all those with an impact score of 5. (See Appendix 2)
- 3.2 The profile of these risks for this quarter is:



3.3 This report does not at present show target levels for risks set by MT, which is the tolerance level for each risk, however these are shown in the individual risk entries on SPAR where applicable.

### 4.0 Conclusion and Recommendation

4.1 That the PDG reviews the performance indicators and any risks that are outlined in this report and feedback any areas of concern to the Cabinet.

**Contact for more Information:** Amy Tregellas, Head of Communities & Governance ext 4246

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

## CWB PDG Performance Report - Appendix 1

Quarterly report for 2015-2016

No headings

For Community Well-Being - Cllr Colin Slade Portfolio

For MDDC - Services

Filtered by Performance Status: Exclude PI Status: Data not due, Not calculable

*Key to Performance Status:*

Performance Indicators:

No Data

Well below target

Below target

On target

Above target

Well above target

### CWB PDG Performance Report - Appendix 1

#### Performance Indicators

Status	Definition	Prev Year End	Annual Target	Current Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act
Well above target	<b><u>The number of Empty Shops. (TIVERTON)</u></b>	12	20	20 (1/4)	17			

**Management Notes:**  
(Quarter 1)

17 empty shops out of 246 shops = 6.91% of shops in Tiverton were empty at the time of the survey in April 2015

(AT)

Above target	<b><u>The number of Empty Shops. (CREDITON)</u></b>	10	10	10 (1/4)	9			
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**Management Notes:**  
(Quarter 1)

9 empty shops out of 118 shops = 7.63% of shops in Crediton were empty at the time of the survey in April 2015

(AT)

Well above target	<b><u>The number of Empty Shops (CULLOMPTON)</u></b>	11	14	14 (1/4)	12			
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**Management Notes:**  
(Quarter 1)

12 empty shops out of 94 shops = 12.77% of shops in Cullompton were empty at the time of the survey in April 2015

(AT)

Well below target	<b><u>The percentage of Leisure's operational expenditure recovered through customer receipts</u></b>	88.16%	88.50%	88.50% (1/4)	79.19%			
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**Management Notes:**  
(Quarter 1)

Reasons as to why the PI is below target were highlighted as: we are overspent on maintenance; some unplanned fixes to some plant but also the repainting and cleaning of the tennis courts at Exe Valley, also paying for the feasibility study for the EVLC extension. Coupled with this we have a delay in some membership income coming to us – we did some 15 months for 9 last year and income is expected to come in October so the phasing is a bit out. Swimming income is down across the two sites but this is a national trend.

(SK)

Above target	<b><u>% of Leisure members retained from month beginning to month end.</u></b>	95.33%	96.50%	96.50% (1/4)	96.87%			
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**Management Notes:**

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## CWB PDG Risk Management Report - Appendix 2

Report for 2015-2016  
 For Community Well-Being - Cllr Colin Slade Portfolio  
 Filtered by Flag:Include: \* CRR 5+ / 15+  
 For MDDC - Services

Not Including Risk Child Projects records or Mitigating Action records

Key to Performance Status:

Risks: No Data (0+) High (15+) Medium (5+) Low (1+)

### CWB PDG Risk Management Report - Appendix 2

**Risk: Chemicals** Staff using chemicals incorrectly.

Effects (Impact/Severity):

Causes (Likelihood):

Service: Leisure Services

**Current Status:**

Medium (5)

Current Risk Severity: 5 -  
Very High

Current Risk Likelihood: 1 -  
Very Low

Head of Service: Jill May

Review Note:

**Risk: Legionella** Legionella

Effects (Impact/Severity):

Causes (Likelihood):

Service: Leisure Services

**Current Status:**

Medium (5)

Current Risk Severity: 5 -  
Very High

Current Risk Likelihood: 1 -  
Very Low

Head of Service: Jill May

Review Note:

**Risk: Lifeguard Training** Poor quality training. Improper use of rescue equipment

Effects (Impact/Severity):

Causes (Likelihood):

Service: Leisure Services

**Current Status:**

Medium (5)

Current Risk Severity: 5 -  
Very High

Current Risk Likelihood: 1 -  
Very Low

Head of Service: Jill May

Review Note:

## CWB PDG Risk Management Report - Appendix 2

**Risk: Plant Rooms** plant rooms

**Effects (Impact/Severity):**

**Causes (Likelihood):**

**Service: Leisure Services**

**Current Status:**

**Medium (5)**

**Current Risk Severity: 5 -  
Very High**

**Current Risk Likelihood: 1 -  
Very Low**

**Head of Service: None**

**Review Note:**

**Printed by: Catherine  
Yandle**

**SPAR.net**

**Print Date: 31 July 2015 16:32**