

Public Document Pack

Mid Devon District Council

Homes Policy Development Group

Tuesday, 18 July 2017 at 2.15 pm
Exe Room, Phoenix House, Tiverton

Next ordinary meeting
Tuesday, 12 September 2017 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 F W Letch
Cllr J D Squire

A G E N D A

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

1 Apologies and Substitute Members

To receive any apologies for absence and notice of appointment of substitutes.

2 Public Question Time

To receive any questions relating to items on the Agenda from members of the public and replies thereto.

3 Minutes (Pages 5 - 8)

To approve as a correct record the minutes of the meeting held on 23 May 2017 (copy attached).

4 Chairman's Announcements

To receive any announcements that the Chairman may wish to make.

5 **Review of the Housing Service Fire Risk in Communal Area policy**
(Pages 9 - 32)

To receive a report from the Housing Services Manager reviewing the Fire Risk in Communal Areas Policy.

6 **Private Sector Housing Fees and Charges - Civil Penalties** (Pages 33 - 40)

To receive a report from the Public Health and Professional Services Manager updating Members with the proposed civil penalty fines for Housing Act 2004 offences as an alternative to prosecution, as discussed in the fees and charges paper of 14th March 2017.

7 **Fuel Poverty update** (Pages 41 - 46)

To receive a report from the Public Health and Professional Services Manager providing an update on the fuel poverty strategy and initiatives for residents in Mid Devon.

8 **Update on the Wessex Scheme (verbal update)**

To receive a verbal update from the Public Health and Professional Services Manager on the Wessex Scheme.

9 **Performance and Risk Report for 2017-18** (Pages 47 - 56)

To receive a report from the Director of Operations providing Members with an update on performance against the Corporate Plan and local service targets for 2017/18 as well as providing an update on the key business risks.

10 **Revenue and Capital Outturn 2016/17** (Pages 57 - 92)

To receive a report from the Director of Finance, Assets & Resources presenting the revenue and capital outturn figures for the financial year 2016/17.

11 **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:

- Compensation Policy
- Performance and Risk
- Financial Monitoring
- Gas Safety Policy

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

Stephen Walford
Chief Executive
Monday, 10 July 2017

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

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

Members of the public are welcome to attend the meeting and listen to discussion. Lift access to the 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

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MID DEVON DISTRICT COUNCIL

MINUTES of a **MEETING** of the **HOMES POLICY DEVELOPMENT GROUP** held on 23 May 2017 at 2.15 pm

Present

Councillors

Mrs E M Andrews, Mrs H Bainbridge, D R Coren, W J Daw, Mrs G Doe, R J Dolley, P J Heal, F W Letch and J D Squire

Also Present

Councillor

R L Stanley

Present

Officers

Andrew Pritchard (Director of Operations), Claire Fry (Housing Services Manager), Simon Newcombe (Public Health and Professional Services Manager), Michael Parker (Housing Options Manager), Roderick Hewson (Principal Accountant), Tanya Wenham (Lead Officer Public Sector Housing), Nicky Chandler (Auditor) and Sarah Lees (Member Services Officer)

1 **ELECTION OF CHAIRMAN (CHAIRMAN OF THE COUNCIL IN THE CHAIR)**

RESOLVED that Cllr W J Daw be elected Chairman of the Group for the municipal year 2017/18.

Cllr W J Daw then took the Chair.

2 **ELECTION OF VICE CHAIRMAN**

RESOLVED that Cllr P J Heal be elected Vice Chairman of the Group for the municipal year 2017/18.

3 **APOLOGIES AND SUBSTITUTE MEMBERS**

There were no apologies for absence.

4 **PUBLIC QUESTION TIME**

There were no members of the public present.

5 **MINUTES**

The minutes of the meeting held on 14 March 2017 were confirmed as a true and accurate record and **SIGNED** by the Chairman.

6 **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman had no announcements to make.

7 PERFORMANCE AND RISK REPORT FOR 2016-17 (00:06:00)

The Group had before it, and **NOTED**, a report * from the Director of Operations providing it with an update on performance against the Corporate Plan and local service targets for 2016/17 as well as providing an update on the key business risks.

The following was highlighted within the report:

- Where performance indicators were below target an officer note had been provided.
- Since the agenda for the meeting had been published the number of outstanding gas safety certificates had reduced to one. This related to an abandoned property and the Council was looking to seek possession.

Discussion took place regarding the rent collected as a proportion of rent owed being over 100%. This was because the housing department collected arrears brought forward as well as some rents in advance.

The team responsible for collecting rent were congratulated by the Group who they described as being a 'shining light' within the organisation.

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

8 UPDATE ON EMPTY HOMES (00:09:40)

The Group had before it, and **NOTED**, a report * from the Public Health and Professional Service Manager providing it with an update on the progress of the empty homes project following the briefing in January 2017.

Key highlights within the report included the following:

- In relation to the Corporate Plan target, more than double the number of predicted empty homes had been brought back into use.
- Income generation going forwards from 2017/18 would become tighter with the New Homes Bonus only being payable once a 0.4% baseline had been reached with the dowry period falling to 5 years. Bringing empty properties back into use therefore takes a positive net financial contribution to the Council's revenue budget in addition to the wider beneficial social, housing and regeneration impacts.
- 13 properties had been identified as needing priority action however contact had been made with all 132 properties that had been empty for 2 years or more.

Discussion took place regarding:

- The fact that overall there were currently 776 properties that had been empty across the district for more than 6 months.
- Whilst there was significant housing need in Crediton, applications had been submitted for development but these would take some years to come to fruition.

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

9 **DISABLED FACILITY GRANT (DFG) UPDATE (00:21:40)**

The Group had before it, and **NOTED**, a report * from the Public Health and Professional Services Manager providing an update on the current position with the disabled facilities grant (DFG) programme.

It was explained that during the summer of 2016 the existing processes with regard to the administration of the DFG programme were fully reviewed in order to identify areas where there was scope for streamlining and updating. The Group were referred to section 2 within the report which listed the areas which had been subsequently streamlined. It was further explained that previously it had taken 17 weeks to process a DFG, this was now down to 9 weeks.

In 2016/17 the total government allocation for Mid Devon through the 'Better Care Fund' for disabled facilities grants was £561,385. In common with all Devon district authorities it was agreed that 10% of the allocation would be retained by the County Council for redistribution to those areas where there was additional demand. This meant that Mid Devon received an allocation of £505,246. The private sector housing team had spent and committed a total of £551,580 and therefore was able to apply for the 10% that had been retained and this had been successfully invoiced.

A brief discussion took place regarding the introduction of a form for the client to complete to agree the works needed and identify the method of getting quotes.

The Group wished to congratulate the private sector housing team for streamlining these processes so quickly and efficiently and for their understanding in dealing with clients in this area.

Note: (i) * Report previously circulated, copy attached to the signed minutes.

(ii) Cllr P J Heal declared a personal interest as his daughter was in receipt of a Disabled Facilities Grant.

10 **HOUSING ENABLING - SUPPLEMENTARY PLANNING DOCUMENT (S106 - HOUSING NEED ALLOCATION - EXCEPTION SITES)**

The Group had before it a report * from the Director of Operations regarding a Housing Enabling Supplementary Planning Document. The policy had last been adopted in June 2012, since then the policy had required some updating following the legal legislation regarding Armed Forces personnel.

The Housing Options Manager outlined the contents of the report and explained that affordable housing would be allocated to eligible people based on their level of housing need and local connection in accordance with the Meeting Housing Needs section 6 in the Supplementary Planning Document: Meeting Housing Needs. This annexe was revised whenever necessary to take account of changes made by the Council's Housing service to the eligibility criteria.

RECOMMENDED to the Cabinet that the new local need / qualification criteria in annexe 1 to the Meeting Housing Needs Supplementary Planning Document be approved.

(Proposed by Cllr P J Heal and seconded by Cllr D R Coren)

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

11 **UPDATE ON THE HOUSING OF SYRIAN REFUGEES (00:34:35)**

The Housing Options Manager provided the Group with a verbal update regarding the housing of Syrian Refugees within Mid Devon. This included the following:

- 4 properties had been identified within the district.
- The first of these was in Washfield, however, it was explained that Mid Devon District Council had agreed with Devon County Council that an agreement would not be entered into with the Home Office unless a family could be identified that would be suited to a very rural location.
- The second one was a three bedroomed house in Cullompton.
- The third and fourth properties were in Bradninch.
- The Council was looking to the end of July for the arrival of the first family.
- A fifth property in Crediton would not be progressed until the other families had been settled.
- Due to the amount of time it was taking officers to progress these arrangements there had been some affect upon the frontline service offered by the housing options team.
- It was confirmed that there was only 4 years remaining in relation to this Government scheme.

The Group requested that they receive an update at their next meeting.

12 **START TIME OF MEETINGS (00:40:00)**

It was **AGREED** that the Group continue to meet on Tuesday's at 2.15pm.

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

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

- Civil Penalties Policy
- Fire safety in communal area's

The Tenancy Policy was unlikely to be brought before the Group until the Government had released the associated regulations.

(The meeting ended at 3.00 pm)

CHAIRMAN

HOMES PDG
18 JULY 2017

REVIEW OF THE HOUSING SERVICE FIRE RISK IN COMMUNAL AREAS POLICY

Cabinet Member(s): Councillor Ray Stanley
Responsible Officer: Claire Fry, Housing Services Manager

Reason for Report: To Review the Fire Risk in Communal Areas Policy

RECOMMENDATION: The Cabinet approves the revised Fire Risk in Communal Areas Policy

Relationship to Corporate Plan: The Council has a commitment to managing the Housing Service effectively in accordance with legislative requirements and the provisions of the regulatory framework.

Financial Implications: The Housing Service has a responsibility as a landlord to ensure the health and safety of tenants, leaseholders and other visitors to blocks of flats in our management. Failure to do this effectively could result in public liability claims. Furthermore, the housing stock is a valuable asset and it is important to minimise the risk of damage to it.

Legal Implications: Landlords have a number of duties arising from the Regulatory Reform (Fire Safety) Order 2005; in particular, they must complete fire risk assessments for communal areas. The Homes & Community Agency (HCA) operates the regulatory framework for social housing. The Home Standard is one strand of this and states that all Registered Providers must meet all applicable statutory requirements that provide for the health and safety of the occupants in their homes. The contractual obligations of tenants are contained in the tenancy agreement and at clause 3.9.2 this states that tenants resident in blocks of flats must not block or obstruct communal areas; or leave any items or articles in communal areas.

Risk Assessment: Failure to maintain the health and safety of residents and any visitors to the block could result in serious injury or death. Further, damage to the housing stock could result in properties becoming unlettable and a need to rehouse tenants in accordance with the provisions of the decant policy, which could have a negative impact upon resources.

Equality Impact Assessment: The Housing Service records information regarding tenants and is therefore able to demonstrate the diversity of people living in our blocks of flats. One involved tenant participated in discussions relating to the equality impact assessment.

1.0 Introduction

- 1.1 The Fire Risk in Communal Areas Policy was last reviewed by the Homes Policy Development Group (PDG) on 19 July 2016. This latest review of the policy was undertaken following some recent incidents involving fire in one of

our blocks.

- 1.2 Following these incidents, the Housing Service initiated discussions with the Devon & Somerset Fire & Rescue Service (the Fire Service) with a view to reviewing the fire risk assessment (FRA) for that particular block. A wider conversation included a review of the existing Fire Risk in Communal Areas Policy and feedback received was positive; it was agreed that this existing Policy was robust and took account of statutory obligations. However, it was felt that it would be beneficial to strengthen some clauses. In particular, it was agreed that those relating to fire risk assessments should be re-written to reflect good practice.
- 1.3 Since then, following the horrific fire at Grenfell Tower in North Kensington where there was large loss of life, it was agreed with the Cabinet Member for Housing that the Housing Service should implement a zero tolerance policy relating to the storage of personal belongings in communal areas. This is to ensure that access is unfettered in the event of fire. This is essential to enable firefighters to make their way to the flats if there is a “stay put” policy; or to allow residents and any visitors to exit as quickly and as safely as possible in the event of an emergency.
- 1.4 The Neighbourhood Management Policy of the Housing Service states that the Neighbourhood teams will undertake monthly inspections of blocks of flats where there are communal areas.

2.0 PROPOSED POLICY CHANGES

- 2.1 Following consultation with the Fire Service, the section relating to FRAs was amended. The new draft Fire Risk in Communal Areas Policy (the Draft Policy) provides for an annual review of FRAs and also sets out some examples of situations where a review would be appropriate after less than a year.
- 2.2 The regime will be more dynamic as new information relating to the occupants of the flats in a block could trigger a review of the FRA if there has been a significant change; for example, if there has been a change in the characteristics of residents including the presence of someone with a disability.
- 2.3 Furthermore, observations made by the Neighbourhood teams during their monthly inspections of communal areas will be taken into account. If they become aware of an issue which could negatively impact fire safety, this is to be risk assessed and the FRA updated and actioned accordingly. This would be particularly relevant in the event of a fire, if they had noticed an accumulation of dumped rubbish or that fire doors were being routinely propped open, for example.
- 2.4 The Draft Policy now states that copies of the FRAs will be located in the premises and sets out alternative arrangements for storage where this is not possible, for whatever reason. The FRAs will usually be stored in fire log cabinets located in communal areas.

- 2.5 The Draft Policy also makes reference to information about the individual needs of tenants. It states that these records will be stored in the secure fire log cabinets which are fire proof in communal areas in blocks of flats and that this information will be requested on an annual basis to inform a review of the records in the cabinets. This is to ensure that the Fire Service can access relevant information about residents in each block in order to facilitate removing them safely from the building in the event of an emergency such as a fire.
- 2.6 The Draft Policy sets out the role of the Caretakers in reducing fire risk. Caretakers will carry out inspections of communal areas on a 5-weekly cycle. This formalises what has been happening in practice.
- 2.7 The Draft Policy also contains provisions relating to the testing of fire alarms. Fire alarms are to be tested weekly or monthly based on the risk to residents and records will be kept onsite for future reference.
- 2.8 The Housing Service routinely offers those who may be at risk of arson the opportunity to have a fire-proof letter box and the Draft Policy makes reference to this.
- 2.9 Minimising risk to health and safety is a key part of the work undertaken in connection with the repairs and maintenance of the homes in our management. There are many tasks which happen as a matter of routine to support this work. The review of the Draft Policy offered an opportunity to include reference to these; therefore there are clauses which explain that the Housing Service will arrange gas and electrical safety checks; in addition, there is reference as to what is expected from external contractors in connection with work to mitigate fire risk.
- 2.10 The existing Fire Risk in Communal Areas Policy permits tenants to keep small plants stored in ceramic pots which do not create a slip hazard when watered; and small decorative items such as pictures on the condition that they are approved by the Housing Service, and do not obstruct any means of escape. Mats are also permitted provided that they have a non-slip backing, are of a standard size, in good condition and stuck to the floor.
- 2.11 In the Draft Policy, a zero tolerance stance on the storage of belongings in communal areas has been introduced. Only door mats are allowed provided they meet the same conditions as previously, that is, that they are stuck to the floor and do not present a trip hazard.
- 2.12 Officers have legal obligations with regard to the removal of belongings and must take account of the provisions of the Local Government (Miscellaneous Provisions) Act 1982. However, in order to maintain health and safety and to minimise fire risk, they will remove items left in communal areas, where necessary. They will try to work with the resident involved and, if possible, move the item outside to an external communal area. However, there will be times when they need to have the item removed to a storage facility and in this case an appropriate notice will be served. Residents (both tenants and leaseholders) will be recharged should they come forward seeking the return

of their property.

- 2.13 The Housing Service uses social media and our Housing News 4U tenant newsletter to publicise matters relating to fire safety and will ensure that awareness of this new approach is raised as part of this campaign.
- 2.14 Following consultation with the Lead Officer (Private Sector Housing), the Draft Policy has been rearranged so that the responsibilities of both the Housing Service and tenants are more clearly defined. Each set of responsibilities has been grouped together, in order to deliver greater clarity.
- 2.15 An equality impact assessment relating to the draft policy was undertaken on 30 June 2017 with an involved tenant in attendance. An action plan has been agreed as part of this process to enable collection of more information regarding the diverse needs of our tenants in flats and to ensure effective communication about the revisions to this policy with those tenants. Equality information is shown at appendix 1. The equality impact assessment document is shown at appendix 2.
- 2.16 The Draft Policy was sent to members of the Tenants Together group and two other involved tenants for comment and the Housing Services Manager will provide a report on their feedback at the PDG meeting.
- 2.17 Members of the PDG are asked to consider the proposed changes and to recommend the adoption of the reviewed policy to the Cabinet.

Contact for more Information: Claire Fry, 01884 234920 cfry@middevon.gov.uk

Circulation of the Report: Councillor Ray Stanley, Cabinet Member for Housing

List of Background Papers: None

Mid Devon District Council

Fire Risk in Communal Areas Policy

Policy Number: HSG v1.10

June 2017

Version Control Sheet

Title: Fire Risk in Communal Areas Policy

Purpose: To review the Fire Risk in Communal Areas Policy in accordance with good practice and any changes in legislation.

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

Date: July 2017

Version Number: v1.10

Status: Review of Policy

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

Next review date: **July 2021**

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	28 June 2017	
Tenants Together		
Management Team	4 July 2017	
PDG Decent & Affordable Homes	18 July 2017	
Cabinet		

1. Introduction

- 1.1. This policy statement outlines Mid Devon District Council's (MDDC) approach to the management of fire risk in communal areas. The purpose of this policy is to reduce the risk of fire and to promote the safety of all who use communal areas within the Council's Housing stock. It applies to all blocks of flats and any communal area managed by the Housing Service.

2. Scope

- 2.1. This policy sets out how the Council aims to ensure that all internal and external communal areas are managed effectively and kept free from obstructions or hazards to protect the health and safety of tenants and other users of its buildings. It applies to all tenants and also those who have licence to occupy any property within a block, or where there is a communal area. It covers the following points and should be read in conjunction with the related documents as stated below:-

- The respective obligations of both the Housing Service and tenants
- Fire risk assessments
- Communal inspections
- Preventive measures
- Permission requests
- Maintenance to communal areas
- Obstructions/hazards in communal areas
- The use of mobility scooters
- Smoking in communal areas

3. Related Documents

- a) Tenancy Agreement
- b) Pets and Animals Policy
- c) Tenant and Leaseholder Handbooks
- d) Recharge Policy
- e) Neighbourhood Management Policy
- f) Fire Risk Assessments

4 Definitions

- 4.1 A **Communal area** is any area that is not within the confines of the tenant's property. This will include stairs, stairwells, hallways, landings, common rooms, laundry rooms, boiler rooms, open areas and the entrance to the building.
- 4.2 A **Tenant** is a person who holds a Council tenancy with MDDC (and for the purpose of this policy includes leaseholders and any other person who has been granted licence to occupy a Council property by the Housing Service).

5 OBLIGATIONS OF THE HOUSING SERVICE

5.1 Fire Risk Assessments

- 5.1.1 Under the fire legislation, Regulatory Reform (Fire Safety) Order 2005, the Council as the responsible person, being the landlord, must carry out a fire risk assessment (FRA) and take reasonable steps to remove or reduce any risks that have been identified.
- 5.1.2 MDDC will ensure that all residential communal blocks with shared communal areas owned by the Council will have a FRA.
- 5.1.3 Where practical, FRAs will be located within the premises. On some sites, this may not be practical and, therefore, the FRA will be stored online in the Council's electronic document management system with read only access to all Officers in the Housing Service. Copies will also be available for inspection in the landlord's office (based either at Phoenix House or at the Old Road Depot).
- 5.1.4 The FRAs will be reviewed annually, or following a significant change. Situations which might prompt a review less than a year after the initial assessment was made include:
- A change in the number of people present or the characteristics of the occupants; including the presence of people with some form of disability
 - Introduction of new equipment, structural alterations to the building; including the internal layout or significant changes.
 - Awareness of shortcomings in fire safety measures or potential improvements
 - Changes in security requirements, arson or the wedging open of doors
 - If a fire occurs
 - Updates in legislation
 - Alterations to the building; such as replacement entrance doors or internal decoration to communal areas
 - The storage of hazardous substances by a tenant
- 5.1.5 Following a review, the recommendations will be implemented within a reasonable timescale. An example of a recommendation is to reduce the testing of fire alarms in low risk blocks from weekly to monthly.

5.2. Communal inspections

- 5.2.1 As part of the Council's housing management functions, Officers will ensure that all communal areas are inspected on a monthly basis. Any issues identified during the inspection will be actioned within reasonable timescales and these will be recorded and monitored.

5.3 Prevention

- 5.3.1 There are many risks in communal areas which need to be considered in any FRA. These may include anti-social behaviour including arson, an accumulation in rubbish and smoking. This is not an exhaustive list.
- 5.3.2 Wherever possible, the Council will aim to prevent fire safety issues by educating tenants from the beginning of their tenancies and ensuring that support, advice and assistance is readily available.
- 5.3.3 The Council has a duty to ensure that the means of escape from a building or communal area is not obstructed, to ensure that tenants and visitors can exit safely in the event of a fire. The Housing Service will operate a zero tolerance policy in respect of storage of belongings in communal areas. Any items left in communal areas will be removed and this policy will be widely publicised by writing to all those tenants living in flats, and leaseholders. In addition, it will be publicised in our tenant newsletter and via social media.
- 5.3.4 We will place and maintain clear safety signage in our blocks.
- 5.3.5 We will keep our fire policy and procedures updated.
- 5.3.6 We will carry out fire risk assessments as and when needed.
- 5.3.7 We will remove any flammable items left in communal areas as a matter of urgency to reduce risk
- 5.3.8 We will place fire log cabinets in communal areas of blocks of flats. These will be secure and will contain information to be used in the event of fire which informs the emergency services about the individual needs of tenants and other residents. We will write to residents of all of our blocks of flats on an annual basis in order to inform a review of the information held in order to ensure that the records are kept updated.
- 5.3.9 We will provide fire-proof letter boxes if there is a risk of arson, in order to provide reassurance to tenants and other residents, as appropriate.

5.4 Fire Prevention

- 5.4.1 The Council has a duty to prevent possible sources of fire and to minimise fire risk to tenants. For this reason, we will implement a strict policy regarding permission relating to storage, improvements and decorations in communal areas.
- 5.4.2 The Council will update FRAs and make necessary alterations to associated procedures relating to testing, or, if appropriate, implement other improvements relating to either the procedures or the building to reflect the risks identified.

5.5 Maintenance

- 5.5.1 The Council's Caretakers will carry out a 5-weekly cycle of communal inspections.
- 5.5.2 They are responsible for completing minor repairs, checking fire door closers, testing fire alarms, checking appropriate signage is displayed correctly and working with tenants to keep communal areas clean and tidy.
- 5.5.3 Fire Alarms will be tested either weekly or monthly, based on the risk to the residents. Records of the testing will be recorded in the log book kept within the fire testing log cabinet in each communal area. The caretakers carrying out this task will be appropriately trained and provided with the testing equipment and keys to the log cabinets.
- 5.5.4 The Council's Caretakers will report any repairs which they are unable to undertake in order that other Operatives can be deployed to complete the work as a matter of urgency.
- 5.5.5 Where communal areas provide emergency lighting, carbon monoxide detectors and electrical items, servicing of these items will take place in accordance with the Council's cyclical programme, following legislative guidance and manufacturers' recommendations. Servicing of the communal smoke alarms will take place every six months in accordance with the appropriate regulations.
- 5.5.6 Any contractors engaged to work in our blocks will be expected to take all necessary precautions to prevent fire; and will be monitored to ensure that they do so.
- 5.5.7 Electrical installations within blocks of flats will be checked every five years in accordance with relevant guidance.
- 5.5.8 Individual gas heating systems within flats in blocks are checked annually in accordance with relevant legislation.

6 TENANT OBLIGATIONS

6.1 Conditions of tenancy

- 6.1.1 Our standard tenancy agreement contains a section relating to tenant responsibilities as they relate to communal areas. Tenants in blocks of flats are responsible for keeping all communal areas clean and tidy. In accordance with tenancy conditions, tenants must not:
- block or obstruct communal areas
 - leave any items or articles in communal areas
 - wedge open any communal doors
 - fly tip in the communal areas

- store harmful or explosive materials in properties, gardens, communal areas, sheds or storage areas
- misuse the communal area
- throw anything or allow anything to fall from any windows, balconies or communal areas
- leave refuse or recycling boxes in enclosed communal areas except where designated facilities are provided
- tamper with, damage or deface any door entry system, emergency alarm equipment, smoke or carbon monoxide detectors, gas, electric or water supplies or meters, Solar PV Panel Systems, communal aerials or damage any fire doors, escapes or lifts
- place hanging baskets or planters in communal areas without permission

6.1.2 It is a tenant responsibility to understand fire procedures for their block and what they should do in the event of a fire. Some of our blocks have a “stay put” policy whilst in others, tenants are expected to leave using designated escape routes. Tenants will be made aware of the arrangements relating to their block at the viewing and letting stage and there will be appropriate signage explaining this in communal hallways.

6.2 Obstruction/fire hazards in communal areas

6.2.1 Tenants and visitors must not leave items in communal areas which could increase the risk of fire, including arson, and/or block the means of escape. Where a fire occurs, smoke becomes a barrier and any obstructions may become trip hazards.

6.2.2 Tenants must not leave doors open that prevent unauthorised people entering the building and minimise the spread of fire.

6.2.3 Tenants should be able to access all areas of their homes, including communal areas and facilities within the block.

6.2.4 Where the Council is alerted to accessibility problems, hazards, obstructions or the mis-use of communal areas, this will be investigated.

6.2.5 The Council is entitled to remove items left in the communal areas in accordance with the provisions of the Local Government (Miscellaneous Provisions) Act 1982. Officers will remove any items left in such areas. If the property is perishable, action will be taken to dispose of it immediately.

6.2.6 The Council will attempt to trace the owner of any goods left in a communal area. Letters will be written to the tenant or other resident if the owner can be identified, advising them that they may collect their goods; and that they need to contact their Neighbourhood Officer to make the necessary arrangements. Any costs incurred will be passed onto the owner.

6.2.7 If the Council is unsure who the owner is, a letter will be given to all tenants of the block of flats advising them that any items that remain unclaimed will be

disposed of. Each household will be charged a share of the cost of disposing of the items.

6.2.8 Before removal of any goods a detailed record of all items will be made and photographic evidence taken. This will then be kept on file and a copy sent to the owner of the goods. We will recharge any tenant who has left items in the communal area after the end of their tenancy.

6.2.9 The following items are not permitted:-

- Anything which is combustible or poses a fire risk. Barbecues are allowed in communal gardens provided they do not prevent the use of the garden by other tenants;
- Anything which prevents or significantly limits the use of shared facilities by other tenants;
- Plastic flowers and plants are not allowed;
- Shoes or boots left outside the front door
- Anything which obstructs rubbish collection areas; and
- Anything which obstructs stairwells, hallways, landings, entrances, fire escapes or access routes
- Small plants stored in ceramic pots;
- Small decorative items such as pictures

6.2.8 Tenants will not be given permission to store a number of items inside communal areas. Such items include but are not limited to: bicycles, prams, pushchairs, motorcycles, mobility scooters, mopeds, flammable liquids and gases, washing, clothing, furniture, festive decorations, refuse, recycling boxes or caddies, charity bags, personal items, toys, gardening equipment or materials.

6.2.9 Door mats will be permitted, providing it is stuck to the floor, is in good condition with no curling edges, and is of a standard size. It must not be located at the top of the stairs.

6.2.10 Rugs, runners and carpet will not be allowed.

6.3 Mobility scooters

6.3.1 Mobility scooters must not be stored or charged in communal areas because they can cause an obstruction and become hazardous within these areas.

6.3.2 Mobility scooters may be stored inside a tenant's home. There must be sufficient space to store the scooter and to secure it safely. The mobility scooter must not block any fire escape routes.

6.3.3 The Council may not permit a tenant or visitor from using a mobility scooter in a communal building if, by their general disrespect for safety they place at risk or injure/damage other persons or property.

- 6.3.4 The tenant is required to check that their home is suitable to house their mobility scooter.

6.4 Smoking

- 6.4.1 Tenants, employees, contractors, agents or visitors are not permitted to smoke tobacco, e-cigarettes and/ or to partake of substance misuse in communal areas. This policy applies to all areas covered by the Smoke Free (Premises and Enforcement) Regulations 2006. These areas include all communal areas such as stairs, stairwells, hallways, landings, common rooms, laundry rooms or boiler rooms.

7 Service standards

- 7.1 We are committed to the principle 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.

8 References

- Regulatory Reform (Fire Safety) Order 2005
- Health and Safety Act 1974
- Housing Act 2004
- Smoke Free (Premises and Enforcement) Regulations 2006
- The Local Government (Miscellaneous Provisions) Act 1982

9 Equality and Diversity

- 9.1 The Council will tailor its services to meet the diverse needs of individuals. They will foster good relations with people when providing services to eliminate discrimination and to promote equality of opportunity.

10 Review

- 10.1 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 July 2021 and every four years thereafter.

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Appendix 1

Diversity and Vulnerability Analysis for Flats

Information valid as of: 29/06/2017

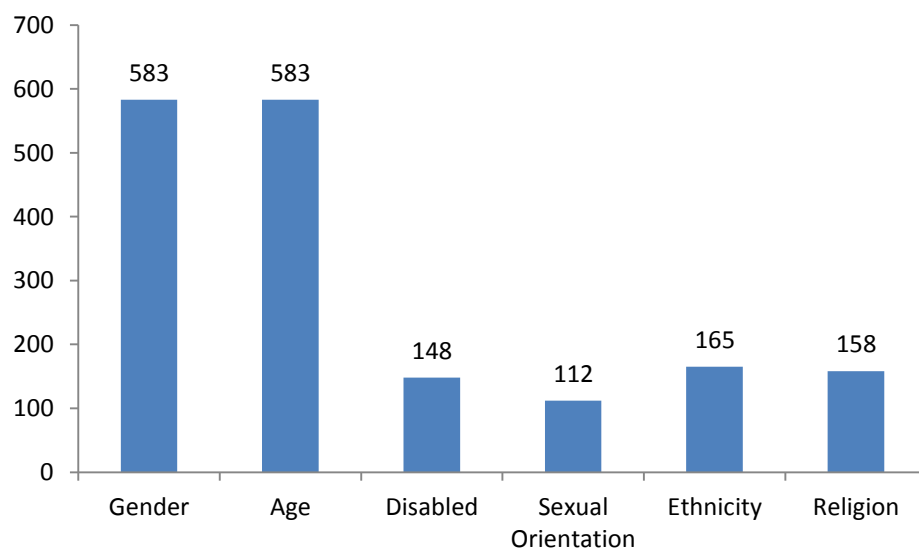
This analysis is primarily based on information gained from our Customer Knowledge surveys; however in some instances (Gender, Age etc.) we use tenancy information and therefore have complete data sets for these.

Total No. of Properties	3021
Total No. of Flats	591 (this includes void units)
Total No. of Tenanted Flats	583
Customer Knowledge Forms Returned for Flats	167*

* At the end of May we recorded a return rate of Customer Knowledge Surveys of 47.6% for all properties. Only 28.6% of Flats have information returned which is below our overall percentage

General Diversity Information

Diversity Strand	No. Tenants with Information	% Tenants with Information
Gender	583	100.00%
Age	583	100.00%
Disabled	148	25.39%
Sexual Orientation	112	19.21%
Ethnicity	165	28.30%
Religion	158	27.10%



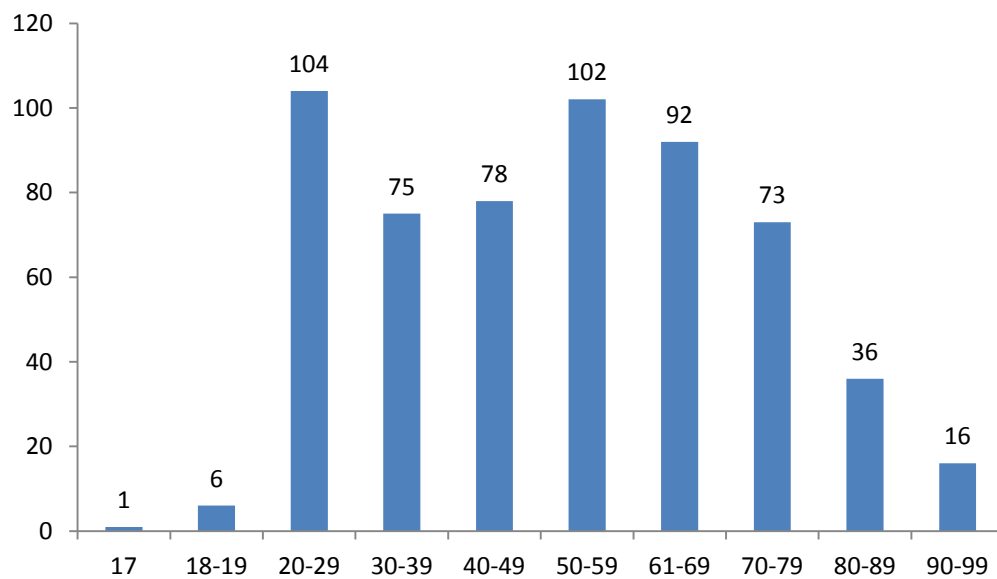
Appendix 1

Age and Gender Information

As we record Gender and Date of Birth at sign-up, we have information on 100% of our tenants.

Gender Category	No. Tenants in Category	% Tenants in Category
Female	289	49.57%
Male	294	50.43%

Age Category	No. Tenants in Category	% Tenants in Category
17	1	0.17%
18-19	6	1.03%
20-29	104	17.84%
30-39	75	12.86%
40-49	78	13.38%
50-59	102	17.50%
61-69	92	15.78%
70-79	73	12.52%
80-89	33	6.17%
90-99	16	2.74%

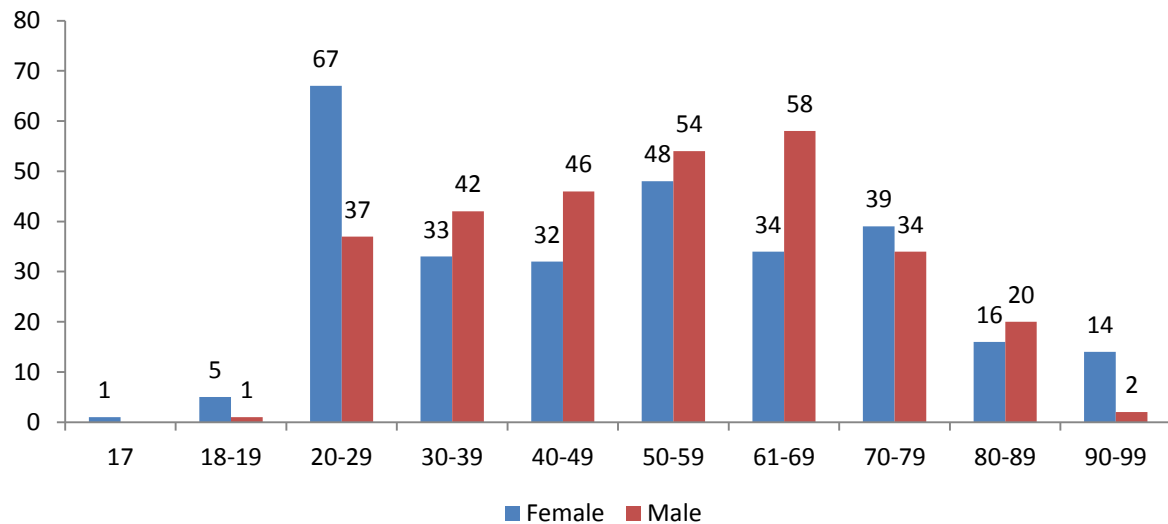


Appendix 1

Age and Gender Comparison

A breakdown of our tenants by Age Category and Gender is as follows:

Age	No. Females	% Females	No. Males	% Males
17	1	0.35%		0.00%
18-19	5	1.73%	1	0.34%
20-29	67	23.18%	37	12.59%
30-39	33	11.42%	42	14.29%
40-49	32	11.07%	46	15.65%
50-59	48	16.61%	54	18.37%
61-69	34	11.76%	58	19.73%
70-79	39	13.49%	34	11.56%
80-89	16	5.54%	20	6.80%
90-99	14	4.84%	2	0.68%
	289		294	

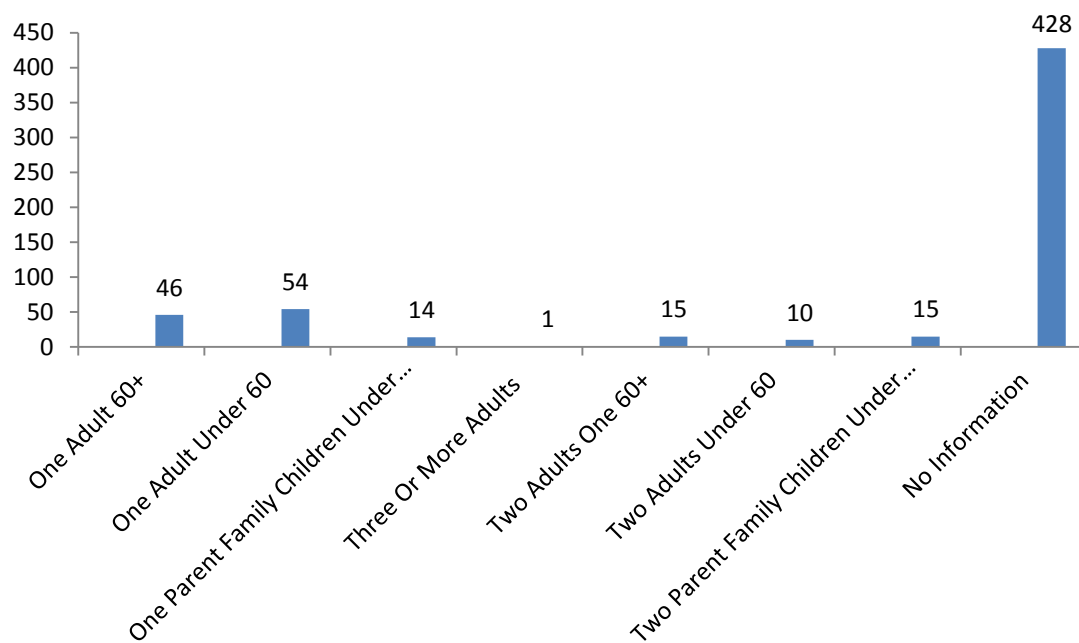


Appendix 1

Household Composition

Our Customer Service Surveys allow for the recording of Household Composition and it gives us an idea of the households dwelling in our flats. Of our 583 flat dwelling households, we hold no information for 428 of them (due to lack of returned surveys or refusal/neglect to answer).

Household Composition	No.	% Compositions
One Adult 60+	46	7.89%
One Adult Under 60	54	9.26%
One Parent Family Children Under 16	14	2.40%
Three Or More Adults	1	0.17%
Two Adults One 60+	15	2.57%
Two Adults Under 60	10	1.72%
Two Parent Family Children Under 16	15	2.57%
No Information	428	73.41%



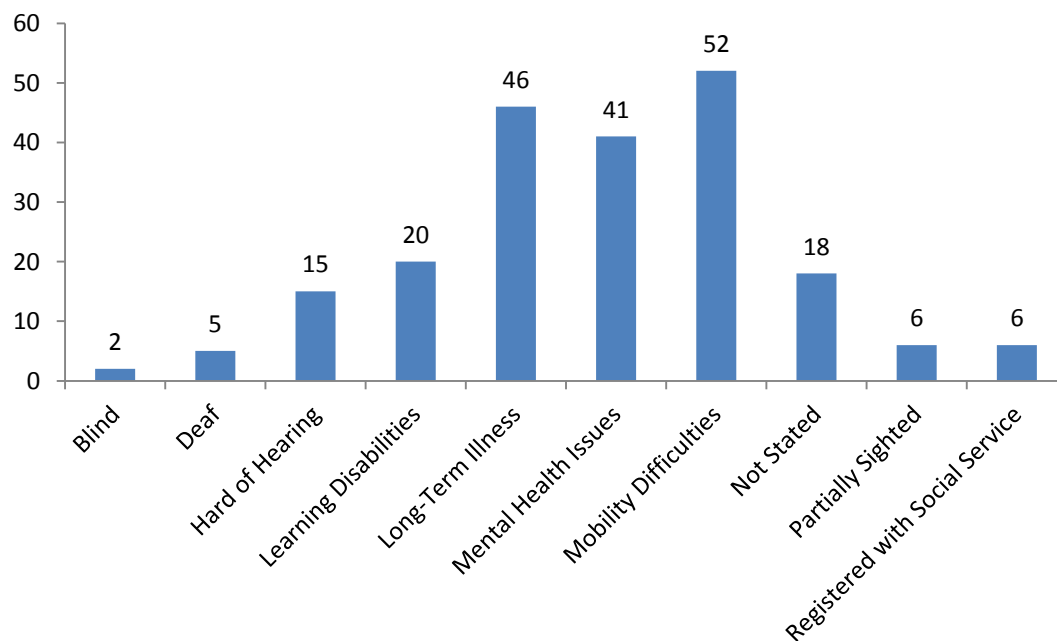
Appendix 1

Disability Information

All disability information is monitored by disability, not by tenant. This means that a single tenant may account for multiple instances of a disability. The current count of tenants dwelling in flats with at least one disability is 148. This means 25.4% of tenants living in flats who responded consider themselves disabled.

Disability Category	No. Tenants With Disability	% Tenants With Disability
Blind	2	0.95%
Deaf	5	2.37%
Hard of Hearing	15	7.11%
Learning Disabilities	20	9.48%
Long-Term Illness	46	21.80%
Mental Health Issues	41	19.43%
Mobility Difficulties	52	24.64%
Not Stated	18	8.53%
Partially Sighted	6	2.84%
Registered with Social Service	6	2.84%

211

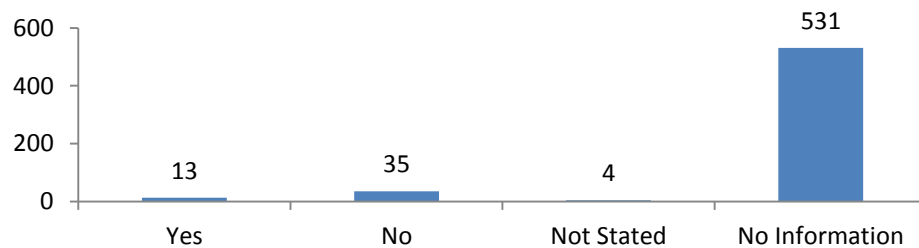


Appendix 1

Wheel Chair or Scooter Use

Despite Mobility Difficulties being the most frequently reported disability (52 tenants), we still had only 13 tenants who returned Customer Knowledge surveys state they required a wheelchair or scooter to aid their mobility.

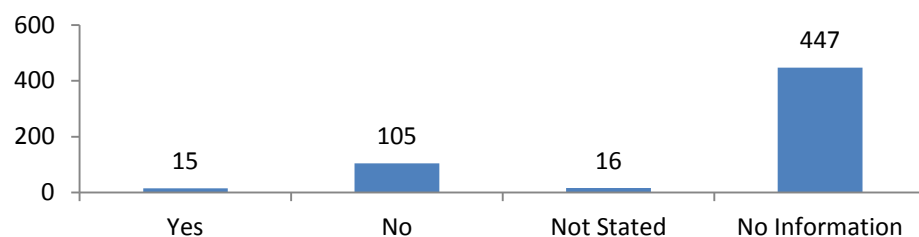
Requires Wheelchair	No. Requiring Wheelchair	% Requiring Wheelchair
Yes	13	2.23%
No	35	6.00%
Not Stated	4	0.69%
No Information	531	91.08%



Vulnerable Tenants

A more abstract metric when assessing tenant's needs is whether they consider themselves vulnerable. While this does not necessarily denote disability (it can also represent those who feel threatened, through Domestic Violence, Religious persecution etc.), it does serve to indicate tenants who may have a greater need.

Vulnerable Tenant	No. Vulnerable Tenants	% Vulnerable Tenants
Yes	15	2.57%
No	105	18.01%
Not Stated	16	2.74%
No Information	447	76.67%

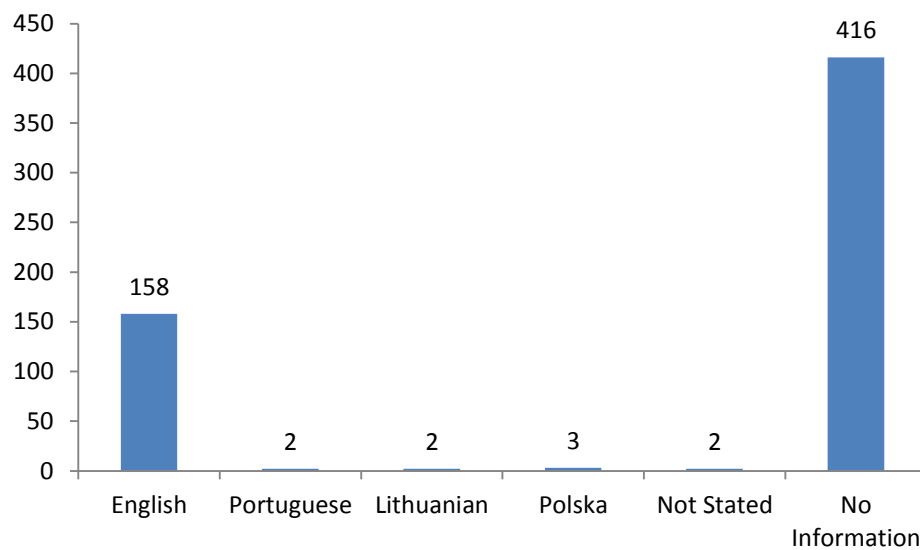


Appendix 1

Preferred Language

While the vast majority of our tenants are British or otherwise use English as a first language, we do have tenants in our flats for whom English is not their preferred method of communication.

Preferred Language	No. Tenants With Preference	% Tenants With Preference
English	158	27.10%
Portuguese	2	0.34%
Lithuanian	2	0.34%
Polska	3	0.51%
Not Stated	2	0.34%
No Information	416	71.36%



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Appendix 2

Fire Risk in Communal Areas: Equality Impact Assessment

Discussed on 30 June 2017

Present: Housing Services Manager; Planned Maintenance Manager; Neighbourhood Officer; An involved tenant

Equality Impact Assessments (EqIA) are used to examine what different groups of people are, or could be, disadvantaged by particular decisions.

The Council has a public sector equality duty which means that public bodies are required to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between different people when carrying out their activities.

Aim of the Fire Risk in Communal Areas Policy: To minimise the risk of fire in communal areas and the spread of fire; and to maintain clear access so that there is an adequate means of escape for anyone in the block at the time of the outbreak. This minimises the risk of a disaster involving loss of life or the need for a mass evacuation which necessitates rehousing those left homeless as a result of a major incident. This is to be achieved by ensuring compliance with relevant legislation, regulations and the regulatory framework for social housing.

Those affected by the Policy: Tenants, leaseholders and private tenants resident in the Council's blocks of flats, their household members and their visitors. Potentially, unauthorised occupants may also be affected. Also, our own staff (Officers and operatives), our contractors and other visitors to the block who may be there in a professional capacity (eg carers, those making deliveries, postal staff etc)

Diversity information: the Housing Service has information relating to the diversity of tenants in flats. See separate reports.

Main issues:

Tenants are now responsible for knowing the fire safety policy in their blocks.

The zero tolerance policy on storage of belongings in communal areas is to be more strictly enforced.

This will have an impact on resources: robust inspections needed, all staff must be on board with reporting, publicity on the new arrangements needed, removal costs, storage arrangements and costs, ensuring the Local Government (Miscellaneous Provisions) Act is adhered to etc.

We will now be keeping information relating to the needs of people living in blocks in the fire safety log cabinets in each one. Surveys have been sent to all tenants and we have received 167 back (there are 583 flats in total)

There is a "stay put" policy at many blocks. Therefore, it is vital that all tenants in flats understand the policy for their own block. There is appropriate signage but we need to reach out to those who, for whatever reason, do not understand that.

Appendix 2

Some blocks have fire alarms; only one, at St Andrews Street, has a sprinkler system.

There was some discussion regarding the implementation of a zero tolerance policy relating to the storage of belongings in communal areas. It was agreed that this policy does not discriminate directly against anyone as it is in place to protect the health and safety of all residents in flats. This policy is also supported by the Fire Service.

Action Plan (worked up following an assessment of the diversity of the tenants in flats and how the revised policy impacts upon them)

- We must ensure that we have more information about the needs of different tenants in our blocks. **Action:** telephone those people who have not returned their forms, and then visit those who we cannot reach by telephone (Neighbourhood teams)
- The following groups of people may need assistance in order to help them to understand the fire safety policy for their blocks: those who are blind or who have sight problems; those with learning disabilities; those people whose first language is not English. **Action:** make contact with these people to ensure they understand what to do in the event of fire. We can identify them from our records. Where appropriate, liaise with support workers, other agencies or relatives. We need to provide information in other formats as appropriate. (Neighbourhood teams/ Planned Maintenance team)
- Those with mobility problems may have queries about what to do in the event of fire. **Action:** make contact with these people to ensure that they understand the policy on fire safety for their block and what they need to do in the event of an emergency. (Neighbourhood teams)
- We need to promote effective communication around fire safety. **Action:** regular updates on social media and in our tenant newsletter, Housing News 4U. (Support Services Team Leader). **All Officers** to emphasise the need for two-way communication about such matters. If a tenant is aware of a hazard left in a communal hallway by someone else, they need to tell us. We offer many different methods of contact eg telephone, email, letter, via a Councillor, social media etc. We must publicise this in the context of fire safety (Support Services Team Leader)

HOMES PDG
18 JULY 2017

PRIVATE SECTOR HOUSING FEES AND CHARGES – CIVIL PENALTIES

Cabinet Member: Cllr Ray Stanley
Responsible Officer: Simon Newcombe, Public Health and Professional Services Manager

Reason for Report: To update members with the proposed civil penalty fines for Housing Act 2004 offences as an alternative to prosecution, as discussed in the fees and charges paper of 14th March 2017.

RECOMMENDATION(S): That the PDG recommend that Cabinet approve the proposed civil penalties approach and fines as set out in this report.

Relationship to the Corporate Plan: Enforcement activity undertaken by the Private Sector Housing team contributes to the corporate plan in the ways described below. Introducing civil penalties is another tool to help the team ensure compliance within the sector as follows:

Economy - Improving and regenerating our town centres

- *Ensuring that flats over shops are promoted and safe for occupation, and*
- *Inspecting and regulating houses in multiple occupation that are often found in town centres.*

Homes – Facilitating the housing growth that Mid Devon needs, including affordable homes

- *Working with landlords to improve housing conditions across the private rented sector*
- *Bringing empty homes back into use across the various tenures including private rented, affordable rent and home ownership.*

Community - Promote physical activity, health and wellbeing

- *Working to improve health inequalities by ensuring the private housing sector is safe to live in and does not adversely affect health and wellbeing.*
- *Enforcing standards within houses in multiple occupation to ensure that residents residing in these properties are protected from harm.*

Environment – Reduce our carbon footprint

- *Ensuring that rented accommodation meets minimum government energy efficiency requirements.*

Financial Implications: Income received from a civil penalty is retained by the Council and can only be used towards the statutory functions in relation to its enforcement of standards in the private rented sector. The Council may also apply for costs and expenses incurred in relation to the enforcement action and this provision is already set-out in the adopted enforcement policy for the service (Public Health Services Enforcement Policy August 2016).

Any income generated from this activity is unpredictable based on the nature of enforcement action. It is therefore not possible to forecast any income levels for the year.

Legal Implications: The ability to use civil penalties as an alternative to prosecution has been introduced through the Housing and Planning Act 2016 section 126 and schedule 9, which has made amendments to the Housing Act 2004. The Rent Repayment Orders and Financial Penalties (Amounts Recovered) (England) Regulations 2017 came into force on 6th April 2017 with statutory guidance being issued after this date. The Council is expected to develop and document its policy on when to use a civil penalty. More information is contained in the report.

Risk Assessment: There are no major risks. Failure to agree the civil penalties and have an appropriate policy in place means the Council will be unable to issue civil penalties.

Equality Impact Assessment: A full equality impact assessment has not been undertaken; however the Department for Communities and Local Government has carried out an impact assessment on these new powers. If the Council implements the civil penalty then each case will be considered on a case by case basis taking account of the impact on the individual and any relevant protected characteristics (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief and sex).

1.0 Legal basis and scope

1.1 Section 126 and schedule 9 of the Housing and Planning Act 2016 came into force on the 6th April 2017. These provisions give the Council as the local housing authority the power to issue a financial penalty for certain Housing Act 2004 offences after the 6th April 2017 as an alternative to prosecution.

1.2 The offences include:

- Failing to comply with an Improvement Notice (section 30)
- Offences in relation to licensing of Houses in Multiple Occupation (section 72)

- Offences in relation to licensing of houses under part 3 of the Act (selective Licensing) (section 95)
- Offences in relation to the contravention of an overcrowding notice (section 139)
- Failure to comply with management regulations in respect of House in Multiple Occupation (section 234)

1.3 A civil penalty can only be imposed as an alternative to prosecution. The legislation does not permit the Council to impose a civil penalty and prosecute for the same offence. If a person has been convicted or is currently being prosecuted the Council cannot impose a civil penalty in respect of the same offence. Similarly, if a civil penalty has been imposed, a person cannot then be convicted of an offence for the same conduct.

2.0 **Policy approach and decision-making**

2.1 The Council is required to have a policy in place that details when to prosecute and when to consider a civil penalty. This is partially covered by the existing Public Health Services Enforcement Policy and Appendix G (Supplementary Enforcement Policy Issues - Private Sector Housing) of the policy will be updated to provide more detail as set out herein.

2.2 In line with the Enforcement Policy and the formal guidance on civil penalties under the Housing and Planning Act (DCLG April 2017) then prosecution may be the most appropriate option where an offence is particularly serious or where the offender has committed similar offences in the past. However, that does not mean civil penalties should not be used in cases where serious offences have been committed. As set out below, a civil penalty of up to £30,000 can be imposed where a serious offence has been committed and the Council may decide that a significant financial penalty (or penalties if there have been several breaches), rather than prosecution, is the most appropriate and effective sanction in a particular case.

2.3 The decision on whether to use civil penalty powers (and to what extent) or to seek a prosecution will be made the by service manager or director in conjunction with legal services.

2.4 Where the Council decides to prosecute, it should consider the scope for working together with other local housing authorities where a landlord has committed breaches in more than one local authority area.

2.5 Overall, each case will be considered on an individual basis, however the principles in determining the form of action will be:

- What outcome are we trying to achieve – e.g. set an example, get the works done or a deterrent to committing future offences (a civil penalty will not be in the public domain unlike a prosecution).
- Severity of the offence – is prosecution a better option based on the significance of the offence and the impact it has had.
- Type of property and its occupiers – are the occupiers particularly vulnerable.

2.6 Where the civil penalty is considered the most appropriate course of action the council must provide guidance on how the fine levels will be set. Section 6 of this report provides a proposed fine setting methodology; each case will need to be assessed on an individual basis using this framework as a guide.

3.0 **Burden of proof**

3.1 The same criminal burden of proof is required for a civil penalty as for a prosecution. This means that before formal action is taken the Council must be satisfied that if there was a prosecution there would be a realistic prospect of conviction.

3.2 The Council must determine beyond reasonable doubt that the offence has been committed and this evidence would be required if an appeal is made against the civil penalty.

3.3 As also outlined in the service Enforcement Policy, the local authority must also consult the Crown Prosecution Service code for Crown Prosecutors when determining whether to take action. There are two stages to this code:

- The evidential stage, and
- The public interest stage.

4.0 **Procedure and appeals**

4.1 The procedure for imposing a civil penalty is set out at Schedule 13A of the Housing Act 2004 and summarised in the DCLG guidance. There is no scope for the Council to deviate from this procedure and therefore it is not duplicated for the purposes of this report.

4.2 At any time, if circumstances dictate, the Council may withdraw a notice or reduce the amount specified in a notice in relation to a civil penalty.

4.3 A landlord receiving the final notice of a civil penalty may appeal to the First-tier Tribunal against the decision to impose a penalty or the penalty amount.

The appeal has the effect of suspending the notice and requirement to pay until determined.

5.0 Enforcement and other consequences

- 5.1 Where the landlord or property agent fails to pay a civil penalty, the Council should refer the case to the county court for an Order of that Court. If necessary, the Council should use county court bailiffs to enforce the order and recover the debt.
- 5.2 The Council's powers to carry out works in default under the Housing Act 2004 are unaffected by the civil penalty provisions.
- 5.3 If a landlord receives a civil penalty, that fact can be taken into account if considering whether the landlord is a fit and proper person to be the licence holder for a House in Multiple Occupation (HMO) or any other property subject to licensing.
- 5.4 Where a landlord receives two or more civil penalties over a 12 month period, the Council will include that person's details in the database of rogue landlords and property agents. While it is not compulsory requirement, under the DCLG guidance Councils are strongly encouraged to do so. This will help ensure that other Councils are made aware that formal action has been taken against the landlord.
- 5.5 The establishment of a national rogue landlords and property agents database is a new requirement on the Government brought in by the Housing and Planning Act 2016 and any entry must be maintained for at least 2-years. It is the responsibility of local authorities to manage the information on the database and ensure it is current.

6.0 Proposed Civil Penalties

- 6.1 In setting a civil penalty level the Council should consider the following factors:
 - Severity of the offence
 - Culpability and track record of the offender
 - The harm caused to the tenant
 - Proportionate punishment of the offender
 - Deter the offender from repeating the offence
 - Deter others from committing similar offences.
 - Remove any financial benefit the offender may have obtained as a result of committing the offence.

- Assessment of assets and income

6.2 Determining the offence category – Culpability

- **Deliberate**– An intentional breach by a landlord or property agent or flagrant disregard for the law. For example, by failing to comply with a notice or regulations.
- **Reckless**– An actual foresight of, or wilful blindness to the risk of offending, but decides to take the risk nevertheless. For example, failing to comply with a strict liability in the HMO regulations.
- **Negligent**– The failure of the landlord or property agent to take reasonable care to put in place and enforce proper systems for avoiding the offence. For example, partial compliance with a schedule of work to an enforcement notice but failure to fully comply with all schedule items.
- **Low or no culpability**– The offence committed has some fault on the part of the landlord or property agent but there are other circumstances for example obstruction by the tenant to allow a contractor access for repairs, or damage caused by tenant negligence.

6.3 Determining the level of fine – Severity

- **Level one** – Major impact – Serious and substantial risk, including imminent risk, to the health and safety of the occupiers and/or community as a result of the offence, with potentially life threatening results or loss of major limbs. Housing defects that may present such a risk maybe associated with electrical hazards, carbon monoxide exposure, fire safety risks, risk of explosion or structural collapse, exposure to asbestos or radiation. This is not an exhaustive list and also includes property management failings that could lead to a major risk to the occupiers/neighbours and/or community. Where the risk has been realised the fine is likely to be greater or there may be a decision to prosecute as an alternative.
- **Level two** - Serious Impact – Serious risks to the health and safety of the occupiers and/or immediate neighbours, leading to serious injury or disease requiring prolonged treatment and/or hospital admission. Housing defects that may present such a risk maybe associated with falls, lack of heating, collision and entrapment, any other hazards or management issues that could lead to a serious risk to the occupiers and immediate neighbours.

- **Level three** – Minor impact – Risk of injury or disease to the occupiers resulting in treatment at the doctors. Examples of housing defects that could present such a risk include damp, mould or hygiene issues and any other hazards or management issues that could lead to a risk to the occupiers.

6.4 The table below provides an indication of the level of fine that is likely to be appropriate. As part of the considerations mentioned in 6.1 above, the Council should assess of the assets including any income of the landlord or letting agent. £30,000 is the maximum level of fine permitted under the legislation.

6.5 In order for officers and landlords to understand how this assessment could work, the asset assessment has been based on the number of properties either being managed or owned by the landlord or agent. This table provides a guide to setting the fine, however the Council should also make an assessment on all assets and income and not just rental income.

Civil Penalties – Guidance on level of fine

Type of landlord/agent	Category of offence	Starting point for level 1 – Major impact	Starting point for penalty Level 2 – Serious impact	Starting point for penalty Level 3 – Minor impact
Landlord/Property agent with 1-10 properties	Deliberate	£12,500	£10,000	£7,500
	Reckless	£6,500	£5,000	£3,500
	Negligent	£3,000	£2,500	£1,500
	Low culpability	£1,250	£1,000	£750
Landlord/Property agent with 11 – 30 properties	Deliberate	£22,500	£20,000	£17,500
	Reckless	£17,500	£15,000	£12,500
	Negligent	£12,500	£10,000	£7,500
	Low culpability	£7,500	£5,000	£2,500
Landlord/Property agent with 31+ properties	Deliberate	£30,000	£25,000	£22,500
	Reckless	£22,500	£20,000	£17,500
	Negligent	£17,500	£15,000	£12,500
	Low culpability	£12,500	£10,000	£7,500

7.0 Summary

7.1 This report sets out the criteria for using a civil penalty as an alternative to prosecution and the methodology to be used in setting civil penalty fines.

Contact for more Information: Tanya Wenham (Lead Officer - Private Sector Housing) 01884 244610 twenham@middevon.gov.uk or Simon Newcombe (Public Health and Professional Services Manager) 01884 244615 snewcombe@middevon.gov.uk

Circulation of the Report:

Members of the Homes Policy Development Group
Cabinet Member with responsibility for Housing (Cllr Ray Stanley)
Leadership Team

List of Background Papers:

Housing and Planning Act 2016
<http://www.legislation.gov.uk/ukpga/2016/22/contents>

The Rent Repayment Orders and Financial Penalties (Amounts Recovered) (England) Regulations 2017
<http://www.legislation.gov.uk/uksi/2017/367/contents/made>

Civil penalties under the Housing and Planning Act 2016 – Guidance for Local Housing Authorities (Department for Communities and Local Government)
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/606653/Civil_Penalties_guidance.pdf

Public Health Services Enforcement Policy (August 2016)
<https://www.middevon.gov.uk/residents/public-health/public-health-enforcement-policy/>

HOMES PDG
18 JULY 2017

FUEL POVERTY UPDATE

Cabinet Member(s): Cllr Ray Stanley
Responsible Officer: Simon Newcombe, Public Health and Professional Services Manager

Reason for Report: To provide an update on fuel poverty strategy and initiatives for residents in Mid Devon.

RECOMMENDATION: That the information in the report be noted.

Relationship to Corporate Plan: Addressing fuel poverty and poor housing is a key priority of the Mid Devon District Public Health Plan and directly supports two specific aims within the Homes priority area of the Corporate Plan:

- *Aim 2 – Working with Private Landlords to improve housing conditions*
- *Aim 3 – Planning and enhancing the built environment*

Financial Implications: There are no direct revenue budget implications for Private Sector Housing with initiatives being delivered through partner organisations utilising funding available under the national Energy Company Obligation (ECO) scheme. Energy efficiency measures delivered by Building Services for MDDC housing stock are included in the Housing Revenue Account (HRA) budget and relevant planned works programmes.

Legal Implications: The Home Energy Conservation Act 1995 (HECA) requires local authorities to produce a plan to achieve improved home energy efficiency. The plan must identify practicable and cost-effective measures likely to result in significant energy reduction in all residential accommodation in their area i.e. across the private sector and social housing/housing stock. The statutory HECA guidance requires us to report this plan to the Government every two-years. This was most recently completed in April 2017 and more information on this return is included in the report.

Risk Assessment: In addition to HECA obligations, failure to address health inequalities arising from fuel poverty has wider implications. Mid Devon District Council should aim to get public health value out of services that are already being delivered. The Health and Social Care Act (2012) places a duty on upper tier local authorities (Devon County Council) to work to improve the health of their population. In doing so they must work collaboratively with District Councils to support our development of district level locality action plans. The Devon Health and Wellbeing Board will work through this collaborative approach to oversee the impact of local

actions on the range of health and wellbeing outcomes and progress in relation to reducing health inequalities including those arising from living in a cold home.

Equality Impact Assessment: At the heart of any fuel poverty strategy there is a commitment to reduce inequalities and thereby improve health outcomes for residents unable to afford to heat their home adequately. There are no protected characteristics under equality legislation negatively impacted by our fuel poverty measures.

1.0 What is fuel poverty?

1.1 In the UK, fuel poverty is broadly defined by the Warm Homes and Energy Conservation Act 2000 as “a person is to be regarded as living ‘in fuel poverty’ if they are a member of a household living on a lower income in a home which cannot be kept warm at reasonable cost”.

1.2 National statistics on fuel poverty use a specific definition based on the 2012 Hills Fuel Poverty Review (Centre for Analysis of Social Exclusion, CASE Report 72). Here, fuel poverty is defined as when a household’s required fuel costs are above the median level, and if they were to spend what is required, then the household would be left with a residual income below the official poverty line.

2.0 What are the direct and indirect impacts of a cold home?

2.1 An inadequately heated home can cause a number of direct health impacts through excess winter deaths (mortality) and health conditions including circulatory diseases, respiratory problems, increased risk of arthritic symptoms, mental health impacts and other conditions (morbidity impacts).

2.2 There are also a wide range of indirect negative social impacts of living in a cold home, for example social isolation, especially amongst older people, is exacerbated by living in a cold home.

3.0 What is the role of local authorities?

3.1 The statutory HECA Act (‘the Act’) and public health responsibilities of local authorities have been outlined under the legal implications and risk assessment at the front of this report.

3.2 Local authorities are uniquely placed to assess the needs of their residents and to act as catalysts for change. The Act recognises local authorities’ ability to use their position to improve the energy efficiency of all residential accommodation.

- 3.3 The Devon Joint Strategic Needs Assessment (JSNA) community profile for 2016 produced by Public Health Devon from the national indicator data shows that Mid Devon has 12.8% of households in fuel poverty, higher than the south west region (11.5%) and England (10.4%) averages.
- 3.4 In common with much of the UK, the prevalence of fuel poverty within Mid Devon has been exacerbated by a number a number of climatic and historical factors including the mild, temperate climate, domestic building heritage, rural off-grid locations with a preference for open fires and ‘fresh air’ and evolving thermal expectations. This, combined with a low turnover of buildings and a relatively old housing stock, has resulted in a higher percentage of the population living in housing built to a relatively poor energy standard, with a focus on air circulation in properties constructed prior to 1965 and the introduction of thermal regulations.
- 3.5 Within the Council, overall responsibility for fuel poverty strategy including HECA compliance and all private sector housing initiatives rests in the Public Health Service with delivery by the Private Sector Housing team. The Housing Service has responsibility for energy efficiency measures in our housing stock with delivery through Building Services.
- 3.6 Public Health Services are engaged with a number of external partners to promote and deliver a range of initiative to address fuel poverty by taking a coordinated approach to the delivery of central government funding and policy in the energy sector.

4.0 **Fuel poverty measures in the private sector**

- 4.1 Locally, Mid Devon together with the County Council and all other non-unitary councils work in partnership with the **Cosy Devon** (E-On) who are part of the Government backed ECO scheme. They help to provide energy savings advice as well as installation grants and measures. The scheme is aimed at homeowners, private landlords and tenants irrespective of which energy company they are a customer with. Public Health services represent Mid Devon on the Cosy Devon board and at other meetings.
- 4.2 The package measures and benefits available through Cosy Devon are typically time limited and therefore vary from time to time. Currently, if a resident is a Devon homeowner, private landlord (or their tenant) they can apply today for:
- Subsidised external wall insulation (they don’t have to be on benefits to qualify for this offer).

If a resident is on income related benefits they could also be eligible for:

- Free loft insulation
- Free cavity wall insulation
- A replacement 'A' rated boiler if the current boiler is broken or isn't working properly and was installed before 2010. There is a contribution required to the cost of replacement boilers through this offer.

More information on Cosy Devon is available at <http://www.cosydevon.com/>.

- 4.3 Until last year, Cosy Devon also offered access to the **Central Heating Fund** (CHF) which accessed a specific pot of Government grant funding as a result of a successful multi-local authority bid. Overall, just over £1million was secured for a Devon CHF fund.
- 4.4 Under the CHF, eligible residents had a gas grid connection and new central heating system installed. Under the Government grant funding terms the scheme was open from 2014 – 2016 and 43 residents of Mid Devon had a new gas heating system installed. This equates to 11% of all installs across Devon.
- 4.5 Cosy Devon currently endorses a new energy advice service operated by Agility ECO who were also partners in the CHF scheme. The **Local Energy Advice Program (LEAP)** provides advice and energy saving measures to eligible residents. Such measures include LED light bulbs, draught proofing, pipe lagging, radiator foils, heating controller checks and advice on tariffs. All services are free to eligible residents.
- 4.6 The LEAP scheme is a new programme however has already engaged with around 30 households in the Mid Devon area resulting in an average estimated saving per property of just under £3,000 from a combination of income maximisation and bill savings. The scheme is soon expected to secure funding to enable it to continue over the next 4 years.

More information is available on the Council website here:

<https://www.middevon.gov.uk/residents/housing/local-energy-advice-program/>

- 4.7 Looking ahead, the Cosy Devon board are considering proposals from the **RetrofitWorks** cooperative to deliver a coherent, single customer contact and management point for the design and delivery of energy efficiency schemes. They can work closely with local referral organisations to find households eligible for measures and subsequently secure funding and manage the procurement/quality vetting process regarding installers.
- 4.8 As reported at the June Community PDG meeting, implementation of the **energy switching scheme** is now well advanced and under final contract

review. The scheme is also run by Agility ECO and its partner UK Power. It will be accessible through the Council's website and offers either on-line or call centre assisted advice on how to get the best electricity and gas deal (where applicable). The scheme is OFGEM (Office of Gas and Electricity Markets) approved and designed to be straight-forward and highly user friendly. The Council will derive a small income for each referral and subsequent provider switch.

- 4.9 The delivery of affordable loans (responsible lending) through our long-running **Wessex scheme** also forms part of our strategy to assist residents. These are home-improvement loans and are available to provide replacement boilers and energy efficiency measures and in some cases technology to provide sustainable energy solutions. Under the scheme customers can also access free money and debt advice.

Information on the Wessex scheme and the Wessex Resolutions Community Interest Company can be found at <http://www.wrcic.org.uk/index.php> or the Mid Devon website.

- 4.10 The Council also host a Wessex advisor through its **Wiser£money** partnership with Encompass Southwest. This is aimed directly at residents living in rural/remote and market town communities who are experiencing poverty, hardship and financial exclusion. The advisor works closely with the Council Tax and Benefits teams to identify the most vulnerable persons who may require support and to deliver the Local Welfare Assistance Service on our behalf. More information on this scheme can be found at <http://www.wisermoney.org.uk/>.

5.0 **HECA**

- 5.1 Excluding the RetrofitWorks proposals which are currently under evaluation, the above schemes form part of our broader on-going report to the Government under our Home Energy Conservation Act (HECA) obligations. The most recent HECA return is available to view on the Council website here:
<https://www.middevon.gov.uk/media/1207/mid-devon-heca-progress-report-2017.pdf>

6.0 **Energy efficiency measures in MDDC Housing Stock**

- 6.1 A number of different energy efficiency measures across our housing stock are installed and managed by Building Services (Planned Maintenance/Repairs) each year. The table below details the range of initiatives undertaken during 2016/17.

Measure	No.
Planned boiler upgrades	174
Reactive upgrades	22
New gas central heating installations (inc. new supply)	35
Combi Smart valves	212
Quantum heating (Economy 7 storage)	77
Air Source Heat Pump installations	25
Solar Thermal installations	0
Solar Photovoltaic (PV) hot water	31
Window replacements (sealed units only)	196
Full window replacements	72
Loft insulation - full/replacement	7
Loft insulation - top up	117
Cavity wall insulation (CWI) - remove & replace	55
CWI - fill (new)	2
CWI - top up	16

Contact for more Information: Simon Newcombe (Public Health and Professional Services Manager) 01884 244615 snewcombe@middevon.gov.uk

Circulation of the Report:

Members of the Homes Policy Development Group
Cabinet Member with responsibility for Housing (Cllr Ray Stanley)
Leadership Team

List of Background Papers:

Final report of the Fuel Poverty Review by John Hills March 2012.
<https://www.gov.uk/government/publications/final-report-of-the-fuel-poverty-review>

Home Energy Conservation Act 1995
<http://www.legislation.gov.uk/ukpga/1995/10/contents>

Warm Homes and Energy Conservation Act 2000
<http://www.legislation.gov.uk/ukpga/2000/31/contents>

HOMES PDG
18 JULY 2017:

PERFORMANCE AND RISK REPORT FOR 2017-18

Cabinet Member Cllr Ray L Stanley
Responsible Officer Director of Operations, Andrew Pritchard

Reason for Report: To provide Members with an update on performance against the corporate plan and local service targets for 2017/18 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.

Equality Impact Assessment: No equality issues identified for this report.

1.0 Introduction

- 1.1 Appendix 1 provides Members with details of performance against the Corporate Plan and local service targets for the 2017/18 financial year.
- 1.2 Appendix 2 shows the section of the Corporate Risk Register which relates to the Homes Portfolio. See 3.0 below.
- 1.3 Appendix 3 shows the profile of all risks for Homes for this quarter.
- 1.4 All appendices are produced from the corporate Service Performance And Risk management system (SPAR).

2.0 Performance

- 2.1 Regarding the Corporate Plan Aim: **Build more council houses:** No new **Council Houses** were completed in 2016/17 nor so far in 2017/18 however, a new contract has been agreed with a different supplier and they have given completion dates on the outstanding projects, in Birchen Lane and Palmerston Park, as 17/11/17 and 18/05/18 respectively.

- 2.2 Regarding the Corporate Plan Aim: **Facilitate the housing growth that Mid Devon needs, including affordable housing:** A further 11 empty homes have been brought back into use against an annual target of 25 for 2017/18.
- 2.3 Regarding the Corporate Plan Aim: **Planning and enhancing the built environment:** The Local Plan is now at the Examination stage with preliminary hearings scheduled for September at Phoenix House. For the Tiverton Eastern Urban Extension Area B a Public consultation was held between 13 June and 11 July.
- 2.4 **Percentage of Properties with a Valid Gas Safety Certificate (LGSR):** MDDC has been extending the mains gas network via the modernisation contract. The Gas Administrator has carried out reconciliation of known and expected properties with gas supplies and has discovered 3 expired LGSRs because the addresses had not been added to the contract after a new supply was installed. The servicing of these properties was prioritised and LGSRs subsequently issued (7/06/2017).
- 2.5 5 other properties are at different stages of the legal process for access. Tenant inaction is still the main reason for properties going out of compliance.
- 2.6 The **Rent Collected as a Proportion of Rent Owed** was 95.18% in May against a target of 100% however, **Rent Arrears as a Proportion of Annual Rent Debit** in May 2017 were 1.06%, against a target of 1%, this is still in the top quartile when compared with HouseMark. Over the next couple of years as the effects of the introduction of Universal Credit are finally felt we cannot expect to continue achieving collection rates of 100%.
- 2.7 When benchmarking information is available it is included.

3.0 Risk

- 3.1 The Corporate risk register has been reviewed by Management Team (MT) and updated. Risk reports to committees include risks with a total score of total score of 10 or more. (See Appendix 2)
- 3.2 Appendix 3 shows the risk matrix for MDDC for this quarter. If risks are not scored they are included in the matrix at their inherent score which will be higher than their current score would be.

4.0 Conclusion and Recommendation

- 4.1 That the PDG reviews the performance indicators and risks for 2017/18 that are outlined in this report and feeds back any areas of concern to the Cabinet.

Contact for more Information: Catherine Yandle, Audit Team Leader ext 4975

Circulation of the Report: Management Team and Cabinet Member

Corporate Plan PI Report Homes

Monthly report for 2017-2018
 Arranged by Aims
 Filtered by Aim: Priorities Homes
 For MDDC - Services

Key to Performance Status:

Performance Indicators:

No Data

Well below
target

Below target

On target

Above target

Well above
target

*
 indicates that an entity is linked to the Aim by its parent Service

Corporate Plan PI Report Homes

Priorities: Homes

Aims: Build more council houses

Performance Indicators

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Head of Service / Manager	Officer Notes
Build Council Houses	0 (1/4)	0	13	0	0	0	0									0 (4/12)	Andrew Busby	

Aims: Facilitate the housing growth that Mid devon needs, including affordable housing

Performance Indicators

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Head of Service / Manager	Officer Notes
Number of affordable homes delivered (gross)	(1/4)	49	80	n/a	n/a		n/a	n/a		n/a	n/a		n/a	n/a			Angela Haigh	
Deliver 15 homes per year by bringing Empty Houses into use	1 (2/12)	33	25	7	11											11 (2/12)	Tanya Wenham	

Aims: Other

Performance Indicators

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Head of Service / Manager	Of Manager
Number of Successful Homelessness Prevention Cases	(1/4)	295	No Target - for information only				n/a		n/a		n/a	n/a		n/a	n/a		Angela Haigh	
% Decent Council Homes	100.00% (2/12)	100.00%	100.00%	99.93%	99.93%											99.93% (2/12)	Mark Baglow	
% Properties With a Valid Gas Safety Certificate	99.78% (2/12)	99.86%	100.00%	99.95%	99.64%											99.64% (2/12)	Angela Haigh	
Rent Collected as a Proportion of Rent Owed	96.76% (2/12)	100.18%	100.00%	93.76%	95.18%											95.18% (2/12)	Angela Haigh	
Current Tenant Arrears as a Proportion of Annual Rent Debit	1.00% (2/12)	0.60%	1.00%	0.93%	1.06%											1.06% (2/12)	Angela Haigh	
Dwelling rent lost due to voids	0.7% (2/12)	0.5%	no target - for information only	0.4%	0.5%											0.5% (2/12)	Angela Haigh	
Average Days to Re-Let Local Authority Housing	19.4days (2/12)	15.7days	16.0days	14.0days	15.2days											15.2days (2/12)	Angela Haigh	

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Homes PDG Risk Management Report - Appendix 2

Report for 2017-2018

For Homes - Cllr Ray Stanley Portfolio

Filtered by Flag: Include: * CRR 5+ / 15+

For MDDC - Services

Filtered by Performance Status: Exclude Risk Status: Low

Not Including Risk Child Projects records or Mitigating Action records

Key to Performance Status:

Risks: **No Data (0+)** **High (15+)** **Medium (6+)** **Low (1+)**

Homes PDG Risk Management Report - Appendix 2

Risk: Affordable and Council Housing Demand Housing supply does not meet local demand or reflect demographic shifts like increased demand for single occupancy

Effects (Impact/Severity): • Increased costs for paying for private accommodation to house homeless
• Increase in number of homeless people in Mid Devon

Causes (Likelihood): • Impact of economic downturn and reduced funding has reduced number of affordable housing units being built
• Under-occupation in existing stock
• Reduction in number of Right to Buys results in less HRA funding available for new builds

Service: Housing Services

Current Status: Medium (12)	Current Risk Severity: 4 - High	Current Risk Likelihood: 3 - Medium
---------------------------------------	---	---

Head of Service: Nick Sanderson

Review Note: There is still a significant deficit between permissions granted and build-out rates

Risk: Evictions Tenants being evicted could become violent.

Effects (Impact/Severity):

Causes (Likelihood):

Service: Housing Services

Current Status: Medium (10)	Current Risk Severity: 5 - Very High	Current Risk Likelihood: 2 - Low
---------------------------------------	--	--

Head of Service: Claire Fry

Review Note:

Homes PDG Risk Management Report - Appendix 2

Risk: Five year housing land Supply Risk: Housing land supply. Inability to demonstrate the required 5 year housing land supply (+20%) until Local Plan Review in place

Effects (Impact/Severity): Effects (Impact /severity):

- Receipt of speculative housing applications in unplanned locations with less community benefit and less infrastructure / coordination compared with allocated sites.
- Objections
- Pressure on major application appeal performance (Government indicator of quality of decision making). Risk of intervention: loss of fee and less local control over major application decision making.

Causes (Likelihood): - Lack of sufficient housing completions, housing market conditions.

Service: Planning

Current Status: High (15)

Current Risk Severity: 3 - Medium

Current Risk Likelihood: 5 - Very High

Head of Service: Jenny Clifford

Review Note: Found to not have sufficient housing supply at appeal. Mitigation principally via new Local Plan once adopted. Close monitoring of applications, decisions and associated appeal performance.

Risk: Hoarding Some tenants are known hoarders but we have policies in place and we do regular inspections.

Effects (Impact/Severity):

Causes (Likelihood):

Service: Housing Services

Current Status: Medium (10)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 2 - Low

Head of Service: Claire Fry

Review Note:

Homes PDG Risk Management Report - Appendix 2

Risk: Homelessness Insufficient resources to support an increased homeless population could result in failure to meet statutory duty to provide advice and assistance to anyone who is homeless.

Effects (Impact/Severity): - Dissatisfied customers and increase in complaints.
 - This will involve an increase in officer time in dealing with Homelessness prevention and early intervention.
 - Possible increase in temporary accommodation usage.

Causes (Likelihood): - Social and economic factors like the recession and mortgage repossessions increase the number of homeless.
 - Lack of private sector housing.

Service: Housing Services

Current Status: High (16)

Current Risk Severity: 4 - High

Current Risk Likelihood: 4 - High

Head of Service: Michael Parker

Review Note: It is likely that the new Homelessness Reduction Act 2017 will place additional responsibilities on the Council.

Risk: Impact of Welfare Reform and other emerging National Housing

Policy Changes to benefits available to tenants could impact upon their ability to pay. Other initiatives could impact upon our ability to deliver our 30 year Business Plan.

Effects (Impact/Severity):

Causes (Likelihood):

Service: Housing Services

Current Status: High (15)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 3 - Medium

Head of Service: Claire Fry

Review Note:

Risk: Reputational re Council Housing Stock Handling a disaster/mistake properly would prevent any reputation damage.

Effects (Impact/Severity):

Causes (Likelihood):

Service: Housing Services

Current Status: Medium (10)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 2 - Low

Head of Service: Claire Fry

Review Note:

Homes PDG Risk Management Report - Appendix 2

Risk: Stress The physical and mental well-being of Officers could be affected by work environment and pressures caused by work demands and work relationships.

Effects (Impact/Severity):

Causes (Likelihood):

Service: Housing Services

Current Status:
Medium (12)

Current Risk Severity: 3 -
Medium

Current Risk Likelihood: 4 -
High

Head of Service: Claire Fry

Review Note:

Risk: Tenants with Complex Needs As our housing stock shrinks, the proportion of such tenants will increase.

Effects (Impact/Severity):

Causes (Likelihood):

Service: Housing Services

Current Status:
Medium (12)

Current Risk Severity: 4 -
High

Current Risk Likelihood: 3 -
Medium

Head of Service: Claire Fry

Review Note:

Risk: Widespread fire in block of flats Fire in our multiple occupancy properties, could result in widespread damage, injury or even death

Effects (Impact/Severity):

Causes (Likelihood):

Service: Housing Services

Current Status:
Medium (10)

Current Risk Severity: 5 -
Very High

Current Risk Likelihood: 2 -
Low

Head of Service: Mark Baglow

Review Note: The Corporate H & S Officer has now carried out Fire Risk Assessments in the common rooms at Broad Lane and Westfield Road.

Housing Caretakers inspect communal areas on a 5 week cycle, which includes checking fire exit doors and signage.

Any issues are reported to the relevant Neighbourhood Officer.

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Print Date: 03 July 2017
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Risk Matrix Homes Appendix 3

Report
Filtered by Service: Housing Services
Current settings

Risk Likelihood	5 - Very High	No Risks	No Risks	No Risks	No Risks	No Risks
	4 - High	No Risks	No Risks	1 Risk	1 Risk	No Risks
	3 - Medium	No Risks	No Risks	No Risks	2 Risks	1 Risk
	2 - Low	No Risks	1 Risk	6 Risks	2 Risks	4 Risks
	1 - Very Low	1 Risk	1 Risk	No Risks	1 Risk	5 Risks
		1 - Very Low	2 - Low	3 - Medium	4 - High	5 - Very High
		Risk Severity				

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PDG
July 2017

REVENUE AND CAPITAL OUTTURN 2016/17

Cabinet Member Cllr Peter Hare-Scott
Responsible Officer Director of Finance, Assets & Resources: Andrew Jarrett

Reason for Report: To present the revenue and capital outturn figures for the financial year 2016/17.

RECOMMENDATION(S): That PDG note the contents of the report.

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 2016/17. 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 2016/17 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.)

	31/3/16	In year movement	31/3/17
General Fund	(£2,211k)	(£30k)	(£2,241k)
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) surplus of £30k (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 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 £2,211k as at 31/03/16. In 2016/17, a small surplus 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 2016/17. 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 2016 and predicted an end of year deficit of £64k for the General Fund. Therefore the final position improved by £94k.
- 2.3 The table below shows the overall budget, actual and variance, summarised for 2016/17.

Service	2016/17 Budget £	2016/17 Actual £	Variance £
Total Cost of Services	9,551,510	10,049,664	498,154
Total Budgeted Expenditure	(982,000)	(1,500,472)	(518,472)
TOTAL FUNDING	(8,569,510)	(8,579,234)	(9,724)
NET INCOME AND EXPENDITURE	0	(30,042)	(30,042)

- 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 2017/18 budget was adjusted accordingly.

- 2.5 The overall effect of the 2016/17 financial year would result in a General Fund Balance of £2,241k which is marginally higher than the Council's own temporary minimum requirement of $£8,531 \times 25\% = £2,133k$ (agreed by Full Council).

- 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 £1,664k 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 second year's result's following the acquisition of the shops in March 2015. The return on investment has dropped slightly compared to 2015/16 (4.5%) due to an increase in vacant units during 16-17. 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)	(360)
Interest payable on Public Works Loan Board loan	105
Statutory capital Financing (over 50 years)	83

Net income for year	(172)
	=====

This income equates to an approximate return of **4.1%** (172k/4,173k), net of borrowing costs.

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 2016/17 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 @ 31/03/16	£ (2,000)k
Budget saving achieved in 2016/17	£ (380)k
Additional transfer to 30yr modernisation programme	£ 380k
HRA balance @ 31/03/17	£ (2,000)k

- 3.3 After the strong closing financial position delivered in 2016/17, it is recommended to transfer a sum of £380k into the Housing Maintenance Fund earmarked reserve. This is in addition to the already budgeted figure of £1,704k. The above position leaves an HRA balance of £2,000k as at 31 March 2017.

- 3.4 The main budget variances during 2016/17 that give rise to the figure of £380k were the £174k underspend generated by the Tenancy teams and the £50k surplus income generated from the Renewable Energy projects. For further details, please see the HRA Outturn Summary for 2016/17, 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 2016/17 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 2016/17 was 98.1% (98.1% in 2015/16). 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 99.2% for 2016/17 (99.1% in 2015/16).

5.0 Capital Outturn

- 5.1 A capital outturn summary is attached as Appendix 5 to this report. The revised capital budget for 2016/17 amounted to £15,710k. At the year-end we had spent £5,293k leaving the capital programme underspent in total by £10,417k.

Capital receipts of £820k (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 £9,184k which have not been completed as at the 31 March 2017. This expenditure, therefore, needs to be rolled forward to be included in the 2017/18 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 £628k relating to Affordable Housing, Private Sector Housing Grants, 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 2016	(1,442)
• Sale of Council Houses - 28	(1,909)
• Sale of HRA Land	(24)
• General Fund Sales	(116)
• Pooling of Housing Capital Receipts to Government.	233
• Capital Receipts applied in year	820
Balance at 31 March 2017	(2,438)

Note – the remaining balance of £2,438k 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 £471k made up by the following transactions:

	£k
Balance at 1 April 2016	(567)
• Budgeted transfer from the General Fund	(0)
• Funding required to deliver the 2016/17 Programme	21
• Transfer to Phoenix Lane PC conversion Project EMR	38
• Transfer to Flood Defence Ashleigh Park Project EMR	37
Balance at 31 March 2017	(471)

Note – the remaining balance of £471k 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 2017 is £2,458k; 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 2016/17 investment performance, including the new CCLA property investment fund and the details of interest payable are included within the separate 2016/17 Treasury Outturn Report.

7.0 Conclusion

- 7.1 Members are asked to note the revenue and capital outturn figures for the financial year 2016/17 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 2016/17 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
Leadership Team

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17

	Budget 2016/17 £	Actual 2016/17 £	Variance £
Community & Development	392,520	465,246	72,726
Corporate Management	1,306,970	1,349,305	42,335
Car Parks	(279,610)	(264,112)	15,498
Customer Services	119,320	23,222	(96,098)
Environmental Services	1,328,320	1,517,143	188,823
Finance & Performance	10	(19,739)	(19,749)
Grounds Maintenance	47,850	16,897	(30,953)
General Fund Housing	217,320	89,011	(128,309)
Human Resources	99,340	160,383	61,043
I.T.Services	2,640	72,536	69,896
Legal & Democratic Services	969,080	968,726	(354)
Planning & Regeneration	1,169,010	779,036	(389,974)
Property Services	(28,720)	316,618	345,338
Revenues & Benefits	705,050	489,183	(215,867)
Recreation and Sport	747,800	1,239,152	491,352
Waste Services	2,754,610	2,847,055	92,445
TOTAL COST OF SERVICES	9,551,510	10,049,662	498,152
OTHER INCOME & EXPENDITURE			
PWLB bank loan interest payable & finance lease interest	146,030	145,944	(86)
Interest from funding provided for HRA	(54,000)	(56,573)	(2,573)
Interest received on investments	(171,000)	(259,245)	(88,245)
Reversal of pension costs included within services above	0	(98,260)	(98,260)
Reversal of capital charges reflected in services	(1,642,280)	(1,705,620)	(63,340)
Reversal of revaluation losses reflected within services above	0	(298,465)	(298,465)
Capital financing of finance leases	89,390	89,425	35
MRP for capital funding and loan repayments	311,330	271,744	(39,586)
New Homes Bonus	(1,831,460)	(1,836,171)	(4,711)
Transfers to & from earmarked reserves, including earmarked reserves used to fund capital programme 2016/17	2,169,990	2,055,501	(114,489)
Loss in value of CCLA fund	0	250,486	250,486
Revenue expenditure funded by capital under statute	0	(69,305)	(69,305)
Statutory capital adjustments (depreciation reversal etc.)	0	10,067	10,067
TOTAL BUDGETED EXPENDITURE	8,569,510	8,549,190	(20,320)
FUNDED BY:-			
Revenue Support Grant	(1,017,260)	(1,017,266)	(6)
NNDR Revenue	(1,955,890)	(1,959,473)	(3,583)
CTS Funding parishes	55,250	55,067	(183)
Collection Fund Surplus	(8,230)	(8,233)	(3)
Council Tax - (Band D at £182.15)	(5,147,940)	(5,147,940)	0
Other non- ringfenced gov grants	(31,630)	(37,574)	(5,944)
Rural Services Delivery Grant	(463,810)	(463,815)	(5)
TOTAL FUNDING	(8,569,510)	(8,579,234)	(9,724)
NET INCOME AND EXPENDITURE	0	(30,044)	(30,044)

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17

Community and Development

		2016/17 Budget £	2016/17 Actual £	Variance £	Variance %	
Code	Community and Development					
1000	Employees	295,870	282,153	(13,717)	-4.6%	
2000	Premises	44,180	51,839	7,659	17.3%	
3000	Transport	3,290	4,093	803	24.4%	
4000	Supplies and Services	190,700	298,009	107,309	56.3%	
	Total Direct Expenditure	534,040	636,095	102,055	19.1%	
7000	External Income	(122,470)	(147,385)	(24,915)	-20.3%	
	Net Direct Expenditure	411,570	488,710	77,140	18.7%	(a)
5000	Support Services	(61,260)	(61,260)	0		
6500	Depreciation	42,210	37,796	(4,414)		
	Total Indirect Expenditure	(19,050)	(23,464)	(4,414)		
	Total Community & Development Expenditure	392,520	465,246	72,726		
	Community & Development - Service units					
CD200	Community Development	276,410	306,544	30,134		
CD205	HO Communities & Gov	88,380	97,552	9,172		
CD206	HO Communities & Gov Rech	(88,390)	(88,390)	0		
CD210	Community Services Unit	135,840	127,159	(8,681)		
CD211	Community Services Unit Rech	(71,040)	(71,040)	0		
CD300	Markets	51,320	93,214	41,894		
CD305	Market Special Events	0	207	207		
	Total Community & Development Expenditure	392,520	465,246	72,726		
				£	£	
	Total Expenditure Variation				72,726	(a)
	Major Cost Changes					
CD200	Utilise ear marked reserve for Seed Fund grant awards (see EMR note below)			18,000		
CD200	Town and Parish Fund, grant awards (see note in income levels and EMR below)			79,350		
CD200	Consultancy fees for Cullompton Heritage Scheme			7,500		
CD205	Redundancy costs for the Head of Communities and Governance			12,000		
CD300	Responsive maintenance spend at Pannier Market, replacement lighting			7,000		
					123,850	
	Major Cost Savings					
CD200	Salary savings, Grant and Funding Officer left part way through year			(14,060)		
CD200	Salary savings, member of staff reducing hours			(4,100)		
CD210	Salary savings, didn't backfill a member of staff			(8,500)		
					(26,660)	
	Major Changes in Income Levels					
CD200	DCC Contribution to Town and Parish Fund (see EMR note below)			(58,970)		
CD300	Market toll income down against budget			35,000		
					(23,970)	
	Minor Variations			3,920	3,920	
	Total Expenditure Variation				77,140	(a)
	EAR MARKED RESERVES					
	Utilised 2016/17					
CD200	Seed Fund earmarked reserve released			(18,000)		
CD200	Salary for Grants and Funding Officer - New Homes Bonus released			(14,710)		
CD200	Grand Western Canal grant funded by New Homes Bonus			(45,000)		
CD200	Town and Parish Fund grant awards, ear marked reserve released			(26,381)		
	Proposed contribution c/fwd to 2017/18					
CD200	Grant Budget			9,200		
	Net movement in earmarked reserves				(94,891)	
	Total Expenditure variation after Ear Marked Reserves				(17,751)	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17

CORPORATE MANAGEMENT

		2016/17 Budget £	2016/17 Actual £	Variance £	Variance %	
Code	Corporate					
1000	Employees	988,810	1,058,475	69,665	7.0%	
2000	Premises	0	0	0	N/A	
3000	Transport	1,500	2,016	516	34.4%	
4000	Supplies and Services	149,330	172,264	22,934	15.4%	
	Total Direct Expenditure	1,139,640	1,232,754	93,114	8.2%	
7000	External Income	(60)	(20,839)	(20,779)	-34631.9%	
	Net Direct Expenditure	1,139,580	1,211,915	72,335	6.3%	(a)
5000	Support Services	137,390	137,390	0	0.0%	
6500	Depreciation	30,000	0	(30,000)	100.0%	
	Total Indirect Expenditure	167,390	137,390	(30,000)		
	Total Corporate Expenditure	1,306,970	1,349,305	42,335		
	Corporate Management Service Units					
CM100	Chief Executive	184,770	228,307	43,537	23.6%	
CM199	Chief Executive Rech	(184,760)	(184,760)	0	0.0%	
CM300	Corporate Fees/charges	437,520	410,518	(27,002)	-6.2%	
CM340	Unison	5,430	4,480	(950)	-17.5%	
CM310	Corporate Performance	39,000	39,000	0	0.0%	
CM600	Pension Backfunding	825,010	851,760	26,750	3.2%	
	Total Corporate Expenditure	1,306,970	1,349,305	42,335		
	Total Expenditure Variation			£	£	(a)
	Major Cost Increases					
CM100	Costs associated with creation of new staffing structure			38,696		
					38,696	
	Major Cost Savings					
CM300	External audit fees less than budgeted			(10,885)		
CM600	Pension current service costs (reversed below the line)			42,523		
CM600	Pension costs proved to be 1.9% lower than budgeted			(15,773)		
					15,865	
	Major Changes in Income Levels					
CM300	Grant funding for Safe & Custom Build Housing			(20,850)		
					(20,850)	
	Minor Variances				8,624	
	Total Expenditure Variation				42,335	
	EAR MARKED RESERVES					
				£		
	Utilised 2016/17					
CM300	Insurance - Further levy payment - MMI scheme of arrangement					
	Proposed contribution c/fwd to 2017/18					
CM300	Self and Custom Build Housing				20,850	
	Net movement in earmarked reserves				0	
	Total Expenditure variation after Ear Marked Reserves				63,185	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17

CAR PARKS

Code	Car Parks	2016/17 Budget £	2016/17 Actual £	Variance £	Variance %	
1000	Employees	0	612	612		
2000	Premises	170,090	189,749	19,659	11.6%	
3000	Transport	0	0	0		
4000	Supplies and Services	27,720	9,232	(18,488)	-66.7%	
	Total Direct Expenditure	197,810	199,592	1,782	0.9%	
7000	External Income	(814,200)	(800,226)	13,974	1.7%	
	Net Direct Expenditure	(616,390)	(600,633)	15,757	-2.6%	(a)
5000	Support Services	162,430	162,430	0		
6500	Depreciation	174,350	174,091	(259)		
	Total Indirect Expenditure	336,780	336,521	(259)		
	Total Car Park Expenditure	(279,610)	(264,112)	15,498		
	Car Park - Service units					
CP510	Market Car Park	(154,180)	(160,367)	(6,187)		
CP520	Multi-Storey Car Park	93,050	135,066	42,016		
CP530	Amenity Car Parks	25,810	27,709	1,899		
CP540	Paying Car Parks	(244,290)	(266,521)	(22,231)		
	Total Car Park Expenditure	(279,610)	(264,112)	15,498		
				£	£	
	Total Expenditure Variation				15,498	(a)
	Major Cost Changes					
CP540	Premise over spend due to resurfacing P&D car parks (see below EMR)			32,000		
					32,000	
	Major Cost Savings					
CP	General underspend on maintenance across Parking Services			(14,000)		
CP	Utilities underspend across parking services			(3,000)		
CP540	Increase in Off-Street fines			(15,650)		
					(32,650)	
	Major Changes in Income Levels					
CP	Income from pay & display charges are below budget			28,000		
CP	Increased income from permits			(10,700)		
CP	Back-dated licence fee income					
					17,300	
	Minor Variations					
	Total Expenditure Variation				16,650	(a)
	EAR MARKED RESERVES					
				£		
	Utilised 2016/17					
CP540	P&D resurfacing			(32,400)		
	Proposed contribution c/fwd to 2017/18					
	Net movement in earmarked reserves				(32,400)	
	Total Expenditure variation after Ear Marked Reserves				(15,750)	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17

Customer Services

		2016/17 Budget	2016/17 Actual	Variance	Variance	
Code	Customer Services	£	£	£	%	
1000	Employees	765,650	683,072	(82,578)	-10.8%	
2000	Premises	0	0	0		
3000	Transport	3,080	1,945	(1,135)	-36.9%	
4000	Supplies and Services	91,330	79,235	(12,095)	-13.2%	
	Total Direct Expenditure	860,060	764,251	(95,809)	-11.1%	
7000	External Income	0	(293)	(293)	#DIV/0!	
	Net Direct Expenditure	860,060	763,959	(96,101)	-11.2%	(a)
5000	Support Services	(742,960)	(742,960)	0		
6500	Depreciation	2,220	2,223	3		
	Total Indirect Expenditure	(740,740)	(740,737)	3		
	Total Customer Services Expenditure	119,320	23,222	(96,098)		
	Customer Services - Service units					
CS200	Communications	97,660	107,851	10,191		
CS299	Communications Rech	(97,630)	(97,630)	0		
CS500	Messenger Services	63,260	61,658	(1,603)		
CS599	Messenger Services Rech	(63,240)	(63,240)	0		
CS900	Central Photocopying	26,520	23,969	(2,551)		
CS901	Central Photocopying Rech	(26,500)	(26,500)	0		
CS902	Central Postage	24,340	26,581	2,241		
CS903	Central Postage Rech	(24,290)	(24,290)	0		
CS910	Customer Services Admin	157,650	157,438	(212)		
CS915	Customer Services Admin Rech	(157,650)	(157,650)	0		
CS930	Customer First Management	194,770	207,056	12,286		
CS931	Customer First Management Rech	(194,760)	(194,760)	0		
CS932	Customer First	634,400	602,567	(31,833)		
CS933	Customer First Rech	(634,400)	(634,400)	0		
CS936	Crediton Office Section	61,960	62,902	942		
CS937	Crediton Office Section Rech	(61,920)	(61,920)	0		
CS938	Digital Strategy Staffing	119,150	33,591	(85,559)		
	Total Customer Services Expenditure	119,320	23,222	(96,098)		
				£	£	
	Total Expenditure Variation				(96,098)	(a)
	Major Cost Changes					
	Major Cost Savings					
CS938	Salary savings due to inability to fill vacancy and other projects on hold			(87,000)		
CS	Salary budget managed across all CS codes except CS938.			(12,000)		

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17

Customer Services

					(99,000)	
	Major Changes in Income Levels					
					0	
	Minor Variations				2,902	
	Total Expenditure Variation				(96,098)	(a)
	EAR MARKED RESERVES					
				£		
	Utilised 2016/17					
CS938	Digital strategy staffing from New Home Bonus			(14,937)		
	Proposed contribution c/fwd to 2017/18					
	Net movement in earmarked reserves				(14,937)	
	Total Expenditure variation after Ear Marked Reserves				(111,035)	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17

Environmental Services

		2016/17 Budget £	2016/17 Actual £	Variance £	Variance %	
Code	Environmental Services					
1000	Employees	930,200	998,804	68,604	7.4%	
2000	Premises	88,270	109,826	21,556	24.4%	
3000	Transport	40,880	48,162	7,282	17.8%	
4000	Supplies and Services	116,430	175,881	59,451	51.1%	
	Total Direct Expenditure	1,175,780	1,332,674	156,894	13.3%	
7000	External Income	(375,010)	(651,751)	(276,741)	-73.8%	
	Net Direct Expenditure	800,770	680,924	(119,846)	-15.0%	(a)
5000	Support Services	447,050	447,050	0		
6500	Depreciation	80,500	389,170	308,670		
	Total Indirect Expenditure	527,550	836,220	308,670		
	Total Environmental Services Expenditure	1,328,320	1,517,143	188,823		
	Environmental Services - Service units					
ES100	Cemeteries	110,340	125,004	14,664		
ES110	Bereavement Services	66,740	97,311	30,571		
ES112	Bereavement Services Rech	(66,740)	(66,740)	0		
ES200	CCTV Initiatives	14,890	15,430	540		
ES250	Community Safety	69,650	68,647	(1,003)		
ES251	Community Safety recharge	(12,200)	(12,200)	0		
ES252	Building Safer Community Fund	0	5	5		
ES254	CSP - Police Fund	0	(14)	(14)		
ES256	Community Safety Partnership	0	(5,574)	(5,574)		
ES260	Food Protection	115,940	113,396	(2,544)		
ES270	Water Quality Monitoring	71,420	59,387	(12,033)		
ES349	Private Sector Housing team Rech	(48,050)	(48,050)	0		
ES354	Private Sector Housing	200,180	241,988	41,808		
ES360	Dog Warden	42,910	43,329	419		
ES361	Public Health	20,380	61,794	41,414		
ES450	Parks & Open Spaces	382,110	401,665	19,555		
ES455	Amory Park	21,220	10,524	(10,696)		
ES460	Play Areas	135,260	194,099	58,839		
ES550	Licensing	43,890	35,933	(7,957)		
ES580	Pool Car Running Costs	1,570	(851)	(2,421)		
ES600	Pest Control	17,260	18,675	1,415		
ES650	Contaminated Land	0	(1,538)	(1,538)		
ES660	Control of Pollution	38,120	32,453	(5,667)		
ES670	Local Air Pollution	85,930	84,421	(1,509)		
ES720	ES Management	0	0	0		
ES730	Environmental Enforcement	263,650	254,801	(8,849)		
ES731	Environmental Enforcement Rech	(263,640)	(263,640)	0		
ES733	Environmental Health	408,670	441,036	32,366		
ES734	Environmental Health Rech	(396,400)	(396,400)	0		
ES740	Licensing Unit	108,290	114,566	6,276		
ES741	Licensing Unit Rech	(108,290)	(108,290)	0		
ES760	Health & Safety Officer	0	706	706		
PS480	MDDC Footpaths & Railway Walks	5,220	5,270	50		
	Total Environmental Services Expenditure	1,328,320	1,517,143	188,823		

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17

Environmental Services

				£	£	
	Total Expenditure Variation				188,823	(a)
	Major Cost Changes					
ES110	Redundancy costs have resulted in a salary overspend in Bereavement Services			30,000		
ES361	Half post of Public Health Officer funded from EMR (see below EMR)			19,000		
ES361	Costs from Health initiatives (walking football) funding from EMR (see below EMR)			1,684		
ES361	Eco stars cost to be funded from EMR (see below EMR)			18,000		
ES455	New goals have been purchased for Amory Park			3,000		
ES460	Works done to Newcombes Meadow Play area to be funded from ????			9,326		
ES460	Rebuild wall at Newcombes Meadow Play area (see below EMR)			15,950		
ES733	Salary & Agency cost overspend due to sickness and JE regrades			26,000		
ES740	Licensing - temporary increase in staff hours			5,000		
					127,960	
	Major Cost Savings					
ES730	Salary savings due to vacant posts during the year			(12,000)		
					(12,000)	
	Major Changes in Income Levels					
ES100	Internment income down against budget			13,000		
ES270	Increase income from water sampling			(12,000)		
ES450	shortfall in backdated Amory Park Contributions			9,600		
ES550	Licensing income higher than budgeted			(8,000)		
ES450	Utilise Developers Contributions for Parks & Open Spaces (see below EMR)			7,860		
ES460	Utilise Developers Contributions for Play Area's (see below EMR)			10,780		
ES460	Income not materialised from Towns & Parish Play Area contributions			12,000		
					33,240	
	Minor Variations				(4,911)	
	Total Expenditure Variation				144,289	(a)
	EAR MARKED RESERVES					
				£		
	Utilised 2016/17					
ES361	Fund half post of Public Health Officer			(18,943)		
ES361	Health Initiatives - Walking football			(1,864)		
ES361	Eco stars costs			(18,000)		
ES450	Utilise Developers Contributions for Parks & Open Spaces			(9,720)		
ES460	Utilise Developers Contributions for Play Area's			(12,849)		
ES200	CCTV - release ear marked reserve back to general fund reserves			(6,178)		
ES460	EMR or S106 for Newcombes Meadow Play area ???			(9,326)		
	Proposed contribution c/fwd to 2017/18					
ES361	Public Health Grant received in year					
ES450	Parks & Open spaces walls & pathways maintenance					
	Net movement in earmarked reserves before statutory adjustments				(76,880)	
	Total Expenditure variation after Ear Marked Reserves				67,409	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17

Finance and Performance

Code	Finance and Performance	2016/17	2016/17	Variance	Variance	
		Budget	Actual			
		£	£	£	%	
1000	Employees	638,550	622,043	(16,507)	-2.6%	
2000	Premises	0	0	0		
3000	Transport	1,920	1,675	(245)	-12.7%	
4000	Supplies and Services	40,490	45,175	4,685	11.6%	
	Total Direct Expenditure	680,960	668,893	(12,067)	-1.8%	
7000	External Income	0	(7,682)	(7,682)		
	Net Direct Expenditure	680,960	661,211	(19,749)	-2.9%	(a)
5000	Support Services	(680,950)	(680,950)	0		
6500	Depreciation	0	0	0		
	Total Indirect Expenditure	(680,950)	(680,950)	0		
	Total Finance and Performance Expenditure	10	(19,739)	(19,749)		
	Finance and Performance - Service units					
FP100	Accountancy Services	478,810	472,611	(6,199)		
FP199	Accountancy Services Rech	(478,770)	(478,770)	0		
FP200	Internal Audit	124,380	124,663	283		
FP299	Internal Audit Rech	(124,400)	(124,400)	0		
FP300	Procurement	100,220	89,723	(10,497)		
FP399	Procurement Rech	(100,140)	(100,140)	0		
FP400	Purchase Ledger	65,910	66,658	748		
FP499	Purchase Ledger Rech	(65,990)	(65,990)	0		
FP500	Sales Ledger	86,050	81,967	(4,083)		
FP599	Sales Ledger Rech	(86,060)	(86,060)	0		
	Total Finance and Performance	10	(19,739)	(19,749)		
				£	£	
	Total Expenditure Variation				(19,749)	(a)
	Major Cost Changes					
					0	
	Major Cost Savings					
FP100	New Director Appointment, delay in replacing Finance Manager and change of contract hours for an Accountant			(14,000)		
FP300	Salaries - Procurement & Contracts Post hours less than budgeted			(6,700)		
FP500	Salaries - Delay in appointment of replacement staff member			(5,500)		
					(26,200)	
	Major Changes in Income Levels					
FP300	6m income from Procurement contract with Torridge DC			(4,000)	(4,000)	
	Minor Variations				10,451	
	Total Expenditure Variation				(19,749)	(a)
	EAR MARKED RESERVES					
	Utilised 2016/17					
	Proposed contribution c/fwd to 2017/18					
	Net movement in earmarked reserves				0	
	Total Expenditure variation after Ear Marked Reserves				(19,749)	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17

Grounds Maintenance

Code	Grounds Maintenance	2016/17 Budget £	2016/17 Actual £	Variance £	Variance %	
1000	Employees	459,230	425,867	(33,363)	-7.3%	
2000	Premises	41,910	35,432	(6,478)	-15.5%	
3000	Transport	74,120	70,138	(3,982)	-5.4%	
4000	Supplies and Services	36,180	43,215	7,035	19.4%	
	Total Direct Expenditure	611,440	574,652	(36,788)	-6.0%	
7000	External Income	(49,310)	(34,637)	14,673	29.8%	
	Net Direct Expenditure	562,130	540,015	(22,115)	-3.9%	(a)
5000	Support Services	(527,190)	(527,190)	0		
6500	Depreciation	12,910	4,072	(8,838)		
	Total Indirect Expenditure	(514,280)	(523,118)	(8,838)		
	Total Grounds Maintenance Expenditure	47,850	16,897	(30,953)		
	Grounds Maintenance - Service units					
GM960	Grounds Maintenance	632,060	601,107	(30,953)		
GM961	Grounds Maintenance Rech	(584,210)	(584,210)	0		
	Total Grounds Maintenance Expenditure	47,850	16,897	(30,953)		
				£	£	
	Total Expenditure Variation				(22,115)	(a)
	Major Cost Changes					
GM960	Overspend on agency staff			23,000		
GM960	Redundancy costs of GM manager			30,000		
GM960	Recruitment advertising & protective clothing overspend			6,500		
					59,500	
	Major Cost Savings					
GM960	Salary underspends due to vacant posts and posts appointed at lower grades			(95,000)		
GM960	Tree Maintenance budget underspend			(6,600)		
GM960	Savings on fuel budget & plant maintenance & repairs			(3,500)		
					(95,000)	
	Major Changes in Income Levels					
GM960	Reduced income from DCC for grass cutting			8,100		
GM960	Reduced income from internal recharging for tree works			8,500		
					16,600	
					(3,398)	
	Minor Variations					
	Total Expenditure Variation				(22,298)	(a)
	EAR MARKED RESERVES					
				£		
	Utilised 2016/17					
	Proposed contribution c/fwd to 2017/18					
	Tree Grang set-up			10,000		
	Grave Shoring equipment			11,000		
	Net movement in earmarked reserves				21,000	
	Total Expenditure variation after Ear Marked Reserves				(1,298)	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17

General Fund Housing

		2016/17 Budget £	2016/17 Actual £	Variance £	Variance %	
Code	General Fund Housing					
1000	Employees	198,070	191,430	(6,640)	-3.4%	
2000	Premises	5,300	3,698	(1,602)	-30.2%	
3000	Transport	11,440	11,421	(19)	-0.2%	
4000	Supplies and Services	119,160	192,350	73,190	61.4%	
	Total Direct Expenditure	333,970	398,899	64,929	19.4%	
7000	External Income	(101,500)	(313,788)	(212,288)	-209.2%	
	Net Direct Expenditure	232,470	85,111	(147,359)	-63.4%	(a)
5000	Support Services	(16,180)	(16,180)	0	0.0%	
6500	Depreciation	1,030	20,080	19,050	-1849.5%	
	Total Indirect Expenditure	(15,150)	3,900	19,050		
	Total General Fund Housing Services Expenditure	217,320	89,011	(128,309)		
	General Fund Housing - Service units					
HG320	Housing & Homelessness Advice	217,320	76,790	(140,530)	64.7%	
HG373	Homelessness & Enabling Team	254,060	266,281	12,221	-4.8%	
HG379	Homeless & Enabling Team Rech	(254,060)	(254,060)	0	0.0%	
	Total General Fund Housing Services Expenditure	217,320	89,011	(128,309)		
				£	£	
	Total Expenditure Variation				(128,309)	(a)
	Major Cost Changes					
	DARS loans written off during the year			127,310		
	Temporary accommodation			42,968		
					170,278	
	Major Cost Savings					
HG373	Staffing savings			(11,609)		
HG320	Significant reduction in DARS bad debt provision			(88,312)		
					(99,921)	
	Major Changes in Income Levels					
	Grant received for Community Housing projects			(131,360)		
	Temporary accommodation income			(58,966)		
	DHP funding			(20,000)		
					(210,326)	
	Minor Variations				11,660	
	Total Expenditure Variation				(128,309)	(a)
	EAR MARKED RESERVES					
	Utilised 2016/17					
	Proposed contribution c/fwd to 2017/18					
	Grant received for Community Housing projects			131,360		
	Net movement in earmarked reserves				131,360	
	Total Expenditure variation after Ear Marked Reserves				3,051	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17

Human Resources

Code	Human Resources	2016/17 Budget £	2016/17 Actual £	Variance £	Variance %	
1000	Employees	460,970	507,143	46,173	10.0%	
2000	Premises	0	0	0		
3000	Transport	3,220	2,837	(383)	-11.9%	
4000	Supplies and Services	17,370	30,733	13,363	76.9%	
	Total Direct Expenditure	481,560	540,713	59,153	12.3%	
7000	External Income	(2,250)	(360)	1,890	84.0%	
	Net Direct Expenditure	479,310	540,353	61,043	12.7%	(a)
5000	Support Services	(379,970)	(379,970)	0		
6500	Depreciation	0	0	0		
	Total Indirect Expenditure	(379,970)	(379,970)	0		
	Total Human Resources Expenditure	99,340	160,383	61,043		
	HR - Service units					
HR100	Human Resources	262,620	308,481	45,861		
HR199	Human Resources Rech	(262,640)	(262,640)	0		
HR200	Staff Development Training	14,340	119,593	105,253		
HR210	Cpd Training	43,840	0	(43,840)		
HR220	Post Entry Training	21,850	0	(21,850)		
HR230	Health & Safety Training	19,360	495	(18,865)		
HR300	Payroll	77,350	69,140	(8,210)		
HR399	Payroll Rech	(77,350)	(77,350)	0		
HR400	Learning & Development	56,490	50,332	(6,158)		
HR499	Learning & Development Rech	(56,480)	(56,480)	0		
HR600	Health & Safety Officer	65,240	74,093	8,853		
HR699	Health & Safety Officer Rech	(65,280)	(65,280)	0		
	Total Human Resources Expenditure	99,340	160,383	61,043		
				£	£	
	Total Expenditure Variation				61,043	(a)
	Major Cost Changes					
HR100	Salary overspend due to JE increases, new Systems Admin post			32,000		
HR100	Overspend on equipment and computer software budget			8,000		
HR400	L&D Management training programme costs (see below EMR)			29,518		
HR500	Increased salary costs due to JE			8,800		
					78,318	
	Major Cost Savings					
HR300	Reduction in hours from Payroll Managers post			(8,000)		
HR400	Vacant post of L&D Assistant			(6,600)		

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17

Human Resources

					(14,600)	
	Major Changes in Income Levels					
					(2,675)	
	Minor Variations					
	Total Expenditure Variation				61,043	(a)
	EAR MARKED RESERVES					
	Utilised 2016/17					
HR400	Corporate Training EMR to fund Management Programme			(29,518)		
	Proposed contribution c/fwd to 2017/18					
	Net movement in earmarked reserves				(29,518)	
	Total Expenditure variation after Ear Marked Reserves				31,525	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17

ICT Services

Code	ICT Services	2016/17 Budget £	2016/17 Actual £	Variance £	Variance %	
1000	Employees	523,840	480,168	(43,672)	-8.3%	
2000	Premises	0	0	0		
3000	Transport	1,550	775	(775)	-50.0%	
4000	Supplies and Services	357,580	346,655	(10,925)	-3.1%	
	Total Direct Expenditure	882,970	827,598	(55,372)	-6.3%	
7000	External Income	(3,660)	(3,847)	(187)	-5.1%	
	Net Direct Expenditure	879,310	823,751	(55,559)	-6.3%	(a)
5000	Support Services	(918,460)	(918,460)	0		
6500	Depreciation	41,790	167,245	125,455		
	Total Indirect Expenditure	(876,670)	(751,215)	125,455		
	Total ICT Services Expenditure	2,640	72,536	69,896		
	ICT - Service units					
IT100	Gazetteer Management	79,350	83,655	4,305		
IT199	Gazetteer Management Rech	(79,360)	(79,360)	0		
IT200	Information Management & T Gov	0	(10)	(10)		
IT300	Central Telephones	93,280	87,343	(5,937)		
IT399	Central Telephones Rech	(93,360)	(93,360)	0		
IT400	ICT Network & Hardware	301,400	278,226	(23,174)		
IT499	ICT Network & Hardware Rech	(298,660)	(298,660)	0		
IT500	ICT Software Support & Maint.	484,480	632,724	148,244		
IT599	ICT Software Support & Maint. Rech	(484,490)	(484,490)	0		
IT600	ICT Staff Unit	553,780	508,417	(45,363)		
IT699	ICT Staff Unit Rech	(553,790)	(553,790)	0		
IT800	Phoenix House Printing	32,260	24,091	(8,169)		
IT899	Phoenix House Printing Rech	(32,250)	(32,250)	0		
	Total ICT Services Expenditure	2,640	72,536	69,896		
				£	£	
	Total Expenditure Variation				69,896	(a)
	Major Cost Changes					
IT100	Aerial photography carried out every 3 years (see EMR note below)			3,980		
IT400	Budgeted spend on capital <£20k, please refer to Capital programme			12,800		
IT500	Increase in annual Microsoft licence fee			18,600		
					35,380	
	Major Cost Savings					
IT400/500	Internal routing system not required and underspend on replacement budget			(36,000)		
IT600	Salary savings due to a restructure			(46,500)		
IT800	Underspend against printing budget			(8,000)		
					(90,500)	
	Major Changes in Income Levels					
	Minor Variations			(439)		
					(439)	
	Total Expenditure Variation				(55,559)	(a)
	EAR MARKED RESERVES					
	Utilised 2016/17					
IT100	Aerial Photography ear marked reserve released			(3,980)		
	Proposed contribution c/fwd to 2017/18					
	Net movement in earmarked reserves				(3,980)	
	Total Expenditure variation after Ear Marked Reserves				(59,539)	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17

Legal and Democratic Services

		2016/17 Budget £	2016/17 Actual £	Variance £	Variance %	
Code	Legal and Democratic Services					
1000	Employees	421,040	586,766	165,726	39.4%	
2000	Premises	0	23,087	23,087	N/A	
3000	Transport	16,100	17,133	1,033	6.4%	
4000	Supplies and Services	387,710	526,491	138,781	35.8%	
	Total Direct Expenditure	824,850	1,153,478	328,628	39.8%	
7000	External Income	(29,250)	(359,010)	(329,760)	1127.4%	
	Net Direct Expenditure	795,600	794,468	(1,132)	-0.1%	(a)
5000	Support Services	173,480	174,258	778	0.4%	
6500	Depreciation	0	0	0	N/A	
	Total Indirect Expenditure	173,480	174,258	778		
	Total Legal and Democratic Services	969,080	968,726	(354)		
	Legal & Democratic Services - Service units					
LD100	Electoral Registration	260,690	238,380	(22,310)	-8.6%	
LD199	Electoral Registration Rech	(780)	(780)	0	0.0%	
LD206	Election Costs - Police Com	0	(10,796)	(10,796)	#DIV/0!	
LD207	Election Costs - Euro Referendum	0	(5,386)	(5,386)	#DIV/0!	
LD300	Democratic Rep & Management	709,160	709,625	465	0.1%	
LD400	Committee Services	136,610	136,798	188	0.1%	
LD499	Committee Services Rech	(136,610)	(136,610)	0	0.0%	
LD600	Legal Services	267,660	305,144	37,484	14.0%	
LD699	Legal Services Rech	(267,650)	(267,650)	0	0.0%	
	Total Legal and Democratic Services	969,080	968,726	(354)		
				£	£	
	Total Expenditure Variation				(354)	(a)
	Major Cost Changes					
LD600	Increase in costs for this year due to restructuring of legal team			37,484		
					37,484	
	Major Cost Savings					
	The grant received for electoral registration work was more than expected			(22,310)		
					(22,310)	
	Major Changes in Income Levels					
	Unbudgeted income for election			(269,897)		
	Unbudgeted direct costs for election			253,716		
					(16,181)	
	Minor Variations				653	
	Total Expenditure Variation				(354)	(a)
	EAR MARKED RESERVES					
	Utilised 2016/17					
	Release of unused EMR by Elections			(7,000)		
	Release of unused EMR by Democratic Republic & Management			(5,300)		
	Proposed contribution c/fwd to 2017/18					
	Provision for District election 2019			20,000		
	Net movement in earmarked reserves				7,700	
	Total Expenditure variation after Ear Marked Reserves				7,346	

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GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17

Planning and Regeneration

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GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17

Property Services

Code	Property Services	2016/17 Budget £	2016/17 Actual £	Variance £	Variance %	
1000	Employees	388,150	361,441	(26,709)	-6.9%	
2000	Premises	527,590	509,376	(18,214)	-3.5%	
3000	Transport	21,690	26,257	4,567	21.1%	
4000	Supplies and Services	80,670	177,417	96,747	119.9%	
	Total Direct Expenditure	1,018,100	1,074,491	56,391	5.5%	
7000	External Income	(745,520)	(761,329)	(15,809)	-2.1%	
	Net Direct Expenditure	272,580	313,162	40,582	14.9%	(a)
5000	Support Services	(585,020)	(584,840)	180		
6500	Depreciation	283,720	588,296	304,576		
	Total Indirect Expenditure	(301,300)	3,456	304,756		
	Total Property Services Expenditure	(28,720)	316,618	345,338		
	Property Services - Service units					
PS150	Surplus Sites for Disposal	4,070	9,667	5,597		
PS350	Public Conveniences	118,110	207,850	89,740		
PS400	Flood Defences and Land Drainage	62,530	74,593	12,063		
PS600	Street Naming & Numbering	14,590	10,249	(4,341)		
PS810	Phoenix House	387,190	393,025	5,835		
PS815	Phoenix House Rech	(387,190)	(387,190)	0		
PS820	DCC Library	(400)	2,734	3,134		
PS830	Town Hall	74,140	288,362	214,222		
PS840	Crediton Office Building	29,970	32,233	2,263		
PS845	Crediton Office Building Rech	(29,970)	(29,970)	0		
PS850	Old Road Depot	68,840	68,538	(302)		
PS855	Old Road Depot Rech	(68,840)	(68,840)	0		
PS860	Station Yard Depot	46,820	39,077	(7,743)		
PS865	Station Yard Depot Rech	(46,820)	(46,820)	0		
PS870	Lords Meadow Depot	440	(3,099)	(3,539)		
PS880	Bus Station Maintenance	(8,540)	(8,174)	366		
PS890	Tourist Information Centre	(11,040)	(22,244)	(11,204)		
PS970	Office Building Cleaning	77,490	76,981	(509)		
PS971	Office Building Cleaning Rech	(77,500)	(77,500)	0		
PS980	Property Services	461,270	438,026	(23,244)		
PS981	Property Services Rech	(408,680)	(408,680)	0		
PS990	30/32 Fore Street	(23,600)	(19,936)	3,664		
PS991	Industrial Units	(36,450)	(40,654)	(4,204)		
PS992	Market Walk	(265,150)	(195,936)	69,214		
PS993	Lowman Green Unit	(10,000)	(10,165)	(165)		
PS994	Moorhayes Community Centre	0	(5,508)	(5,508)		
	Total Property Services	(28,720)	316,618	345,338		
				£	£	
	Total Expenditure Variation				345,338	(a)
	Major Cost Changes					
PS150	Overspend on external contractors for surveys on surplus sites			9,000		
PS400	Overspend on flood defences works (see below EMR)			12,000		
PS830	Overspend on maintenance due to refurb of toilets (see below EMR)			11,300		
PS830	Town Hall maintenance overspend & structural surveys			23,000		
PS840	Overspend on external cleaning of Crediton Office			5,000		
PS992	Overspend on Service charges relating to void units in Market Walk			19,000		
					79,300	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17

Property Services

	Major Cost Savings					
PS350	Public Conv Rates review resulted in a saving			(10,000)		
PS870	Reduced spend on Lords Meadow Depot as unit is now let			(4,000)		
PS980	Salary underspend due to vacant posts			(29,000)		
PS880	Underspend on maintenance budgets to be EMR (see below EMR)			(3,500)		
PS991	Underspend on maintenance budgets			(5,000)		
					(51,500)	
	Major Changes in Income Levels					
PS992	Market Walk rental income down due to vacant units and a reduction in rent			18,000		
PS994	Rental income & feed-in tariff income not budgeted for Moorhayes Com Centre			(5,500)		
					12,500	
	Minor Variations				462	
Total Expenditure Variation					40,762	(a)
	EAR MARKED RESERVES					
				£		
	Utilised 2016/17					
PS400	Flood Defences works			(12,000)		
PS830	Toilet Refurb -Town Hall			(11,300)		
	Proposed contribution c/fwd to 2017/18					
PS880	Bus Station maintenance			3,500		
PS980	EMR for 2 vehicle purchases in 17/18					

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17

Revenues and Benefits

Code	Revenues and Benefits	2016/17 Budget £	2016/17 Actual £	Variance £	Variance %	
1000	Employees	671,650	686,619	14,969	2.2%	
2000	Premises	0	0	0		
3000	Transport	5,350	3,059	(2,292)	-42.8%	
4000	Supplies and Services	163,230	187,326	24,096	14.8%	
	Housing Benefit Payments	19,219,600	17,858,426	(1,361,174)	-7.1%	
	Total Direct Expenditure	20,059,830	18,735,429	(1,324,401)	-6.6%	
	Income from Housing Benefit Subsidy	(19,294,600)	(18,045,295)	1,249,305	-6.5%	
	All other Income	(498,630)	(639,403)	(140,773)	28.2%	
7000	External Income	(19,793,230)	(18,684,698)	1,108,532	5.6%	
	Net Direct Expenditure	266,600	50,732	(215,868)	-81.0%	(a)
5000	Support Services	438,450	438,450	0		
6500	Depreciation	0	0	0		
	Total Indirect Expenditure	438,450	438,450	0		
	Total Revenues and Benefits Expenditure	705,050	489,182	(215,868)		
	Revenues and Benefits - Service units					
RB100	Collection Of Council Tax	553,690	562,834	9,144		
RB199	Collection Of Council Tax Recharge	(95,240)	(95,240)	0		
RB200	Collection Of Business Rates	13,630	12,428	(1,202)		
RB300	Housing Benefit Admin	319,170	267,394	(51,776)		
RB310	Housing Benefit Fraud	0	0	0		
RB340	Local welfare assistance scheme	11,570	0	(11,570)		
RB350	Universal Credit Partnership	0	(12,640)	(12,640)		
RB360	FERIS fraud scheme	0	(19,376)	(19,376)		
RB399	Housing Benefit Admin Recharge	(23,610)	(23,610)	0		
RB400	Housing Rent Allowances	(75,000)	(186,869)	(111,869)		
RB410	Council Tax Benefit	0	(15,903)	(15,903)		
RB600	Revenues Recovery Team	78,200	77,525	(675)		
RB699	Revenues Recovery Team Recharge	(77,360)	(77,360)	0		
	Total Revenues and Benefits Expenditure	705,050	489,183	(215,867)		
				£	£	
	Total Expenditure Variation				(215,868)	(a)
	Major Cost Changes					
* Additional Computer Software costs associated with changes in Housing Benefit funded by additional government grants detailed below				24,100		
					24,100	
	Major Cost Savings					
** The demand for Housing Benefit was lower than budgeted (see decreased subsidy income detailed below)				(1,361,200)		
					(1,361,200)	
	Major Changes in Income Levels					
* Various New Burdens grants from DWP in respect of Housing Benefits				(49,000)		
** Decreased Housing Benefit Subsidy related to decreased costs detailed above				1,328,200		

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17

Revenues and Benefits

Additional Housing Benefit Overpayments recovered	(78,900)		
Adjustment to CTB entitlement (re pre 01/04/13 CTB old scheme) not required to be repaid to DCLG	(15,900)		
Additional CTB Admin Grant from DCLG	(20,000)		
Additional contributions from Preceptors to assist in collection of C/Tax	(10,200)		
Local Council Tax New Burdens Grant	(10,500)		
Universal Credit Delivery Partnership Grant	(12,600)		
FERIS scheme grant	(19,400)		
		1,111,700	
Minor Variations		9,532	
Total Expenditure Variation		(215,868)	(a)
EAR MARKED RESERVES			
	£		
Utilised 2016/17			
Release Credit Delivery Partnership Grant Reserve	(9,050)		
Proposed contribution c/fwd to 2017/18			
Reduction in NNDR reserve as all GP surgery appeals now resolved (with £60,281 transferred to commercial property reserve as potential void rates likely to be experienced in 2017/18)	315,744		
Net movement in earmarked reserves		306,694	
Total Expenditure variation after Ear Marked Reserves		90,826	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17

Leisure Services

Code	Leisure Services	2016/17 Budget £	2016/17 Actual £	Variance £	Variance %	
1000	Employees	1,643,080	1,743,729	100,649	6.1%	
2000	Premises	715,510	790,876	75,366	10.5%	
3000	Transport	4,350	4,397	47	1.1%	
4000	Supplies and Services	239,670	306,707	67,037	28.0%	
	Total Direct Expenditure	2,602,610	2,845,709	243,099	9.3%	
7000	External Income	(2,685,020)	(2,458,841)	226,179	8.4%	
	Net Direct Expenditure	(82,410)	386,868	469,278	-569.4%	(a)
5000	Support Services	300,340	300,340	0		
6500	Depreciation	529,870	551,943	22,073		
	Total Indirect Expenditure	830,210	852,283	22,073		
	Total Leisure Services Expenditure	747,800	1,239,152	491,352		
	Leisure Services - Service units					
RS100	Leisure Facilities Maintenance & Equipment	235,540	286,698	51,158		
RS110	Leisure Management & Administration	53,930	42,463	(11,467)		
RS140	Exe Valley Leisure Centre	376,355	318,874	(57,481)		
RS150	Lords Meadow Leisure Centre	463,352	377,048	(86,305)		
RS160	Culm Valley Sports Centre	148,493	214,069	65,576		
	Total Leisure Services Expenditure	1,277,670	1,239,152	(38,518)		
				£	£	
	Total Expenditure Variation				491,352	(a)
	Major Cost Changes					
All	Management restructure and various misc staffing overspends			92,000		
All	Advertising & marketing costs			34,000		
All	Rates charges for the year			11,000		
All	Reactive maintenance overspend against budget			47,000		
All	Equipment spend across all sites			13,000		
All	Utility costs: includes estimates for legacy bills 15/16			20,000		
All	Various minor overspends on expenditure			27,133		
					244,133	
	Major Cost Savings					
					0	
	Major Changes in Income Levels					
	Wetside activities LMLC & EVLC (includes lessons and general swimming)			54,000		
	Dryside activities-all sites (rents, bookings, courses)			41,000		
	Memberships, Classes and Sales			125,000		
	Various minor revenue areas under budget			5,150		
					225,150	
	Minor Variations				22,069	
	Total Expenditure Variation				491,352	(a)
	EAR MARKED RESERVES					
	Utilised 2016/17					
	Proposed contribution c/fwd to 2017/18					
	Net movement in earmarked reserves				0	
	Total Expenditure variation after Ear Marked Reserves				491,352	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17

Waste Services

Code	Waste Services	2016/17 Budget £	2016/17 Actual £	Variance £	Variance %	
1000	Employees	2,049,010	2,070,201	21,191	1.0%	
2000	Premises	98,750	191,134	92,384	93.6%	
3000	Transport	801,440	894,928	93,488	11.7%	
4000	Supplies and Services	897,530	992,139	94,609	10.5%	
	Total Direct Expenditure	3,846,730	4,148,403	301,673	7.8%	
7000	External Income	(2,071,220)	(2,239,379)	(168,159)	-8.1%	
	Net Direct Expenditure	1,775,510	1,909,024	133,514	7.5%	(a)
5000	Support Services	535,420	535,420	0		
6500	Depreciation	443,680	402,611	(41,069)		
	Total Indirect Expenditure	979,100	938,031	(41,069)		
	Total Waste Services Expenditure	2,754,610	2,847,055	92,445		
	Waste Services - Cost Centres					
WS650	Street Cleansing	527,070	479,521	(47,549)		
WS700	Refuse Collection	1,388,700	1,112,338	(276,362)		
WS710	Trade Waste Collection	(120,460)	(39,319)	81,141		
WS725	Kerbside Recycling	1,193,090	884,750	(308,340)		
WS740	16 Shop-Recycling	109,900	31,208	(78,692)		
WS750	Waste Management Staff Unit	217,970	189,191	(28,779)		
WS760	Waste Management Staff Unit Rech	(217,980)	(217,980)	0		
WS770	Unit 3 Carlu Close	100,000	407,346	307,346		
	Total Waste Services Expenditure	3,198,290	2,847,055	(351,235)		
				£	£	
	Total Expenditure Variation				92,445	(a)
	Major Cost Changes					
All	Vehicle repairs and maintenance			57,000		
All	Hire of vehicles due to running an aged fleet			58,000		
WS710	Diposal Charges			12,000		
WS770	Increase in rent and rates for new waste depot			61,200		
WS770	Move and fit out costs for new waste depot (see EMR note below)			156,000		
					344,200	
	Major Cost Savings					
All	Depreciation charges less than budgeted			(41,000)		
					(41,000)	
	Major Changes in Income Levels					
WS700	Garden waste income actual take-up less than budgeted			100,000		
WS700	Shared landfill disposal savings with DCC			(200,000)		
WS710	Trade Waste income			10,000		
WS725	Recycling income, due to both price and tonnage, plastic, cardboard and glass			(113,000)		
					(203,000)	
	Minor Variations			(7,686)		
					(7,755)	
	Total Expenditure Variation				92,445	(a)

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17

Waste Services

	EAR MARKED RESERVES					
	Utilised 2016/17					
WS770	New Homes Bonus monies earmarked for the new waste depot, move and fit out			(256,000)		
WS700/725	Utilise vehicle sinking fund for replacement vans			(23,180)		
	Proposed contribution c/fwd to 2017/18					
WS770	Sprinkler system			20,000		
WS770	Weighbridge			13,600		
WS725	Excess Insurance Claim			10,000		
	Net movement in earmarked reserves				(235,580)	
Total Expenditure variation after Ear Marked Reserves					(143,135)	

		2016/17 Budget £	2016/17 Actual £	Variance £	Variance %	
Code	Housing Revenue Account					
1000	Employees	2,350,280	2,304,229	(46,051)	-2.0%	
2000	Premises	166,070	138,270	(27,800)	-16.7%	
3000	Transport	348,560	379,634	31,074	8.9%	
4000	Supplies and Services	9,056,480	7,132,453	(1,924,027)	-21.2%	
	Total Direct Expenditure	11,921,390	9,954,586	(1,966,804)	-16.5%	
7000	External Income	(14,164,130)	(14,922,003)	(757,873)	-5.4%	
	Net Direct Expenditure	(2,242,740)	(4,967,417)	(2,724,677)	121.5%	
5000	Internal Recharges	1,265,490	1,265,490	0	0.0%	
6500	Capital Charges	977,250	985,227	7,978	-0.8%	
	Total Indirect Expenditure	2,242,740	2,250,717	7,978	-0.4%	
	Total HRA Expenditure	0	(2,716,699)	(2,716,699)	N/A	(a)
	Income					
SHO01	Dwelling Rents Income	(12,593,760)	(12,604,467)	(10,707)	0.1%	
SHO04	Non Dwelling Rents Income	(554,070)	(573,241)	(19,171)	3.5%	
SHO06	Tenant Charges For Services	(42,360)	(9,846)	32,514	-76.8%	
SHO07	Leaseholders' Service Charges	(23,540)	(20,887)	2,653	-11.3%	
SHO08	Contributions Towards Expenditure	(33,720)	(62,729)	(29,009)	86.0%	
SHO09	Alarm Income - Non Tenants	(194,660)	(206,090)	(11,430)	5.9%	
SHO10	H.R.A. Investment Income	(40,000)	(59,430)	(19,430)	48.6%	
SHO11	Miscellaneous Income	(19,000)	(545)	18,455	-97.1%	
	Services					
SHO13A	Repairs & Maintenance	3,548,470	3,515,067	(33,403)	-0.9%	
SHO17A	Housing & Tenancy Services	2,089,200	1,915,252	(173,948)	-8.3%	
SHO22	Alarms expenditure	199,560	147,630	(51,930)	-26.0%	
	Accounting entries 'below the line'					
SHO27	Depreciation	2,000,000	2,000,000	0	0.0%	
SHO29	Bad Debt Provision Movement	25,000	(3,309)	(28,309)	-113.2%	
SHO30	Share Of Corporate And Democratic	327,020	337,165	10,145	3.1%	
SHO31		0		0	N/A	
SHO32	H.R.A. Interest Payable	1,268,030	1,257,909	(10,121)	-0.8%	
SHO34	H.R.A. Transfers between earmarked reserves	2,393,010		(2,393,010)	-100.0%	
SHO35	Reversal of depreciation	(2,000,000)	(2,000,000)	0	0.0%	
SHO36	Financing of capital expenditure	1,001,250	1,094,579	93,329	9.3%	
SHO37	Capital Receipts Reserve Adjustment	(20,800)	(36,400)	(15,600)	75.0%	
SHO38	Major Repairs Allowance	2,800,000	2,797,005	(2,995)	-0.1%	
SHO40	Pension Reserve Adj	0	(22,740)	(22,740)	N/A	
SHO42	Accumulated absences adjustment	0	(1,770)	(1,770)	N/A	
SHO44	Capital Grant Unapp Cr Hra	0	0	0	N/A	
SHO45	Renewable Energy Transactions	(129,630)	(179,854)	(50,224)	38.7%	
	Total HRA Expenditure	0	(2,716,699)	(2,716,699)	N/A	
	Total HRA Expenditure				(2,716,699)	(a)
	Major Cost Increases			Variance £		
	Financing of capital expenditure			93,329		
	Capital Grant Unapp Cr Hra			0		
					93,330	

HOUSING REVENUE ACCOUNT OUTTURN SUMMARY 2016/17

Housing Revenue Account

				Variance £		
	Major Changes in Income Levels					
	Renewable Energy Transactions			(50,224)		
	Non Dwelling Rents Income			(19,171)		
	Tenant Charges For Services			32,514		
	Contributions Towards Expenditure			(29,009)		
	H.R.A. Investment Income			(19,430)		
	Miscellaneous Income			18,455		
	Dwelling Rents Income			(10,707)		
	Alarm Income - Non Tenants			(11,430)		
					(89,001)	
	H.R.A. Transfers between earmarked reserves			(2,393,010)		
	Pension Reserve Adj			(22,740)	(2,415,750)	
	Minor Variances totalling				(17,688)	
	Total HRA Expenditure				(2,716,699) (a)	
	Net movement before transfers to/from earmarked reserves				(2,716,699)	
	Total Variation brought forward				(2,716,699)	
	EAR MARKED RESERVES					
				£		
	Utilised 2016/17					
EQ692	Renewable projects funded from reserve			(70,000)		
EQ693	Affordable Rents surplus used for new development			(38,967)		
EQ694	Housing Maintenance Fund utilised for major works on existing properties (M.R.A.) - very little required this year			(385)		
	Proposed contribution c/fwd to 2017/18					
	Solar PV income paid into reserve			183,186		
	Affordable Rents surplus earmarked			73,060		
	Budgeted contribution to Housing Maintenance Fund			1,704,420		
	PWLB loan premium deficit to be earmarked			485,530		
	Final balance transferred to Housing Maintenance Fund			379,855		
	Net movement in earmarked reserves				2,716,699	
	Total Expenditure variation after Ear Marked Reserves				0	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17

EARMARKED RESERVES AT 31 March 2017

Miscellaneous General Fund Reserves	Cost Centres	B/F 31/3/16	(Cont To Emr)	Utilisation of EMR	Transfers	C/F 31/3/17
Community Development - Tap Fund Contribution	CD200	(62,413)		26,381		(36,032)
Community Development - Seed Grant Funding	CD200	(21,310)	(9,200)	18,000		(12,510)
Community Development - PCT money	CD210	(3,500)		1,864		(1,636)
Pannier Market - Repairs to Clock Tower	CD300	(7,000)				(7,000)
Multi-Storey Car Park - Planned works	CP520	(80,000)				(80,000)
Resurfacing of Amenity Car Parks	CP530	(75,000)				(75,000)
Structural Surfacing P&D Car Parks	CP540	(35,000)		32,400		(2,600)
Customer Services - Franker Replacement	CS902	0				0
Cemetery Churchyard Path & Wall repairs	ES100	0				0
CCTV Initiatives -Tiverton TC Project	ES200	(9,648)		6,178		(3,470)
Community Safety Partnership	ES256	(14,702)				(14,702)
RRO Grants	ES353	(4,770)				(4,770)
P Sector Housing	ES354	(30,540)				(30,540)
Public Health Grant	ES361	(44,221)		36,943		(7,278)
Parks & Open Spaces-Trees Inspection/Walls	ES450	(53,000)		15,950		(37,050)
Play Areas Works	ES460	(21,000)				(21,000)
Air Quality Monitoring	ES660	(8,695)				(8,695)
E/Health restructure	ES733	0				0
Grounds Maintenance Digger/Trailer & Tractor	GM960	(12,663)	(21,000)			(33,663)
Corp Training - 12/13 Underspend part c/fwd	HR200	(38,032)		29,518		(8,515)
IT - Gazetteer - Aerial Photography every 3yrs	IT100	(17,870)		3,980		(13,890)
ICT - Network/Hardware - Printer Replacements	IT400/500	(23,000)				(23,000)
ICT - ICT Staff Unit - Staff Training 15-16	IT600	(1,000)				(1,000)
IT Govt Connect Project Updates	IT700	(4,043)				(4,043)
Electoral Registration	LD100	(7,000)		7,000		0
District Elections	LD201	(17,716)	(20,000)			(37,716)
Elected Members training	LD300	(5,300)		5,300		0
Development Control	PR200	(51,943)		11,943		(40,000)
Development Control	PR200	0	(20,850)			(20,850)
Land charges Software Licence	PR210	(5,000)				(5,000)
New Burdens Grant Fund	PR210	0	(4,060)			(4,060)
LABGI - Local Authority Business Growth Initiative	PR400	(18,915)		6,299		(12,616)
Industrial Sites & Buildings - Window Installation	PR405	0				0
Brownfield Shared Plan DCLG monies	PR600	(10,000)	(14,645)			(24,645)
Statutory Development Plan	PR810	(60,000)	(50,000)			(110,000)
Public Convenience - Hemyock refurb	PS350	(20,000)				(20,000)
Flood Projects 2015-16	PS400	(31,400)		12,000		(19,400)
Phoenix House Council Chambers	PS810	0				0
Town Hall Toilet refurb	PS830	(11,300)		11,300		0
Old Road Depot	PS850	(5,630)				(5,630)
Bus Station Maintenance	PS880	0				0
Property Services Vehicle for MS Operative	PS980	(12,000)				(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		0
Recycling Unit - Bay and Baler Works. New scheme	WS725	0	(10,000)			(10,000)
Sprinkler & Weighbridge EMR	WS770	0	(33,600)			(33,600)
Insurance MMI	CM300	(86,278)				(86,278)
New Burdens Grant Fund		(55,359)				(55,359)
HMRC Enquiry		(41,900)				(41,900)
Digital Transformation Project		0				0
GF shops - surplus 15/16		(140,000)			(60,281)	(200,281)
Total Miscellaneous General Fund Reserves	EQ660	(1,241,248)	(183,355)	234,106	(60,281)	(1,250,778)

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17

EARMARKED RESERVES AT 31 March 2017

Other GF Revenue Reserves	Cost Centres	B/F 31/3/16	(Cont To Emr)	Utilisation of EMR	Transfers	C/F 31/3/17
Development Control Recycling - S106	EQ646	0	(3,209)			(3,209)
Capital Earmarked Reserves	EQ650	(567,132)		20,932	75,000	(471,200)
Capital EMR PSH Grants	EQ652	(1,130,347)		8,000		(1,122,347)
New Homes Bonus Reserve ***	EQ653	(1,600,698)	(1,841,639)	914,796	70,000	(2,457,541)
Economic Development EMR	EQ654	(101,000)				(101,000)
ICT Projects Reserve	EQ655	(92,000)		36,000		(56,000)
Cullompton Rail Station	EQ656	0			(40,000)	(40,000)
Flood dedence Ashleigh Park Bampton	EQ657	0			(67,000)	(67,000)
Phoenic Lane PC's Conversion	EQ658	0			(38,000)	(38,000)
NNDR Reserve	EQ659	(876,025)		315,744	60,281	(500,000)
High St Innovator Payment	EQ681	(43,308)		29,793		(13,515)
Vehicles Sinking Fund	Various	(1,447,831)	(530,000)	23,180	51,380	(1,903,271)
Plant Sinking Fund	Various	(22,910)	(40,990)		(71,380)	(135,280)
Equipment Sinking Fund	Various	(84,250)	(61,250)	3,000	20,000	(122,500)
Maintenance Sinking Fund	Various	(15,930)	(63,500)			(79,430)
Car Park Machine replacement Sinking Fund	EQ686	(20,000)				(20,000)
Community Housing Fund	EQ741	0	(131,360)			(131,360)
Capacity Funding	EQ820	(183,044)	(224,000)	72,811		(334,233)
Neighbourhood Planning Funding	EQ821	(20,000)				(20,000)
Culm Garden Village Project	EQ824	0	(214,285)			(214,285)
Total Other GF Revenue Reserves		(6,204,475)	(3,110,232)	1,424,256	60,281	(7,830,170)

*** A significant amount of the New Homes Bonus is earmarked for revenue items and the capital programme in 2017/18, 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	(656,643)	(119,646)	69,480		(706,809)
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Maintenance	Cost Centres	B/F 31/3/16	(Cont To Emr)	Utilisation of EMR	Transfers	C/F 31/3/17
Dev Cont Linear Park	EQ638	(58,874)	(359)	4,234		(54,999)
W52 Popham Close Comm Fund	EQ640	(21,798)	(132)	1,995		(19,935)
W67 Moorhayes Com Dev Fund	EQ641	(19,811)	(120)	1,662		(18,269)
W69 Fayrecroft Willand Ex West	EQ642	(51,614)	(311)	4,725		(47,200)
W70 Developers Contribution	EQ643	(66,138)	(397)	6,801		(59,733)
Dev Cont Winswood Crediton	EQ644	(43,829)	(267)	3,152		(40,944)
Total Maintenance Reserves		(262,064)	(1,586)	22,569	0	(241,080)

Total Developers Contributions / s106 Funds		(918,707)	(121,232)	92,049	0	(947,889)
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		B/F 31/3/16	(Cont To Emr)	Utilisation of EMR	Transfers	C/F 31/3/17
RESERVES		(8,364,429)	(3,414,819)	1,750,411	(0)	(10,028,838)

Net movement into General Fund Earmarked Reserves = (TREMR)

(1,664,408)

HRA Earmarked Reserves	Cost Centres	B/F 31/3/16	(Cont To Emr)	Utilisation of EMR	Transfers	C/F 31/3/17
HRA Sewage Treatment Plant works	EQ691	(25,000)				(25,000)
Renewable Energy Fund E.M.R.	EQ692	(341,821)	(183,186)	70,000		(455,007)
HRA Affordable Rent surplus	EQ693	0	(73,060)	38,967		(34,093)
Housing Maintenance E.M.R.	EQ694	(8,886,245)	(2,084,275)	385		(10,970,135)
HRA Premium Deficit for PWLB loan	EQ696	(483,157)	(485,530)			(968,687)
Total HRA EARMARKED RESERVES		(9,736,223)	(2,826,051)	109,352	0	(12,452,922)

Net movement into HRA Earmarked Reserves = (HOTREM)

(2,716,699)

RESERVES		(18,100,652)	(6,240,870)	1,859,763	(0)	(22,481,760)
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MID DEVON DISTRICT COUNCIL
CAPITAL PROGRAMME OUTTURN 2016/17

APPENDIX 5

Code	Scheme	Approved Capital Programme 2016/17 £000's	Total Slippage B/fwd & Adj to Approved Capital Programme 16/17 £000's	Adjusted Capital Programme 2016/17 £000's	Total Actual Spend to 31/03/17 £000's	Variance to budget £000's	Slippage to be carried forward to 2017/18 £000's	Slippage to Earmarked Reserve £000's
General Fund Projects								
CA624 CA618	Lords Meadow leisure centre Main car park resurfacing LMLC AWP		50,000	50,000	0.00 -2,135.62	-50,000.00 -2,135.62	50,000 0	
CA627 CA626	Exe Valley leisure centre EVLC - Pressure set replacement Hot/Cold EVLC - Fitness extension - subject to business case * * Note £500k in 15/16 slipped to 16/17	50,000 250,000	472,000	50,000 722,000	0.00 65,272.61	-50,000.00 -656,727.39	50,000 657,000	
CA451	Phoenix House Phoenix House - Ground Floor changes - subject to business case	100,000		100,000	0.00	-100,000.00	0	
CA505	Pannier Market Pannier Market - Pedestrian roof cover - subject to business case ** ** Note £110k in 15/16 slipped to 16/17	290,000	110,000	400,000	0.00	-400,000.00	0	
CA507 CA508	Tiverton Pannier Market Pipens Pannier Market Clock Tower		73,000 34,000	73,000 34,000	3,143.20 21,806.20	-69,866.80 -12,193.80	70,000 12,000	
CA709	MSCP Improvements MSCP Improvements (refer to Matrix condition report)	50,000	89,000	139,000	-7,098.00	-146,098.00	139,000	
CA608 CA628	Play Areas Play area refurbishment - Wilcombe Tiverton Play area refurbishment - West Exe Recreation Ground Tiverton	50,000	50,000	50,000	58,856.00 0.00	8,856.00 -50,000.00	0 50,000	
CA403 CA420 CA440 CA443 CA445 CA453 CA454 CA455 CA456 CA457 CA444	Other Projects Town Hall Redevelopment Project Ground drainage flood defence schemes - Ashleigh Park Bampton Angel Hill improvements Town centre/Market area fibre optic hub and camera system Station Yard re construct shower block welfare Land drainage flood defence scheme - Newton St Cyres Phoenix Lane - Conversion to homeless shelter Lawrence Green Project Waste move - Porta Cabins at Carlu Close Coggans Well Costs Remodel Lowman Green PC's to retail unit Rear of Town Hall development site (6 Houses, 24 Apartments)		3,000 67,000 15,000 30,000 35,000 50,000 40,000 30,000 114,000 0 0	3,000 67,000 15,000 30,000 35,000 50,000 40,000 30,000 114,000 0 0	23,018.01 0.00 0.00 38,613.12 0.00 0.00 1,626.34 0.00 113,910.00 29,441.60 -330.00 2,780.00	20,018.01 -67,000.00 -15,000.00 8,613.12 -35,000.00 -50,000.00 -38,373.66 -30,000.00 -90.00 29,441.60 -330.00 2,780.00	0 0 0 0 0 0 0 30,000 0 0 0 0 0	67,000
CA421 CA423 CA425 CA433 CA437 CA439 CA442 CA446 CA456 CA457	ICT Projects Replacement of PC estate 330s Continued replacement of WAN/LAN Server farm expansion/upgrades Unified Communications/telephony Digital Transformation Mobile Working NDL MX Arc Server Spatial (open Source Mapping) E-Financials Technical refresh Digital Transformation - replacement of CRM Digital Transformation including Cosmic for Mid Devon SQL/Oracles refreshes		40,000 60,000 88,000 104,000 39,000 18,000 30,000	40,000 60,000 108,000 104,000 39,000 18,000 30,000 50,000 20,000 50,000	8,521.76 0.00 12,028.15 0.00 42,775.00 32,000.00 0.00 30,516.04 0.00 0.00 8,119.63	-31,478.24 -60,000.00 -95,971.85 -25,000.00 -61,225.00 -7,000.00 -18,000.00 516.04 0.00 -20,000.00 -41,860.37	31,000 60,000 96,000 0 61,000 7,000 0 0 50,000 0 21,000	
CA712	Replacement Vehicles - Grounds Maintenance Iveco Tipper (or equivalent)		24,000	24,000	0.00	-24,000.00	24,000	
CA814 CA821 CA822	Replacement Vehicles - Refuse Collection Dennis Eagle Terberg RCV 22/26t (or equivalent) 5 Refuse Vehicles with Food waste capability *** *** Note £740k in 15/16 slipped to 16/17	160,000	160,000 740,000	160,000 900,000	0.00 0.00	-160,000.00 -900,000.00	160,000 900,000	
CA825 CA827	Replacement Vehicles - Street Cleansing 3.5T Tipper 3.5T Tipper		25,000 25,000	25,000 25,000	0.00 0.00	-25,000.00 -25,000.00	25,000 25,000	
		1,270,000	2,560,000	3,830,000	482,864.04	-3,347,135.96	2,618,000	105,000
CG215 CG216 CG201	Private Sector Housing Grants Works in Default Grants Private Sector Housing Initiatives to be prioritised Disabled Facilities Grants-Private Sector		0 0	104,000 468,000	19,788.59 0.00 293,572.99	19,788.59 -104,000.00 -174,427.01	0 0 174,000	84,000
		572,000	0	572,000	313,361.58	-258,638.42	174,000	84,000
CA200	Affordable Housing Projects Grants to Housing Associations to provide units (funded by commuted sum)		0	222,000	20,079.84	-201,920.16	0	202,000
		222,000	0	222,000	20,079.84	-201,920.16	0	202,000
		2,064,000	2,560,000	4,624,000	816,305.46	-3,807,694.54	2,792,000	391,000

Code	Scheme	Approved Capital Programme 2016/17	Total Slippage B/fwd & Adj to Approved Capital Programme 16/17	Adjusted Capital Programme 2016/17	Total Actual Spend to 31/03/17	Variance to budget	Slippage to be carried forward to 2017/18	Slippage to Earmarked Reserve
		£000's	£000's	£000's	£000's	£000's	£000's	£000's
CA100	HRA Projects Major repairs to Housing Stock Renewable Energy Fund Spend Birchden Lane - re development of unit for housing conversion (4 units) Woolcott Way - 1 bed Bungalow (1) Palmerston Park Tiverton - affordable dwellings (26 units) Weco Tipper 3.5f (or equivalent) Queensway (Beech Road) Tiverton (3 units) Disabled Facilities Grants - Council Houses Burlescombe (6 units) **** **** Note £700k in 15/16 slipped to 16/17 Waddeton Park - (70 units) Sewerage Treatment Works - Washfield Stoodleigh - Pending feasibility (4 units) Repairs mobile replacement	2,860,000	131,000	2,991,000	2,797,005.18	-193,994.82	87,000	107,000
CA111		200,000	156,000	200,000	70,000.00	-130,000.00	0	130,000
CA112				156,000	202,776.49	46,776.49	0	
CA131				0	385.00	385.00	0	
CA119			3,793,000	3,793,000	1,075,532.83	-2,717,467.17	2,671,000	
CA122			24,000	24,000	0.00	-24,000.00	24,000	
CA124			299,000	299,000	1,155.00	-297,845.00	298,000	
CG200		297,000		297,000	298,846.00	1,846.00	0	
CA120		100,000	685,000	785,000	9,245.60	-775,754.40	776,000	
CA125			-4,000	1,996,000	4,640.00	-1,991,360.00	1,991,000	
CA126		2,000,000	25,000	25,000	0.00	-25,000.00	25,000	
CA127		520,000		520,000	0.00	-520,000.00	520,000	
CA132					17,370.51	17,370.51	0	
	Total HRA Projects	5,977,000	5,109,000	11,086,000	4,476,956.61	-6,609,043.39	6,392,000	237,000
Total	2016/17 CAPITAL PROGRAMME GRAND TOTAL	8,041,000	7,669,000	15,710,000	5,293,262.07	-10,416,737.93	9,184,000	628,000

(1) - Note Balance of budget remaining on Palmerston Park & Birchen slipped into 2017/18

Code	2016-17 Funding Stream	Approved Capital Programme Funding 2016/17	Total Slippage B/fwd & Adj to Approved Capital Programme 16/17	Adjusted Capital Programme Funding 2016/17	Total Actual Funding to 31/03/17
		£000's	£000's	£000's	£000's
	General Fund Projects 9801 S106 & Affordable Housing Contributions 9990 General Capital Reserve 9700 Airport Grant (DCLG) 9727 New Homes Bonus (GF) 9957 Private Sector Housing Grants EMR 9950 Contribution from Sinking Funds 9954 Contribution from CGU - Non Specific 9980 Useable Capital Receipts General	222,000 136,000 311,000 1,070,000 165,000 160,000	0 149,000 0 1,606,000 0 329,000 42,000 434,000	222,000 285,000 311,000 2,676,000 165,000 489,000 42,000 434,000	45,079.84 20,932.34 293,572.89 342,623.00 8,000.00 0.00 20,549.91 85,541.38
	Total General Fund Projects	2,064,000	2,560,000	4,624,000	816,305.46
	HRA Projects 9801 S106 & Affordable Housing Contributions 9990 * Useable Capital Receipts General to be generated in 2016/17 * Contribution from existing Useable Capital Receipts £65k * Balance to be generated in 2016/17 £300k 9710 MRA Reserve 9727 New Homes Bonus (HRA) 9950 1-4-1 receipts reserve 9990 Renewable Energy Fund 9990 Housing Maintenance Fund 9990 Affordable Rents Surplus 9942 PWLB Borrowing 9704 Homes & Communities Agency Grant (HCA) 9990 HPA Reserve 9990 HRA EMR	385,000 2,860,000 21,000 350,000 200,000 272,000 73,000 1,836,000	300,000 0 131,000 250,000 0 3,053,000 0 -4,000 1,330,000 24,000 25,000	300,000 385,000 2,991,000 21,000 600,000 200,000 3,325,000 73,000 1,832,000 1,330,000 24,000 25,000	200,000.00 316,216.51 2,797,005.18 0.00 417,930.60 70,000.00 385,000 38,966.87 0.00 636,452.45 0.00 0.00
	Total HRA Projects	5,977,000	5,109,000	11,086,000	4,476,956.61

	2016/17 CAPITAL PROGRAMME GRAND TOTAL FUNDING	8,041,000	7,669,000	15,710,000	5,293,262.07
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