

Public Document Pack

Mid Devon District Council

Decent and Affordable Homes Policy Development Group

Tuesday, 24 May 2016 at 2.15 pm
Exe Room, Phoenix House

Next ordinary meeting
Tuesday, 19 July 2016 at 2.15 pm

Those attending are advised that this meeting will be recorded

Membership

Cllr Mrs E M Andrews
Cllr Mrs H Bainbridge
Cllr D R Coren
Cllr W J Daw
Cllr Mrs G Doe
Cllr R J Dolley
Cllr P J Heal
Cllr J D Squire
Cllr L D Taylor

A G E N D A

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

- 1 **Election of Chairman for 2016/17**
To elect a Chairman of the Decent and Affordable Homes Policy Development Group for the municipal year 2016/17.
- 2 **Election of Vice Chairman for 2016/17**
To elect a Vice Chairman for the municipal year 2016/17.
- 3 **Apologies and Substitute Members**
To receive any apologies for absence and notice of appointment of substitutes.
- 4 **Public Question Time**
To receive any questions relating to items on the Agenda from members of the public and replies thereto.

- 5 **Minutes** *(Pages 5 - 8)*
To approve as a correct record the minutes of the meeting held on 22 March 2016 (copy attached).
- 6 **Chairman's Announcements**
To receive any announcements that the Chairman may wish to make.
- 7 **Performance and Risk Outturn Report for 2015/16** *(Pages 9 - 14)*
To receive a report from the Head of Communities and Governance providing the Committee with an update on performance against the Corporate Plan and local service targets for 2015/16 as well as providing an update on the key business risks.
- 8 **Revenue and Capital Outturn 2015/16** *(Pages 15 - 54)*
To receive a report from the Head of Finance presenting the revenue and capital outturn figures for the financial year 2015/16.
- 9 **Tenancy Changes Policy** *(Pages 55 - 70)*
To receive a report from the Housing Services Manager reviewing the Tenancy Changes Policy (previously known as the Succession & Assignment Policy).
- 10 **Band E - verbal update**
To receive a verbal update from the Head of Housing and Property Services regarding Band E.
- 11 **Wessex - verbal update**
To receive a verbal update from the Head of Housing and Property Services regarding the Wessex partnership.
- 12 **Start time of meetings**
To agree the start time of meetings for the remainder of the municipal year.
- 13 **Identification of items for the next meeting**
Members are asked to note that the following items are already identified in the work programme for the next meeting:
- Financial Monitoring
 - Fire Risk in Communal Areas Policy
 - Service Standards Review
 - Tenancy Inspection Policy
 - Tenancy Agreement

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

Stephen Walford
Chief Executive
Monday, 16 May 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 Sarah Lees on:

Tel: 01884 234310

E-Mail: slees@middevon.gov.uk

Public Wi-Fi is available in all meeting rooms.

This page is intentionally left blank

MID DEVON DISTRICT COUNCIL

MINUTES of a MEETING of the DECENT AND AFFORDABLE HOMES POLICY DEVELOPMENT GROUP held on 22 March 2016 at 2.15 pm

Present

Councillors

P J Heal (Chairman)
Mrs E M Andrews, Mrs H Bainbridge,
W J Daw, R Evans, J D Squire and
L D Taylor

Apology

Councillor

Mrs G Doe

Also Present

Councillors

C J Eginton and R L Stanley

Also Present

Officers

Nick Sanderson (Head of Housing and Property Services),
Roderick Hewson (Principal Accountant), Catherine Yandle
(Internal Audit Team Leader), Nicky Chandler (Auditor) and
Sarah Lees (Member Services Officer)

78 APOLOGIES AND SUBSTITUTE MEMBERS

Apologies were received from Councillor Mrs G Doe.

79 PUBLIC QUESTION TIME

There were no members of the public present.

80 MINUTES

The Minutes of the special meeting held on 25 February 2016 were confirmed as a true and accurate record and signed by the Chairman.

81 CHAIRMAN'S ANNOUNCEMENTS

The Chairman had no announcements to make.

82 FINANCIAL UPDATE FOR THE NINE MONTHS ENDED 31 DECEMBER 2015 (00:01:43)

The Group had before it, and **NOTED**, a report * from the Head of Finance presenting a financial update in respect of the income and expenditure so far in the year.

The Principal Accountant outlined the contents of the report making reference to three major positive variances within the General Fund. This included:

- £38k better recovery on the Deposit and Recovery Scheme (DARS).
- £20k lower costs than budgeted due to using the councils own stock instead of B&B's and case numbers having been below average.
- £20k use of Discretionary Housing Payments from central government to fund DARS scheme.

Regarding the Housing Revenue Account the most significant savings were in relation to:

- Repairs and Maintenance as the painting contract would complete a portion of the work in 2016/17 and so £140k would not be spent in the current financial year.
- Where operatives were spending significantly more of their time on major upgrades instead of day to day repairs and so the costs could be charged elsewhere.
- There had also been salary savings where vacancies had not been filled.

A brief discussion took place regarding the enforcement costs in relation to Harlequin Valet and whether or not these could be recovered. It was explained that there was a charge on the property and subject to it being sold there was every possibility of having the costs returned.

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

83 **PERFORMANCE AND RISK FOR THE THIRD QUARTER OF 2015-2016 (00:08:31)**

The Group had before it, and **NOTED**, a report * from the Head of Communities and Governance providing it with an update on performance against the Corporate Plan and local service targets for 2015/16 as well as providing an update on the key business risks.

The Internal Audit Team Leader outlined the contents of the report stating, as an update to section 2.3 of the report, that there were now no outstanding gas safety certificates.

Discussion took place regarding:

- A staircase in St Andrew Street not meeting current building regulations due to conservation requirements however when the property was originally built it had.
- What constituted a 'non decent council home' – it was explained that, in the main, this related to additional loft insulation and it was confirmed that the upgrades would be carried out by the end of the financial year.
- The target in relation to affordable homes being linked to the Corporate Plan and the objective of achieving 300 affordable new homes over the next four years.

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

84 HOUSING SERVICES ALLOCATIONS POLICY (00:15:12)

The Group had before it a report * from the Head of Housing and Property Services presenting the draft Housing Services Allocations Policy. Social housing was a valuable resource and the Council needed to ensure that those homes in the District which became available for letting were allocated appropriately in order to make best use of the stock. The revised Allocations Policy set out the Council's approach to the use of preference labels on adverts for available properties.

The Head of Housing and Property Services outlined the contents of the report highlighting the changes within the policy that had taken place since the last review. This included offering some of the older person's accommodation to those over the age of 45 and also incorporating some of the recommendations made by the Band E Working Party designed to reduce the number of cases in Band E.

Discussion took place regarding:

- Looking at individual cases sympathetically in relation to family size and age limit criteria.
- The necessity to make the best use of the Council's housing stock.
- Factors relating to the allocation of properties.

RECOMMENDED to the Cabinet that the revised Allocations Policy be approved.

(Proposed by Cllr Mrs H Bainbridge and seconded by Cllr R Evans)

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

85 WELFARE REFORM (00:32:30)

The Group had before it, and **NOTED**, a briefing paper from the Housing Services Manager outlining the effects of continuing welfare reform.

The Head of Housing and Property Services explained that the paper set out how the Council was planning to deal with the effects of welfare reform. One of these effects would be the reduction of rental income by between £4m and £5m over the next 5 years obviously having a significant impact upon the Housing Revenue Account. The Council would need to look at its long term planning in the housing area as well as a need to look at its asset management.

The paper also highlighted the good work of the Local Welfare Assistance and Money Advice Schemes which were being managed by the Council's Housing Benefits Service.

Discussion took place with regard to:

- The numbers of people on Universal Credit would increase in the coming years.
- Courses of action to reduce the impacts of the effects of the 1% reduction in rent.
- It was not clear at this early stage whether Devolution would allow the Council some leeway in terms of what it could and couldn't do in relation to housing.

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

86 CHAIRMAN'S ANNUAL REPORT 2015/16 (00:43:30)

The Committee had before it a draft annual report * by the Chairman on the work of the Policy Development Group during 2015/16. There being no suggested amendments to the report it was **AGREED** that it would be included with the Council Summons for the meeting on 27 April 2016.

87 IDENTIFICATION OF ITEMS FOR THE NEXT MEETING (00:44:09)

In addition to the items already listed in the work programme, the following items were requested to be on the agenda for the next meeting:

- Update on Band E
- Update on the situation regarding Wessex Home Improvement Loans

(The meeting ended at 3.03 pm)

CHAIRMAN

DECENT AND AFFORDABLE HOMES PDG 24 MAY 2016

PERFORMANCE AND RISK OUT-TURN REPORT FOR 2015-16

Cabinet Member Cllr Ray L Stanley
Responsible Officer Head of Communities & Governance, Amy Tregellas

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

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

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

Financial Implications: None identified

Legal Implications: None

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

1.0 Introduction

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

2.0 Performance

- 2.1 Although we have not met the target for bringing **Empty Homes** back into use for the last 2 years, since we started recording the figure 6 years ago, 89 homes have been brought back into use, therefore overall we are only 1 down on the target for the previous corporate plan.
- 2.2 For **Gas safety** – At the end of the financial year, we had 3 properties without a valid gas certificate. Legal Services are dealing with two of instances, trying to gain access to the properties, and the remaining instance is due to an absent tenant.

3.0 Risk

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

3.2 The profile of these risks for Housing Services for this quarter is:

Impact	5	1		1		
	4					
	3					
	2					
	1					
		1	2	3	4	5

Likelihood

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

4.0 Conclusion and Recommendation

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

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

Circulation of the Report: Management Team and Cabinet Member

DAH PDG Performance Report - Appendix 1

Quarterly report for 2015-2016

No headings

For Decent and Affordable Homes - Cllr Ray Stanley Portfolio

For MDDC - Services

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

Key to Performance Status:

Performance Indicators:	No Data	Well below target	Below target	On target	Above target	Well above target
-------------------------	---------	-------------------	--------------	-----------	--------------	-------------------

DAH PDG Performance Report - Appendix 1

Performance Indicators								
Status	Title	Prev Year End	Annual Target	Current Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act
Well below target	<u>Deliver 15 homes per year by bringing Empty Houses into use</u>	12	15	15	1	4	5	8
Management Notes: (Quarter 4) 2 year fixed term arrangement with Exeter CC for provision of an Empty Homes Officer working 2 days per week for MDDC. (HS)								
Well below target	<u>Number of affordable homes delivered (gross)</u>	58	80	80	0	14	19	27
Management Notes: (Quarter 1 - 4) The original target of 80 new homes for the year has not been met as there has been some delays on various sites so these completions will roll over into the new financial year. (AH)								
On target	<u>% Emergency Repairs Completed on Time</u>	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Management Notes: (March)								
Below target	<u>% Urgent Repairs Completed on Time</u>	99.94%	100.0%	100.0%	100.0%	100.0%	100.0%	99.8%
Management Notes: (March) Throughout the year we completed 1270 jobs and 1268 of these were completed on time. Just two jobs were failed to be completed on time. (AH)								
On target	<u>% Routine Repairs Completed on Time</u>	99.98%	100.0%	100.0%	100.0%	100.0%	99.9%	100.0%
Management Notes: (March)								
Below target	<u>% Repairs Completed at First Visit</u>	99.87%	100.00%	100.00%	98.28%	98.30%	97.75%	97.63%
Management Notes: (March) Throughout the year we completed 6,546 jobs and out of these 6,391 were completed during the first visit. Therefore, there were 155 jobs which were not completed on our first visit to the property. The reason for the majority of these is that we have had to leave site to order specific material such as glass, doors, heating parts etc. (AH)								

Printed by: Nicola Chandler

SPAR.net

Print Date: 03 May 2016 11:48

DAH PDG Performance Report - Appendix 1

Performance Indicators								
Status	Title	Prev Year End	Annual Target	Current Target	Q1 Act	Q2 Act	Q3 Act	Q4 Act
Above target	<u>Ratio of expenditure between planned and responsive repairs</u>	81.19	70.30	70.30	29.71	55.45	69.31	73.27
Management Notes:								
Below target	<u>Rent Collected as a Proportion of Rent Owed</u>	100.09%	100.75%	100.75%	97.16%	99.04%	99.36%	99.74%
Management Notes: (March)								
Although outside target, performance here was good. As Universal Credit is being rolled out in Mid Devon rent arrears may go up. Performance is closely monitored so we can review procedures if collection levels begin to fall.								
(AH)								
Well above target	<u>Rent Arrears as a Proportion of Annual Rent Debit</u>	0.60%	1.00%	1.00%	0.94%	1.05%	0.81%	0.66%
Management Notes:								
On target	<u>% Decent Council Homes</u>	100.00%	100.00%	100.00%	99.38%	99.28%	99.45%	100.00%
Management Notes:								
Below target	<u>% Properties With a Valid Gas Safety Certificate</u>	99.86%	100.00%	100.00%	99.72%	99.72%	99.91%	99.86%
Management Notes: (March)								
At the end of the financial year we had three properties without a valid gas certificate. Legal services are dealing with two of the instances, trying to gain access to the properties, and the remaining instance is due to an absent tenant.								
(AH)								
Above target	<u>Average Days to Re-Let Local Authority Housing</u>	14.9days	17.0days	17.0days	15.2days	15.5days	16.1days	16.3days
Management Notes:								
No Target	<u>Dwelling rent lost due to voids</u>	n/a	no target - for information only	no target - for information only	0.73%	0.64%	0.68%	0.75%
Management Notes:								

Printed by: Nicola Chandler

SPAR.net

Print Date: 03 May 2016 11:48

DAH PDG Risk Management Report - Appendix 2

Report for 2015-2016
For Housing - Cllr Ray Stanley Portfolio
Filtered by Flag: Include: * CRR 5+ / 15+
For MDDC - Services

Not Including Risk Child Projects records or Mitigating Action records

Key to Performance Status:

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

DAH PDG Risk Management Report - Appendix 2

Risk: Asbestos Health risks associated with Asbestos products such as lagging, ceiling/wall tiles, fire control.

Effects (Impact/Severity):

Causes (Likelihood):

Service: Housing Services

Current Status: Medium (5)	Current Risk Severity: 5 - Very High	Current Risk Likelihood: 1 - Very Low
--------------------------------------	--	---

Head of Service: Nick Sanderson

Review Note: Recommendations from the HSE after the events last year have now been implemented.

Risk: St Andrew Street A staircase in the new development does not meet current building regulations due to conservation requirements.

Effects (Impact/Severity):

Causes (Likelihood):

Service: Property Services

Current Status: High (15)	Current Risk Severity: 5 - Very High	Current Risk Likelihood: 3 - Medium
-------------------------------------	--	---

Head of Service: Nick Sanderson

Review Note: The staircase has to remain in position, no further issues reported from the housing team. We will continue to monitor and will take action where possible and permitted.

Printed by: Nicola Chandler

SPAR.net

Print Date: 03 May 2016
11:49

This page is intentionally left blank

CABINET
12 MAY 2016

AGENDA ITEM

REVENUE AND CAPITAL OUTTURN 2015/16

Cabinet Member Cllr Peter Hare-Scott
Responsible Officer Head of Finance: Andrew Jarrett

Reason for Report: To present the revenue and capital outturn figures for the financial year 2015/16.

RECOMMENDATION(S): That Cabinet -

1 - note the General Fund outturn achieved in 2015/16 which shows an overall overspend of £417k.

2 – approve the transfer of monies from New Homes Bonus to increase the General Fund balance to the approved level of funding (see para 2.5). This would decrease the net transfers into earmarked reserves shown in recommendation 3 below.

3 - approve the net transfers to/from earmarked reserves of £1,438k detailed in the General Fund service budget variance reports shown in Appendix 1 & 2 and summarised in Appendix 4.

4 - note the positive position achieved on the Housing Revenue Account which shows an annual saving of £916k and approve the “earmarking” of the extra £916k shown in paragraph 3.3, as well as specific items totalling £3,144k and the utilisation of items totalling £1,054k identified in Appendix 4.

5 - approve the carry forward of £7,559k from the 2015/16 capital programme (see paragraph 5.2) as all of the schemes will be delivered in 2016/17 or later years.

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 carried forward from 2015/16. All future spending will be closely linked to key council pledges from the updated corporate plan.

Financial Implications: Good financial management and administration underpin 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.

Executive Summary of 2015/16 Income and Expenditure

The table below gives an overview of the movements during the year on the key operational balances of the Council and then shows the closing cash position which will be reflected in the end of year Accounts. (Note - These movements assume that all proposed recommendations are agreed, except for the General Fund balance.)

	31/3/15	In year movement	31/3/16
General Fund	(£2,380k)	£417k	(£1,963k)
Housing Revenue Account	(£2,000k)	£0k	(£2,000k)

1.0 Introduction

- 1.1 The Council has continued its strategic decision to reduce costs, without adversely affecting service delivery, evidenced by the on-going commitment to further reduce employee costs (especially in back office services) during the year improve efficiencies and maximise income opportunities. This strategy has seen us deliver an overall General Fund (GF) deficit of £417k (see Appendix 1).
- 1.2 During the budget setting process we continue to ensure that revenue budgets are set on a robust basis and take a prudent view of the likely levels of income and expenditure.
- 1.3 It should be noted, in order to get a completed year end outturn position to Senior Management and Members in a timely fashion, these figures may be altered slightly over the next few weeks as we complete the formal accounts process, but will have little effect on the overall GF or HRA surplus position.
- 1.4 Members of the Audit Committee should note that the outturn report is basically a set of management reports that show the final cash related position on all service areas. The Finance Team then have to turn these management reports into the statutory financial statements which are subject to a wide number of complex accounting rules that often significantly change the final picture of a service's financial position for the year. However, it is important to note that the bottom-line profit or loss for the year remains constant.

2.0 The General Fund Reserve

- 2.1 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 31/3/15. In 2015/16, a net deficit of £417k has occurred after accounting for all necessary transfers to/from Earmarked Reserves (EMRs).
- 2.2 Detailed budget monitoring reports were provided to both senior managers and members throughout 2015/16. This monitoring focused on significant

budget variances (+/- £10k), included remedial action where necessary and estimated an overall outturn position. The final written monitoring report considered by the Cabinet gave a detailed position at 31 December 2015 and predicted an end of year deficit of £372k for the General Fund. Therefore the final position deteriorated by £45k.

2.3 The table below shows the overall budget, actual and variance for all of our major service areas.

Service	2015/16 Budget £	2015/16 Actual £	Variance £
Car Parks	(23,680)	(186,459)	(162,779)
Community & Development	388,820	414,802	25,982
Corporate	1,197,130	1,208,430	11,300
Customer Services	15,730	171,879	156,149
Environmental Services	1,376,160	1,430,734	54,574
Finance & Performance	(180)	34,296	34,476
GF Housing	317,150	231,334	(85,816)
Grounds Maintenance	(16,870)	52,584	69,454
Human Resources	98,470	45,004	(53,466)
ICT	(12,040)	15,152	27,192
Legal & Democratic	1,027,280	1,057,782	30,502
Leisure	662,400	1,125,559	463,159
Planning & Regeneration	959,800	1,096,913	137,113
Property Services	253,800	(85,881)	(339,681)
Revenues & Benefits	782,650	557,768	(224,882)
Waste Services	2,287,120	2,414,775	127,655
Total Cost of Services	9,313,740	9,584,672	270,932
OTHER INCOME & EXPENDITURE			
Miscellaneous Income	0	(352)	(352)
Interest Payable	68,390	147,452	79,062
Interest Receivable	(134,090)	(240,232)	(106,142)
Heritable dividend	0	(43,958)	(43,958)
Statutory financing of capital	375,490	369,856	(5,634)
New Homes Bonus		(1,619,311)	(1,619,311)
Transfers to / (from) EMR'S	424,170	1,437,518	1,013,348
Statutory Adjustments	(1,281,350)	(1,316,100)	(34,750)
EMR used to fund capital	0	834,695	834,695
Total Budgeted Expenditure	8,766,350	9,154,240	387,890
Funded By:			
Revenue Support Grant	(1,704,850)	(1,704,847)	3
NNDR Revenue	(2,062,630)	(1,962,630)	100,000
Council Tax	(4,955,540)	(4,961,301)	(5,761)
Collection Fund surplus	(43,330)	(43,334)	(4)
Other non-ringfenced gov grants	0	(64,943)	(64,943)
Total Other Income	(8,766,350)	(8,737,055)	29,295
Total Deficit for the year	0	417,185	417,185

- 2.4 A detailed explanation of all the key variances is shown in Appendix 2, service by service. Inevitably, within a service, there are often variances which compensate. Some areas may create savings which in turn can be partly or fully offset by overspends elsewhere. In this report we have tried to highlight the major movements to enable Members to appreciate the more significant trends within each service area.

Note – where any of the above variances were deemed to be recurring, the 2016/17 budget was adjusted accordingly.

- 2.5 The overall effect of the 2015/16 financial year would result in a General Fund Balance of £1,963k which is below the Council's own temporary minimum requirement of £8.77m x25% = £2,193k (agreed at full Council 25/2/15).
- 2.6 In addition to the GF Balance, the Council holds a number of Ear Marked Reserves (EMRs) which are used to help make provision for known future expenditure commitments which will require funding in 2016/17. The net movement of £1,438k into these reserves and the end of year balances held on them are shown in Appendix 4.

2.7 Market Walk and Fore Street Shops, Tiverton

Members will no doubt be keen to see the first year's result's following the acquisition of the shops in March 2015. The various elements are shown in different areas of the Income and Expenditure account but the overall position is as follows:

	<u>£k</u>
Net rental income after expenses	
(Shown within property Services committee)	(380)
Interest payable on Public Works Loan Board loan	108
Statutory capital Financing (over 50 years)	83

Net income for year	(189)
	=====

This income equates to an approximate return of **4.5%** (189k/4,173k), net of borrowing costs.

2.8 Non Domestic Rates

In order to facilitate the earliest reporting of the service outturn this report contains our best estimate of the non-domestic rate position. Members will be aware that we are part of the Devon Pool for Business Rates and we await information from the pool with which to complete the accounts. Our share from the pool is therefore subject to change, depending upon other Council's surplus/deficits for the year.

3.0 Housing Revenue Account (HRA)

- 3.1 This is a ring-fenced reserve in respect of the Council's housing landlord function. It is increased or decreased by the surplus or deficit generated on the HRA in the year. For 2015/16 the outturn is a net surplus of £nil k after the proposed transfers to/from earmarked reserves.

- 3.2 This surplus is explained in paragraph 3.4 and the effect of it on the HRA Balance is shown below.

HRA Balance

HRA balance @ 31/03/15	£ (2,000)k
Budget saving achieved in 2015/16	£ (916)k
Additional transfer to 30yr modernisation programme	£ 916k
HRA balance @ 31/03/16	£ (2,000)k

- 3.3 After the strong closing financial position delivered in 2015/16, it is recommended to transfer a sum of £916k into the Housing Maintenance Fund earmarked reserve. This is in addition to the already budgeted figure of £2,375k. The above position leaves an HRA balance of £2,000k as at 31 March 2016.
- 3.4 The main budget variances during 2015/16 that give rise to the figure of £916k were the £371k underspend generated by the Repairs team and the £173k saving generated from the Housing Services area. For further details, please see the HRA Outturn Summary for 2015/16, which is attached as Appendix 3 to this report.
- 3.5 In addition to the above, the HRA hold a number of earmarked reserves. The movements on these during 2015/16 and their closing balances are shown on Appendix 4. This money is effectively “ring fenced” and will be held to meet expenditure on projects during 2016/17 and beyond.

4.0 The Collection Fund

- 4.1 Mid Devon is a collection authority for council tax and national non-domestic rates, and as such, is required to produce a collection fund account for the Mid Devon area. The Council collects council tax on behalf of Devon County Council, Devon Fire and Rescue Service, Devon & Cornwall Police and the Town/Parish Councils.
- 4.2 The council tax collection rate for 2015/16 was 98.1% (97.8% in 2014/15). This demonstrates how effective our Council Tax section has been in collecting the annual charge in extremely challenging economic times. The Non Domestic Rates collection rate improved to 99.1% for 2015/16 (99% in 2014/15).

5.0 Capital Outturn

- 5.1 A capital outturn summary is attached as Appendix 5 to this report. The revised capital budget for 2015/16 amounted to £13,948k. At the year end we had spent £4,839k leaving the capital programme underspent in total by £9,109k.

Capital receipts of £571k (this includes general useable capital receipts and ring-fenced replacement homes capital receipts) were applied to finance the programme with the balance of the expenditure met by a combination of borrowing, external grants and contributions from reserves.

- 5.2 As shown in Appendix 5 there are capital projects totalling £7,559k which have not been completed as at the 31 March 2016. This expenditure, therefore, needs to be rolled forward to be included in the 2016/17 capital programme. These schemes are still fully funded by either unspent capital grants or by provisions held within capital earmarked reserves. In addition there is £1,461k relating to Affordable Housing, Private Sector Housing Grants, Economic Development Projects, ICT Projects and Major repairs to our Council House stock including Renewable energy solutions underspends which will be placed in relevant earmarked reserves to fund future capital expenditure in these areas.

- 5.3 The Capital Receipts Reserve (note this includes general useable capital receipts and ring-fenced replacement homes capital receipts) is used to part fund the capital programme - the movement on this account for the year is given below:

	£k
Balance at 1 April 2015	(986)
• Sale of Council Houses - 19	(1,234)
• General Fund Sales	(26)
• Pooling of Housing Capital Receipts to Government.	235
• Capital Receipts applied in year	569
Balance at 31 March 2016	(1,442)

Note – the remaining balance of £1,442k is committed in order to fund any slippage, specific projects in ICT and Private Sector Housing and to balance the Capital Medium Term Financial Plan.

- 5.4 The Capital Earmarked Reserve has been set aside from Revenue to fund capital projects; the balance on this reserve now stands at £573k made up by the following transactions:

	£k
Balance at 1 April 2015	(1,122)
• Budgeted transfer from the General Fund	(0)
• Funding required to deliver the 2015/16 Programme	217
• Transfer to Private Sector Housing Grants reserve	282
• Transfer to ICT Projects Reserve	56
Balance at 31 March 2016	(567)

Note – the remaining balance of £567k is committed in order to fund any slippage and to balance the Capital Medium Term Financial Plan.

- 5.5 The council also holds New Homes Bonus which can be used for either Revenue or to support future Capital Programmes, the balance held at 31 March 2016 is £1,851k; again much of this remaining balance is committed to fund any slippage and to balance the Capital Medium Term Financial Plan.

6.0 Treasury Management

- 6.1 A review of the 2015/16 investment performance, including the new CCLA property investment fund and the details of interest payable are included within the separate 2015/16 Treasury Outturn Report.

7.0 Conclusion

- 7.1 Members are asked to note the revenue and capital outturn figures for the financial year 2015/16 and agree the proposed earmarking of surplus funds generated by in year savings from both the GF and the HRA. In addition, Members need to approve the incomplete projects on the 2015/16 capital programme be rolled forward into the 2016/17 capital programme.

Contact for more information:

Andrew Jarrett
01884 23(4242)
ajarrett@middevon.gov.uk

Background Papers:

Circulation of the Report:

Cllr Peter-Hare-Scott
Management Team

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

	Budget 2015/16 £	Actual 2015/16 £	Variance £
Car Parks	(23,680)	(186,459)	(162,779)
Community & Development	388,820	414,802	25,982
Corporate	1,197,130	1,208,430	11,300
Customer Services	15,730	171,879	156,149
Environmental Services	1,376,160	1,430,734	54,574
Finance & Performance	(180)	34,296	34,476
GF Housing	317,150	231,334	(85,816)
Grounds Maintenance	(16,870)	52,584	69,454
Human Resources	98,470	45,004	(53,466)
ICT	(12,040)	15,152	27,192
Legal & Democratic	1,027,280	1,057,782	30,502
Leisure	662,400	1,125,559	463,159
Planning & Regeneration	959,800	1,096,913	137,113
Property Services	253,800	(85,881)	(339,681)
Revenues & Benefits	782,650	557,768	(224,882)
Waste Services	2,287,120	2,414,775	127,655
TOTAL COST OF SERVICES	9,313,740	9,584,672	270,932
OTHER INCOME & EXPENDITURE			
Car loan interest (now ceased)	0	(352.00)	(352)
Finance lease interest payable	30,710	30,426.00	(284)
PWLB bank loan interest payable	37,680	117,026.00	79,346
Interest from funding provided for HRA	(69,090)	(56,400.00)	12,690
Interest received on investments	(65,000)	(183,832.00)	(118,832)
Heritable dividend		(43,958.00)	(43,958)
Statutory financing of capital expenditure in earlier years	375,490	369,856.00	(5,634)
New Homes Bonus		(1,619,311.00)	(1,619,311)
Transfers to / (from) earmarked reserves	424,170	1,437,518.00	1,013,348
Statutory capital adjustments (depreciation reversal etc.)	(1,281,350)	(1,316,100.00)	(34,750)
EMR used to fund 2015/16 capital programme	0	834,695.00	834,695
TOTAL BUDGETED EXPENDITURE	8,766,350	9,154,240	387,890
FUNDED BY:-			
Revenue Support Grant	(1,704,850)	(1,704,847)	3
NNDR Revenue	(2,062,630)	(1,962,630)	100,000
Council Tax freeze grant for 2015/16	(49,710)	(54,171)	(4,461)
CTS Funding parishes	65,000	63,700	(1,300)
Collection Fund Surplus	(43,330)	(43,334)	(4)
Council Tax - (Band D at £182.15)	(4,970,830)	(4,970,830)	0
Other non- ringfenced gov grants	0	(64,943)	(64,943)
TOTAL FUNDING	(8,766,350)	(8,737,055)	29,295
NET INCOME AND EXPENDITURE	0	417,185	417,185

Notes

1. In order that the service results are not distorted by property valuations, that have no impact on the overall balance of the General Fund, capital charges have been shown on budget.

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

CAR PARKS

		2015/16 Budget £	2015/16 Actual £	Variance £	Variance %	
Code	Car Parks					
1000	Employees	0	0	0		
2000	Premises	249,120	136,436	(112,684)	-45.2%	
3000	Transport	0	0	0		
4000	Supplies and Services	28,960	35,233	6,273	21.7%	
	Total Direct Expenditure	278,080	171,668	(106,412)	-38.3%	
7000	External Income	(661,050)	(717,417)	(56,367)	-8.5%	
	Net Direct Expenditure	(382,970)	(545,749)	(162,779)	42.5%	(a)
5000	Support Services	184,370	184,370	0		
6500	Depreciation	174,920	174,920	0		
	Total Indirect Expenditure	359,290	359,290	0		
	Total Car Park Expenditure	(23,680)	(186,459)	(162,779)		
	Car Park - Service units					
CP510	Market Car Park	(120,810)	(131,996)	(11,186)		
CP520	Multi-Storey Car Park	196,140	132,093	(64,047)		
CP530	Amenity Car Parks	53,520	29,227	(24,293)		
CP540	Paying Car Parks	(152,530)	(215,783)	(63,253)		
	Total Car Park Expenditure	(23,680)	(186,459)	(162,779)		
				£	£	
	Total Expenditure Variation				(162,779)	(a)
	Major Cost Changes					
CP	Overspend on cash collection & cp machine maintenance			11,000		
					11,000	
	Major Cost Savings					
CP	General underspend on planned maintenance across Parking Services (see below EMR)			(33,000)		
CP520	MSCP specific maintenance projects underspend (see below EMR)			(20,000)		
CP520	Utilities underspend			(10,000)		
CP530	Amenity CP specific maintenance project underspend (see below EMR)			(25,000)		
CP540	P&D CP specific maintenance project underspend (see below EMR)			(25,000)		
CP540	Increase in Off-Street fines			(7,000)		
					(120,000)	
	Major Changes in Income Levels					
CP	Increased income from pay & display charges			(37,000)		
CP	Income received for VAT settlement on parking charges			(9,700)		
CP	Back-dated licence fee income			(8,000)		
					(54,700)	
	Minor Variations				921	
	Total Expenditure Variation				(162,779)	(a)
	EAR MARKED RESERVES					
				£		
	Utilised 2015/16					
	Proposed contribution c/fwd to 2016/17					
CP520	MSCP maintenance works			20,000		
CP530	Amenity CP resurfacing works			25,000		
CP540	P&D CP resurfacing works			25,000		
CP	Maintenance underspend for car park machine replacement			20,000		
	Net movement in earmarked reserves				90,000	
	Total Expenditure variation after Ear Marked Reserves				(72,779)	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

Community and Development

Code	Community and Development	2015/16 Budget £	2015/16 Actual £	Variance £	Variance %	
1000	Employees	287,610	293,590	5,980	2.1%	
2000	Premises	48,850	44,153	(4,697)	-9.6%	
3000	Transport	3,140	4,245	1,105	35.2%	
4000	Supplies and Services	205,310	251,296	45,986	22.4%	
	Total Direct Expenditure	544,910	593,284	48,374	8.9%	
7000	External Income	(131,670)	(154,061)	(22,391)	-17.0%	
	Net Direct Expenditure	413,240	439,222	25,982	6.3%	(a)
5000	Support Services	(63,650)	(63,650)	0		
6500	Depreciation	39,230	39,230	0		
	Total Indirect Expenditure	(24,420)	(24,420)	0		
	Total Community & Development Expenditure	388,820	414,802	25,982		
	Community & Development - Service units					
CD200	Community Development	268,470	269,676	1,206		
CD205	HO Communities & Gov	100,250	98,804	(1,446)		
CD206	HO Communities & Gov Rech	(100,240)	(100,240)	0		
CD210	Community Services Unit	144,780	141,345	(3,435)		
CD211	Community Services Unit Rech	(84,990)	(84,990)	0		
CD300	Markets	60,250	89,907	29,657		
	Total Community & Development Expenditure	388,520	414,502	25,982		
	Total Expenditure Variation			£	£	(a)
					25,982	
	Major Cost Changes					
CD200	Utilise ear marked reserve for Seed Fund Grant Awards (see EMR note below)			10,520		
CD200	Town and Parish Fund, Grant Awards (see note in income levels and EMR below)			31,880		
CD300	Salary costs due to a restructure			10,000		
CD300	Advertising and promotion spend in Markets (see EMR note below)			2,280		
					54,680	
	Major Cost Savings					
CD210	Salary saving due to variance in hours			(6,800)		
					(6,800)	
	Major Changes in Income Levels					
CD200	DCC contribution to Town and Parish Fund (see EMR note below)			(59,740)		
CD200	Salary costs for additional Grants and Funding Officer (see EMR note below)			19,180		
CD300	Market toll income down against budget			17,500		
					(23,060)	
	Minor Variations				1,162	
	Total Expenditure Variation				25,982	(a)
	EAR MARKED RESERVES					
	Utilised 2015/16					
CD200	Seed Fund earmarked reserve released			(10,520)		
CD200	Salary for Grants and Funding Officer - New Homes Bonus released			(19,180)		
CD300	Market promotions - Labgi money released			(2,280)		
	Proposed contribution c/fwd to 2016/17					
CD200	Town and Parish Fund - balance reserved for ongoing grant spend			27,858		
	Net movement in earmarked reserves				(4,122)	
	Total Expenditure variation after Ear Marked Reserves				21,860	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

CORPORATE

Code	Corporate	2015/16 Budget £	2015/16 Actual £	2015/16 £	Variance %	
1000	Employees	949,710	939,355	(10,355)	-1.1%	
2000	Premises	0	0	0	N/A	
3000	Transport	1,500	888	(612)	-40.8%	
4000	Supplies and Services	161,270	183,671	22,401	13.9%	
	Total Direct Expenditure	1,112,480	1,123,914	11,434	1.0%	
7000	External Income	(60)	(194)	(134)	-222.7%	
	Net Direct Expenditure	1,112,420	1,123,720	11,300	1.0%	(a)
5000	Support Services	74,710	74,710	0	0.0%	
6500	Depreciation	10,000	10,000	0	0.0%	
	Total Indirect Expenditure	84,710	84,710	0		
	Total Corporate Expenditure	1,197,130	1,208,430	11,300		
	Corporate Management Service Units					
CM100	Chief Executive	191,090	194,981	3,891	2.0%	
CM199	Chief Executive Rech	(191,080)	(191,080)	0	0.0%	
CM300	Corporate Fees/charges	379,990	399,333	19,343	5.1%	
CM310	Corporate Performance	29,060	31,819	2,759	9.5%	
CM600	Pension Backfunding	788,070	773,377	(14,693)	-1.9%	
	Total Corporate Expenditure	1,197,130	1,208,431	11,301		
	Total Expenditure Variation			£	£	(a)
	Major Cost Increases					
	Mid Devon's contribution to the South West devolution bid				5,000	
	Major Cost Savings					
	Pension costs proved to be 1.9% lower than budgeted				(11,896)	
	Minor Variances				18,197	
	Total Expenditure Variation				11,301	
	EAR MARKED RESERVES					
	Utilised 2015/16			£		
CM300	Insurance - Further levy payment - MMI scheme of arrangement			(34,366)		
	Proposed contribution c/fwd to 2016/17					
	Net movement in earmarked reserves				(34,366)	
	Total Expenditure variation after Ear Marked Reserves				(23,065)	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

Customer Services

		2015/16 Budget £	2015/16 Actual £	Variance £	Variance %	
Code	Customer Services					
1000	Employees	721,230	883,227	161,997	22.5%	
2000	Premises	0	0	0		
3000	Transport	4,480	2,305	(2,175)	-48.6%	
4000	Supplies and Services	95,310	91,072	(4,238)	-4.4%	
	Total Direct Expenditure	821,020	976,604	155,584	19.0%	
7000	External Income	(1,350)	(785)	565	41.8%	
	Net Direct Expenditure	819,670	975,819	156,149	19.1%	(a)
5000	Support Services	(806,160)	(806,160)	0		
6500	Depreciation	2,220	2,220	0		
	Total Indirect Expenditure	(803,940)	(803,940)	0		
	Total Customer Services Expenditure	15,730	171,879	156,149		
	Customer Services - Service units					
CS200	Communications	112,760	154,320	41,560		
CS299	Communications Rech	(112,770)	(112,770)	0		
CS500	Messenger Services	61,580	59,233	(2,347)		
CS599	Messenger Services Rech	(63,010)	(63,010)	0		
CS900	Central Photocopying	26,850	36,593	9,743		
CS901	Central Photocopying Rech	(35,810)	(35,810)	0		
CS902	Central Postage	35,570	25,156	(10,414)		
CS903	Central Postage Rech	(38,050)	(38,050)	0		
CS910	Customer Services Admin	142,980	141,194	(1,786)		
CS915	Customer Services Admin Rech	(143,400)	(143,400)	0		
CS930	Customer First Management	179,890	196,905	17,015		
CS931	Customer First Management Rech	(179,880)	(179,880)	0		
CS932	Customer First	597,710	572,495	(25,215)		
CS933	Customer First Rech	(568,700)	(568,700)	0		
CS936	Crediton Office Section	153,620	212,030	58,410		
CS937	Crediton Office Section Rech	(153,610)	(153,610)	0		
CS938	Digital Strategy Staffing	0	69,182	69,182		
	Total Customer Services Expenditure	15,730	171,879	156,149		
				£	£	
	Total Expenditure Variation				156,149	(a)
	Major Cost Changes					
CS200	Redundancy costs			37,000		
CS930	Longterm sickness cover & job evaluations			12,000		
CS936	Redundancy costs partially offset by in year salary savings			59,000		
CS938	Staffing - Digital Strategy Projects funded by ear marked reserve (see below)			68,463		
					176,463	
	Major Cost Savings					
CS902	Franked Mail (moving to CleanMail which is charged direct to services)			(12,000)		
CS932	Staffing - in year salary savings & underspend on garden waste project			(19,000)		
					(31,000)	
	Major Changes in Income Levels					
					0	
	Minor Variations				10,686	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

Customer Services

Total Expenditure Variation					156,149	(a)
	EAR MARKED RESERVES					
				£		
	Utilised 2015/16					
CS900	Purchase of new Folding Machine for print room			(8,770)		
CS902	Franking Machine - old fund no longer required			(15,000)		
CS938	Digital strategy staffing from New Home Bonus			(68,463)		
	Proposed contribution c/fwd to 2016/17					
	Net movement in earmarked reserves				(92,233)	
	Total Expenditure variation after Ear Marked Reserves				63,916	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

Environmental Services

		2015/16 Budget £	2015/16 Actual £	Variance £	Variance %	
Code	Environmental Services					
1000	Employees	860,530	978,277	117,747	13.7%	
2000	Premises	149,390	157,330	7,940	5.3%	
3000	Transport	45,210	45,187	(23)	-0.1%	
4000	Supplies and Services	133,520	165,420	31,900	23.9%	
	Total Direct Expenditure	1,188,650	1,346,213	157,563	13.3%	
7000	External Income	(317,640)	(420,629)	(102,989)	-32.4%	
	Net Direct Expenditure	871,010	925,584	54,574	6.3%	(a)
5000	Support Services	440,350	440,350	0		
6500	Depreciation	64,800	64,800	0		
	Total Indirect Expenditure	505,150	505,150	0		
	Total Environmental Services Expenditure	1,376,160	1,430,734	54,574		
	Environmental Services - Service units					
ES100	Cemeteries	156,650	191,999	35,349		
ES110	Bereavement Services	51,850	52,021	171		
ES112	Bereavement Services Rech	(51,860)	(51,860)	0		
ES200	CCTV Initiatives	17,260	17,050	(210)		
ES250	Community Safety	70,560	66,261	(4,299)		
ES252	Building Safer Community Fund	0	(23)	(23)		
ES254	CSP - Police Fund	0	(14)	(14)		
ES256	Community Safety Partnership	0	(2,017)	(2,017)		
ES260	Food Protection	89,960	86,517	(3,443)		
ES270	Water Quality Monitoring	50,630	34,523	(16,107)		
ES349	Private Sector Housing team Rech	(45,800)	(45,800)	0		
ES354	Private Sector Housing	157,920	(87,894)	(245,814)		
ES360	Dog Warden	128,500	125,815	(2,685)		
ES361	Public Health	0	895	895		
ES441	Inspection Staff Unit Rech	(82,480)	(82,480)	0		
ES450	Parks & Open Spaces	416,220	394,356	(21,864)		
ES455	Amory Park	20,930	18,520	(2,410)		
ES460	Play Areas	231,110	232,320	1,210		
ES550	Licensing	15,440	6,904	(8,536)		
ES580	Pool Car Running Costs	2,040	(4,013)	(6,053)		
ES600	Pest Control	17,700	16,884	(816)		
ES650	Contaminated Land	0	(25)	(25)		
ES660	Control of Pollution	118,470	118,912	442		
ES670	Local Air Pollution	9,440	9,208	(232)		
ES720	ES Management	0	0	0		
ES730	Environmental Enforcement	265,230	265,749	519		
ES731	Environmental Enforcement Rech	(271,120)	(271,120)	0		
ES733	Environmental Health	391,550	413,538	21,988		
ES734	Environmental Health Rech	(391,560)	(391,560)	0		
ES740	Licensing Unit	95,260	117,295	22,035		
ES741	Licensing Unit Rech	(95,270)	(95,270)	0		
ES760	Health & Safety Officer	75,350	82,576	7,226		
ES765	Health & Safety Officer Rech	(75,340)	(75,340)	0		
PS480	Mddc Footpaths & Railway Walks	7,520	5,492	(2,028)		
	Total Environmental Services Expenditure	1,376,160	1,149,419	(226,741)		

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

Environmental Services

			£	£	
	Total Expenditure Variation			54,574	(a)
	Major Cost Changes				
ES100	Overspend on specific maintenance projects on walls & pathways (see EMR)		40,000		
ES354	Salary overspend due to restructure & JE (see below EMR)		40,000		
ES354	Overspend on Idox software (see below EMR)		7,000		
ES354	Exeter City Partnership on Empty Homes costs funded from EMR (see below EMR)		17,100		
ES361	Salary overspend on Public Health Officer part funded by EMR (see below EMR)		14,400		
ES361	Overspend on supplies & services for other PH initiatives (see below EMR)		4,356		
ES733	Environmental Health restructure & redundancy costs		27,000		
ES740	Licensing unit salaries - Increase in hours and JE impact		15,000		
ES740	Licensing staff training- please refer to HR corporate training note		6,600		
				171,456	
	Major Cost Savings				
ES450	Parks & Open spaces specific maintenance project underspend (see below EMR)		(25,000)		
ES460	Play Area's specific maintenance project underspend (see below EMR)		(10,000)		
				(35,000)	
	Major Changes in Income Levels				
ES100	Increase income on internments & exclusive burial rights		(5,000)		
ES550	Licensing income higher than budgeted		(11,800)		
ES270	Increased income from water quality monitoring		(19,000)		
ES354	Disabled facility grant repayments during the year		(36,000)		
ES354	Income received from house in multiple occupation licence		(4,200)		
ES361	Income received from Public Health Grant (see below EMR)		(18,000)		
ES450	Utilise Developers Contributions for Parks & Open Spaces (see below EMR)		7,860		
ES460	Utilise Developers Contributions for Play Area's (see below EMR)		10,870		
				(75,270)	
	Minor Variations			(6,612)	
	Total Expenditure Variation			54,574	(a)
	EAR MARKED RESERVES				
			£		
	Utilised 2015/16				
ES100	Cemeteries specific maint projects on wall & pathways		(35,000)		
ES354	Salary overspend from restructure & JE		(15,000)		
ES354	Idox software		(7,000)		
ES354	Empty Homes partnership with Exeter City		(17,100)		
ES361	Fund half post of Public Health Officer		(7,230)		
ES361	Assisted Families & VCS funding from Public Health Grant		(4,356)		
ES450	Utilise Developers Contributions for Parks & Open Spaces		(9,548)		
ES460	Utilise Developers Contributions for Play Area's		(12,642)		
	Proposed contribution c/fwd to 2016/17				
ES361	Public Health Grant received in year		18,000		
ES450	Parks & Open spaces walls & pathways maintenance		25,000		
ES460	Play Area maintenance		10,000		
	Net movement in earmarked reserves before statutory adjustments			(54,876)	
	Total Expenditure variation after Ear Marked Reserves			(302)	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

Finance and Performance

		2015/16	2015/16	Variance	Variance	
		Budget	Actual			
Code	Finance and Performance	£	£	£	%	
1000	Employees	594,210	627,924	33,714	5.7%	
2000	Premises	0	0	0		
3000	Transport	1,910	1,208	(702)	-36.8%	
4000	Supplies and Services	38,780	46,096	7,316	18.9%	
	Total Direct Expenditure	634,900	675,228	40,328	6.4%	
7000	External Income	0	(5,852)	(5,852)		
	Net Direct Expenditure	634,900	669,376	34,476	5.4%	(a)
5000	Support Services	(635,080)	(635,080)	0		
6500	Depreciation	0	0	0		
	Total Indirect Expenditure	(635,080)	(635,080)	0		
	Total Finance and Performance Expenditure	(180)	34,296	34,476		
	Finance and Performance - Service units					
FP100	Accountancy Services	459,640	477,314	17,674		
FP199	Accountancy Services Rech	(459,740)	(459,740)	0		
FP200	Internal Audit	122,410	123,817	1,407		
FP299	Internal Audit Rech	(122,410)	(122,410)	0		
FP300	Procurement	70,810	86,752	15,942		
FP399	Procurement Rech	(70,800)	(70,800)	0		
FP400	Purchase Ledger	65,230	64,389	(841)		
FP499	Purchase Ledger Rech	(65,270)	(65,270)	0		
FP500	Sales Ledger	67,760	68,054	294		
FP599	Sales Ledger Rech	(67,810)	(67,810)	0		
	Total Finance and Performance	(180)	34,296	34,476		
	Total Expenditure Variation			£	£	(a)
					34,476	
	Major Cost Changes					
FP300	Salaries - New Procurement & Contracts Post partially offset by reduced working hours for the Procurement Manager			13,000		
FP	Staff Training, (budget set on HR but cost transferred to service at year end)			13,000		
	Major Cost Savings				26,000	
					0	
	Major Changes in Income Levels				0	
	Minor Variations				8,476	
	Total Expenditure Variation				34,476	(a)
	EAR MARKED RESERVES					
	Utilised 2015/16					
	Proposed contribution c/fwd to 2016/17					
	Net movement in earmarked reserves				0	
	Total Expenditure variation after Ear Marked Reserves				34,476	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

General Fund Housing

		2015/16 Budget £	2015/16 Actual £	Variance £	Variance %	
Code	General Fund Housing					
1000	Employees	192,560	192,119	(441)	-0.2%	
2000	Premises	7,800	3,589	(4,211)	-54.0%	
3000	Transport	12,290	11,435	(855)	-7.0%	
4000	Supplies and Services	174,410	76,331	(98,079)	-56.2%	
	Total Direct Expenditure	387,060	283,474	(103,586)	-26.8%	
7000	External Income	(112,500)	(94,730)	17,770	15.8%	
	Net Direct Expenditure	274,560	188,744	(85,816)	-31.3%	(a)
5000	Support Services	41,590	41,590	0		
6500	Depreciation	1,000	1,000	0		
	Total Indirect Expenditure	42,590	42,590	0		
	Total General Fund Housing Services Expenditure	317,150	231,334	(85,816)		
	General Fund Housing - Service units					
HG320	Housing & Homelessness Advice	317,150	231,922	(85,228)		
HG373	Homelessness & Enabling Team	246,590	246,002	(588)		
HG379	Homeless & Enabling Team Rech	(246,590)	(246,590)	0		
	Total General Fund Housing Services Expenditure	317,150	231,334	(85,816)		
				£	£	
	Total Expenditure Variation				(85,816)	(a)
	Major Cost Changes					
					0	
	Major Cost Savings					
HG320	Better recovery on DARS - reduction in level of provision required			(36,000)		
HG320	Lower costs than budgeted due to using own stock instead of B&Bs and case numbers below average			(30,000)		
					(66,000)	
	Major Changes in Income Levels					
HG320	Use of Discretionary Housing Payments to fund Housing Benefit claimants in DARS scheme			(18,000)		
					(18,000)	
	Minor Variations				(1,816)	
	Total Expenditure Variation				(85,816)	(a)
	EAR MARKED RESERVES					
	Utilised 2015/16					
	Proposed contribution c/fwd to 2016/17					
	Net movement in earmarked reserves				0	
	Total Expenditure variation after Ear Marked Reserves				(85,816)	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

Grounds Maintenance

		2015/16 Budget £	2015/16 Actual £	Variance £	Variance %	
Code	Grounds Maintenance					
1000	Employees	425,670	429,394	3,724	0.9%	
2000	Premises	11,960	18,065	6,105	51.0%	
3000	Transport	77,100	93,041	15,941	20.7%	
4000	Supplies and Services	34,150	38,201	4,051	11.9%	
	Total Direct Expenditure	548,880	578,700	29,820	5.4%	
7000	External Income	(77,500)	(37,866)	39,634	51.1%	
	Net Direct Expenditure	471,380	540,834	69,454	14.7%	(a)
5000	Support Services	(500,160)	(500,160)	0		
6500	Depreciation	11,910	11,910	0		
	Total Indirect Expenditure	(488,250)	(488,250)	0		
	Total Grounds Maintenance Expenditure	(16,870)	52,584	69,454		
	Grounds Maintenance - Service units					
GM960	Grounds Maintenance	545,570	615,024	69,454		
GM961	Grounds Maintenance Rech	(562,440)	(562,440)	0		
	Total Grounds Maintenance Expenditure	(16,870)	52,584	69,454		
				£	£	
	Total Expenditure Variation				69,454	(a)
	Major Cost Changes					
GM960	Overspend on agency staff			6,000		
GM960	External Contractors used for tree works has resulted as an overspend			6,000		
GM960	Purchase of a new digger (see below EMR)			17,337		
					29,337	
	Major Cost Savings					
	Major Changes in Income Levels				0	
GM960	Reduced income from DCC for grass cutting			31,481		
GM960	Reduced income from internal recharging for tree works			5,000		
					36,481	
	Minor Variations				3,636	
	Total Expenditure Variation				69,454	(a)
	EAR MARKED RESERVES					
				£		
	Utilised 2015/16					
GM960	Purchase of a new Digger			(17,337)		
	Proposed contribution c/fwd to 2016/17					
	Net movement in earmarked reserves				(17,337)	
	Total Expenditure variation after Ear Marked Reserves				52,117	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

Human Resources

Code	Human Resources	2015/16 Budget £	2015/16 Actual £	Variance £	Variance %	
1000	Employees	391,690	325,194	(66,496)	-17.0%	
2000	Premises	0	0	0		
3000	Transport	1,750	737	(1,013)	-57.9%	
4000	Supplies and Services	19,410	32,518	13,108	67.5%	
	Total Direct Expenditure	412,850	358,449	(54,401)	-13.2%	
7000	External Income	(2,050)	(1,115)	935	45.6%	
	Net Direct Expenditure	410,800	357,334	(53,466)	-13.0%	(a)
5000	Support Services	(312,330)	(312,330)	0		
6500	Depreciation	0	0	0		
	Total Indirect Expenditure	(312,330)	(312,330)	0		
	Total Human Resources Expenditure	98,470	45,004	(53,466)		
	HR - Service units					
HR100	Human Resources	255,810	278,315	22,505		
HR199	Human Resources Rech	(255,760)	(255,760)	0		
HR200	Staff Development Training	13,400	16,019	2,619		
HR210	Cpd Training	43,840	0	(43,840)		
HR220	Post Entry Training	21,850	0	(21,850)		
HR230	Health & Safety Training	19,360	0	(19,360)		
HR300	Payroll	81,250	79,166	(2,084)		
HR399	Payroll Rech	(81,310)	(81,310)	0		
HR400	Learning & Development	43,380	51,924	8,544		
HR499	Learning & Development Rech	(43,350)	(43,350)	0		
	Total Human Resources Expenditure	98,470	45,004	(53,466)		
				£	£	
	Total Expenditure Variation				(53,466)	(a)
	Major Cost Changes					
HR100	Development training overspend (see note below)			5,200		
HR100	New driving licence checks & occupational health costs overspend			9,000		
HR100	Salary overspend due to JE			6,400		
HR400	L&D Assistant salary to be funded from EMR (see below EMR)			11,138		
HR100	Overspend on Equipment budget for the purchase of Laptops			3,200		
					34,938	
	Major Cost Savings					
HR200	Underspend on salaries from the Corporate Training costs being recharged out to service users.			(82,000)		
HR100	Salary saving due to Head of HR taking interim C/Exec post			(8,000)		
					(90,000)	
	Major Changes in Income Levels					
					0	
	Minor Variations				1,596	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

Human Resources

Total Expenditure Variation					(53,466)	(a)
	EAR MARKED RESERVES					
				£		
	Utilised 2015/16					
HR400	L&D Assistant			(11,138)		
	Proposed contribution c/fwd to 2016/17					
	Net movement in earmarked reserves				(11,138)	
Total Expenditure variation after Ear Marked Reserves					(64,604)	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

ICT Services

Code	ICT Services	2015/16 Budget £	2015/16 Actual £	Variance £	Variance %	
1000	Employees	546,030	609,876	63,846	11.7%	
2000	Premises	0	0	0		
3000	Transport	1,590	2,419	829	52.1%	
4000	Supplies and Services	367,430	370,806	3,376	0.9%	
	Total Direct Expenditure	915,050	983,101	68,051	7.4%	
7000	External Income	(3,660)	(44,519)	(40,859)	-1116.4%	
	Net Direct Expenditure	911,390	938,582	27,192	3.0%	(a)
5000	Support Services	(970,730)	(970,730)	0		
6500	Depreciation	47,300	47,300	0		
	Total Indirect Expenditure	(923,430)	(923,430)	0		
	Total ICT Services Expenditure	(12,040)	15,152	27,192		
	ICT - Service units					
IT100	Gazetteer Management	79,750	73,050	(6,700)		
IT199	Gazetteer Management Rech	(79,730)	(79,730)	0		
IT200	Information Management & T Gov	46,820	40,544	(6,276)		
IT299	Information Management & T Gov rech	(46,820)	(46,820)	0		
IT300	Central Telephones	77,600	72,603	(4,997)		
IT399	Central Telephones Rech	(79,650)	(79,650)	0		
IT400	ICT Network & Hardware	314,530	297,036	(17,494)		
IT499	ICT Network & Hardware Rech	(314,580)	(314,580)	0		
IT500	ICT Software Support & Maint.	511,940	521,645	9,705		
IT599	ICT Software Support & Maint. Rech	(511,950)	(511,950)	0		
IT600	ICT Staff Unit	562,600	619,972	57,372		
IT699	ICT Staff Unit Rech	(562,590)	(562,590)	0		
IT700	PSN compliance	0	999	999		
IT800	Phoenix House Printing	33,440	28,023	(5,417)		
IT899	Phoenix House Printing Rech	(43,400)	(43,400)	0		
	Total ICT Services Expenditure	(12,040)	15,152	27,192		
				£	£	
	Total Expenditure Variation				27,192	(a)
	Major Cost Changes					
IT600	Staff training (see EMR note below)			15,000		
IT600	Redundancy costs			79,630		
IT600	Recruitment costs for two posts in digital transformation			15,000		
IT700	One off costs for Private Services Network service (see EMR note below)			1,000		
					110,630	
	Major Cost Savings					
IT100	Aerial Photography-work delayed (see EMR note below)			(3,950)		
IT200	Salary saving - vacant post for part of the year			(5,000)		
IT600	Salary saving - apprentice employed			(14,000)		
IT600	Salary saving - vacant post for part of the year			(15,000)		
All	Savings across network and call costs spend			(11,000)		
					(48,950)	
	Major Changes in Income Levels					
	Head of BIS recharge to North Devon DC			(35,540)		
					(35,540)	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

ICT Services

	Minor Variations				1,052	
	Total Expenditure Variation				27,192	(a)
	EAR MARKED RESERVES					
	Utilised 2015/16					
IT600	EMR released for Staff Training			(15,000)		
IT700	EMR released for Private Services Network Costs			(1,000)		
	Proposed contribution c/fwd to 2016/17					
IT100	Aerial Photography delayed due to bad weather			3,950		
	Net movement in earmarked reserves				(12,050)	
	Total Expenditure variation after Ear Marked Reserves				15,142	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

Legal and Democratic Services

Code	Legal and Democratic Services	2015/16 Budget £	2015/16 Actual £	Variance £	Variance %	
1000	Employees	434,050	563,841	129,791	29.9%	
2000	Premises	0	11,960	11,960		
3000	Transport	16,850	17,332	482	2.9%	
4000	Supplies and Services	390,850	453,983	63,133	16.2%	
	Total Direct Expenditure	841,750	1,047,115	205,365	24.4%	
7000	External Income	(66,450)	(241,313)	(174,863)	-263.1%	
	Net Direct Expenditure	775,300	805,802	30,502	3.9%	(a)
5000	Support Services	251,980	251,980	0		
6500	Depreciation	0	0	0		
	Total Indirect Expenditure	251,980	251,980	0		
	Total Legal and Democratic Services	1,027,280	1,057,782	30,502		
	Legal & Democratic Services - Service units					
LD100	Electoral Registration	294,750	268,016	(26,734)		
LD199	Electoral Registration Rech	(880)	(880)	0		
LD200	Election Costs - Parishes	0	(29)	(29)		
LD201	Election Costs - District	20,000	62,791	42,791		
LD202	Election Costs - General	0	(15,543)	(15,543)		
LD203	Election Costs - European	0	1	1		
LD206	Election Costs - Police Com	0	2,451	2,451		
LD207	Election Costs - Euro Referendum	0	809	809		
LD300	Democratic Rep & Management	713,420	714,776	1,356		
LD400	Committee Services	137,330	145,933	8,603		
LD499	Committee Services Rech	(137,330)	(137,330)	0		
LD600	Legal Services	229,970	246,768	16,798		
LD699	Legal Services Rech	(229,980)	(229,980)	0		
	Total Legal and Democratic Services	1,027,280	1,057,782	30,502		
				£	£	
	Total Expenditure Variation				30,502	(a)
	Major Cost Changes					
LD100	Redundancy costs			18,000		
LD201	Cost of District Council Elections (covered by Ear Marked Reserve)			42,784		
LD300	Members' tablets, cost was budgeted as Capital Expenditure but as less than £20k falls as Revenue Expenditure			12,000		
					72,784	
	Major Cost Savings					
LD100	Individual Electoral Registration (IER) costs less than budgeted			(10,000)		
LD600	Legal Services restructure			(7,500)		
					(17,500)	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

Legal and Democratic Services

	Major Changes in Income Levels					
LD100	More IER Grant Income received than budgeted			(28,000)		
LD100	Recovered costs-European Election (see Ear Marked Reserve below)			(7,000)		
LD202	Recovered costs-General Election			(15,500)		
LD600	Section 106 work less than in previous years & fees			14,000		
	& charges down					
					(36,500)	
	Minor Variations				11,718	
Total Expenditure Variation					30,502	(a)
	EAR MARKED RESERVES					
	Utilised 2015/16					
LD201	District Election Costs			(42,784)		
	Proposed contribution c/fwd to 2016/17					
LD100	Recovered Costs on Euro Election saved to purchase a printer in 16/17			7,000		
	Net movement in earmarked reserves				(35,784)	
Total Expenditure variation after Ear Marked Reserves					(5,282)	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

Leisure Services

		2015/16 Budget £	2015/16 Actual £	Variance £	Variance %	
Code	Leisure Services					
1000	Employees	1,524,490	1,755,419	230,929	15.1%	
2000	Premises	662,070	670,707	8,637	1.3%	
3000	Transport	4,220	4,152	(68)	-1.6%	
4000	Supplies and Services	218,360	292,327	73,967	33.9%	
	Total Direct Expenditure	2,409,140	2,722,605	313,465	13.0%	
7000	External Income	(2,532,520)	(2,382,826)	149,694	5.9%	
	Net Direct Expenditure	(123,380)	339,779	463,159	-375.4%	(a)
5000	Support Services	284,750	284,750	0		
6500	Depreciation	501,030	501,030	0		
	Total Indirect Expenditure	785,780	785,780	0		
	Total Leisure Services Expenditure	662,400	1,125,559	463,159		
	Leisure Services - Service units					
RS100	Leisure Facilities Maintenance & Equipment	176,170	179,531	3,361		
RS110	Leisure Management & Administration	116,100	161,965	45,865		
RS140	Exe Valley Leisure Centre	74,620	341,875	267,255		
RS150	Lords Meadow Leisure Centre	237,370	317,706	80,336		
RS160	Culm Valley Sports Centre	58,140	124,483	66,343		
	Total Leisure Services Expenditure	662,400	1,125,559	463,159		
				£	£	
	Total Expenditure Variation				463,159	(a)
	Major Cost Changes					
	Redundancy costs due to management restructure			128,000		
	Exe Valley Leisure Centre (EVLC) salaries (includes manager post reinstated)			49,000		
	Lords Meadow Leisure Centre (LMLC) salaries contractors (includes JE payments in March)			18,000		
	CVSC Salaries (includes JE payments in March)			35,000		
	Utility and maintenance costs across all sites			26,000		
	Equipment spend all sites including maintenance (replacement and new items)			31,000		
	Software and consultancy costs			5,000		
	Various other overheads-all sites (including vending, stationary and printing)			24,120		
					316,120	
	Major Cost Savings					
					0	
	Major Changes in Income Levels					
	Wetside activities LMLC & EVLC (includes lessons and general swimming)			78,000		
	Dryside activities-all sites (rents, bookings, courses)			19,000		
	Memberships, Classes and Sales			50,000		
					147,000	
	Minor Variations				39	
	Total Expenditure Variation				463,159	(a)
	EAR MARKED RESERVES					
	Utilised 2015/16					
	Proposed contribution c/fwd to 2016/17					
	Net movement in earmarked reserves				0	
	Total Expenditure variation after Ear Marked Reserves				463,159	

Planning and Regeneration

Page 40

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

Planning and Regeneration

					(46,000)	
	Major Changes in Income Levels					
PR400	Salary costs for Town Centre Manager (see EMR note below)			22,640		
PR100	Building Control income above budget			(14,000)		
PR200	Development Control income below budget			82,000		
PR210	Local Land Charges fee income			(23,000)		
					67,640	
	Minor Variations				8,797	
	SERVICE MOVEMENT BEFORE STATUTORY ADJUSTMENTS				402,861	
PR200	Net S106 receipts (see EMR below)				(265,748)	
Total Expenditure Variation					137,113	(a)
	EAR MARKED RESERVES					
				£		
	Proposed contribution c/fwd to 2016/17					
PR200	Net S106 receipts transferred to earmarked reserves			265,748		
PR600	Shared Brownfield site - grant from Department of Communities and Local Government			10,000		
	Utilised 2015/16					
PR400	Salary for Town Centre Manager- new homes bonus released			(22,640)		
PR400	Business advice and town project spend - new homes bonus released			(47,000)		
PR400	Shop front grant spend - High Street Innovator fund released			(12,598)		
PR400	Cullompton Town enhancement scheme - Labgi funds released			(470)		
PR220	Tiverton Eastern Urban Extension			(99,956)		
	Net movement in earmarked reserves				93,084	
Total Expenditure variation after Ear Marked Reserves					230,197	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

Property Services

		2015/16 Budget £	2015/16 Actual £	Variance £	Variance %	
Code	Property Services					
1000	Employees	361,990	327,004	(34,986)	-9.7%	
2000	Premises	493,260	529,735	36,475	7.4%	
3000	Transport	19,010	20,221	1,211	6.4%	
4000	Supplies and Services	81,510	145,358	63,848	78.3%	
	Total Direct Expenditure	955,770	1,022,318	66,548	7.0%	
7000	External Income	(367,320)	(773,548)	(406,228)	-110.6%	
	Net Direct Expenditure	588,450	248,769	(339,681)	-57.7%	(a)
5000	Support Services	(507,300)	(507,300)	0		
6500	Depreciation	172,650	172,650	0		
	Total Indirect Expenditure	(334,650)	(334,650)	0		
	Total Property Services Expenditure	253,800	(85,881)	(339,681)		
	Property Services - Service units					
PS150	Surplus Sites for Disposal	29,150	36,932	7,782		
PS350	Public Conveniences	116,440	99,228	(17,212)		
PS400	Flood Defences and Land Drainage	82,140	52,052	(30,088)		
PS600	Street Naming & Numbering	16,330	13,892	(2,438)		
PS810	Phoenix House	353,100	388,044	34,944		
PS815	Phoenix House Rech	(353,430)	(353,430)	0		
PS820	DCC Library	(1,830)	(3,488)	(1,658)		
PS830	Town Hall	64,540	66,063	1,523		
PS840	Crediton Office Building	47,420	43,740	(3,680)		
PS845	Crediton Office Building Rech	(47,420)	(47,420)	0		
PS850	Old Road Depot	54,090	50,988	(3,102)		
PS855	Old Road Depot Rech	(54,090)	(54,090)	0		
PS860	Station Yard Depot	33,450	39,123	5,673		
PS865	Station Yard Depot Rech	(33,450)	(33,450)	0		
PS870	Lords Meadow Depot	6,740	20,750	14,010		
PS880	Bus Station Maintenance	(9,710)	(10,204)	(494)		
PS890	Tourist Information Centre	(10,640)	(13,163)	(2,523)		
PS970	Office Building Cleaning	74,000	84,380	10,380		
PS971	Office Building Cleaning Rech	(74,000)	(74,000)	0		
PS980	Property Services	412,140	369,415	(42,725)		
PS981	Property Services Rech	(336,510)	(336,510)	0		
PS990	30/32 Fore Street	(44,800)	(40,661)	4,139		
PS991	Industrial Units	(69,860)	(41,073)	28,787		
PS992	Market Walk	0	(339,965)	(339,965)		
PS993	Lowman Green Unit	0	(3,034)	(3,034)		
	Total Property Services	253,800	(85,881)	(339,681)		
				£	£	
	Total Expenditure Variation				(339,681)	(a)
	Major Cost Changes					
PS810	Overspend on maintenance & external contractors, off-set by salary savings			21,000		
PS810	Overspend on utilities			10,000		
PS830	Town Hall maintenance overspend			12,000		
PS870	Additional cost on maintenance, premises getting ready for letting			6,000		
PS970	Overspend on external cleaning to cover sickness & holiday			10,000		
PS991	Overspend on maintenance (see below EMR)			14,000		
					73,000	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

Property Services

	Major Cost Savings				
PS350	Public Conv underspend on specific maintenance projects (see below EMR)		(20,000)		
PS400	Underspend on planned maintenance		(10,000)		
PS830	Utilities underspend		(4,500)		
PS880	Underspend on Bus Station maintenance (see below EMR)		(2,930)		
PS980	Salary savings due to vacant posts (see below EMR)		(33,000)		
				(70,430)	
	Major Changes in Income Levels				
PS400	DCC flood grant received (see below EMR)		(19,400)		
PS810	Reduced income from ground floor space in Phoenix House		7,000		
PS870	Reduced income from Lords Meadow depot as tenant moved in Nov		7,000		
PS980	Income received from sales of small pieces of land		(8,000)		
PS991	Vacant Industrial Units have resulted in reduction of income		14,000		
PS992	Market Walk surplus before interest and capital financing (see below EMR)		(339,965)		
				(339,365)	
	Minor Variations			(2,886)	
Total Expenditure Variation				(339,681)	(a)
	EAR MARKED RESERVES				
			£		
	Utilised 2015/16				
PS991	Industrial Unit double glazed windows		(10,000)		
	Proposed contribution c/fwd to 2016/17				
PS350	Hemyock PC refurb before transfer		20,000		
PS400	DCC Flood grant		19,400		
PS880	Bus Station maintenance		2,930		
PS980	Property Serv Salary saving -New Building Maint Operative Vehicle		12,000		
PS992	Market Walk Surplus		140,000		
	Net movement in earmarked reserves			184,330	
Total Expenditure variation after Ear Marked Reserves				(155,351)	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

Revenues and Benefits

Code	Revenues and Benefits	2015/16 Budget £	2015/16 Actual £	Variance £	Variance %	
1000	Employees	709,400	733,493	24,093	3.4%	
2000	Premises	0	0	0		
3000	Transport	6,810	4,027	(2,783)	-40.9%	
4000	Supplies and Services	163,160	256,488	93,328	57.2%	
	Housing Benefit Payments	19,843,320	18,638,499	(1,204,821)	-6.1%	
	Total Direct Expenditure	20,722,690	19,632,508	(1,090,182)	-5.3%	
	Income from Housing Benefit Subsidy	(19,843,320)	(18,812,301)	1,031,019	-5.2%	
	All other Income	(565,080)	(730,798)	(165,718)	29.3%	
7000	External Income	(20,408,400)	(19,543,099)	865,301	4.2%	
	Net Direct Expenditure	314,290	89,408	(224,882)	-71.6%	(a)
5000	Support Services	468,360	468,360	0		
6500	Depreciation	0	0	0		
	Total Indirect Expenditure	468,360	468,360	0		
	Total Revenues and Benefits Expenditure	782,650	557,768	(224,882)		
	Revenues and Benefits - Service units					
RB100	Collection Of Council Tax	506,800	517,774	10,974		
RB199	Collection Of Council Tax Recharge	(71,970)	(71,970)	0		
RB200	Collection Of Business Rates	14,480	14,470	(10)		
RB300	Housing Benefit Admin	366,010	413,985	47,975		
RB310	Housing Benefit Fraud	(480)	(62,902)	(62,422)		
RB330	New Burdens - C/Tax Reform	0	(12,153)	(12,153)		
RB340	Local welfare assistance scheme	12,040	0	(12,040)		
RB350	Universal Credit Partnership	0	(9,057)	(9,057)		
RB360	FERIS fraud scheme	0	0	0		
RB390	Housing benefit fraud recharge	20	20	0		
RB399	Housing Benefit Admin Recharge	(48,680)	(48,680)	0		
RB400	Housing Rent Allowances	0	(173,802)	(173,802)		
RB410	Council Tax Benefit	0	(10,463)	(10,463)		
RB600	Revenues Recovery Team	63,380	59,496	(3,884)		
RB699	Revenues Recovery Team Recharge	(58,950)	(58,950)	0		
	Total Revenues and Benefits Expenditure	782,650	557,768	(224,882)		
				£	£	
	Total Expenditure Variation				(224,882)	(a)
	Major Cost Changes					
* Additional Salary costs for the Recovery of Council Tax funded, in part by additional Court costs income detailed below				28,000		
** Additional Computer Software costs associated with changes in Housing Benefit funded by additional government grants detailed below				8,100		
Additional agency staff required in Housing Benefit net of salary savings (maternity leave, post changes & vacant hours)				41,200		
*** Local Welfare Assistance Scheme spend covered by grant from DCC detailed below				89,100		
					166,400	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

Revenues and Benefits

Major Cost Savings						
**** The demand for Housing Benefit was lower than budgeted (see decreased subsidy income detailed below)				(1,204,900)		
HB Fraud section transferred to the DWP from 01/05/15				(62,300)		
					(1,267,200)	
Major Changes in Income Levels						
* Additional Council Tax court costs income				(17,900)		
** Various New Burdens grants from DWP in respect of Housing Benefits				(22,400)		
*** Local Welfare Assistance Scheme spend covered by DCC grant				(89,100)		
**** Decreased Housing Benefit Subsidy related to decreased costs detailed above				1,045,200		
Additional Housing Benefit Overpayments recovered				(14,100)		
Adjustment to CTB entitlement (re pre 01/04/13 CTB old scheme) not required to be repaid to DCLG				(10,500)		
Local Council Tax New Burdens Grant - carried forward as an EMR see below				(12,150)		
Universal Credit Delivery Partnership Grant - carried forward as an EMR see below				(9,050)		
					870,000	
Minor Variations					5,918	
Total Expenditure Variation					(224,882)	(a)
EAR MARKED RESERVES						
				£		
Utilised 2015/16						
Release NNDR reserve				(100,000)		
Proposed contribution c/fwd to 2016/17						
Local Council Tax New Burdens Grant to EMR				12,150		
Universal Credit Delivery Partnership Grant to EMR				9,050		
Net movement in earmarked reserves					(78,800)	
Total Expenditure variation after Ear Marked Reserves					(303,682)	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

Waste Services

Code	Waste Services	2015/16 Budget £	2015/16 Actual £	Variance £	Variance %	
1000	Employees	1,911,330	2,039,632	128,302	6.7%	
2000	Premises	88,590	95,633	7,043	8.0%	
3000	Transport	727,090	765,801	38,711	5.3%	
4000	Supplies and Services	706,200	780,367	74,167	10.5%	
	Total Direct Expenditure	3,433,210	3,681,434	248,224	7.2%	
7000	External Income	(1,771,060)	(1,891,628)	(120,568)	-6.8%	
	Net Direct Expenditure	1,662,150	1,789,805	127,655	7.7%	(a)
5000	Support Services	368,680	368,680	0		
6500	Depreciation	256,290	256,290	0		
	Total Indirect Expenditure	624,970	624,970	0		
	Total Waste Services Expenditure	2,287,120	2,414,775	127,655		
	Waste Services - Cost Centres					
WS650	Street Cleansing	451,790	439,093	(12,697)		
WS700	Refuse Collection	1,293,090	1,314,465	21,375		
WS710	Trade Waste Collection	(107,300)	(88,418)	18,882		
WS725	Kerbside Recycling	649,550	698,657	49,107		
WS740	16 Shop-Recycling	0	6,706	6,706		
WS750	Waste Management Staff Unit	218,040	261,230	43,190		
WS760	Waste Management Staff Unit Rech	(218,050)	(218,050)	0		
WS770	Unit 3 Carlu Close	0	1,092	1,092		
	Total Waste Services Expenditure	2,287,120	2,414,775	127,655		
				£	£	
	Total Expenditure Variation				127,655	(a)
	Major Cost Changes					
WS700	Refuse vehicle repairs - due to running an aged fleet			70,000		
WS700	Refuse agency - due to a vacant post and new scheme			30,000		
WS710	Trade Waste disposal charges, offset by income			47,000		
WS725	Auction costs for sale of recycling vehicles			10,000		
WS725	Recycling agency and overtime - due to vacant posts, sickness and new scheme			86,000		
WS725	Garden waste permits			10,000		
WS750	Redundancy costs			43,850		
					296,850	
	Major Cost Savings					
WS700	Refuse salary - vacant post for part of year			(10,000)		
WS725	Recycling salaries - vacant posts for part of year			(34,500)		
WS725	Recycling vehicles fuel and repairs			(31,000)		
					(75,500)	
	Major Changes in Income Levels					
WS700	Additional take-up on chargeable garden waste			(53,000)		
WS700	Refund from leasing company - reclassification of a vehicle lease			(21,000)		
WS710	Insurance money received for Trade Waste Vehicle (See EMR note below)			(15,798)		
WS710	Trade Waste income and recharges			(50,000)		
WS725	Recycling income is down, due to price not tonnage			54,000		
WS725	Income from sale of recycling vehicles			(22,000)		
					(107,798)	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

Waste Services

	Minor Variations				14,103	
Total Expenditure Variation					127,655	(a)
	EAR MARKED RESERVES					
	Utilised 2015/16					
WS725	Development Control Recycling - S106			(4,662)		
	Proposed contribution c/fwd to 2016/17					
WS710	Contribution to vehicle sinking fund, due to be replaced in 16-17			15,798		
	Net movement in earmarked reserves				11,136	
Total Expenditure variation after Ear Marked Reserves					138,791	

HOUSING REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

Housing Revenue Account

Code	Housing Revenue Account	2015/16 Budget £	2015/16 Actual £	Variance £	Variance %	
1000	Employees	2,568,560	2,346,217	(222,343)	-8.7%	
2000	Premises	154,750	143,308	(11,442)	-7.4%	
3000	Transport	233,400	213,234	(20,166)	-8.6%	
4000	Supplies and Services	8,633,370	6,620,590	(2,012,780)	-23.3%	
	Total Direct Expenditure	11,590,080	9,323,349	(2,266,731)	-19.6%	
7000	External Income	(14,289,960)	(14,546,126)	(256,166)	-1.8%	
	Net Direct Expenditure	(2,699,880)	(5,222,777)	(2,522,897)	93.4%	
5000	Internal Recharges	1,223,440	1,223,440	0	0.0%	
6500	Capital Charges	1,476,440	993,289	(483,151)	32.7%	
	Total Indirect Expenditure	2,699,880	2,216,729	(483,151)	-17.9%	
	Total HRA Expenditure	0	(3,006,048)	(3,006,048)	N/A	(a)
	Housing Revenue Account - Best Value Units					
BHO01	Dwelling Rents	(12,810,600)	(12,779,940)	30,660	-0.2%	
BHO02	Non-Dwelling Rents	(517,700)	(549,947)	(32,247)	6.2%	
BHO03	Tenant Charges For Services	(30,840)	(46,313)	(15,473)	50.2%	
BHO04	Leaseholders' Service Charges	(19,840)	(21,952)	(2,112)	10.6%	
BHO05	Contributions Towards Expend.	(34,460)	(44,518)	(10,058)	29.2%	
BHO06	Other Charges For Services	(128,500)	(194,509)	(66,009)	51.4%	
BHO06B	Miscellaneous Income	(19,000)	(46,188)	(27,188)	143.1%	
BHO07	H.R.A. Investment Income	(40,000)	(42,103)	(2,103)	5.3%	
BHO09	Repairs And Maintenance	2,781,460	2,410,892	(370,568)	-13.3%	
BHO10	Supervision & Management	2,922,750	2,749,838	(172,912)	-5.9%	
BHO11	Special Services	188,930	145,900	(43,030)	-22.8%	
	Solar PV income	(150,000)	(196,364)	(46,364)	30.9%	
	Solar PV expenditure	0	60,337	60,337	N/A	
BHO15	Depreciation and additional major works	1,986,590	2,360,074	373,484	18.8%	
BHO17	Bad Debt Provision Movement	25,000	(3,034)	(28,034)	-112.1%	
BHO18	Share Of Corporate And Democratic Core	349,080	331,488	(17,592)	-5.0%	
BHO20	H.R.A. Interest Payable	1,323,820	1,300,619	(23,201)	-1.8%	
	HRA loan from PWLB - principal repaid	1,460,410	977,253	(483,157)	-33.1%	
	Revenue contribution to capital	139,000	590,196	451,196	324.6%	
BHO22	Transfers to or from earmarked reserves are shown as zero here as they are detailed in the earmarked reserves schedule below	2,589,500	0	(2,589,500)	-100.0%	
	HCA funding applied for 2015/16	0	96,440	96,440	N/A	
BHO24	HCA funding applied for 2015/16 reversal	0	(96,440)	(96,440)	N/A	
BHO23	Accounting Adjustments - year-end employee benefit reversal and admin costs recovered from RTB sales	(15,600)	(22,135)	(6,535)	41.9%	
	Total HRA Expenditure	0	(3,020,406)	(3,020,406)	N/A	
	Total HRA Expenditure				(3,006,048)	(a)
	Major Cost Increases			Variance £		
	Solar PV expenditure			60,337		
	Major works expenditure funded by earmarked reserves (see the earmarked reserves schedule below)			373,484		
	Revenue contributions to capital works totalled £590k instead of £139k, all of which are funded from earmarked reserves (see the earmarked reserves schedule below which includes amounts of £65k, £164k, £10k and £351k))			451,196		
					885,018	

HOUSING REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

Housing Revenue Account

				Variance £		
Major Cost Savings						
Major savings have occurred in Repairs as the DLO have been utilised to carry out more non-DLO work, thus reducing the overall Repairs costs				(370,568)		
Costs recovered from sales through the Right to Buy scheme				(6,535)		
Earmarked reserve movements are shown as zero above in order that they can be detailed in the schedule overleaf, which shows the movement totalling £2,090k. See schedule of transfers between earmarked reserves below				(2,589,500)		
Difference between amount of PWLB repayment accounted for under our accounting policy and the actual amount paid to PWLB				(483,157)		
Staffing savings across several teams, including Repairs Mgmt, General Tenancy, Planned Maintenance Team and Housing Services Mgmt. In addition, very little was spent on under occupation scheme.				(172,912)		
Spending on purchase of new alarms and maintenance of existing alarms was much lower than budgeted				(43,030)		
Since arrears levels have not risen significantly, the bad debt provision was able to be slightly reduced				(28,034)		
					(3,693,737)	
Major Changes in Income Levels				Variance £		
Dwelling rents ended the year 0.2% behind expectations				30,660		
Garage customer numbers have risen and shop occupancy has been high				(32,247)		
The Learning Disability contract has yielded higher income than first thought following the recent changes				(15,473)		
Alarm customer numbers have risen once again and in addition there was higher take-up of the new chargeable alarm offering than expected				(66,009)		
Some minor land sales have given rise to a higher than usual return from miscellaneous income				(27,188)		
Solar PV income has been far greater than in previous years				(46,364)		
					(156,620)	
Minor Variances totalling					(40,708)	
Total HRA Expenditure					(3,006,048) (a)	
Net movement before transfers to/from earmarked reserves					(3,006,048)	
Total Variation brought forward					(3,006,048)	

HOUSING REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

Housing Revenue Account

EAR MARKED RESERVES					
				£	
Utilised 2015/16					
Solar PV expenditure funded from reserve				(60,337)	
Affordable Rents surplus used for new development				(65,013)	
Capital spending on renewable energy projects				(164,086)	
Housing Maintenance Fund utilised for major works on existing properties (M.R.A.)				(403,878)	
Adjustment relating to provision made in prior year				(10,131)	
Housing Maintenance Fund utilised for major works on new build				(350,967)	
Proposed contribution c/fwd to 2016/17					
Solar PV income paid into reserve				196,364	
Affordable Rents surplus earmarked				65,013	
Sewage Treatment Plant reserve required				25,000	
PWLB loan premium deficit to be earmarked				483,157	
Budgeted contribution to Housing Maintenance Fund				2,374,500	
Net movement in earmarked reserves					2,089,622
Total Expenditure variation after Ear Marked Reserves					(916,426)

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

EARMARKED RESERVES AT 31 March 2016

Miscellaneous General Fund Reserves	Cost Centres	B/F 31/3/15	(Cont To Emr)	Utilisation of EMR	Transfers	C/F 31/3/16
Community Development - Tap Fund Contribution	CD200	(34,555)	(27,858)			(62,413)
Community Development - Seed Grant Funding	CD200	(31,830)		10,520		(21,310)
Community Development - PCT money	CD210	(3,500)				(3,500)
Pannier Market - Repairs to Clock Tower	CD300	(7,000)				(7,000)
Multi-Storey Car Park - Planned works	CP520	(60,000)	(20,000)			(80,000)
Resurfacing of Amenity Car Parks	CP530	(50,000)	(25,000)			(75,000)
Structural Surfacing P&D Car Parks	CP540	(10,000)	(25,000)			(35,000)
Customer Services - Franker Replacement	CS902	(15,000)		15,000		0
Cemetery Churchyard Path & Wall repairs	ES100	(35,000)		35,000		0
CCTV Initiatives -Tiverton TC Project	ES200	(9,648)				(9,648)
Community Safety Partnership	ES256	(14,702)				(14,702)
RRO Grants	ES353	(11,770)		7,000		(4,770)
P Sector Housing	ES354	(30,540)				(30,540)
Public Health Grant	ES361	(37,807)	(18,000)	11,586		(44,221)
Parks & Open Spaces-Trees Inspection/Walls	ES450	(28,000)	(25,000)			(53,000)
Play Areas Works	ES460	(11,000)	(10,000)			(21,000)
Air Quality Monitoring	ES660	(8,695)				(8,695)
E/Health restructure	ES733	(15,000)		15,000		0
Grounds Maintenance Digger/Trailer & Tractor	GM960	(30,000)		17,337		(12,663)
Corp Training - 12/13 Underspend part c/fwd	HR200	(49,170)		11,138		(38,032)
IT - Gazetteer - Aerial Photography every 3yrs	IT100	(13,920)	(3,950)			(17,870)
ICT - Network/Hardware - Printer Replacements	IT400/500	(23,000)				(23,000)
ICT - ICT Staff Unit - Staff Training 15-16	IT600	(16,000)		15,000		(1,000)
IT Govt Connect Project Updates	IT700	(5,043)		1,000		(4,043)
Electoral Registration	LD100	0	(7,000)			(7,000)
District Elections	LD201	(60,500)		42,784		(17,716)
Elected Members training	LD300	(5,300)				(5,300)
Development Control	PR200	(51,943)				(51,943)
Land charges Software Licence	PR210	(5,000)				(5,000)
LABGI - Local Authority Business Growth Initiative	PR400	(21,665)		2,750		(18,915)
Industrial Sites & Buildings - Window Installation	PR405	(10,000)		10,000		0
Brownfield Shared Plan DCLG monies	PR600		(10,000)			(10,000)
Statutory Development Plan	PR810	(60,000)				(60,000)
Public Convenience - Hemyock refurb	PS350	0	(20,000)			(20,000)
Flood Projects 2015-16	PS400	(12,000)	(19,400)			(31,400)
Phoenix House Council Chambers	PS810	(50,000)		50,000		0
Town Hall Toilet refurb	PS830	(11,300)				(11,300)
Old Road Depot	PS850	(5,630)				(5,630)
Bus Station Maintenance	PS880	0	(2,930)		2,930	0
Property Services Vehicle for MS Operative	PS980	0	(17,000)	5,000		(12,000)
Business Rates Retention Scheme (NNDR)	RB300/RB330	(30,000)				(30,000)
Local Welfare Assistance Scheme	RB340	(42,900)				(42,900)
Local Council Tax New Burdens Grant	RB330		(12,150)			(12,150)
Universal Credit Delivery Partnership	RB350		(9,050)			(9,050)
Recycling Unit - Bay and Baler Works. New scheme	WS725	(40,000)		40,000		0
Insurance excess claims fund + MMI	Various	(120,644)		34,366		(86,278)
New Burdens Grant Fund		(55,359)				(55,359)
HMRC Enquiry		(41,900)				(41,900)
Digital Transformation Project						0
GF shops - surplus 15/16			(140,000)			(140,000)
Total Miscellaneous General Fund Reserves		(1,175,321)	(392,338)	323,481	2,930	(1,241,248)

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2015/16

EARMARKED RESERVES AT 31 March 2016

Other GF Revenue Reserves	Cost Centres	B/F 31/3/15	(Cont To Emr)	Utilisation of EMR	Transfers	C/F 31/3/16
Development Control Recycling - S106	EQ646	(4,662)		4,662		0
Capital Earmarked Reserves	EQ650	(1,122,725)		217,593	338,000	(567,132)
Capital EMR PSH Grants	EQ652	(31,447)		33,100	(1,132,000)	(1,130,347)
New Homes Bonus Reserve ***	EQ653	(1,887,541)	(1,619,311)	668,384	987,000	(1,851,468)
Economic Development EMR	EQ654				(101,000)	(101,000)
ICT Projects Reserve	EQ655				(92,000)	(92,000)
NNDR Reserve	EQ659	(250,000)		100,000		(150,000)
High St Innovator Payment	EQ681	(55,906)		12,598		(43,308)
Vehicles Sinking Fund	EQ682	(878,893)	(568,938)			(1,447,831)
Plant Sinking Fund	EQ683	(12,000)	(10,910)			(22,910)
Equipment Sinking Fund	EQ684	(46,380)	(46,640)	8,770		(84,250)
Bus Station Maintenance Sinking Fund	EQ685	(13,000)			(2,930)	(15,930)
Car Park Machine replacement Sinking Fund	EQ686	0	(20,000)			(20,000)
Capability Funding	EQ820	(223,000)	(60,000)	99,956		(183,044)
Neighbourhood Planning Funding	EQ821	(15,000)	(5,000)			(20,000)
Total Other GF Revenue Reserves		(4,540,553)	(2,330,799)	1,145,063	(2,930)	(5,729,219)

*** A significant amount of the New Homes Bonus is earmarked for revenue items and the capital programme in 2016/17, with further amounts for future capital programmes in the medium term financial plan. If recommendation 2 is approved then this balance will be reduced. (See para 2.5)

Total Section 106 - Open Space funds	Various	(955,015)	(286,858)	83,719		(1,158,154)
---	----------------	------------------	------------------	---------------	--	--------------------

Maintenance	Cost Centres	B/F 31/3/15	(Cont To Emr)	Utilisation of EMR	Transfers	C/F 31/3/16
Dev Cont Linear Park	EQ638	(62,610)	(438)	4,174		(58,874)
W52 Popham Close Comm Fund	EQ640	(23,600)	(165)	1,967		(21,798)
W67 Moorhayes Com Dev Fund	EQ641	(21,300)	(149)	1,638		(19,811)
W69 Fayrecroft Willand Ex West	EQ642	(55,880)	(391)	4,657		(51,614)
W70 Developers Contribution	EQ643	(72,279)	(506)	6,647		(66,138)
Dev Cont Winswood Crediton	EQ644	(46,610)	(326)	3,107		(43,829)
Total Maintenance Reserves		(282,278)	(1,975)	22,190	0	(262,064)

Total Developers Contributions / s106 Funds		(1,237,293)	(288,833)	105,909	0	(1,420,218)
--	--	--------------------	------------------	----------------	----------	--------------------

	B/F 31/3/15	(Cont To Emr)	Utilisation of EMR	Transfers	C/F 31/3/16
RESERVES	(6,953,167)	(3,011,970)	1,574,453	0	(8,390,685)

Net movement into General Fund Earmarked Reserves = (TREM)

(1,437,517)

HRA Earmarked Reserves	Cost Centres	B/F 31/3/15	(Cont To Emr)	Utilisation of EMR	Transfers	C/F 31/3/16
HRA Sewage Treatment Plant works	EQ691	0	(25,000)	0		(25,000)
Renewable Energy Fund E.M.R.	EQ692	(369,881)	(196,364)	224,423		(341,822)
HRA Affordable Rent surplus	EQ693	0	(65,013)	65,013		0
Housing Maintenance E.M.R.	EQ694	(6,360,295)	(2,374,500)	764,976		(7,969,819)
HRA Premium Deficit for PWLB loan	EQ696	0	(483,157)	0		(483,157)
Total HRA EARMARKED RESERVES		(6,730,176)	(3,144,034)	1,054,412	0	(8,819,797)

Net movement into HRA Earmarked Reserves = (HOTREM)

(2,089,622)

RESERVES		(13,683,343)	(6,156,004)	2,628,865	0	(17,210,482)
-----------------	--	---------------------	--------------------	------------------	----------	---------------------

MID DEVON DISTRICT COUNCIL
CAPITAL PROGRAMME OUTTURN 2015/16

APPENDIX 5

Code	Scheme	Approved Capital Programme 2015/16	Total Slippage B/fwd & Adj to Approved Capital Programme 15/16	Adjusted Capital Programme 2015/16	Total Actual Spend to 31/03/16	Variance to budget	Slippage to be carried forward to 2016/17	Slippage To Earmarked Reserve
		£000's	£000's	£000's	£000's	£000's	£000's	£000's
	<u>Estates Management</u>							
	<u>Leisure - Site Specific</u>							
	<u>Lords Meadow leisure centre</u>							
CA624	Main car park resurfacing	50,000	0	50,000	0.00	-50,000.00	50,000	
CA625	Squash Court roof improvements	20,000	0	20,000	0.00	-20,000.00	0	
CA619	LMLC Enhancement Project				-1,315.52	-1,315.52	0	
	<u>Exe Valley leisure centre</u>							
CA626	Fitness gym extension	500,000	0	500,000	27,625.00	-472,375.00	472,000	
	<u>Other MDDC Buildings</u>							
CA403	Town Hall Redevelopment Project	0	46,000	46,000	42,768.36	-3,231.64	3,200	
	<u>MSCP Improvements</u>							
CA709	Planned expansion joint replacement	40,000	49,000	89,000	0.00	-89,000.00	89,000	
	<u>Play Areas</u>							
CA608	Play area refurbishment - Wilcombe Tiverton	50,000	0	50,000	0.00	-50,000.00	50,000	
	<u>Other Projects</u>							
CA420	Land and drainage flood defence schemes - Ashleigh Park Bampton	50,000	17,000	67,000	0.00	-67,000.00	67,000	
CA431	Public Conveniences - Lowman Green, Tiverton remodel for kiosk subject to payback period	0	100,000	100,000	107,500.73	7,500.73	0	
CA448	Angel Hill improvements	20,000		20,000	5,467.50	-14,532.50	15,000	
CA458	Star Panels Moorhayes Community Centre		30,000	30,000	29,023.00	-977.00	0	
CA459	Phoenix Chamber audio visual equipment		74,000	74,000	73,820.64	-179.36	0	
	<u>ICT Projects</u>							
CA421	Replacement of PC estate 330s	40,000	0	40,000	0.00	-40,000.00	40,000	
CA423	Continued replacement of WAN/LAN	0	60,000	60,000	0.00	-60,000.00	60,000	
CA425	Server farm expansion/upgrades	20,000	68,000	88,000	0.00	-88,000.00	88,000	
CA433	Unified Comms/telephony	50,000	57,000	107,000	0.00	-107,000.00		107,000
CA436	Web Transformation	0	26,000	26,000	0.00	-26,000.00		26,000
CA437	Digital Transformation	0	89,000	89,000	29,875.00	-59,125.00	104,000	
CA438	Digital Transformation - Customer Portal	0	45,000	45,000	0.00	-45,000.00		
CA439	Mobile Working NDL MX	30,000	40,000	70,000	31,000.00	-39,000.00	39,000	
CA440	Finance Cash Receipting upgrade	0	29,000	29,000	0.00	-29,000.00	0	
CA442	Arc Server Spatial	0	40,000	40,000	22,280.88	-17,719.12	18,000	
CA443	Members Mobile	25,000	0	25,000	0.00	-25,000.00	0	
CA444	SQL/Oracles refreshes	20,000	0	20,000	0.00	-20,000.00		16,000
CA445	InCab	60,000	0	60,000	0.00	-60,000.00	0	
CA446	E-Financials Technical refresh	20,000	0	20,000	0.00	-20,000.00	30,000	
CA447	Uniform Technical refresh	20,000	0	20,000	0.00	-20,000.00		20,000
	<u>Economic Development Projects</u>							
CA504	Schemes as yet to be identified	100,000	50,000	150,000	0.00	-150,000.00		101,000
CA505	Tiverton Pannier Market Walkway Roof	0	110,000	110,000	0.00	-110,000.00	110,000	
CA507	Tiverton Pannier Market Piggins		80,000	80,000	7,408.31	-72,591.69	73,000	
CA508	Pannier Market Clock Tower		40,000	40,000	7,984.00	-32,016.00	34,000	
	<u>Replacement Vehicles</u>							
	<u>Grounds Maintenance</u>							
CA712	Iveco Tipper (or equivalent)	24,000	0	24,000	0.00	-24,000.00	24,000	
CA713	Tractor	34,000	0	34,000	28,500.00	-5,500.00	0	
	<u>Street Cleansing</u>							
CA819	Green Machine Ride-On Sweeper (or equivalent)	25,000	0	25,000	0.00	-25,000.00	25,000	
CA820	Green Machine Ride-On Sweeper (or equivalent)	25,000	0	25,000	0.00	-25,000.00	25,000	
	<u>Refuse Collection</u>							
CA814	Dennis Eagle Terberg RCV 22-26t (or equivalent)	0	160,000	160,000	0.00	-160,000.00	160,000	
CA821	5 * Refuse Vehicles with Food waste capability	740,000	0	740,000	0.00	-740,000.00	740,000	
CA822	Iveco Tipper 7t (or equivalent)	35,000	0	35,000	0.00	-35,000.00	35,000	
	<u>Recycling</u>							
CA816	1 No. very narrow access Cabstar recycling kerb loader 4.5t	0	65,000	65,000	0.00	-65,000.00	65,000	
CA823	Urban Recycling vehicle	81,000	0	81,000	85,250.00	4,250.00	0	
	<u>CCTV Initiatives</u>							
CA449	Town centre/Market area fibre optic hub and camera system	40,000	0	40,000	0.00	-40,000.00	30,000	
	<u>Waste & Recycling</u>							
CA824	New Refuse & Recycling scheme Oct '15	276,000		276,000	329,843.58	53,843.58	0	
		2,395,000	1,275,000	3,670,000	827,031.48	-2,842,968.52	2,446,200	270,000

Code	Scheme	Approved Capital Programme 2015/16 £000's	Total Slippage B/fwd & Adj to Approved Capital Programme 15/16 £000's	Adjusted Capital Programme 2015/16 £000's	Total Actual Spend to 31/03/16 £000's	Variance to budget £000's	Slippage to be carried forward to 2016/17 £000's	Slippage To Earmarked Reserve £000's
	<u>Private Sector Housing Grants</u>							
CG216	Private Sector Housing initiatives to be prioritised	102,000	0	102,000	0.00	-102,000.00		102,000
CG201	* Disabled Facilities Grants–Private Sector	516,000	74,000	590,000	281,295.74	-308,704.26		309,000
		618,000	74,000	692,000	281,295.74	-410,704.26	0	411,000
	<u>Affordable Housing Projects</u>							
CA200	Affordable Housing 0.67 FTE	21,000	0	21,000	19,980.01	-1,019.99		1,000
CA200	Grants to Housing Associations to provide units (funded by commuted sum)	300,000	0	300,000	5,032.00	-294,968.00		295,000
		321,000	0	321,000	25,012.01	-295,987.99	0	296,000
	<u>HRA Projects</u>							
CA100	Housing Maintenance Fund	2,900,000	0	2,900,000	2,390,468.14	-509,531.86	131,000	378,000
CA111	Renewable Energy Fund Spend	270,000	0	270,000	164,086.00	-105,914.00		106,000
CA112	Birchen Lane - re development of unit for housing conversion	0	170,000	170,000	14,180.38	-155,819.62	156,000	
CA113	Council House Building - St Andrews Street	0	419,000	419,000	556,427.00	137,427.00	0	
CG200	Disabled Facilities Grants - Council Houses	291,000	0	291,000	291,000.00	0.00	0	
CA119	Palmerston Park Tiverton - affordable dwellings	4,000,000	-41,000	3,959,000	165,553.45	-3,793,447	3,793,000	
CA120	Old allotment site Burlescombe (6 units)	700,000	-6,000	694,000	8,600.00	-685,400.00	685,000	
CA124	Queensway (Beech Road) Tiverton (3 units)	300,000	-1,000	299,000	0.00	-299,000.00	299,000	
CA102	Sewage Pumping Stations	50,000	-25,000	25,000	0.00	-25,000.00	0	
CA126	Sewerage Treatment Works - Washfield		25,000	25,000	0.00	-25,000.00	25,000	
CA121	HRA Digital Transformation	30,000	0	30,000	0.00	-30,000.00	0	
CA128	purchased ex RTB - 135 Kings Crescent Tiverton		124,000	124,000	123,750.00	-250.00	0	
CA110	C/ House Building - Wells Park Crediton				-12,886.62	-12,886.62	0	
CA114	C/ House Building - Fir Close Willand				1,060.43	1,060.43	0	
CA125	C/ House Building - Waddeton Park				3,680.00	3,680.00	0	
	<u>Replacement Vehicles - Housing Repairs</u>							
CA122	Iveco Tipper 3.5t (or equivalent)	24,000	0	24,000	0.00	-24,000.00	24,000	
CA123	Iveco Tipper 7t (or equivalent)	35,000	0	35,000	0.00	-35,000.00	0	
		8,600,000	665,000	9,265,000	3,705,918.78	-5,559,081.22	5,113,000	484,000
Total	2015/16 CAPITAL PROGRAMME GRAND TOTAL	11,934,000	2,014,000	13,948,000	4,839,258.01	-9,108,741.99	7,559,200	1,461,000

Code	2015-16 Funding Stream	Approved Capital Programme Funding 2015/16 £000	Total Slippage B/fwd & Adj to Approved Capital Programme 15/16 £000	Adjusted Capital Programme Funding 2015/16 £000	Total Actual Funding to 31/03/16 £000
9801	S106 & Affordable Housing Contributions	321,000	0	321,000	25,012.01
9990	General Capital Reserve	65,000	257,000	322,000	124,089.73
9980	Useable Capital Receipts - General	405,000	496,000	901,000	326,840.36
9710	MRA Reserve	2,900,000	0	2,900,000	2,390,468.14
9701	Govt Grant (DCLG)	311,000	0	311,000	281,295.74
9727	New Homes Bonus	1,878,000	419,000	2,297,000	511,101.39
9702	Regional Housing Pot Reserve	12,000	-12,000	0	0.00
9990	MRA Reserve	139,000	0	139,000	0.00
9704	Homes & Communities Agency Grant (HCA)	0	1,530,000	1,530,000	200,073.83
9980	Useable Capital Receipts - 1-4-1	300,000	0	300,000	244,310.89
9990	Contribution from other Earmarked Reserves	354,000	163,000	517,000	90,000.00
9990	HRA Renewable Energy Fund	270,000	0	270,000	164,086.00
9990	HRA Housing Maintenance Fund	4,700,000	-865,000	3,835,000	350,966.92
9957	Private Sector Housing Grants EMR	201,000	12,000	213,000	16,000.00
9954	Contribution from CGU - Non Specific	78,000	14,000	92,000	50,000.00
9990	HRA Affordable Rents Surplus				65,013.00
Total	Total	11,934,000	2,014,000	13,948,000	4,839,258.01
		0	0	0	0.00

DECENT & AFFORDABLE HOMES PDG 24 MAY 2016

TENANCY CHANGES POLICY

Cabinet Member Cllr Ray Stanley
Responsible Officer Claire Fry, Housing Services Manager

Reason for Report: To review the Tenancy Changes Policy (previously known as Succession & Assignment Policy).

RECOMMENDATION(S): Cabinet approves the revised Tenancy Changes Policy.

Relationship to Corporate Plan: The Council must run the Housing Service efficiently and effectively in accordance with legislative requirements and the provisions of the regulatory framework.

Financial Implications: The provision of an up-dated policy which includes a section on dealing with tenancy changes should reduce the amount of time staff spend on managing such issues.

Legal Implications: The Housing Act 1985 and Localism Act 2011 set out the statutory provisions for succession and assignment rights of tenants.

Risk Assessment: Failure to provide housing management staff with the appropriate policies could result in a less consistent and effective service.

Introduction

- 1.1 As a registered provider (RP) of social housing, the Council is regulated by the Homes and Communities Agency. The regulatory framework consists of a number of standards and the Council is expected to comply with the provisions of those relating to consumer regulation.
- 1.2 The Localism Act 2011 introduced reduced succession and assignment rights for all new tenancies. The Act also gave local authorities the power to grant additional succession rights. However, it was agreed that this Council would not grant any discretionary rights as approved by the Decent and Affordable Homes Policy Development Group on 20 March 2012.
- 1.3 The review of the Succession and Assignment Policy was last approved at the meeting of the Decent and Affordable Homes Policy Development Group on 20 March 2012. The policy is due to be reviewed by June 2016.
- 1.4 Tenants Together approved the draft Tenancy Changes Policy at their meeting on 11 February 2016.
- 1.5 Members are asked to consider the proposed changes and to recommend that the Cabinet agrees changes to the revised policy.

2.0 Proposed policy changes

- 2.1 The policy has been updated and sets out how the Council will deal effectively with tenancy changes, such as, successions; assignments in accordance with a Court Order; mutual exchange or assignment to a person qualified to succeed to a tenancy; or a joint to sole tenancy request. The title of the policy has been renamed from Succession & Assignment Policy to Tenancy Changes Policy to better reflect what is included in it.
- 2.2 The policy contains a new section which states that tenants may seek written consent to change their tenancy to either a sole to joint tenancy, or vice versa. Any requests are at the discretion of the Housing Services.
- 2.3 The policy introduces a section relating to the retraction of notice. This clarifies what will happen when a tenant serves a Notice on the Council to end their tenancy and then changes their mind. In such cases, in accordance with the revised policy, they would not be allowed to retract the notice. However, the tenant and the Council can agree during the notice period that it can be withdrawn. The Housing Service will have discretion to allow a new tenancy to be granted.
- 2.4 The clauses relating to succession have also been amended to provide more clarity; for example, they include a section on the effect of death on a Right to Buy application. Successors can count their own period of occupation before they succeeded to the tenancy for the purposes of calculating the minimum period for the exercise of the Right to Buy and the discount.
- 2.5 The rules concerning the Right to Buy are governed by the Housing Act 1985. Where a tenant dies during the Right to Buy procedure (application), a successor can require that the transaction is completed on the same terms including the discount as would have been available if the tenant had lived. These rights have been included in the amended policy.

Contact for more Information: Claire Fry, Housing Services Manager (01884 234920 cfry@middevon.gov.uk)

Circulation of the Report: Councillor Ray Stanley, Management Team

List of Background Papers: A copy of such papers to be made available for public inspection and included on Website

Mid Devon District Council

Tenancy Changes Policy

Policy Number: HSG v4.7

May 2016

Version Control Sheet

Title: Tenancy Changes Policy

Purpose: The Succession and Assignment Policy has been reviewed in accordance with changes in good practice and legislative requirements. The title of the policy has been changed to Tenancy Changes Policy to reflect additions to the policy.

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

Date: **May 2016**

Version Number: v4.7

Status: Review of Policy and change of policy title

Review Frequency: **Every 4 years or sooner if required and in accordance with changes in good practice and legislation.**

Next review date: **May 2020**

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

Cabinet Member

Staff

Tenants Together

Management Team

PDG Decent & Affordable Homes

Document History

This document obtained the following approvals.

Title	Date	Version Approved
Cabinet Member	1.2.16	
Tenants Together	11.2.16	
Management Team	10.5.16	
PDG Decent & Affordable Homes		
Cabinet		

1. Introduction

This policy statement outlines the approach of the Housing Service of Mid Devon District Council (MDDC) to dealing with tenant requests to assign their tenancy, for example in accordance with a Court Order, way of exchange or assignment to a person qualified to succeed to a tenancy. It explains the circumstances when a person may succeed to a tenancy and the effect of death on a Right to Buy application.

2. Scope

This policy explains how the Housing Service will respond to succession and assignment requests or changes to the tenancy, such as joint to sole tenancy requests. It will cover the following points and should be read in conjunction with the related documents as stated below:

- Succession rights
- Liability of a successor for rent arrears and Court Orders
- Effects of death on Right to Buy applications
- Garage and Garage Ground Rent Plot (GGRP) succession rights
- Changes to tenancies
- Assignment rights
- Support and guidance

3. Related Documents

- Tenancy Agreement
- Garage Tenancy Agreement
- Garage Management Policy
- Allocation Policy
- Devon Home Choice Scheme
- Tenancy Policy

4. Definitions

The following definitions apply to this policy:

- **Statutory Succession** is the transfer of a tenancy (not a property) to another (qualifying) person upon the death of a tenant.
- **Assignment** is when a living tenant transfers the rights of their tenancy (not a property) in full to a (qualifying) person.
- **Qualifying Person** is someone who meets the relevant criteria in order to succeed or be assigned an existing tenancy.
- **Tenancy** is any tenancy between a secure, flexible or introductory tenant and MDDC.
- **Equitable tenancy** is one where the legal title is held in trust by an adult or corporate entity.
- **Minor** is any child under the age of eighteen.
- **Sole tenancy** is one tenancy that is held by one person.
- **Joint tenancy** is one tenancy that is held by two or more people, whereby each tenant is jointly and severally liable for the tenancy.
- **An Introductory Tenancy** is a twelve month probationary tenancy, which offers tenants limited rights.

- **A Secure Tenancy** is granted to some tenants automatically after twelve months of being on an introductory tenancy, provided they have met the conditions of their tenancy agreement. Secure tenants have more tenancy rights.
- **A Flexible Tenancy** is a form of secure tenancy which lasts for a fixed term. It will be granted to most tenants after twelve months following an introductory tenancy. Tenants with a flexible tenancy will mostly have similar rights as other secure tenants.
- **A Demoted Tenancy** may be given to tenants of secure or flexible tenancies who have breached their tenancy agreement. In most cases, this will be due to anti-social behaviour.
- **Under-occupied** means that a property is bigger than is reasonably required.
- **Vulnerable** is when someone may be classed as having a vulnerability as a result of age, mental illness or physical disability.
- **Notice to Quit** ends a periodic tenancy, giving a minimum of four weeks' notice to end the tenancy.
- **Notice of termination** ends a flexible tenancy in four weeks beginning with the date on which the notice is served.

5. Succession rights

- 5.1** In the event of a tenant's death, a person residing at the same property may have a legal right to succeed to (take over) the tenancy. This will depend on their relationship to the tenant, length of occupation, type of tenancy and whether or not they were occupying the property as their only or principal home at the time of the tenant's death. Tenants' statutory succession rights are set out in legislation.
- 5.2** In accordance with the Localism Act 2011, there is a right of one succession to a spouse, civil partner or partner. In order to make the best use of housing stock, following the death of a tenant, there is no statutory right of succession to other family members. This will apply to tenancies issued by us from 1 April 2012.
- 5.3** Tenants are advised to refer to their tenancy agreement for more information about what rights apply to their tenancy. The Housing Act 1985 permits one succession of tenancy only.
- 5.4** In the case of joint tenancies, if one tenants dies, the tenancy continues in the name of the remaining tenant under the right of survivorship, regardless of tenancy type.
- 5.5** The successor or potential successor must notify us in writing within one month of the tenant's death. Where applicable, this should include details of any agreement reached or ongoing dispute relating to the succession to the tenancy.
- 5.6** Where a qualifying successor's permanent place of residence was with the deceased tenant, but they are absent from the property on a temporary basis (such as being in hospital), they are still entitled to succeed the tenancy. They will be responsible for paying the rent (and any other charges) on time.
- 5.7** If the deceased tenant was an introductory tenant, the successor takes over the introductory tenancy. Once the twelve month introductory period has ended the tenancy will be made either secure or flexible as long as they have met the conditions of the tenancy agreement.
- 5.8** If the deceased tenant was a secure tenant, the successor takes over the secure tenancy and has the same rights as the original tenant, whilst the successor of a deceased flexible tenant takes on the remaining tenancy term from the original tenancy.

- 5.9** If the deceased tenant was a demoted tenant the successor takes on a demoted tenancy. Providing we do not seek possession of the property during the demotion period the tenancy will cease to be demoted at the end of the demotion period. The tenancy will then become either a secure or flexible tenancy. If a flexible tenancy is demoted, at the end of the demotion period a notice must be served on the tenant prior to the end of the demotion period. This will make them aware that the tenancy is to become a flexible tenancy and will specify the fixed term.
- 5.10** If a qualifying successor is away from home for a set period of time, for example, when a son or daughter is at university at the time of the tenant's death, we will assess whether the property can be considered to be their main residence for the purpose of succession. These cases will be considered on an individual basis.
- 5.11** Changes to succession rights will be dealt with in accordance with legislative requirements.

6. Under-occupation and accommodation suitable for a person with a disability

- 6.1** There is a shortage of social housing and the Council, as a registered provider of social housing, is expected to make the best use of its housing stock. For this reason, we will seek possession of the home where the successor was a family member of the late tenant (excluding their spouse, civil partner or partner) and occupies a large family house which is substantially under-occupied. This will also be the case where the successor occupies accommodation which is either purpose built or adapted for a person with a physical disability and where there is no longer a need in that household.

In this instance, we will make suitable alternative accommodation available for the successor. Such accommodation must be reasonable on the grounds of the age of the tenant, their length of residence and any financial or other support they gave to the previous tenant. In such cases, proceedings for possession must be served more than six months but less than twelve months after the previous tenant's death. If a request to move is unreasonably refused then we will start legal proceedings to recover possession of the property.

7. No succession rights

- 7.1** Where the death of a tenant leaves someone in the property without a right to succession, we may, at our discretion, consider granting a tenancy, or offer a tenancy at an alternative property. In such circumstances an exception to this policy can be made by the Housing Services Manager. In exercising this discretion we will ensure that the Tenancy Policy, Allocations Policy and Devon Home Choice Scheme are not undermined.
- 7.2** Examples when we may exercise our discretion include:-
- The applicant had taken up permanent residence with the deceased tenant at least twelve months before their death; or
 - The health or needs of the applicant are such that it would be unreasonable for them to find alternative accommodation.
- 7.3** Where there is no legal right to succession of the tenancy, we may pursue legal action to gain possession of the property within six months of being informed of the tenant's death. Any person remaining in the property until the Court issues a Possession Order will not hold a tenancy of the property, but will be liable for use and occupation charges.
- 7.4** We will offer guidance where there is no legal right to succession of the tenancy.

8. The death of a sole tenant

- 8.1** In the event of a sole tenant's death, written notice will be accepted from the personal representative or executor of the late tenant's estate. The notice period is a minimum of four weeks ending on a Sunday (periodic tenants only) or four weeks beginning with the date on which a Notice of termination is served (flexible tenants only), unless otherwise agreed.
- 8.2** On recovering possession of the property, it will be inspected. Liability for rent arrears or any other unpaid sums, for example, recharges, will pass to the deceased's estate. In the event that the tenant left a will, we will make a claim to the tenant's executor.

9. Notice to quit (NTQ) on the Public Trustee

- 9.1** Where a tenant has died and following investigation it appears that they died intestate, a NTQ will be served on the Public Trustee. Any rent arrears or unpaid sums, for example, recharges will be recovered from the estate of the deceased.

10. Vulnerable tenants and successions for minors

- 10.1** If a succession results in a vulnerable successor being left in a property unsuitable for their needs, where possible, they will be offered suitable alternative accommodation when it becomes available.
- 10.2** Minors have the same statutory succession rights as individuals over eighteen. However, as minors, they may be regarded as vulnerable and assessed by Children and Young People's Services for risk and support requirements.
- 10.3** When there is a statutory succession to a tenancy, the minor will become the tenant in equity. The minor will be bound by the terms of the original agreement before the succession took place. A third party is required to act as trustee in respect of a tenancy for a sixteen or seventeen year old. The trustee, who may be Children and Young People's Services, a voluntary organisation or an individual may also act as a litigation friend. All correspondence sent from us relating to the tenancy will be copied to the trustee until the minor reaches the age of eighteen. The tenancy will transfer to the minor upon their eighteenth birthday.
- 10.4** Minors under sixteen who have a right to succeed to a tenancy, Children and Young People's Services will need to make sure that they are cared for. To fulfil the occupancy condition, a carer must agree to take custody and move into the property as their principal home until the successor reaches sixteen. The carer will act as the minor's guarantor. We will grant the succeeded tenancy in trust to the carer until the minor's eighteenth birthday, upon which the tenancy will be transferred to the entitled person.

11. Liability for deceased's arrears

- 11.1** In principle, a successor is not liable for any rent arrears owed by the original sole tenant at the time of their death. However, if there is a possession order in force at the time of the original tenant's death, the successor will be at risk of eviction if they do not comply with the terms of the order.
- 11.2** If the successor fails to comply with the terms of a suspended or postponed possession order in respect of payment of current rent and arrears, we will take legal action to obtain possession by either:
- Issuing new possession proceedings against the successor tenant; or

- Applying to court to make the successor tenant a party to the original possession proceedings. If the court agrees, then we can take steps to enforce the possession order.

11.3 If the successor has succeeded to a tenancy which has an outright possession order in force, we can apply to the court for a warrant of possession after the date for possession. If the order was made under a discretionary ground for possession the successor can apply to the court to be joined as a party to the proceedings and, if this is permitted, they can then apply to vary the outright possession order to one that is suspended or postponed on terms.

12. Effect of death on a Right to Buy

12.1 Successors to secure and flexible tenancies can exercise the Right to Buy. They can count their own period of occupation before they succeeded to the tenancy for the purpose of calculating the minimum period for the exercise of the Right to Buy and the discount. Where a tenant dies during the Right to Buy procedure (application), a successor can require that the transaction is completed on the same terms (including the discount) as would have been available if the tenant had lived.

12.2 If a member of the tenant's family was joined to the Right to Buy application under the co-purchaser procedure, and the tenant dies leaving the other applicant in occupation, that other applicant is deemed to be a secure tenant for the purpose of completing the Right to Buy transaction, provided that they remain in occupation. They can therefore require that the sale be completed, even if there has been a previous succession. There are some exceptions to this which are governed by the Housing Act 1985.

13. Garage and GGRP successions

13.1 Where a garage or GGRP tenancy has ended because the tenant has passed away, the tenancy may be offered to a surviving member of the tenant's household. Proof of residency will be required before re-letting the garage/GGRP.

13.2 If the surviving member of the tenant's household is not a Council tenant of a property (dwelling) then they will revert back to the rent charge applied to non-Council tenants. If the tenancy is declined, or after twenty eight working days, the offer has not been accepted, the garage/GGRP will be treated as a normal void. This will be dealt with in accordance with the Housing Services Garage Management Policy.

14. Tenancy changes

14.1 We have discretion as to whether or not to grant a new sole to joint or joint to sole tenancy. We require all requests to be put in writing to us and these will be dealt with by the Neighbourhood team.

14.2 When making a decision about granting a new tenancy, we will take into account whether the property has been adapted and whether or not the household still has a need for this type of property.

14.3 If the tenancy is for a fixed term, we will grant a new tenancy in line with the Council's Tenancy Policy. If there is less than two years remaining of the fixed term of a flexible tenancy, we have the right to refuse a request.

- 14.4** Any new tenancy created will be dealt with in line with the provisions of our Tenancy Policy, our Allocation Policy and the Devon Home Choice Scheme.
- 14.5** There will be exceptional circumstances where the Housing Service may use its discretion to offer a new tenancy where the normal criteria will not be met. Examples may include circumstances where it may result in severe financial hardship or have an adverse effect on the welfare of the tenant and their household. In such circumstances an exception to this policy can be made by the Housing Services Manager.
- 14.6** We will advise the tenant/s to seek independent advice before making a decision to remove or add someone to the tenancy.

15. Changes involving sole tenancies where a joint tenancy is requested

- 15.1** Tenants can seek permission to change their tenancy from a sole to a joint tenancy as long as they meet the following conditions:-
- *The existing tenant/s agree to the creation of a sole or joint tenancy;
 - *A secure or flexible tenancy is held;
 - The new joint tenant is the spouse, civil partner or partner. However, a partner will have to prove that they have lived with the existing tenant for at least twelve months;
 - The new joint tenant does not own or have a part share in a property or hold a tenancy elsewhere, unless they are planning to end that tenancy;
 - *The existing tenant/s do not own or have a part share in a property elsewhere;
 - *There has not been a previous assignment of the tenancy, unless by Court Order;
 - *The existing tenant/s are not under any type of notice to seek possession of the property;
 - *There are no outstanding breaches of tenancy;
 - *There is no Court Order in place due to breaches of the tenancy agreement;
 - *In creating a new tenancy, this will not lead to the household becoming overcrowded or under occupied;
 - *There are no rent arrears or other unpaid sums that are due to us, for example, recharges;
 - *The rent account has been maintained in a satisfactory manner prior to receiving the request;
 - *The existing tenant/s have not previously had a change of tenancy of either a sole to joint or joint to sole tenancy, unless granted by Court Order;
 - All parties to the joint tenancy are aware of their responsibilities as tenants and that they will be jointly and individually liable for the tenancy;
 - *All tenant/s continue to be eligible and in need of social housing and meet the Housing Services Allocation Policy and Devon Home Choice Scheme criteria.
- 15.2** In addition, the new joint tenant will be required to provide the following documentation:-
- One document to prove their identity and eligibility to live in the UK, for example, a passport;
 - Two documents to prove they have been living at the property for twelve months if they are cohabiting;
 - Proof of marriage or civil partnership.

16. Changes involving joint tenancies where a sole tenancy has been requested

- 16.1** Flexible and secure tenants can seek permission to change their tenancy from a joint to a sole tenancy as long as they meet the conditions highlighted with an asterisk (*) **under Section 15:** “Changes involving sole tenancies where a joint tenancy has been requested”.

17. Making the best use of stock

- 17.1** If we grant a new tenancy, we may offer a different type of tenancy than originally held by the tenant/s, for example a flexible tenancy in place of a secure tenancy to make the best use of our stock. We will take into account the household’s profile, income, savings and circumstances including any future potential changes to the household, for example grown up children leaving the home.

18. Ending a sole tenancy

- 18.1** An existing secure tenant will be required to give us a minimum of four weeks written notice to end their tenancy. This is to be in the form of a Notice to Quit (NTQ).
- 18.2** An existing flexible tenant will be required to serve a Notice of termination in writing stating that the tenancy will terminate on the date specified in the notice. That date must be after the end of the period of four weeks beginning with the date on which the Notice of termination is served. We have discretion to dispense with this requirement. The tenancy will only terminate if there are no arrears of rent payable under the Tenancy and the tenant is not otherwise in breach of a term of the Tenancy.
- 18.3** To create the joint tenancy, we will end the existing sole tenancy and issue a new tenancy in joint names.
- 18.4** We will advise the existing tenant of the effects of creating a joint tenancy.

19. Ending a joint tenancy

- 19.1 Periodic tenants only** - either joint tenant can terminate the tenancy by giving us a minimum of four weeks written notice in the form of a NTQ. Once the NTQ has expired it is at our discretion to grant a new tenancy to one of the joint tenants. This is easier to achieve if all joint tenants agree.
- 19.2 Flexible tenants only** – all joint tenants must end the tenancy by serving a Notice of termination in writing stating that the tenancy will terminate on the date specified in the notice. That date must be after the end of the period of four weeks beginning with the date on which the Notice of termination is served. We have discretion to dispense of this requirement. The tenancy will only terminate if there are no arrears of rent payable under the Tenancy and the tenant is not otherwise in breach of a term of the Tenancy. Once the Notice of Termination has expired, it is at our discretion to grant a new tenancy to one of the joint tenants.
- 19.3** Where all joint tenants are in agreement that one joint tenant remains at the property

the following procedure will be used:-

- The outgoing joint tenant serves a valid NTQ or all joint tenants serve a Notice of termination;
- On expiry of the NTQ or Notice of termination the outgoing joint tenant confirms in writing that they have moved out and that the tenancy is over;
- A new tenancy is granted to the remaining tenant.

19.4 If a joint tenant of a periodic tenancy serves a NTQ but both joint tenants remain in the property, and refuse to move out, when the NTQ expires, we will apply for possession of the property.

19.5 If all joint tenants of a flexible tenancy serves a Notice of Termination but both joint tenants remain in the property and refuse to move out when the Notice of Termination expires, we will apply for possession of the property.

19.6 The Protection from Eviction Act 1977 requires us to use Court proceedings to evict tenants. We will not grant a new tenancy to one of the joint tenants where the other joint tenant has not moved out.

19.7 Where a joint tenant has absconded from the property, it is the responsibility of the remaining joint tenant to trace the whereabouts of the other joint tenant. Alternatively, they will be advised to take legal proceedings to have the property transferred to them. Any cost incurred will be the responsibility of the tenant.

20. Retraction of notice

20.1 If a tenant/s serves a NTQ or Notice of termination on us to end the tenancy and then changes their mind, the notice cannot be retracted by them. However, we can agree with the tenant/s that it is withdrawn during the notice period, but it is at our discretion if we allow a new tenancy to be granted.

21. Vulnerable tenants

21.1 If a tenant is vulnerable or we have concerns about why a tenant is requesting a change to their tenancy, we will investigate the request and discuss the options available to them.

21.2 Where a tenant is vulnerable and feels pressured by someone to change their tenancy, we will advise them to seek independent advice.

22. Court powers to transfer tenancies

22.1 In cases where there has been a relationship breakdown, we cannot exclude one joint tenant from the tenancy, nor change the locks to stop a joint tenant gaining access.

22.2 In some circumstances, the Courts will decide who should take over a sole tenancy in conjunction with proceedings for divorce, judicial separation or nullity. This can be achieved by the tenant applying for a Property Adjustment Order under the Matrimonial Causes Act 1973.

22.3 Alternatively, the Courts may decide who will take over the tenancy under the Family Law Act 1996 or the Children Act 1989. Where an order has been granted by the Court, we will comply with their instruction.

23. Rights to assignment

23.1 Tenants are able to exercise their right to assign their tenancy either through way of exchange, assignment to a person qualified to succeed to the tenancy or by a Court Order. Tenants will only be allowed to assign their tenancy to another person who would qualify for statutory succession in the event of the tenant's death.

23.2 The following changes to tenancies count as assignments but are not classed as a right of succession:

- Swapping tenancies by way of mutual exchange with a tenant from either the same landlord or that of another social landlord;
- By way of a property transfer made by a Court in connection with matrimonial proceedings.

24. Assignment by way of exchange (Mutual exchange)

24.1 Secure and flexible tenants have the right to assign their tenancy by way of mutual exchange. We will provide information and advice to tenants who are considering applying to exchange their home with another tenant. When a tenant assigns their tenancy by way of exchange with another tenant, they are accepting the property in its existing condition.

24.2 Where a secure or flexible tenant applies to exchange their tenancy with another secure or flexible tenant, we will only withhold consent to the proposed exchange on one of the grounds specified in the Housing Act 1985 or Localism Act 2011.

24.3 Tenants with an existing secure tenancy that began before 1 April 2012 will be given a tenancy with no less security if they choose to exchange to another social rented home, unless they choose to exchange by Deed of Assignment. However by doing this they have chosen to lose their lifetime security of tenancy.

24.4 Where tenants with an existing secure tenancy that began before 1 April 2012 exchanges with a flexible tenant, the exchange must be done either by surrender and granting of a new tenancy or by Deed of Assignment (see point 24.3). In other cases, mutual exchanges will take place by Deed of Assignment. This means that each party will "take over" the tenancy of the other. The Council may refuse an exchange where at least one tenant has a fixed tenancy term of less than two years.

24.5 All tenants who apply to undertake a mutual exchange will be advised about our decision in writing within forty two days of receiving their application. Where consent is withheld, we will inform the tenant about how we reached our decision.

24.6 Where consent to the exchange is conditional on a breach of tenancy being remedied, we will advise the tenant in writing of this and provide information about what they have to do to remedy the breach of tenancy.

25. Assignment in accordance with Court Orders

- 25.1** In the event of relationship breakdown between a married couple or civil partners, the Courts may assign a tenancy to a named individual. Where a Court has ordered that the tenancy be assigned as a result of a Court Order, we will accept the assignment as decreed by the court from the effective date.
- 25.2** We will advise the tenant who is to benefit from the Court Order that the tenancy has been assigned to them on receipt of the Court Order. We will advise them of their rights and responsibilities, the date on which the tenancy commenced and the status of the rent account. Where there is a forwarding address, the former tenant will be written to, advising them that their tenancy has ended.

26. Assignment to a person qualified to succeed to the tenancy

- 26.1** Depending on the type of tenancy and when it commenced, a tenant may be allowed to assign their tenancy to another person. The assignment will only be made to a person who would be entitled to succeed to the tenancy should the tenant have died immediately before the assignment.
- 26.2** If there is a secure tenancy that commenced before 1 April 2012 and where there has been no previous succession or assignment, the tenant can assign their tenancy to the following:
- their spouse or registered civil partner, as long as they were living with them;
 - another member of their family (this includes cohabiting partners, children, parents, siblings and most other close relatives). This is provided that they resided with the tenant at their home as their only or principal home for the previous twelve months.
- 26.3** If there is a secure or flexible tenancy that commenced after 1 April 2012 and where there has been no previous succession or assignment, the tenant can assign their tenancy to the following:
- their tenant's spouse, civil partner or cohabiting partner as long as they were living with them.
- 26.4** An introductory tenant can assign their tenancy to a person who would be qualified to succeed if they died immediately before the assignment and where there has been no previous succession or assignment to the following:-
- their spouse or registered civil partner, as long as they were living with them;
 - another member of their family (this includes cohabiting partners, children, parents, siblings and most other close relatives). This is provided that they resided with them at their home as their only or principal home for the previous twelve months.
- 26.5** A person is qualified to succeed to the tenancy if they occupy the property as their only or principal home at the time of the tenant's death.
- 26.6** A tenant wishing to assign their tenancy must apply to us in writing. In instances where consent is granted to the proposed assignment, the tenant and the assignee will be written to, inviting them to sign the deed of assignment. The assignee will be advised of their rights and responsibilities as a tenant, rent charges and the date the tenancy will be assigned.

27. Refusals of assignment

- 27.1** We may refuse permission to assign in certain circumstances. If we refuse permission to assign, we will advise the tenant in writing of the reasons for this.

28. Unauthorised assignments

- 28.1** An unauthorised assignment is a breach of the tenancy and legal action will be taken against any persons who are unlawful occupiers without security of tenure. The tenant will be liable for any costs associated with such action.

29. Support and guidance

- 29.1** We encourage people to come forward if the tenant of a property passes away and will take a sensitive approach to the completion of the formalities required at that time. We will give appropriate advice and assist bereaved relatives, whether they are qualifying successors, or not, as appropriate. We can provide housing and tenancy advice and can signpost or refer people to other agencies who are able to provide other advice, as required.
- 29.2** Any complaints relating to challenging any decision about succession, assignment or tenancy changes rights will be dealt with in accordance with the Council's Compliments, Complaints and Feedback Policy.

30. Service standards

- 30.1** We are committed to the principles of openness and transparency and for this reason we will ensure that this policy is well-publicised. If there are any operational matters which impact upon our ability to operate this policy, we will ensure that information about this is given to tenants and other stakeholders.

31. References

- Housing Act 1985
- Localism Act 2011
- Children Act 1989
- Family Law Act 1996
- The Protection from Eviction Act 1977
- Marriage (Same Sex Couples) Act 2013
- Matrimonial Causes Act 1973
- Matrimonial and Family Proceedings Act 1984
- Civil Partnership Act 2004

32. Equality and Diversity

- 32.1** The Housing Service will tailor their services to meet the diverse needs of individuals. We foster good relations with people when providing our services to eliminate discrimination and promote opportunity of equality.

33. Review

- 33.1** This Policy has been written in line with good practice and current relevant legislation. Unless there are any changes to such legislation beforehand, the next review of this Policy is due May 2020 and every four years thereafter.

This page is intentionally left blank