

Public Document Pack

Mid Devon District Council

Environment Policy Development Group

Tuesday, 10 July 2018 at 2.00 pm
Exe Room, Phoenix House, Tiverton

Next ordinary meeting
Tuesday, 4 September 2018 at 2.00 pm

Those attending are advised that this meeting will be recorded

Membership

Cllr R F Radford
Cllr D R Coren
Cllr Mrs C P Daw
Cllr R M Deed
Cllr R Evans
Cllr D J Knowles
Cllr Mrs E J Slade
Cllr J D Squire
Cllr R Wright

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*)
Members to consider whether to approve the minutes as a correct record of the meeting held on 15th May 2018.
- 4 **Chairman's Announcements**
To receive any announcements that the Chairman may wish to make.

To include an update on the Devon Authorities Strategic Waste Committee and if the request to add in innovative options for recycling

plastic was included as an agenda item. Meeting of 17th June cancelled due to lack of business but this will be added as an agenda item at the next meeting on 17th October 2018

5 **Motion 549 (Cllr B Evans - 8th June 2018)**

The following Motion has been forwarded from Council to the Policy Development Group for consideration and report.

Motion 549 (Councillor B Evans – 8th June 2018)

In order that MDDC can take proactive action to assist with the reduction in the use and sale of single use plastic the following motion sets out some initial actions to assist the aim of reduced plastic use with a stated aim to add agreed actions as when viable solutions are available.

The Council therefore agrees to:

Phase out the use of single use plastics (SUP) by MDDC and its suppliers by the end of 2018 or whenever current contracts expire that would be effected by the required removal of the use or supply of SUP's that may run past this date.

To include, but not exclusively, building materials, chemical containers, paints, chemicals, cleaning products, oil, lubricants, fuel additives, plastic cups, and cutlery. Straws, sachets of sauce and any identified SUP items commonly used but not listed.

Where practicable seek to reduce or remove the use is SUP when dealing with partnership agreements with Devon County Council within leisure facilities.

End the sale of SUP in council buildings including SUP drinks bottles within any all vending machines on MDDC property.

Investigate possibilities of pop up vendors at all events within MDDC area avoiding SUP.

Work with tenants and operators of commercial properties owned by the council to support the phasing out of SUP.

This to include an MDDC initiative encouraging residents when shopping to “ avoid the plastic, take a basket , buy loose fruit and vegetables “

Work with festival organisers to create policy in which single use disposable plastic cups are replaced at all festivals within our area with reusable or deposit scheme cups.

One area of exception to be that of medical supplies of any form, to

ensure no supply of any equipment or product is in any way compromised.

Please note: Having considered the above Motion the Policy Development Group are asked to consider whether this Motion should either be supported or rejected. This decision will be referred back to full Council on 29th August 2018.

6 **Revenue & Outturn Report 2017-2018 (Pages 11 - 48)**

To consider a report of the Deputy Chief Executive (S151) presenting the Revenue and Capital Outturn report, previously considered by Cabinet on the 14th June 2018.

7 **Repairing Footpaths and Roads Policy (Pages 49 - 54)**

To receive a report from the Group Manager Corporate Property and Commercial Assets on the review of the Repairing Footpaths and Roads Policy

8 **Performance & Risk (Pages 55 - 66)**

To provide Members with an update on performance against the corporate plan and local service targets for 2018-2019 as well as providing an update on the key business risks.

9 **Identification of Items for Future Meetings**

Members are asked to note that the following items are already identified in the work programme for the next meeting:

To consider a report regarding the setting up of a partnership to explore Area of Outstanding Natural Beauty for Exe Valley from Group Manager for Growth, Economy and Delivery.

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

Stephen Walford
Chief Executive
Monday, 2 July 2018

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 Carole Oliphant on:

Tel: 01884 234209

E-Mail: coliphant@middevon.gov.uk

Public Wi-Fi is available in all meeting rooms.

MID DEVON DISTRICT COUNCIL

MINUTES of a **MEETING** of the **ENVIRONMENT POLICY DEVELOPMENT GROUP**
held on 15 May 2018 at 2.00 pm

Present

Councillors

R F Radford (Chairman)
D R Coren, Mrs C P Daw, R Evans,
D J Knowles, Mrs J Roach, J D Squire and
R Wright

Apologies

Councillors

R M Deed and Mrs E J Slade

Also Present

Councillors

C J Eginton and L D Taylor

Also Present

Officers

Andrew Pritchard (Director of Operations), Stuart Noyce (Group Manager for Street Scene and Open Spaces), Catherine Yandle (Group Manager for Performance, Governance and Data Security), Andrew Busby (Group Manager for Corporate Property and Commercial Assets), Vicky Bowden (Environment and Enforcement Manager), Karen White (Cemeteries Administrative Assistant) and Sarah Lees (Member Services Officer)

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

RESOLVED that Cllr R F Radford be elected Chairman of the Group for the municipal year 2018/19.

Cllr Radford then took the Chair.

2 **ELECTION OF VICE CHAIRMAN**

RESOLVED that Cllr D R Coren be elected Vice Chairman of the Group for the municipal year 2018/19.

3 **APOLOGIES AND SUBSTITUTE MEMBERS**

Apologies were received from Councillors Mrs E J Slade and R M Deed, who was substituted by Cllr Mrs J Roach.

4 **PUBLIC QUESTION TIME**

There were no members of the public present.

5 **MINUTES OF THE PREVIOUS MEETING**

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

6 CHAIRMAN'S ANNOUNCEMENTS

The Chairman stated that the Group needed to decide what time to start their meetings for the remainder of this municipal year. It was **AGREED** that the start time of meetings should remain at 2.00pm.

7 MOTION 542 (COUNCILLOR MRS J ROACH - 30 NOVEMBER 2017)

The Group had before it Motion 542 (Councillor Mrs Jenny Roach – 30 November 2017).

That this Council consider the use of recycling trolleys as a pilot project, hopefully in Silverton, as an alternative to assisted collections for those who wish to try out such a system.

This motion, previously considered by the PDG on 9 January 2018 had been referred back to the Group by Council (in line with Procedure Rule 15.1(e) for further consideration at its meeting in March 2018. At the March meeting the Group had **RESOLVED** that a sample trolley be sourced which was suitable for use with the current recycling fleet, in order that Members could have a look and see how it operated. This had taken place prior to the meeting.

In speaking to her Motion, Cllr Mrs Roach stated that the issue had not been about replacing assisted recycling box collections but rather to allow people to have independence and choice. It was stated that some people might prefer not have people entering their premises, especially if they had a dog and did not want access and exit points to their premises left vulnerable.

Officers had been tasked with obtaining sample boxes and a trolley from the current supplier. During the demonstration prior to the meeting it was explained that it was not possible to fit the sample boxes on to the current lorries for the operatives to sort. The stacking system and slots into which recyclables could be deposited were also not ideal but these were the only boxes the current supplier provided.

Discussion took place regarding:

- The possibility of less physically able residents having alternative methods of recycling rather than having to sign up to assisted bin collections, thereby allowing them greater independence.
- Researching costs involved in sourcing alternative boxes that would be compatible with the current lorries for what would essentially be a small number of people.

RECOMMENDED to Council that Motion 542 be rejected.

(Proposed by the Chairman)

Note: Cllrs D J Knowles and Mrs J Roach requested that their vote against the decision be recorded.

8 **MOTION 545 - (COUNCILLOR L TAYLOR - 10 APRIL 2018)**

The Group had before it Motion 545 (Councillor L Taylor – 10 April 2018)

That this Council considers the use of British Hedgehog Preservation Society (BHPS) stickers on all Mid Devon grass cutting machinery, requesting that all users check the area to be cut before using the equipment. The stickers are free and are being used by other Councils such as East Devon District Council, Derbyshire County Council and Manchester City Council to name but a few.

Cllr Taylor explained that in the 1950's hedgehogs had been voted as the national species of Great Britain and there had been 30 million in existence but that number had now reduced to 1.5million representing a 97% reduction. He further explained that it was predicted that hedgehogs could be extinct within 10 years. Councils in other parts of the country had signed up to placing stickers on their ground maintenance equipment and there had been a significant reduction in the number of hedgehog deaths as a result.

RECOMMENDED to Council that Motion 545 be supported

(Proposed by Cllr Mrs J Roach and seconded by Cllr R Evans)

9 **BEREAVEMENT SERVICES FEES AND CHARGES**

The Group had before it a report * from the Director of Finance, Assets and Resources setting out the Bereavement Service fees and charges for 2018/19. This report had previously been considered by the Group at their meeting on 6 March 2018 where the Group had made a recommendation to the Cabinet. The Cabinet had considered this on 5 April 2018, however, due to a change in Government guidance with regard to fees and charges, the Cabinet had resolved that the matter be referred back to the PDG for further consideration.

It was explained that the Government had implemented an instruction on 31st March 2018 to set up a Children's Funeral Fund for England thereby removing the fees for burials and cremations for those under the age of 18.

Discussion followed with regard to the proposed fees for the 'Exclusive Rights of Burial and Right to Erect a Memorial' for 30 years for those children under the age of 18. This was a sensitive area and the Council needed to show compassion.

RECOMMENDED to the Cabinet that, subject to the removal of a charge for 'Exclusive Rights of Burial and Right to Erect a Memorial' for 30 years for those who die under the age of 18, the proposed Bereavement Service fees and charges for 2018/19 be approved.

(Proposed by Cllr R Evans and seconded by Cllr Mrs J Roach)

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

10 DISTRICT OFFICER DISCRETIONARY TIME

The Group had before it a report * from the Group Manager for Street Scene and Open Spaces outlining the first full year performance of the Street Scene Education and Enforcement Services following the service review in 2016/17.

Consideration was given to:

- The high number of dog fouling complaints to Ward Members;
- The limited amount of District Officer resource available and the need to put this where it would have best effect;
- Investing in the further education of dog owners might not be constructive since many knew fouling was wrong but still did not want to pick up after their dogs;
- Localities could still be provided with signs to deter owners from allowing their dogs to foul;
- The Government had introduced a new Litter Strategy for England to curb littering with proposals for new enforcement, education and community engagement. Mid Devon District Council was now proposing to adopt those powers;
- District Officers were very reliant on intelligence from the public and this was encouraged. However, members of the public had to be prepared to sign a statement and stand up in court if a successful prosecution was to ensue if a fixed penalty notice was not paid.

RECOMMENDED to the Cabinet that:

- a) The fine for littering be increased to the statutory maximum of £150.
- b) The time allocated to discretionary duties be varied as specified in paragraph 2, Table 2.
- c) Policies, systems and procedures necessary to enable Fixed Penalty Notices (FPN's) to be served on the relevant person(s) associated with littering from vehicles be introduced.

(Proposed by Cllr R Evans and seconded by Cllr R Wright)

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

11 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 2017-18 as well as providing an update on the key business risks.

The Group Manager for Performance, Governance and Data Security reported that it had been a very good year for the Street Scene service with the service costing less per household than the target which had been set.

Consideration was given to the following:

- Targets in relation to residual household waste per household (measured in kilograms) which it was felt were higher than current actual. These targets had been set 4 years ago when the Corporate Plan had been approved, since then a new scheme had been introduced and performance had been better than targets;
- Carbon monoxide levels at Carlu Close were now being managed and monitored and were improving since extra controls were put in place. Previous high levels had been detected as a result of the collection and bulking vehicles keeping engines running in a confined space which was being managed better now.
- Alternative uses of plastic and the opportunities that arose from this. An example was provided whereby some countries were considering using recycled plastic to make roads. There was a need for a collaborative approach locally and nationally with some innovative thinking in terms of recycling plastic rather than just stopping using it;

ACTION: It was requested that the Committee Clerk to this Group contact the Clerk administering the Devon Authorities Strategic Waste Committee (which the Leader from Mid Devon District Council attended) to seek an item on the next available agenda to discuss the recycling of plastic and a future innovative collaborative approach;

- Working with local independent traders in Tiverton to reduce the amount of plastic used, for example ceasing to use plastic carrier bags.

RECOMMENDED to the Cabinet that the annual target in relation to residual household waste per household be reduced from 420kg per year to 378kg.

(Proposed by Cllr R Evans and seconded by Cllr R Wright)

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

12 IDENTIFICATION OF ITEMS FOR FUTURE MEETINGS

No other items were identified for the next meeting others than those already listed in the work programme. However, the Chairman requested that the Group Members contact the Clerk should they have a specific item they would like discussed at the next meeting.

(The meeting ended at 3.09 pm)

CHAIRMAN

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SCRUTINY
18 June 2018

REVENUE AND CAPITAL OUTTURN 2017/18

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 2017/18.

RECOMMENDATION(S): That the Committee 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 2017/18. 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.

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

Executive Summary of 2017/18 Income and Expenditure

The table below gives an overview of the movements during the year on the key useable reserves of the Council. The balances assume that the proposed recommendations are approved as outlined at the beginning of this report.

	31 March 2017	In year movement	31 March 2018
	£k	£k	£k
General Fund	2,241	0	2,241
Housing Revenue Account	2,000	0	2,000

1.0 Introduction

1.1 Members of the Cabinet 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.

- 1.2 The Council has continued its strategic decision to reduce costs, without adversely affecting service delivery. This year we have reclassified our CCLA investment which we had previously been advised to treat as Cash and Cash Equivalents. This was not technically correct and the restatement (reflected in our Statement of Accounts) has provided further resources and we have received a significant surplus in Business Rates due to growth and the benefits of “pooling”. This has seen us deliver an overall General Fund (GF) surplus of £159k (see Appendix 1).
- 1.3 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.

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 £2.241m as at 31/03/17. In 2017/18 the previous two years’ CCLA “losses” were reclassified as an unusable reserve and this meant that we could add back £360k to the General Fund Reserve which we had charged to it in previous years. The surplus of £159k incorporates this £360k.
- 2.2 Detailed budget monitoring reports were provided to both senior managers and Members throughout 2017/18. 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 as at 31 December 2017 and predicted an end of year deficit of £182k for the General Fund. Therefore the final position improved by £341k.
- 2.3 The table below shows the overall budget, actual and variance, summarised for 2017/18.

	2017/18 Budget £	2017/18 Actual £	Variance £
Total Cost of Services	10,049,790	9,830,016	(219,774)
Other Income and Expenditure	(1,518,720)	1,095,786	2,614,506
TOTAL BUDGETED EXPENDITURE	8,531,070	10,925,802	2,394,732
TOTAL FUNDING	(8,531,070)	(11,084,755)	(2,553,685)
Net Income and Expenditure	0	(158,953)	(158,953)

- 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 2018/19 budget was adjusted accordingly.

2.5 The overall effect of the 2017/18 financial year would result in a General Fund Balance of £2.400m which is higher than the Council's own minimum requirement of £8.531m (Net Budgeted Expenditure) x 25% = **£2.133m** (agreed by Full Council) if it was not transferred to reserves.

2.6 In addition to the GF Balance, the Council holds a number of Earmarked Reserves (EMRs) which are used to help fund anticipated future expenditure commitments. The net movement of £909k 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 third year's result's following the acquisition of the shops in March 2015. The return on investment has dropped compared to 2016/17 (4.1%) due to an increase in vacant units during 17-18. 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)	(247)
Interest payable on Public Works Loan Board loan	102
Statutory Capital Financing (over 50 years)	83

Net income for year	(62)
	=====

This income equates to an approximate return of **1.5%** (62k ÷ 4,173k), net of borrowing costs. (£4,173k = Principal)

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 2017/18 the outturn is a net surplus of £255k and Members are requested to approve a transfer to HRA reserves to bring this to zero.

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

HRA Balance

	£m
HRA balance @ 31/03/17	(2.000)
Budget saving achieved in 2017/18	(0.255)
Additional transfer to 30yr modernisation programme	0.255
HRA balance @ 31/03/18	(2.000)

- 3.3 After the strong closing financial position delivered in 2017/18, it is recommended to transfer a sum of £255k into the Housing Maintenance Fund earmarked reserve. This is in addition to the £2.182m already. The above position leaves an HRA balance of £2.0m as at 31 March 2018.
- 3.4 The main budget variances during 2017/18 that give rise to the figure of £255k were the £89k underspend generated by the Repairs team (comprising savings on the gas servicing contract and other planned works as well as some overspends in the DLO, including materials, contractors and vehicle purchase), the £83k underspend from the Tenancy teams and the £38k underspend on Alarms. For further details, please see the HRA Outturn Summary for 2017/18, 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 2017/18 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 2018/19 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 2017/18 was 98.0% (98.1% in 2016/17). This demonstrates how effective our Revenues section has been in collecting the annual charge in extremely challenging economic times. The Non Domestic Rates collection rate improved to 99.2% for 2017/18 (99.2% in 2016/17).

5.0 Capital Outturn

- 5.1 A capital outturn summary is attached as Appendix 5 to this report. The revised capital budget for 2017/18 amounted to £24.315m. At the year-end we had spent £8.523m leaving the capital programme underspent in total by £15.792m.

Capital receipts of £2.439m (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 £5.874m which have not been completed as at the 31 March 2018. This expenditure, therefore, needs to be rolled forward to be included in the 2018/19 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 £426k relating to Affordable Housing and Private Sector Housing Grants.

- 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:

	£m
Balance at 1 April 2017	(2.438)
• Sale of Council Houses - 26	(2.084)
• General Fund Sales	(1.639)
• Pooling of Housing Capital Receipts to Government.	231
• Capital Receipts applied in year	2.439
Balance at 31 March 2018	(3.501)

Note – the remaining balance of £3.501m 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 £441k made up by the following transactions:

	£k
Balance at 1 April 2017	(471)
Funding required to deliver the 2017/18 Programme	30
Balance at 31 March 2018	(441)

Note – the remaining balance of £441k 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 2018 is £2.673m; 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 2017/18 investment performance, including the details of interest payable, are included within the separate 2017/18 Treasury Outturn Report.

7.0 Conclusion

- 7.1 Members are asked to note the revenue and capital outturn figures for the financial year 2017/18 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 2017/18 capital programme be rolled forward into the 2018/19 capital programme.

Contact for more information:

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Background Papers:

Circulation of the Report:

Cllr Peter-Hare-Scott
Leadership Team

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2017/18

	Budget 2017/18	Actual 2017/18	Variance
	£	£	£
Community Development	268,090	399,996	131,906
Corporate Management	1,428,300	1,499,055	70,755
Car Parks	(237,790)	(144,661)	93,129
Customer Services	37,300	(10,298)	(47,598)
Environmental Services	1,444,570	1,324,747	(119,823)
Finance & Performance	7,020	(18,378)	(25,398)
Grounds Maintenance	27,410	75,845	48,435
General Fund Housing	261,490	149,493	(111,997)
Human Resources	46,210	55,389	9,179
I.T.Services	47,820	76,961	29,141
Legal & Democratic Services	916,880	899,040	(17,840)
Planning & Regeneration	1,580,840	747,037	(833,803)
Property Services	10,250	387,344	377,094
Revenues & Benefits	667,940	583,086	(84,854)
Recreation and Sport	1,020,890	1,239,516	218,626
Waste Services	2,522,570	2,565,844	43,274
TOTAL COST OF SERVICES	10,049,790	9,830,016	(219,774)
OTHER INCOME & EXPENDITURE			
PWLB bank loan interest payable & finance lease interest	143,680	143,818	138
Interest from funding provided for HRA	(54,000)	(56,573)	(2,573)
Interest received on investments	(254,000)	(342,341)	(88,341)
Reversal of capital charges reflected in services	(1,675,800)	(1,724,596)	(48,796)
Capital grants unapplied	0	1,750,595	1,750,595
Capital financing of finance leases	84,790	85,205	415
MRP for capital funding and loan repayments	313,580	268,883	(44,697)
New Homes Bonus	(1,721,980)	(1,726,976)	(4,996)
Transfers to & from earmarked reserves, including earmarked reserves used to fund capital programme 2017/18	1,645,010	908,678	(736,332)
EMR used to fund 2017/18 capital programme	0	2,149,622	2,149,622
Reclassification of CCLA Fund	0	(360,529)	(360,529)
TOTAL OTHER INCOME & EXPENDITURE	(1,518,720)	1,095,786	2,614,506
TOTAL BUDGETED EXPENDITURE	8,531,070	10,925,802	2,394,732
FUNDED BY:-			
Revenue Support Grant	(497,550)	(497,553)	(3)
NNDR Revenue	(2,265,210)	(2,952,656)	(687,446)
Assumed NNDR Pooling Growth		(106,582)	(106,582)
Capital Grants & Cont'S Rec'D	0	(1,750,595)	(1,750,595)
CTS Funding parishes	46,960	46,768	(192)
Collection Fund Surplus	(52,860)	(52,857)	3
Council Tax - (Band D at £182.15)	(5,356,390)	(5,356,390)	0
Other non-ringfenced gov grants	(31,510)	(40,381)	(8,871)
Rural Services Delivery Grant	(374,510)	(374,509)	1
TOTAL FUNDING	(8,531,070)	(11,084,755)	(2,553,685)
NET INCOME AND EXPENDITURE	0	(158,953)	(158,953)

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2017/18
Community Development

		2017/18 Budget £	2017/18 Actual £	Variance £	Variance %	
Code	Community and Development					
1000	Employees	62,600	60,091	(2,509)	-4.0%	
2000	Premises	45,420	46,912	1,492	3.3%	
3000	Transport	0	397	397		
4000	Supplies and Services	101,500	174,529	73,029	72.0%	
	Total Direct Expenditure	209,520	281,930	72,410	34.6%	
7000	External Income	(92,400)	(143,728)	(51,328)	-55.5%	
	Net Direct Expenditure	117,120	138,203	21,083	18.0%	(a)
5000	Support Services	108,110	108,110	0		
6500	Depreciation	42,860	153,683	110,823		
	Total Indirect Expenditure	150,970	261,793	110,823		
	Total Community & Development Expenditure	268,090	399,996	131,906		
	Community & Development - Service units					
CD200	Community Development	134,450	152,088	17,638		
CD205	HO Communities & Gov	1,960	1,656	(304)		
CD206	HO Communities & Gov Rech	0	0	0		
CD210	Community Services Unit	0	0	0		
CD211	Community Services Unit Rech	0	0	0		
CD300	Markets	137,820	251,707	113,887		
CD305	Market Special Events	(6,140)	(5,456)	684		
	Total Community & Development Expenditure	268,090	399,996	131,906		
				£	£	
	Total Expenditure Variation				131,906	(a)
	Major Cost Changes					
CD200	Utilise ear marked reserve for grant awards (see EMR note below)			5,430		
CD200	Town and Parish Fund, grant awards (see note in income levels)			56,820		
CD300	Please refer to Capital Programme Appendix 5. Project no longer to be undertaken			10,550		
					72,800	
	Major Cost Savings					
					0	
	Major Changes in Income Levels					
CD200	DCC Contribution to Town and Parish Fund (see EMR note below)			(58,840)		
CD300	Market income			5,500		
					(53,340)	
	Minor Variations				1,623	
	Total Expenditure Variation				21,083	(a)
	EARMARKED RESERVES					
	Utilised 2017/18					
CD200	Partial grant earmarked reserve released			(5,430)		
	Proposed contribution c/fwd to 2018/19					
CD200	Town and Parish Fund grant awards			2,019		
	Net movement in earmarked reserves				(3,411)	
	Total Expenditure variation after Earmarked Reserves				17,672	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2017/18
Corporate Management

		2017/18 Budget £	2017/18 Actual £	Variance £	Variance %	
Code	Corporate					
1000	Employees	1,432,100	1,457,430	25,330	1.8%	
2000	Premises	0	0	0	N/A	
3000	Transport	1,500	3,325	1,825		
4000	Supplies and Services	154,140	197,870	43,730	28.4%	
	Total Direct Expenditure	1,587,740	1,658,625	70,885	4.5%	
7000	External Income	(60)	(190)	(130)	-216.1%	
	Net Direct Expenditure	1,587,680	1,658,435	70,755	4.5%	(a)
5000	Support Services	(159,380)	(159,380)	0	0.0%	
6500	Depreciation	0	0	0		
	Total Indirect Expenditure	(159,380)	(159,380)	0		
	Total Corporate Expenditure	1,428,300	1,499,055	70,755		
	Corporate Management Service Units					
CM100	Leadership Team	511,710	547,319	35,609	7.0%	
CM199	Leadership Team Recharge	(500,930)	(500,930)	0	0.0%	
CM210	Performance, Governance & Data	0	55,626	55,626		
CM300	Corporate Fees/charges	504,590	490,851	(13,739)	-2.7%	
CM340	Unison	10,320	9,064	(1,256)	-12.2%	
CM310	Corporate Performance	1,100	1,100	0	0.0%	
CM600	Pension Backfunding	901,510	896,026	(5,484)	-0.6%	
	Total Corporate Expenditure	1,428,300	1,499,055	70,755		
				£	£	
	Total Expenditure Variation				70,755	(a)
	Major Cost Increases					
	Contribution to construction of new theatre in Tiverton			25,000		
	New cost centre for Performance, Governance & Data (partially funded from savings in Internal Audit)			55,626		80,626
	Major Cost Savings					
	Savings on external audit fees and Apprenticeship Levy			(13,739)		(13,739)
	Major Changes in Income Levels					
	None					0
	Minor Variances					3,869
	Total Expenditure Variation				70,755	
	EARMARKED RESERVES					

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2017/18**Corporate Management**

				£		
	Utilised 2017/18					
	None					
	Proposed contribution c/fwd to 2018/19					
	None					
	Net movement in earmarked reserves				0	
	Total Expenditure variation after Earmarked Reserves				70,755	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2017/18

Car Parks

Code	Car Parks	2017/18 Budget £	2017/18 Actual £	Variance £	Variance %
1000	Employees	0	2,633	2,633	0.0%
2000	Premises	174,720	187,612	12,892	7.4%
3000	Transport	0	0	0	
4000	Supplies and Services	32,340	31,500	(840)	-2.6%
	Total Direct Expenditure	207,060	221,745	14,685	7.1%
7000	External Income	(799,450)	(748,759)	50,691	6.3%
	Net Direct Expenditure	(592,390)	(527,014)	65,376	-11.0% (a)
5000	Support Services	163,830	163,830	0	
6500	Depreciation	190,770	218,523	27,753	
	Total Indirect Expenditure	354,600	382,353	27,753	
	Total Car Park Expenditure	(237,790)	(144,661)	93,129	
	Car Park - Service units				
CP510	Market Car Park	(158,840)	(146,943)	11,897	
CP520	Multi-Storey Car Park	140,250	175,096	34,846	
CP530	Amenity Car Parks	27,730	37,625	9,895	
CP540	Paying Car Parks	(246,930)	(210,439)	36,491	
	Total Car Park Expenditure	(237,790)	(144,661)	93,129	
				£	£
	Total Expenditure Variation				93,129 (a)
	Major Cost Changes				
CP520	Salary overspend due to MSCP mobile patrols during school holidays			2,633	
CP530	Maintenance overspend on Amenity Car Parks will be off-set by resurfacing EMR			10,000	
CP	General Maintenance overspend across Parking Services			4,000	
CP540	New Enforcement System to be off-set by underspend on Capital Programme			26,000	
CP540	Car park machine maintenance budgets underspend due to new P&D machines			(7,340)	35,293
	Major Cost Savings				
CP540	Increased income from PCN's			(19,731)	(19,731)
	Major Changes in Income Levels				
CP	P&D Income down against budget which includes impact from transaction fee removal from our tariffs & bad weather conditions during March - MSCP £13K, Market Tiv £10k, Station Rd Cull £8.7k & William St Tiv £5k			45,000	
CP	Permit Income down against budget			3,000	48,000
	Minor Variations				1,810
	Total Expenditure Variation				65,372 (a)
	EARMARKED RESERVES			£	
	Utilised 2017/18				
CP540	Amenity Car Park resurfacing works			(10,000)	
	Proposed contribution c/fwd to 2018/19				
	Net movement in earmarked reserves				(10,000)
	Total Expenditure variation after Earmarked Reserves				55,372

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2017/18
Customer Services

		2017/18 Budget	2017/18 Actual	Variance	Variance	
Code	Customer Services	£	£	£	%	
1000	Employees	716,090	679,280	(36,810)	-5.1%	
2000	Premises	0	0	0	0.0%	
3000	Transport	2,880	2,372	(508)		
4000	Supplies and Services	75,330	65,123	(10,207)	-13.5%	
	Total Direct Expenditure	794,300	746,775	(47,525)	-6.0%	
7000	External Income	0	(77)	(77)	0.0%	
	Net Direct Expenditure	794,300	746,698	(47,602)	-6.0%	(a)
5000	Support Services	(759,220)	(759,220)	0		
6500	Depreciation	2,220	2,224	4		
	Total Indirect Expenditure	(757,000)	(756,996)	4		
	Total Customer Services Expenditure	37,300	(10,298)	(47,598)		
	Customer Services - Service units					
CS200	Communications	136,370	141,029	4,659		
CS299	Communications Rech	(134,170)	(134,170)	0		
CS500	Messenger Services	65,400	64,201	(1,199)		
CS599	Messenger Services Rech	(65,430)	(65,430)	0		
CS900	Central Photocopying	21,820	21,592	(228)		
CS901	Central Photocopying Rech	(21,810)	(21,810)	0		
CS902	Central Postage	23,470	16,957	(6,513)		
CS903	Central Postage Rech	(23,460)	(23,460)	0		
CS910	Customer Services Admin	162,070	154,033	(8,037)		
CS915	Customer Services Admin Rech	(159,870)	(159,870)	0		
CS930	Customer First Management	197,000	219,545	22,545		
CS931	Customer First Management Rech	(195,500)	(195,500)	0		
CS932	Customer First	626,980	591,334	(35,646)		
CS933	Customer First Rech	(626,980)	(626,980)	0		
CS938	Digital Strategy Staffing	31,410	8,231	(23,179)		
	Total Customer Services Expenditure	37,300	(10,298)	(47,598)		
				£	£	
	Total Expenditure Variation				(47,598)	(a)
	Major Cost Changes					
						0
	Major Cost Savings					
	Digital Strategy-post unfilled			(25,000)		
	Various other salary savings from vacant posts			(11,810)		
	Franked mail-savings on budget			(6,500)		

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2017/18
Environmental Services

Code	Environmental Services	2017/18 Budget £	2017/18 Actual £	Variance £	Variance %
1000	Employees	1,004,950	930,690	(74,260)	-7.4%
2000	Premises	90,140	80,484	(9,656)	-10.7%
3000	Transport	44,570	42,133	(2,437)	
4000	Supplies and Services	131,020	160,866	29,846	22.8%
	Total Direct Expenditure	1,270,680	1,214,174	(56,506)	-4.4%
7000	External Income	(361,580)	(408,820)	(47,240)	-13.1%
	Net Direct Expenditure	909,100	805,354	(103,746)	-11.4%
5000	Support Services	456,220	456,220	0	
6500	Depreciation	79,250	63,173	(16,077)	
	Total Indirect Expenditure	535,470	519,393	(16,077)	
	Total Environmental Services Expenditure	1,444,570	1,324,747	(119,823)	
	Environmental Services - Service units				
ES100	Cemeteries	119,870	106,436	(13,434)	
ES110	Bereavement Services	76,940	82,123	5,183	
ES112	Bereavement Services Rech	(76,940)	(76,940)	0	
ES200	CCTV Initiatives	15,110	15,337	227	
ES250	Community Safety	73,170	69,775	(3,395)	
ES251	Community Safety recharge	(8,390)	(8,390)	0	
ES252	Building Safer Community Fund	0	(40)	(40)	
ES256	Community Safety Partnership	0	(2,676)	(2,676)	
ES260	Food Protection	123,840	116,973	(6,867)	
ES270	Water Quality Monitoring	66,100	66,303	203	
ES349	Private Sector Housing team Rech	(55,350)	(55,350)	0	
ES354	Private Sector Housing	204,960	580,036	375,076	
ES360	Dog Warden	47,980	46,680	(1,300)	
ES361	Public Health	46,750	43,863	(2,887)	
ES450	Parks & Open Spaces	386,300	367,024	(19,276)	
ES455	Amory Park	22,850	(2,160)	(25,010)	
ES460	Play Areas	158,930	181,492	22,562	
ES500	Emergency Planning	0	0	0	
ES550	Licensing	44,820	46,403	1,583	
ES580	Pool Car Running Costs	1,350	(549)	(1,899)	
ES600	Pest Control	13,740	17,400	3,660	
ES650	Contaminated Land	0	0	0	
ES660	Control of Pollution	39,220	37,066	(2,154)	
ES670	Local Air Pollution	97,540	96,127	(1,413)	
ES720	ES Management	0	1	1	
ES730	Environmental Enforcement	288,420	247,952	(40,468)	
ES731	Environmental Enforcement Rech	(288,410)	(288,410)	0	
ES733	Environmental Health	455,490	421,766	(33,724)	
ES734	Environmental Health Rech	(415,670)	(415,670)	0	
ES740	Licensing Unit	114,410	127,771	13,361	
ES741	Licensing Unit Rech	(114,410)	(114,410)	0	
ES760	Health & Safety Officer	0	0	0	
PS480	MDDC Footpaths & Railway Walks	5,950	6,259	309	
	Total Environmental Services Expenditure	1,444,570	1,712,191	267,621	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2017/18
Finance and Performance

Code	Finance and Performance	2017/18	2017/18	Variance	Variance
		Budget	Actual		
		£	£	£	%
1000	Employees	547,760	470,451	(77,309)	-14.1%
2000	Premises	0	0	0	0.0%
3000	Transport	1,930	1,734	(196)	
4000	Supplies and Services	42,930	103,715	60,785	141.6%
	Total Direct Expenditure	592,620	575,900	(16,720)	-2.8%
7000	External Income	0	(8,678)	(8,678)	0.0%
	Net Direct Expenditure	592,620	567,222	(25,398)	-4.3% (a)
5000	Support Services	(585,600)	(585,600)	0	
6500	Depreciation	0	0	0	
	Total Indirect Expenditure	(585,600)	(585,600)	0	
	Total Finance and Performance Expenditure	7,020	(18,378)	(25,398)	
	Finance and Performance - Service units				
FP100	Accountancy Services	380,410	386,433	6,023	
FP199	Accountancy Services Rech	(375,630)	(375,630)	0	
FP200	Internal Audit	160,930	143,891	(17,039)	
FP299	Internal Audit Rech	(159,170)	(159,170)	0	
FP300	Procurement	112,080	98,866	(13,214)	
FP399	Procurement Rech	(111,590)	(111,590)	0	
FP400	Purchase Ledger	64,360	64,146	(214)	
FP499	Purchase Ledger Rech	(64,370)	(64,370)	0	
FP500	Sales Ledger	98,430	97,476	(955)	
FP599	Sales Ledger Rech	(98,430)	(98,430)	0	
	Total Finance and Performance	7,020	(18,378)	(25,398)	
	Total Expenditure Variation			£	£
					(25,398) (a)
	Major Cost Changes				
FP200	Devon Audit Partnership costs (see note in major costs savings)			54,750	
FP100	New subscriptions for Treasury Management & Capital Financing and Software costs that were not budgeted for			5,000	
					59,750
	Major Cost Savings				
FP200	Salary savings as now part of Devon Audit Partnership (see note in cost changes)			(70,850)	
FP300	Salary saving due to reduced working hours			(5,000)	
					(75,850)
	Major Changes in Income Levels				
FP300	Procurement income from Partnership working with Torridge DC			(8,700)	
					(8,700)
	Minor Variations				(598)
	Total Expenditure Variation				(25,398) (a)
	EARMARKED RESERVES				
	Utilised 2017/18				
	Proposed contribution c/fwd to 2018/19				
	Net movement in earmarked reserves				0
	Total Expenditure variation after Earmarked Reserves				(25,398)

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2017/18
Grounds Maintenance

Code	Grounds Maintenance	2017/18 Budget £	2017/18 Actual £	Variance £	Variance %
1000	Employees	460,550	485,957	25,407	5.5%
2000	Premises	24,640	20,672	(3,968)	-16.1%
3000	Transport	72,630	90,284	17,654	
4000	Supplies and Services	34,330	95,463	61,133	178.1%
	Total Direct Expenditure	592,150	692,376	100,226	16.9%
7000	External Income	(51,000)	(102,792)	(51,792)	-101.6%
	Net Direct Expenditure	541,150	589,584	48,434	9.0% (a)
5000	Support Services	(517,810)	(517,810)	0	
6500	Depreciation	4,070	4,071	1	
	Total Indirect Expenditure	(513,740)	(513,739)	1	
	Total Grounds Maintenance Expenditure	27,410	75,845	48,435	
	Grounds Maintenance - Service units				
GM960	Grounds Maintenance	619,980	668,415	48,435	
GM961	Grounds Maintenance Rech	(592,570)	(592,570)	0	
	Total Grounds Maintenance Expenditure	27,410	75,845	48,435	
				£	£
	Total Expenditure Variation				48,434 (a)
	Major Cost Changes				
GM960	Salary overspend due to agency staff required to carry out GM duties and Ad-hoc works			15,000	
GM960	Training overspend for Tree works team to be off-set by EMR			10,000	
GM960	Overspend on vehicle & plant running costs due to aging vehicles and plant equipment			17,000	
GM960	Overspend on equipment budget is for the purchase of Grave shoring equipment which is funded from EMR			11,000	
GM960	Insurance excesses to replace plant equipment stolen			30,000	
GM960	Overspend on Equipment budget			5,000	
GM960	Overspend on material stock issues and plants & shrubs budget			6,000	
					94,000
	Major Cost Savings				
	Major Changes in Income Levels				0
GM960	Recharge to HRA for additional works carried out during 17-18			(47,000)	
					(47,000)
	Minor Variations				1,434
	Total Expenditure Variation				48,434 (a)
	EARMARKED RESERVES				
				£	
	Utilised 2017/18				
GM960	Tree works team training			(10,000)	
GM960	Grave shoring equipment			(11,000)	
	Proposed contribution c/fwd to 2018/19				
	Net movement in earmarked reserves				(21,000)
	Total Expenditure variation after Earmarked Reserves				27,434

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2017/18
General Fund Housing

Code	General Fund Housing	2017/18 Budget £	2017/18 Actual £	Variance £	Variance %	
1000	Employees	207,260	207,647	387	0.2%	
2000	Premises	5,300	4,438	(862)	-16.3%	
3000	Transport	11,840	11,757	(83)		
4000	Supplies and Services	199,640	227,792	28,152	14.1%	
	Total Direct Expenditure	424,040	451,633	27,593	6.5%	
7000	External Income	(172,700)	(312,671)	(139,971)	-81.0%	
	Net Direct Expenditure	251,340	138,963	(112,377)	-44.7%	(a)
5000	Support Services	9,530	9,530	0	0.0%	
6500	Depreciation	620	1,000	380	-61.3%	
	Total Indirect Expenditure	10,150	10,530	380		
	Total General Fund Housing Services Expenditure	261,490	149,493	(111,997)		
	General Fund Housing - Service units					
HG320	Housing & Homelessness Advice	261,490	145,305	(116,185)	44.4%	
HG340	Community Land Trusts	0	3,125	3,125	N/A	
HG373	Homelessness & Enabling Team	268,560	269,624	1,064	-0.4%	
HG379	Homeless & Enabling Team Rech	(268,560)	(268,560)	0	0.0%	
	Total General Fund Housing Services Expenditure	261,490	149,493	(111,997)		
				£	£	
	Total Expenditure Variation				(111,997)	(a)
	Major Cost Changes					
	New instances of DARS higher than budgeted			8,820		
	Cost of using temporary accommodation higher than budgeted			16,309		
					25,129	
	Major Cost Savings					
	Court costs lower than budgeted this year			(7,850)		
					(7,850)	
	Major Changes in Income Levels					
	Homelessness Act Set Up Grant (transferred to earmarked reserves below)			(33,766)		
	Flexible Homeless Support Grant (transferred to earmarked reserves below)			(57,759)		
	DARS repayments higher than budgeted			(10,084)		
	Temporary accommodation income higher than budgeted			(12,196)		
	Discretionary rent allowances higher than expected			(9,661)		
					(123,466)	
	Minor Variations				(5,810)	
	Total Expenditure Variation				(111,997)	(a)
	EARMARKED RESERVES					
	Utilised 2017/18					
	Community Land Trusts			(3,125)		
	Proposed contribution c/fwd to 2018/19					
	Homelessness Act Set Up Grant			33,766		
	Flexible Homeless Support Grant			57,759		
	Net movement in earmarked reserves				88,400	
	Total Expenditure variation after Earmarked Reserves				(23,597)	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2017/18

Human Resources

Code	Human Resources	2017/18 Budget £	2017/18 Actual £	Variance £	Variance %
1000	Employees	387,530	377,421	(10,109)	-2.6%
2000	Premises	0	0	0	0.0%
3000	Transport	3,120	2,124	(996)	
4000	Supplies and Services	25,710	45,967	20,257	78.8%
	Total Direct Expenditure	416,360	425,511	9,151	2.2%
7000	External Income	(250)	(222)	28	11.2%
	Net Direct Expenditure	416,110	425,289	9,179	2.2% (a)
5000	Support Services	(369,900)	(369,900)	0	
6500	Depreciation	0	0	0	
	Total Indirect Expenditure	(369,900)	(369,900)	0	
	Total Human Resources Expenditure	46,210	55,389	9,179	
	HR - Service units				
HR100	Human Resources	254,400	288,649	34,249	
HR199	Human Resources Rech	(244,200)	(244,200)	0	
HR200	Staff Development Training	47,300	50,922	3,622	
HR210	CPD Training	0	0	0	
HR220	Post Entry Training	0	0	0	
HR230	Health & Safety Training	0	(222)	(222)	
HR300	Payroll	75,890	72,585	(3,305)	
HR399	Payroll Rech	(75,380)	(75,380)	0	
HR400	Learning & Development	61,470	48,467	(13,003)	
HR499	Learning & Development Rech	(73,530)	(73,530)	0	
HR600	Health & Safety Officer	73,420	61,258	(12,162)	
HR699	Health & Safety Officer Rech	(73,160)	(73,160)	0	
	Total Human Resources Expenditure	46,210	55,389	9,179	
				£	£
	Total Expenditure Variation				9,179 (a)
	Major Cost Changes				
HR100	Employee Counselling costs higher then budgeted			6,000	
HR100	Increased Salary costs due to new Group Manager			7,000	
HR100	Increase software costs for HR, Payroll & L&D systems			12,000	
HR100	Overspend on HR consultancy budget			2,500	
					27,500
	Major Cost Savings				
HR	Salary underspend across Learning & Development & Health & Safety is a result of reduced hours			(20,000)	
					(20,000)
	Major Changes in Income Levels				
	Minor Variations				1,679
	Total Expenditure Variation				9,179 (a)
	EARMARKED RESERVES				
	Utilised 2017/18			£	
	Net movement in earmarked reserves			0	0
	Total Expenditure variation after Earmarked Reserves				9,179

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2017/18
ICT Services

Code	ICT Services	2017/18 Budget £	2017/18 Actual £	Variance £	Variance %	
1000	Employees	499,090	509,087	9,997	2.0%	
2000	Premises	0	0	0		
3000	Transport	1,550	457	(1,093)		
4000	Supplies and Services	358,810	353,937	(4,873)	-1.4%	
	Total Direct Expenditure	859,450	863,481	4,031	0.5%	
7000	External Income	0	(1,429)	(1,429)		
	Net Direct Expenditure	859,450	862,052	2,602	0.3%	(a)
5000	Support Services	(852,030)	(852,030)	0		
6500	Depreciation	40,400	66,939	26,539		
	Total Indirect Expenditure	(811,630)	(785,091)	26,539		
	Total ICT Services Expenditure	47,820	76,961	29,141		
	ICT - Service units					
IT100	Gazetteer Management	78,720	76,144	(2,576)		
IT199	Gazetteer Management Rech	(78,690)	(78,690)	0		
IT200	Information Management & T Gov	0	0	0		
IT300	Central Telephones	67,170	69,653	2,483		
IT399	Central Telephones Rech	(53,990)	(53,990)	0		
IT400	ICT Network & Hardware	262,140	283,071	20,931		
IT499	ICT Network & Hardware Rech	(228,130)	(228,130)	0		
IT500	ICT Software Support & Maint.	572,180	586,065	13,885		
IT599	ICT Software Support & Maint. Rech	(572,160)	(572,160)	0		
IT600	ICT Staff Unit	544,850	551,064	6,214		
IT699	ICT Staff Unit Rech	(544,310)	(544,310)	0		
IT700	PSN COMPLIANCE	0	(115)	(115)		
IT800	Phoenix House Printing	29,460	17,780	(11,680)		
IT899	Phoenix House Printing Rech	(29,420)	(29,420)	0		
	Total ICT Services Expenditure	47,820	76,961	29,141		
				£	£	
	Total Expenditure Variation				29,141	(a)
	Major Cost Changes					
IT600	Salary overspend due to JE regrades and Officers joining the pension scheme			18,700		
IT500	Computer software costs - windows server data releases			13,000		
	Major Cost Savings				31,700	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2017/18

ICT Services

IT600	CPD training not spent due to staffing restructure (see EMR note below)		(8,750)		
IT400	To offset computer software costs - computer hardware budget not fully spent		(10,000)		
IT800	Phoenix House reduced printing costs		(10,000)		
				(28,750)	
	Major Changes in Income Levels				
	Minor Variations			(346)	
	Total Expenditure Variation			2,604	(a)
	EARMARKED RESERVES				
	Utilised 2017/18				
	Proposed contribution c/fwd to 2018/19				
IT600	CPD training		8,750		
	Net movement in earmarked reserves			8,750	
	Total Expenditure variation after Earmarked Reserves			11,354	

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2017/18
Legal and Democratic Services

Code	Legal and Democratic Services	2017/18 Budget £	2017/18 Actual £	Variance £	Variance %	
1000	Employees	473,020	652,287	179,267	37.9%	
2000	Premises	0	23,830	23,830	N/A	
3000	Transport	18,100	16,379	(1,721)		
4000	Supplies and Services	406,150	506,236	100,086	24.6%	
	Total Direct Expenditure	897,270	1,198,733	301,463	33.6%	
7000	External Income	(65,500)	(384,803)	(319,303)	487.5%	
	Net Direct Expenditure	831,770	813,930	(17,840)	-2.1%	(a)
5000	Support Services	85,110	85,110	0	0.0%	
	Total Indirect Expenditure	85,110	85,110	0		
	Total Legal and Democratic Services	916,880	899,040	(17,840)		
	Legal & Democratic Services - Service units					
LD100	Electoral Registration	213,180	210,647	(2,533)	-1.2%	
LD199	Electoral Registration Rech	(610)	(610)	0	0.0%	
LD200	Election costs	0	(7,037)	(7,037)	N/A	
LD300	Democratic Rep & Management	697,800	682,702	(15,098)	-2.2%	
LD400	Committee Services	135,970	141,859	5,889	4.3%	
LD499	Committee Services Rech	(135,170)	(135,170)	0	0.0%	
LD600	Legal Services	316,200	317,138	938	0.3%	
LD699	Legal Services Rech	(310,490)	(310,490)	0	0.0%	
	Total Legal and Democratic Services	916,880	899,040	(17,840)		
				£	£	
	Total Expenditure Variation				(17,840)	(a)
	Major Cost Changes					
	*Please note, cost of employees and supplies appear high due to the running of non-MDDC elections during the year, for which additional funding is received to cover costs					
						0
	Major Cost Savings					
	Various small underspends across member costs, including allowances, training and hospitality.			(15,098)		
						(15,098)
	Major Changes in Income Levels					
	*Please note, income appears high due to the funding received to cover election costs					
						0
	Minor Variations					(2,743)
	Total Expenditure Variation					(17,840) (a)

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2017/18

Legal and Democratic Services

	EARMARKED RESERVES					
	Utilised 2017/18					
	None					
	Proposed contribution c/fwd to 2018/19					
	None					
	Net movement in earmarked reserves (other than budgeted)					0
	Total Expenditure variation after Earmarked Reserves					(17,840)

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2017/18
Planning and Regeneration

PR200	S106 Monitoring Fee Income		(10,000)		
PR400	Contribution from other Authorities for EHOD Growth Support Programme (see major cost changes)		(33,700)		
					(48,200)
	Minor Variations				(14,676)
	SERVICE MOVEMENT BEFORE STATUTORY ADJUSTMENTS				(363,672)
PR200	Net S106 receipts & grants (see EMR below)				(35,146)
PR225	Garden Village Funding				(399,500)
PR600	Brownfield Register funding				(5,485)
PR810	Custom Build Grant				(30,000)
	Total Expenditure Variation				(833,803) (a)
	EARMARKED RESERVES				
				£	
	Utilised 2017/18				
PR220	Tiverton Eastern Urban Extension funding of full year spend from Capacity Funding		(63,696)		
PR400	High Street Innovation grant		(8,981)		
PR400	Town Centre Manager post - New Homes Bonus released		(9,000)		
PR400	Business advice and town project spend - New Homes Bonus released		(86,316)		
PR400	Reserve no longer required		(4,000)		
PR400	Grand Western Canal grant - New Homes Bonus released		(45,000)		
PR810	New Homes Bonus funding for local plan		(103,480)		
	Net movement in earmarked reserves				(320,474)
	Proposed contribution c/fwd to 2018/19				
PR200	Net S106 receipts transferred to earmarked reserves		35,146		
PR200	Salary savings earmarked to fund 18mth GESP salary post 2018-2020		50,000		
PR225	Garden Village New Capacity Funding less funding of 17-18 spend		313,367		
PR600	Brownfield Register New Burdens Funding 17-18		5,485		
PR810	Custom Build Grant 2017-2018 DCLG funding		30,000		
PR810	Contribution towards future local plan		130,000		
					563,998
	Net movement in earmarked reserves				243,524
	Total Expenditure variation after Earmarked Reserves				(590,278)

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2017/18
Property Services

Code	Property Services	2017/18 Budget £	2017/18 Actual £	Variance £	Variance %	
1000	Employees	431,830	387,578	(44,252)	-10.2%	
2000	Premises	470,090	599,426	129,336	27.5%	
3000	Transport	22,000	23,821	1,821		
4000	Supplies and Services	80,830	287,439	206,609	255.6%	
	Total Direct Expenditure	1,004,750	1,298,265	293,515	29.2%	
7000	External Income	(785,900)	(720,917)	64,983	8.3%	
	Net Direct Expenditure	218,850	577,348	358,498	163.8%	(a)
5000	Support Services	(491,160)	(491,160)	0		
6500	Depreciation	282,560	301,156	18,596		
	Total Indirect Expenditure	(208,600)	(190,004)	18,596		
	Total Property Services Expenditure	10,250	387,344	377,094		
	Property Services - Service units					
PS140	3 RIVERS DEVELOPMENT	0	2,434	2,434		
PS141	3 RIVERS - THREWSTONE CLOSE	0	4,565	4,565		
PS142	3 RIVERS - BURLESCOMBE	0	0	0		
PS150	Surplus Sites for Disposal	340	7,345	7,005		
PS350	Public Conveniences	108,610	155,266	46,656		
PS400	Flood Defences and Land Drainage	62,810	44,891	(17,919)		
PS600	Street Naming & Numbering	15,250	14,072	(1,178)		
PS810	Phoenix House	443,800	444,664	864		
PS815	Phoenix House Rech	(368,280)	(368,280)	0		
PS820	DCC Library	(1,240)	20	1,260		
PS830	Town Hall	55,840	118,762	62,922		
PS840	Crediton Office Building	26,820	42,479	15,659		
PS850	Old Road Depot	74,520	85,502	10,982		
PS855	Old Road Depot Rech	(74,510)	(74,510)	0		
PS860	Station Yard Depot	(1,440)	12,740	14,180		
PS870	Lords Meadow Depot	350	(1,617)	(1,967)		
PS880	Bus Station Maintenance	(7,610)	(11,170)	(3,560)		
PS890	10 Phoenix Lane	(11,350)	(3,847)	7,503		
PS970	Office Building Cleaning	72,640	72,871	231		
PS971	Office Building Cleaning Rech	(78,910)	(78,910)	0		
PS980	Property Services	530,800	510,531	(20,269)		
PS981	Property Services Rech	(464,580)	(464,580)	0		
PS990	30/38 Fore Street	(32,270)	(30,018)	2,252		
PS991	Industrial Units	(53,060)	(63,460)	(10,400)		
PS992	Market Walk	(277,060)	51,121	328,181		
PS993	Lowman Green Unit	(9,220)	(75,051)	(65,831)		
PS994	Moorhayes Community Centre	(2,000)	(645)	1,355		
PS995	COGGANS WELL	0	(7,831)	(7,831)		
	Total Property Services	10,250	387,344	377,094		
				£	£	
	Total Expenditure Variation				377,094	(a)
	Major Cost Changes					
PS350	Overspend on external contractors works due to Hemyock PC refurb, off-set by EMR			20,000		
PS350	External cleaning of PC has resulted in an overspend			18,000		
PS810	Maintenance overspend due to lift repairs, office moves and general repairs			30,000		
PS810	External contractors overspend due to office moves, reception alteration and security			24,000		
PS830	Completion works on the Town Hall			41,700		
PS830	Works to the rear of Town Hall now to be taken on by 3 Rivers. Off-set with underspend in the Capital programme			82,000		
PS840	Maintenance overspend due to caretaking costs and general repairs			10,000		

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2017/18
Property Services

PS840	External contractors budget overspend due to using external cleaners		8,000		
PS850	Overspend on External contractors budget is due to external security		14,000		
PS860	Station Yard Depot costs in getting the asset ready for sale		4,000		
PS980	External consultancy budget overspend is due to the staff shortages within Property Services		7,000		
PS992	Market Walk income written off as bad debt as tenant went into Administration off-set by EMR		63,400		
PS992	Increased costs of rates, insurance and services charges for vacant units at Market Walk		45,000		
				367,100	
	Major Cost Savings				
PS350	Salary saving to be offset against external contractors overspend for cleaning of PC's		(9,000)		
PS810	Underspend across the specific maintenance project budget has been moved to an EMR		(30,000)		
PS980	Salary underspend is due to vacant posts during the year		(27,000)		
PS880	Underspend on Bus Station Maint to be off-set by EMR		(4,000)		
				(70,000)	
	Major Changes in Income Levels				
PS350	Shortfall in Town Councils contributions toward PC running costs		40,000		
PS400	Flood grant money received in year to be moved into an EMR		(20,000)		
PS830	Town Hall recharge service charges to Tiverton Town Council		(45,000)		
PS860	Income not achieved for Station Road as the Depot was sold		16,000		
PS870	Income not achieved for Lords Meadow as the Depot was sold		5,400		
PS995	Coggan Well House income was budgeted for on PS990		(10,500)		
PS991	Income down due to vacant units during the year		7,000		
PS992	Income from Market Walk down against budget due vacant shop through 17-18 to be off-set by EMR		60,000		
				52,900	
	Minor Variations			8,494	
	Total Expenditure Variation			358,494	(a)
	EARMARKED RESERVES				
			£		
	Utilised 2017/18				
PS350	Hemyock PC refurb		(20,000)		
PS992	Market Walk		(165,000)		
	Proposed contribution c/fwd to 2018/19				
PS400	Flood Grant		20,000		
PS810	Fire Alarm panel		10,000		
PS810	Air con project for meeting rooms in Phoenix House		20,000		
PS880	Bus Station Maintenance (included in main maintenance sinking fund)		4,000		

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2017/18
Revenues and Benefits

		2017/18 Budget £	2017/18 Actual £	Variance £	Variance %	
Code	Revenues and Benefits					
1000	Employees	704,800	714,568	9,768	1.4%	
2000	Premises	0	0	0		
3000	Transport	6,400	3,011	(3,389)		
4000	Supplies and Services	169,820	199,220	29,400	17.3%	
	Housing Benefit Payments	18,225,770	17,005,503	(1,220,267)	-6.7%	
	Total Direct Expenditure	19,106,790	17,922,301	(1,184,489)	-6.2%	
	Income from Housing Benefit Subsidy	(18,300,770)	(17,185,315)	1,115,455	-6.1%	
	All other Income	(549,840)	(565,660)	(15,820)	2.9%	
7000	External Income	(18,850,610)	(17,750,975)	1,099,635	5.8%	
	Net Direct Expenditure	256,180	171,326	(84,854)	-33.1%	(a)
5000	Support Services	411,760	411,760	0		
6500	Depreciation	0	0	0		
	Total Indirect Expenditure	411,760	411,760	0		
	Total Revenues and Benefits Expenditure	667,940	583,086	(84,854)		
	Revenues and Benefits - Service units					
RB100	Collection Of Council Tax	524,910	582,750	57,840		
RB199	Collection Of Council Tax Recharge	(98,690)	(98,690)	0		
RB200	Collection Of Business Rates	16,520	6,143	(10,377)		
RB300	Housing Benefit Admin	333,720	273,569	(60,151)		
RB340	Local welfare assistance scheme	0	39,999	39,999		
RB350	Universal Credit Partnership	(9,920)	0	9,920		
RB360	FERIS fraud scheme	0	(11,118)	(11,118)		
RB399	Housing Benefit Admin Recharge	(24,990)	(24,990)	0		
RB400	Housing Rent Allowances	(75,000)	(179,812)	(104,812)		
RB410	Council Tax Benefit	0	(6,971)	(6,971)		
RB600	Revenues Recovery Team	126,320	127,137	817		
RB699	Revenues Recovery Team Recharge	(124,930)	(124,930)	0		
	Total Revenues and Benefits Expenditure	667,940	583,086	(84,854)		
				£	£	
	Total Expenditure Variation				(84,854)	(a)
	Major Cost Changes					
	(1) Local Welfare Assistance (LWA) Scheme covered by EMR (see below)			39,999		
					39,999	
	Major Cost Savings					
	(2) The demand for Housing Benefit in 17/18 was lower than budgeted (see decreased subsidy income detailed below)			(1,220,267)		
	Savings in Revenues on Postage & Bank Charges			(11,200)		
					(1,231,467)	
	Major Changes in Income Levels					
	(2) Decreased 17/18 Housing Benefit Subsidy related to decreased costs detailed above			1,115,455		

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2017/18
Revenues and Benefits

Various New Burdens grants from DWP in respect of Housing Benefits - initiatives delivered within existing resource	(41,100)		
Universal Credit Delivery Partnership Grant - No longer available	9,920		
(3) FERIS scheme grant - to EMR (see below)	(11,118)		
NNDR New Burdens Grant	(12,000)		
Adjustment to CTB entitlement (re pre 01/04/13 CTB old scheme) not required to be repaid to DCLG	(6,971)		
Additional contributions from Preceptors to assist in collection of C/Tax & Administration of CTR schemes lower than budgeted	17,500		
Single Occupancy Discount Penalties exercise will be completed in 18/19	14,000		
Income received on Court Costs lower than budgeted	17,400		
			1,103,086
Minor Variations			3,526
Total Expenditure Variation			(84,856) (a)
EARMARKED RESERVES			
			£
Utilised 2017/18			
Release of EMR to partially mitigate Salary growth from 16/17 to 17/18	(20,000)		
(1) Release of remaining LWA EMR to cover above spend	(42,900)		
NNDR EMR reserve no longer required	(10,000)		
LCTS New Burdens EMR no longer required	(12,150)		
Proposed contribution c/fwd to 2018/19			
(3) FERIS Scheme DWP grant to EMR	11,180		
Net movement in earmarked reserves			(73,870)
Total Expenditure variation after Earmarked Reserves			(158,726)

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2017/18
Leisure Services

Code	Leisure Services	2017/18 Budget £	2017/18 Actual £	Variance £	Variance %	
1000	Employees	1,853,510	1,802,688	(50,822)	-2.7%	
2000	Premises	707,030	752,994	45,964	6.5%	
3000	Transport	4,380	5,794	1,414		
4000	Supplies and Services	274,780	348,668	73,888	26.9%	
	Total Direct Expenditure	2,839,700	2,910,144	70,444	2.5%	
7000	External Income	(2,793,060)	(2,612,659)	180,401	6.5%	
	Net Direct Expenditure	46,640	297,485	250,845	537.8%	(a)
5000	Support Services	339,900	339,900	0		
6500	Depreciation	634,350	602,131	(32,219)		
	Total Indirect Expenditure	974,250	942,031	(32,219)		
	Total Leisure Services Expenditure	1,020,890	1,239,516	218,626		
	Leisure Services - Service units					
RS100	Leisure Facilities Maintenance & Equipment	266,800	261,620	(5,180)		
RS110	Leisure Management & Administration	(84,600)	69,204	153,804		
RS140	Exe Valley Leisure Centre	282,807	438,337	155,530		
RS145	Market Walk Gym	0	6,543	6,543		
RS150	Lords Meadow Leisure Centre	305,703	255,874	(49,829)		
RS160	Culm Valley Sports Centre	250,180	207,937	(42,243)		
	Total Leisure Services Expenditure	1,020,890	1,239,516	218,626		
				£	£	
	Total Expenditure Variation				218,626	(a)
	Major Cost Changes					
	(All sites) Utilities/Rates: Unit cost/annual charge above expectations			37,000		
	Advertising/Marketing spend over budget mainly on targeted campaigns			13,000		
	(EVLC) Equipment overspend: Lease buy-out and dance studio kit replacement			37,000		
	(All sites) IT overspends: Replacement hardware and licence costs			5,000		
	(All sites) Promo packs for new members			4,000		
	(All sites) Various unanticipated equipment repairs			4,000		
	EVLC: Gym blinds in new extension			1,000		
	EVLC&LMLC: Pool overshoes			10,000		
	(All sites) Telephony overspend against budget			3,000		
	Various other minor overspends			6,865		
					120,865	
	Major Cost Savings					
	(All sites) Underspend against annual training budget			(10,000)		
	(All sites) Salary savings due to vacant posts and Manager transfer to different service			(40,000)		
					(50,000)	
	Major Changes in Income Levels					
	Revised growth target based upon 16/17 outturn			137,560		
	(All sites) Fitness Class pay- as-you-go income below expectations			3,841		
	(All sites) Fitness Studio pay-as-you-go income below budget			6,700		
	(All sites) Junior Activities Income down on budget			6,000		
	(All sites) Estimated impact of closures due to adverse snow and flooding			26,300		
					180,401	
	Minor Variations					
	Total Expenditure Variation				251,266	(a)

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2017/18

Leisure Services

	EARMARKED RESERVES					
	Utilised 2017/18					
	Proposed contribution c/fwd to 2018/19					
	Net movement in earmarked reserves					0
	Total Expenditure variation after Earmarked Reserves					251,266

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2017/18
Waste Services

Code	Waste Services	2017/18 Budget £	2017/18 Actual £	Variance £	Variance %	
1000	Employees	2,203,570	2,114,069	(89,501)	-4.1%	
2000	Premises	173,350	674,316	500,966	289.0%	
3000	Transport	774,160	848,251	74,091		
4000	Supplies and Services	844,410	746,050	(98,360)	-11.6%	
	Total Direct Expenditure	3,995,490	4,382,687	387,197	9.7%	
7000	External Income	(2,396,570)	(2,653,489)	(256,919)	-10.7%	
	Net Direct Expenditure	1,598,920	1,729,198	130,278	8.1%	(a)
5000	Support Services	524,950	524,950	0		
6500	Depreciation	398,700	422,091	23,391		
	Total Indirect Expenditure	923,650	947,041	23,391		
	Total Waste Services Expenditure	2,522,570	2,676,239	153,669		
	Waste Services - Cost Centres					
WS650	Street Cleansing	527,770	535,643	7,873		
WS700	Refuse Collection	1,045,210	1,017,056	(28,154)		
WS710	Trade Waste Collection	(48,690)	(26,299)	22,391		
WS725	Kerbside Recycling	977,410	973,204	(4,206)		
WS740	16 Shop-Recycling	0	0	0		
WS750	Waste Management Staff Unit	233,550	208,939	(24,611)		
WS760	Waste Management Staff Unit Rech	(212,680)	(212,680)	0		
WS770	Unit 3 Carlu Close	179,900	360,276	180,376		
WS780	UNIT 3 CARLU CLOSE RECHARGE	(179,900)	(179,900)	0		
	Total Waste Services Expenditure	2,522,570	2,676,239	153,669		
				£	£	
	Total Expenditure Variation				153,669	(a)
	Major Cost Changes					
WS770	Depot works - fire suppression and installation of weighbridge (see EMR below)			39,500		
WS770	Depot costs, repairs, maintenance and increased electricity costs			53,000		
WS770	Waste Transfer Station build costs paid for by Devon County Council			324,601		
All	Vehicle hire costs (see EMR note below and also major cost savings note)			85,000		
WS700	Purchase of two ex-demo refuse vehicles (see EMR note below)			12,420		
WS770	Cost of Grounds maintenance move to Carlu Close			83,000		
					597,521	
	Major Cost Savings					
All	Salaries - vacant post and timing of starters and leavers			(90,000)		
All	Vehicle fuel costs - new refuse vehicles			(12,000)		
WS700	Only 6 month hire of additional telehandler for Waste Transfer Station (see EMR below)			(9,100)		
WS700	Contractor costs, no longer paying a contractor to collect electronic waste			(20,000)		
WS710	Trade waste disposal charges, please see major changes in income levels			(31,000)		
WS725	Saving on skip contractors as hiring own skip truck			(10,000)		
WS725	Price of glass better than anticipated, less haulage costs. See note in income levels			(30,000)		
					(202,100)	
	Major Changes in Income Levels					
WS770	Waste Transfer Station costs paid by Devon County Council			(324,601)		
WS710	Trade waste income due to loss of one big customer, part offset by disposal costs			35,000		
WS725	Recycling income - tonnage and prices better than budgeted			(18,000)		
WS700	Garden Waste - uptake slightly less than budgeted			8,000		
WS700	Devon County Council shared disposal saving scheme, less than estimated			45,000		
					(254,601)	
	Minor Variations					
					(10,542)	
	Total Expenditure Variation				130,278	(a)

GENERAL FUND REVENUE ACCOUNT OUTTURN SUMMARY 2017/18

Waste Services

	EARMARKED RESERVES				
	Utilised 2017/18				
WS770	Fire suppression works		(18,500)		
WS770	Installation of weighbridge		(15,100)		
WS650	Utilise vehicle sinking fund for vehicle hire		(9,600)		
WS700	Utilise vehicle sinking for vehicle purchases		(12,420)		
WS725	Depot Bay Works		(10,000)		
				(65,620)	
	Proposed contribution c/fwd to 2018/19				
WS725	Bottle bank refurbishment		10,000		
WS725	Recycling vehicle refurbishment		10,000		
WS700	Purchase additional telehandler for Waste Transfer Station		9,100		
WS700/725	Response costs		5,000		
				34,100	
	Net movement in earmarked reserves			(31,520)	
Total Expenditure variation after Earmarked Reserves					67,238

HOUSING REVENUE ACCOUNT OUTTURN SUMMARY 2017/18
Housing Revenue Account

Code	Housing Revenue Account	2017/18 Budget £	2017/18 Actual £	Variance £	Variance %	
1000	Employees	2,250,580	2,462,732	212,152	9.4%	
2000	Premises	165,030	177,333	12,303	7.5%	
3000	Transport	407,960	403,116	(4,844)		
4000	Supplies and Services	8,489,060	9,078,911	589,851	6.9%	
	Total Direct Expenditure	11,312,630	12,122,092	809,462	7.2%	
7000	External Income	(13,535,610)	(14,610,483)	(1,074,873)	-7.9%	
	Net Direct Expenditure	(2,222,980)	(2,488,392)	(265,412)	11.9%	
5000	Internal Recharges	1,245,730	1,245,730	0	0.0%	
6500	Capital Charges	977,250	987,123	9,873	1.0%	
	Total Indirect Expenditure	2,222,980	2,232,853	9,873	-0.4%	
	Total HRA Expenditure	0	(255,539)	(255,539)	N/A	(a)
	Income					
SHO01	Dwelling Rents Income	(12,368,590)	(12,387,165)	(18,575)	0.2%	
SHO04	Non Dwelling Rents Income	(571,420)	(589,800)	(18,380)	3.2%	
SHO07	Leaseholders' Service Charges	(21,640)	(27,025)	(5,385)	24.9%	
SHO08	Contributions Towards Expenditure	(36,470)	(81,416)	(44,946)	123.2%	
SHO09	Alarm Income - Non Tenants	(209,520)	(211,418)	(1,898)	0.9%	
SHO10	H.R.A. Investment Income	(40,000)	(38,319)	1,681	-4.2%	
SHO11	Miscellaneous Income	(19,350)	(8,894)	10,456	-54.0%	
SHO11	Capital Grants & Contributions relating to Palmerston Park and Burlescombe	0	(217,639)	(217,639)		
	Services					
SHO13A	Repairs & Maintenance	3,448,240	3,359,029	(89,211)	-2.6%	
SHO17A	Housing & Tenancy Services	2,082,370	1,999,315	(83,055)	-4.0%	
SHO22	Alarms expenditure	117,510	79,271	(38,239)	-32.5%	
	Accounting entries 'below the line'					
SHO27	Depreciation	2,000,000	(2,589,476)	(4,589,476)	-229.5%	
SHO29	Bad Debt Provision Movement	25,000	52,696	27,696	110.8%	
SHO30	Share Of Corporate And Democratic	298,300	297,403	(897)	-0.3%	
SHO32	H.R.A. Interest Payable	1,214,500	1,213,267	(1,233)	-0.1%	
SHO34	H.R.A. Transfers to earmarked reserves	2,952,820	3,257,329	304,509	10.3%	
SHO34	Utilisation of earmarked reserves	0	(483,602)	(483,602)		
SHO35	Reversal of depreciation	(2,000,000)	1,319,763	3,319,763	-166.0%	
SHO36	Financing of capital expenditure	1,009,250	1,008,577	(673)	-0.1%	
SHO36	Revenue contribution to capital operations (funded from earmarked reserves)	0	483,602	483,602		
SHO37	Capital Receipts Reserve Adjustment	(26,000)	2,049,890	2,075,890	-7984.2%	
SHO38	Major Repairs Allowance	2,275,000	2,273,075	(1,925)	-0.1%	
SHO42	Accumulated absences adjustment	0	7,782	7,782		
SHO44	Capital Grants & Contributions relating to Palmerston Park and Burlescombe reversal	0	217,639	217,639		
SHO45	Renewable Energy Transactions	(130,000)	(169,905)	(39,905)	30.7%	
	Total HRA Expenditure	0	813,978	813,978		

Code	Scheme	Approved Capital Programme 2017/18 £000's	Total Slippage B/fwd & Adj to Approved Capital Programme 17/18 £000's	Adjusted Capital Programme 2017/18 £000's	Total Actual Spend to 31/03/18 £000's	Variance to budget £000's	Slippage to be carried forward to 2018/19 £000's	To Earmarked Reserve £000's
General Fund Projects								
Lords Meadow leisure centre								
CA624	Main car park resurfacing		50,000	50,000	46,160.00	-3,840.00	0	
Exe Valley leisure centre								
CA630	Exe Valley Leisure Centre - Replenish sand filters	25,000	0	25,000	22,840.00	-2,160.00	0	
CA627	EVLC - Pressure set replacement Hot/Cold		50,000	50,000	0.00	-50,000.00	20,000	
CA626	EVLC - Fitness extension		819,000	819,000	816,583.96	-2,416.04	0	
Culm Valley Leisure Centre								
CA631	CVSC replace end of life AC for fitness Gym	30,000	0	30,000	0.00	-30,000.00	0	
Pannier Market								
CA509	Pannier Market - Improvement Project back log maintenance	60,000	0	60,000	43,842.00	-16,158.00	0	
CA507	Tiverton Pannier Market Piggins		70,000	70,000	0.00	-70,000.00	0	
CA508	Pannier Market Clock Tower		12,000	12,000	28,255.80	16,255.80	0	
MSCP Improvements								
CA709	MSCP improvements (refer to Matrix condition report)		139,000	139,000	0.00	-139,000.00	139,000	
MDDC Shops / Industrial Units								
CA510	Energy Assessment works - new legislation - Indust Units/Shops/Mkt Walk	50,000	0	50,000	0.00	-50,000.00	35,000	
Play Areas								
CA632	Play area refurbishment District wide - Amory Park Tiverton	50,000	0	50,000	0.00	-50,000.00	50,000	
CA628	Play area refurbishment - West Exe Recreation Ground Tiverton		50,000	50,000	0.00	-50,000.00	50,000	
Other Projects								
CA460	Callington Office - Structural improvement work	30,000	0	30,000	0.00	-30,000.00	20,000	
CA461	11 junction to facilitate Eastern Urban Extension (funded by s106)	1,750,000	0	1,750,000	0.00	-1,750,000.00	0	
CA455	Awareness Green Project		30,000	30,000	0.00	-30,000.00	30,000	
CA570	Wagons Well building acquisition		268,000	268,000	268,176.00	176.00	0	
CA468	Replacement Car park Machines		69,000	69,000	63,912.00	-5,088.00	0	
CA571	30 Fore Street Tiverton		386,000	386,000	386,133.18	133.18	0	
CA572	38 Fore Street Tiverton		739,000	739,000	777,270.00	38,270.00	0	
CA573	10 Mkt walk		71,000	71,000	71,474.24	474.24	0	
CA637	EVLC Extension Gym Equipment				206,778.00	206,778.00	0	
General Fund Development Schemes								
CA462	Rear of Town Hall development site (6 Houses, 24 Apartments)	5,114,000	0	5,114,000	0.00	-5,114,000.00	0	
ICT Projects								
CA433	Unified Communications/telephony	107,000	0	107,000	0.00	-107,000.00	107,000	
CA456	Digital Transformation - replacement of CRM	50,000	50,000	100,000	0.00	-100,000.00	100,000	
CA463	Secure Wifi replacement	50,000	0	50,000	0.00	-50,000.00	50,000	
CA464	Parking System Replacement (enforcement)	40,000	0	40,000	0.00	-40,000.00	40,000	
CA465	Replacement Queue System	30,000	0	30,000	0.00	-30,000.00	30,000	
CA466	Core System Refreshes - Revs / Bens	20,000	0	20,000	0.00	-20,000.00	20,000	
CA467	Replacement Estates / Property systems	50,000	0	50,000	0.00	-50,000.00	50,000	
CA421	Replacement of PC estate 330s		31,000	31,000	32,685.82	1,685.82	0	
CA423	Continued replacement of WAN/LAN		60,000	60,000	0.00	-60,000.00	60,000	
CA425	Server farm expansion/upgrades		96,000	96,000	12,233.05	-83,766.95	84,000	
CA437	Digital Transformation		61,000	61,000	0.00	-61,000.00	61,000	
CA439	Mobile Working NDL MX		7,000	7,000	7,000.00	0.00	0	
CA444	SQL/Oraclces refreshes		21,000	21,000	0.00	-21,000.00	17,000	
Replacement Vehicles								
CA714	Medium Sweeper (Street Cleansing)	70,000	0	70,000	0.00	-70,000.00	70,000	
CA715	Van Tipper (Grounds Maintenance)	26,000	0	26,000	0.00	-26,000.00	26,000	
CA716	Ransomes mower (Grounds Maintenance)	35,000	0	35,000	0.00	-35,000.00	35,000	
CA712	Iveco Tipper (or equivalent)		24,000	24,000	0.00	-24,000.00	24,000	
CA814	Dennis Eagle Terberg RCV 22-26t (or equivalent)		160,000	160,000	169,299.50	9,299.50	0	
CA821	5 Refuse Vehicles with Food waste capability		900,000	900,000	825,113.13	-74,886.87	0	
CA822	7.5T Tipper		100,000	100,000	0.00	-100,000.00	100,000	
CA825	3.5T Tipper		25,000	25,000	0.00	-25,000.00	25,000	
CA827	3.5T Tipper		25,000	25,000	0.00	-25,000.00	25,000	
		7,587,000	4,313,000	11,900,000	3,777,756.68	-8,122,243.32	1,268,000.00	0.00
Private Sector Housing Grants								
CG217	Empty homes and enforcement	104,000	0	104,000	0.00	-104,000.00		104,000
CG201	Disabled Facilities Grants-Private Sector	490,000	174,000	664,000	440,935.94	-223,064.06		223,000
		594,000	174,000	768,000	440,935.94	-327,064.06	0.00	327,000.00
Affordable Housing Projects								
CA200	Grants to Housing Associations to provide units (funded by commuted sum)	115,000	0	115,000	15,803.72	-99,196.28		99,000
		115,000	0	115,000	15,803.72	-99,196.28	0.00	99,000.00
	Total General Fund Projects	8,296,000	4,487,000	12,783,000	4,234,496	-8,548,504	1,268,000	426,000

Code	Scheme	Approved Capital Programme 2017/18	Total Slippage B/fwd & Adj to Approved Capital Programme 17/18	Adjusted Capital Programme 2017/18	Total Actual Spend to 31/03/18	Variance to budget	Slippage to be carried forward to 2018/19	To Earmarked Reserve
HRA Projects								
CA100	Major repairs to Housing Stock	2,278,000	87,000	2,365,000	2,273,074.98	-91,925.02	0	
CA111	Renewable Energy Fund Spend	100,000	0	100,000	99,477.00	-523.00	0	
CG200	Disabled Facilities Grants - Council Houses	299,000	0	299,000	299,814.00	814.00	0	
CA135	Land acquisition for affordable housing	2,100,000	0	2,100,000	0.00	-2,100,000.00	2,100,000	
CA112	Birchen Lane - re development of unit for housing conversion (4 units)		238,000	238,000	168,156.53	-69,843.47	70,000	
CA119	Palmerston Park Tiverton - affordable dwellings (26 units)		2,694,000	2,694,000	1,333,580.12	-1,360,419.88	1,360,000	
CA124	Queensway (Beech Road) Tiverton (3 units)		298,000	298,000	4,908.00	-293,092	293,000	
CA120	Burlescombe (6 units)		776,000	776,000	62,419.00	-713,581.00	714,000	
CA125	Waddeton Park - (70 units)		1,991,000	1,991,000	0.00	-1,991,000.00	0	
CA126	Sewerage Treatment Works - Washfield		25,000	25,000	0.00	-25,000.00	25,000	
CA127	* Stoodleigh - Pending feasibility (4 units)		520,000	520,000	0.00	-520,000.00		
HRA ICT Projects								
CA132	Repairs mobile replacement	30,000	0	30,000	25,853.75	-4,146.25	4,000	
CA133	Tenancy Mobile	40,000	0	40,000	0.00	-40,000.00	40,000	
HRA Replacement vehicles								
CA134	Van Tipper 4.5T (Responsive Repairs)	32,000	0	32,000	0.00	-32,000.00	0	
CA122	Iveco Tipper 3.5t (or equivalent)	0	24,000	24,000	21,454.93	-2,545.07	0	
		4,879,000	6,653,000	11,532,000	4,288,738.31	-7,243,261.69	4,606,000.00	0.00
Total	2017/18 CAPITAL PROGRAMME GRAND TOTAL	13,175,000	11,140,000	24,315,000	8,523,235	-15,791,765	5,874,000	426,000

Code	Funding Stream	Approved Capital Programme Funding 2017/18 £000	Total Slippage B/fwd & Adj to Approved Capital Programme 17/18 £000	Adjusted Capital Programme Funding 2017/18 £000	Total Actual Funding to 31/03/18 £000
General Fund Projects					
9801	S106 & Affordable Housing Contributions	1,865,000	0	1,865,000	15,803.72
9990	General Capital Reserve	71,000	153,000	224,000	93,160.06
9701	Grant (DCLG)	490,000	17,000	507,000	440,935.94
9727	Homes Bonus (GF)	450,000	1,454,000	1,904,000	1,186,462.39
9954	Contribution from CGU - Non Specific	0	21,000	21,000	21,094.70
9957	Private Sector Housing Grants EMR	104,000	157,000	261,000	0.00
9990	Contribution from Sinking Funds	95,000	927,000	1,022,000	870,000.00
9990	Contribution from Sinking Funds	107,000	-51,000	56,000	0.00
9980	Useable Capital Receipts General	0	1,809,000	1,809,000	1,607,039.53
9942	PWLB Borrowing	5,114,000	0	5,114,000	0.00
	Total General Fund Projects	8,296,000	4,487,000	12,783,000	4,234,496.34
HRA Projects					
9980	* Useable Capital Receipts General to be generated in 2016/17 * Contribution from existing Useable Capital Receipts £279k * Balance to be generated in 2016/17 £350k	629,000	68,000	697,000	325,667.75
9710	MRA Reserve	2,278,000	87,000	2,365,000	2,273,074.98
9727	New Homes Bonus (HRA)	21,000	21,000	42,000	0.00
9980	1-4-1 receipts reserve	0	1,436,000	1,436,000	467,299.80
9990	Renewable Energy Fund	100,000	0	100,000	99,477.00
9990	Housing Maintenance Fund	1,851,000	1,998,000	3,849,000	277,701.40
9990	Affordable Rents Surplus	0	107,000	107,000	106,423.13
9801	S106 & Affordable Housing Contributions	0	361,000	361,000	500,000.00
9942	PWLB Borrowing	0	1,832,000	1,832,000	0.00
9990	HRA EMR	0	25,000	25,000	0.00
9990	HRA Reserve	0	24,000	24,000	21,454.93
9704	Homes & Communities Agency Grant (HCA)	0	694,000	694,000	217,639.32
	Total HRA Projects	4,879,000	6,653,000	11,532,000	4,288,738.31
	2017/18 CAPITAL PROGRAMME GRAND TOTAL FUNDING	13,175,000	11,140,000	24,315,000	0
					8,523,235

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ENVIRONMENT PDG

10 July 2018

Roads and Footpaths Inspection and Maintenance Regime

Cabinet Member: Cllr Ray Stanley, Cabinet Member Housing and Property Services

Responsible Officer: Andrew Jarrett, Director of Finance, Assets and Resources

Reason for Report: To review and approve the regime for the inspection and maintenance of the Council's property as detailed in 1.3.

RECOMMENDATION(S): That the Council continue to inspect and maintain its roads, footways and car parks in accordance with the Devon County Council Highway Safety Inspection Manual as detailed in 4.0.

Relationship to Corporate Plan: Priority 5 - Corporate

Financial Implications: There is not a direct financial implication upon approval of this report, other than the risk of a potential accident claim and deterioration of condition leading to more significant unplanned works. It is therefore essential that a robust inspection regime is maintained. The 2018-19 budget for the inspection of roads and footpaths is £49k that includes 0.75 of an FTE. The expenditure for essential repairs in the previous financial year (2017-18) that excludes Capital projects was circa £27k. The Council spent £0 in insurance claims within the 2017-18 financial year.

Legal Implications: The Council must maintain an inspection record of its assets for public or communal use to an appropriate standard to mitigate risk of litigation.

Risk Assessment: A risk assessment is integral with the Devon County Council Highway Safety Inspection Manual. In addition to this the Property Services team complete site specific risk assessments.

Equality Impact Assessment: No specific assessment has been deemed necessary, but to ensure that Council facilities are accessible its assets must be appropriately maintained.

1.0 Introduction

1.1 The Council has previously operated a Highway Agency function on behalf of Devon County Council for the urban roads within Tiverton and Crediton. That Agency function obligated the Council to apply Devon County Council standards and policy to those roads. The Council applied the same standards to its own similar assets across the District. On the cessation of the Agency the application of those standards and policy continued. This report seeks to endorse that principle and approve the continuing inspection and maintenance of the Council's similar assets on the basis of the Devon County Council Highway Safety Inspection Manual.

- 1.2 The current Devon County Council Highway Safety Inspection Manual can be found attached to this report as Annex A.
- 1.3 The Council's assets in this regard are unadopted roads and footways on both our General Fund and HRA assets, including Council housing estates. This includes parking areas, garage forecourts, communal paths, walks, cycle ways, paths in parks and cemeteries, car parks, access roads to corporate property, shopping precincts and yards.

2.0 Safety inspections

- 2.1 Table 1 has been extracted from the Highway Safety Inspection Manual and the frequency of safety inspections assigned to each maintenance category has been detailed.

Table 1

Safety Inspection Frequency		
Maintenance Category		Frequency
3	National Primary Route	1 month
4	County Primary Route	1 month
5	Secondary County Route	1 month
6	Local distributor	6 month
7	Collector road	6 month
8	Minor collector road	annual
9	Service road	annual
10	Minor service road	annual
11	Minor lane	every 2 years
Footway		
F1	Primary walking route	1 month
F2	Secondary walking route	3 month
F3	Link footway	6 month
F4	Local access footway	annual
	Urban metalled PROW's	Every 3 years
Cycleway		
A	Part of carriageway	as carriageway
B	Remote from carriageway	6 month
C	Cycle trails	annual
Park & Ride Sites		
P1	Park & Ride	1 month

2.2 Categories that are listed in Table 1 and are applicable to the Council are:

2.2.1 Carriageway (including associated footway)

- Minor collector road, service road and minor service road – annual
- Minor lane – every 2 years

2.2.2 Footway

- Link footway – 6 monthly
- Local access footway – annually

2.2.3 Cycleway

- Cycle trails – annually

2.2.4 Park and Ride Sites – Car Parks

- Paying and Permit Car Parks – monthly
- Amenity and HRA Estate car parks – 6 monthly

3.0 Defect Investigatory Criteria

3.1 The following is extracted from the Highway Safety Inspection Manual that the District refers to and will continue to following the approval of this report.

- The following defect descriptions are used to determine what defects within the highway networks requires investigation.
- The criteria has been developed using a mixture of best practice, risk assessment and benchmarking.
- Defects take into account policies of neighbouring highway authorities and where possible similar parameters have been adopted to ensure consistency

3.2 Defects are listed below and will be applied to the appropriate element of the highway regardless of position. A more detailed description of each defect and the position within the highway is provided defect by defect.

- Pothole
- Standing/running water
- Embankment or bank slips
- Spillages
- Obstructions
- Overriding
- Defective high friction surface
- Dangerous or obstructing trees
- Obscured visibility and overgrown hedges and bushes
- Defective road markings
- Defective ironwork
- Defective cattlegrids
- Defective overhead cables
- Defective road markings

- Missing pre-formed modules
- Obstructions – materials, goods, equipment and signs
- Cracks and gaps
- Abrupt level differences/trip
- Rocking flag
- Damaged road restraint systems
- Defective boundary fences
- Streetlights, illuminated or Variable Message Traffic Signs & Illuminated Bollards
- Defective road signs
- Defective traffic signals
- Damaged steps
- Damaged handrails
- Defective escape lanes /arrester beds
- Cracking/Defective surfacing joints
- Defective traffic calming features
- Damaged kerb
- Depression and humps

- 3.3 Principle defects applicable to the Council include Pothole (and definition)
- Carriageway (and car parks)– 40mm deep and 300mm in any horizontal direction
 - Footway – 20mm deep and 50mm in any horizontal direction

4.0 Safety Inspection Regime

- 4.1 The following is extracted from the Highway Safety Inspection manual, the safety inspection regime uses a risk assessment process as recommended in the NCoP to determine the degree of risk a defect which meets as investigation criterion impacts upon highway users. The result of this assessment defines an appropriate response from immediate to no further action and is detailed in Table 2 below.

Table 2 Risk Matrix

RISK MATRIX						
		PROBABILITY / LIKELIHOOD OF INTERACTION WITH HIGHWAY USER				
		Rare (1)	Unlikely (2)	Possible (3)	Likely (4)	Almost Certain (5)
Impact	None (1)	1	2	3	4	5
	Negligible (2)	2	4	6	8	10
	Minor (3)	3	6	9	12	15
	Moderate (4)	4	8	12	16	20
	Serious (5)	5	10	15	20	25

Category 4 (Low Risk) Consider an appropriate response including no further action/monitor	Category (Medium Risk) Repair within 28 days	Category 2 (High Risk) Make Safe or repair within 7 days	Category 1 Make safe or repair end of next working day
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Note:

Defects identified that pose a threat to life are considered an emergency and to be responded to, normally within 2 hours and made safe or repaired urgently.

5.0 Existing Arrangements

5.1 Personnel involved in safety inspections are trained and their names retained on a National Register. Property Services recognise the importance of an inspection regime and assign 0.75 of a F.T.E to providing this service across the General Fund and HRA estate. Inspection and any remedial action records retained for evidential purposes and are completed on site by the inspector in a hard copy format; this is converted to soft copy by the business support team that can be used in evidence in the event of a claim being submitted to the Council. The Property Services team have identified that the Access database for Roads and Footpaths is out of date and no longer supported. This work will be included and prioritised within the project planner for the Group Managers Team. We also plan to update the reporting system so that inspections can be completed in 'real time' and defects acted on promptly.

6.0 Financial information.

6.1 Financial information taken from the 2018-19 budgets includes the following:

- Direct costs- £28k
- Officer allocation -£22k
- Sinking fund provisions for car park resurfacing - £67k
- Sinking fund provisions for footpaths in and around cemeteries and parks and open spaces- £50k.
- Sinking fund for Tiverton bus station- £16k

6.2 The Property Services unit plan to tender the contract for repairs to our footpaths and roadways so that Key Performance Indicators can be introduced as well as demonstrating value for money. Reaction to any defects found is based on risk assessment of likelihood of incident and its impact using the following categories:

- At Category 1 – Make safe or repair by end the next working day
- At Category 2 – Make safe or repair within 7 days
- At Category 3 – Repair within 28 days
- At Category 4 – Monitor

7.0 Summary

7.1 The inspection and maintenance of Council assets is essential for public safety and longevity of the asset. A reduction in standard will impact on asset quality, quality of life for residents, supports decent homes requirements, attractiveness for visitors and Council reputation. It is also essential that a standard and policy is adopted to protect the Councils position should a claim be made against it in this regard. Continuing to adopt the Devon County Council Highway Safety Inspection Manual ensures a consistency across the District.

Contact for more Information: Andrew Busby, Group Manager Corporate Property & Commercial Assets - 01884 234948 (abusby@middevon.gov.uk).

Circulation of the Report: Leadership Team, Cabinet member

ENVIRONMENT PDG

10 JULY 2018:

PERFORMANCE AND RISK REPORT

Cabinet Member Cllr Clive Eginton
Responsible Officer Director of Corporate Affairs and Business Transformation, Jill May

Reason for Report: To provide Members with an update on performance against the corporate plan and local service targets for 2018-19 as well as providing an update on the key business risks.

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

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

Financial Implications: None identified

Legal Implications: None identified

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 2018-19 financial year.
- 1.2 Appendix 2 shows the section of the Corporate Risk Register which relates to the Environment Portfolio. See 3.0 below.
- 1.3 Appendix 3 shows the profile of all risks for the Environment 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: **Increase recycling and reduce the amount of waste:** for **Residual household waste per household (measured in Kilograms);** the target has been reset in accordance with the PDG's request last month i.e. no more than 378.00kg. The **% of household**

waste reused, recycled and composted; remains at 53.0%. All PIs are at or above target at present but we will be looking to profile targets in future.

- 2.2 Regarding the Corporate Plan Aim: **Reduce our carbon footprint:** From May 2018 all residual waste accepted at the Waste Transfer Station at Carlu Close can now be transported to the Exeter Energy from Waste (EfW) plant.
- 2.3 We have installed heat pumps at Unit 10 Market Walk as part of the refurbishment.
- 2.4 When benchmarking information is available it is included.
- 2.5 The Environmental Strategy at Tiverton Pannier Market has initiatives targeting all three aims of the Environment strand of the Corporate Plan, the market has an aim of being a zero waste market but it takes time:

Initiatives currently being implemented are:

- Increased the amount of recycled material that can be recycled e.g. by the introduction of an additional cardboard recycling euro bin.
- Café has ceased selling water in plastic bottles, now sold in cans and straws (now paper).
- Café has introduced a recycle bin for recyclable items.
- Café offers a free water refill site for filling visitors' water bottles.
- Re-usable bamboo cups available from café.
- Traders now reducing amount of plastic bags being used and those that are used are bio-degradable.
- Fruit and veg traders offering more paper bags for produce and also run the 'bring your own bag' type sales.
- The market has now achieved over 50% of all products and produce being sourced in Devon, thus reducing transport mileage etc.
- The market has a trader champion who promotes environmental issues.
- General waste has been reduced over the last 18 months from 100% waste to less than 50% and still falling.
- Recycling bins and glass bins introduced to the night time markets to encourage recycling.
- Working with the voluntary sector to reduce food waste. Currently exploring possibility of providing a community fridge as part of ReROOTed surplus food project.
- Recycling on agenda for monthly market meetings.
- Encourage sales of fair trade goods.
- A market environmental working group established which includes a councillor (Cllr Flaws), market trader representative and market management. This group meets quarterly.

3.0 Risk

3.1 The Operational risk assessments are job specific and flow through to safe systems of work.

3.2 The Corporate risk register has been reviewed by Group Managers' Team (GMT) and updated. Risk reports to committees include risks with a total score of 10 or more. (See Appendix 2)

4.0 Conclusion and Recommendation

4.1 That the PDG reviews the performance indicators and risks for 2018-19 that are outlined in this report and feeds back any areas of concern to the Cabinet.

Contact for more Information: Catherine Yandle, Group Manager for Performance, Governance and Data Security ext. 4975

Circulation of the Report: Management Team and Cabinet Member

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Corporate Plan PI Report Environment

Monthly report for 2018-2019
 Arranged by Aims
 Filtered by Aim: Priorities Environment
 For MDDC - Services

Key to Performance Status:

Performance Indicators:	No Data	Well below target	Below target	On target	Above target	Well above target
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* Indicates that an entity is linked to the Aim by its parent Service

Corporate Plan PI Report Environment																		
Priorities: Environment																		
Aims: Increase recycling and reduce the amount of waste																		
Performance Indicators																		
Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Group Manager	Officer Notes
<u>Residual household waste per household (measured in Kilograms)</u>	63.57 (2/12)	381.40	378.00	32.90	63.00											63.00 (2/12)	Stuart Noyce	(April - May) waste performance info is subject to confirmation after the end of each quarter by DCC so can change as current figures are estimated (LD)
<u>% of Household Waste Reused, Recycled and Composted</u>	52.6% (2/12)	51.9%	53.0%	53.9%	54.8%											54.8% (2/12)	Stuart Noyce	(May) waste performance info is subject to confirmation after the end of each quarter by DCC so can change as current figures are estimated (LD)
<u>Net annual cost of waste service per household</u>		£49.91	£45.31	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Stuart Noyce	
<u>Number of Households on Chargeable Garden Waste</u>	8,973 (2/12)	9,386	9,500	9,613	9,848											9,848 (2/12)	Stuart Noyce	
<u>% of missed collections</u>	0.03% (2/12)	0.04%	0.03%	0.02%	0.02%											0.02% (2/12)	Stuart Noyce	

Corporate Plan PI Report Environment

Priorities: Environment

Aims: Increase recycling and reduce the amount of waste

Performance Indicators

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Group Manager	Officer Notes
<u>reported (refuse and organic waste)</u>																		
<u>% of Missed Collections logged (recycling)</u>	0.03% (2/12)	0.03%	0.03%	0.01%	0.01%											0.01% (2/12)	Stuart Noyce	

Aims: Protect the natural environment

Performance Indicators

Title	Prev Year (Period)	Prev Year End	Annual Target	Apr Act	May Act	Jun Act	Jul Act	Aug Act	Sep Act	Oct Act	Nov Act	Dec Act	Jan Act	Feb Act	Mar Act	Actual to Date	Group Manager	Officer Notes
<u>Number of Fixed Penalty Notices (FPNs) Issued (Environment)</u>	9 (2/12)	49		3	4											4 (2/12)	Stuart Noyce	

Environment PDG Risk Management Report - Appendix 2

Report for 2018-2019

For Environment - Cllr Clive Eginton Portfolio

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

For MDDC - Services

Filtered by Performance Status: Exclude Risk Status: Low

Not Including Risk Child Projects records or Mitigating Action records

Key to Performance Status:

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

Environment PDG Risk Management Report - Appendix 2

Risk: Corp RA - Recycling Income Reduction in material income levels due to market forces.

Effects (Impact/Severity):

Causes (Likelihood):

Service: Street Scene Services

Current Status: Medium (12)

Current Risk Severity: 4 - High

Current Risk Likelihood: 3 - Medium

Service Manager: Stuart Noyce

Review Note: With China banning imports of recycling materials in the New Year this risk is currently at a higher level

Risk: H&S RA - Carlu Close Depot Inherent risk at Carlu Close site - highest scoring risk

Effects (Impact/Severity):

Causes (Likelihood):

Service: Street Scene Services

Current Status: Medium (10)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 2 - Low

Service Manager: Stuart Noyce

Review Note: Changes have been made to operations at Carlu Close such as not idling engines inside the building, varying fan use, leaving main doors open to improve ventilation etc. Further air quality testing results are awaited.

Risk: H&S RA - Chainsaw Use Tree Operations

Effects (Impact/Severity):

Causes (Likelihood):

Service: Grounds Maintenance

Environment PDG Risk Management Report - Appendix 2

Current Status: Medium
(12)

Current Risk Severity: 4 - High

Current Risk Likelihood: 3 - Medium

Service Manager: Joe Scully

Review Note: Only staff who are NPTC qualified are permitted to use a chainsaw. Ensure all staff that are required to use the chainsaw have the correct PPE – PPE delivered 04.2018 Ensure a PPE check is regularly completed

Risk: H&S RA - Ladder use Use of Ladders

Effects (Impact/Severity):

Causes (Likelihood):

Service: Grounds Maintenance

Current Status: Medium
(12)

Current Risk Severity: 4 - High

Current Risk Likelihood: 3 - Medium

Service Manager: Joe Scully

Review Note:

Risk: H&S RA - Litter picking Litter picking - Risk of accident/injury from vehicles when working roadside

Effects (Impact/Severity):

Causes (Likelihood):

Service: Grounds Maintenance

Current Status: Medium
(10)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 2 - Low

Service Manager: Joe Scully

Review Note: SSoW/Induction training /PPE - High viz conforming to Class 3 requirements. No working in peak hours 7am -10am & 4pm - 7pm
Operatives to litter pick facing against traffic/Warning beacons on vehicle/Warning signage must be used in correct locations

Risk: H&S RA - Recycling Depot Operatives Risk assessment for role - Highest Risks scored - Vehicle Movements inside Depot/Risk of Fire

Effects (Impact/Severity):

Causes (Likelihood):

Service: Street Scene Services

Current Status: Medium
(10)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 2 - Low

Service Manager: Stuart Noyce

Review Note: SSoW/designated walkways/PPE/Reversing Assistants/Equipment servicing. Regular alarm testing and equipment checks/flammable materials outside.

Environment PDG Risk Management Report - Appendix 2

Risk: H&S RA - Refuse Driver/Loader Risk Assessment for Role - Highest risk from role RA. - Risk of RTA from severe weather conditions

Effects (Impact/Severity):

Causes (Likelihood):

Service: Street Scene Services

Current Status: Medium (10)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 2 - Low

Service Manager: Stuart Noyce

Review Note: SSoW/Training & Instruction/Mobile phones

Risk: H&S RA - Street Cleansing Operative Risk assessment for role - highest risk from role - Risk of accident/injury when working roadside

Effects (Impact/Severity):

Causes (Likelihood):

Service: Street Scene Services

Current Status: Medium (10)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 2 - Low

Service Manager: Stuart Noyce

Review Note: SSoW/Induction training /PPE - Hi viz conforming to Class 3 requirements/No working in peak hours 7am -10am & 4pm - 7pm

Operatives to litter pick facing against traffic/Operatives to be certificated on Chapter 8/Operative to remain alert to traffic at all times

Warning beacons on vehicle/Warning signage must be used in correct locations

Risk: H&S RA - Tractor with Side Arm Flail Operations Tractor with Side Arm Flail Operations (Where applicable this RA is to be used in conjunction with the Working by roadside RA and the Hand Held Hedge Cutter RA)

Effects (Impact/Severity):

Causes (Likelihood):

Service: Grounds Maintenance

Current Status: Medium (10)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 2 - Low

Service Manager: Joe Scully

Review Note: All equipment is only used when the appropriate shields, guards, interlocks and other safety devices are in place to stop any contact with moving parts

Environment PDG Risk Management Report - Appendix 2

Risk: H&S RA - Working by Roadside Urban/Rural Carrying out activities and tasks by the roadside.

Effects (Impact/Severity):

Causes (Likelihood):

Service: Grounds Maintenance

Current Status: Medium (10)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 2 - Low

Service Manager: Joe Scully

Review Note:

Risk: H&S RA -Waste Collection - Health and Safety Inadequate training with regards to Manual Handling and workplace hazards (eg contact with broken glass) could result in Health and Safety risks

Effects (Impact/Severity):

Causes (Likelihood): - Increasing demand and service costs due to increasing population, consumer society and an increasing amount of waste

Service: Street Scene Services

Current Status: Medium (10)

Current Risk Severity: 5 - Very High

Current Risk Likelihood: 2 - Low

Service Manager: Stuart Noyce

Review Note:

Risk Matrix Environment Appendix 3

Report

Filtered by Service: Grounds Maintenance, Street Scene Services
Current settings

Risk Likelihood	5 - Very High	No Risks	No Risks	No Risks	No Risks	No Risks
	4 - High	No Risks	1 Risk	No Risks	No Risks	No Risks
	3 - Medium	No Risks	No Risks	No Risks	3 Risks	No Risks
	2 - Low	1 Risk	No Risks	4 Risks	9 Risks	9 Risks
	1 - Very Low	1 Risk	2 Risks	2 Risks	4 Risks	2 Risks
		1 - Very Low	2 - Low	3 - Medium	4 - High	5 - Very High
		Risk Severity				

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