

# Public Document Pack

Mid Devon District Council

## Community Policy Development Group

Tuesday, 1 August 2017 at 2.15 pm  
Exe Room, Phoenix House, Tiverton

Next ordinary meeting  
Tuesday, 26 September 2017 at 2.15 pm

Those attending are advised that this meeting will be recorded

## Membership

Cllr Mrs E M Andrews  
Cllr Mrs A R Berry  
Cllr F W Letch  
Cllr Mrs E J Slade  
Cllr Mrs H Bainbridge  
Cllr Mrs G Doe  
Cllr B A Moore  
Cllr R J Dolley  
Cllr Mrs C P Daw

## A G E N D A

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

### 1 **Apologies and Substitute Members**

To receive any apologies for absence and notices of appointment of substitute Members (if any).

### 2 **Public Question Time**

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

Note: A maximum of 30 minutes is allowed for this item.

### 3 **Minutes of the Previous Meeting** (*Pages 5 - 10*)

To approve as a correct record the minutes of the last meeting (attached).

### 4 **Chairmans Announcements**

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

5 **Parks and Open Spaces 10-year Management Plans and Design Principles** *(Pages 11 - 16)*

At its meeting on the 11 July 2017 the Environment PDG had before it a discussion paper regarding parks and open spaces. The Group RESOLVED to ask the Community PDG to discuss the paper with regard to the health and wellbeing of families using open spaces, in particular to section 8 concerning play areas. The Environment PDG will debate the matter again at its meeting on 5 September and will take the views of the Community PDG into consideration when doing so.

6 **Performance and Risk** *(Pages 17 - 24)*

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.

7 **Revenue and Capital Outturn 2016/17** *(Pages 25 - 60)*

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

8 **Trim Trails**

To receive a verbal update from the Public Health and Professional Services Manager regarding Corporate Plan aims for Trim Trails.

9 **Devon District Council's Joint Safeguarding Policy and MDDC Guidance and Procedures** *(Pages 61 - 116)*

To receive a report from the Director of Corporate Affairs & Business Transformation and Corporate Safeguarding Lead Officer updating Members on the Joint Devon District Wide Safeguarding Policy along with MDDC guidance and procedures.

During discussion of this item it may be necessary to pass the following resolution to exclude the press and public having reflected on Article 15 15.2(d) (a presumption in favour of openness) of the Constitution. This decision may be required because consideration of this matter in public may disclose information falling within one of the descriptions of exempt information in Schedule 12A to the Local Government Act 1972. The Committee will need to decide whether, in all the circumstances of the case, the public interest in maintaining the exemption, outweighs the public interest in disclosing the information.

ACCESS TO INFORMATION ACT – EXCLUSION OF THE PRESS AND PUBLIC

RECOMMENDED that under section 100A(4) of the Local Government Act 1972 the public be excluded from the next item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A of the Act, namely information relating to an individual.

## 10 **Identification of Items for the Next Meeting**

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

Financial Monitoring  
Performance and Risk  
Air Quality  
Community Engagement Strategy  
Gypsy and Traveller Policy  
Town and Parish Charter

**Stephen Walford**  
Chief Executive  
Monday, 24 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 the first floor of the building is available from the main ground floor entrance. Toilet facilities, with wheelchair access, are also available. There is time set aside at the beginning of the meeting to allow the public to ask questions.

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

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

Tel: 01884 234209

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

Public Wi-Fi is available in all meeting rooms.

## MID DEVON DISTRICT COUNCIL

**MINUTES** of a **MEETING** of the **COMMUNITY POLICY DEVELOPMENT GROUP**  
held on 6 June 2017 at 2.15 pm

### **Present**

#### **Councillors**

B A Moore (Chairman)  
Mrs A R Berry, Mrs E J Slade, Mrs G Doe,  
R J Dolley, Mrs J B Binks and R Wright

### **Apologies**

#### **Councillor(s)**

Mrs E M Andrews, F W Letch, Mrs H Bainbridge and  
Mrs C P Daw

### **Also Present**

#### **Councillor(s)**

C R Slade and Mrs M E Squires

### **Also Present**

#### **Officer(s):**

John Bodley-Scott (Economic Development Team Leader),  
Lee Chester (Leisure Manager), Simon Newcombe (Public  
Health and Professional Services Manager), Catherine  
Yandle (Internal Audit Team Leader), Kevin Swift (Public  
Health Officer) and Julia Stuckey (Member Services  
Officer)

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

**RESOLVED** that Cllr B A Moore be elected Chairman of the Group for the municipal year 2017/18.

Cllr Moore then took the Chair.

## 2 **ELECTION OF VICE CHAIRMAN**

**RESOLVED** that Cllr Mrs E J Slade be elected Vice Chairman of the Group for the municipal year 2017/18.

## 3 **APOLOGIES AND SUBSTITUTE MEMBERS**

Apologies were received from Cllr Mrs E M Andrews, Cllr F W Letch, who was substituted by Cllr R Wright, Cllr Mrs H Bainbridge who was replaced for one meeting by Cllr Mrs J B Binks and Cllr Mrs C P Daw.

## 4 **PUBLIC QUESTION TIME**

There were no members of the public present.

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

The Minutes of the last Meeting were approved as a correct record and **SIGNED** by the Chairman.

## 6 CHAIRMANS ANNOUNCEMENTS

The Chairman thanked the Members of the Group for re-electing him as Chairman and welcomed them to the new municipal year.

The Chairman informed the Group that following the Peer Review it had been agreed that links between Committees and the Members of the Cabinet should be strengthened. He had therefore started a series of meetings with Cabinet Members for Community Well Being and the Working Environment. An informal meeting had been arranged for 21 August, to which all Members had received an appointment, which would allow the Group to discuss ideas informally with officers and Cabinet Members in attendance to support and guide.

The Chairman informed the Group that he had discussed Trim Trails with the Cabinet Member for Community Well Being and hoped that this was a project that could be moved forward.

## 7 TAP FUND

The Group had before it a report \* from the Director of Growth providing Members with a summary of spend for the Town and Parish (TAP) Fund in 2016/17 and to inform them of any changes to criteria for 2017/18.

The Economic Development & Regeneration Manager outlined the contents of the report, explaining that the Town, Parish and Community (TAP) Fund (formerly known as the Town and Parish Fund) could be used by towns and parishes working together to respond to community issues of shared interest and/or concern. The scheme was also known as the '£1 per Elector Fund' whereby each town or parish area was allocated £1.00 from Devon County Council (DCC) and £0.10 from Mid Devon District Council (MDCC) for every elector in the parish using figures based on the electoral register. For the 2016/17 TAP Fund, these figures were based on the February 2016 electoral register.

The Officer explained that though low cost regarding financial contributions the scheme took considerable officer time to administer. Changes had been made to the application process for the coming year in order to reduce administration as much as possible. Information regarding the fund and the new process for applications would be distributed to the Towns and Parishes via the monthly Town and Parish Council Newsletter. It was **AGREED** that the report be circulated to all Members and that they be asked to encourage their local councils to apply.

Discussion took place regarding:

- The system was considered to be fairer now than it used to be due to the distribution of funds throughout the District;
- The need to encourage smaller groups and parishes to apply;
- The Mid Devon Attractions Group which received funding from all of the County areas as it was a district wide scheme working to promote tourism throughout the District;

- The Mid Devon Attractions Group would be giving a presentation to the next meeting of the Economy PDG and Members requested a copy of this;
- The fact that applications which involved more than one town or parish would be more favourably received but this did not prevent applications from lone parishes.

The Chairman thanked the officer for his report.

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

## 8 PERFORMANCE AND RISK

The Group had before it a report \* from the Director of Corporate Affairs and Business Transformation providing Members 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 Audit Team Leader outlined the contents of the report.

Discussion took place regarding:

- Leisure Memberships which had reduced following changes to the charging structure, and the need to retain members. It was **AGREED** that the Leisure Manager be asked to provide an update regarding this in six months time;
- Trim Trails and the possibility that funding could be available from Devon County Council or Sport England and the need to ensure that consideration was given to location. It was **AGREED** that this be an agenda item for the next meeting of the Group;
- Compliance with food safety:- the fact that around 90% of food premises were compliant which was the level that the Food Standards Agency would expect and the importance of non compliance being identified and dealt with.

The Chairman thanked the officer for her report.

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

## 9 LEISURE UPDATE

The Leisure Manager (Development and Performance, gave a presentation (attached to Minutes) which provided Members with an update regarding:

- Exe Valley Fitness Centre Development;
- South West Youth Games;
- Wetside upgrades;
- Performance and SPAR KPI's for 2016/17
- Business Plan for 2017/18
- Top projects.

Discussion took place regarding:

- The utilisation of empty units in Market Walk to replace activities that were normally undertaken in areas that had been closed due to the refurbishment at Exe Valley;
- The success achieved by local children at the Youth Games;
- Retention of members and a target to increase casual participation;
- Nutritional advice that could be provided;
- Links to GP Surgeries.

Note: Presentation attached to Minutes.

## 10 **AIR QUALITY UPDATE**

The Group had before it a report \* from the Public Health and Professional Services Manager providing an update on development of the statutory Air Quality Action Plan 2017-21 for the district.

The Officer outlined the contents of the report, informing Members that the Draft Air Quality Action Plan would be presented to the Group at the September meeting.

He went on to explain that the bid for funding that had been submitted to DEFRA had been unsuccessful as the scheme had been massively oversubscribed and most of the funding had gone to metropolitan areas. There were further opportunities for EU funding which were currently being investigated.

Discussion took place regarding:

- Electric Charging points which would be provided at 8 locations across Mid Devon;
- Air quality testing in Crediton and the ongoing issues created by traffic in the High Street;
- The Local Plan and air quality, the impact of which would be a consideration for large developments;
- Potential cheap options to improve air quality such as moving a bus stop;
- Future changes to vehicles such as a potential reduction in the number of diesel vehicles and increase in the number of electric vehicles;
- Section 106 funds and how they were allocated to air quality projects.

The Chairman thanked the officer for his report.

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



## 11 PUBLIC HEALTH SIX MONTHLY UPDATE

The Group had before it a report \* from the Public Health and Professional Services Manager providing an update on the progress of the Public Health Plan.

The officer outlined the contents of the report and discussion took place regarding:

- Active Start (GP referral) which provided specialised, supervised exercise programmes for anyone whose fitness and health conditions could be improved by regular exercise. There were now an average of 40 participants each week.
- A recognised need to audit food and drink that was sold at Leisure Centres;
- Nutritional advice that could be provided by Leisure Service staff;
- The Energy Switching Scheme that was highlighted at the last meeting would shortly be going live;
- Public Health were working with Cosy Devon regarding new initiatives and 43 residents in Mid Devon had had a new heating system installed as part of the Central Heating Fund;
- Seated exercise classes had been well received providing exercise, social interaction and some respite for carers. It was hoped that these groups would become self sustaining;
- Walk and Talk groups which were active within the District.

It was **AGREED** that the officer be asked to provide an update on the progress being made regarding the food and drink sold at Leisure Centres at the next six monthly update.

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

## 12 IDENTIFICATION OF ITEMS FOR THE NEXT MEETING

Performance and Risk  
Air Quality Update  
Town and Parish Charter  
Gypsies and Travellers  
Trim Trails

(The meeting ended at 4.15 pm)

**CHAIRMAN**

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## ENVIRONMENT PDG 11th<sup>th</sup> July 2017

### Parks and Open Spaces 10-year Management Plans and Design Principles

**Cabinet Member:** Cllr Karl Busch

**Responsible Officer:** Andrew Pritchard, Director of Operational Services

**Reason for Report:** To invite Members to discuss potential landscape design principles for parks and open spaces.

**Relationship to Corporate Plan:** Protecting the natural environment.

**Financial Implications:** The Council's Parks and Open Spaces service covers a number of essential operations. Indicative spend is as follows:

- Grounds Maintenance                      £0.61M
- Parks and Open Spaces                      £0.38M
- Play Areas                                      £0.10M
- Bereavement Services                      £0.08M
- Cemeteries                                      £0.11M

This design principles paper aims to generate a discussion to enable the service to deliver sustainable landscapes within our parks and open spaces, developing new facilities fit for present and future needs, whilst also ensuring future financial affordability.

**Legal Implications:** Health and Safety legislation requires the Council to ensure all parks and open spaces are compliant with current guidelines. Crime and Disorder Act Section 17 requires that open space design and maintenance ensures adequate provision is made to design-out opportunities for anti-social behaviour and criminal activities.

**Risk Assessment:** The Council would require a relevant review of risk assessments for all proposals that significantly impact on current landscaping provision.

**Equality Impact Assessment:** There are no equality issues identified in this report.

#### 1.0 Introduction

1.1 On 6 September 2016 Environment PDG members received a report on the introduction of wild flower, natural grassland and slow growing sustainable meadows within current parks and open spaces.

1.2 These proposals were accepted and in the last 6 months work has been completed to turn certain areas into more naturalised wild flower meadows. These sites include various traffic islands and areas in People's Park, Tiverton and Crediton Cemeteries and Newcombes Meadow, Crediton. Additionally,

Millennium Park, Cullompton and Phoenix House, Tiverton are locations that now have grassland meadows in their maintenance regime.

1.3 The response from the general public has been broadly supportive, however there have been a few enquiries regarding the new maintenance approach. A number of projects completed over the winter generated greater attention than, for example, the introduction of new grassland meadows. These projects were primarily associated with altering the main infrastructure of the parks and open spaces. In particular;

- Amory Park - removal of conifer hedge
- Peoples Park and West Exe Park - reduction of hedges
- Newcombes Meadow, Crediton - removal of shrub beds

1.4 The projects have generally been welcomed by the community as a good initiative and responses so far have been typical of any change to local community areas and are as expected when change is introduced. The Council is now in a better position to discuss a transformation program for open spaces that will offer attractive, welcoming and sustainable leisure provision for now and the future.

1.5 This report is intended to start a discussion to establish a framework within which the future design of our open spaces will be considered. To aid the discussion it contains a number of proposed 'Design Principles'. The intent being to use any agreed design principle to structure discussion in the future.

## **2.0 Overarching Ambition**

2.1 The overarching ambition is to develop a 10 year management plan for each open space under the control of Mid Devon District Council.

## **3.0 10-year Management Plans**

3.1 The idea behind introducing 10 year management plans is to establish a long term view of our open spaces. It is a chance to look at planting and infrastructure investment over many seasons rather than simply year to year.

3.2 From the outset it is clear that consultation is a vital step when considering the future look of our open spaces. There is an important role for our Town and Parish Councils and we welcome their involvement.

## **4.0 Wild flower displays, natural grassland meadows, slow growing grasses.**

4.1 The options and benefit of these environments were set out in the report dated 6 September 2016.

### **Proposed Design Principle 1**

4.2 Where appropriate, the Council will look to increase the volume of wild flower, natural grassland meadows and slow growing grasses in its open spaces.

## **5.0 Shrub bed maintenance**

- 5.1 A traditional feature of public open space has been the use of displays with typical shrubs set within shrub bed areas. Over recent decades the maintenance of these areas has been largely reduced to trimming shrubs with hedge trimmers in the autumn. As a result of this practice the parts of the plants that develop the traditional flower displays have been removed. An unintended consequence has been that certain areas have become isolated and, in part, have encouraged anti-social behaviour. The original intended objective of producing attractive seasonal displays has been lost by these practices.

### **Proposed Design Principle 2**

- 5.2 It is proposed that where shrub beds have become overgrown, a new style of specimen planting will replace the traditional shrub bed area. This will remove the need for high intensity shrub pruning and allow specimen plants to mature in the right location. Seasonal displays will be enhanced by the removal of incorrect hedge trimming practices and areas of anti-social behaviour will be reduced within the parks.

## **6.0 Tree stock maintenance and development**

- 6.1 All parks have a variety of trees and shrubs. In certain areas the wrong species may, perhaps, have been introduced into that open space. This means there may be incidences when we choose to removal a healthy tree or group of trees in order to benefit the long term development of an area. In these situations a full replacement plan and explanation of the proposals would be set out in advance.

### **Proposed Design Principle 3**

- 6.2 The management of tree stock will be set in the context of the 10 year management plan for that open space.

## **7.0 Built Environment**

- 7.1 Within our parks and open spaces the built environment can be as important to the public as the natural or soft landscaping provision. This includes paths, furniture, fences and walls.

- 7.2 When developing a 10 year management plan for an open space it is proposed that a hierarchy of questions is used when determining the response to maintenance. These could be:

- 7.2.1 **Remove** - is the facility needed? Often a feature may be unnecessary but retained over decades without a clear reason for doing so. There are numerous paths within our open spaces that are in need of resurfacing and walls and fences that are becoming dilapidated. By removing a feature the Council can reduce future liabilities.

7.2.2 **Reduce** - in many instances there may not be an option to remove a facility completely. Therefore our second option could be to reduce the quantities provided. For example, careful consideration of how benches are sited could result in an overall reduction in the number of benches without that loss being seen as a detrimental reduction. If a bench is located in an area that enjoys far reaching views, rather than in a dark and hidden area of a park, it is more likely to be used and less likely to be vandalised or encourage anti-social behaviour.

Footpaths could be removed and returned to grass land areas. Fences to internal areas of open spaces can be reduced in height with boundary treatments changed to reduce the need for a fence. Un-fencing play areas in certain circumstances will create a broader area for natural play.

7.2.3 **Repair** - only after consideration of Remove or Reduce would we look to repair the facility in question in a like for like manner.

## 8.0 Play areas

8.1 Play areas are part of the built environment and would ordinarily be approached within the context of paragraph 7 above. The current interest around play areas warrants them being identified as an element of the built environment for specific discussion.

8.2 The 'traditional' design of play areas over the last 20 years has seen a rise in bow topped fencing that has been adopted by many local authorities. The "**Play England - Making Space for Play**" publication is the document being put forward as the design principle reference.

8.3 The guidance sets out extensive recommendations for play design within the landscape. The guidance is comprehensive and focuses on the design principles of play in the landscape rather than fenced areas common in many open spaces. Fenced play areas are no longer considered best practice in play design; clearly there may be circumstances when retaining fencing is appropriate, yet the clear direction of travel is to provide unfenced play areas where there is less reliance on traditional play furniture.

The following link [www.playengland.org.uk](http://www.playengland.org.uk) contains useful source material; including the reference document "Play England – Making Space for Play".

8.4 Mid Devon District Council currently maintains 105 play areas of varying size and condition. There are currently 11 play areas leased to Parish or Town Councils. The active leases have terms of between 2 and 20 years remaining.

8.5 There are 4 play areas, Peoples Park, Wilcombe open space, Margarete Road and Everett Place, with no boundary fencing. It is estimated that fencing these currently open play areas would cost £19,000 (based on 380 linear meters).

8.6 As a rule of thumb, play areas have around 120m of fencing for a 'typical' play area. The cost per linear meter of typical play area fencing is circa £50.

## **Proposed Design Principles 4**

- 8.7 As repair work or significant works to play areas are required the intent and spirit of 'Play England – Making Space for Play' should be applied in conjunction with the proposal outlined in paragraph 7 above. For the built environment that would be to remove, reduce than repair.

## **9.0 Cemetery Maintenance**

- 9.1 The new sections of our cemeteries are now laid out in formal rows that allow for the installation of a headstone and a small vase to each side of the headstone. In defining the area for floral displays and by setting out each headstone border in a formal manner it allows for a high standard of mowing and ensures that none of the new areas become over grown or unsafe to access.

## **Proposed Design Principle 5**

- 9.2 Headstone runners will be used to define and structure new burial plots. Environmental areas should be generated in the old sections of the cemeteries and biodiversity actively promoted by promoting sustainable naturalised habitats.

## **10.0 Conclusion**

- 10.1 In order to create long term sustainable landscapes, it is proposed that the design principles outlined in this paper are considered by members in order to establish design principles that allow for officers, in consultation, to progress 10 year management plans for open spaces in Mid Devon.

**Contact for more Information:** Joe Scully Operations Manager, 01884 234339 (jscully@middevon.gov.uk)

**Circulation of the Report:** Management Team, Cabinet member (Karl Busch)

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**COMMUNITY PDG  
1 AUGUST 2017:**

**AGENDA ITEM:**

## **PERFORMANCE AND RISK FOR 2017-18**

**Cabinet Member** Cllr Colin Slade  
**Responsible Officer** Director of Corporate Affairs & Business Transformation,  
Jill May

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

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

**Financial Implications:** None identified

**Legal Implications:** None

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

**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 Community Portfolio. See 3.0 below.
- 1.3 Appendix 3 shows the profile of all risks for the Community Portfolio 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: **Work with Town and Parish Councils:** The Parish Liaison Officer appointment has been very positively received with councillors feeding back that communication with Towns and Parishes has been improved and the Newsletter contains really useful information.
- 2.2 Regarding the Corporate Plan Aim: **Promote physical activity, health and wellbeing:** The results for leisure are mixed but we have had some success with GP referrals across the district; the 18 surgeries signed up since January have referred 49 people between them to the 3 Leisure Centres.
- 2.3 **Compliance with food safety law** is on target which means that 90% of premises being rated 4 or above under the Food Hygiene Rating Scheme.
- 2.4 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 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 feedback 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



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## Community PDG Risk Management Report - Appendix 2

Report for 2016-2017  
 For Community - Cllr Colin Slade Portfolio  
 Filtered by Flag: Include: \* CRR 5+ / 15+  
 For MDDC - Services

Not Including Risk Child Projects records or Mitigating Action records

### Key to Performance Status:

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

## Community PDG Risk Management Report - Appendix 2

### Risk: Car Parks Car Park Overcrowding

Effects (Impact/Severity):

Causes (Likelihood):

Service: Leisure Services

<b>Current Status:</b> Medium (12)	<b>Current Risk Severity:</b> 4 - High	<b>Current Risk Likelihood:</b> 3 - Medium
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Head of Service: Jill May

Review Note:

### Risk: Legionella Legionella

Effects (Impact/Severity):

Causes (Likelihood):

Service: Leisure Services

<b>Current Status:</b> Medium (10)	<b>Current Risk Severity:</b> 5 - Very High	<b>Current Risk Likelihood:</b> 2 - Low
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Head of Service: Jill May

Review Note:

### Risk: Plant Room Plant Room

Effects (Impact/Severity):

Causes (Likelihood):

Service: Leisure Services

<b>Current Status:</b> Medium (12)	<b>Current Risk Severity:</b> 4 - High	<b>Current Risk Likelihood:</b> 3 - Medium
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Head of Service: Jill May

Review Note:

## Community PDG Risk Management Report - Appendix 2

### **Risk: Pool Inflatable** Pool Activities

Effects (Impact/Severity):

Causes (Likelihood):

Service: Leisure Services

**Current Status:**  
Medium (10)

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

**Current Risk Likelihood:** 2 -  
Low

Head of Service: Jill May

Review Note:

### **Risk: School Swimming Sessions** School Swimming Sessions

Effects (Impact/Severity):

Causes (Likelihood):

Service: Leisure Services

**Current Status:**  
Medium (10)

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

**Current Risk Likelihood:** 2 -  
Low

Head of Service: Jill May

Review Note:

### **Risk: Swimming Lessons** Swimming Lessons

Effects (Impact/Severity):

Causes (Likelihood):

Service: Leisure Services

**Current Status:**  
Medium (10)

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

**Current Risk Likelihood:** 2 -  
Low

Head of Service: Jill May

Review Note:

### **Risk: Swimming Pool** Swimming pool & spectator walkway

Effects (Impact/Severity):

Causes (Likelihood):

Service: Leisure Services

**Current Status:**  
Medium (10)

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

**Current Risk Likelihood:** 2 -  
Low

Head of Service: Jill May

Review Note:

# Risk Matrix Community Appendix 3

**Report  
For Community - Cllr Colin Slade Portfolio  
Current settings**

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

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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.)

	<b>31/3/16</b>	<b>In year movement</b>	<b>31/3/17</b>
General Fund	(£2,211k)	(£30k)	<b>(£2,241k)</b>
Housing Revenue Account	(£2,000k)	£0k	<b>(£2,000k)</b>

#### **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 £
<b>Total Cost of Services</b>	<b>9,551,510</b>	<b>10,049,664</b>	<b>498,154</b>
<b>Total Budgeted Expenditure</b>	<b>(982,000)</b>	<b>(1,500,472)</b>	<b>(518,472)</b>
<b>TOTAL FUNDING</b>	<b>(8,569,510)</b>	<b>(8,579,234)</b>	<b>(9,724)</b>
<b>NET INCOME AND EXPENDITURE</b>	<b>0</b>	<b>(30,042)</b>	<b>(30,042)</b>

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 x 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
	-----
<b>Net income for year</b>	<b>(172)</b>
	=====

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
<b>Balance at 1 April 2016</b>	<b>(1,442)</b>
• 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
<b>Balance at 31 March 2017</b>	<b>(2,438)</b>

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
<b>Balance at 1 April 2016</b>	<b>(567)</b>
• 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
<b>Balance at 31 March 2017</b>	<b>(471)</b>

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.

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**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
<b>TOTAL COST OF SERVICES</b>	<b>9,551,510</b>	<b>10,049,662</b>	<b>498,152</b>
<b>OTHER INCOME &amp; EXPENDITURE</b>			
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
<b>TOTAL BUDGETED EXPENDITURE</b>	<b>8,569,510</b>	<b>8,549,190</b>	<b>(20,320)</b>
<b>FUNDED BY:-</b>			
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)
<b>TOTAL FUNDING</b>	<b>(8,569,510)</b>	<b>(8,579,234)</b>	<b>(9,724)</b>
<b>NET INCOME AND EXPENDITURE</b>	<b>0</b>	<b>(30,044)</b>	<b>(30,044)</b>

**GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17**
**Community and Development**

Code	Community and Development	2016/17 Budget £	2016/17 Actual £	Variance £	Variance %
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%
	<b>Total Direct Expenditure</b>	<b>534,040</b>	<b>636,095</b>	<b>102,055</b>	<b>19.1%</b>
7000	External Income	(122,470)	(147,385)	(24,915)	-20.3%
	<b>Net Direct Expenditure</b>	<b>411,570</b>	<b>488,710</b>	<b>77,140</b>	<b>18.7%</b> (a)
5000	Support Services	(61,260)	(61,260)	0	
6500	Depreciation	42,210	37,796	(4,414)	
	<b>Total Indirect Expenditure</b>	<b>(19,050)</b>	<b>(23,464)</b>	<b>(4,414)</b>	
	<b>Total Community &amp; Development Expenditure</b>	<b>392,520</b>	<b>465,246</b>	<b>72,726</b>	
	<b>Community &amp; Development - Service units</b>				
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	
	<b>Total Community &amp; Development Expenditure</b>	<b>392,520</b>	<b>465,246</b>	<b>72,726</b>	
				£	£
	<b>Total Expenditure Variation</b>				<b>72,726</b> (a)
	<b>Major Cost Changes</b>				
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	
					<b>123,850</b>
	<b>Major Cost Savings</b>				
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)	
					<b>(26,660)</b>
	<b>Major Changes in Income Levels</b>				
CD200	DCC Contribution to Town and Parish Fund (see EMR note below)			(58,970)	
CD300	Market toll income down against budget			35,000	
					<b>(23,970)</b>
	<b>Minor Variations</b>			3,920	<b>3,920</b>
	<b>Total Expenditure Variation</b>				<b>77,140</b> (a)
	<b>EAR MARKED RESERVES</b>				
	<b>Utilised 2016/17</b>				
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)	
	<b>Proposed contribution c/fwd to 2017/18</b>				
CD200	Grant Budget			9,200	
	Net movement in earmarked reserves				(94,891)
	<b>Total Expenditure variation after Ear Marked Reserves</b>				<b>(17,751)</b>



GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17

CORPORATE MANAGEMENT

Code	Corporate	2016/17 Budget £	2016/17 Actual £	Variance £	Variance %	
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%	
	<b>Total Direct Expenditure</b>	<b>1,139,640</b>	<b>1,232,754</b>	<b>93,114</b>	<b>8.2%</b>	
7000	External Income	(60)	(20,839)	(20,779)	-34631.9%	
	<b>Net Direct Expenditure</b>	<b>1,139,580</b>	<b>1,211,915</b>	<b>72,335</b>	<b>6.3%</b>	<b>(a)</b>
5000	Support Services	137,390	137,390	0	0.0%	
6500	Depreciation	30,000	0	(30,000)	100.0%	
	<b>Total Indirect Expenditure</b>	<b>167,390</b>	<b>137,390</b>	<b>(30,000)</b>		
	<b>Total Corporate Expenditure</b>	<b>1,306,970</b>	<b>1,349,305</b>	<b>42,335</b>		
	<b>Corporate Management Service Units</b>					
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%	
	<b>Total Corporate Expenditure</b>	<b>1,306,970</b>	<b>1,349,305</b>	<b>42,335</b>		
	<b>Total Expenditure Variation</b>			<b>£</b>	<b>£</b>	<b>(a)</b>
					<b>42,335</b>	
	<b>Major Cost Increases</b>					
CM100	Costs associated with creation of new staffing structure			38,696		
					<b>38,696</b>	
	<b>Major Cost Savings</b>					
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)		
					<b>15,865</b>	
	<b>Major Changes in Income Levels</b>					
CM300	Grant funding for Safe & Custom Build Housing			(20,850)		
					<b>(20,850)</b>	
	<b>Minor Variances</b>					<b>8,624</b>
	<b>Total Expenditure Variation</b>					<b>42,335</b>
	<b>EAR MARKED RESERVES</b>					
				<b>£</b>		
	<b>Utilised 2016/17</b>					
CM300	Insurance - Further levy payment - MMI scheme of arrangement					
	<b>Proposed contribution c/fwd to 2017/18</b>					
CM300	Self and Custom Build Housing				20,850	
	Net movement in earmarked reserves				0	
	<b>Total Expenditure variation after Ear Marked Reserves</b>				<b>63,185</b>	

**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%	
	<b>Total Direct Expenditure</b>	<b>197,810</b>	<b>199,592</b>	<b>1,782</b>	<b>0.9%</b>	
7000	External Income	(814,200)	(800,226)	13,974	1.7%	
	<b>Net Direct Expenditure</b>	<b>(616,390)</b>	<b>(600,633)</b>	<b>15,757</b>	<b>-2.6%</b>	<b>(a)</b>
5000	Support Services	162,430	162,430	0		
6500	Depreciation	174,350	174,091	(259)		
	<b>Total Indirect Expenditure</b>	<b>336,780</b>	<b>336,521</b>	<b>(259)</b>		
	<b>Total Car Park Expenditure</b>	<b>(279,610)</b>	<b>(264,112)</b>	<b>15,498</b>		
	<b>Car Park - Service units</b>					
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)		
	<b>Total Car Park Expenditure</b>	<b>(279,610)</b>	<b>(264,112)</b>	<b>15,498</b>		
				<b>£</b>	<b>£</b>	
	<b>Total Expenditure Variation</b>					<b>15,498 (a)</b>
	<b>Major Cost Changes</b>					
CP540	Premise over spend due to resurfacing P&D car parks (see below EMR)			32,000		<b>32,000</b>
	<b>Major Cost Savings</b>					
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)		<b>(32,650)</b>
	<b>Major Changes in Income Levels</b>					
CP	Income from pay & display charges are below budget			28,000		
CP	Increased income from permits			(10,700)		
CP	Back-dated licence fee income					
						<b>17,300</b>
	<b>Minor Variations</b>					
	<b>Total Expenditure Variation</b>					<b>16,650 (a)</b>
	<b>EAR MARKED RESERVES</b>					
				<b>£</b>		
	<b>Utilised 2016/17</b>					
CP540	P&D resurfacing			(32,400)		
	<b>Proposed contribution c/fwd to 2017/18</b>					
	Net movement in earmarked reserves					(32,400)
	<b>Total Expenditure variation after Ear Marked Reserves</b>					<b>(15,750)</b>

**GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17**

**Customer Services**

<b>Code</b>	<b>Customer Services</b>	<b>2016/17 Budget £</b>	<b>2016/17 Actual £</b>	<b>Variance £</b>	<b>Variance %</b>	
1000	Employees	765,650	683,072	(82,578)	<b>-10.8%</b>	
2000	Premises	0	0	0		
3000	Transport	3,080	1,945	(1,135)	<b>-36.9%</b>	
4000	Supplies and Services	91,330	79,235	(12,095)	<b>-13.2%</b>	
	<b>Total Direct Expenditure</b>	<b>860,060</b>	<b>764,251</b>	<b>(95,809)</b>	<b>-11.1%</b>	
7000	External Income	0	(293)	(293)	<b>#DIV/0!</b>	
	<b>Net Direct Expenditure</b>	<b>860,060</b>	<b>763,959</b>	<b>(96,101)</b>	<b>-11.2%</b>	<b>(a)</b>
5000	Support Services	(742,960)	(742,960)	0		
6500	Depreciation	2,220	2,223	3		
	<b>Total Indirect Expenditure</b>	<b>(740,740)</b>	<b>(740,737)</b>	<b>3</b>		
	<b>Total Customer Services Expenditure</b>	<b>119,320</b>	<b>23,222</b>	<b>(96,098)</b>		
	<b>Customer Services - Service units</b>					
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)		
	<b>Total Customer Services Expenditure</b>	<b>119,320</b>	<b>23,222</b>	<b>(96,098)</b>		
				<b>£</b>	<b>£</b>	
	<b>Total Expenditure Variation</b>				<b>(96,098)</b>	<b>(a)</b>
	<b>Major Cost Changes</b>					
					<b>0</b>	
	<b>Major Cost Savings</b>					
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)
	<b>Major Changes in Income Levels</b>					
						0
	<b>Minor Variations</b>					2,902
	<b>Total Expenditure Variation</b>					<b>(96,098) (a)</b>
	<b>EAR MARKED RESERVES</b>					
	<b>Utilised 2016/17</b>					
CS938	Digital strategy staffing from New Home Bonus					(14,937)
	<b>Proposed contribution c/fwd to 2017/18</b>					
	Net movement in earmarked reserves					(14,937)
	<b>Total Expenditure variation after Ear Marked Reserves</b>					<b>(111,035)</b>

**GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17**
**Environmental Services**

		2016/17 Budget £	2016/17 Actual £	Variance £	Variance %	
<b>Code</b>	<b>Environmental Services</b>					
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%	
	<b>Total Direct Expenditure</b>	<b>1,175,780</b>	<b>1,332,674</b>	<b>156,894</b>	<b>13.3%</b>	
7000	External Income	(375,010)	(651,751)	(276,741)	-73.8%	
	<b>Net Direct Expenditure</b>	<b>800,770</b>	<b>680,924</b>	<b>(119,846)</b>	<b>-15.0%</b>	<b>(a)</b>
5000	Support Services	447,050	447,050	0		
6500	Depreciation	80,500	389,170	308,670		
	<b>Total Indirect Expenditure</b>	<b>527,550</b>	<b>836,220</b>	<b>308,670</b>		
	<b>Total Environmental Services Expenditure</b>	<b>1,328,320</b>	<b>1,517,143</b>	<b>188,823</b>		
	<b>Environmental Services - Service units</b>					
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		
	<b>Total Environmental Services Expenditure</b>	<b>1,328,320</b>	<b>1,517,143</b>	<b>188,823</b>		



**GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17**

**Finance and Performance**

		2016/17	2016/17	Variance	Variance
		Budget	Actual		
Code	Finance and Performance	£	£	£	%
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%
	<b>Total Direct Expenditure</b>	<b>680,960</b>	<b>668,893</b>	<b>(12,067)</b>	<b>-1.8%</b>
7000	External Income	0	(7,682)	(7,682)	
	<b>Net Direct Expenditure</b>	<b>680,960</b>	<b>661,211</b>	<b>(19,749)</b>	<b>-2.9%</b> (a)
5000	Support Services	(680,950)	(680,950)	0	
6500	Depreciation	0	0	0	
	<b>Total Indirect Expenditure</b>	<b>(680,950)</b>	<b>(680,950)</b>	<b>0</b>	
	<b>Total Finance and Performance Expenditure</b>	<b>10</b>	<b>(19,739)</b>	<b>(19,749)</b>	
	<b>Finance and Performance - Service units</b>				
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	
	<b>Total Finance and Performance</b>	<b>10</b>	<b>(19,739)</b>	<b>(19,749)</b>	
				£	£
	<b>Total Expenditure Variation</b>				<b>(19,749)</b> (a)
	<b>Major Cost Changes</b>				
					0
	<b>Major Cost Savings</b>				
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)	
					<b>(26,200)</b>
	<b>Major Changes in Income Levels</b>				
FP300	6m income from Procurement contract with Torridge DC			(4,000)	<b>(4,000)</b>
	<b>Minor Variations</b>				<b>10,451</b>
	<b>Total Expenditure Variation</b>				<b>(19,749)</b> (a)
	<b>EAR MARKED RESERVES</b>				
	<b>Utilised 2016/17</b>				
	<b>Proposed contribution c/fwd to 2017/18</b>				
	Net movement in earmarked reserves				0
	<b>Total Expenditure variation after Ear Marked Reserves</b>				<b>(19,749)</b>

**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%
	<b>Total Direct Expenditure</b>	<b>611,440</b>	<b>574,652</b>	<b>(36,788)</b>	<b>-6.0%</b>
7000	External Income	(49,310)	(34,637)	14,673	29.8%
	<b>Net Direct Expenditure</b>	<b>562,130</b>	<b>540,015</b>	<b>(22,115)</b>	<b>-3.9%</b>
5000	Support Services	(527,190)	(527,190)	0	
6500	Depreciation	12,910	4,072	(8,838)	
	<b>Total Indirect Expenditure</b>	<b>(514,280)</b>	<b>(523,118)</b>	<b>(8,838)</b>	
	<b>Total Grounds Maintenance Expenditure</b>	<b>47,850</b>	<b>16,897</b>	<b>(30,953)</b>	
	<b>Grounds Maintenance - Service units</b>				
GM960	Grounds Maintenance	632,060	601,107	(30,953)	
GM961	Grounds Maintenance Rech	(584,210)	(584,210)	0	
	<b>Total Grounds Maintenance Expenditure</b>	<b>47,850</b>	<b>16,897</b>	<b>(30,953)</b>	
				£	£
	<b>Total Expenditure Variation</b>				<b>(22,115)</b>
	<b>Major Cost Changes</b>				
GM960	Overspend on agency staff			23,000	
GM960	Redundancy costs of GM manager			30,000	
GM960	Recruitment advertising & protective clothing overspend			6,500	
					<b>59,500</b>
	<b>Major Cost Savings</b>				
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)	
					<b>(95,000)</b>
	<b>Major Changes in Income Levels</b>				
GM960	Reduced income from DCC for grass cutting			8,100	
GM960	Reduced income from internal recharging for tree works			8,500	
					<b>16,600</b>
					<b>(3,398)</b>
	<b>Minor Variations</b>				
	<b>Total Expenditure Variation</b>				<b>(22,298)</b>
	<b>EAR MARKED RESERVES</b>				
				£	
	<b>Utilised 2016/17</b>				
	<b>Proposed contribution c/fwd to 2017/18</b>				
	Tree Grang set-up			10,000	
	Grave Shoring equipment			11,000	
	Net movement in earmarked reserves				21,000
	<b>Total Expenditure variation after Ear Marked Reserves</b>				<b>(1,298)</b>



**GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17**
**General Fund Housing**

		2016/17 Budget £	2016/17 Actual £	Variance £	Variance %	
<b>Code</b>	<b>General Fund Housing</b>					
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%	
	<b>Total Direct Expenditure</b>	<b>333,970</b>	<b>398,899</b>	<b>64,929</b>	<b>19.4%</b>	
7000	External Income	(101,500)	(313,788)	(212,288)	-209.2%	
	<b>Net Direct Expenditure</b>	<b>232,470</b>	<b>85,111</b>	<b>(147,359)</b>	<b>-63.4%</b>	<b>(a)</b>
5000	Support Services	(16,180)	(16,180)	0	0.0%	
6500	Depreciation	1,030	20,080	19,050	-1849.5%	
	<b>Total Indirect Expenditure</b>	<b>(15,150)</b>	<b>3,900</b>	<b>19,050</b>		
	<b>Total General Fund Housing Services Expenditure</b>	<b>217,320</b>	<b>89,011</b>	<b>(128,309)</b>		
	<b>General Fund Housing - Service units</b>					
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%	
	<b>Total General Fund Housing Services Expenditure</b>	<b>217,320</b>	<b>89,011</b>	<b>(128,309)</b>		
				£	£	
	<b>Total Expenditure Variation</b>				<b>(128,309)</b>	<b>(a)</b>
	<b>Major Cost Changes</b>					
	DARS loans written off during the year			127,310		
	Temporary accommodation			42,968		
					<b>170,278</b>	
	<b>Major Cost Savings</b>					
HG373	Staffing savings			(11,609)		
HG320	Significant reduction in DARS bad debt provision			(88,312)		
					<b>(99,921)</b>	
	<b>Major Changes in Income Levels</b>					
	Grant received for Community Housing projects			(131,360)		
	Temporary accommodation income			(58,966)		
	DHP funding			(20,000)		
					<b>(210,326)</b>	
	<b>Minor Variations</b>				<b>11,660</b>	
	<b>Total Expenditure Variation</b>				<b>(128,309)</b>	<b>(a)</b>
	<b>EAR MARKED RESERVES</b>					
	<b>Utilised 2016/17</b>					
	<b>Proposed contribution c/fwd to 2017/18</b>					
	Grant received for Community Housing projects			131,360		
	Net movement in earmarked reserves				131,360	
	<b>Total Expenditure variation after Ear Marked Reserves</b>				<b>3,051</b>	

**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%
	<b>Total Direct Expenditure</b>	<b>481,560</b>	<b>540,713</b>	<b>59,153</b>	<b>12.3%</b>
7000	External Income	(2,250)	(360)	1,890	84.0%
	<b>Net Direct Expenditure</b>	<b>479,310</b>	<b>540,353</b>	<b>61,043</b>	<b>12.7%</b> (a)
5000	Support Services	(379,970)	(379,970)	0	
6500	Depreciation	0	0	0	
	<b>Total Indirect Expenditure</b>	<b>(379,970)</b>	<b>(379,970)</b>	<b>0</b>	
	<b>Total Human Resources Expenditure</b>	<b>99,340</b>	<b>160,383</b>	<b>61,043</b>	
	<b>HR - Service units</b>				
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	
	<b>Total Human Resources Expenditure</b>	<b>99,340</b>	<b>160,383</b>	<b>61,043</b>	
				£	£
	<b>Total Expenditure Variation</b>				<b>61,043 (a)</b>
	<b>Major Cost Changes</b>				
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	
					<b>78,318</b>
	<b>Major Cost Savings</b>				
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**
**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%	
	<b>Total Direct Expenditure</b>	<b>882,970</b>	<b>827,598</b>	<b>(55,372)</b>	<b>-6.3%</b>	
7000	External Income	(3,660)	(3,847)	(187)	-5.1%	
	<b>Net Direct Expenditure</b>	<b>879,310</b>	<b>823,751</b>	<b>(55,559)</b>	<b>-6.3%</b>	<b>(a)</b>
5000	Support Services	(918,460)	(918,460)	0		
6500	Depreciation	41,790	167,245	125,455		
	<b>Total Indirect Expenditure</b>	<b>(876,670)</b>	<b>(751,215)</b>	<b>125,455</b>		
	<b>Total ICT Services Expenditure</b>	<b>2,640</b>	<b>72,536</b>	<b>69,896</b>		
	<b>ICT - Service units</b>					
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		
	<b>Total ICT Services Expenditure</b>	<b>2,640</b>	<b>72,536</b>	<b>69,896</b>		
				£	£	
	<b>Total Expenditure Variation</b>				<b>69,896</b>	<b>(a)</b>
	<b>Major Cost Changes</b>					
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		
					<b>35,380</b>	
	<b>Major Cost Savings</b>					
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)		
					<b>(90,500)</b>	
	<b>Major Changes in Income Levels</b>					
	<b>Minor Variations</b>			(439)		
					<b>(439)</b>	
	<b>Total Expenditure Variation</b>				<b>(55,559)</b>	<b>(a)</b>
	<b>EAR MARKED RESERVES</b>					
	<b>Utilised 2016/17</b>					
IT100	Aerial Photography ear marked reserve released			(3,980)		
	<b>Proposed contribution c/fwd to 2017/18</b>					
	Net movement in earmarked reserves				(3,980)	
	<b>Total Expenditure variation after Ear Marked Reserves</b>				<b>(59,539)</b>	

**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%	
	<b>Total Direct Expenditure</b>	<b>824,850</b>	<b>1,153,478</b>	<b>328,628</b>	<b>39.8%</b>	
7000	External Income	(29,250)	(359,010)	(329,760)	1127.4%	
	<b>Net Direct Expenditure</b>	<b>795,600</b>	<b>794,468</b>	<b>(1,132)</b>	<b>-0.1%</b>	<b>(a)</b>
5000	Support Services	173,480	174,258	778	0.4%	
6500	Depreciation	0	0	0	N/A	
	<b>Total Indirect Expenditure</b>	<b>173,480</b>	<b>174,258</b>	<b>778</b>		
	<b>Total Legal and Democratic Services</b>	<b>969,080</b>	<b>968,726</b>	<b>(354)</b>		
	<b>Legal &amp; Democratic Services - Service units</b>					
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%	
	<b>Total Legal and Democratic Services</b>	<b>969,080</b>	<b>968,726</b>	<b>(354)</b>		
				<b>£</b>	<b>£</b>	
	<b>Total Expenditure Variation</b>				<b>(354)</b>	<b>(a)</b>
	<b>Major Cost Changes</b>					
LD600	Increase in costs for this year due to restructuring of legal team			37,484		
					<b>37,484</b>	
	<b>Major Cost Savings</b>					
	The grant received for electoral registration work was more than expected			(22,310)		
					<b>(22,310)</b>	
	<b>Major Changes in Income Levels</b>					
	Unbudgeted income for election			(269,897)		
	Unbudgeted direct costs for election			253,716		
					<b>(16,181)</b>	
	<b>Minor Variations</b>				<b>653</b>	
	<b>Total Expenditure Variation</b>				<b>(354)</b>	<b>(a)</b>
	<b>EAR MARKED RESERVES</b>					
	<b>Utilised 2016/17</b>					
	Release of unused EMR by Elections			(7,000)		
	Release of unused EMR by Democratic Republic & Management			(5,300)		
	<b>Proposed contribution c/fwd to 2017/18</b>					
	Provision for District election 2019			20,000		
	Net movement in earmarked reserves				7,700	
	<b>Total Expenditure variation after Ear Marked Reserves</b>				<b>7,346</b>	

**GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17**
**Planning and Regeneration**

Code	Planning and Regeneration	2016/17	2016/17	Variance	Variance
		Budget	Actual		
		£	£	£	%
1000	Employees	1,540,210	1,388,203	(152,007)	-9.9%
2000	Premises	0	0	0	0.0%
3000	Transport	51,910	49,887	(2,023)	-3.9%
4000	Supplies and Services	359,940	559,394	199,454	55.4%
	S106 Fees		59,626	59,626	
	<b>Total Direct Expenditure</b>	<b>1,952,060</b>	<b>2,057,109</b>	<b>105,049</b>	<b>5.4%</b>
7000	External Income	(1,234,990)	(1,130,395)	104,595	8.5%
	S106 contributions		(146,688)	(146,688)	
	Grant funding		(452,930)	(452,930)	
	<b>Net Direct Expenditure</b>	<b>717,070</b>	<b>327,096</b>	<b>(389,974)</b>	<b>-54.4%</b>
5000	Support Services	451,940	451,940	0	
6500	Depreciation	0	0	0	
	<b>Total Indirect Expenditure</b>	<b>451,940</b>	<b>451,940</b>	<b>0</b>	
	<b>Total Planning and Regeneration Expenditure</b>	<b>1,169,010</b>	<b>779,036</b>	<b>(389,974)</b>	
	<b>Planning and Regeneration - Service units</b>				
PR100	Building Regulations	48,630	55,669	7,039	
PR110	Enforcement	122,970	126,369	3,399	
PR200	Development Control	317,480	(177,969)	(495,449)	
PR210	Local Land Charges	(6,270)	(36,394)	(30,124)	
PR220	Tiverton EUE	40,170	73,818	33,648	
PR300	Environmental Enhancement	2,280	2,280	0	
PR400	Business Development	275,610	243,595	(32,015)	
PR405	Industrial Sites & Buildings	0	0	0	
PR500	Historic Buildings	14,540	14,540	0	
PR600	Forward Planning Unit	263,820	284,816	20,996	
PR699	Forward Planning Unit Rech	(263,820)	(263,820)	0	
PR800	Planning Policy	78,360	181,040	102,680	
PR810	Statutory Development Plan	269,990	269,977	(13)	
PR820	Assets of community value	0	181	181	
PR900	Dangerous Buildings And Trees	5,250	4,935	(315)	
	<b>Total Planning and Regeneration Expenditure</b>	<b>1,169,010</b>	<b>779,036</b>	<b>(389,974)</b>	
				<b>£</b>	<b>£</b>
	<b>Total Expenditure Variation</b>			<b>(389,974)</b>	<b>(a)</b>
	<b>Major Cost Changes</b>			<b>£k</b>	
PR400	Shop front grant scheme (see EMR note below)			29,793	
PR400	Crediton Town Team event coordination (see EMR note below)			6,299	
PR200	Consultancy/legal fees			9,000	
PR110	Direct Action/Remedial works			8,620	
PR110	Consultancy to provide officer cover			14,500	
PR220	Tiverton Eastern Urban Extension (EUE) (fully funded from reserves)			32,641	
Various	Local Plan and consultancy costs			141,000	
Various	Minor variances across all cost centres			9,369	
					<b>251,222</b>
	<b>Major Cost Savings</b>				
PR400	Business advice and town project spend (see EMR note below)			(29,120)	
PR400	Business Development - salary savings due to a restructure			(22,000)	
PR400	Salary savings from the Town Centre Manger Post (see EMR note below)			(16,080)	
PR100	Building Control staffing net of ECC plan checking			(23,000)	
PR110	Enforcement salary savings net of consultancy costs			(17,000)	
PR200	Development Control salaries			(66,000)	
PR600	Forward Planning salaries			(24,000)	
PR210	Underspend on DCC search fees			(5,000)	
					<b>(202,200)</b>
	<b>Major Changes in Income Levels</b>				
PR100	Building Control income below budget			28,000	
PR200	Development Control income below budget			100,857	
PR210	Local Land Charges fee income			(23,800)	



**GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17**
**Property Services**

		2016/17 Budget	2016/17 Actual	Variance	Variance	
Code	Property Services	£	£	£	%	
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%	
	<b>Total Direct Expenditure</b>	<b>1,018,100</b>	<b>1,074,491</b>	<b>56,391</b>	<b>5.5%</b>	
7000	External Income	(745,520)	(761,329)	(15,809)	-2.1%	
	<b>Net Direct Expenditure</b>	<b>272,580</b>	<b>313,162</b>	<b>40,582</b>	<b>14.9%</b>	<b>(a)</b>
5000	Support Services	(585,020)	(584,840)	180		
6500	Depreciation	283,720	588,296	304,576		
	<b>Total Indirect Expenditure</b>	<b>(301,300)</b>	<b>3,456</b>	<b>304,756</b>		
	<b>Total Property Services Expenditure</b>	<b>(28,720)</b>	<b>316,618</b>	<b>345,338</b>		
	<b>Property Services - Service units</b>					
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)		
	<b>Total Property Services</b>	<b>(28,720)</b>	<b>316,618</b>	<b>345,338</b>		
				£	£	
	<b>Total Expenditure Variation</b>				<b>345,338</b>	<b>(a)</b>
	<b>Major Cost Changes</b>					
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		
					<b>79,300</b>	





**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%	
	<b>Total Direct Expenditure</b>	<b>20,059,830</b>	<b>18,735,429</b>	<b>(1,324,401)</b>	<b>-6.6%</b>	
	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%	
	<b>Net Direct Expenditure</b>	<b>266,600</b>	<b>50,732</b>	<b>(215,868)</b>	<b>-81.0%</b>	<b>(a)</b>
5000	Support Services	438,450	438,450	0		
6500	Depreciation	0	0	0		
	<b>Total Indirect Expenditure</b>	<b>438,450</b>	<b>438,450</b>	<b>0</b>		
	<b>Total Revenues and Benefits Expenditure</b>	<b>705,050</b>	<b>489,182</b>	<b>(215,868)</b>		
	<b>Revenues and Benefits - Service units</b>					
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		
	<b>Total Revenues and Benefits Expenditure</b>	<b>705,050</b>	<b>489,183</b>	<b>(215,867)</b>		
				<b>£</b>	<b>£</b>	
	<b>Total Expenditure Variation</b>				<b>(215,868)</b>	<b>(a)</b>
	<b>Major Cost Changes</b>					
	* Additional Computer Software costs associated with changes in Housing Benefit funded by additional government grants detailed below			24,100		
					<b>24,100</b>	
	<b>Major Cost Savings</b>					
	** The demand for Housing Benefit was lower than budgeted (see decreased subsidy income detailed below)			(1,361,200)		
					<b>(1,361,200)</b>	
	<b>Major Changes in Income Levels</b>					
	* 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)		
			<b>1,111,700</b>
<b>Minor Variations</b>			9,532
<b>Total Expenditure Variation</b>			<b>(215,868) (a)</b>
<b>EAR MARKED RESERVES</b>			
		<b>£</b>	
<b>Utilised 2016/17</b>			
Release Credit Delivery Partnership Grant Reserve	(9,050)		
<b>Proposed contribution c/fwd to 2017/18</b>			
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
<b>Total Expenditure variation after Ear Marked Reserves</b>			<b>90,826</b>

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%	
	<b>Total Direct Expenditure</b>	<b>2,602,610</b>	<b>2,845,709</b>	<b>243,099</b>	<b>9.3%</b>	
7000	External Income	(2,685,020)	(2,458,841)	226,179	8.4%	
	<b>Net Direct Expenditure</b>	<b>(82,410)</b>	<b>386,868</b>	<b>469,278</b>	<b>-569.4%</b>	<b>(a)</b>
5000	Support Services	300,340	300,340	0		
6500	Depreciation	529,870	551,943	22,073		
	<b>Total Indirect Expenditure</b>	<b>830,210</b>	<b>852,283</b>	<b>22,073</b>		
	<b>Total Leisure Services Expenditure</b>	<b>747,800</b>	<b>1,239,152</b>	<b>491,352</b>		
	<b>Leisure Services - Service units</b>					
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		
	<b>Total Leisure Services Expenditure</b>	<b>1,277,670</b>	<b>1,239,152</b>	<b>(38,518)</b>		
				£	£	
	<b>Total Expenditure Variation</b>				<b>491,352</b>	<b>(a)</b>
	<b>Major Cost Changes</b>					
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		
					<b>244,133</b>	
	<b>Major Cost Savings</b>					
					<b>0</b>	
	<b>Major Changes in Income Levels</b>					
	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		
					<b>225,150</b>	
	<b>Minor Variations</b>				<b>22,069</b>	
	<b>Total Expenditure Variation</b>				<b>491,352</b>	<b>(a)</b>
	<b>EAR MARKED RESERVES</b>					
	<b>Utilised 2016/17</b>					
	<b>Proposed contribution c/fwd to 2017/18</b>					
	Net movement in earmarked reserves				0	
	<b>Total Expenditure variation after Ear Marked Reserves</b>				<b>491,352</b>	

**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%	
	<b>Total Direct Expenditure</b>	<b>3,846,730</b>	<b>4,148,403</b>	<b>301,673</b>	<b>7.8%</b>	
7000	External Income	(2,071,220)	(2,239,379)	(168,159)	-8.1%	
	<b>Net Direct Expenditure</b>	<b>1,775,510</b>	<b>1,909,024</b>	<b>133,514</b>	<b>7.5%</b>	<b>(a)</b>
5000	Support Services	535,420	535,420	0		
6500	Depreciation	443,680	402,611	(41,069)		
	<b>Total Indirect Expenditure</b>	<b>979,100</b>	<b>938,031</b>	<b>(41,069)</b>		
	<b>Total Waste Services Expenditure</b>	<b>2,754,610</b>	<b>2,847,055</b>	<b>92,445</b>		
	<b>Waste Services - Cost Centres</b>					
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		
	<b>Total Waste Services Expenditure</b>	<b>3,198,290</b>	<b>2,847,055</b>	<b>(351,235)</b>		
				£	£	
	<b>Total Expenditure Variation</b>				<b>92,445</b>	<b>(a)</b>
	<b>Major Cost Changes</b>					
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		
					<b>344,200</b>	
	<b>Major Cost Savings</b>					
All	Depreciation charges less than budgeted			(41,000)		
					<b>(41,000)</b>	
	<b>Major Changes in Income Levels</b>					
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)		
					<b>(203,000)</b>	
	<b>Minor Variations</b>			(7,686)		
					<b>(7,755)</b>	
	<b>Total Expenditure Variation</b>				<b>92,445</b>	<b>(a)</b>

**GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2016/17**

**Waste Services**

	<b>EAR MARKED RESERVES</b>				
	<b>Utilised 2016/17</b>				
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)		
	<b>Proposed contribution c/fwd to 2017/18</b>				
WS770	Sprinkler system		20,000		
WS770	Weighbridge		13,600		
WS725	Excess Insurance Claim		10,000		
	Net movement in earmarked reserves				(235,580)
<b>Total Expenditure variation after Ear Marked Reserves</b>					<b>(143,135)</b>



## HOUSING REVENUE ACCOUNT OUTTURN SUMMARY 2016/17

## Housing Revenue Account

		Variance £	
<b>Major Changes in Income Levels</b>			
	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)
	<b>Minor Variances totalling</b>		<b>(17,688)</b>
	<b>Total HRA Expenditure</b>		<b>(2,716,699) (a)</b>
	<b>Net movement before transfers to/from earmarked reserves</b>		<b>(2,716,699)</b>
	<b>Total Variation brought forward</b>		<b>(2,716,699)</b>
	<b>EAR MARKED RESERVES</b>		
		<b>£</b>	
	<b>Utilised 2016/17</b>		
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)	
	<b>Proposed contribution c/fwd to 2017/18</b>		
	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	
	<b>Net movement in earmarked reserves</b>		<b>2,716,699</b>
	<b>Total Expenditure variation after Ear Marked Reserves</b>		<b>0</b>



## 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)
<b>Total Miscellaneous General Fund Reserves</b>	<b>EQ660</b>	<b>(1,241,248)</b>	<b>(183,355)</b>	<b>234,106</b>	<b>(60,281)</b>	<b>(1,250,778)</b>

## 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)
<b>Total Other GF Revenue Reserves</b>		<b>(6,204,475)</b>	<b>(3,110,232)</b>	<b>1,424,256</b>	<b>60,281</b>	<b>(7,830,170)</b>

\*\*\* 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)

<b>Total Section 106 - Open Space funds</b>	<b>Various</b>	<b>(656,643)</b>	<b>(119,646)</b>	<b>69,480</b>		<b>(706,809)</b>
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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)
<b>Total Maintenance Reserves</b>		<b>(262,064)</b>	<b>(1,586)</b>	<b>22,569</b>	<b>0</b>	<b>(241,080)</b>

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

**Net movement into General Fund Earmarked Reserves = (TREM)**

**(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)
<b>Total HRA EARMARKED RESERVES</b>		<b>(9,736,223)</b>	<b>(2,826,051)</b>	<b>109,352</b>	<b>0</b>	<b>(12,452,922)</b>

**Net movement into HRA Earmarked Reserves = (HOTREM)**

**(2,716,699)**

<b>RESERVES</b>		<b>(18,100,652)</b>	<b>(6,240,870)</b>	<b>1,859,763</b>	<b>(0)</b>	<b>(22,481,760)</b>
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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
CA1100	HRA Projects Major repairs to Housing Stock	2,860,000	131,000	2,991,000	2,797,005.18	-193,994.82	87,000	107,000
CA1111	Renewable Energy Fund Spend	200,000	156,000	200,000	70,000.00	-130,000.00	0	130,000
CA112 (1)	Birchen Lane - re development of unit for housing conversion (4 units)			156,000	202,776.49	46,776.49	0	
CA1131	Woolcott Way - 1 bed Bungalow			0	385.00	385.00	0	
CA1119 (1)	Palmerston Park Tiverton - affordable dwellings (26 units)		3,793,000	3,793,000	1,075,532.83	-2,717,467.17	2,671,000	
CA1122	Weco Tipper 3.5f (or equivalent)		24,000	24,000	0.00	-24,000.00	24,000	
CA1124	Queensway (Beech Road) Tiverton (3 units)		299,000	299,000	1,155.00	-297,845.00	298,000	
CG200	Disabled Facilities Grants - Council Houses	297,000	685,000	297,000	298,846.00	1,846.00	0	
CA1120	Burlescombe (6 units) ****	100,000		785,000	9,245.60	-775,754.40	776,000	
	**** Note £700k in 15/16 slipped to 16/17							
CA1125	Waddeton Park - (70 units)	2,000,000	-4,000	1,996,000	4,640.00	-1,991,360.00	1,991,000	
CA1126	Sewerage Treatment Works - Washfield	520,000	25,000	25,000	0.00	-25,000.00	25,000	
CA1127	Stoodleigh - Pending feasibility (4 units)			520,000	0.00	-520,000.00	520,000	
CA1132	Repairs mobile replacement				17,370.51	17,370.51	0	
	<b>Total HRA Projects</b>	<b>5,977,000</b>	<b>5,109,000</b>	<b>11,086,000</b>	<b>4,476,956.61</b>	<b>-6,609,043.39</b>	<b>6,392,000</b>	<b>237,000</b>
<b>Total</b>	<b>2016/17 CAPITAL PROGRAMME GRAND TOTAL</b>	<b>8,041,000</b>	<b>7,669,000</b>	<b>15,710,000</b>	<b>5,293,262.07</b>	<b>-10,416,737.93</b>	<b>9,184,000</b>	<b>628,000</b>

(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 £000's	Total Slippage B/fwd & Adj to Approved Capital Programme 16/17 £000's	Adjusted Capital Programme Funding 2016/17 £000's	Total Actual Funding to 31/03/17 £000's
9801	General Fund Projects 106 & Affordable Housing Contributions	222,000	0	222,000	45,079.84
9950	General Capital Reserve	136,000	149,000	285,000	20,932.34
9700	Port Grant (DCLG)	311,000	0	311,000	293,577.99
9727	New Homes Bonus (GF)	1,070,000	1,606,000	2,676,000	342,623.00
9957	Private Sector Housing Grants EMR	165,000	0	165,000	8,000.00
9950	Contribution from Sinking Funds	160,000	329,000	489,000	0.00
9954	Contribution from CGU - Non Specific		42,000	42,000	20,549.91
9980	Useable Capital Receipts General		434,000	434,000	85,541.38
	<b>Total General Fund Projects</b>	<b>2,064,000</b>	<b>2,560,000</b>	<b>4,624,000</b>	<b>816,305.46</b>
9801	HRA Projects 106 & Affordable Housing Contributions	365,000	300,000	300,000	200,000.00
9980	Useable Capital Receipts General to be generated in 2016/17 £65k * Contribution from existing Useable Capital Receipts £300k		0	365,000	316,216.51
9710	MRA Reserve	2,860,000	131,000	2,991,000	2,797,005.18
9727	New Homes Bonus (HRA)	21,000	250,000	600,000	21,000.00
9950	1-4-1 receipts reserve	350,000	0	600,000	417,930.60
9990	Renewable Energy Fund	200,000	0	200,000	70,000.00
9990	Housing Maintenance Fund	272,000	3,053,000	3,325,000	385.00
9942	PWLB Borrowing	73,000	0	73,000	38,966.87
9704	Homes & Communities Agency Grant (HCA)	1,836,000	-4,000	1,832,000	0.00
9990	HRA Reserve		1,330,000	1,330,000	636,452.45
9990	HRA EMR		24,000	24,000	0.00
	<b>Total HRA Projects</b>	<b>5,977,000</b>	<b>5,109,000</b>	<b>11,086,000</b>	<b>4,476,956.61</b>
	<b>2016/17 CAPITAL PROGRAMME GRAND TOTAL FUNDING</b>	<b>8,041,000</b>	<b>7,669,000</b>	<b>15,710,000</b>	<b>5,293,262.07</b>

## COMMUNITY WELL-BEING PDG AUGUST 2017

### SAFEGUARDING POLICY, GUIDANCE AND PROCEDURES

- Cabinet Member(s):** Cllr Colin Slade, Cabinet Member for Community Well Being
- Responsible Officer:** Mrs Jill May, Director of Corporate Affairs & Business Transformation and Corporate Safeguarding Lead Officer
- Reason for Report:** To provide Members with the updated Safeguarding Policy, Guidance and Procedures.
- RECOMMENDATION:** That the PDG recommends the Devon District Councils joint Safeguarding Policy (Appendix A) and the MDDC guidance and procedures (Appendix B) to Cabinet for approval.
- Relationship to Corporate Plan:** Safeguarding is a corporate matter which overarches the Corporate Plan.
- Financial Implications:** None Identified
- Legal Implications:** If we do not have appropriate policies and procedures in place we may not meet the requirements of relevant Safeguarding legislation i.e. the Children's Act 2004, Care Act 2014, etc
- Risk Assessment:** Failure to have adequate policies and procedures in place may result in harm or injury to a child or vulnerable adults.
- Equality Impact Assessment:** Equality Impact Assessment: No equality issues identified for this report

#### 1.0 Introduction

- 1.1 The purpose of this report is to update you on the Joint Devon District Wide Safeguarding Policy along with MDDC guidance and procedures.
- 1.2 The Director of Corporate Affairs & Business Transformation & Corporate Safeguarding Lead Officer has been working with the Devon Districts to review the adopted joint Devon Safeguarding Policy.

#### 2.0 Safeguarding Policy

- 2.1 The Devon Joint Safeguarding Policy has been reviewed and as there were no identified significant changes to the policy this time, the district

joint officers will review the policy on an annual basis or earlier if there are any legislation changes.

- 2.2 The Director of Corporate Affairs & Business Transformation & Corporate Safeguarding Lead Officer has reviewed and updated MDDC guidance and procedures for Safeguarding Children and Adults at Risk.
- 2.3 The policy has been amended to include new information in terms of Child Exploitation and Online Protection, Radicalisation and Prevent.

### **3 Guidance and Process**

- 3.1 We have increased the number of service safeguarding representatives across the council to support the Child Protection & Safeguarding Officer to raise awareness of our Safeguarding Policy and the process to follow if anyone should notice anything which raises concerns.
- 3.2 All Safeguarding representatives have recently undertaken Level 2 Child Safeguarding awareness training from the Early Years team from Devon County Council which has enabled representatives to share awareness across their service area and to signpost to other partners for support.
- 3.3 Quarterly meetings are scheduled for the safeguarding team to meet and discuss best practice and lessons learned from sharing experiences within service areas. Bite Size awareness training to upskill safeguarding representatives who will then cascade across their service areas. To ensure we are addressing any changes of legislation or practice in a timely manner.
- 3.4 Working in collaboration with the Council's Community Safety Officer and partners to raise awareness of safeguarding and protection concerns with all officers and members.
- 3.5 The Safeguarding [sharepoint pages](#) have been reviewed and updated and consist of informing officers who their representative is and the process of reporting concerns and where officers can locate documents and other partners information.
- 3.6 MDDC guidance and procedures will be assigned to the corporate insight policy system by 4 August 2017 and will be rolled out to all staff to complete a review of the guidance and will also incorporate a 12 monthly review programme to raise the profile of safeguarding and that safeguarding is everybody's responsibility.
- 3.7 Annual statistics will be produced for this committee on the number of referrals to partner agencies for monitoring purposes only there will not be any specific details on referrals.

- 3.8 All Recreation Assistants (Lifeguards) have recently undertaken safeguarding and protecting children awareness training through Sports Coach UK.
- 3.9 Human resources have completed a review of the posts that require enhanced disclosure certificates and in accordance with our policy have requested renewals of the certificates where appropriate.

**Contact for more Information:** Jill May Director of Corporate Affairs & Business Transformation & Corporate Safeguarding Lead Officer and Nicola Cuskeran, Corporate Child Protection & Safeguarding Officer 4200.

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

**List of Background Papers:**

**Joint District Wide Policy**

**Mid Devon District Council Policy & Guidance**

**Corporate Monitoring Form**

**Service: Corporate  
January 2017 to 30 June 2017**

**Officer: Nicola Cuskeran**

**Period:**

SERVICE AREA	REFERRED		MASH	CARE DIRECT	POLICE	ANOTHER SERVICE WITHIN MDDC
	YES	NO				
Leisure	1	4	1	0	0	0
Housing Options	0	0	0	0	0	0
Customer Services	0	0	0	0	0	0
Public Health	5	0	2	3	0	0
Housing	2	0	1	1	1	0

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