

Public Document Pack

Mid Devon District Council

Cabinet

Thursday, 14 January 2016 at 2.15 pm
Phoenix House

Next ordinary meeting
Thursday, 28 January 2016 at 10.00 am

Those attending are advised that this meeting will be recorded

Membership

Cllr C J Eginton	Leader
Cllr R J Chesterton	Deputy Leader and Planning and Economic Regeneration
Cllr N V Davey	Environment
Cllr P H D Hare-Scott	Finance
Cllr C R Slade	Community Well Being
Cllr Mrs M E Squires	Working Environment and Support Services
Cllr R L Stanley	Housing

A G E N D A

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

- 1. Apologies**
To receive any apologies for absence.
- 2. Public Question Time**
To receive any questions relating to items on the Agenda from members of the public and replies thereto.
- 3. Minutes of the Previous Meeting (Pages 5 - 18)**
To receive the minutes of the meeting of 17 December 2015.
- 4. Car Parking Charging Proposals (Pages 19 - 48)**
Following a call-in to Scrutiny the Cabinet to reconsider the recommendations of the Managing the Environment Policy Development Group regarding car parking charges.
- 5. Financial Monitoring (Pages 49 - 66)**
Report of the Head of Finance presenting a financial update in respect of the income and expenditure so far in the year.

6. **Budget Update** (*Pages 67 - 74*)
Report of the Head of Finance requesting Members to consider options available in order for the Council to move towards a balanced budget for 2016/17.
7. **Cabinet Member Decision**
To inform the Cabinet of a decision made by the Cabinet Member for Community Well-Being: To note and accept that both the Email (v7) and Internet (v5.3) Policies have been reviewed and updated. The only changes made have the amending of the dates and job titles.
8. **Notification of Key Decisions** (*Pages 75 - 86*)
To note the rolling plan containing key issues.
9. **Access to Information Act - Exclusion of the Press and Public**
During discussion of the following items it may be necessary to pass the following resolution to exclude the press and public having reflected on Article 12 12.02(d) (a presumption in favour of openness) of the Constitution. This decision may be required because consideration of this matter in public may disclose information falling within one of the descriptions of exempt information in Schedule 12A to the Local Government Act 1972. The Cabinet will need to decide whether, in all the circumstances of the case, the public interest in maintaining the exemption, outweighs the public interest in disclosing the information.

To consider passing the following resolution so that financial information may be discussed.

Recommended that under Section 100A(4) of the Local Government Act 1972 the public be excluded from the next item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 respectively of Part 1 of Schedule 12A of the Act, namely information relating to the financial or business affairs of any particular person (including the authority holding that information)
10. **Strategic Land Holdings** (*Pages 87 - 90*)
To receive a report of the Head of Housing and Property Services informing Members on strategic land and property matters in terms of their potential for disposal and acquisition for future service requirements.

Kevin Finan
Chief Executive
Wednesday, 6 January 2016

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 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 Sally Gabriel on:

Tel: 01884 234229

E-Mail: sgabriel@middevon.gov.uk

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MID DEVON DISTRICT COUNCIL

MINUTES of a **MEETING** of the **CABINET** held on 17 December 2015 at 2.15 pm

Present

Councillors

C J Eginton (Leader)
R J Chesterton, N V Davey, P H D Hare-
Scott, C R Slade, Mrs M E Squires and
R L Stanley

Apologies

Councillor(s)

Also Present

Councillor(s)

Mrs E M Andrews, R Evans, R F Radford, Mrs J Roach,
F J Rosamond, Miss C E L Slade and Mrs N Woollatt

Also Present

Officer(s):

Kevin Finan (Chief Executive), Andrew Jarrett (Head of Finance), Amy Tregellas (Head of Communities and Governance and Monitoring Officer), Jenny Clifford (Head of Planning and Regeneration), Nick Sanderson (Head of Housing and Property Services) and Sally Gabriel (Member Services Manager)

94. **APOLOGIES**

There were no apologies.

95. **PUBLIC QUESTION TIME**

Mrs Morris. (Town Clerk, Cullompton Town Council) referring to item 4 on the agenda (Play Areas) requested that the Cabinet defer its decision regarding the 2 play areas in Cullompton under managed decline so that the Town Council had time to consider the issue properly. The Town Council had offered S106 monies to update the equipment and would like an extension of time.

Mrs Holloway again referring to item 4 on the agenda stated that we all know that it is sensible to close some of the play areas. Tufty Park and Headweir Road parks are so popular, the consultation responses showed an interest in both of these parks with 92 and 106 responses on each. You have showed the cost of decommissioning at annex 2 of the report and a column showing decommissioning costs coming from reserves and a column showing potential savings, is that figure the actual amount of maintaining the play area or just decommissioning costs? There are no costs for the maintenance of each play area. Can we have costs for each play area, without these figures how can decisions be made. I understand that every penny counts, but the evidence is overwhelming. There are petitions with 270 signatures on each, what weight have you given to the public response, the play areas are used so well and would it make more sense to keep them open especially if you will get contributions from S106 money and Town Council funds. These are valued amenities.

Sarah Bailey again referring to item 4 on the agenda stated that the petitions had 531 signatures on them and she echoed Mrs Holloway's view.

David Magretts referring to Item 8 on the agenda (Grants) stated that the Community Well-Being PDG had recommended to reduce the grant to the CAB. There was increased demand for the service across Mid Devon, this was discussed in a meeting with the Leader and the CAB's new Chief Executive, we are wondering why our grant is being cut. We note the closure of the Crediton Housing Team, we are more than happy to be able to fill that gap, but it will be more difficult if funding is cut.

Mr Vanderwolfe (Clerk to Tiverton Town Council) referring to item 4 on the agenda (Play Areas) asked whether the Cabinet would consider the following play areas to be retained with contributions from the Town Council:

- Trickey Close to be retained - this area is well used and people would come forward to assist with the work.
- Hawthorn Road to be retained
- Priory Road is not really worth retaining
- Colesmead requires more time for consideration.

Mr Lucas referring to Item 8 on the agenda (Grants) stated that the Community Well-Being PDG had always devolved grants across the district and it may now go on other areas. The Grand Western Canal involved people from across Mid Devon and the county as a whole. 2 years ago there was a planning application for a cattle shed in Sampford Peverell, the owner of the Minnows Caravan Site undertook a survey of the guests to the park, regarding where they spend their time, the majority of them spent time in Devon. Please bear this in mind for all the people in Devon and its visitors, it really is a jewel in the crown.

Mr Hutcheon referring to Item 20 (Corporate Plan) stated that there were 4 key areas in the plan, will you deliver your aspirations to increase the economy and how will you deliver on the growth of the economy?

What are you going to do to encourage people to come to Mid Devon? I will have to move out of Devon to find a job.

Does the Cabinet agree that the Eden Project proposition will assist the Council in delivering its Corporate Plan objectives?

With regard to my petition, I have not heard anything since I presented it to Council, what have you done in terms of actions.

Mrs Dennis referring to Mr Hutcheon's remark stated that she left Devon and went to London to get a job, that's what people do, you go to where the jobs are, you don't need to ruin greenfield sites.

Cllr John Jordan (Tiverton Town Council) referring to Item 4 (play areas) stated that he had surveyed 3 play areas in the Lowman Ward, the parks are being used. Priory Road is being used as a football pitch and he saw no problem with that. With regard to Hawthorn Road, local people are using this area, there are 10 children there every day. Trickey Close is a very nice park, residents would help with its upkeep.

The Cabinet Member for the Environment read a letter received from Reverend Janet Sutton-Webb who had been unable to attend the meeting requesting the Cabinet to reconsider the managed decline of Tufty Park and Headweir Road park, she felt that they were two well equipped parks; she highlighted the petitions that had been established and the play protest that had taken place at Tufty park earlier in the week.

Cllr Mrs N Woollatt presented the Chairman with a petition with 272 signatures on behalf of the petitioner Mr Tom Gozna, requesting that Tufty Park and Headweir Road be kept open.

The Chairman stated that answers to questions raised would be answered when the items were discussed.

96. **MINUTES OF THE PREVIOUS MEETING**

The minutes of the previous meeting held on 19 November 2015 were approved as a true record and signed by the Chairman.

97. **PLAY AREAS IN MID DEVON (00-23-52)**

Arising from a report of the Head of Housing and Property Services, the Managing the Environment Policy Development Group had recommended that:

- a) The recommendations within Annex 2 of the report be approved;
- b) The contributions from Town and Parish Councils towards the running and maintenance costs be noted;
- c) The Head of Housing and Property Services, in consultation with the Cabinet Member for the Environment, be given delegated authority to negotiate acceptable terms for the transfer of selected play area in Willand to the Parish Council by the end of December 2015.

The Cabinet Member for the Environment outlined the contents of the report and the recommendations of the Policy Development Group and stated that meetings had taken place with Cullompton Town Council regarding those parks that were marked for managed decline and he understood the concerns of the residents of Cullompton which he would address.

With regard to the questions posed in Public Question Time: he stated that he intended to put forward a recommendation in line with the discussions that had taken place with Willand Parish Council. With regard to costs associated with decommissioning, the Town Council had been sent a set of figures and the Head of Housing and Property Services was able to provide the meeting with maintenance costs for both parks under discussion and emphasised that each park in the district had a budget of £240 per annum for maintenance which included maintenance of trees.

Consideration was given to:

- Negotiations that had taken place with Willand Parish Council.

- The hope that the residents of the Cullompton would be satisfied with a recommendation that further discussions take place with the Town Council with regard to the two parks in question.
- Further discussions to take place with Tiverton Town Council regarding its request for the parks mentioned earlier in the meeting.
- Capital and revenue costs for play areas
- Concerns raised by Bow Parish Council and possible discussions that could take place.
- Possible funding streams that could be assessed by the Town and Parish Councils.
- The need to consolidate larger assets and remove the smaller parks
- The use of Section 106 monies to purchase new equipment but not to be used for maintenance.

RESOLVED that the recommendations of the Policy Development Group be approved with the inclusion of the wording “Parish Field (Gables Lea) in (c) and the addition of:

(d) The Head of Housing and Property Services in consultation with the Cabinet Member for the Environment be given delegated authority to negotiate acceptable terms for the transfer of Tufty Park and Headweir Road plays areas in Cullompton to the Town Council by 31 January 2016.

(e) Any sites identified for managed decline or closure could be leased to the Parish/Town Councils by negotiation.

(Proposed by Cllr N V Davey and seconded by Cllr C R Slade)

Notes:

- (i) Cllr N V Davey declared a personal interest as a Member of Tiverton Town Council;
- (ii) Cllrs Mrs E M Andrews and Mrs N Woollatt spoke as Ward Members for Cullompton;
- (iii) * Report previously circulated copy attached to minutes.

98. PLANNING GUIDANCE FOR WASTE STORAGE (1-02-18)

Arising from a *report of the Head of Housing and Property Services, the Managing the Environment Policy Development Group had recommended that the design guidance be agreed and that officers develop the guidance as a supplementary planning document.

The Cabinet Member for Planning and Economic Regeneration stated that the intention of the document was to provide guidance to developers on how adequate storage facilities could be incorporated into the design of new residential development schemes. The intention was for a supplementary planning document to be created to require that adequate storage be put in place within new developments.

Consideration was given to the wording within paragraph 4 (page 33) of the document and Members requested that the words “may” be replaced with “must” and “should” be replaced with “must”.

RESOLVED that subject to the words “may” to be replaced with “must” and “should” to be replaced with “must” in paragraph 4 on page 33, the recommendation of the Policy Development Group be approved.

(Proposed by Cllr P H D Hare-Scott and seconded by Cllr R J Chesterton)

Note: - *Report previously circulated copy attached to signed minutes.

99. **GROUNDS MAINTENANCE AND GRASS CUTTING (1-09-31)**

Arising from a report of the Head of Housing and Property Services, the Managing the Environment Policy Development Group had recommended that this authority:

- a) Continues to provide grass verge cutting on Devon County Council highway land in Town and Parishes that have contributed funding based on the 2015/16 budget as detailed in 3.3 and Option 1.
- b) Negotiates with those Town and Parishes Councils who have resolved on Option 1 for a reduction of one cut per annum or to contribute towards one additional cut per annum with reference to 3.4 and 5.5.
- c) Withdraws from the Devon County Council grass verge cutting agreement, where the Town and Parish Councils have resolved to accept funding directly from Devon County Council as detailed in 3.3 /Option 2.
- d) Withdraws from our grass verge cutting agreement with Devon County Council where Town and Parish Councils have resolved to accept Option 3 due to the financial shortfall forecast in Annex A.
- e) Reviews the ongoing service provision of grass verge cutting in response to the reduction of funding as detailed at 5.6 by March 2016.

The Cabinet Member for the Environment outlined the contents of the report stating that this authority maintained its parks and public open spaces and also cut grass on the highways for Devon County Council for which a remittance is received. Devon County Council had reduced its funding and therefore options had been offered to the Town and Parish Councils

Consideration was given to consultation that had taken place with Town and Parish Councils and the need for the parishes to advise whether they wanted a service by the end of January.

RESOLVED that the recommendation of the Policy Development Group be approved.

(Proposed by Cllr N V Davey and seconded by Cllr R L Stanley)

Note: - *Report previously circulated, copy attached to minutes.

100. **CAR PARKING CHARGING PROPOSALS (1-19-53)**

Arising from a *report of the Head of Finance, the Managing the Environment Policy Development Group had recommended that the pricing proposals within the report be approved, along with the recommendations in section 3.2 of the report.

The Cabinet Member for the Environment stated that a working group had been looking at issues to do with car parking since the beginning of the year, there had been agreement that some free car parking be made available and that the charging structure be simplified. The recommendations of the working group had been agreed by the Policy Development Group.

Consideration was given to the charging scheme for the long stay car parks of the Multi-Storey Car Park in Tiverton, Station Road, Cullompton and St Saviours Way, Crediton, it was suggested that these charges be increased to £2 for 24 hours or part of.

Concern was raised by those in attendance with regard to:

- Any increase in the cost of long stay parking
- The benefits of £1 for 5 hours parking
- Amenity car parks and the continued requests that parishes be asked to contribute to the costs
- Season tickets and the need for a criteria to be set for any discounts

Further consideration was also given to Parish precepts and the fact that they were not subject to the same strict capping criteria.

RESOLVED that:

- a) Subject to: the parking charges in the Multi-Storey Car Park in Tiverton, and the car parks in Station Road, Cullompton and St Saviours Way, Crediton being raised to £2 for 24 hours or part of; the recommendations of the Policy Development Group be approved.
- b) These recommendations will form the basis of the new off street Parking Places Order (Road Traffic Act 1984) which will be advertised and consulted upon and therefore delegated authority be given to the Head of Finance in consultation with the Cabinet Member for the Environment to act on feedback from this consultation process and agree any necessary amendments required before finalising the 2016/17 car park charges to be incorporated into the final order.

(Proposed by Cllr R L Stanley and seconded by Cllr N V Davey)

Note: - *Report previously circulated, copy attached to minutes.

101. **GRANTS (1-51-53)**

Arising from a *report of the Head of Communities and Governance, the Community Well-Being Policy Development Group had recommended that:

- a) The grant for the Grand Western Canal be removed from the grants budget and be paid from the New Homes Bonus;
- b) The revised grants for 2016/17 be approved;
- c) The authority put in place procedures to ensure that monitoring of activity and finances of those in receipt of grants takes place in the future; and
- d) The Community Well Being Policy Development Group Grants Working Group be involved in any initial discussions regarding the setting of proposed cuts to future grants.

The Cabinet Member for Community Well-Being outlined the process that had taken place with regard to the recommendation for the allocation of grants and the recommendation that the 2016 contribution towards the Grand Western Canal of £45,000 be funded from the New Homes Bonus and that a meeting take place between this authority and Devon County Council with regard to the level of future funding.

Consideration was given to the funding for the Citizens Advice Bureau (CAB) and the lack of feedback received by the Council Departments with regard to issues raised by residents with the CAB. Information was provided as to the breakdown of the grants paid by North Devon, West Devon, Torridge and Devon County Council to the CAB. The introduction of Service Level Agreements with grant recipients was also suggested

RESOLVED that subject to a further reduction of £5K to the Citizens Advice Bureau grant, the recommendations of the Policy Development Group be approved.

(Proposed by Cllr R L Stanley and seconded by Cllr P H D Hare-Scott)

Notes:

- i) Cllr C R Slade declared a personal interest as a Member of the Grand Western Canal Joint Advisory Committee;
- ii) *Report previously circulated copy attached to minutes.

102. HOUSING REVENUE ACCOUNT BUDGET 2016/17 (2-16-35)

Arising from a *report of the Head of Finance, the Decent and Affordable Homes Policy Development Group had recommended that the budget proposals within the report be approved.

The Cabinet Member for Finance stated that the deficit within the General Fund had been reduced; however the detail of the Formula Grant had just been received and therefore further calculations now had to take place to provide revised information

RESOLVED that the recommendation of the Policy Development Group be **NOTED**.

(Proposed by the Chairman)

Note: *Report previously circulated copy attached to minutes.

103. MEETING MANAGEMENT (2-19-46)

The Chairman indicated that he intended to take item 20 (Corporate Plan) as the next item of business to be followed by item 17 on the agenda (Anaerobic Digesters).

104. CORPORATE PLAN (2-20-14)

The Cabinet had before it a *report of the Head of Communities and Governance setting out the strategic direction and aspirations of the Council for the next four years.

The Chairman outlined the contents of the report highlighting the four main priorities that had been recommended following detailed work with all Members over the last few months.

The Cabinet Member for Planning and Economic Regeneration answered the questions posed in public question time. With regard to:

- Delivering growth of local tourism: the February Cabinet would receive information regarding the Economic Development Strategy and the Tourism Strategy.
- Young people in the area: the Economic Development Strategy would provide further information. Exeter and East Devon had developed an Enterprise zone which may benefit young people in Devon.
- Delivery of the Westwood/Eden Project at Junction 27: the project had not been included in the Local Plan, it was unusual that the scheme had been put forward as part of the Local Plan process, successful projects usually came through as a planning application giving clear proposals.
- Petition to Full Council: the subject of the petition was the Local Plan and could only be considered as part of the Local Plan consultation process.

Consideration was given to:

- The detail of the priorities contained within the proposed Corporate Plan
- A suggestion was made that the priorities needed to be clear and affordable
- Whether the locality budget trial was required
- Further Member input following the consultation period.

RESOLVED that the contents of the draft Corporate Plan be approved for consultation.

(Proposed by the Chairman)

Notes:

- i) Cllr Mrs M E Squires declared a personal interest as she received a local budget as a Devon County Councillor;
- ii) *Report previously circulated, copy attached to minutes.

105. **ANAEROBIC DIGESTERS (2-35-18)**

Arising from a report of the Head of Planning and Regeneration, the Scrutiny Committee had recommended that:

- a) A request be made to the Environment Agency for the opportunity for MDDC to feed into the environmental permitting regime and that a copy of the approved permit be given to this authority.
- b) Where enforcement issues were raised with an AD plant, that related to more than one agency, coordination take place between relevant agencies and that MDDC take a lead role in that coordination.
- c) a review of the scope of planning conditions to control AD plants be undertaken in order to develop best practice for future applications.

The Head of Planning and Regeneration informed the meeting that the issue of anaerobic digesters in Mid Devon had been driven by the concerns of a local community and consideration had taken place by the Scrutiny Committee as to how their concerns may be addressed by multi-agencies working together. The Planning Service was currently seeking to clarify the scope of enforcement control in relation to AD scheme parameters and conditions as a result of issues raised by complainants and objectors.

Discussion took place regarding the need for multi-agencies to work together to share information.

RESOLVED that the recommendation of the Scrutiny Committee be approved.

(Proposed by Cllr R J Chesterton and seconded by Cllr R L Stanley)

Note: *Report previously circulated copy attached to minutes.

106. **LEASEHOLD MANAGEMENT (INCLUDING SERVICE CHARGE POLICY) (2-47-38)**

Arising from a report of the Head of Housing and Property Services, the Decent and Affordable Homes Policy Development Group had recommended the revised Leasehold Management Policy be approved.

The Cabinet Member for Housing outlined the contents of the report stating that the review of the policy reflected the changes in good practice and current legislation

RESOLVED that the recommendation of the Policy Development Group be approved.

(Proposed by Cllr R L Stanley and seconded by Cllr C R Slade)

Note: *Report previously circulated, copy attached to minutes

107. SUPPLY AND DEMAND POLICY (2-49-14)

Arising from a report of the Head of Housing and Property Services; the Decent and Affordable Homes Policy Development Group had recommended that the new Housing Options Supply and Demand Policy be approved to Council.

The Cabinet Member for Housing outlined the contents of the report stating that the new policy referred to the Council's statutory obligations that it would owe to a homeless applicant.

RECOMMENDED that the new Housing Options Supply and Demand Policy be approved.

(Proposed by Cllr R L Stanley and seconded by Cllr P H D Hare-Scott)

Note: *Report previously circulated, copy attached to minutes.

108. VOID POLICY (2-50-42)

Arising from a report of the Head of Housing and Property Services; the Decent and Affordable Homes Policy Development Group had recommended that the new Void Management Policy be approved by Council subject to Appendix B showing a 50% reduction in the costs relating to the paint packs and decoration grant.

The Cabinet Member for Housing outlined the contents of the report stating the policy had been produced to ensure that the local authority had effective procedures in place to manage its empty stock quickly and efficiently and focussed on the requirement to reduce the length of time a property was empty. The Housing Tenants Together Group had been consulted and its recommendations had been included in the policy

RECOMMENDED that the new Void Management Policy be approved subject to Appendix B showing a 50% reduction in the costs relating to the paint packs and decoration grant.

(Proposed by Cllr R L Stanley and seconded by Cllr Mrs M E Squires)

Note: *Report previously circulated, copy attached to minutes.

109. ALLOCATIONS POLICY (BAND E - DEVON HOME CHOICE) (2-54-12)

Arising from a *report of the Allocations Policy Working Group, the Decent and Affordable Homes Policy Development Group had recommended that:
Band E be retained only on the following assumptions:

1. All applicants to be reviewed annually on Devon Home Choice, this will also include contacting applicants to remind them that they may not have logged onto the Devon Home Choice system or have never placed a bid on the system. This will take out some of the "dead wood" on the system and remove those who have moved and not notified Devon Home Choice of their changes.

Applicants will be given 21 days in which to respond. Should they not reply then the application will be suspended.

2. Contact applicants who have not logged onto the system to ascertain the reasons behind this.
3. Applicants who have refused 3 properties will be investigated as to the reasons for the refusal, to determine if they should remain in their current band or suspended.
4. Mid Devon goes out for consultation on its Housing Allocation Policy proposing that the policy be rewritten to include the following points:
 - Applicants will be removed from the Devon Home Choice waiting list if they do not bid for properties over a 12 month period*. (*subject to review of available & suitable properties)
 - Applicants will be removed from the waiting list if they refuse 3 *suitable* offers of accommodation subject to availability or properties within their required location or adjacent parish.
 - Whilst carrying out a consultation, the working group may wish to include other elements to the review.
 - That there be a review in June 2016.

(These changes can be implemented ready for the 1st April 2016. This would allow for the consultation period of 6 weeks (as recommended by DCLG), a new allocation policy to be written and sent to the PDG for agreement).

RESOLVED that the recommendation of the Policy Development Group be approved.

(Proposed by Cllr R L Stanley and seconded by Cllr C R Slade)

Note: *Report previously circulated, copy attached to minutes.

110. **ABOLITION OF THE CASH INCENTIVE SCHEME (2-57-26)**

Arising from a *report of the Head of Housing and Property Services, the Decent and Affordable Homes Policy Development Group had recommended that the cash incentive scheme whereby downsizing tenants are given payments for giving up larger homes be discontinued.

The Cabinet Member for Housing informed the meeting that the Council had been offering incentives to tenants to encourage them to downsize for some time and outlined the payments that had taken place. However Government policy had now changed and it was suggested that it was no longer necessary for the Council to offer a financial inducement to tenants.

RESOLVED that the recommendation of the Policy Development Group be approved.

(Proposed by Cllr R L Stanley and seconded by Cllr Mrs M E Squires)

Note: *Report previously circulated, copy attached to minutes.

111. **IMPROVEMENTS TO COUNCIL PROPERTIES POLICY**

Arising from a *report of the Head of Housing and Property Services, the Decent and Affordable Homes Policy Development Group had recommended that the revised Improvements to Council Properties Policy be approved.

The Cabinet Member for Housing outlined the contents of the report stating that some tenants were carrying out alterations to council property without permission, the policy sought to set out procedures to be followed should tenants wish to make alterations to their properties.

RESOLVED that the recommendation of the Policy Development Group be approved.

(Proposed by Cllr R L Stanley and seconded by Cllr N V Davey)

Note: *Report previously circulated, copy attached to minutes.

112. **SEVERE WEATHER EMERGENCY PROTOCOL AND EXTENDED WINTER PROVISION PROTOCOL (3-00-05)**

Arising from a report of the Head of Housing and Property Services, the Decent and Affordable Homes Policy Development Group had recommended: that the new Housing Options Severe Weather Emergency Protocol (SWEP) and Extended Winter Provision Protocol be approved by Council.

The Cabinet Member for Housing outlined the contents of the report stating that local authorities should have adequate provision to prevent rough sleeping at any time of the year, however the winter presented a greater risk to the health of rough sleepers and therefore a protocol had been put in place to assist those in need in severe weather.

RECOMMENDED that the new Housing Options Severe Weather Emergency Protocol (SWEP) and Extended Winter Provision Protocol be approved.

(Proposed by Cllr R L Stanley and seconded by Cllr N V Davey)

Note: *Repot previously circulated, copy attached to minutes.

113. **COUNCIL TAX REDUCTION SCHEME (3-01-45)**

The Cabinet had before it a *report of the Benefits Manager and the Revenues Manager setting out the Council Tax Reduction Scheme for 2016/17 for recommendation to Council.

The Cabinet Member for Finance outlined the contents of the report stating that the Council Tax Reduction Scheme was a local scheme for working age customers.

Section 13A of the local Government Finance Act 1992 required the Council to approve a scheme by 31 January each year. No changes were being proposed to the existing scheme.

RECOMMENDED that

1. The Council Tax Reduction Scheme for working age customers is approved for 2016/17.
2. The Council's revised Council Tax Reduction, Section 13A policy, enclosed in Appendix 1 is approved for 2016/17. (Within the Policy, the Council's Section 151 Officer has delegated authority to take into account any further changes in law, government guidance or policy)
3. Mid Devon's Penalty policy (Appendix1) is noted and adopted.
4. The criteria contained in the Council Tax Reduction (CTR) scheme for the forthcoming year 2016/17 will remain the same as the previous financial year 2015/16. Future DWP uprating of applicable amounts for CTR claimants and DCLG Non-dependant deduction requirement regulations will be amended in line with the Council's scheme once the regulations are in place.

(Proposed by Cllr P H D Hare-Scott and seconded by Cllr C R Slade)

Note: - * Report previously circulated, copy attached to minutes.

114. TAX BASE CALCULATION (3-02-41)

The Cabinet had before it a *report of the Revenues Manager detailing the statutory calculations necessary to determine the Tax Base for the Council Tax.

The Cabinet Member for Finance outlined the contents of the report stating that this was a statutory function and a legal requirement, the Council would set its budget using Council Tax information as at 30 November each year in accordance with the Local Authorities (Calculation of Council Tax Base (England) Regulations 2012.

RECOMMENDED that: the calculation of the Council's Tax Base for 2016/17 be approved in accordance with The Local Authorities (Calculation of Tax Base) (England) Regulations 2012 at **27,507.03** as outlined in Appendix 1.

(Proposed by Cllr P H D Hare-Scott and seconded by Cllr N V Davey)

Note: *Report previously circulated, copy attached to minutes.

115. FINANCIAL MONITORING (3-03-42)

The Cabinet had before it and **NOTED** a *report of the Head of Finance presenting financial monitoring information for the income and expenditure of the 2015/16 financial year.

The Cabinet Member for Finance outlined the contents of the report highlighting the projected deficit of £289k and outlining the most significant service movements within the last month, that of redundancy costs and reduced prices for recycling. There had been some slippage in the Capital Programme and it was requested that the programme be split between the General Fund and the Housing Revenue Account.

Note: *Report previously circulated, copy attached to minutes.

116. **NOTIFICATION OF KEY DECISIONS (3-08-00)**

The Cabinet had before it, and **NOTED**, its rolling plan for January 2016 containing future key decisions.

Members were informed of the following movements:

- The addition of a Part II report entitled Strategic Land Holdings for January 14 2016
- Landscape Implications of Solar PV Energy Proposals SPG to be moved to 28 January 2016
- Annual Monitoring Report to be moved to 11 February.

Note: * Plan previously circulated, copy attached to minutes.

(The meeting ended at 5.31 pm)

CHAIRMAN

MANAGING THE ENVIRONMENT PDG 24 NOVEMBER 2015

AGENDA ITEM:

Update from Car Parking Working Group

Cabinet Member Cllr Neal Davey
Responsible Officer Head of Finance

Reason for the report: To update the PDG with regard to the proposals being recommended by the Car Parking Working Group.

RECOMMENDATION: To agree the proposals from the working group be included in the draft budget considerations to be discussed at this meeting of the Managing the Environment PDG with all the other service proposals in order to set a balanced Council budget for 2016/17.

Relationship to the Corporate Plan: To deliver our Corporate Plan's priorities within existing financial resources.

Financial implications: The proposals that have been recommended by the car parking working group could potentially increase revenue from our Pay & Display car parks by circa £90k in 2016/17 (based on current vend levels).

Legal implications: It is a statutory requirement for the Local Authority to set a balanced budget. Any changes/revisions to car park charging tariffs will be included in a new Traffic Regulation Order (TRO).

Risk assessment: After any new fees/charges are introduced officers will monitor future usage levels and income being received and report back to Members on a regular basis.

1.0 Introduction

1.1 At a meeting of the Managing the Environment PDG on the 13 January 2015 it was recommended to set up a small officer/Member working group to look at all areas of future car parking strategy. This would consider: fees/charges, review of current usage levels/patterns, cost of running the service, existing dispensations/concessions, etc.

2.0 Update from these meetings

2.1 The initial scope for the working group was identified at the first meeting and considered: number/location of car parks and the amount of spaces in them, condition survey and maintenance plan, income generated per car park, budget position, overnight parking, current charges, local benchmarking of charges, vacancy levels per car park, audit report and officer issues.

2.2 So far there have been 4 meetings (minutes are attached as Appendix 1) where both officers and Members have all engaged in lively debate about a significant number of service related issues.

3.0 Proposals/recommendations

3.1 The most recent working group meeting held on the 17 September 2015 reached an overall majority decision on the following proposals/recommendations:

- That Pay & Display car parking charges across the District are amended based on the information included in Appendix 2. This will generate additional car parking fee revenue of circa £87k in 2016/17 – based on current vend levels.
- All District permits will be increased per the proposals contained in Appendix 3. This would generate additional income of slightly over £1k in 2016/17 – however, there are some new permits (with no historic sales information).

Note 1 – all car park charges have not been increased for the past 2 financial years.

Note 2 - With regard to all District permits it was agreed that we need to do more to advertise/promote the up-take of these items.

3.2 In addition to the above proposals the working group also identified a number of existing dispensations that it felt was appropriate to receive formal approval from the PDG. These are detailed below:

- Castle Primary School next to Will St – drop off at 8.50 – 9.10am and pick up 3.25 – 3.45pm
- Dance class Mkt Place - Saturdays
- 4 free Saturdays in run up to Xmas
- Monthly food markets (*)
- Some town/parish councils (*)
- Officers/members in various cparks
- Road closures (*)
- Market traders – currently provided with one space included in the trader's stall/pitch hire of £14 per day.
- Permit discounts for bulk buying (*)

(*) Note – it is proposed that the following items above are delegated to the HoF and Cab Member for Environment to agree appropriate discount rates or terms.

3.3 Also need to consider coach parking bays – and their inclusion on the TRO. Will St and St Rd, Cullompton

4.0 Other work still ongoing

- 4.1 As part of the review of the working group we also considered the Council's provision of amenity car parks. Currently the Council has 9 General Fund amenity car parks in various locations within the District boundaries. These car parks are provided at no cost to users but obviously have an ongoing maintenance, utility and enforcement cost. It should be noted that some are very well used, some less so and the total maintenance cost estimated for the next 5 years is circa £80-100k.
- 4.2 The working group has agreed that the Head of Finance arranges discussions with the relevant Town/Parish Clerks and/or Chairmen to discuss the future provision of amenity car parks to consider some of the following possibilities; introduction of P&D, permits, asset sale or transfer – after more extensive work on establishing usage levels, patterns, categories of users – i.e. residents or commuters, etc.
- 4.3 It is anticipated that the Head of Finance can give the PDG a verbal update at the meeting on how these discussions are progressing.

5.0 Conclusion

- 5.1 Any change in pricing strategy will always be subject to fluctuations in user demand, market conditions, alternative provision, the economic position, what is commercially on offer in close proximity to a car park, etc. Therefore, after any price change officers will monitor income and usage levels and report back to the PDG to keep all Members informed of any material changes against what has initially been predicted.

Contact for more information: Andrew Jarrett – Head of Finance (01884 234242 / ajarrett@middevon.gov.uk)

Background Papers: Minutes of Working Group

Circulation of the Report: Management Team, Members & Relevant Service Managers

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MID DEVON DISTRICT COUNCIL

SUMMARY of a **MEETING** of the **CAR PARKING WORKING GROUP** held on 7 July 2015 at 2.00 pm

Present

Councillors

R Wright (Chairman)
Mrs R Berry, Mrs C P Daw and J D Squire

Apologies

Councillors

N V Davey

Also Present

Councillors

D R Coren, R Dolley, C J Eginton and R F Radford

Also Present

Officers:

Phillip Collins (District Officer), Steve Densham (Development Services Manager), Claire Gillard (Accountant), Andrew Jarrett (Head of Finance), Jan Norman (Environment and Enforcement Manager), Stuart Noyce (Waste and Transport Manager), Julia Stuckey (Member Services Officer) and Mark Symns

1 **ELECTION OF CHAIRMAN**

Cllr R Wright was elected as Chairman of the Group.

2 **APOLOGIES**

Apologies were received from Cllr N V Davey.

3 **NOTES OF PREVIOUS MEETING**

The notes of the previous meeting of the Group were approved as a true record.

4 **CAR PARKING FOR MARKET TRADERS CULLOMPTON**

AJ explained that a request had been made by the Clerk to Cullompton Town Council that market traders at Cullompton be given free parking on market days. The Town Council had previously provided free parking in their own car park but had recently handed the enforcement of this car park to a private company. They had heard that market traders in Tiverton received free parking and requested the same concession.

AJ further explained that market traders in Tiverton did not get free parking but paid for it within the fee for the stall.

Discussion took place regarding:

- The fact that there were always spare places in the car park;
- The need to support rural businesses;
- The need to be fair, traders in the town centre did not get free parking;

- The parking fee in place was reasonable;
- The fact that the Town Council could issue a permit to the traders themselves for their own car park;
- The possibility of selling permits to the Town Council for them to issue to the market traders.

It was **AGREED** that a letter be sent to the Town Council suggesting that they look at the policy for their own car park with a view to changing it to accommodate the traders, that they consider releasing a number of places themselves for this purpose or that they purchase permits from Mid Devon at a discounted rate for the purpose.

5 **CAR PARK CHARGES**

At the last meeting of the Group a recommendation had been agreed with regard to increases to parking charges.

However, as the membership of the group had changed since then it was agreed to discuss the matter again.

AJ explained to the group the financial implications of increasing the rate by £0.10.

Discussion took place regarding:

- Price comparisons with other local Councils
- The possibility of increasing usage;
- The need to make savings/increase income;
- Prices had been frozen for two financial years;
- Monitoring of usage to be carried out to check if increasing charges decreased use;
- Cars being parked on the side streets of the town to avoid overnight parking charges;
- The income generated by the overnight charges.

The Group **AGREED** to recommend to the PDG that parking prices be put up by 10 pence every other year. This would set the pricing policy for 4 years.

The Group **AGREED** to recommend to the PDG that the pricing schedule for parking permits be increased in line with Officer recommendation.

6 **AMENITY CAR PARKS**

AJ explained to the Group that amenity car parks had been discussed at the last meeting of the Group when each car park had been looked at individually. He

explained that the previous membership had requested that officers carry out usage and condition surveys and that they had been minded to investigate alternative uses for the amenity car parks. Options may include continued use as an amenity car park, the use of pay and display meters, the issue/sale of permits and the sale of the land.

AJ had sent an email to the Ward Members and Clerks to the Parish Councils for the areas concerned. It was felt that the local members and Parish Councillors would have knowledge regarding usage. AJ would hold meetings and report back to the Group.

It was **AGREED** that the Head of Finance report back to the Group following consultation.

7 **NEXT STEPS**

A report to be prepared for the PDG outlining the recommendation for the price increase on tickets of £0.10 every other year and the schedule of increases for permits.

Consultation to be undertaken with Parish Councils and Ward Members regarding amenity car parks.

A permit to cover 24 hours to be added to the Order with a price of £450.00. This would allow for a car to be parked in the identified long stay car park during the day and overnight with one permit, rather than having to display a day permit and a night permit.

The Group discussed various concessions that had been granted over a number of years. It was AGREED that in order to be fair, these concessions be listed for the PDG to review.

8 **DATE OF NEXT MEETING**

To be arranged following consultation.

(The meeting ended at Time Not Specified)

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MID DEVON DISTRICT COUNCIL

SUMMARY of a **MEETING** of the **CAR PARKING WORKING GROUP** held on 10 August 2015 at 10.00 am

Present

Councillors

R Wright (Chairman)
Mrs A R Berry, D R Coren, Mrs C P Daw,
R Evans and J D Squire

Also Present

Councillors

N V Davey

Also Present

Officers:

Claire Gillard (Accountant), Stuart Noyce (Waste and Transport Manager) and Julia Stuckey (Member Services Officer)

1 **APOLOGIES**

There were no apologies. Cllr Derek Coren was elected to the Group.

2 **NOTES OF PREVIOUS MEETING**

The notes of the last meeting of the Group were approved as a true record and signed by the Chairman.

3 **SUGGESTIONS FROM OTHER MEMBERS**

The Group discussed various ideas with the aim of generating more income and boosting town centres.

Discussion took place regarding:

- The town centres needed to take some responsibility for increasing footfall;
- The public expect to pay some sort of charge to be able to park conveniently;
- £1 for 5 hours and £2 for 10 hours appeared to be working well and car parking income had increased when these rates were implemented;
- The Market car park was generally busy so people appeared to be happy to pay for convenience;
- Scrapping charges would create chaos as car parks would be full all of the time and would be used by workers. There would be no space for shoppers, therefore some form of charging mechanism was necessary;
- The traders could help to bring people into the town with events and offers, marketing and promoting;
- The possibility of offering some form of free parking;

- The accountant reported that there had not been a notable drop in usage when the charges last went up;
- The overnight fee of £1 was considered reasonable for all night but expensive for a 20 minute trip to collect a takeaway;
- Dwell time – the Head of Communities and Governance expressed concern that allowing a limited period of parking for free would reduce the 'dwell time' and therefore reduce income for the traders;
- The complexity of the current charging system and the need to simplify it;
- The need to change vending machines if free parking was introduced as the current machines were not able to deal with this;
- Spare capacity in Williams Street to be offered to permit holders, available spaces to be surveyed and either offered to 4 or 8 applicants;

The following charging mechanism was suggested and the accountant was asked to produce statistics to show the effect that this would have on the budget/income.

Long stay car parks

Monday to Saturday

£1 for 5 hours, £2 for 10 hours, £5 for 24 hours and £30 for a week

Or

Removal of the £1 for 5 hours option and simply charge £2 for 10 hours.

Sunday

£1 for 5 hours £2 for 24 hours

Or

£1 all day.

Wellbrook Street Long Stay

30 minutes free, £2 up to 4 hours (including the 30 minutes free), £3 for 24 hours

Or

£1 for 1 hour, £1.50 for up to 4 hours, over 4 hours £2

Sunday as per the long stay car parks.

Medium Stay – Westexe South and Market Street, Crediton

Monday to Saturday

30 minutes free, 2.5 hours £2 (including the 30 minutes free)

Or

30 minutes free, £1 for 1.5 hours (including the 30 minutes free) and up to 3 hours £2 (including the 30 minutes free)

Phoenix House

15 minutes free
£1 for 1 hour (including the 15 minutes free)

Saturdays as per the medium stay car parks

Short Stay – William Street, Becks Square

30 minutes free
£2 for 2 hours (including the 30 minutes free)

Or

No free 30 minutes
£1 for 1 hour
£2 for 2 hours

All overnight and Sunday charging in short and medium car parks to remain unchanged.

4 NEXT STEPS

The accountant to calculate the increases/losses to income from the various options provided, in order that Members review this prior to the next meeting.

5 DATE OF NEXT MEETING

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MID DEVON DISTRICT COUNCIL

SUMMARY of a **MEETING** of the **CAR PARKING WORKING GROUP** held on 17 September 2015 at 10.00 am

**Present
Councillors**

R Evans, J D Squire and R Wright

**Apologies
Councillors**

Mrs A R Berry, D R Coren and Mrs C P Daw

**Also Present
Officers:**

Claire Gillard (Accountant), Andrew Jarrett (Head of Finance), Stuart Noyce (Waste and Transport Manager) and Julia Stuckey (Member Services Officer)

1 APOLOGIES

Apologies were received from Cllr Mrs R Berry, Cllr D R Coren and Cllr Mrs C Daw.

2 NOTES OF PREVIOUS MEETING

The notes of the previous meeting were approved as a true record.

3 MATTERS ARISING

The Chairman reminded the group of the background to the request for the figures that Members now had in front of them.

4 PROPOSED CHARGES

The Head of Finance explained funding pressures on the budget. The group were informed that surplus from car parking charges was put towards the general fund.

The group discussed the need for council run car parks to generate an income to put towards the general fund but also the role that they have in supporting the town centres and encouraging economic growth. The group had an aspiration to provide some form of free parking but this needed to be balanced with the need for income generation.

The Accountant outlined the financial information that the group had before them.

It was AGREED that there was a need to standardise charging across the district so that each of the three main towns offered the same parking options.

It was AGREED to extend the number of parking permits for William Street.

It was acknowledged that 'round numbers' would end overpayments which generally cost customers £20k per year.

The following pricing options were agreed:

Market Place, Becks Square, Market Street Crediton

30 mins 1

1 hour 1.50
2 hours 2.00
30 mins free overnight

agreed option 1
change Sundays, bank holidays and overnight to £1

William Street option 2 (30 mins free)
change Sundays, bank holidays and overnight to £1 (30 mins free)

Phoenix House, £0.60 for 30 minutes - car park to be re designated as short stay, agreed option 1

Westexe South

option 1

Wellbrook Street

option 1

long stay car parks

£1.50 for up to 5 hours, 10 hours stays the same at £2.

These charges would be agreed for 12 months with a quarterly review. Monthly monitoring would take place.

5 **NEXT STEPS**

It was AGREED that the Accountant would make amendments to the proposed fees as agreed and circulate to Members.

A meeting to be agreed for

amenity carparks
concessionary parking
permit parking

6 **DATE OF NEXT MEETING**

To be agreed.

MID DEVON DISTRICT COUNCIL

SUMMARY of a **MEETING** of the **CAR PARKING WORKING GROUP** held on 14 October 2015 at 10.00 am

Present Councillors

Mrs A R Berry, D R Coren, N V Davey,
Mrs C P Daw, R Evans, J D Squire and
R Wright

Also Present Officers:

Claire Gillard (Accountant), Andrew Jarrett (Head of Finance), Stuart Noyce (Waste and Transport Manager) and Julia Stuckey (Member Services Officer)

1 **Apologies**

None.

2 **Notes of Previous Meeting**

The notes of the previous meeting were approved as a true record.

3 **Matters Arising**

Nothing was raised under matters arising.

4 **Station Road Car Park - Coach Parking**

The appropriate officer was not at the meeting to explain why this item had been placed on the agenda so it was **AGREED** that an email explaining issues with coach parking at Cullompton be sent to Members.

5 **Pricing Proposal for Parking Permits**

SN explained the variety of permits currently available, the different names and codes and lack of relevance to what the permits were. Officers suggested a simpler format with regard to naming, simply day, night, day & night, rover and allocated spaces.

Options before the Group were:

1a, Annual Overnight Permit – APPROVED

2a, Annual Daytime Permit – APPROVED

3a, Annual Day and Night Permit – APPROVED

4a Annual Mid Devon Rover – this permit would allow parking for a 24 hour period at any of the long stay car parks within the District. The price was AGREED at £475.00

5a Allocated Space Permit – as these permits were oversubscribed and would not be due for renewal until January 2017 it was AGREED that the price be set at £425.00.

It was also AGREED that advertising and promotion of all permits should take place and suggestions for how to do so were Mid Devon Talk, Council Tax Bills and flyers.

6 The Group to Review Proposed Parking Charges

The Group had before it the pricing proposals that had been set at the previous meeting.

Becks Square – AGREED

High Street Crediton – AGREED

Market Street Crediton – AGREED, and that signage to the long stay car park be put in place.

Market Place, Tiverton – AGREED

Phoenix Houe, Tiverton – AGREED

Multi Storey, Tiverton – AGREED

Station Road, Cullompton – AGREED

Wellbrook Street, Tiverton – AGREED

Westexe, Tiverton – AGREED

William Street, Tiverton – AGREED – and that further spaces be allocated to permit holders from the waiting list.

7 Report to Managing the Environment PDG

The Group had before it a draft report to the PDG outlining the recommendations of the Working Group.

Discussion took place regarding section 3.2, dispensations:

Castle Primary School – dispensation for pick up and drop off at school. It was agreed that this would fall under the 30 minutes free in any case but that it would not be necessary for parents to obtain a ticket from the machine. The school to supply parents with a card to display in the car. District Officers to make contact with the school.

Officer discounting of permits, as had previously occurred in Crediton. It was AGREED that the Head of Finance and the Cabinet Member should be given delegated authority to negotiate with customers on an individual basis. This would need to be advertised on the TRO and should say that individual requests for bulk permits would be agreed on an individual basis.

Signpost Kids Dance Group – the club to be asked to provide tickets for children below a certain age and the ticket to specify the time of the class that would be attended. This would remove any risk of the permit being used inappropriately. District Officers to make contact with the club.

4 Free Saturdays for Christmas – this cost in the region of £2k to £3k but was popular with Members, traders and the public.

Electric Nights – free parking to continue.

Road Closures – it was agreed that this would be on a case by case basis with the Head of Finance and Cabinet Member making the decision.

Market Traders – pitch for one vehicle included in tariff.

Amenity Car Parks

The Head of Finance was visiting Parish Councils to consult on this and would update the PDG at a later date.

8 **Next Steps**

For the report to be presented to the PDG.

Information regarding the Coach Park issue at Cullompton to be forwarded to Members by email.

9 **Date of Next Meeting**

To be agreed if required.

(The meeting ended at Time Not Specified)

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Recommendation of Car Parking Working Group Held on 17/09/15

Summary of Car Parking Pricing Option 2016/17

Car Park	Current Income		Chosen Option Income
	P&D Income	Overpayments	
Becks Square, Tiv	72,817.17	2,593.67	83,191.17
High Street, Cred	49,520.75	300.52	65,576.71
Market Street, Cred	33,189.83	867.51	36,481.92
Market Place, Tiv	188,980.58	6,490.43	216,592.38
Phoenix House, Tiv	2,934.50	686.64	3,300.67
MSCP, Tiv	101,325.17	143.13	135,763.75
Station Road, Tiv	25,389.83	248.59	32,531.42
Wellbrook Street, Tiv	13,957.42	144.46	14,638.13
Westexe South, Tiv	41,948.33	2,293.46	47,546.96
William Street, Tiv	29,968.08	1,153.06	25,898.88
Totals	560,031.67	14,921.47	661,521.96
		574,953.14	

Impact of Chosen Pricing Option	
Aug 14 - Jul 15 Actual Income	574,953.14
New Pricing option projected income	661,521.96
Additional Income	- 86,568.82

Becks Square, Tiverton

Max 2 Hrs Stay	Current	Total	Aug 14 -	
Tariff	Tariff Charge	Vends	July 15 Income	
30 Mins - Mon to Sat	0.80	27,279	21,823.20	
1 Hr - Mon to Sat	1.20	26,171	31,405.20	
2 Hrs - Mon to Sat	2.10	12,903	27,096.30	
2 Hrs - Sun & BH	0.60	2,319	1,391.40	
5 Hrs - Sun & BH	1.10	675	742.50	
All day - Sun & BH	1.60	350	560.00	
Night Time	1.00	4,362	4,362.00	
	Totals	74,059	87,380.60	Gross
			72,817.17	Net

Chosen Option

Max 2 Hrs Stay	Tariff	Total	Projected	
Tariff	Charge	Vends	Income	
30 Mins - Mon to Sat	1.00	27,279	27,279.00	
1 Hr - Mon to Sat	1.50	26,171	39,256.50	
2 Hrs - Mon to Sat	2.00	12,903	25,806.00	
All Day - Sun & BH	1.00	3,344	3,344.00	
Night Time - 30 Mins Free	-	218	-	
Night Time	1.00	4,144	4,143.90	
	Totals	74,059	99,829.40	Gross
			83,191.17	Net

- Night Time 30 Mins free parking has been estimated as 5% of the total night time vends

High Street, Crediton

Long Stay car park	Current	Total	Aug 14 -	
Tariff	Tariff Charge	Vends	July 15 Income	
5 Hrs - Mon to Sat	1.00	37,532	37,532.00	
10 Hrs - Mon to Sat	2.00	9,044	18,088.00	
24 Hrs - Mon to Sat	3.60	226	813.60	
2 hrs - Sun & BH	0.60	975	585.00	
5 hrs - Sun & BH	1.10	235	258.50	
All day - Sun & BH	1.60	143	228.80	
Night Time	1.00	1,919	1,919.00	
Totals		50,074	59,424.90	Gross
			49,520.75	Net

Chosen Option

Long Stay car park	Tariff	Total	Projected	
Tariff	Charge	Vends	Income	
5 Hrs - Mon to Sat	1.50	37,532	56,298.00	
10 Hrs - Mon to Sat	2.00	9,044	18,088.00	
Per Day - Mon to Sat	5.00	226	1,130.00	
All Day - Sun & BH	1.00	1,353	1,353.00	
Night Time - 30 Mins Free	-	96	-	
Night Time	1.00	1,823	1,823.05	
Totals		50,074	78,692.05	Gross
			65,576.71	Net

- Night Time 30 Mins free parking has been estimated as
5% of the total night time vends

Market Street, Crediton

Medium Stay car park	Current	Total	Aug 14 -	
Tariff	Tariff Charge	Vends	July 15 Income	
1 Hr - Mon to Sat	1.10	13,239	14,562.90	
2 Hrs - Mon to Sat	1.80	8,486	15,274.80	
3 Hrs - Mon to Sat	2.10	3,797	7,973.70	
2 Hrs - Sun & BH	0.60	674	404.40	
5 Hrs - Sun & BH	1.10	104	114.40	
All day - Sun & BH	1.60	146	233.60	
Night Time	1.00	1,264	1,264.00	
Totals		27,710	39,827.80	Gross
			33,189.83	Net

Chosen Option

Max 2 Hrs Stay	Tariff	Total	Projected	
Tariff	Charge	Vends	Income	
30 Mins - Mon to Sat	1.00	5,542.00	5,542.00	
1 Hr - Mon to Sat	1.50	7,697	11,545.50	
2 Hrs - Mon to Sat	2.00	12,283	24,566.00	
All Day - Sun & BH	1.00	924	924.00	
Night Time - 30 Mins Free	-	63	-	
Night Time	1.00	1,201	1,200.80	
Totals		27,710	43,778.30	Gross
			36,481.92	Net

- 20% of total vends estimated at 30 Mins vend
- Night Time 30 Mins free parking has been estimated as 5% of the total night time vends

Market Place, Tiverton

Short Stay car park - Max 2 Hrs	Current	Total	Aug 14 -	
Tariff	Tariff Charge	Vends	July 15 Income	
30 Mins - Mon to Sat	0.80	70,154	56,123.20	
1 Hr - Mon to Sat	1.20	71,461	85,753.20	
2 Hrs - Mon to Sat	2.10	31,935	67,063.50	
2 Hrs - Sun & BH	0.60	5,192	3,115.20	
5 Hrs - Sun & BH	1.10	1,482	1,630.20	
All day - Sun & BH	1.60	799	1,278.40	
Night Time	1.00	11,813	11,813.00	
Totals			192,836	226,776.70
				Gross
			188,980.58	Net

Chosen Option

Short Stay car park - Max 2 Hrs	Tariff	Total	Projected	
Tariff	Charge	Vends	Income	
30 Mins - Mon to Sat	1.00	70,154	70,154.00	
1 Hr - Mon to Sat	1.50	71,461	107,191.50	
2 Hrs - Mon to Sat	2.00	31,935	63,870.00	
All Day - Sun & BH	1.00	7,473	7,473.00	
Night Time - 30 Mins Free	-	591	-	
Night Time	1.00	11,222	11,222.35	
Totals			192,836	259,910.85
				Gross
			216,592.38	Net

- Night Time 30 Mins free parking has been estimated as 5% of the total night time vends

Phoenix House, Tiverton

Medium Stay car park	Current	Total	Aug 14 -
Tariff	Tariff Charge	Vends	July 15 Income
15 Mins free - Mon to Fri	-	18,827	-
30 Mins - Mon to Fri	0.60	4,057	2,434.20
1 Hr - Sat	1.10	497	546.70
2 Hrs - Sat	1.80	108	194.40
3 Hrs - Sat	2.10	96	201.60
4 Hrs - Sat	2.40	36	86.40
2 Hrs - Sun & BH	0.60	9	5.40
5 Hrs - Sun & BH	1.10	5	5.50
All day - Sun & BH	1.60	12	19.20
Night Time	1.00	28	28.00
Totals		23,675	3,521.40
			Gross
			2,934.50
			Net

Chosen Option

Short Stay CP - Mon-Fri 1 Hr & Sat 2 Hrs	Tariff	Total	Projected
Tariff	Charge	Vends	Income
15 Mins Free - Mon to Sat	-	18,827	-
30 Mins (plus 15 mins free) - Mon to Sat	0.60	4,057	2,434.20
1 Hr 45 Mins (plus 30 mins free) - Sat	2.00	737	1,474.00
All Day - Sun & BH	1.00	26	26.00
Night Time - 30 Mins Free	-	1	-
Night Time	1.00	27	26.60
Totals		23,675	3,960.80
			Gross
			3,300.67
			Net

- Night Time 30 Mins free parking has been estimated as
5% of the total night time vends

MSCP, Tiverton

Long Stay car park	Current	Total	Aug 14 -	
Tariff	Tariff Charge	Vends	July 15 Income	
5 Hrs - Mon to Sat	1.00	80,889	80,889.00	
10 Hrs - Mon to Sat	2.00	19,204	38,408.00	
24 Hrs - Mon to Sat	3.60	424	1,526.40	
2 Days	7.20	38	273.60	
3 Days	10.80	20	216.00	
4 Days	14.40	7	100.80	
5 Days	18.00	7	126.00	
7 Days	25.20	2	50.40	
Totals		100,591	121,590.20	Gross
			101,325.17	Net

Chosen Options

Long Stay car park	Tariff	Total	Projected	
Tariff	Charge	Vends	Income	
5 Hrs - Mon to Sat	1.50	80,889	121,333.50	
10 Hrs - Mon - Sat	2.00	19,204	38,408.00	
1 Day	5.00	424	2,120.00	
2 Days	10.00	38	380.00	
3 Days	15.00	20	300.00	
4 Days	20.00	7	140.00	
5 Days	25.00	7	175.00	
7 Days	30.00	2	60.00	
Totals		100,591	162,916.50	Gross
			135,763.75	Net

Station Road, Cullompton

Long Stay car park	Current	Total	Aug 14 -	
Tariff	Tariff Charge	Vends	July 15 Income	
5 Hrs - Mon to Sat	1.00	16,434	16,434.00	
10 Hrs - Mon to Sat	2.00	4,997	9,994.00	
24 Hrs - Mon to Sat	3.60	338	1,216.80	
2 Hrs - Sun & BH	0.60	273	163.80	
5 hrs - Sun & BH	1.10	100	110.00	
All day - Sun & BH	1.60	177	283.20	
Night Time	1.00	2,266	2,266.00	
	Totals	24,585	30,467.80	Gross
			25,389.83	Net

Chosen Options

Long Stay car park	Tariff	Total	Projected	
Tariff	Charge	Vends	Income	
5 Hrs - Mon to Sat	1.50	16,434	24,651.00	
10 Hrs - Mon to Sat	2.00	4,997	9,994.00	
1 Day	5.00	338	1,690.00	
All Day - Sun & BH	1.00	550	550.00	
Night Time - 30 Mins Free	-	113	-	
Night Time	1.00	2,153	2,152.70	
	Totals	24,585	39,037.70	Gross
			32,531.42	Net

- Night Time 30 Mins free parking has been estimated as 5% of the total night time vends

Wellbrook Street, Tiverton

Long Stay car park	Current	Total	Aug 14 -	
Tariff	Tariff Charge	Vends	July 15 Income	
1 Hr - Mon to Sat	1.00	1,225	1,225.00	
2 Hrs - Mon to Sat	1.20	1,468	1,761.60	
3 Hrs - Mon to Sat	1.40	955	1,337.00	
4 Hrs - Mon to Sat	1.80	218	392.40	
5 Hrs - Mon to Sat	2.00	748	1,496.00	
24 Hrs - Mon to Sat	2.30	3,270	7,521.00	
2 Hrs - Sun & BH	0.60	184	110.40	
5 Hrs - Sun & BH	1.10	95	104.50	
All day - Sun & BH	1.60	95	152.00	
Night Time	1.00	2,649	2,649.00	
Totals		10,907	16,748.90	Gross
			13,957.42	Net

Chosen Option

Long Stay car park	Tariff	Total	Projected	
Tariff	Charge	Vends	Income	
30 Mins Free - Mon to Sat *	-	2,181.4	-	
4 Hrs (Incl 30 mins free) - Mon to Sat	2.00	2,433	4,865.20	
24 Hrs - Mon to Sat	3.00	3,270	9,810.00	
All Day - Sun & BH	1.00	374	374.00	
Night Time - 30 Mins Free	-	132	-	
Night Time	1.00	2,517	2,516.55	
Totals		10,907	17,565.75	Gross
			14,638.13	Net

- 20% of total vends estimated at 30 Mins vend
- Night Time 30 Mins free parking has been estimated as 5% of the total night time vends

Westexe South, Tiverton

Medium Stay car park	Current	Total	Aug 14 -	
Tariff	Tariff Charge	Vends	July 15 Income	
15 Mins free - Mon to Sat	-	10,077	-	
30 Mins - Mon to Sat	0.80	6,430	5,144.00	
1 Hr - Mon to Sat	1.10	11,681	12,849.10	
2 Hrs - Mon to Sat	1.80	6,971	12,547.80	
3 Hrs - Mon to Sat	2.10	4,009	8,418.90	
2 Hrs - Sun & BH	0.60	2,599	1,559.40	
5 Hrs - Sun & BH	1.10	430	473.00	
All day - Sun & BH	1.60	333	532.80	
Night Time	1.00	8,813	8,813.00	
	Totals	51,343	50,338.00	Gross
All Tariff's Mon to Sat include 15 mins free			41,948.33	Net

Option 1

Max 3 Hrs Stay car park	Tariff	Total	Projected	
Tariff	Charge	Vends	Income	
30 Mins Free - Mon to Sat	-	16,507	-	
3 Hrs (Incl 30 mins free) - Mon to Sat	2.00	22,661	45,322.00	
All Day - Sun & BH	1.00	3,362	3,362.00	
Night Time - 30 Mins Free	-	441	-	
Night Time	1.00	8,372	8,372.35	
	Totals	51,343	57,056.35	Gross
			47,546.96	Net

- Night Time 30 Mins free parking has been estimated as 5% of the total night time vends

William Street, Tiverton

Short Stay car park - Max 2 Hrs	Current	Total	Aug 14 -	
Tariff	Tariff Charge	Vends	July 15 Income	
30 Mins - Mon to Sat	0.80	10,170	8,136.00	
1 Hr - Mon to Sat	1.20	9,898	11,877.60	
2 Hrs - Mon to Sat	2.10	5,214	10,949.40	
2 Hrs - Sun & BH	0.60	526	315.60	
5 Hrs - Sun & BH	1.10	171	188.10	
All day - Sun & BH	1.60	295	472.00	
Night Time	1.00	4,023	4,023.00	
	Totals	30,297	35,961.70	Gross
			29,968.08	Net

Chosen Option

Short Stay car park - Max 2 Hrs	Tariff	Total	Projected	
Tariff	Charge	Vends	Income	
30 Mins Free - Mon to Sat	-	12,150	-	
2 Hrs - Mon to Sat	2.00	13,132	26,264.80	
All Day - Sun & BH	1.00	992	992.00	
Night Time - 30 Mins Free	-	201	-	
Night Time	1.00	3,822	3,821.85	
	Totals	30,297	31,078.65	Gross
			25,898.88	Net

- 30 mins free parking has been calculated using 30 min vends and 20% of 1 Hr vend.

- Night Time 30 Mins free parking has been estimated as 5% of the total night time vends

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CABINET
14 JANUARY 2016

AGENDA ITEM

FINANCIAL UPDATE FOR THE EIGHT MONTHS TO 30 NOVEMBER 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 highlights 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 forecast in year movements and final predicted position at 31 March 2016:

Usable Reserves	31/03/2015	Forecast in year movement	31/03/2016
	£k	£k	£k
Revenue			
General Fund – see note	(2,380)	427	(1,953)
Housing Revenue Account	(2,000)	(189)	(2,189)
Capital			
Major Repairs Reserve	0	(312)	(312)
Capital Receipts Reserve	(985)	415	(570)
Capital Contingency Reserve	(1,123)	580	(543)

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 £427k as shown at Appendix A. The most **significant** service movements, highlighted in Appendix B, this month comprise:

	£k
MMI asbestos insurance levy (covered by earmarked reserve)	57
Various redundancy costs	79
Maintenance on cemetery walls (covered by earmarked reserve)	35
Double glazing industrial units (£10k covered by earmarked reserve)	30
Private sector housing restructure	27
Vacant units - industrial unit income down	20
Improvement in Housing Benefit subsidy	(40)
Lower costs of funding housing DARS scheme	(20)

3.3 The major variances are highlighted at Appendix B. The current income from our major funding streams are shown at Appendix C, whilst current employee costs are shown at Appendix D. Some apparent service overspends are funded by earmarked reserves please see the note showing net transfers to/from earmarked reserves for details.

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 underspend of £189k would increase the available balance to £2,189k.
- 4.3 The most significant items of this underspend comprise a surplus in income generated from community alarms £(55)k, staffing savings and reduced expenditure on community initiatives £(109)k. Garage rents are also up on budget £(33)k.
- 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 £312k.

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 £4,249k against a budgeted Capital Programme of £13,750k. This has increased by £30k from £13,720k for a project to fit solar panels to Moorhayes Community Centre, which will be installed before the feed-in tariff reduces in January.
- 6.3 Forecast *net* underspends currently amount to (£351k), which are mainly comprised of the following (please see notes on appendix G):
- ICT software for 'Incab' re Waste & recycling vehicles £(60)k
 - Various projects charged to revenue as under £20k (Capital de minimis) £(140)k

- Forecast additional spend on Council House building project at St Andrews Street £144k
 - Affordable Housing contributions, no additional payments expected on external schemes (£295k)
- 6.4 Forecast slippage into 2016/17 currently amounts to £7,075k, which are mainly comprised of the following projects (please see notes on appendix G):
- Land Drainage scheme – Ashleigh Park Bampton £67k
 - Sewerage treatment works – Washfield £25k
 - Works in relation to major repairs of our council houses £312k
 - Renewable Energy fund - renewable wall insulation £70k
 - Tiverton Pannier Market Roof £110k
 - Various ICT projects £266k
 - 5 Refuse vehicles £740k
 - Other various MDDC vehicles £358k
 - Council House Build Projects at Burlescombe & Beech Road Tiverton £987k
 - Council House Build Projects at Palmerston Park & Birchen lane Tiverton £3,320k
 - Exe Valley Leisure Centre fitness gym extension £468k
 - Multi-Storey car park works £89k
 - Economic development projects £183k
 - Play area refurbishment – Wilcombe Tiverton £50k

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	298
Earmarked Reserve for Private Sector Housing	282

Forecast Balance at 31 March 2016 **(543)**
=====

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)
Earmarked Reserve for Private Sector Housing	<u>194</u>
	(791)
Net Receipts to date (includes 13 RTB's)	(584)*

(* Forecast pending completion of Q3 pooling return)

Current Balance **(1,375)**

Forecast further capital receipts in year	(96)
Forecast capital receipts to be applied in year	901
Forecast Unapplied Capital Receipts c/fwd. 31 March 2016	(570)
	=====

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)	(75)	(10)
	-----	-----	-----
Total Interest Receivable	(134)	(144)	(10)
	=====	=====	=====

The investment income from the CCLA property investment for 2015/16 has not been included in the figures above.

10.0 2016/17 Formula Grant Settlement

10.1 Our provisional formula grant award for 2016/17 amounts to **£3.04m**. This is unlikely to change significantly and is approximately £130k lower than what we first estimated.

As a direct consequence this has helped increase the draft 2016/17 General Fund budget deficit but other savings proposals have had the effect of reducing the deficit to circa **£405k**, providing they are all accepted. Despite this it is both prudent and a legal obligation that we set a balanced budget and therefore further savings will be required.

10.2 What is useful is that the formula grant announcement gave provisional figures for the three years following up to 2019/20. As we had predicted the Revenue Support Grant, which currently stands at £1.7m, will completely disappear by 2019/20. The current and provisional future formula grant amounts are:

	15/16 £m	16/17 £m	17/18 £m	18/19 £m	19/20 £m
Revenue Support Grant	1.7	1.02	0.5	0.18	0.00
Business Rates	2.0	2.02	2.06	2.13	2.19
Total Formula Grant	3.7	3.04	2.56	2.31	2.19

Slotting the provisional Business Rate and Revenue Support Grant figures into the Medium Term Financial Plan shows that by 2019/20 we will need to find approximately **£1.1m** of savings, close to the amount we previously forecast. At this point we still have no details on the proposed changes allowing Council's to retain more of the business rate income.

11.0 Conclusion

- 11.1 Members are asked to note the revenue and capital forecasts for the current financial year. This report covers the first eight months of the year and begins to show some key trends.
- 11.2 Although some costs incurred such as redundancies are “one off” items and not ongoing, pressures can be seen developing in the General Fund and managers in some areas are struggling to meet their budgets. Some of the factors involved are external and beyond our control. Overall the forecast for the year at this point is a deficit of **£427k** on a net budget of £8.77 million, a 4.9 % variance.
- 11.3 This monitoring report comes at a time when our current draft 2016/17 budget, based upon a series of assumptions, shows a deficit of circa **£405k**. Our total budget requirement for the General Fund has already dropped from £11.45m in 2010/11 to the current year’s £8.77m. Going forward Members will be required to consider various potential future scenarios and inevitably some challenging decisions will need to be made to facilitate a balanced budget, of prioritised services, linked to the new corporate plan.

Contact for more information:

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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 30 NOVEMBER 2015**

Com	General Fund Summary	Note	2015/16 Annual Budget £	Full Year Forecast (Net of Trf to Earmarked Reserves (EMR) (0 = On budget) £	Variance %
	Cllr C J Eginton				
CM	Corporate Management	A	1,197,130	32,700	2.7%
LD	Legal & Democratic Services: Member/Election Services	B	1,027,290	41,300	4.0%
	Cllr N V Davey				
CP	Car Parks	C	(23,680)	(39,000)	-164.7%
ES	Cemeteries & Public Health	D	156,640	25,000	16.0%
ES	Open Spaces	F	593,300	20,000	3.4%
GM	Grounds Maintenance	E	(16,870)	42,340	-251.0%
WS	Waste Services	H	2,287,120	65,000	2.8%
	Cllr C R Slade				
CD	Community Development	I	328,270	4,320	1.3%
ES	Environmental Services incl. Licensing	D	157,180	29,000	18.5%
IT	IT Services	Q	(12,040)	(35,900)	298.2%
PR	Planning - Land charges	N	(600)	(15,000)	2500.0%
RS	Recreation And Sport	J	662,400	291,000	43.9%
	Cllr P H D Hare-Scott				
FP	Finance And Performance	K	(180)	0	0.0%
RB	Revenues And Benefits	L	782,650	(156,000)	-19.9%
	Cllr R L Stanley				
ES	ES: Private Sector Housing Grants	D	112,120	37,000	33.0%
HG	General Fund Housing	M	317,150	(65,000)	-20.5%
PS	Property Services	G	253,800	(263,140)	-103.7%
	Cllr R J Chesterton				
CD	Community Development: Markets	I	60,550	10,000	-16.5%
PR	Planning And Regeneration	N	960,400	193,000	20.1%
	Cllr M Squires				
CS	Customer Services	O	15,730	93,500	594.4%
ES	Environment Services - Public Health	D	356,920	0	0.0%
HR	Human Resources	P	98,470	11,300	11.5%
LD	Legal & Democratic Services: Legal Services	B	(10)	7,000	
	All General Fund Services		9,313,740	328,420	3.5%
IE260	Interest Payable		68,390	79,064	
IE290	Interest Receivable on Investments		(65,000)	(10,000)	
	Additional dividend re Heritable Investment			(43,958)	
	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	424,170	1,502,865	
	TOTAL BUDGETED EXPENDITURE		8,766,350	327,119	3.7%
	Formula Grant (includes Non Domestic rates)		(3,767,480)	100,000	
	Council Tax		(4,955,540)	0	
	Collection Fund Surplus		(43,330)	0	
	TOTAL BUDGETED FUNDING		(8,766,350)	100,000	-1%
	Forecast in year (Surplus) / Deficit		0	427,119	
	General Fund Reserve 01/04/15			(2,380,180)	
	Forecast General Fund Balance 31/03/16			(1,953,061)	

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

Note	Description of Major Movements	Full Year Forecast Variation (Net of Trf to EMR)	PDG
A	Corporate Management		
	External audit fees have seen a significant reduction	(24,000)	Cabinet
	Provision for a further levy payment following the trigger of MMI scheme of arrangement (historic asbestos insurance claims covered by ear marked reserve)	56,700	Cabinet
		32,700	
B	Legal & Democratic Services		
	Legal Services restructure, salaries & recruitment costs	(6,000)	Cabinet
	Income - Legal Section 106 work less than in previous years and fees & charges down	13,000	Cabinet
	Members' tablets, cost was budgeted as Capital Expenditure but as less than £20k falls as Revenue Expenditure (see appendix G)	12,000	Cabinet
	Cost of District Council Elections (covered by earmarked reserve)	43,000	Cabinet
	Redundancy costs	19,000	Cabinet
	Recovered costs on General Election	(10,000)	Cabinet
	Individual election registration (IER) costs less than budgeted	(14,000)	Cabinet
	More IER Grant income received than budgeted	(2,700)	Cabinet
	Various other minor variances	(6,000)	Cabinet
		48,300	
C	Car Parks		
	Pay and Display income £19k up against budget at half year. Yearend forecast can be changeable month by month	(23,000)	MTE
	Increased income from off-street fines	(10,000)	MTE
	Other minor variances	(6,000)	MTE
		(39,000)	
D	Environmental Services combined		
	Salary underspends in Environmental Enforcement due to vacant post and overtime budget	(6,000)	CWB
	Licensing Unit salaries - Increase in hours and JE impact	15,000	CWB
	Cemetery income above profile on internments & exclusive burial rights but has reduced over the last couple of months.	(10,000)	MTE
	Overspend on Maintenance of Cemetery Walls and Pathways (see below EMR)	35,000	CWB
	Environmental Services salary overspend due to a service restructure, JE and redundancy	20,000	CWB
	Private Sector Housing salary overspend due to restructure, increased hours and JE (see below EMR)	37,000	DAAH
		91,000	
E	Grounds Maintenance		
	£25k cut in grass cutting budget from Devon County Council	25,000	MTE
	Purchase of digger fully funded from earmarked reserve	17,340	MTE
		42,340	
F	Open Spaces		
	Urgent repairs works to play area wall at Newcombes Meadow	20,000	MTE
		20,000	

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

Note	Description of Major Movements	Full Year Forecast Variation (Net of Trf to EMR)	PDG
G	Property Services		
	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 £172k will be transferred into reserves for future economic development.	(363,000)	MTE
	Phoenix House maintenance budget overspend	15,000	MTE
	Urgent repairs works to ceiling in Town Hall	7,860	MTE
	The new AV unit in the Council Chambers has come in more than first estimated	20,000	MTE
	2 vacant units at Kingsmill and 1 at Simmons Place will result in a year end deficit on the income budget	20,000	MTE
	Double Glazing replacement at Kings Mill and Simmons Place (see earmarked reserve which off-set £10k)	30,000	MTE
	Decrease in income received from Prospects leaving the rental space at Phoenix House	7,000	MTE
		(263,140)	
H	Waste Services		
	Refuse - vehicle repairs, running aged fleet until replacement need is known	50,000	MTE
	Recycling material income is down, this is due to receiving a lower price per tonne then budgeted	70,000	MTE
	Recycling - fuel and vehicle repairs due to new fleet	(55,000)	MTE
	Trade waste income up against budget which is part offset by additional disposal charges	(10,000)	MTE
	Trade waste - vehicle hire costs	10,000	MTE
		65,000	
I	Community Development		
	Salaries - variance in hours	(6,200)	CWB
	Market Income - proactive work is being carried out to try and meet this gap	10,000	CWB
	Grant spend covered by seed fund ear marked reserve	10,520	CWB
		14,320	
J	Recreation And Sport		
	Exe Valley Leisure Centre (EVLC) salaries (includes manager post reinstated)	25,000	CWB
	EVLC Income - Adult/Junior membership volumes down	80,000	CWB
	Culm Valley Sports centre (CVSC) salaries	8,000	CWB
	Lords Meadow Leisure Centre (LMLC) salaries	5,000	CWB
	Lords Meadow Leisure Centre Income (cancelled operating special offer for annual memberships)	25,000	CWB
	Maintenance overspend -squash court roofs/ATP repairs at EVLC	25,000	CWB
	Redundancy costs due to management restructure	123,000	CWB
		291,000	
K	Finance And Performance		
		0	
L	Revenues And Benefits		
	HB Fraud section transferred to DWP from 01/05/15	(62,000)	CWB
	Additional agency staff required in Housing Benefit net of salary savings (maternity leave, post changes & vacant hours)	36,000	CWB
	Housing Benefit Subsidy	(130,000)	CWB
		(156,000)	

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

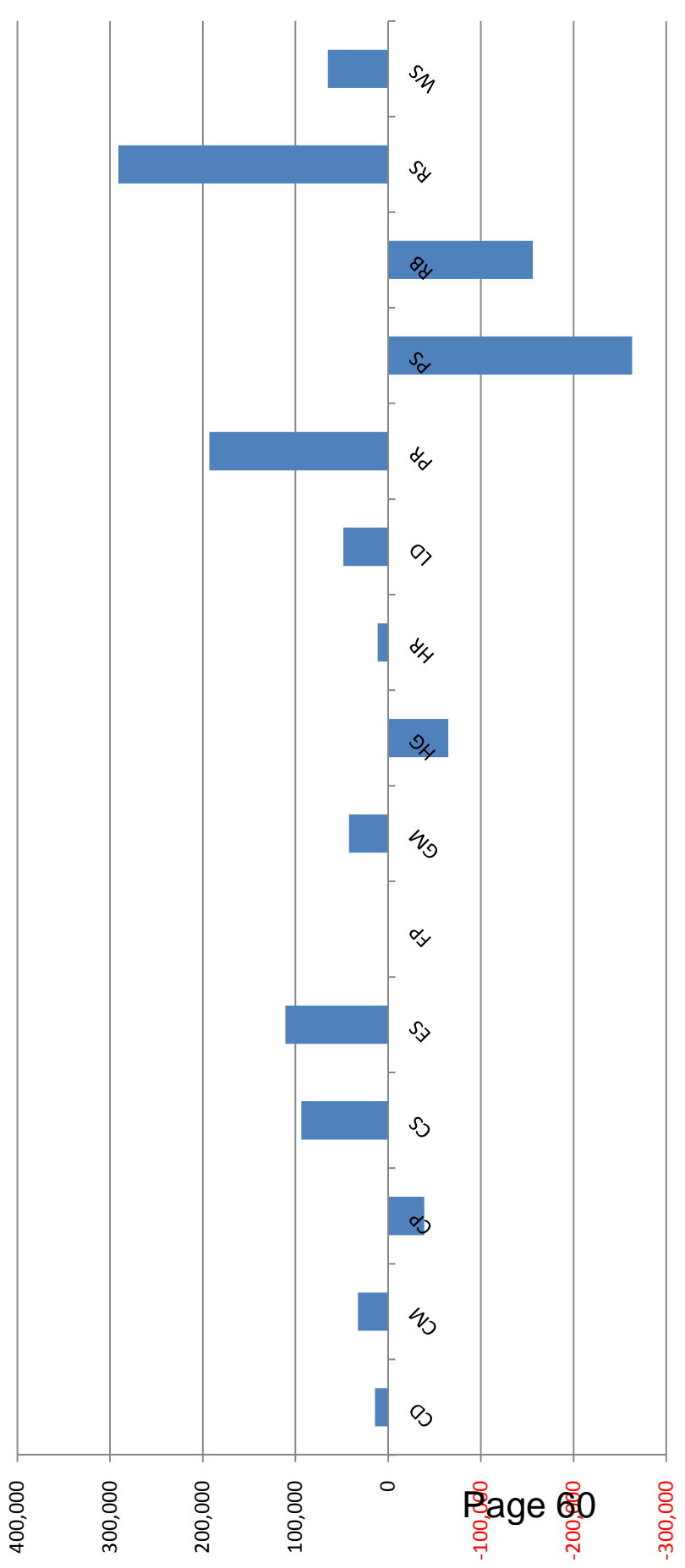
Note	Description of Major Movements	Full Year Forecast Variation (Net of Trf to EMR)	PDG
M	General Fund Housing		
	Better recovery on DARS	(25,000)	DAAH
	Lower costs than budgeted due to using own stock instead of B&Bs and case numbers below average	(20,000)	DAAH
	Use of Discretionary Housing Payments to fund DARS	(20,000)	DAAH
		(65,000)	
N	Planning And Regeneration		
	Enforcement-Direct Action costs (predominantly Harlequin Valet)	80,000	CWB
	Enforcement salary savings	(10,000)	CWB
	Development Control salaries (incl recruitment costs)	10,000	CWB
	Development Control income	(10,000)	CWB
	Local Plan consultancy costs	25,000	CWB
	Land charges fee income	(15,000)	CWB
	Building Control shared arrangement with NDDC/Consultancy costs	30,000	CWB
	Forward Planning salaries (incl recruitment costs)	5,000	CWB
	Non Commencement of CIL	15,000	CWB
	Business advice service for whole of Mid Devon (covered by earmarked reserve)	25,000	CWB
	Redundancy costs	23,000	CWB
		178,000	
O	Customer Services		
	Redundancy costs	36,500	CWB
	Staffing for Digital Strategy Projects funded by ear marked reserve (see below)	69,000	CWB
	Franked Mail	(12,000)	CWB
		93,500	
P	Human Resources		
	L&D Assistant funded from EMR	11,300	Cabinet
		11,300	
Q	I.T. Services		
	Other sundries	(5,900)	Cabinet
	Salary saving - apprentice employed	(14,000)	Cabinet
	Head of BIS recharge to NDDC, any savings however will be earmarked for digital transformation	(30,000)	Cabinet
	Training costs (covered by earmarked reserve)	14,000	Cabinet
		(35,900)	
	FORECAST (SURPLUS)/DEFICIT AS AT 31/03/16	328,420	

Cabinet	56,400
CWB	484,820
DAAH	(28,000)
MTE	(184,800)
	328,420

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

Note	Description of Major Movements	Full Year Forecast Variation (Net of Trf to EMR)	PDG
	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	(43,000)	
	Local Plan consultancy costs	(35,000)	
	Repair to Cemetery Walls and Pathways	(35,000)	
	Projected surplus on Market Walk transfer to reserves earmarked for economic development	172,000	
	Private Sector Housing Restructure	15,000	
	Grounds Maintenance Digger purchase	(17,340)	
	Business advice and Town project spend covered by earmarked reserve released	(25,000)	
	Digital strategy staffing from New Homes Bonus	(69,000)	
	Grant spend from seed fund earmarked reserve released	(10,520)	
	ICT training costs	(14,000)	
	Industrial Units double glazing replacement	(10,000)	
	L&D Assistant funded from EMR	(11,300)	
	Insurance - Provision for a further levy payment - MMI scheme of arrangement	(56,700)	
	Net Transfer to / (from) Earmarked Reserves	1,502,865	

2015/16 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	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 NOVEMBER 2015

	2015/16 Annual Budget	2015/16 Profiled Budget	2015/16 Actual	2015/16 Variance
	£	£	£	£
Total Employee Costs				
General Fund				
Community Development	284,610	189,740	180,373	(9,367)
Corporate Management	859,280	572,853	564,308	(8,545)
Customer Services	686,030	457,353	500,780	43,427
Environmental Services	853,970	569,313	619,721	50,408
Finance And Performance	589,040	392,693	400,870	8,177
General Fund Housing	191,940	127,960	125,466	(2,494)
Grounds Maintenance	415,900	277,267	262,564	(14,703)
Human Resources	292,190	194,793	195,200	407
I.T. Services	544,220	362,813	333,060	(29,753)
Legal & Democratic Services	411,330	274,220	268,576	(5,644)
Planning And Regeneration	1,413,870	942,580	880,635	(61,945)
Property Services	359,220	239,480	181,563	(57,917)
Recreation And Sport	1,504,870	1,003,247	1,134,470	131,223
Revenues And Benefits	706,340	470,893	429,971	(40,922)
Waste Services	1,792,050	1,194,700	1,160,970	(33,730)
	10,904,860	7,269,905	7,238,526	(31,379)
Housing Revenue Account				
BHO09 Repairs And Maintenance	773,080	515,387	472,020	(43,367)
BHO10 Supervision & Management	1,448,740	965,827	882,427	(83,400)
BHO11 Special Services	61,760	41,173	60,763	19,590
	2,283,580	1,522,387	1,415,211	(107,176)
Total	£ 13,188,440	£ 8,792,292	£ 8,653,737	£(138,555)

	2015/16 Annual Budget	2015/16 Profiled Budget	2015/16 Actual	2015/16 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	34,000	0	4,174	4,174
Environmental Services	0	0	5,945	5,945
Finance And Performance	0	0	0	0
General Fund Housing	0	0	0	0
Grounds Maintenance	5,000	3,333	13,617	10,284
Human Resources	0	0	7,042	7,042
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	22,824	22,824
Recreation And Sport	0	0	0	0
Revenues And Benefits	0	0	35,141	35,141
Waste Services	88,510	59,007	80,957	21,950
	127,510	62,340	169,701	107,361
Housing Revenue Account				
BHO09 Repairs And Maintenance	0	0	0	0
BHO10 Supervision & Management	0	0	11,494	11,494
BHO11 Special Services	0	0	0	0
	0	0	11,494	11,494
Total	£127,510	£62,340	£181,194	£118,854

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

		2015/16 Annual Budget	Forecast	Variance
Housing Revenue Account (HRA)	Notes	£	£	%
SHO01 Dwelling Rents Income	A	(12,810,600)	(5,000)	0.0%
SHO04 Non Dwelling Rents Income	B	(519,780)	(33,000)	6.3%
SHO06 Tenant Charges For Services	C	(30,980)	(14,000)	45.2%
SHO07 Leaseholders' Service Charges	D	(19,840)	(4,000)	20.2%
SHO08 Contributions Towards Expenditure	E	(34,970)	2,000	-5.7%
SHO09 Alarm Income - Non Tenants	F	(138,170)	(55,000)	39.8%
SHO10 H.R.A. Investment Income	G	(40,000)	0	0.0%
SHO11 Miscellaneous Income	H	(19,000)	(17,000)	89.5%
SHO13A Repairs & Maintenance	I	3,274,710	31,000	0.0%
SHO17A Housing & Tenancy Services	J	1,358,850	(109,000)	-8.0%
SHO22 Alarms & L.D. Wardens expenditure	K	178,700	15,000	8.4%
SHO29 Bad Debt Provision Movement	L	25,000	0	0.0%
SHO30 Share Of Corporate And Democratic	M	202,890	0	0.0%
SHO32 H.R.A. Interest Payable	N	1,323,820	0	0.0%
SHO34 H.R.A. Transfers between earmarked reserves	O	2,589,500	0	0.0%
SHO36 H.R.A. R.C.C.O.	P	139,000	0	0.0%
SHO37 Capital Receipts Reserve Adjustment	Q	(15,600)	0	0.0%
SHO38 Major Repairs Allowance	R	1,986,590	0	0.0%
SHO45 Renewable Energy Transactions	S	(150,000)	0	0.0%
		(2,699,880)	(189,000)	-7.0%
Net recharge to HRA		1,223,440		
Capital Charges		1,476,440		
Net Housing Revenue Account Budget		0		

Housing Revenue Account	£k
Total HRA reserve as at 01/04/14	(2,000)
Forecast variance for the year (see above)	(189)
Forecast HRA reserve as at 31/03/15	(2,189)

Housing Maintenance Fund	£k
Opening balance	(6,360)
Amount required to fund MRA works	914
Reserve utilised for capital works (see appendix G)	3,921
Budgeted transfer to reserves	(2,465)
Forecast closing balance	(3,990)

Renewable Energy Fund	£k
Opening balance	(370)
Expenditure forecast for this year (see appendix G)	200
Income forecast for this year	(163)
Forecast closing balance	(333)

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

Note	Description of Major Movements	Corrective Action	Forecast Variance £
A	No major variance	None	(5,000)
B	Garage rents and shop rents are ahead of target so far	N/A	(33,000)
C	LD warden contract generating more revenue than budgeted	N/A	(14,000)
D	No major variance	N/A	(4,000)
E	No major variance	N/A	2,000
F	Excellent performance of community alarms, both in the tenant population and private sector	N/A	(55,000)
H	Sale of a piece of land has generated income in excess of budget	N/A	(17,000)
I	Planned Maintenance contracts will require higher expenditure than expected	N/A	31,000
J	Several staffing savings combined with reduced expenditure on community initiatives and maintenance work on shops	None	(109,000)
K	Final costs of wrapping up warden service	None	15,000
		TOTAL	(189,000)

MID DEVON DISTRICT COUNCIL
MONITORING OF 2015/16 CAPITAL PROGRAMME

Appendix G

Code	Scheme	Adjusted approved Capital Programme 2015/16	Actual Expenditure	Committed Expenditure	Total	Variance to Adj Capital Programme	Forecast (Underspend)/ Overspend	Forecast Slippage to 16/17	Notes
		£	£	£	£	£	£	£	
	<u>Estates Management</u>								
	<u>Leisure - Site Specific</u>								
	<u>Lords Meadow leisure centre</u>								
CA624	Main car park resurfacing	50,000	0	0	0	(50,000)			Project due to be delivered in Q4 15/16 This project has been delivered for circa £4k & will therefore be charged to Revenue as under the capital diminimis
CA625	Squash Court roof improvements	20,000	0	0	0	(20,000)	(20,000)		
	<u>Exe Valley leisure centre</u>								
CA626	Fitness gym extension	500,000	25,015	2,610	27,625	(472,375)		468,000	Figures included per Leisure consultants report - further work required & subject to Business Case demonstrating acceptable payback period
	<u>Other MDDC Buildings</u>								
CA403	Town Hall Redevelopment Project	46,000	14,682	10,973	25,654	(20,346)		18,000	Linked to New Build St Andrews Street CA113. Will be used for improvements to Ham Lane
	<u>MSCP Improvements</u>								
CA709	Planned expansion joint replacement	89,000	(7,098)	7,098	0	(89,000)		89,000	This work is on hold depending on the outcome of the proposed Premier Inn development. £7k retention payment on hold until remedial works completed
	<u>Play Areas</u>								
CA608	Play area refurbishment - Wilcombe Tiverton	50,000	0	0	0	(50,000)		50,000	Project due to be delivered in Q1 16/17. Possible S106 funding contribution
	<u>Other Projects</u>								
CA420	Land drainage flood defence schemes - Ashleigh Park Bampton	67,000	0	0	0	(67,000)		67,000	Project due to be delivered in Q1 16/17. Circa £75k with £20k DCC funding contribution
CA431	Public Conveniences - Lowman Green, Tiverton remodel for kiosk subject to payback period	100,000	26,363	70,234	96,597	(3,403)	6,000		Budget increased by £46k per Cabinet Report 30/07/15. Completion anticipated Dec'15
CA448	Angel Hill improvements	20,000	0	0	0	(20,000)		12,000	This project will be completed by Nov'16. Potential external grant Funding being explored
CA458	Solar Panels Moorhayes Community Centre	30,000	0	29,466	29,466	(534)			Project to be completed by end of Dec due to reduction in feed in tariff in Jan '16
	<u>ICT Projects</u>								
CA421	Replacement of PC estate 330s	40,000	0	0	0	(40,000)			Project due to commence Q4 15/16
CA423	Continued replacement of WAN/LAN	60,000	0	0	0	(60,000)			Project due to commence Q4 15/16
CA425	Server farm expansion/upgrades	88,000	0	0	0	(88,000)			Project due to commence Q4 15/16
CA433	Unified Comms/telephony	107,000	0	0	0	(107,000)			Project due to commence Q4 15/16
CA436	Web Transformation	26,000	(150)	150	0	(26,000)			Project due to commence Q4 15/16
CA437	Digital Transformation	89,000	34,510	28,104	62,614	(26,386)		26,000	Project due to commence Q1 16/17
CA438	Digital Transformation - Customer Portal	45,000	0	0	0	(45,000)		45,000	Project due to commence Q1 16/17
CA439	Mobile Working NDL MX	70,000	0	0	0	(70,000)		70,000	Project due to commence Q1 16/17
CA440	Finance Cash Receipting upgrade	29,000	0	0	0	(29,000)		29,000	Project due to commence Q1 16/17
CA442	Arc Server Spatial	40,000	0	0	0	(40,000)		40,000	Project due to commence Q1 16/17
CA443	Members Mobile	25,000	0	0	0	(25,000)	(25,000)		This project has been delivered for circa £12k which is under our capital diminimis & therefore charged to revenue under Democratic Representation & Management
CA444	SQL/Oracles refreshes	20,000	4,000	0	4,000	(16,000)		16,000	Project due to commence Q1 16/17
CA445	InCab	60,000	0	0	0	(60,000)	(60,000)		Waste in Cab technology not required by for new scheme
CA446	E-Financials Technical refresh	20,000	0	0	0	(20,000)		20,000	Project due to commence Q1 16/17
CA447	Uniform Technical refresh	20,000	0	0	0	(20,000)		20,000	Project due to commence Q1 16/17
	<u>Economic Development Projects</u>								
CA504	Schemes as yet to be identified	150,000	0	0	0	(150,000)	(40,000)	110,000	Circa £80k will be spent on Tiverton Pannier Market Piggpens (see comment on CA507 below). Circa £40k will be spent on works to Pannier Market Clock Tower & also £40k spent in revenue on related projects will be funded from NHB & therefore reduce this budget to £110k which will be slipped into 16/17.
CA505	Tiverton Pannier Market Walkway Roof	110,000	0	0	0	(110,000)		110,000	Options currently being costed
CA507	Tiverton Pannier Market Piggpens	80,000	7,408	0	7,408	(72,592)		73,000	This project will cost circa £80k to deliver, to be funded from budget identified on CA504 above. Delivery of project likely in Q1 16/17
CA508	Pannier Market Clock Tower	40,000	0	0	0	(40,000)			
	<u>Replacement Vehicles</u>								
	<u>Grounds Maintenance</u>								
CA712	Iveco Tipper (or equivalent)	24,000	0	0	0	(24,000)		24,000	Due to be tendered during 2016/17
CA713	Tractor	34,000	28,500	0	28,500	(5,500)	(5,500)		Discount achieved in procuring this vehicle
	<u>Street Cleansing</u>								
CA819	Green Machine Ride-On Sweeper (or equivalent)	25,000	0	0	0	(25,000)		25,000	No longer required, its more affective to continue leasing these vehicles. To be reprocured to use for 3.5T tipper that will be purchased in 16/17

Code	Scheme	Adjusted approved Capital Programme 2015/16	Actual Expenditure	Committed Expenditure	Total	Variance to Adj Capital Programme	Forecast (Underspend)/ Overspend	Forecast Slippage to 16/17	Notes
		£	£	£	£	£	£	£	
CA820	Green Machine Ride-On Sweeper (or equivalent)	25,000		0	0	(25,000)		25,000	No longer required, its more affective to continue leasing these vehicles. To be reprioritised to use for 3.5T tipper that will be purchased in 16/17
	<u>Refuse Collection</u>								
CA814	Dennis Eagle Terberg RCV 22-26t (or equivalent)	160,000	0	0	0	(160,000)		160,000	Due to be tendered during 2016/17
CA821	5 * Refuse Vehicles with Food waste capability	740,000	0	0	0	(740,000)		740,000	Due to be tendered during 2016/17
CA822	Iveco Tipper 7t (or equivalent)	35,000	0	0	0	(35,000)		35,000	Due to be tendered during 2016/17. Will be rolled up with £65k on CA816 for a replacement 7.5T tipper in Refuse
	<u>Recycling</u>								
CA816	1 No. very narrow access Cabstar recycling kerb loader 4.5t	65,000	0	0	0	(65,000)		65,000	Due to be tendered during 2016/17. Will be rolled up with £35k on CA822 for a replacement 7.5T tipper in Refuse
CA823	Urban Recycling vehicle	81,000	0	85,530	85,530	4,530	4,530		
	<u>CCTV Initiatives</u>								
CA449	Town centre/Market area fibre optic hub and camera system	40,000	0	0	0	(40,000)	(10,000)		Project cost circa £30k anticipated spend Q4
	<u>Waste & Recycling</u>								
CA824	New Refuse & Recycling scheme Oct '15	276,000	231,446	84,554	316,000	40,000	40,000		Additional container costs, garden waste permits & software costs
		3,596,000	364,676	318,718	683,395	(2,912,605)	(109,970)	2,337,000	
	<u>Private Sector Housing Grants</u>								
CG216	Private Sector Housing initiatives to be prioritised	102,000	0	0	0	(102,000)			
CG201	* Disabled Facilities Grants-Private Sector	590,000	192,187	94,622	286,809	(303,191)			
CG202	Houses in Multiple Occupation Grants			4,072	4,072	4,072			
CG203	Home Repair Assisted Grants			606	606	606			
CG205	House Renovation Grants			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 £100k. This underspend includes underspent budget on Private Tenant DFG's amounting to *£303k; these are effectively ring fenced, therefore leaving £97k uncommitted. (£400k - £303k) 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.								
		692,000	192,187	100,052	292,240	(399,760)	0	0	
	<u>Affordable Housing Projects</u>								
CA200	Affordable Housing 0.67 FTE	21,000	13,639	0	13,639	(7,361)			No additional payments envisaged to private developers, meeting in January to consider contributions from affordable housing receipts for MDDC council house build projects
CA200	Grants to Housing Associations to provide units (funded by commuted sum)	300,000	5,000	0	5,000	(295,000)	(295,000)		
		321,000	18,639	-	18,639	(302,361)	(295,000)	0	
	<u>HRA Projects</u>								
CA100	Housing Maintenance Fund	2,900,000	1,526,608	615,831	2,142,439	(757,561)		312,000	£312k will be reprioritised for spending in 16/17
CA111	Renewable Energy Fund Spend	270,000	143,639	0	143,639	(126,361)		70,000	Wall Insulation works will be reprioritised for spending in 16/17
CA112	Birchen Lane - re development of unit for housing conversion	170,000	6,058	0	6,058	(163,942)		120,000	£80k HCA grant approved. Anticipated commencement of this project Q4 15/16 with completion likely by March '17.
CA113	Council House Building - St Andrews Street	419,000	516,815	43,234	560,049	141,049	144,000		Project due to be complete end of Nov '15. Remaining £70k HCA grant received Oct '15 (from total HCA grant of £280k)
CG200	Disabled Facilities Grants - Council Houses	291,000	291,000	0	291,000	0			Budget adjusted as £41k spent in Q4 14/15. HCA bid successful £1,170k (£45k*26 properties). Anticipated commencement of this project Q3 15/16 with completion likely by March '17
CA119	Palmerston Park Tiverton - affordable dwellings	3,959,000	77,254	28,359	105,613	(3,853,387)		3,200,000	Budget adjusted as £6k spent in Q4 14/15. Likely to be Tendered with CA124 see comment below. Anticipated start Q1 16/17
CA120	Old allotment site Burlescombe (6 units)	694,000	3,000	3,000	6,000	(688,000)		688,000	Budget adjusted as £1k spent in Q4 14/15. Scheme subject to planning permission. If granted likely to be tendered with CA120 (see above). Anticipated start Q1 16/17
CA124	Queensway (Beech Road) Tiverton (3 units)	299,000	0	0	0	(299,000)		299,000	Budget adjusted as £1k spent in Q4 14/15. Scheme subject to planning permission. If granted likely to be tendered with CA120 (see above). Anticipated start Q1 16/17
CA102	Sewage Pumping Stations	25,000	(525)	0	(525)	(25,525)	(25,000)		Smaller projects will be under diminimis & therefore coded to revenue
CA126	Sewerage Treatment Works - Washfield	25,000	0	0	0	(25,000)		25,000	This Project is likely to commence during Q1 16/17
CA121	HRA Digital Transformation	30,000	0	0	0	(30,000)	(30,000)		This work is being carried out on Revenue within the HRA & will be under diminimis.
	<u>Replacement Vehicles - Housing Repairs</u>								
CA122	Iveco Tipper 3.5t (or equivalent)	24,000	0	0	0	(24,000)		24,000	Due to be tendered during 2016/17
CA123	Iveco Tipper 7t (or equivalent)	35,000	0	0	0	(35,000)	(35,000)		Due to be purchased in 19/20 & will be flagged in future MTFP
		9,141,000	2,563,849	690,424	3,254,274	(5,886,726)	54,000	4,738,000	
	CAPITAL PROGRAMME GRAND TOTAL	13,750,000	3,139,351	1,109,195	4,248,546	(9,501,454)	(350,970)	7,075,000	

Cabinet & Policy Development Groups 14 January 2016

Budget 2016/17 - Update

Portfolio Holder Cllr Peter Hare-Scott
Responsible Officer Head of Finance

Reason for Report: To consider options available in order for the Council to move towards a balanced budget for 2016/17.

RECOMMENDATION: To consider and agree the updated budget proposals for 2016/17 included in Appendix 1.

Relationship to Corporate Plan: To deliver our Corporate Plan's priorities within existing financial resources.

Financial Implications: Now the Council has received notification of its Formula Grant Settlement it is imperative that it matches current and ongoing expenditure plans to estimated sources of income/funding.

Legal Implications: It is a statutory requirement for the Local Authority to set a balanced budget.

Risk Assessment: Service Managers and Finance staff have assessed volatility in income and large contractor budgets, taking account of current and estimated future demand patterns. This position has been revised based on an additional 2 months of financial monitoring information. In addition prudent levels of reserves will also continue to be maintained.

1.0 Introduction

1.1 On the 17 December 2015 the Council received formal confirmation of its Formula Grant Settlement. Our provisional formula grant award for 2016/17 amounts to **£3.04m**. This is unlikely to change significantly and is approximately £130k lower than what we first estimated.

As a direct consequence this increased the draft 2016/17 General Fund budget deficit but other savings proposals have helped to reduce the deficit to circa **£405k**.

1.2 Despite this it is both prudent and a legal obligation that we set a balanced budget and therefore further savings will be required.

1.3 It is useful that the formula grant announcement gave provisional figures for the three years following up to 2019/20: As we had predicted the Revenue

Support Grant, which currently stands at £1.7m, will completely disappear by 2019/20. The current and provisional future formula grant amounts are:

	15/16	16/17	17/18	18/19	19/20
	£m	£m	£m	£m	£m
Revenue Support Grant	1.7	1.02	0.5	0.18	0.00
Business Rates	<u>2.0</u>	<u>2.02</u>	<u>2.06</u>	<u>2.13</u>	<u>2.19</u>
Total Formula Grant	<u>3.7</u>	<u>3.04</u>	<u>2.56</u>	<u>2.31</u>	<u>2.19</u>

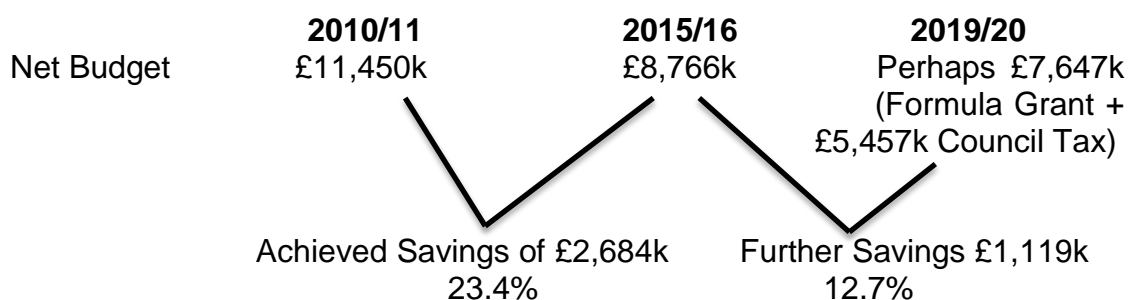
Slotting the provisional Business Rate Retention and Revenue Support Grant figures into the Medium Term Financial Plan shows that by 2019/20 we will need to find approximately **£1.1m** of savings, close to the amount we previously forecast. At this point we still have no details on the proposed changes allowing Councils' to retain more of the business rate income.

2.0 2016/17 General Fund Budget - Revised Position

- 2.1 Since the first round of PDGs and Cabinet meetings the Finance team and service managers have been revisiting a range of budgets to strive to deliver more savings or increase income levels.
- 2.2 This process has improved the General Fund budget by circa £422k (see **Appendix 1**) and now only leaves a budget gap of **£405k**. This reflects a lot of hard work and constructive negotiation over the past 2 months.

3.0 Conclusion

- 3.1 The Council still has approximately one month until the Cabinet will meet on the 11 February 2016 to formally recommend the overall budget and level of Council Tax for 2016/17 and officers will continue to work towards delivering a balanced budget position.
- 3.2 As has been said, on a number of occasions over the past few years, the Council's financial future is going to become increasingly challenging year on year and it is worth reflecting in terms of past, present and the future.



- 3.3 To date we have used the New Homes Bonus grant to fund economic development projects, help fund our capital programme and to fund certain "one off" revenue projects. Some other local authorities are already using the New Homes Bonus grant to various degrees to help fund their day to day spending (revenue expenditure).
- 3.4 So should we use more of ours in a similar fashion? The concern is one of *sustainability*. We do not know whether this funding will be provided

indefinitely. In fact the Department of Communities and Local Government is currently conducting a consultation where there is a proposal to cut the grant awarded to District Councils for new dwellings from six years to four. On top of this there is also consideration of changing the proportions awarded to district and upper tier authorities. This could result in Mid Devon receiving less and Devon County Council receiving more each year.

In the recent grant settlement we had a provisional forecast of our New Homes Bonus grant for future years:

	15/16	16/17	17/18	18/19	19/20
	£m	£m	£m	£m	£m
New Homes Bonus grant	1.6	1.8	1.8	1.2	1.1

You will notice the decrease after 2017/18 where the sum drops to £1.1m by 2019/20.

- 3.5 So how much New Homes Bonus grant do we currently hold? **Appendix 2** shows our predicted balance at 31 March 2015 to be £2,969k. We could fund the budget deficit from this grant which would mean that **£801k** of New Homes Bonus would be used to help fund the 2016/17 budget (the shaded area). However if the reserve is utilised in this manner there will be less monies available to fund future capital and economic projects.
- 3.6 Should this level of supported funding continue year on year then it would comprise circa 73% of our expected grant in 2019/20 and leave little available for capital. Clearly this would be a strategy involving considerable risk in the long term, especially if the grant were to be stopped in its entirety, which is a possibility.
- 3.7 It is also worth mentioning that as a district we are comparatively poor in terms of assets with much of the capital programme funded from “Right to Buy” receipts and the New Homes Bonus grant. We do not have a large portfolio of surplus assets which we could sell and use for new capital projects, some of which could reduce our annual running costs.
- 3.8 As the government is now paying central grants much more on a basis of “payment by results” more authorities are seeking financial security by striving to become self-financing. As an authority we too have broadened our approach. The Tiverton Market Walk project is an example where Mid Devon now has additional income from the shop units to help support the revenue budget, but with increased risks if those units are not let. We also have the benefit of the feed-in tariff from the solar panels installed on Phoenix House and other locations. Whilst this income is beneficial and has helped our position, the amounts that we need to balance our budget in the foreseeable future are significantly higher.
- 3.9 Members have now approved a draft Corporate plan with key defined focus areas, the question is how those aspirations can be met with a *sustainable* budget base, ideally with as much as possible under our own control. Going forward difficult and challenging decisions on the scope and extent of service delivery will be required to meet this objective.

Contact for more information: Andrew Jarrett – Head of Finance
Background Papers: Draft 2016/17 Budget Papers
Grant Settlement Email
File Reference:
Circulation of the Report: Management Team, Members & Relevant Service
Managers

2016/17 Budget Changes (since Nov PDG's)

	£
Budget gap estimated at November/December PDGs and Cabinet	826,890
 <u>Confirmed Changes</u>	
Central government Formula grant worse than expected	130,000
Sparsity grant funding + maybe homelessness	(100,000)
Employers pay award based on officers on below SCP18	15,000
Salary reductions after redundancies (elections, CF, Comms, Econ Dev) + backfunding	(130,000)
Grant budget savings	(15,000)
Moorhayes utility saving re solar panels	(2,000)
Add extra planner matched by increased income	
	<hr/> 724,890
 <u>Further Proposals and Work in Progress</u>	
2% Council tax increase (No Council tax freeze grant available)	(50,000)
Increased car parking income	(141,000)
Use some of Market Walk "profit"	(150,000)
some form of member budget - i.e. £500 per member for local stuff	21,000
DCC share of waste saving	
Sinking fund for amenity car parks	
Review position on grass cutting	
Apprentice levy - check when starts 0.5% of pay bill - not until 2017	
HRA recharges	
Check HB subsidy	
Change of £1 coins - costs of conversion of car park machines	
New budget gap after the above changes/revisions	<hr/> 404,890 <hr/>

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Appendix 2**New Homes Bonus (NHB) Summary**

	£k
Balance at 31/3/15	(1,887)
2015/16 award	(1,613)
Estimated use of NHB to fund 15/16 capital programme	531
Projected balance at 31/3/16	(2,969)
2016/17 provisional award	(1,800)
	(4,769)

Monies Committed in 2016/17 General Fund Budget

Community Development	21
Business Development	43
Digital Strategy Staffing	102
Business Development	100
Legal Services	18
Corporate Training	12
Recycling premises move	100
Budget deficit funding	405
	801

**Available for 16/17 Capital Funding / Economic Development
Projects**

(3,968)

2015/16 capital programme slippage funding 1,766

2016/17 capital programme funding 1,091

Projected balance at 31/3/17

(1,111)

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MID DEVON DISTRICT COUNCIL – NOTIFICATION OF KEY DECISIONS

February 2016

The Forward Plan containing key Decisions is published 28 days prior to each Cabinet meeting

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
<p>Land for Affordable Housing To acquire land (in consultation with the Cabinet Member for Housing) for the provision of affordable housing (under the scheme of delegation) at Waddeton Park, Post Hill, Tiverton</p>	<p>Head of Housing and Property Services</p>	<p>Not before 20th Oct 2015</p>	<p>Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960</p>		<p>Open</p>
<p>Partial Disposal of Council Asset To agree in consultation with the Cabinet Member for Housing and the Cabinet Member for Planning & Economic Development the disposal to Premier Inn for 125 years of part of the multi-storey car park and ancillary grass area for the provision of a hotel.</p>	<p>Head of Housing and Property Services</p>	<p>Not before 31st Oct 2015</p>	<p>Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960</p>		<p>Open</p>

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
<p>Garage Management Policy Report by the Head of Housing and Property Services seeking agreement for the revised garage management policy.</p>	<p>Decent and Affordable Homes Policy Development Group</p> <p>Cabinet</p>	<p>26 Jan 2016</p> <p>11 Feb 2016</p>	<p>Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960</p>	<p>Cabinet Member for Housing (Councillor Ray Stanley)</p>	<p>Open</p>
<p>Recharge Policy Report by the Head of Housing and Property Services seeking adoption of the revised Housing Services recharge policy.</p>	<p>Decent and Affordable Homes Policy Development Group</p> <p>Cabinet</p>	<p>26 Jan 2016</p> <p>11 Feb 2016</p>	<p>Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960</p>	<p>Cabinet Member for Housing (Councillor Ray Stanley)</p>	<p>Open</p>
<p>Tenancy Agreement (including proposals for rent increase) Report of the Head of Housing and Property Services regarding this revised policy.</p>	<p>Decent and Affordable Homes Policy Development Group</p> <p>Cabinet</p>	<p>26 Jan 2016</p> <p>11 Feb 2016</p>	<p>Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960</p>	<p>Cabinet Member for Housing (Councillor Ray Stanley)</p>	<p>Open</p>
<p>Car Park Management Policy Report by the Head of Housing and Property</p>	<p>Decent and Affordable Homes Policy Development</p>	<p>26 Jan 2016</p>	<p>Nick Sanderson, Head of Housing and Property Services Tel: 01884</p>	<p>Cabinet Member for Housing (Councillor Ray Stanley)</p>	<p>Open</p>

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Services seeking agreement to the revised car parking policy for Council estate amenity car parks and permit car parking areas.	Group Cabinet	11 Feb 2016	234960	Cabinet Member for Housing (Councillor Ray Stanley)	
Masterplan - Cullompton North West Urban Extension Report of the Head of Planning and Regeneration requesting consideration the Masterplan Supplementary Planning Document	Cabinet Council	28 Jan 2016 24 Feb 2016	Jenny Clifford, Head of Planning and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Landscape Implications of Solar Energy Proposals Supplementary Planning Document Report of the Head of Planning and Regeneration regarding proposals for the Supplementary Planning Document	Cabinet Council	28 Jan 2016 24 Feb 2016	Jenny Clifford, Head of Planning and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Inward Investment Policy Report of the Head of Communities and	Community Well Being Policy Development	2 Feb 2016	Amy Tregellas, Head of Communities and Governance and	Cabinet Member for Planning and Economic Regeneration	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Governance regarding this policy	Group Cabinet Council	11 Feb 2016 24 Feb 2016	Monitoring Officer Tel: 01884 234246	(Councillor Richard Chesterton)	
Economic Development Strategy To consider a report of the Head of Communities and Governance revising this policy	Community Well Being Policy Development Group Cabinet	2 Feb 2016 11 Feb 2016	Amy Tregellas, Head of Communities and Governance and Monitoring Officer Tel: 01884 234246	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Tourism Strategy To consider a report of the Head of Communities and Governance regarding a new policy	Community Well Being Policy Development Group Cabinet Council	2 Feb 2016 11 Feb 2016 24 Feb 2016	Amy Tregellas, Head of Communities and Governance and Monitoring Officer Tel: 01884 234246	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Ageing Well Strategy Report of the Head of	Community Well Being	2 Feb 2016	Amy Tregellas, Head of	Cabinet Member for Community	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Communities and Governance regarding a new strategy.	Policy Development Group Cabinet Council	11 Feb 2016 27 Apr 2016	Communities and Governance and Monitoring Officer Tel: 01884 234246	Well Being (Councillor Colin Slade)	
Annual Monitoring Report Report of the Head of Planning and Regeneration presenting the authority's Monitoring Report for the period 1 April 2014 to 31 March 2015	Cabinet	11 Feb 2016	Jenny Clifford, Head of Planning and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Future Joint Working with other Local Authorities To receive a report of the Head of Planning and Regeneration outlining opportunities for joint working on Forward Planning and Economic Development	Cabinet	11 Feb 2016	Jenny Clifford, Head of Planning and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Strategic Land Issues To receive a report of the Chief Executive advising on responses to the Town Centre Masterplanning to	Cabinet	11 Feb 2016	Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960	Cabinet Member for Housing (Councillor Ray Stanley)	Fully exempt <i>Financial and business issues</i>

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
include expressions of interest and the potential for acquiring a new site for depot redevelopment.					
Masterplan - Area B Tiverton Eastern Urban Extension Report of the Head of Planning and Regeneration requesting the Cabinet to consider consultation drafts	Cabinet	11 Feb 2016	Jenny Clifford, Head of Planning and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Budget Report of the Head of Finance proposing the budget for 2016/17 for consideration by Council	Cabinet Council	11 Feb 2016 24 Feb 2016	Andrew Jarrett, Head of Finance Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
Capital Programme Report of the Head of Finance seeking approval for the 2016/17 Capital Programme	Cabinet Council	11 Feb 2016 24 Feb 2016	Andrew Jarrett, Head of Finance Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
Policy Framework Report of the Chief Executive requesting that the policy	Cabinet Council	11 Feb 2016 24 Feb 2016	Chief Executive Tel: 01884 234201	Leader of the Council (Councillor Clive)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
framework be endorsed.				Eginton)	
Establishment Report of the Head of HR and Development outlining the overall structure of the Council showing the management and deployment of officers	Cabinet Council	11 Feb 2016 24 Feb 2016	Jill May, Head of HR and Development Tel: 01884 234381	Cabinet for the Working Environment and Support Services (Councillor Margaret Squires)	Open
Treasury Management Strategy and Annual Investment Strategy Report of the Head of Finance outlining the proposed strategy for 2016/17	Cabinet	11 Feb 2016	Andrew Jarrett, Head of Finance Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open
National Non Domestic Rates Report of the Head of Finance providing an update of the income generation and financial implications of the number of business rate properties in Mid Devon and requesting it to approve the	Cabinet	11 Feb 2016	Andrew Jarrett, Head of Finance Tel: 01884 234242	Cabinet Member for Finance (Councillor Peter Hare-Scott)	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
NNDR1					
Single Equalities Policy 2016-17 Report of the Head of Communities and Governance regarding this revised policy	Cabinet	11 Feb 2016	Amy Tregellas, Head of Communities and Governance and Monitoring Officer Tel: 01884 234246	Cabinet Member for Community Well Being (Councillor Colin Slade)	
Clinical Waste Report of the Head of Finance outlining a redesign of the Clinical Waste Collection Service	Cabinet	11 Feb 2016	Andrew Jarrett, Head of Finance Tel: 01884 234242	Cabinet Member for the Environment (Councillor Neal Davey)	Open
Article 4 Direction for Cullompton Report of the Head of Planning and Regeneration regarding consultation responses following the making of the Article 4 Direction.	Cabinet Council	11 Feb 2016 24 Feb 2016	Jenny Clifford, Head of Planning and Regeneration Tel: 01884 234346	Cabinet Member for Planning and Economic Regeneration (Councillor Richard Chesterton)	Open
Wessex Partnership To receive a report from the	Decent and Affordable	25 Feb 2016	Nick Sanderson, Head of Housing	Cabinet Member for Housing	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Head of Housing and Property Services outlining the options available regarding the future of this partnership.	Homes Policy Development Group Cabinet	10 Mar 2016	and Property Services Tel: 01884 234960	(Councillor Ray Stanley) Cabinet Member for Housing (Councillor Ray Stanley)	
Partnership Working with North Devon Report of the Chief Executive referring to proposals for joint working between Mid Devon District Council and North Devon Council.	Cabinet	10 Mar 2016	Chief Executive Tel: 01884 234201	Leader of the Council (Councillor Clive Eginton)	Open
Asset Management and Capital Strategy Plan (Corporate) A report of the Head of Housing and Property Services reviewing the existing policy and providing an update on recent acquisitions / disposals	Cabinet	10 Mar 2016	Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960	Cabinet Member for Housing (Councillor Ray Stanley)	Open
Climate Strategy and Action Plan Report of the Head of Housing and Property	Cabinet	10 Mar 2016	Jill May, Head of HR and Development Tel: 01884 234381	Cabinet Member for the Environment (Councillor Neal)	

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Services regarding this revised policy				Davey)	
Gas Service Contract Report of the Head of Housing and Property Services regarding the awarding of the tender for maintenance, servicing and responsive repairs.	Cabinet	10 Mar 2016	Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960	Cabinet Member for Housing (Councillor Ray Stanley)	Fully exempt
Pay Policy Report of the Head of HR and Development complying with the legislative requirements of the Localism Act 2011 relating to senior officer pay	Cabinet Council	10 Mar 2016 27 Apr 2016	Jill May, Head of HR and Development Tel: 01884 234381	Leader of the Council (Councillor Clive Eginton)	Open
Private Sector Housing Renewal Policy To receive a report from the Head of Housing and Property Services reviewing the existing policy.	Decent and Affordable Homes Policy Development Group Cabinet	22 Mar 2016 7 Apr 2016	Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960	Cabinet Member for Housing (Councillor Ray Stanley)	Open
Service Standards Review To receive a report from the	Decent and Affordable	22 Mar 2016	Nick Sanderson, Head of Housing	Cabinet Member for Housing	Open

Title of report and summary of decision	Decision Taker	Date of Decision	Officer contact	Cabinet Member	Intention to consider report in private session and the reason(s)
Head of Housing and Property Services reviewing standards within the Housing Service.	Homes Policy Development Group Cabinet	7 Apr 2016	and Property Services Tel: 01884 234960	(Councillor Ray Stanley)	
Housing Strategy To receive a report from the Head of Housing and Property Services reviewing the existing strategy.	Decent and Affordable Homes Policy Development Group Cabinet	22 Mar 2016 7 Apr 2016	Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960	Cabinet Member for Housing (Councillor Ray Stanley)	Open
Succession and Assignment Policy To receive a report from the Head of Housing and Property Services reviewing the existing policy.	Decent and Affordable Homes Policy Development Group Cabinet	22 Mar 2016 7 Apr 2016	Nick Sanderson, Head of Housing and Property Services Tel: 01884 234960	Cabinet Member for Housing (Councillor Ray Stanley)	Open

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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