

Public Document Pack

Mid Devon District Council

Community Well Being Policy Development Group

Tuesday, 24 March 2015 at 2.15 pm
Exe Room, Phoenix House

Next ordinary meeting
Tuesday, 30 June 2015 at 2.15 pm

Those attending are advised that this meeting will be recorded

Membership

Cllr Mrs H Bainbridge
Cllr E J Berry
Cllr Mrs S Griggs
Cllr M R Lee
Cllr P F Williams
Cllr Mrs F J Colthorpe

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 meeting held on (attached).
- 4 **CHAIRMAN'S ANNOUNCEMENTS**
To receive any announcements that the Chairman may wish to make.
- 5 **GRANT FUNDED AGENCIES**
Representatives from the Tiverton and District Community Transport Association and the Tiverton Museum will attend the meeting to give a short presentation about their work.

- 6 **COMMUNITY ACTION ENGAGEMENT PLAN** (*Pages 11 - 16*)
To receive a report from the Head of Communities and Governance updating Members on progress made with the Community Engagement Action Plan (2014-15) and to review the strategy and focus for 2015-16.
- 7 **PERFORMANCE AND RISK** (*Pages 17 - 20*)
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 2014/15 as well as providing an update on the key business risks
- 8 **FINANCIAL MONITORING** (*Pages 21 - 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.
- 9 **CHAIRMANS ANNUAL REPORT** (*Pages 33 - 34*)
To receive the Chairman's draft annual report on the work of the Group since May 2014, which will be submitted to Council on 29 April 2015.
- 10 **IDENTIFICATION OF ITEMS FOR THE NEXT MEETING**
Note: This item is limited to 10 minutes. There should be no discussion on the items raised.

Election of Chair and Vice Chair
Grant Recipient Presentation
Financial Monitoring
Performance and Risk
Community Safety Partnership Plan 2012-2015

Kevin Finan
Chief Executive
Monday, 16 March 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

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MID DEVON DISTRICT COUNCIL

MINUTES of a MEETING of the COMMUNITY WELL BEING POLICY DEVELOPMENT GROUP held on 27 January 2015 at 2.15 pm

Present

Councillors

Mrs H Bainbridge (Chairman)
Mrs S Griggs (Vice Chairman), M R Lee,
P F Williams, Mrs F J Colthorpe and
Mrs J Rendle (substituting for Cllr E J Berry)

Apologies

Councillors

E J Berry

Also Present

Councillors

C J Eginton, F R Rosamond and C R Slade

Also Present

Officers:

Andrew Jarrett (Head of Finance), Jill May (Head of HR and Development), Simon Newcombe (Public Health and Professional Services Manager), Amy Tregellas (Head of Communities and Governance and Monitoring Officer) and Julia Stuckey (Member Services Officer)

Also in

Attendance:

Mr M Baker (Grand Western Canal) and Mr S Davis and Ms V Phillips (Citizens Advice Bureau)

43 APOLOGIES AND SUBSTITUTE MEMBERS

Apologies were given by Councillor E J Berry who was substituted by Councillor Mrs J R Rendle.

44 PUBLIC QUESTION TIME

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

45 MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting were agreed as a true record and signed by the Chairman.

46 CHAIRMANS ANNOUNCEMENTS

The Chairman had no announcements to make.

47 GRANT FUNDED AGENCIES

The Head of Communities and Governance presented a report* regarding presentations by external agencies in receipt of an annual Council grant.

The report outlined the format laid out for external agencies to provide a short presentation of their work and to explain the value of the District Council's annual grant award to them, at this and future Community Well Being Policy Development Group meetings.

The Officer explained that a schedule had been put in place as below:

27 January 2015	(1) Citizens Advice Bureau and (2) Grand Western Canal
24 March 2015	(1) Tiverton Museum of Mid Devon Life and (2) Tiverton and District Community Transport Association (including Crediton and District Community Transport).
30 June 2015	(1) Involve – Voluntary Action in Mid Devon and (2) Churches Housing Action Team.
18 August 2015	(1) Age UK Mid Devon and (2) 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

It was **RESOLVED** that the Policy Development Group would consider the presentations from the Citizens Advice Bureau and Grand Western Canal and endorse the future schedule of presentations.

Proposed by the Chairman

The Group received a presentation from Mr M Baker from the Grand Western Canal, outlining a brief history, the Country Park's alignment with Mid Devon objectives, management, funding of the canal and a look to the future.

Discussion took place regarding:

- Funding that might be available from the County Council for Health and Wellbeing;
- The fact that the canal could be used by so many different groups, including those that may be under represented in other areas due to the ease of access;
- The canal had been used by Olympic runner Jo Pavey for training;
- Income that was generated by the selling of logs and car park charges;
- The fact that the canal could never be self-financing and would always be dependent on grant funding;
- The issue of cyclists using the tow path and the code of conduct that had been produced.

The Chairman thanked Mr Baker for his presentation.

Notes: -

- i. Councillor Mrs J R Rendle declared a personal interest as she was a user of the canal.

- ii. Councillors Mrs H Bainbridge, Mrs S Griggs and P F Williams declared personal interests as they were Members of the Grand Western Canal Joint Advisory Committee.
- iii. Councillor F J Colthorpe declared an interest as she was a Member of Devon County Council.
- iv. Councillor P F Williams declared a personal interest as he bought logs from the Canal.

The Group received a presentation from Mr S Davis of the Citizens Advice Bureau (CAB).

Mr Davis outlined the work of the CAB explaining the main reasons that the public used the service and the methods of contact that were used. This was expected to change from mainly face to face contact to electronic means of contact such as telephone or web appointments. Face to face appointments would still be available for those in most need. He explained that the CAB was a strong social campaigner and the variety of issues that clients had and therefore the need for training of volunteers to be very in depth.

The CAB were being progressive in raising their own income and had recently taken over a property in Barnstaple which was large enough to sub-let space to generate income as well as setting up a trading company which allowed them to sell Human Resources Services to small businesses.

Discussion took place regarding:

- The venue's used within Mid Devon and the possibility of improving these;
- The number of people suffering from debt issues and the help that could be given to help them claim what they were entitled to;
- The fact that many people claiming benefits were in work;
- The need to generate income.

The Chairman thanked Mr Davis for his presentation.

Note: - Report previously circulated and attached to minutes.

48 **BUDGET UPDATE**

The Group had before it, and **NOTED**, a report * from the Head of Finance considering the options available in order for the Council to move towards a balanced budget for 2015/16. Since the last meeting the Council had received formal confirmation of its Formula Grant Settlement for 2015/16 which was £83K better than anticipated. However, there had been no provisional notification for 2016/17 making financial planning very difficult. The Council Tax freeze grant offered for 2015/16 was 1% which if accepted by Council would increase the budget gap by £25K. The referendum limit for 2015/16 had been agreed at 2%.

The budget gap for 2015/16 had reduced since the last meeting from £650K to £99K. This was principally due to predicted savings in the new Waste and Recycling Scheme, an increase in Development Control fees and a revenue contribution to capital reduction.

Note: - Report previously circulated and attached to minutes.

49 **SINGLE EQUALITIES SCHEME (01:28:43)**

The Group had before it a report * of the Head of Communities and Governance regarding the Single Equalities Scheme.

The Officer explained that under the Equality Act 2010 local authorities had a duty to have 'due regard' to:

- a) Eliminate discrimination, harassment, victimisation and any other conduct that was prohibited by or under the Act;
- b) advance equality of opportunity between persons who shared a relevant protected characteristic and persons who do not share it; and
- c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The Officer highlighted the Equality Action Plan 2015-16

			Responsible Person	Timescale
	Understanding our community			
1.1	Provide an annually updated equality profile of the district	Produce an equality profile as part of the publication of equality information	Community Development Manager	Mar 2015
	Delivering Responsive Services			
2.1	Convene quarterly meetings of the Corporate Equality Group to address issues and share good practice within the Council	Quarterly meetings	Head of Communities and Governance	2015
2.2	Undertake periodic equality audits of key services that have the greatest impact on equality groups as part of the audit cycle	Undertake an equality audit of HR Recruitment Spring 2015	Head of Communities and Governance	2015
2.3	Work with partners to respond to the needs of families with complex needs	Ensure the successful transition of the Targeted Family Support Programme into Phase 2 from April 2015	Head of Communities and Governance	April 2015
	Monitoring and			

	Evaluation			
3.1	Publish Equality Information in line with statutory duties	Publish Equality Information on the Council's website by 31/3/15, and annually thereafter	Head of Communities and Governance	31 st Mar 2015
	Providing Strategic Direction			
4.1	Publish Single Equality Scheme	Publish Single Equality Scheme on the Council's website by 31/3/15, and revise annually thereafter	Head of Communities and Governance	31 st Mar 2015
4.2	Publish Annual Equality Action Plan	Including equality objective "to ensure all staff and members of the Council receive the appropriate level of training on equality issues."	Head of Communities and Governance	6 th April 2015

Discussion took place regarding the committee report template which would be amended so that 'equality impact' was included.

RECOMMENDED to the Cabinet that the Single Equality Scheme, together with the Equality Objective for 2015-16, be approved.

Proposed by the Chairman.

Note: - Report previously circulated and attached to minutes.

50 **PERFORMANCE AND RISK (01.4.18)**

The Group had before it and **NOTED** 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 the first two quarters of 2014/15 as well as providing an update on any key business risks.

The Officer explained the indicators regarding empty shops. She informed the Group that:

- Tiverton had 15 empty shops in quarter 1, 16 in quarter 2 and 15 in quarter 3 (out of 244).
- Crediton had 12 empty shops in quarter 1, 10 in quarter 2 and 10 in quarter 3 (out of 118).
- Cullompton had 12 empty shops in quarter 1, 13 in quarter 2 and 15 in quarter 3 (out of 94).

She also informed the Group that membership of the Leisure Centres had grown from 3173 to 3675 over the last year.

Note: - report previously circulated and attached to minutes.

51 **CCTV UPDATE (01:41:11)**

The Committee had before it a report * of the Head of Human Resources, Learning and Development updating members on the annual use and performance of the Tiverton town-centre CCTV system, in accordance with the terms of reference for the CCTV Management Group agreed by the Policy Development Group on 27 July 2013.

The Public Health Manager outlined the contents of the report.

Discussion took place regarding:

- The deterrent to crime that CCTV coverage provides;
- The limited number of hours per week that the staff member was paid for;
- The membership of the Management Group;
- Financial contributions from the Town Council and the Police;
- The need for a full review and operation of the service.

It was **AGREED** that a full review of the on-going management and operation of the town centre CCTV system take place, with a view to securing its longer-term future within a sustainable ownership and management structure. This review would be reported back to the Community Well-Being PDG with recommendations for consideration during 2015.

Note: - Report previously circulated and attached to notes.

52 **IDENTIFICATION OF ITEMS FOR THE NEXT MEETING**

Financial Monitoring 2014/15
Chairman's annual report for 2014/15
Performance and Risk
Grant Recipient Presentation

(The meeting ended at 4.19 pm)

CHAIRMAN

COMMUNITY WELL- BEING PDG
24 March 2015

AGENDA ITEM:

Community Engagement Strategy and Review

Cabinet Member Cllr Colin Slade
Responsible Officer Head of Communities and Governance

Reason for Report: To update Members on progress made with the Community Engagement Action Plan (2014-15) and to review the strategy and focus for 2015-16.

RECOMMENDATION(S):

1. That the work taking place to engage with a wide range of Mid Devon residents and stakeholders is noted.
2. That Members note and agree the revised action plan.

Relationship to Corporate Plan: It supports the aims of the Corporate Plan 'empowering our communities' which is a priority for the Council and to ensure that our services are accessible and meet the needs of our community.

Financial Implications: Quality community engagement activities need to be budgeted into service plans.

Legal Implications: The Council has a 'Duty to Consult' (Local Government Act 1999) its residents, customers, and stakeholders under relevant legislation. Meaningful engagement will reduce disruptive legal challenge advised by the Best Value Statutory Guidance 2011.

Risk Assessment: Not engaging with residents in an appropriate way may result in services that do not meet the needs of residents, damage the reputation of the Council and may lead to legal challenge.

1.0 Introduction

- 1.1 The Council has focused on providing good quality services while continually reducing budgets and identifying savings. The Council has a duty to consult and engage effectively with residents, partners, employees and other stakeholders when deciding about service changes, particularly at a time of service cuts. Changes to policy or services that impact a particular stakeholder are to be engaged early in the process to ensure we meet the needs of our users.
- 1.2 As a council we must offer value for money and customer satisfaction therefore engagement is an essential part of a service review in order to meet this criteria.
- 1.3 Within the Council there are a number of good and innovative examples of consultation and community involvement. We wish to continue to engage and to work more closely with the communities we serve, our partners and other organisations (such as the voluntary sector, health, police, fire and other agencies) to develop services.

- 1.4 However, as a council we are:
- Required to make significant savings and to make tough choices about service priorities.
 - Look at the way services are delivered and ensure best value.
 - Respond to the increasing demands of an ageing population.
 - Respond to the needs of areas of deprivation within Mid Devon.
 - Respond to the effects of welfare reform and the impact it is having on low income families.
 - Seek to meet the challenges of changing national policy.
 - Respond to the calls for greater transparency and localism.
- 1.5 This re-enforces our need for greater and more meaningful public engagement to influence decision-making, service delivery and performance reviews. The level of engagement should be proportionate to the impact it will have on the community sector resulting in services which are fit for purpose and will reduce legal challenge against Council decisions.

2.0 What we have achieved in 2014-2015

- 2.1 Over the last year, we have continued to improve how we engage with residents. The following outcomes have been achieved in order to develop our services based on the needs of our residents:
- Recruited and maintained the Citizens Panel - we consulted with the Panel three times this year with a number of services using the panel to undertake consultations and measure satisfaction levels. The panel is a cost effective way to regularly engage with residents and a valued resource. The panel is representative of Mid Devon's profile.
 - Involving children and young people – we have used the participatory budgeting model with a number of young people e.g. Tiverton Skate Park.
 - Our tenant-led Scrutiny and Improvement Group were instrumental in producing our Housing Services Annual Report.
 - We have piloted a new waste and recycling service and currently consulting with users from the pilot areas to ensure we deliver a satisfactory service across Mid Devon.
 - We have identified specific groups which would be affected by a change to policy or legislation and contacted them directly e.g. Cat Boarding licensing.
- 2.2 To co-ordinate and improve community engagement throughout the Council
- Methods of community engagement – Services are identifying the need for consultations earlier and therefore able to plan / use the appropriate method for the topic and target audience from street to online surveys, focus groups, exit interviews and forums (e.g. for businesses, equality groups and landlords).
 - The Council has also been committed to maintaining a range of communication channels from our website, facebook pages, twitter, youth forum, parish matters and Mid Devon Talk. We are conducting a digital transformation review to ensure we are able to offer a range of methods to engage with an ever changing landscape and growing use of tablets and smart phones so we are up to date and make it easier for customers to contact or comment about our services.

- URLs are available for staff to clearly advertise activities and results e.g. www.middevon.gov.uk/getinvolvednow and www.middevon.gov.uk/getinvolvedresults. Officers have been sending through information for these pages throughout the year.
- A dedicated Consultation and Youth Involvement Officer is in place to support services conduct consultations and advise on best practice, including engaging with young people around antisocial behaviour and leisure provision and building relationships with community groups.
- Specific webpages have been developed in order to be open and honest with residents as to how their views have influenced our decisions. URLs have been created for each page so staff can advertise these pages clearly in communications with the public.
- The Council has an adopted Statement of Community Involvement to widen engagement in land-use planning processes by setting out when and how people have their say.
- The Community Development Team continually work with communities to deliver grassroot schemes and support communities to plan for their area. Community Development has had success setting up committees in order to apply for funding to address local need.
- Active officers which regularly engage and consult stakeholders share best practice and identify joined up working, creating opportunities to reduce cost and officer time.

3.0 Community Engagement 2015-16

3.1 Our vision set out in the Community Engagement Strategy is:

- To enable local people and communities to take more control and to feel that they can make a real difference to the quality of life in the place where they live.
- Residents have a stronger voice in influencing services.
- Residents influence and improve services, based on a relationship of trust.
- That we feedback to residents regarding consultation results 'you said, we did' model.
- The range of information available to elected members and senior managers is improved as a result of effective community engagement.

3.2 In order to meet the Council's objectives and to provide services fit for our residents the strategy and action plan highlights that consultations are:

- **Proportionate:** the level of engagement needs to be proportionate to the impact of the decision / change. Therefore making the best use of our resources and residents time.
- **Targeted:** using the most appropriate method for the target group / community e.g. services should use the citizens panel to target residents as it is a cost effective method and statistically valid.
- **Influential:** consultations will only take place if the consultee is able to influence a decision unless legislation states otherwise.

3.3 Appendix A is the Action plan for 2015/16.

4.0 Summary

4.1 In summary the Community Engagement Strategy and Action Plan 2015-16 reflect the Council's need to:

- Engage with the relevant stakeholder over a service or policy change and identify the level of involvement required in proportion to the impact.
- Involve residents in designing services to meet changing needs.
- Improve the range of information available to residents and the methods we use.
- Only consult if the results will be influential.
- Conduct meaningful engagement that will reduce disruptive legal challenge.

Contact for more Information: Amy Dugard 01884 234276
(adugard@middevon.gov.uk)

Background Papers: Community Engagement Strategy 2013-16, Community Engagement Action Plan 2015-16

Circulation of the Report: Cllr Colin Slade, Amy Tregellas, Head of Communities and Governance, Management Team

Community Engagement Action Plan 2015/16

Action	Targets	Timescales	Responsible officer
1. Engage with the public appropriately			
Engage with the public over service changes	<ul style="list-style-type: none"> Undertake three Citizen Panel Surveys per year 	April 2016	C&YI Officer
Involve young people in decision making and shaping the place they live	<ul style="list-style-type: none"> Plan events for Local Democracy Week (LDW) 2016 Support community organisations undertake appropriate engagement with young people using participatory budgeting 	November 2016 April 2016	C&YI Officer C&YI Officer
Engage equality groups / voluntary sector appropriately in Council consultations	<ul style="list-style-type: none"> Services to carry out impact assessment on all budget cuts to identify which equality groups will be most affected and need to be consulted Organise community days for members following district council elections in 2015 	December 2015 July 2015	Service Managers C&YI Officer
Build relationships with the business sector	<ul style="list-style-type: none"> Facilitate Mid Devon Business Forum Co-ordinate a Business Rates Consultative Group 	Bi-monthly Feb 2016	Economic Dev Manager Head of Finance
Promote dialogue with parish and town councils	<ul style="list-style-type: none"> Review parish charter Promote 'Parish Matters' as a means to inform and consult with parishes 	Monthly	Parish liaison officer
2. Promote good practice in consultation			
Widely publicise consultations and community engagement activity	<ul style="list-style-type: none"> Use a variety of communication channels e.g. Facebook, Mid Devon Talk, Newscentre, Twitter, to publicise current consultations Look into the use of the Borders App, which updates users with local news, events, consultations, business offers. Use WIS to inform members of consultations 	On going	Service Managers C&YI Officer All
Provide feedback	<ul style="list-style-type: none"> Use the URL's for the webpages to advertise the results Place summaries of consultation activity on the website Use the 'you said, we did' model in MDT & Parish Matters 	Monthly Quarterly	Consultation Champions / C&YI Officer
Ensure the correct method is used to target a specific audience	<ul style="list-style-type: none"> Use the Link to disseminate information to officers to share best practice and advertise the preferred methods for different audiences 	March 2015	C&YI Officer
Co-ordinate consultations	<ul style="list-style-type: none"> Maintain the Consultation Calendar (outlook) Consultation champions to meet quarterly to identify joined up working and act as an advisory group. To identify consultations for the coming year in service plans 	Monthly Quarterly March 2016	Consultation champions Service managers

**COMMUNITY WELL-BEING PDG
24 MARCH 2015:**

AGENDA ITEM:

PERFORMANCE AND RISK FOR THE FIRST THREE QUARTERS OF 2014-15

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 2014/15 as well as providing an update on any 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 2014/15 financial year.
- 1.2 The appendix is produced from SPAR, the corporate Service Performance and Risk Management system.

2.0 Performance

- 2.1 In quarter 3 the number of empty shops for Crediton has stayed on target, Tiverton has 1 less empty shop this quarter and is above target but Cullompton has 2 more and is below target.
- 2.2 The Leisure performance is slightly below target but has improved over the course of the year.

3.0 Risk

- 3.1 The Corporate risk register is reviewed by Management Team (MT) and updated quarterly. Risk reports to Audit Committee and Cabinet continue to include risks with a total score of 15 or more and all those with an impact score of 5.

3.2 The Scrutiny Performance Working Group felt that risks should only be referred to the PDGs or Scrutiny if there is a problem that requires escalation e.g. if risks are not being mitigated adequately, or if the risk is associated with new policies, or budget cuts, or reported to the PDG as part of a decision making process.

3.3 On this basis there are no risks to report to the PDG this quarter.

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 2014-2015

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
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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	<u>The number of Empty Shops. (TIVERTON)</u>	18	20	20 (3/4)	15	16	15	
Management Notes: (Quarter 3)								
October 2014 no. empty units = 15 / 244 (September 2009 = 30 / 245)								
(ZL)								
On target	<u>The number of Empty Shops. (CREDITON)</u>	7	10	10 (3/4)	12	10	10	
Management Notes: (Quarter 3)								
October 2014 no. empty shop units = 10 / 118 (September 2009 = 17 / 114)								
(ZL)								
Below target	<u>The number of Empty Shops. (CULLOMPTON)</u>	12	14	14 (3/4)	12	13	15	
Management Notes: (Quarter 3)								
October 2014 no. empty shop units = 15 / 94 (September 2009 = 17 / 91)								
(ZL)								
Below target	<u>The percentage of Leisure's operational expenditure recovered through customer receipts</u>	88.18%	87.50%	87.50% (3/4)	86.51%	86.08%	86.57%	
Management Notes:								
Below target	<u>% of Leisure members retained from month beginning to month end.</u>	95.2%	95.50%	95.50% (3/4)	94.30%	94.90%	95.07%	
Management Notes:								

Printed by: Catherine Yandle

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Print Date: Wednesday, March 11, 2015
09:47

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**COMMUNITY WELL BEING
24 MARCH 2014**

AGENDA ITEM

FINANCIAL UPDATE FOR THE TEN MONTHS TO 31 JANUARY 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): 1: The PDG notes the financial monitoring information for the income and expenditure for the ten months to 31 January 2015.

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 2015. 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 2014/15

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 2015:

Usable Reserves	31/03/2014	Forecasted in year movement	31/03/2015
	£k	£k	£k
Revenue			
General Fund	(2,460)	203	(2,257)
Housing Revenue Account	(2,004)	(344)	(2,348)
Capital			
Major Repairs Reserve	-	(559)	(559)
Capital Receipts Reserve	(835)	600	(235)
Capital Contingency Reserve	(963)	599	(364)

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 £2,460k as at 31/03/14.

3.2 The forecast General fund *deficit* for the current year is £233k as shown at Appendix A. The most significant movements this month comprise:

	£
Deterioration of recycling income	30k
Leisure centres income down	24k
Housing Benefit subsidy	(20)k
Reduction of sundry waste overspend	(17)k
Rebate of fees received from Audit Commission	(15)k
Leisure pension costs	26k

3.3 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 Capital Programme

4.1 The status of this year's capital programme is shown at Appendix G.

4.2 Committed and Actual expenditure is currently £8,801k against a budgeted Capital Programme of £11,526k.

4.3 Forecast underspends currently amount to £856k, which are mainly composed of the following (please see notes on appendix G):

- Works in relation to major repairs of our council houses £559k
- Spend in relation to renewable energy projects £120k
- Spend on affordable housing projects £177k
- Work associated with new recycling premises, charged to revenue £50k

Please note sums in relation to the first three items will remain in earmarked reserves to fund future spending requirements in these areas.

4.4 Forecast slippage into 2015/16 amounts to £1,338k; this mainly comprises the following projects:

- Vehicles associated with new waste & recycling scheme due to commence in October 2015 £225k
- The project to deliver the Tiverton Pannier Market Roof £110k
- Birchen Lane redevelopment project £173k
- Economic Development schemes £160k
- Projects related to ICT/ Digital Transformation delivery £460k

5.0 Capital Contingency Reserve

5.1 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 2014	(963)
Funding required to support 2014/15 Capital Programme	599
Forecast Balance at 31 March 2015	(364)
	=====

6.0 Capital Receipts Reserve (Used to fund future capital programmes)

6.1 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 2014	(835)
Net Receipts to date (includes 8 RTB's)	(169)
Current Balance	(1,004)
Forecast further capital receipts in year	(22)
Forecast Capital Receipts to be applied in year	791
Forecast Unapplied capital receipts c/fwd. 31 March 2015	(235)
	=====

7.0 Treasury Management

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

Interest Received:

	Budget	Forecast	Variance
	£k	£k	£k
Interest from HRA funding	(110)	(60)	50
Investment Income Received	(65)	(65)	0
	-----	-----	-----
Net Interest	(175)	(125)	50
	=====	=====	=====

8.0 Conclusion

8.1 Members are asked to note the revenue and capital forecasts for the financial year. It is quite clear that a number of our service areas are experiencing difficulty in achieving their budgeted income and costs in the current year. Indeed as this report now covers the first ten months of the financial year it is almost certain that we will have overspent by March 2015. This is of concern for the future in the context of budget setting and the ability to support the capital programme.

8.2 Some services are clearly struggling to manage within their current budgets, as depicted by this latest monitoring report. This demonstrates that service budgets are now extremely “lean” and the last three to four years of salami slicing x% from all service budgets will not be possible from 2016/17 onwards.

Members will be aware that further funding cuts next year and beyond are almost certain and therefore the service provision status quo cannot remain. Consideration of various scenarios to enable a balanced budget, of *prioritised services*, will need to be made in advance of a new corporate plan being produced by the new membership after the May 2015 elections.

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Circulation of the Report:

Cllr Peter Hare-Scott, Management Team

**GENERAL FUND FINANCIAL MONITORING INFORMATION
FOR THE PERIOD 01 APRIL TO 31 JANUARY 2015**

Com	General Fund Summary	Note	2014/15 Annual Budget £	Full Year Forecast (Net of Trf to Earmarked Reserves (EMR) (0 = On budget) £	Variance %
	Cllr C J Eginton				
CM	Corporate Management	A	1,050,500	19,000	1.8%
LD	Legal & Democratic Services: Member/Election Ser	B	545,760	11,000	2.0%
	Cllr N V Davey				
CP	Car Parks	C	(434,000)	2,400	0.6%
ES	Cemeteries & Public Health	D	(37,510)	11,000	-29.3%
GM	Grounds Maintenance	E	542,680	(28,000)	-5.2%
ES	Open Spaces	F	156,900	14,000	8.9%
WS	Waste Services	H	2,400,260	246,500	10.3%
	Cllr C R Slade				
CD	Community Development	I	419,900	(23,500)	-5.6%
ES	Environmental Services incl. Licensing	D	691,300	46,100	6.7%
RS	Recreation And Sport	J	141,910	116,000	81.7%
	Cllr P H D Hare-Scott				
FP	Finance And Performance	K	631,520	(22,000)	-3.5%
RB	Revenues And Benefits	L	311,550	(138,000)	-44.3%
	Cllr R L Stanley				
HG	General Fund Housing	M	309,900	(106,900)	-34.5%
ES	ES: Private Sector Housing Grants	D	110,460	0	0.0%
PS	Property Services	G	755,430	(32,000)	-4.2%
	Cllr R J Chesterton				
PR	Planning And Regeneration	N	415,620	62,000	14.9%
CD	Community Development: Markets	I	(21,910)	22,000	100.4%
	Cllr B M Hull				
CS	Customer Services	O	797,360	(2,500)	-0.3%
HR	Human Resources	P	421,690	39,800	9.4%
IT	I.T. Services	Q	913,660	(31,800)	-3.5%
LD	Legal & Democratic Services: Legal Services	B	187,150	13,000	6.9%
	All Sections		10,310,130	218,100	2.1%
IE260	Interest Payable		8,110		0%
IE290	Interest Receivable		(175,000)	50,000	29%
	Contribution to Capital Programme		125,000		
	Net recharge to HRA		(1,205,890)		
	Capital financing		122,520		
	Other major Income and Expenditure movements:				
	EMR for Waste Services - recycling depot move			(65,000)	
	Net 2014/15 General Fund Budgeted Expenditure		9,184,870		
	Forecast in year (Surplus) / Deficit			203,100	
	General Fund Reserve 01/04/14			(2,460,711)	
	Forecast General Fund Balance 31/03/15			(2,257,611)	

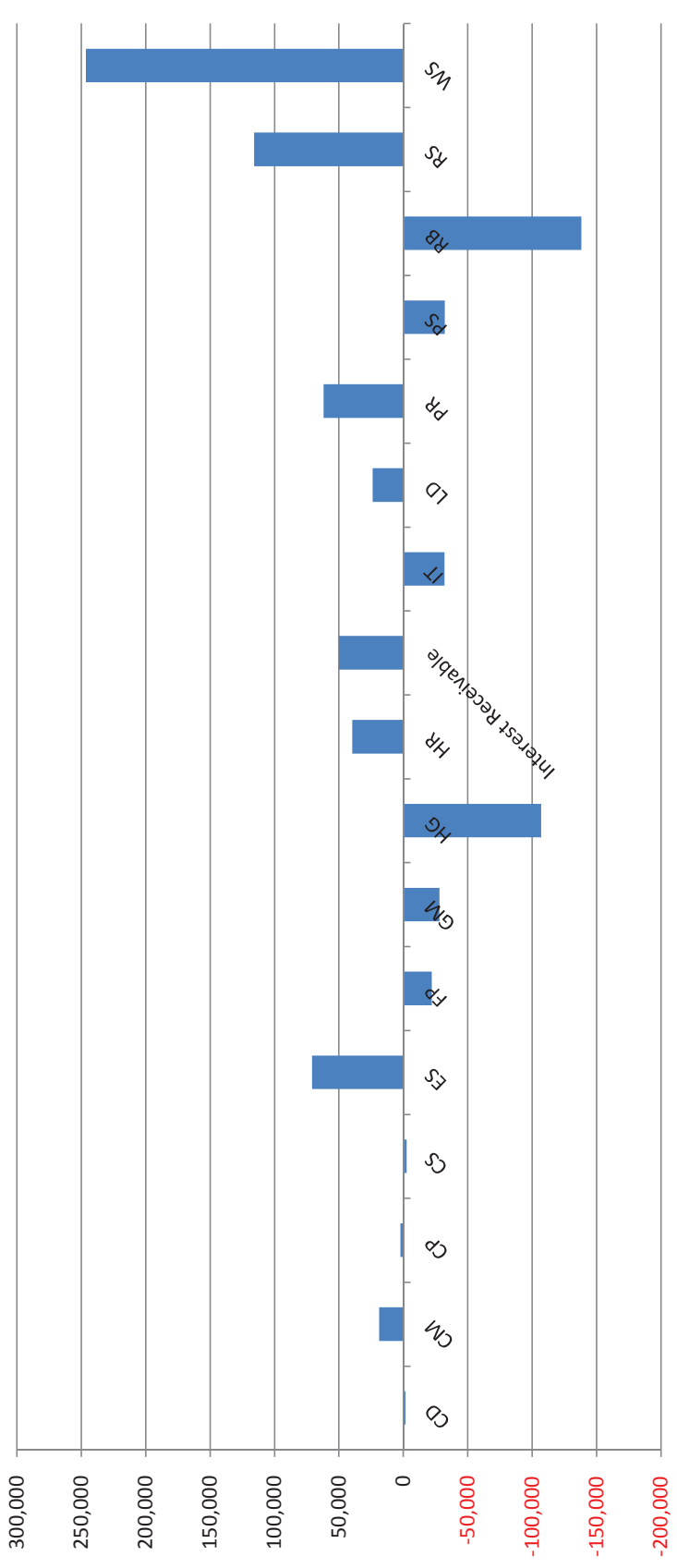
GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 31 JANUARY 2015

Note	Description of Major Movements	Comments	Full Year Forecast Variation (Net of Trf to EMR)	PDG
A	Corporate Management			
	Audit Commission rebate following partial winding up of the organisation.		(15,000)	Cabinet
	Costs in relation to pension backfunding calculations provided by DCC's pension fund actuary.		34,000	Cabinet
			19,000	
B	Legal & Democratic Services			
	Increased salary costs - increased S106 work & maternity cover		21,000	Cabinet
	Recruitment costs		10,000	Cabinet
	Consultancy & staffing for individual election registration (IER)		11,000	Cabinet
	Increased income		(18,000)	Cabinet
			24,000	
C	Car Parks			
	Forecast of £14.3k below income target on P&D has been amended to reflect current position at month 10		14,300	MTE
	Forecast of £14.3k below income target on night charges has been amended to reflect current position at month 10		14,300	MTE
	Increased income from Residential & Business Permits		(5,000)	MTE
	Income from Off-Street fines are above budget		(6,000)	MTE
	Underspend against utilities on MSCP		(14,000)	MTE
	Other sundry movements		(1,200)	MTE
			2,400	
D	Environmental Services combined			
	Bereavement Services salary overspend due to restructure changes		11,000	MTE
	Environmental Enforcement salary savings due to vacant post & staff changes		(10,000)	CWB
	Environmental Health salary savings vacant posts		(15,000)	CWB
	Environmental Health restructure costs		72,000	CWB
	Other sundry movements		(900)	CWB
			57,100	
E	Grounds Maintenance			
	Salary underspend has grown due to continued staff turnover.		(25,000)	MTE
	Other sundry movements		(3,000)	MTE
			(28,000)	
F	Open Spaces			
	Urgent repair to Queen Elizabeth Park wall in Crediton		14,000	MTE
			14,000	
G	Property Services			
	Public Convenience savings due to Tiverton Town Council taking over 4 Tiverton PC's		(12,000)	MTE
	Vacant posts in Property Services		(27,000)	MTE
	Market Walk Professional fees paid		7,000	MTE
			(32,000)	
H	Waste Services			
	Predicted total cost of move to the new recycling depot - (£65k included in a 14/15 ear marked reserve)		75,000	MTE
	Loan repayment for the new recycling baler		19,000	MTE
	One off training and installation costs for the new recycling baler		20,000	MTE
	Cost of temporary members of staff in Refuse and Recycling		50,000	MTE
	Over-time and agency spend up in Refuse mostly due to additional rounds and catch-up		40,000	MTE
	Over-time and agency spend in Recycling due to sickness/holiday cover and move to new depot		35,000	MTE
	Hire and fuel costs for generators at Silverton Mill		13,000	MTE
	Rent at both Silverton Mill and the new depot		9,000	MTE
	Additional income for recycling materials		(10,000)	MTE
	Lease budget for refuse vehicles not required as vehicles purchased		(30,000)	MTE
	Hire cost for additional Refuse vehicle		39,000	MTE
	Trade waste income and recharges forecast to be higher then budgeted		(39,000)	MTE
	Predicted increase in trade waste disposal charges		43,000	MTE
	Salary savings in Waste Management		(20,500)	MTE
	Other sundry movements		3,000	MTE
			246,500	

I	Community Development		
	Salary savings, vacant post and uncovered maternity leave	(24,800)	CWB
	Market income not achieving target budget - proactive work is being carried out to try and rectify this	30,000	CWB
	Other sundry movements	(6,700)	CWB
		(1,500)	
J	Recreation And Sport		
	LMLC salaries	10,000	CWB
	EVLC salaries (net of management post saving)	(5,000)	CWB
	CVSC salaries	15,000	CWB
	Pension overspend (all sites)	26,000	CWB
	Utilities all sites	(12,000)	CWB
	Income all sites	26,000	CWB
	Maintenance	25,000	CWB
	CVSC works (reception & gym area)	25,000	CWB
	Other sundry movements	6,000	CWB
		116,000	
K	Finance And Performance		
	Salaries - uncovered maternity	(22,000)	Cabinet
		(22,000)	
L	Revenues And Benefits		
	Housing Benefit Subsidy	(93,000)	CWB
	NNDR Charity Rate Relief not required under new NNDR scheme	(45,000)	CWB
		(138,000)	
M	General Fund Housing		
	Underspend on salaries due to an unfilled post for a period pending management restructure	(29,000)	DAAH
	DARS/B&B Costs - underspend	(15,000)	DAAH
	DCC funding for Youth Homelessness Post	(20,000)	DAAH
	Grant funding - Red House for vulnerable young adults	14,600	DAAH
	Reduction in bad debt provision based on a detailed review of previous years debts and income being received	(57,500)	DAAH
		(106,900)	
N	Planning And Regeneration		
	Building Regulations fees under target / salary saving	30,000	CWB
	Development Control fees	(140,000)	CWB
	Development Control salaries	25,000	CWB
	Local Plan costs	60,000	CWB
	Planning restructure costs	102,000	CWB
	Land charges income improving	(25,000)	CWB
	Fwd Planning staffing costs (net of CIL shortfall)	10,000	CWB
		62,000	
O	Customer Services		
	Salaries	6,500	CWB
	Purchase of payment kiosk for reception area	12,500	CWB
	Postage	(12,000)	CWB
	Other sundry movements	(9,500)	CWB
		(2,500)	
P	Human Resources		
	Income target for selling services not going to be achieved	17,000	Cabinet
	Increased salary costs due to JE	7,000	Cabinet
	Replacement of time recording system (Wintime)	15,800	Cabinet
		39,800	
Q	I.T. Services		
	Vacant post currently being filled by an apprentice, resulting in salary savings	(6,800)	Cabinet
	Saving on call costs and advertising	(6,000)	Cabinet
	Head of BIS recharge to NDCC	(19,000)	Cabinet
		(31,800)	
	FORECAST (SURPLUS)/DEFICIT AS AT 31/03/15	218,100	

Cabinet	29,000
CWB	82,100
DAAH	(106,900)
MTE	213,900
	218,100

2014/15 General Fund Projected Outturn Variance £



Key + = Overspend / Income under target - = Savings / Income above budget

CD	Community Development	Interest Receivable
CM	Corporate Management	IT
CP	Car Parks	LD
CS	Customer Services	PR
ES	Environmental Services	PS
FP	Finance and Performance	RB
GM	Grounds Maintenance	RS
HG	General Fund Housing	WS
HR	Human Resources	
		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 31 JANUARY 2015

	2014/15	2014/15	2014/15	2014/15	Full Year	Variance
	Annual Budget	Profiled Budget	Actual	Variance	Forecast	Variation
	£	£	£	£	£	%
Building Control Fees	(297,030)	(247,525)	(180,356)	67,169	60,000	-20%
Planning Fees	(672,000)	(560,000)	(739,684)	(179,684)	(140,000)	21%
Land Searches	(105,210)	(87,675)	(114,042)	(26,367)	(25,000)	24%
Car Parking Fees - See Below	(689,860)	(582,360)	(568,367)	13,993	16,400	-2%
Leisure Fees & Charges	(2,377,630)	(1,954,861)	(1,925,780)	29,081	26,000	-1%
Trade Waste Income *now includes recharges	(583,990)	(574,344)	(608,655)	(34,311)	(39,000)	7%
Licensing	(111,410)	(101,250)	(109,627)	(8,377)	(8,000)	7%
Market Income	(131,420)	(109,517)	(83,768)	25,749	30,000	-23%
	(4,968,550)	(4,217,532)	(4,330,279)	(112,747)	(79,600)	1.6%
Pay and Display						
					Spaces	Bud Income pa per space
Beck Square, Tiverton	(80,500)	(67,083)	(65,176)	1,907	40	(2,013)
William Street, Tiverton	(41,300)	(34,417)	(30,561)	3,856	45	(918)
Westexe South, Tiverton	(44,000)	(36,667)	(35,181)	1,485	51	(863)
Wellbrook Street, Tiverton	(13,900)	(11,583)	(11,516)	68	27	(515)
Market Street, Crediton	(37,600)	(31,333)	(28,437)	2,896	39	(964)
High Street, Crediton	(40,400)	(33,667)	(41,778)	(8,111)	190	(213)
Station Road, Cullompton	(23,000)	(19,167)	(18,522)	644	112	(205)
Multistorey, Tiverton	(90,800)	(75,667)	(83,524)	(7,857)	631	(144)
Market Car Park, Tiverton	(186,800)	(155,667)	(165,878)	(10,211)	122	(1,531)
Phoenix House, Tiverton	(5,000)	(4,167)	(3,111)	1,056	15	(333)
Additional Income 14/15	(44,000)	(36,667)	0	36,667	0	0
	(607,300)	(506,083)	(483,684)	22,399	1,272	(7,698)
Season Tickets	(31,500)	(31,500)	(29,949)	1,551		
Residents Parking	(9,110)	(9,110)	(10,755)	(1,645)		
Business parking	(9,000)	(9,000)	(9,793)	(793)		
Town Hall, Tiverton	0	0	(2,234)	(2,234)		
Other Income	(32,950)	(26,667)	(31,951)	(5,285)		
	(689,860)	(582,360)	(568,367)	13,993		
Standard Charge Notices (O	(22,000)	(18,333)	(23,720)	(5,387)		

GENERAL FUND FINANCIAL MONITORING INFORMATION FOR THE PERIOD 01 APRIL TO 31 JANUARY 2015

	2014/15	2014/15	2014/15	2014/15
	Annual Budget	Profiled Budget	Actual	Variance
	£	£	£	£
Total Employee Costs				
General Fund				
Community Development	255,140	212,617	179,713	(32,904)
Corporate Management	814,520	678,767	709,748	30,981
Customer Services	670,660	558,883	553,481	(5,402)
Environmental Services	923,530	769,608	799,283	29,675
Finance And Performance	587,280	489,400	469,069	(20,331)
General Fund Housing	186,890	155,742	127,947	(27,795)
Grounds Maintenance	417,410	347,842	324,154	(23,688)
Human Resources	292,870	244,058	264,258	20,200
I.T. Services	529,450	441,208	412,462	(28,746)
Legal & Democratic Services	370,940	309,117	330,119	21,002
Planning And Regeneration	1,420,670	1,183,892	1,165,205	(18,687)
Property Services	316,090	263,408	235,826	(27,582)
Recreation And Sport	1,476,980	1,230,817	1,275,380	44,563
Revenues And Benefits	682,780	568,983	575,203	6,220
Waste Services	1,703,400	1,419,500	1,447,115	27,615
	10,648,610	8,873,842	8,868,963	(4,879)
Housing Revenue Account				
BHO09 Repairs And Maintenance	947,660	789,717	761,783	(27,934)
BHO10 Supervision & Management	1,315,080	1,095,900	1,039,551	(56,349)
BHO11 Special Services	230,340	191,950	172,131	(19,819)
	2,493,080	2,077,567	1,973,464	(104,103)
Total	£ 13,141,690	£ 10,951,409	£ 10,842,428	£(108,981)

	2014/15	2014/15	2014/15	2014/15
	Annual Budget	Profiled Budget	Actual	Variance
	£	£	£	£
Agency Staff				
General Fund				
Car Parks	0	0	0	0
Community Development	0	0	0	0
Corporate Management	0	0	0	0
Customer Services	0	0	5,518	5,518
Environmental Services	0	0	0	0
Finance And Performance	0	0	0	0
General Fund Housing	0	0	0	0
Grounds Maintenance	5,000	4,167	5,052	885
Human Resources	0	0	0	0
I.T. Services	0	0	0	0
Legal & Democratic Services	0	0	17,422	17,422
Planning And Regeneration	0	0	0	0
Property Services	0	0	678	678
Recreation And Sport	0	0	0	0
Revenues And Benefits	0	0	1,357	1,357
Waste Services	30,000	25,000	54,148	29,148
	35,000	29,167	84,176	55,009
Housing Revenue Account				
BHO09 Repairs And Maintenance	2,000	1,667	0	(1,667)
BHO10 Supervision & Management	0	0	4,881	4,881
BHO11 Special Services	0	0	0	0
	2,000	1,667	4,881	3,214
Total	£37,000	£30,834	£89,057	£58,223

**MID DEVON DISTRICT COUNCIL
MONITORING OF 2014/15 CAPITAL PROGRAMME**

Appendix G

Code	Scheme	Adjusted approved Capital Programme 2014/15	Actual Expenditure	Committed Expenditure	Total	Variance to Adj Capital Programme	Forecast (Underspend)/ Overspend	Forecast Slippage to 15/16	Notes
		£	£	£	£	£	£	£	
	Leisure								
	Lords Meadow Leisure Centre								
CA618	Lords Meadow All Weather Pitch	38,000	10,315	2,136	12,450	(25,550)	(25,500)		Project complete retention due Mar '15 £2.1k
CA622	Exe Valley Leisure Centre Additional Car parking provision	18,000	39,317	2,506	41,823	23,823	23,800		Project Complete retention due Apr '15 £2.5k
	General Car parks								
CA709	MSCP improvements	50,000	(6,144)	7,098	954	(49,046)		49,000	Retention due Feb '15 £7.1k. Spend on this project will be reprioritised in 15/16
	Other MDDC Buildings								
CA403	Town Hall Redevelopment Project	47,000	0	1,200	1,200	(45,800)	(50,000)	46,000	This sum is earmarked for Potential access works The costs associated with this move are revenue in nature & are therefore coded there direct, however they will be met by an earmarked reserve.
CA811	Associated works to new recycling premises '16 shop'	50,000	0	0	0	(50,000)			
	Play Areas								
CA616	Tiverton skate park replacement - end of life	27,000	20,590	4,814	25,404	(1,597)			Retention due Apr '15 £4.8k
CA608	Play area refurbishment - Newcombes Meadow, Crediton	114,000	114,007	0	114,007	7			
	Other								
CA431	Public Convenience- Lowman Green, Tiverton remodel for kiosk subject to payback period	60,000	5,671	0	5,671	(54,329)		54,000	This project will now be completed during 15/16
CA432	Public Convenience- The Green, Crediton remodel for drying room following loss of Lords Meadow Depot	20,000	0	0	0	(20,000)	(20,000)		Recommendation to go to March Cabinet for asset transfer to Crediton Town Council Note flooding works in relation to Arnolds Crescent under £20k minimis therefore charged to revenue
CA420	Land drainage flood defence schemes	50,000	27,714	711	28,425	(21,575)			
	ICT								
CA426	HR/Payroll system	3,000	14,947	8,028	22,975	19,975	20,000	60,000	Anticipate buying new switched June 2015
CA423	Continued replacement of WAN/LAN	60,000	0	0	0	(60,000)		68,000	Replacement Citrix approx Apr'15
CA425	Server Farm expansion/upgrades	70,000	2,408	0	2,408	(67,592)			Note Kiosk project £13k & therefore coded to Revenue, the total cost for this project will therefore be revised to £57k.
CA433	Unified comms /Telephony/Customer 1st	70,000	0	0	0	(70,000)	(13,000)	57,000	
CA436	Web Transformation	55,000	18,507	4,559	23,067	(31,933)		32,000	Project likely to be completed by Q3 15/16
CA437	Digital Transformation	89,000	(4,200)	4,200	0	(89,000)		89,000	Project likely to be completed by Q3 15/16. £40k related to Uniform
CA438	Digital Transformation - Customer Portal	45,000	0	0	0	(45,000)		45,000	Project likely to be completed by Q4 15/16
CA439	Mobile Working inc members	40,000	0	0	0	(40,000)		40,000	Project likely to be completed by Q1 15/16
CA440	Finance Cash receipting upgrade	30,000	1,253	0	1,253	(28,747)		29,000	This project will be completed during 15/16
CA442	Arc Server Spatial	40,000	0	0	0	(40,000)		40,000	Project likely to be completed by Q3 15/16. Reviewing technology
	Economic Development								
CA504	Schemes as yet to be identified	170,000	0	0	0	(170,000)		160,000	Circa £10k will be used to fund associated revenue spend in 14/15
CA505	Pannier Market (conversion of pig pens into units and walkway cover)	110,000	0	0	0	(110,000)		110,000	The project to deliver the Market Roof is likely to occur in 15/16 with a project cost of circa £250k with £140k funding from external sources
	Replacement Vehicles								
	Refuse Collection								
CA814	Dennis Eagle Terberg RCV 22-26t (or equivalent)	160,000	0	0	0	(160,000)		160,000	This vehicle will be purchased in 15/16
	Recycling								
CA815	5 No. Dennis Eagle Terberg Recycling Kerb loader 18t (or equivalent)	789,000	780,190	11,800	791,990	2,990			10 vehicles to be purchased in Jan'15. £325k was in MTFP for 15/16 but this spend has been brought forward as a requirement to deliver the service but also to get the best possible price on acquisition. This will be funded from a combination of New Homes Bonus & existing vehicle reserves.
CA816	1 No. very narrow access Cabstar recycling kerb loader 4.5t	65,000	0	0	0	(65,000)		65,000	This vehicle will be purchased in 15/16
CA818	kerb side Recycling Baler	163,000	162,664	0	162,664	(336)			Total cost £183k. £20k installation & training to Revenue
CA506	32 and 34 Fore Street	689,000	688,659	0	688,659	(341)			
		3,122,000	1,875,898	47,050	1,922,949	(1,199,051)	(64,700)	1,104,000	

**MID DEVON DISTRICT COUNCIL
MONITORING OF 2014/15 CAPITAL PROGRAMME**

Appendix G

Code	Scheme	Adjusted approved Capital Programme 2014/15	Actual Expenditure	Committed Expenditure	Total	Variance to Adj Capital Programme	Forecast (Underspend)/ Overspend	Forecast Slippage to 15/16	Notes
	Private Sector Housing								
	Slippage from 2013/14 to be prioritised	0				0	110,000		Spend in 14/15 is forecast to be £110k greater than budget, this sum will be funded by the Private Sector Housing Earmarked Reserve. The remainder of this reserve £1,142k - £110k = £1,032k will be released over the life of the updated MTFP (15/16 to 18/19) which will also be presented at 05/02/15 Cabinet. There is also a Budget in CA100 below to deal with the backlog of Council House DFG's. Any spend over & above this £285k budget will be coded to CA100.
CG200	Disabled Facilities Grants - Mandatory - Council Houses *	285,000	285,000	155,689	285,000	0			
CG201	Disabled Facilities Grants - Mandatory - Private Sector *	450,000	395,298	4,072	550,987	100,987			
CG202	Houses in Multiple Occupation Grants			606	4,072	4,072			
CG203	Home Repair Assisted Grants			752	606	606			
CG205	House Renovation Grants				752	752			
CG208	Loans Scheme (Wessex Re-Investment Trust)	0			0	0			
CG209	DFG's Discretionary - C Houses				0	0			
CG210	Common Parts Grants	100,000			0	(100,000)			
CG211	Empty Homes	0			0	0			
CG215	Work in Default / Discretionary Grants	0			0	0			
	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 £161k.								
	* 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 2015/16 as slippage.								
	Assistance to RSLs (Affordable Housing)	835,000	680,298	161,120	841,417	6,417	110,000	0	
CA200	Affordable Housing	317,000	16,302	0	16,302	(300,698)	(177,000)		This underspend will remain in the affordable housing earmarked reserve to be used for future related projects
	Housing Revenue Account	317,000	16,302	-	16,302	(300,698)	(177,000)	0	
CA100	Major Repair Allowance (MRA), Major Works 30 Yr Plan & Decent Homes Backlog Funding	4,393,000	2,928,390	650,528	3,578,918	(814,082)	(559,000)	61,000	In the main this relates to £230k which will be credited to the Housing Maintenance Fund to be re-prioritised in future years to meet costs identified by the stock condition survey. Also a budget of £350k for Council House DFG's will be underspent by £235k due to the fact there is provision on CG200 above. (see note above)
CA102	Sewerage Treatment Facilities	61,000	(342)	525	183	(60,817)			This spend will be in relation to Air Source Heat Pumps & Wall Insulation. An additional £270k is planned to be spent in this area during 15/16
CA111	Renewable Energy Fund Spend	270,000	113,660	0	113,660	(156,340)	(120,000)	173,000	Original Budget for 10 units - scheme amended to 14 units therefore budget revised to £1.5m. £280k funding from HCA following successful funding bid. Forecast completion date July'15. Circa £104k (to date) of demolition costs included in the contract will be charged on to McCarthy Stone per agreement
CA112	Birchen Lane - re development of unit for housing conversion	180,000	6,162	955	7,117	(172,883)			Planning permission approved project likely to be completed in 15/16
CA113	Council House Building - St Andrews Street	1,500,000	730,013	842,831	1,572,844	72,844			£120k funding from HCA following successful funding bid. Forecast completion date Feb'15
CA114	Council House Building - Fir Close Willand	691,000	480,698	155,295	635,994	(55,006)	(20,000)		Note Server works £12k are under £20k minimis & therefore charged to revenue
CA115	Housing Server replacement & Progress upgrade	20,000	0	0	0	(20,000)			This project will now be completed approx Spring 15/16 and is included in budget CA100-9059 for 15/16
CA116	Westex South Shops - Walkway and flat roofs on shops	25,000	0	0	0	(25,000)	(25,000)		Purchase of previously sold RTB, added to Housing stock
CA118	11 Authers Heights	112,000	112,000	0	112,000	0			
		7,252,000	4,370,582	1,650,135	6,020,717	(1,231,283)	(724,000)	234,000	
	CAPITAL PROGRAMME GRAND TOTAL	11,526,000	6,943,080	1,858,305	8,801,385	(2,724,615)	(855,700)	1,338,000	

Chairman's Report 2015-2015 for the Community Well-being PDG

It was mainly business as usual this year with no particular excitements as the Grants Allocation Scheme has now bedded down and in the current situation of restraints organisations accept that there is only one way we are going with less money for all, but we are trying to temper this with fairness and alignment with our corporate priorities .

We commenced the year after the usual formalities with a presentation by Mr Mike Ball on behalf of the Devon Community Foundation on the work they undertake; made recommendations to Cabinet on the direction that the Community Engagement Strategy & Review should take and be reported back to this committee. The benefit manager updated us on the Local Welfare Assistance scheme, universal credit yet to be implemented by our area and members views were sort by Amy (Head of Communities & Governance) on what we felt constituted an older person for the purposes of a five year older persons strategy. This was evolving from the Ageing Well Committees' recommendations to Scrutiny. As you probably remember there was much discussion around the definition of older persons and we all disliked those patronising signs of stooping elderly people. Too close close to home for most.

The July meeting covered a report outlining the future Grant Allocation as the 31st March 2014 had marked the third and final year of the process to date. It was suggested that there should be a two yearly review and applicants should be divided into groups prioritising those giving essential services to our residents and also aligned with out strategic Council objectives. This was duly recommended to Cabinet. We were also updated on Leader Funding (although we did not learn much at this point) The Head of Customer Services also updated us on Digital Transformation (an ongoing process) and how it linked in with our Customer Care Policy to be reviewed at a later date.

In September the Leisure Services Manager gave an overview of our centres which are holding up well, due to the effort put in by dedicated staff as the goal posts are always being moved. The Lords Meadow (LC) Crediton, which has had considerable development with more to come, has justified the investment and its painful rebirth. The Manager assures us it has been a worthwhile exercise . We recommended to Cabinet that the revised Customer Care Policy be approved and that financial Monitoring and Performance and risk be noted.

At the November Special Meeting to allocate grants for 15/16 we used Seed Fund money to reduce the CAB by only £2500 making a total allocation of £47,500. Initially it was felt justified to make a bigger cut as Mid Devon was perceived to be getting less from CAB than North Devon. However they to are undergoing changes with a district wide telephone advice line being rolled out . T & DCT and Crediton DCT had their grants cut by 5%. The amended seed fund was approved.

December's meeting included the noting of the ongoing financial monitoring and the budget for 14/15 and we recommended to Cabinet that the Anti Social Behaviour , Crime and Policing Act 2014 be adopted and that Delegated Authority be given to the Chief Executive to appoint Officers under the Act and to co-ordinate a consistent level of fines across all Devon Authorities. It is a sobering thought that things can only get harder in the future and at this point in the financial cycle we had a draft budget gap of £650K and nor would we know until the last minute what our formula grant would be for 15/16. The public consultation showed that the most valued services were firstly :- refuse/recycling .Secondly, open spaces and play areas and thirdly Enviromental Health. Those least valued were community grants, public conveniences (strange as they are always concerned when they are closing) and Community Safety.

In January we had the first Presentations from our Grant funded Agencies, these were the GWC and CAB being the recipients of our largest amounts. GWC 15/16 £45K, CAB £47500. Both gave very

informative presentations justifying fully their need for our grants. We had wanted this for some time and have endorsed a future schedule to cover our remaining grantees in descending order of the amounts they receive. Budget Update and Performance Risk were duly noted and it was agreed that full review of the ongoing management and operation of the Town Centre CCTV takes place. The whole arrangement despite a great job being done with slender resources, seems to have come about in an adhoc manner .

We have one more meeting in March which will cover the usual financial monitoring etc. and another presentation by our Grant Recipients.

It only remains for me to thank all the officers for the work that they all contribute to this committee and out very patient Committee Clerk Julia and last but not least the members themselves.

Heather Bainbridge
Committee Chairman