



Public Document Pack

North Devon Council
Brynsworthy Environment Centre
Barnstaple
North Devon EX31 3NP

K. Miles
Chief Executive.

POLICY DEVELOPMENT COMMITTEE

A meeting of the Policy Development Committee will be held in the Barum Room - Brynsworthy on **THURSDAY, 14TH NOVEMBER, 2019 at 2.00 pm.**

(NOTE: A location plan for the Brynsworthy Environment Centre is attached to the agenda front pages. There are limited car parking spaces in the Visitors parking area. If no spaces are available, please find an alternative space. Please ensure that you enter your name and car registration details in the book in front of the entrance door)

Members of the Policy Development Councillor D. Spear (Chair)
Committee

Councillors Campbell, Crabb, Hunt, Jenkins, Luggar, Mack, Roome, Walker and York

AGENDA

1. Apologies
2. To approve as correct records the minutes of the meetings held on 12th September and 15th October 2019 (attached). (Pages 5 - 16)
Subject to the inclusion of apologies from Councillor Hunt in the minutes of the 12th September 2019.
3. Items brought forward which in the opinion of the Chairman should be considered by the meeting as a matter of urgency.
4. Declarations of Interest.
(Please telephone the Corporate and Community Services team to prepare a form for your signature before the meeting. Interests must be re-declared when the item is called, and Councillors must leave the room if necessary).
5. To agree the agenda between Part 'A' and Part 'B' (Confidential Restricted Information).

PART 'A'

INTERNAL ITEMS

6. **Performance and Financial Management Quarter 2 of 2019/20.** (Pages 17 -

50)

Report by the Head of Resources to the Strategy and Resources Committee held on 4th November 2019 (attached).

(a) Minute Extract of the Strategy and Resources Committee held on 4th November 2019 (to follow).

7. **Treasury Management Strategy Statement and Annual Investment Strategy Mid-Year Treasury Management Review 2019/20** (Pages 51 - 60)

Report by the Chief Financial Officer to the Strategy and Resources Committee held on 4th November 2019 (attached).

(a) Minute Extract of the Strategy and Resources Committee held on 4th November 2019 (to follow).

8. **Work Programme/Forward Plan.** (Pages 61 - 62)

To consider the Policy Development work programme/forward plan 2019/20 (attached).

PART B (CONFIDENTIAL RESTRICTED INFORMATION)

Nil.

If you have any enquiries about this agenda, please contact Corporate and Community Services, telephone 01271 388253

6.11.19



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The rules that the Council will apply are:

1. The recording must be overt (clearly visible to anyone at the meeting) and must not disrupt proceedings. The Council will put signs up at any meeting where we know recording is taking place.
2. The Chairman of the meeting has absolute discretion to stop or suspend recording if, in their opinion, continuing to do so would prejudice proceedings at the meeting or if the person recording is in breach of these rules.
3. We will ask for recording to stop if the meeting goes into 'part B' where the public is excluded for confidentiality reasons. In such a case, the person filming should leave the room ensuring all recording equipment is switched off.
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5. The recording should not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or in a way that ridicules or shows a lack of respect for those in the recording. The Council would expect any recording in breach of these rules to be removed from public view.

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North Devon Council offices at Brynsworth, the full address is:
Brynsworth Environment Centre (BEC), Roundswell,
Barnstaple, Devon, EX31 3NP.

Sat Nav postcode is EX31 3NS.

At the Roundswell roundabout take the exit onto the B3232, after about ½ mile take the first right, BEC is about ½ a mile on the right.

Drive into the site, visitors parking is in front of the main building on the left hand side.

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NORTH DEVON COUNCIL

Minutes of a meeting of Policy Development Committee held at Barum Room - Brynsworthy on Thursday, 12th September, 2019 at 2.00 pm

PRESENT: Members:

Councillor D. Spear (Chairman)

Councillors Campbell, Jenkins, Luggar, Roome, Walker and York

Officers:

Head of Resources

Also Present:

Councillors Tucker and Worden.

Customer and Corporate Communications Manager.

10. APOLOGIES

Apologies for absence were received from Councillor Mack.

11. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 18TH JULY 2019.

RESOLVED that the minutes of the meeting held on 18th July 2019 (circulated previously) be approved as a correct record and signed by the Chairman.

12. DECLARATIONS OF INTEREST.

There were no declarations of interest received.

13. NOTICE OF MOTION FROM COUNCIL ON 24TH JULY 2019 - MINUTE 21(A)

The Committee considered a notice of motion from Council on 24th July regarding minute 21(a).

The Chairman invited Councillor Tucker to address the Committee to present his notice of motion that was presented to Full Council on 24th July 2019.

Councillor Tucker advised that he had been concerned for some time in regards to the condition of the existing roads within the North Devon area. He added that following his notice of motion to Full Council he was pleased to report that the Lead Officer for the North Devon Link Road project had been invited to the next meeting of Full Council on Wednesday 25th September 2019 to give a presentation to the Members. He expressed his concern that the Council was not being kept fully informed of the progress with the Link Road project and advised that he had discussed the proposed improvements with an officer at Devon County Council who advised that whilst many of the proposals were beneficial the introduction of a third lane in certain sections together with the removal of many trees would have a devastating impact. He added that the Council should be working more closely with Devon County Council on projects that affect our area. He explained that the North Devon Council Planning Committee had considered an application in relation to the Bishops Tawton roundabout and underpass, which had been the subject of a lengthy discussion and appropriate recommendations had been made. He added that he was disappointed that no officers from Devon County Council were present at the meeting. He stated that this Council, therefore, called on Devon County Council to set up, as a matter of urgency, a comprehensive review into connectivity in North Devon. He suggested that an appropriate way forward might be to assemble a joint Committee of North Devon and Devon County Councillors to discuss the concerns of the Members within the North Devon area.

Following Councillor Tucker's address to the Committee, the Members discussed the following:

- The Committee supported the comments made by Councillor Tucker and raised concern with regard to the lack of communication with North Devon Councillors.
- Members of the North Devon Highways and Transport Orders Committee (HATOC) had received a detailed presentation which should be disseminated to other Members of the Council.
- Supported concerns raised in relation to the existing issues within the Barnstaple area and acknowledged the lack of connectivity.
- Concern was raised regarding the earmarked funding from the Larkbeare application, which was not currently progressing.
- Noted that there was only one Devon County Councillor from the North Devon area sat on the Devon County Council Planning Committee.
- Acknowledged concerns that Bishops Tawton Parish Council hadn't been kept informed of developments with the proposed underpass.
- Concern was raised that funds allocated for the maintenance of the existing road network within the North Devon area would be absorbed into the Link Road project.
- The community of Bishops Tawton was divided in its opinion upon the proposed subway and there was a need to establish a clear way forward.
- Expressed frustration that such a large planning application for the North Devon area was not determined by the North Devon Council Planning Committee.

The Leader advised that he was currently in discussions with the Chief Executive of North Devon Council and Devon County Council with a view to assembling a group of Members from both Councils to work together and discuss any projects that would have a significant impact upon the North Devon area.

RESOLVED, that the Notice of Motion be supported.

Councillor Roome declared a personal interest as a member of Barnstaple Town Council.

14. PERFORMANCE AND FINANCIAL MANAGEMENT QUARTER 1 OF 2019/20.

The Committee considered a report to the Strategy and Resources Committee on 5th August 2019 by the Head of Resources together with a minute extract (circulated previously) regarding the Performance and Financial Management Quarter 1 of 2019/20.

The Head of Resources advised that the report had already been subject to consideration by the Strategy and Resources Committee on 5th August 2019.

He highlighted the following points to the Committee:

- As at 30 June 2019, the latest forecast net budget was £12.546m, which produced a budget deficit of £0.028m.
- The Operational Services employee costs were currently forecast to exceed the current budget by £0.090m and work was being undertaken to identify reasons and corrective actions moving forwards.
- The Shared Savings Scheme income was the Council's 50% contribution from Devon County Council savings from the reduction in residual waste collected. The £0.082m additional income was the estimate based on current activity and estimated savings per tonne.
- There had been a reduction in the forecast planning fee income of £0.065m due to a reduction in the larger applications received, which was in line with other authorities experiencing the same pressure.
- At 30th June 2019, the Council was assuming a £0.050m increase to the business rates growth already factored into the budget, the growth was now estimated at £1.552m and the Council would reflect any further changes once it had received an update from the Devon wide pool monitoring within the Quarter 2 report.
- At the 30th June 2019 total external borrowing was £1.250m. The timing of any future borrowing was dependent on how the authority managed its treasury activity and due to current low interest rates and reduced returns on investments it was prudent for the Council to 'internally borrow' and use these monies to fund the Capital Programme.
- The recommended level of general fund balance was 5%-10% of the council's net revenue budget (£0.626m to £1.252m). The forecast general fund reserve at 31st March 2019 was £1.161m, which was a level of 9.3%.

- The Budget and Financial Framework report to Executive 4th February 2019 outlined the Capital Programme for the 2019/20 financial year of £9.609m. Project under spends of £1.234m were brought forward from 2018/19 year and further variations of £14.710m were approved as part of the performance and financial management report to Strategy and Resources on 3rd June 2019 to produce a revised Capital Programme of £25.553m.
- Variations proposed to the Capital Programme for 2019/20.
- The Programme for 2019/20-2021/22 of £29.969m was funded by Capital Receipts / Borrowing (£14.064m), External Grants and Contributions (£13.530m) and Reserves (£2.375m).

In response to a number of questions, the Head of Resources advised the following:

- Business rates were chargeable on all businesses not just shops. Currently of the Business rates collected 40% of the income was retained by the Council, which equated to approximately a net figure of £4.4m, including growth.
- Business rates were considered as part of the Governments Budget Statements, which assisted Councils in finding a balance to support shop owners with their business rates.
- 97.5% of Council Tax write offs was budgeted to be collected and the Council would continue to work to recover the remaining 2.5% ongoing.
- The funding award to Barnstaple Town Centre Management would be contained within the service plan for Economic Regeneration and the allocation of funds would be detail within the plan.
- The Disabled Facilities Grant formed part of the Capital Programme funding through the Better Care Fund. North Devon had been identified as a higher demand area, which would benefit the Council through the Devon wide funding stream. The scheme operated so that any Councils that had been awarded a greater amount of funding than was required would have that amount re-distributed to support any Councils that were in greater need.
- The Council could not overspend on the Disabled Facilities Grant budget, as it covered the demand for the specific area. There was an opportunity for the Council to capitalise with increased officer time required within the Environmental Health and Housing team to support the additional work and grant award through increased resources.
- The Watersports Centre was still on target with an anticipated report to Senior Management Team within the next couple of months outlining what was required.
- The Coastal Communities Fund had provided an extension date to the grant that they had awarded to the Watersports Centre to allow further work to be undertaken on the project by the Council.
- The Strategic Contingency Reserve allocation of £10,000 for Junction 27 and the economic impacts on North Devon was originally considered by the Executive on 3rd March 2015. Funding for this work was still allocated should the project progress.
- The urgent works to Bunksland Farm, East Anstey was considered by the Executive on 4th February 2019. The Council was looking to obtain a grant from Historic England as part of urgent works to historic buildings.

RESOLVED, that the decisions and recommendations of the Strategy and Resources Committee be endorsed.

15. CONSULTATION RESPONSE TO THE DEVON AND SOMERSET FIRE AND RESCUE SERVICE.

The Committee considered its response to the Devon and Somerset Fire and Rescue Service consultation document in relation to the proposed changes to the service delivery within Devon and Somerset Fire and Rescue Service.

The Chairman addressed the Committee regarding the consultation and explained the outcome of the Member Briefing, which was held on Wednesday 11th September 2019.

The Head of Resources advised that following the Member's Briefing, the Committee and the Council had the opportunity to respond to the consultation either via online or letter. He explained that the Chief Fire Officer had outlined the context of the proposals and referred to some documents, which were available on the Devon and Somerset Fire and Rescue Service website and tabled for members of the Committee. He added that it was for the Committee to decide whether to respond individually or collectively.

The Committee discussed the following:

- Concerns had been raised by Braunton Parish Council in relation to unrealistic response times to Woolacombe from Braunton should an emergency situation arise.
- Were encouraged by the vast amount of work which had been undertaken in relation to prevention, which reduced the number of incidents and fires.
- There were concerns raised in relation to the risk to lives through a money saving exercise. However, reassurance was given following a direct question to the Chief Fire Officer that the proposals did not form part of a money saving exercise.
- There was a requirement to look at the business as a whole whilst being mindful that you could not put a price on lives.
- The proposed removal of a full time crew in Barnstaple was not in the interests of public safety.
- Barnstaple was a central hub that provided support to the whole of the North Devon area. Evidence had been based on distances travelled "as the crow flies", which was not a realistic comparison given the nature of the road network within the North Devon area. The Chief Fire Officer himself travelled along the route between Woolacombe and Braunton and agreed that suggested response time to that area was not realistic.
- The option of building a new fully manned fire station at Mullacott Cross to cover the areas of Ilfracombe and Woolacombe etc.
- The organisation was currently too top heavy and there were significant risks with access to areas such as Woolacombe and Ilfracombe.

- How to address the public perception of the Fire Service and the service that they provided, i.e. provision of support to flooding situations was not currently part of their remit.
- Whether to respond to the consultation collectively or as individual Members of the Council.
- The time constraints upon the Council in terms of responding to the consultation in relation to the deadline, which was prior to the next meeting of Full Council.
- The importance of education in terms of fire prevention.

RESOLVED:

- (a) that the Chairman of the Policy Development Committee responds to the email address on behalf of the Members to advise that the Committee was strongly against Barnstaple losing 24 hour manned cover particularly at night and would like to request that Northern Devon does not lose its full time manned cover;
- (b) that Members of the Committee respond individually to the consultation process at their own discretion;
- (c) that Fire Prevention Officers from the Devon and Somerset Fire and Rescue Service be invited to attend either the meeting of Full Council or a Member's Briefing in November 2019 to explain the prevention work that they undertake within the community; and
- (d) that copies of online questionnaire to be circulated to the members of the Committee.

Following its consideration of the appropriate mechanism for responding, the Committee expressed concern in relation to the complexity of the consultation document together with the potential difficulties that any member of the public might experience in its completion.

16. WORK PROGRAMME/FORWARD PLAN

The Committee considered the work programme/forward plan for 2019/20 (circulated previously).

The Head of Resources addressed the Committee and outlined the work programme for 2019/20.

The Corporate and Community Services Officer advised that a date had been arranged for the item in relation to the NHS long term plan, which was currently scheduled for November 2019. The Committee would be held jointly with the Overview and Scrutiny Committee of Torridge District Council to meet with Mr John

Finn, Associate Director of Commissioning Northern Devon and Eastern/Planned Care and Cancer to discuss the NHS long term plan. The meeting was scheduled to be held on Tuesday 15th October 2019 at 10.00am in the Barum Room and an email would be circulated to the Committee Members following the meeting.

RESOLVED, that the Work Programme be noted.

Chairman

The meeting ended at 3.45 pm

NOTE: These minutes will be confirmed as a correct record at the next meeting of the Committee.

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NORTH DEVON COUNCIL

Minutes of a meeting of Policy Development Committee held at Barum Room - Brynsworthy on Tuesday, 15th October, 2019 at 10.00 am

PRESENT: Members:

Councillor D. Spear (Chair)

Councillors Hunt, Jenkins, Mack, Walker and York

Officers:

Also Present:

Councillors Mackie and L. Spear.

17. APOLOGIES

Apologies for absence were received from Councillors Campbell and Roome.

18. DECLARATIONS OF INTEREST.

There were no declarations of interest received.

19. NATIONAL HEALTH SERVICE - LONG TERM PLAN

The Committee welcomed John Finn, Associate Director of Commissioning, Northern Devon and Eastern/Planned Care and Cancer, NHS Devon Clinical Commissioning Group.

The Associate Director of Commissioning, Northern Devon and Eastern/Planned Care and Cancer, NHS Devon Clinical Commissioning Group advised that the National Health Service (NHS) Long Term Plan set out the direction for the NHS over the next five years, explaining how it would spend the £20.5 billion additional funding to meet rising demand to deliver the national standards specified in the Long Term Plan.

He added that there would be a shift in focus to address determinants of wellbeing and improve population health through collaboration in planning and delivery at place. These determinants were split into the following areas:

- Health and care integration.
- Prevention and early support.
- Health inequalities.

- The wider determinants of health.
- Giving children the best start.
- Living well in older age.

He explained that the inclusion of housing was a notable and welcome addition from the NHS together with an acknowledgement of the wider determinants of health and the role of other statutory organisations. The plan signalled continuity rather than change and balanced the national direction with local autonomy. This was set out over three broad areas:

- Improving quality and outcomes.
- New service models.
- More action on prevention and health inequalities.

He advised that Devon along with every other area would have an integrated care system in two years' time, which would be focussed on population need. Devon would also shape its own local long term plan by the autumn. As part of the Sustainability and Transformation Partnerships, Councils and the NHS had identified the following challenges in Joint Strategic Needs Assessment and other information:

- An ageing and growing population.
- Balancing access to services in both urban and rural localities.
- Complex patterns of deprivation linked to earlier onset of health problems in more deprived areas (10-15 year gap).
- Housing issues (low incomes/high costs/poor quality in private rental sector).
- Giving every child the best start in life and ensuring children were ready for school.
- Poor mental health and wellbeing, contributed by social isolation and loneliness.
- Poor health outcomes caused by modifiable behaviours.
- Pressures on services (especially unplanned care) caused by increasing long-term conditions, multi-morbidity, mental health and frailty.
- Unpaid care and associated health outcomes.
- Shifting to a prevention and early intervention focus.

He outlined the Joint Health and Wellbeing strategy priorities for Devon, Plymouth, Devon and Torbay together with the common areas of priority between the strategies, which were:

- Common vision around reducing health inequalities and addressing wider determinants of health.
- Mental health across the life course.
- A focus on communities, housing and the built environment.
- Giving children the best start in life.
- A focus on living well, encouraging health lifestyles and prevention.
- Maintaining independence and good health into older age.

He explained the significant opportunity for district and city council influence putting their work on the wider determinants of population health at the heart of Devon's long term plans. There would be a refresh of the Devon Joint Health and Wellbeing Strategy, which was the process by which the systems would work together. The Joint Health and Wellbeing Strategies across wider Devon were key pieces of evidence that set the system priorities and dictated where the focus needed to be. He explained the engaging and influencing opportunities, which covered the areas of cancer, digital and urgent care together with building on system progress through partnership working. He outlined the collaborative work through democratic elected member contribution, system leadership, leadership in communities and engaging partners.

The Committee asked questions of the Associate Director of Commissioning, Northern Devon and Eastern/Planned Care and Cancer, NHS Devon Clinical Commissioning Group and discussed the future plans for Northern Devon.

RESOLVED:

- (a) that there was to be no reduction in any of the services within the Northern Devon area that were currently provided by the NDDH;
- (b) that a recruitment drive be held to attract potential employees to NDDH with the emphasis being on promoting great confidence in its future;
- (c) to support the campaign to fully reinstate nursing bursaries;
- (d) that an opportunity be created for senior representatives of Councils and health bodies to discuss the social determinants of health related to housing, education, transport, employment and the police authority;
- (e) that there be a greater emphasis in relation to mental health services in young people to address the shortfall in services and resources for the younger demographic in society;
- (f) that local health authorities and the government look into the lack of resources into mental health services for adolescents;
- (g) that education play an active role in the One North Devon partnership;
- (h) to place greater emphasis on healthcare for those marginalised in society;
- (i) that efforts be doubled to improve digital services to rural areas;
- (j) that the Associate Director of Commissioning, Northern Devon and Eastern/Planned Care and Cancer, NHS Devon Clinical Commissioning Group do everything within his powers to improve

mental health funding for the Northern Devon area; and

- (k) that the Associate Director of Commissioning, Northern Devon and Eastern/Planned Care and Cancer, NHS Devon Clinical Commissioning Group and his appropriate colleagues be invited to attend a future meeting of the Committee to discuss the work that had been undertaken within the areas of mental health and social care together with a comparison of pilots that were currently in operation across the county focussing on how joint working and joint funding was impacting upon the population of Northern Devon.

The Associate Director of Commissioning, Northern Devon and Eastern/Planned Care and Cancer, NHS Devon Clinical Commissioning Group thanked the Committee for the opportunity to attend the meeting.

Chairman

The meeting ended at 12.18 pm

NOTE: These minutes will be confirmed as a correct record at the next meeting of the Committee.



Open

NORTH DEVON COUNCIL

REPORT TO: STRATEGY AND RESOURCES
Date: 4th November 2019
TOPIC: PERFORMANCE and FINANCIAL MANAGEMENT
QUARTER 2 of 2019/20
REPORT BY: HEAD OF RESOURCES

1 INTRODUCTION

- 1.1 This is one of the series of regular quarterly reports on the council's overall operational and financial performance. The report covers financial as well as operational performance. It mainly covers the quarter from July to September 2019.
- 1.2 Sections 4 deals with headline financial performance. More detailed performance information is available in Appendix E.

2 RECOMMENDATIONS

- 2.1 That the actions being taken to ensure that performance is at the desired level be noted.
- 2.2 That the contributions to/from earmarked reserves be approved (section 4.2)
- 2.3 That the movements on the Strategic Contingency Reserve (section 4.3) be noted.
- 2.4 That council approve the variations to the Capital Programme 2019/20 to 2021/22 (sections 4.4.4)
- 2.5 That funds are released for the capital schemes listed in section 4.4.11
- 2.6 That the sections dealing with Treasury Management (section 4.5), and Debt Management (sections 4.6 and 4.7) be noted.

3 REASONS FOR RECOMMENDATIONS

- 3.1 To ensure that appropriate action is taken to allow the council to meet its objectives.
- 3.2 To inform Members of actual results compared to the approved Corporate Plan, as well as progress in delivering service within the revenue budget and Capital Programme

4 PRIORITY – RESOURCES

4.1 Revenue

- 4.1.1 The revenue budget for 2019/20 was approved at Council on 25th February 2019 at £12.518m.

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- 4.1.2 As at 30 September 2019, the latest forecast net budget is £12.605m, which produces a **budget deficit of £0.087m**. (Q1 deficit was £0.028m) We will be working towards reducing this throughout Q3 and Q4 as set out in the measures below in paragraph 4.1.5. Details of all variances are shown in “Appendix A – Variations in the Revenue Budget”.
- 4.1.3 The original budget for 2019/20 included a forecast to achieve £0.239m worth of salary vacancy savings. The current position forecasts this will be achieved this year; of which £0.232m has been identified at 30th September 2019.
- 4.1.4 Operational Services have seen increasing pressure in Q2 on various budgets due to increased levels of missed collections and higher levels of sickness absence. Employee costs are currently forecast to exceed the budget by £0.229m, the main reasons contributing to this overspend are increased use of agency and overtime to cover the inefficiencies above.
- 4.1.5 The Head of Operational Services has outlined plans to address some of these issues by:
- Introducing changes to the workshop to reduce vehicles off the road - The working hours of the vehicle workshop has been extended as part of a trial to increase vehicle availability and to reduce overtime both in the workshop and on the collection crews. The number of technicians has also been increased from 5 to 6 as part of the trial. Previously the workshop has been operating between 6am and 5pm with one technician in at 6am. The workshop will now be operating between 6am and 6pm with two technicians in from 6am to 2pm, two from 8am to 4pm, and two from 10am to 6pm. Productivity will be closely monitored to establish the level of repairs / maintenance that are undertaken between 6am & 7am and 3pm & 6pm (the vehicles need to be available to the collection staff between 7am and 3pm). The intention is to complete more work outside of core hours and to minimise reduced vehicle availability from breakdowns and maintenance. This in turn will reduce / remove the need for collection crews to work beyond 3pm or on a Saturday to “catch up” due to the lack of vehicle availability.
 - Challenging the resource allocation across all Works and Recycling manual sections has identified that the street cleansing team can be reduced by 2 (over the winter months) and they will now be redeployed to assist with cover on the refuse and recycling services which in turn will see a positive reduction in the number of agency staff used for cover. In addition an analysis of winter tonnages has been undertaken for the green collection service. Resource requirements have been challenged across the 10 day collection cycle and crew sizes have been reduced accordingly (in consultation with the staff) this creates a pool of staff that will now be redeployed to cover holiday and sickness across black and recycling services which will produce a positive reduction in agency support. Weekly usage of agency and overtime will now be tracked against the revised projections.
 - The average number of days lost to sickness in Works and Recycling is currently 16.3 days per person compared to 11.1 days per person in 2018/19. The budget includes an average of 10 days per person so the increased level of 16.3 is placing an adverse pressure on the budget which is

being addressed as follows. Officers of Works and Recycling are working closely together with Human Resources to reduce current levels by reviewing each individual case, referring staff to Occupational Health for up to date medical advice on staff capability. All sickness absence reviews will be updated, staff targets will be set and monitored and the Capability Policy will be used to reduce absence levels.

- 4.1.6 The sale of recyclable materials is an uncontrollable variable where we have seen a recent decline in the income, in particular cardboard and paper, current projections show an income deficit of £0.090m.
- 4.1.7 The Shared Savings Scheme income is our 50% contribution from Devon County Council savings from the reduction in residual waste collected. The £0.028m additional income is the estimate based on current activity and estimated savings per tonne.
- 4.1.8 There has been a reduction in the forecast planning fee income of £0.190m due to a reduction in the larger applications received, this is in line with other authorities experiencing the same pressure. A further decline in large applications could worsen this projection.
- 4.1.9 The Business Rate retention scheme was introduced in April 2013 which sees Billing authorities receive a 'baseline' funding but in addition they are exposed to the risks and rewards of retaining a proportion of the income collected. This exposure is mitigated by participation in the Devon-wide pool that collates all of the Business Rate growth and decline and returns a share of the impact to each local authority.
- 4.1.10 At 30th September 2019, we are assuming a £0.200m increase to the business rates growth already factored into the budget, the growth is now estimated at £1.702m, this estimate is based on the update received from the Devon-wide Pool.
- 4.1.11 At the 30th September 2019 total external borrowing was £1.250m. The timing of any future borrowing is dependent on how the authority manages its treasury activity and due to current low interest rates and reduced returns on investments it is prudent for the Council to 'internally borrow' and use these monies to fund the Capital Programme.
- 4.1.12 The recommended level of general fund balance is 5%-10% of the council's net revenue budget (£0.626m to £1.252m). The forecast general fund reserve at 31 March 2019 is £1.161m, which is a level of 9.3%.

4.2 Earmarked Reserves 2019/20

4.2.1 “Appendix B – Movement in reserves and Balances” details the movements to and from earmarked reserves in 2019/20.

4.3 Strategic Contingency Reserve

4.3.1 Full details of the Strategic Contingency Reserve movements and commitments are attached as “Appendix C – Strategic Contingency Reserve”

4.4 Capital

4.4.1 The 2019/20 to 2021/22 Capital Programme is attached as “Appendix D – Capital Programme”

4.4.2 The Budget and Financial Framework report to Executive 4th February 2019 outlined the Capital Programme for the 2019/20 financial year of £9.609m. Project under spends of £1.234m were brought forward from 2018/19 year and further variations of £14.710m and (£14.653m) were approved as part of the performance and financial management reports to Strategy and Resources on 3rd June 2019 and 5th August 2019 to produce a revised Capital Programme of £10.900m.

4.4.3 A capital funding bid for a further £0.030m was submitted to the Project Appraisal Group (PAG) in relation to Refurbishment of Lower Lyndale Public Toilets, Lynmouth. The project is to be funded from the repairs fund. This project has been scored medium to high and has been put forward by the Project Appraisal Group.

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4.4.4 Overall variations of (£1.888m) are proposed to the 2019/20 Capital Programme as follows:

- **Other variations (+ and -) to 2019/20 Capital Programme £502,036**

Scheme	Amount (£)	Notes
S106 Public Open Space, Bickington, Ilfracombe and North Molton	30,744	Strategy and Resources Committee 1 st July 2019
S106 Public Open Space, Braunton BMX Track	17,648	Strategy and Resources Committee 5 th August 2019
S106 Public Open Space, Chulmleigh and Ilfracombe	43,708	Strategy and Resources Committee 2 nd September 2019
Refurbishment of Lower Lyndale Public Toilets, Lynmouth	30,000	Quarter 2 PAG business case
Coastal Protection and Shoreline Management Plan	(7,658)	Information from budget holder
Leisure Provision at Seven Brethren Bank	(13,206)	Information from budget holder
Disabled Facility Grants	400,800	Additional grant from Better Care Fund

- **Budget virement (transfer) between projects 2019/20**

Scheme	Amount (£)	Notes
Land Release Fund - Highways	(1,146,230)	Change of scheme name – Virement
Land Release Fund - Seven Brethren	1,146,230	Change of scheme name - Virement

- **Project movements (to)/from future years – (£2,390,395)**

Scheme	Amount (£)	Notes
Material Recovery Facility – Infrastructure	(760,000)	Move from 2019/20 to 2020/21
Disabled Facility Grants	(328,617)	Move from 2019/20 to 2020/21
Barnstaple Bus Station Refurbishment	(53,807)	Move from 2019/20 to 2020/21
Pannier Market re-roofing works	(481,000)	Move from 2019/20 to 2020/21
Digital Transformation Asset and Financial	(40,000)	Move from 2019/20 to

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Scheme	Amount (£)	Notes
Management		2020/21
Public House corner of Castle Street	(90,000)	Move from 2019/20 to 2020/21
Affordable Housing Fund	(90,000)	Move from 2019/20 to 2020/21
S106 Affordable Housing Higher Westaway, Newton Tracey	(45,000)	Move from 2019/20 to 2020/21
Marine Drive car park resurfacing, Ilfracombe	(65,000)	Move from 2019/20 to 2020/21
Resurfacing to various car parks	(104,004)	Move from 2019/20 to 2020/21
Leisure Provision at Seven Brethren	(332,967)	Re-profile of spend to 20/21 and 2021/22

▪ **Other virements (transfer between projects 2020/21)**

Scheme	Amount (£)	Notes
Land Release Fund - Flood Defence	(1,000,000)	Change of scheme name
Land Release Fund - Seven Brethren	1,000,000	Change of scheme name

4.4.5 The revised Capital Programme for 2019/20 taking into account the budget variations above is £9.012m.

4.4.6 Actual spend on the 2019/20 Capital Programme, as at 30 September 2019 is £2.408m. A number of the larger schemes are due to start shortly.

4.4.7 The overall Capital Programme for 2019/20 to 2021/22 is £30.471m and is broken down as follows:

- 2019/20 £9.012m
- 2020/21 £11.677m
- 2021/22 £9.782m

4.4.8 The Programme of £30.471m is funded by Capital Receipts / Borrowing (£14.056m), External Grants and Contributions (£14.010m) and Reserves (£2.405m).

4.4.9 The timing and realisation of capital receipts can be impacted by events beyond the control of the Council and we have been able to manage cash flows for projects through internal borrowing.

4.4.10 We also have authority to borrow from the Public Works Loan Board (PWLB) as outlined in the Treasury Management Annual Investment Strategy and the Council currently has external borrowing of £1.250m.

4.4.11 Release of Funds – 2019/20 Capital Programme

4.4.12 Once funds have been included in the Capital Programme the Constitution requires a separate decision to release those funds. Accordingly the schemes below need the funds to be released so that spending can start within the following three months:

- | | |
|------------------------------------------------|------------|
| • Land Release Fund – Seven Brethren | £2,146,230 |
| • Refurbishment of Lower Lyndale PCs, Lynmouth | £30,000 |
| • Disabled Facility Grants | £400,800 |

4.5 Treasury Management

4.5.1 Bank Rate remained at 0.75% during the quarter.

4.5.2 The average 7 day LIBID (inter-bank bid rate), the Council's benchmark rate at 30th September 2019, was 0.57% (previous year 0.43%).

4.5.3 The return earned on the Council's investments was 0.70% (previous year 0.49%).

4.5.4 £62,206 investment interest was earned during the half year period. (The 2019/20 interest receivable budget is £70,000)

4.5.5 As at 30th September 2019, the Council had total external borrowing of £1.250m.

4.5.6 £12,760 interest was paid at an average rate of 2.04% on the PWLB loans during the half year period. (2019/20 interest payable budget is £42,000)

4.6 Debt Management

4.6.1 The three major areas of credit income are Council Tax, Business Rates and General Debtors.

4.6.2 As billing authority, the Council annually raises the bills for Council Tax (£50m) and Business Rates (£30m).

4.6.3 Collection rates are controlled through monitoring:

- the level of write offs
- levels of previous years' outstanding debt
- the level of income collection in the year against the annual sums due to be collected.

4.6.4 The council's budget is based on the assumption that eventually 97.5% of sums due will be collected. To ensure this level is achieved, year on year levels of write offs approved are controlled against a ceiling of 2.5% of annual debt.

4.6.5 The outstanding amounts at 30th September 2019 are as set out below:

Age in Years	Council Tax		Business Rates	
	2018/19 £'000	2019/20 £'000	2018/19 £'000	2019/20 £'000
1 – 2	1,172	1,229	288	110
2 – 3	579	679	137	60
3 – 4	353	377	92	43
4 – 5	222	245	26	17
5 – 6	136	151	37	31
Over 6	211	213	60	43

4.6.6 Irrecoverable debts from previous years not exceeding £1,500 can be written off with the authorisation of the Chief Financial Officer. Decisions on whether to write off debts over £1,500 rest with the Chief Financial Officer, in consultation with the Leader of the Council. As at 30th September 2019 the amount of accounts written off was as follows:

Less than £1,500			More than £1,500	
No. of accounts	Amount		No. of accounts	Amount
629	£60,045.49	Council Tax	84	£82,788.73*
17	£14,142.46	Business Rates	43	£161,588.04**
97	£32,618.56	Housing Benefits	7	£39,841.58

* 30,556.45 due to bankruptcy (see section 4.6.8)

** 119,171.68 due to bankruptcy and company insolvency (see section 4.6.8)

4.6.7 The monitoring of in year collection is carried out against national performance indicators targets of sums collected in year as a percentage of the Net Sums Due for that year.

4.6.8 The majority of the write offs are individual bankruptcy and company insolvency and in a number of cases include liabilities for previous years. In these cases we are unable to recover the debt. However, if at a later date a dividend is paid, the money is allocated to the account and the relevant amount written back on.

4.6.9 The other main reason for write offs is where the person has gone away (no trace). However, write offs are reviewed and where we find the persons contact address the write off is reversed and recovery action continues.

4.6.10 The levels of collection are:

	Achieved 2018/19	Achieved 2019/20
Council tax	56.14%	55.63%

Business rates	57.31%	57.45%
-----------------------	--------	---------------

4.6.11 The Authority has received funding from major preceptors to help support the billing and collection of Council Tax and Business Rates which we hope will see an increase in the above collection levels.

4.7 General Debtors

4.7.1 The level of general invoices raised was £5.88m at 30th September 2019 (previous year £4.21m).

4.7.2 A summary of outstanding debt, by age, is set out below with comparison to the previous year.

Age of debt	30 Sept 2018	30 Sept 2019
	£'000	£'000
3 weeks to 6 months	281	675
6 months to 1 year	40	172
1 to 2 years	67	136
2 to 6 years	279	300
Over 6 years	17	24
TOTAL	684	1,307

4.7.3 The movement in the aged debt above from 2018 to 2019 includes circa £0.240m in relation to housing deposits and £0.250m for planning S106 fees, for which there are payment plans in place for both areas of debt.

4.7.4 In accordance with the Constitution, irrecoverable debts not exceeding £1,500 can be written off with the authorisation of the Head of Financial Services. The Chief Financial Officer, in consultation with the Leader of the Council, must authorise write off of debts over £1,500.

4.7.5 As at 30th September 2019, the amounts written off were as follows:

Number of Invoices	Written offs - £1,500 & under	Number of Invoices	Written offs - over £1,500
37	£17,607	2	£3,550

5 Equalities Assessment

5.1 There are no equality implications anticipated as a result of this report.

6 Constitutional context

Article and paragraph	Appendix and paragraph	Referred or delegated power?	A key decision?	In the Forward Plan?
7.12	13, para 4.7	Delegated power	No	No

7 Statement of Internal Advice

7.1 The authors (below) confirm that advice has been taken from all appropriate Councillors and officers.

8 Background Papers

None

Author: Jon Triggs, Head of Resources

Date: 15th Oct 2019

Lead Member: Councillor Ian Roome

Ref: I:\Projects\Single Report\2019-20 Q2\Q2 Perf & FM - Exec.doc

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Appendix A

Service and Cost Area	Qtr 1 £m	September £m	Movement £m
Temporary Accommodation / Homelessness	(0.020)	(0.030)	(0.010)
Environmental Health & Housing	(0.020)	(0.030)	(0.010)
BEC Utilities	0.037	0.003	(0.034)
Rental income	0.038	0.036	(0.002)
Corporate Rates	(0.009)	0.013	0.022
ICT Maintenance	(0.008)	(0.015)	(0.007)
Revenues costs	(0.010)	(0.015)	(0.005)
Parish Grants	0.000	(0.010)	(0.010)
Grant income	(0.044)	(0.034)	0.010
Resources	0.004	(0.022)	(0.026)
Museum income & Rates	0.016	0.016	0.000
Sports Repairs and maintenance	0.000	(0.040)	(0.040)
Members Allowances	0.000	(0.035)	(0.035)
Various	0.000	(0.007)	(0.007)
Corporate & Community Services	0.016	(0.066)	(0.082)
Works & Recycling Employees	0.089	0.229	0.140
Works & Recycling Vehicle costs	(0.009)	(0.012)	(0.003)
Works & Recycling Tipping Charges	0.000	0.008	0.008
Works & Recycling Bulk Haulage	(0.012)	0.023	0.035
Works & Recycling Trade Waste income	0.010	0.036	0.026
Works & Recycling Recycling Credits	0.000	(0.014)	(0.014)
Works & Recycling Shared Savings Scheme	(0.082)	(0.028)	0.054
Works & Recycling Recycling Sales	0.028	0.090	0.062
Works & Recycling Garden Waste income	(0.012)	(0.012)	0.000
Works & Recycling Other	0.004	(0.008)	(0.012)
Contribution from Crematorium	0.012	0.012	0.000
Cemetery Fee income	0.000	(0.010)	(0.010)
Bus Station cleaning & income	0.000	(0.003)	(0.003)
Car Parks income	(0.015)	(0.010)	0.005
Car Parks rates	0.027	0.030	0.003
Operational Services	0.040	0.331	0.291
Harbour Utilities	(0.010)	(0.010)	0.000
HR Professional Fees	0.020	0.000	(0.020)
Land Charges fees	(0.005)	0.000	0.005
Various	(0.007)	(0.007)	0.000
Corporate Services	(0.002)	(0.017)	(0.015)
Planning Employees	(0.051)	(0.059)	(0.008)
Planning fee income	0.065	0.190	0.125
Pannier Market overtime	0.013	0.005	(0.008)
Pannier Market income	0.037	0.033	(0.004)
CCTV Employees	(0.004)	(0.005)	(0.001)
CCTV Income	0.000	0.010	0.010
Building Control Partnership	0.000	(0.030)	(0.030)
Economic Development Employees	0.000	(0.007)	(0.007)
Place	0.060	0.137	0.077
Business Rates Growth	(0.050)	(0.200)	(0.150)
Interest Receivable	(0.020)	(0.030)	(0.010)
Interest Payable	0.00	(0.016)	(0.016)
Other	(0.070)	(0.246)	(0.176)
Total	0.028	0.087	0.059

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Appendix B

Earmarked Reserves	Opening Balance 1st April 2019	Transfer to Reserves	Transfer from Reserves (to Capital)	Transfer from Reserves (to Revenue)	Transfer between Reserves	Closing Balance 31st March 2020
Collection Fund Reserve	1,017,220			-353,322		663,898
Community Housing Fund -Housing Enabling	603,270			-50,750		552,520
Capital Funding Reserve	522,387		-175,427			346,960
Repairs Fund	355,323	236,290	-63,618	-245,290		282,705
Crem Earmarked Reserve	204,887					204,887
Crem Equipment Replacement Reserve	180,000					180,000
Planning Enquiries Fund	196,590			-20,000		176,590
Strategic Contingency Reserve	143,392	62,340		-32,240		173,492
Digital Transformation Financial Systems	271,002		-98,500			172,502
Vehicle Renewals Fund	26,000	250,000	-106,000			170,000
Economic Development Reserve	227,120			-64,000		163,120
Local Plans Fund	166,497		-38,772			127,725
Second Homes Council Tax Reserve	125,289					125,289
New Homes Bonus Reserve	57,398	100,000	-48,436			108,962
Council Tax Support Scheme Reserve	107,339			-27,420		79,919
Improvement Programme Reserve	122,497		-43,226			79,271
CCTV Reserve	71,000					71,000
Tarka Tennis Surface replacement	57,873	13,000				70,873
Self Build & Custom Housebuild	57,302					57,302
Provision for Brexit Reserve	17,484	34,968				52,452
Land Charges Personal Search Reserve	50,179					50,179
Land Charges Earmarked Reserve	50,000					50,000
Prevention CLG Grant Reserve	45,317					45,317
Rough Sleeper Initiative - DCLG grant	42,237					42,237
P C Planned Maintenance Fund	40,156					40,156
Community Consultation	38,383					38,383
Specialist Domestic Abuse Reserve	27,467					27,467
Neighbourhood Planning	25,000					25,000
Brownfield Land Registers and Permission	23,817					23,817
Community Protection Vehicles Reserve	12,000	6,000				18,000
Development Control Fund	15,600					15,600
Habitat Directive Reserve	11,270					11,270
Car Parking Reserve	30,496			-23,869		6,627
Town & Parish Fund	5,159					5,159
IER Funding	10,264			-5,160		5,104
External Professional Services Reserve	13,040			-10,140		2,900
Greensweep Replacement Fund	32,703		-30,000			2,703
Local Welfare Support reserve	10,541			-10,000		541
Noise Equipment reserve	12,000	2,000		-13,871		129
Office Accommodation Reserve	20,041			-20,000		41
Leisure Centre Replacement Reserve	31,142			-31,140		2
Waste Shared Savings Reserve	90,000			-90,000		0
Theatres Reserve	9,466			-9,466		0
Museum development fund	850			-850		0
District Council Election	50,000	52,900		-102,900		0
Office Technology Reserve	212,413	115,000	-267,413	-60,000		0
Ilfracombe Watersports Centre Reserve	28,873			-28,873		0
	5,468,284	872,498	-871,392	-1,199,291	0	4,270,099

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Strategic Contingency Reserve 2019-20 - Original (9980) (8245)	
Resources Available	£
Balance brought forward 1st April 2019	(143,392)
Budget Contribution to Exec Contingency Reserve 2019/20	(62,340)
	(205,732)
B/F from 2018/19	£
Junction 27 - Economic impacts on North Devon (Exec 3/3/15)	10,000
Watersports Centre, Ilfracombe Exec 5/9/16 (0485/11210)	11,740
North Devon Fisherman's Association - Exec 4th June 2018 (subject MM funding clarification)	500
Urgent Works Bunksland Farm, East Anstey - Exec 4th February 2019	10,000
2019/2020 Approvals	£
Total Approvals	32,240

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Project	Original Budget 2019/20 £	Spend as at 30th Sept 2019	Variance	Original Budget 2020/21 £	Original Budget 2021/22 £
Chief Executive and Corporate					
Website Improvement	5,455	0	5,455	0	0
Office Technology Fund - End User Assets and IT Assets in Data Centre	333,313	19,171	314,142	140,250	197,770
ICT Improve Back-up and Recovery Capabilities	216,140	0	216,140	0	0
ICT Skype for Business	193,329	22,270	171,059	0	0
	748,237	41,441	706,796	140,250	197,770
Corporate and Community					
Museum of Barnstaple - Long Bridge Wing	1,041,732	724,736	316,996	0	0
21:21 (Transformation Project)	43,226	8,855	34,371	0	0
Committee Administration System	28,397	11,395	17,002	0	0
S106 Contributions - Various projects	479,843	106,701	373,142	0	0
Tarka Tennis Artificial Grass Pitch	794,535	333,897	460,638	0	0
Leisure Provision at Seven Brethren	1,352,757	0	1,352,757	5,748,252	7,629,390
	3,740,490	1,185,584	2,554,906	5,748,252	7,629,390

Project
Environmental Health & Housing
Affordable Housing delivery Grant
Affordable Housing Fund
S106 Affordable Housing - Higher Westaway, Newton Tracey
Wessex Loan and Grant Scheme
Home Energy Solutions
Disabled Facilities Grant Programme
Provision of temporary accommodation

Original Budget 2019/20 £	Spend as at 30th Sept 2019	Variance
5,000	0	5,000
0	0	0
0	0	0
56,573	0	56,573
250,000	98,219	151,781
1,202,784	302,090	900,694
489,844	14,876	474,968
2,004,201	415,185	1,589,016

Original Budget 2020/21 £	Original Budget 2021/22 £
0	0
90,000	0
45,000	0
0	0
0	0
1,607,617	979,000
0	0
1,742,617	979,000

Operational Services
Works Unit Vehicles
Rolling Road - for Workshop
Material Recovery Facility - Infrastructure

418,823	189,885	228,938
30,000	0	30,000
0	0	0
448,823	189,885	258,938

116,000	976,000
0	0
760,000	0
876,000	976,000

Project
Place
Land Release Fund - Seven Brethren
Replacement Planning ICT system

Original Budget 2019/20 £	Spend as at 30th Sept 2019	Variance
1,146,230	82,423	1,063,807
42,981	29,021	13,960
1,189,211	111,444	1,077,767

Original Budget 2020/21 £	Original Budget 2021/22 £
1,000,000	0
0	0
1,000,000	0

Resources
Barnstaple Bus Station re-furbishment
Marine Drive Car Park Resurfacing - Ilfracombe
Ilfracombe Harbour - Kiosks
Jubilee Gardens reserved car park retaining wall
Resurfacing to various car parks
Retaining Wall - Watersmeet Car Park Lynton
Retaining Wall - Cross Street Car Park Lynton
Public Maintenance - Public House corner of Castle St & 16 Castle St
Refurbishment Lower Lyndale Public Toilets, Lymouth
HR and Payroll System
Pannier Market Re-roofing works

2,118	1,118	1,000
0	0	0
127,884	52,688	75,196
31,447	0	31,447
2,980	2,980	0
22,000	0	22,000
9,500	0	9,500
0	0	0
30,000	0	30,000
98,500	0	98,500
19,000	0	19,000

53,807	0
65,000	0
0	0
0	0
104,004	0
0	0
0	0
90,000	0
0	0
0	0
481,000	0

Project
Water Sports Centre Ilfracombe
Digital Transformation Asset and Financial Management System

Original Budget 2019/20 £	Spend as at 30th Sept 2019	Variance
36,852	16,583	20,269
0	0	0
380,281	73,369	306,912

Original Budget 2020/21 £	Original Budget 2021/22 £
1,336,619	0
40,000	0
2,170,430	0

Resources - Non Treasury
Acquisition of Sub Lease Plot 1 Seven Brethren

500,000	390,750	109,250
500,000	390,750	109,250

0	0
0	0

9,011,243	2,407,658	6,603,585
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11,677,549	9,782,160
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Appendix E

Table A: High level status of all service plan actions tracked on Pentana

	Completed	Overdue	Cancelled	Not due	Total
Totals	382	4	46	49	480
Since the last report included in the total	14		4		

Table B: Service plan actions that have been cancelled authorised by SMT

Action	Reason
OS Crem 03 17/18 5 year plan to Improve disabled access and health and safety in gardens/buildings. Upgrade all paths and provide new covered area(s).	This action is a duplicate of CREM 02 16/17.
OS W&R 01 19/20 Recycle More Project Waste Services Review	OS W&R 01 19/20 Recycle More Project Waste Services Review
OS W&R 02 19/20 Recycle More Project Waste Services Review	This is a duplicate of OS W&R 02 18/19.
OS W&R 04 19/20 Review Trade Waste Service	This action is a duplicate of OS W&R 05 17/18

Table C: Service Plan Actions (14) completed

Action	Closure Note	Due Date	Completed Date
C&C L 03 17/18 Investigate / complete purchase of polygons of land in Council ownership	The Case Management System is in place.	31-Dec-2018	09-Jul-2019
CE ICT 01b 17/18 Investigate a new application delivery platform & the best way to migrate to Windows 10.	Closure Note: ICT will be using the latest version of ZCM to deliver applications to a delivery platform.	31-Jan-2020	04-Oct-2019

Table C: Service Plan Actions (14) completed

CE ICT 02 18/19 Replacement programme of our existing Wyse / PCs with upgraded Wyse terminal or alternative e.g. Chrome Book / Tablet	Closure Note: All staff aligned to a work persona, ICT assets selected for each of those ICT users. Purchasing to take place October 2019 and roll out in November 2019.	31-Mar-2020	04-Oct-2019
CE ICT 04 17/18 21:21 Phase II	Closure Note: The programme is not adding any value to those project still in delivery as these are being managed in ICT.	30-Apr-2020	04-Oct-2019
CE ICT 04 18/19 Work with DCC + other District Council WAN partners to investigate a new supplier for the Devon WAN contract	Closure Note: DCC negotiated an extended contract with Update until August 2021.	31-Aug-2019	04-Oct-2019
CEM 01 15/16 "Memorial Safety Memorials identified failed testing need to be made safe"	Works all completed	30-Sep-2019	09-Oct-2019
CEM 01 16/17 "Phase 2 Memorial Safety Memorials identified failed testing need to be made safe"	Works complete	30-Sep-2019	09-Oct-2019
EH&H 04 17/18 Establish a NDC Housing Development Company	Reported to S&R Cttee Oct 2019 who have endorsed Housing working further on Local Housing Companies by (1) translating strategy into a detailed business plan and (2) using enforcement powers to bring empty homes back into use as part of such work.	31-Oct-2019	11-Oct-2019
EH&H 06 17/18 Establish a direct access/emergency hostel	Officers have secured the Salvation Army Hall in Barnstaple to provide SWEP this year (19/20).	30-Sep-2019	11-Oct-2019
ICT 05 16/17 Specification & tender of new telephony and unified communications solution.	Closure Note: Specification and tender of telephony and cloud contact centre complete. Project now in delivery with Go Live date due December 2019	31-Dec-2019	04-Oct-2019
L 03 16/17 Case Management System	This has now been implemented.	31-May-2019	12-Jul-2019
OS W&R 07 19/20 Review Transfer Shed Usage/Vehicle Parking.	Complete. Food waste and asbestos has to be stored in the transfer Hall in accordance with oy EA site permit and conditions.	30-Sep-2019	10-Oct-2019

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Table C: Service Plan Actions (14) completed

P PBP 06 19/20 Coastal Communities Fund R5 bids	Bids were submitted but unfortunately not successful on this occasion.	30-Apr-2019	12-Jul-2019
PL&C 15 15/16 Build major extension to the museum	Building work complete September 2019. Building works delayed caused project to overrun. Soft opening of museum planned for 21st October 2019.	31-Jul-2019	08-Oct-2019

Table D: Actions where Heads of Service have requested a revision to the due date and these have been approved by SMT

HoS	Code	Description	Current due date	Revised due date request	Reason & (if applicable Officer) requesting this change
Ken Miles	C&C C&C 01 19/20	Review the Design Print and Post service	30 September 2019	31-Mar-2020	SMT agreed that the necessity to move the Post Room to BEC had been mitigated, but still wished a full review of the service to be concluded in relation to use, contracts & viability of the business. Full review report required.
Jeremy Mann	EH&H 05 17/18	Establish Selective Licensing in Ifracombe (Part 3 Housing Act 2004)	31-Aug-2019	31-Dec-2019	The scale and complexity of the issues impacting on both the owner occupied sector and private rented section across the district will require detail consideration.
Jeremy Mann	H 03 15/16	Temp accommodation for homeless households.	31 March 2019	30 Nov 2019	SMT approved an extension of time Original date 31 March 2016 now November end 2019 to allow officer to formally report on the success of this initiative.
Jeremy Mann	H 10 16/17	Discounted sale processes	30-Sept-2019	30-Jun-2020	SMT approved an extension of time from original date of 30 June 2016 to 30 June 2020. * Consultation planning/planning policy November 2019. * Public consultation January to Mid February 2020. * Policy Committee March 2020 * Full Council April 2020

Table D: Actions where Heads of Service have requested a revision to the due date and these have been approved by SMT

Ricky McCormack	OS CREM 01 19/20	Improve flower tribute area - Aspen and Rowan	31-July-2019	30-April-2020	SMT approved an extension of time. Original date 31 July 2019 to 30 April 2020. Internal resources are being deployed for the Leisure Centre and Water Sports Centre hence requesting this extension of time.
Ricky McCormack	OS CREM 02 19/20	Stop flooding of summerhouse area in memorial gardens	30-Jun-2019	30-April-2020	SMT approved an extension of time. Original Date 30 June 2019 to 30 April 2020. Works to commence 21 October 2019.
Ricky McCormack	OS CREM 03 19/20	Improve disabled access on south perimeter of Painters (perimeter of Poets) in memorial gardens	31-July-2019	28-Nov-2019	Works commencing 21/10/19 - completion anticipated 15/11/19.
Ricky McCormack	OS W&R 05 17/18	Review Trade Waste Service	31-Dec-2017	30-Apr-2020	SMT approved an extension of time. Original due date 31 December 2017 revised due date 30 April 2020. The Trade Waste Review continues and this week crews have taken the May baseline and have been tasked with reporting back to Andy D exactly what is being collected, regardless of how we got to that situation - an absolute truthful baseline needs to be determined. This will then allow remodelling of the Trade rounds and then determine if we have the capacity and capability of expanding our offer. Any changes to Fees and Charges must be taken through the appropriate budget scrutiny and Member approval.

Table D: Actions where Heads of Service have requested a revision to the due date and these have been approved by SMT

Ricky McCormack	OS W&R 10 17/18	Recycling Process Hall	31-Dec-2017	30-Sept-2020	SMT approved an extension of time. Original date 31 December 2017 now 30 September 2020. The fire suppression and other initiatives need to be discussed as part of the wider changes to W&R.
Ricky McCormack	PARK 06 16/17	To take operational control and enforcement of the Park & Change site at Chivenor	30-Sept-2019	30-April-2020	SMT approved an extension of time. Original date 30 April 2016 to 30 April 2020.
Jon Triggs	R 01 19/20	Implementing 'Making Tax Digital' for VAT	30-Sept-2019	31-Dec-2019	The new MTD software has been tested and we are planning to dual run for September's VAT return, with the first live submission due for October's VAT return.
Jon Triggs	R 02 19/20	Upgrade Civica Financials to v19.0 and roll out web financials to other departments	30-Sept-2019	31-Dec-2019	SMT approved a holding Extension of Time until December end 2019. Civica are making the delivery of this project complex due to multiple Account Managers being responsible for issue resolution during the User Acceptance Testing period.
Jon Triggs	R 03 18/19	Upgrade of R&B ICT Software to improve customer experience	3-Sept-2019	30-Jun-2020	SMT approved an extension of time until 30 June 2020 to enable all Phases to be delivered.

Table E: Outstanding Service Plan Actions (4)

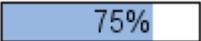
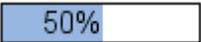
Code	Description	Progress Bar	Latest Note	Original Due Date	Due Date
<p>CE P 07 17/18 Complete review of business processes to ensure external customer focus.</p>	<p>Work has been substantially completed on reviewing core business activities with associated training notes. However, a further review is now required to demonstrate specific engagement with the customer.</p>		<p>10-Oct-2019 Process review (Vanguard) has been initiated to start tomorrow 09/10/19 for planning applications and enforcement with a timetable to compete by 13/11/19. Teams have been assembled internally who are embedded within the system.</p> <p>In January 2020 we have planned to analyse the difference in end to end determination periods to ascertain progress.</p> <p>As part of Phase 2 of the ICT project we have identified several other subjects that require reviews such as S106; we have begun development of the monitoring module of MasterGov package</p>	<p>31-Dec-2017</p>	<p>30-Sep-2019</p>
<p>H 13 16/17 Off-site contributions process</p>	<p>Plan the proactive and efficient use of NDC's current pot of commuted sums and possible future sums aligning this with the most appropriate schemes. May sit within Affordable Housing Delivery Plan or as separate policy document with Executive approval.</p>		<p>11-Oct-2019 • AH SPD external research delayed (1st consultant's report deficient & then Altair took more time than expected due to the complexity of affordability issues where there is not existing "standard"/methodology for affordability). due for completion Oct 2019. Consultation planning/planning policy Nov 2019. LPWG Dec 2019. Public consultation Jan 2020 – mid Feb 2020; Policy Cttee March 2020, Full Council April 2020.</p> <p>• Request extension until the 30th June 2020.</p>	<p>30-Sep-2016</p>	<p>30-Sep-2019</p>

Table E: Outstanding Service Plan Actions (4)

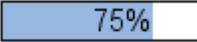
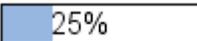
<p>P 02 16/17 Upgrade the planning database (data and spatial)</p>	<p>Upgrade the planning database (data and spatial) to provide a better quality of information storage for both internal use and public access. PAG required as part of a revised corporate ICT strategy.</p>		<p>10-Oct-2019 MasterGov went live on 03/07/19; development has begun to digitalise the planning service and hold listed building/ Tree Protection Order registers, S106 monitoring module and Policy monitoring. We are also working with our supplier and ICT to plan for mobile and remote working solutions</p>	<p>30-Apr-2017</p>	<p>31-May-2019</p>
<p>Page 45 RS 04 16/17</p>	<p>To implement the requirements of the Enterprise Bill 2015/16</p>		<p>This action was closed without approval from SMT to cancel this action.</p> <p>The action has been re-opened - where SMT can consider the reasons for cancellation.</p> <p>Officers (JWM and PC) attended the Food standard Agency's Strategic update event on the 1st October.</p> <p>New draft standards have the potential to increase the time needed to administer the council's current primary authority relationships.</p> <p>The draft documents are available at https://www.food.gov.uk/primary-authority-national-inspection-strategy.</p> <p>PC(Food/ HSW Lead) will review the potential impact of these changes and report with recommendations in Q1 2020/21.</p> <p>In the interim it is proposed to cancel this action.</p>	<p>01-Aug-2019</p>	<p>11-Oct-2019</p>

Table F: Key Performance Indicators : Last year's data + this year's results

PI Code & Short Name	Performance Data Q1 2018/19 & 2019/20	Performance Data Q2 2018/19 & 2019/20	Performance Data Q3 2018/19 & 2019/20	Performance Data Q4 2018/19 & 2019/20	Year End Target	Year End Result	Current Target	Latest Note & History
Planning								
NI 155 Number of affordable homes delivered (cumulative ¹)	42	58	100	146		146		
	28	45						
NI 157a Percentage of major applications processed within 13 weeks	61	100	85	100	45	86.5	45	
	83	90						
NI 157b Percentage of minor planning applications processed within 8 weeks	95	97	98	100		98.75	75	
	91	95.19						
NI 157c Percentage of other applications processed within 8 weeks	98	99	99	98	85	98.5		
	95	95.68					85.00	
Waste & Recycling								
L82(i) Total percentage domestic waste recycled or composted	49.16	48.02	42.6	41.8			46.00	Quarter data not yet available
	50.91							
Finance								
BV8 Percentage of invoices paid on time	97.39	93.13	95.99	97.28	97	95.95		
	96.52	95.76					97.00	

¹ NI 155 changed from Gross to Cumulative

BV9 Percentage of Council Tax collected	28.81	56.14	82.98	97.07	98.00	97.07	98.00	
	28.59	55.63						
BV78a (M) Speed of processing - new Housing Benefit/Council Tax Benefit claims	23.2	24.7	19.6	16.9	28.00	21.1	28.0	
	21.5	17.3						
BV10 Percentage of Non-domestic Rates Collected	32.14	57.31	81.89	97.04	99.05	97.04	99.05	
	31.96	57.45						

PI Code & Short Name	Performance Data Q1 2018/19 & 2019/20	Performance Data Q2 2018/19 & 2019/20	Performance Data Q3 2018/19 & 2019/20	Performance Data Q4 2018/19 & 2019/20	Year End Target	Year End Result	Current Target	Latest Note & History
Property & Technical								
L728 Percentage of the gross internal area of the investment estate currently let	95.40	95.40	95.40	95.40				
	95.21	98.26						
168 Income per car park P&D ticket	July £1.72	Sept £1.71	Dec £1.59	April £1.69			1.78	
	June £1.69	Sept £1.74						

PI Code & Short Name	Performance Data Q 2018/19 & 2019/2020	Performance Data Q2 2018/19 & 2019/20	Performance Data Q3 2018/19 & 2019/20	Performance Data Q4 2018/19 & 2019/20	Year End Target	Year End Result	Current Target	Latest Note & History
Building Control								
L300 Building Regulation Full Plan applications determined in 2 months	99	97	96	97	95%	97.25%	95%	
	99	96						
L301 Building Regulation Applications examined within 3 weeks	95	92	87	89	95%	90.75%	95%	
	84	90						
L302 Average time to first response (Days)	11	13	12	12	10	12	10	
	12	10						
Customer Services & Communications								
L999 Feedback Customer Satisfaction %	57%	50%	38%	39%	50%	46%	50%	
	57%	49%			50%			
L997 Customer Service Satisfaction %	95%	91%	98%	94%	90%	94.5%	90%	
	95%	92%			90%			
L998 Media Satisfaction % Annual							90%	
	Annual				90%	100%		

Environmental Health & Housing								
LEHH014 Food Hygiene Interventions Completed	137	288	472	636	664	636		
	91	301			892			
LEHH015 Percentage of Food Hygiene Due Interventions Completed	26	69.9	63.5	95.8	100	95.8	100	
	10.2				100			
LEHH016 Housing Options - Number of Homelessness Prevented & Relieved	130	123	188	191		632	Data only	
	162	165						
LEHH017 Housing Options - Number of Households Accommodated in Temporary Accommodation	28	33	28	32		121	Data Only	
	24	37						
LEHH019 Housing Standards - Number of DFG's Completed & Monies Paid	7	23	73	96		96	Data only	Total value - £515,067.90
	20	68				96		
LEHH026 Number of NDC Lets Through DHC	69	41	66	60		236	Data only	Broken down by bed size: 1 Bed = 22, 2 Bed=37, 3 Bed = 12, 4 Bed =0
	70	71						

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LEHH020 Housing Standards – the level of unmet demand for DFGs	282,301	297,509	261,228	279,468			Data only	
	269,616	163,468					Data only	

2. Constitution Context

Appendix and paragraph	Referred or delegated power?
5.5	Delegated

3. Statement of Internal Advice

3.1 The author (below) confirms that advice has been taken from all appropriate Councillors and officers.

Author: Sarah Higgins Date: 15th October 2019 Reference: Executive Performance Report November 2019

NORTH DEVON COUNCIL

REPORT TO: STRATEGY AND RESOURCES

Date: 4th NOVEMBER 2019

TOPIC: Treasury Management Strategy Statement and Annual Investment Strategy

MID-YEAR REVIEW REPORT 2019/20

REPORT BY: CHIEF FINANCIAL OFFICER

1. INTRODUCTION

1.1 This mid year report has been prepared in compliance with CIPFA's Code of Practice on Treasury Management, and covers the following:

- An economic update for the first part of the 2019/20 financial year (appendix A);
- A review of the Treasury Management Strategy Statement and Annual Investment Strategy;
- The Council's capital expenditure and prudential indicators;
- A review of the Council's investment portfolio for 2019/20;
- A review of the Council's borrowing strategy for 2019/20;
- A review of any debt rescheduling undertaken during 2019/20;
- A review of compliance with Treasury and Prudential Limits for 2019/20.

2. RECOMMENDATIONS

The Committee is asked to recommend to full Council that:

- 2.1 The changes to the prudential indicators be approved.
- 2.2 The report and the treasury activity be noted.

3. REASONS FOR RECOMMENDATIONS

3.1 This Council is required through regulations issued under the Local Government Act 2003 to produce a mid year treasury report reviewing treasury management activities and the prudential and treasury indicators for 2019/20. This report meets the requirements of the CIPFA Code of Practice on Treasury Management (revised 2017).

- 3.2 This Council is also required under the Code to give prior scrutiny to the treasury management reports by the Policy Development Committee before they are reported to the full Council.

4. REPORT

4.1 Treasury Management Strategy Statement and Annual Investment Strategy update

The Treasury Management Strategy Statement (TMSS) for 2019/20 was approved by this Council on 25th February 2019.

The underlying TMSS approved previously requires revision in the light of economic and operational movements during the year. The proposed changes are set out below:

Prudential Indicator 2019/20	Original Estimate £000	Revised Prudential Indicator £000
Capital Financing Requirement	6,440	5,462
Authorised Borrowing Limit	11,000	22,500
Maturity Structure of Debt over 10 years	50%	90%

Section 4.3 of this report gives further information on the Capital Financial Requirement. The Authorised borrowing limit and the maturity structure of debt over 10 years have been amended to reflect the Leisure Centre capital project.

4.2 The Council's Capital Position (Prudential Indicators)

This part of the report is structured to update:

- The Council's capital expenditure plans;
- How these plans are being financed;
- The impact of the changes in the capital expenditure plans on the prudential indicators and the underlying need to borrow; and
- Compliance with the limits in place for borrowing activity.

Prudential Indicator for Capital Expenditure

This table shows the revised estimates for capital expenditure and the changes since the capital programme was agreed at the budget.

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Capital Expenditure by Service	2019/20 Original Estimate £000	Current Position 30/09/19 £000	2019/20 Revised Estimate £000
Chief Executive & Corporate	675	41	748
Corporate & Community	3,095	1,186	3,741
Environmental Health & Housing	2,602	415	2,004
Operational Services	1,209	190	449
Place	1,044	112	1,189
Resources	984	464	880
Total	9,609	2,408	9,011

Changes to the Financing of the Capital Programme

The table below draws together the main strategy elements of the capital expenditure plans (above), highlighting the original supported and unsupported elements of the capital programme, and the expected financing arrangements of this capital expenditure. The borrowing element of the table increases the underlying indebtedness of the Council by way of the Capital Financing Requirement (CFR), although this will be reduced in part by revenue charges for the repayment of debt (the Minimum Revenue Provision). This direct borrowing need may also be supplemented by maturing debt and other treasury requirements.

Capital Expenditure	2019/20 Original Estimate £000	2019/20 Revised Estimate £000
Supported	0	0
Unsupported	9,609	9,011
Total spend	9,609	9,011
Financed by:		
Capital receipts	(650)	(650)
Capital grants	(6,074)	(6,230)
Capital reserves	(1,316)	(871)
Total financing	(8,040)	(7,751)
Borrowing requirement	1,569	1,260

4.3 Changes to the Prudential Indicators for the Capital Financing Requirement, External Debt and the Operational Boundary

The table below shows the CFR, which is the underlying external need to incur borrowing for a capital purpose. It also shows the expected debt position over the period, which is termed the Operational Boundary.

Prudential Indicator – Capital Financing Requirement

The forecast Capital Financing Requirement has reduced as a result of slippages to the capital programme as shown below. For example the projects for the Pannier Market Roof and Recycling Process Hall Infrastructure have now moved into 2020/21.

Prudential Indicator – the Operational Boundary for external debt

	2019/20 Original Estimate £000	2019/20 Revised Estimate £000
Prudential Indicator – Capital Financing Requirement		
Total CFR	6,440	5,462
Movement in CFR from 1/4/19		751
Prudential Indicator – the Operational Boundary for external debt		
Borrowing	2,500	1,250
Other long term liabilities	0	0
Total debt (year-end position)	2,500	1,250

4.4 Limits to Borrowing Activity

The first key control over the treasury activity is a prudential indicator to ensure that over the medium term, net borrowing (borrowings less investments) will only be for a capital purpose. Gross external borrowing should not, except in the short term, exceed the total of CFR in the preceding year plus the estimates of any additional CFR for 2019/20 and next two financial years. This allows some flexibility for limited early borrowing for future years. The Council has approved a policy for borrowing in advance of need, which will be adhered to if this proves prudent.

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	2019/20 Original Estimate £000	Current Position 30/09/19 £000	2019/20 Revised Estimate £000
Gross borrowing	2,500	1,250	1,250
Plus: other long term liabilities	0	0	0
Total debt	2,500	1,250	1,250
CFR (year end position)	6,440		5,462

The Chief Financial Officer reports that no difficulties are envisaged for the current or future years in complying with this prudential indicator.

A further prudential indicator controls the overall level of borrowing. This is the Authorised Limit that represents the limit beyond which borrowing is prohibited, and needs to be set and revised by Members. It reflects the level of borrowing which, while not desired, could be afforded in the short term, but is not sustainable in the longer term. It is the expected maximum borrowing need with some headroom for unexpected movements. This is the statutory limit determined under section 3 (1) of the Local Government Act 2003.

Authorised limit for external debt	2019/20 Original Indicator £000	2019/20 Revised Indicator £000
Borrowing	10,500	22,000
Other long term liabilities	500	500
Total	11,000	22,500

The Leisure Provision at Seven Brethren report considered by Full Council on 13th March 2019, approved the increase in authorised borrowing limit to £22m from 2020/21. Amending the authorised borrowing limit now will provide some flexibility for limited early borrowing for the Leisure Centre capital project, if prudent to do so.

4.5 Investment Portfolio 2019/20

Treasury Management Investments

In accordance with the Code, it is the Council's priority to ensure security of capital and liquidity, and to obtain an appropriate level of return which is consistent with the Council's risk appetite. As set out in appendix A, it is a very difficult investment market in terms of earning the level of interest rates commonly seen in previous decades as rates are very low and in line with the current 0.75% Bank Rate. The continuing potential for a re-emergence of a Eurozone sovereign debt crisis, and its impacts on banks, prompts a low risk and short term strategy. Given this risk

environment and the fact that increases in Bank Rate are likely to be gradual and unlikely to return to the levels seen in previous decades, investment returns are likely to remain low.

The Council held £18.6m of investments as at 30 September 2019 (£8.56m at 31 March 2019) and the investment portfolio yield for the first six months of the year was 0.70% against the benchmark 7 day LIBID of 0.57%.

The Chief Financial Officer confirms that the approved limits within the Annual Investment Strategy were not breached during the first six months of 2019/20.

The Council's budgeted investment return for 2019/20 was £70,000. As at 30th September 2019 £62,203 investment interest was earned in the half-year period.

Investment Counterparty Criteria

The current investment counterparty criteria selection approved in the TMSS is meeting the requirement of the treasury management function.

Non-Treasury Management Investments

The major changes required by the 2017 Treasury Management and Prudential Codes relate to non-treasury investments in other financial assets and property, primarily for financial return.

The Council is currently considering a more detailed commercialisation strategy and a report will be coming to Members in due course.

Whilst the Council currently has no plans for material investments in property or other financial assets during 2019/20, it has purchased a light industrial unit at Seven Brethren and will consider other small scale opportunities if appropriate.

4.6 Borrowing

The Council's capital financing requirement (CFR) for 2019/20 is £5.46m. The CFR denotes the Council's underlying need to borrow for capital purposes. If the CFR is positive the Council may borrow from the Public Works Loan Board (PWLB), or the market (external borrowing), or from internal balances on a temporary basis (internal borrowing). The balance of external and internal borrowing is generally driven by market conditions.

At present, the Council has projected total external borrowing of £1.25m and utilising £4.21m of cash flow funds in lieu of borrowing. This is a prudent and cost effective approach in the current economic climate but will require ongoing monitoring of economic conditions.

It is not anticipated that further borrowing will be undertaken during this financial year but that will be dependent on the progress of the Leisure Centre project and movements in PWLB / market borrowing rates during the second half of the financial year.

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Total Borrowing:

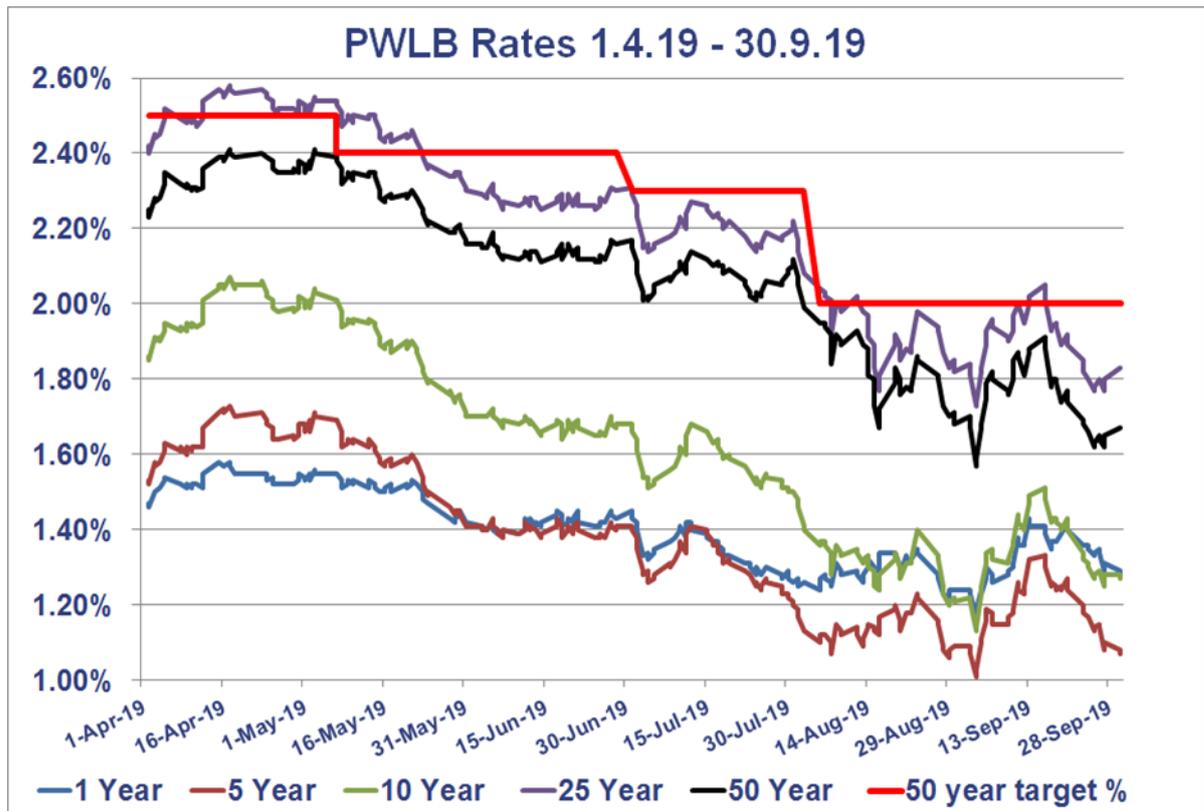
Lender	Principal (£000)	Type	Interest Rate	Loan period	Maturity date
PWLB	£750	Fixed interest rate	2.44%	5.6 years	May 2020
PWLB	£500	Fixed interest rate	1.43%	10 years	Aug 2026

The graph and table below show the movement in PWLB certainty rates for the first six months of the year to date. PWLB rates have been on a falling trend during this period and longer rates have almost halved to reach historic lows. The 50 year PWLB target (certainty) rate for new long term borrowing fell from 2.50% to 2.00% during this period.

During October 2019, HM Treasury announced, with immediate effect, that it was increasing the margin that applies to new loans from the PWLB by 100bps (one percent) on top of usual lending terms. This is in part due to some local authorities substantially increasing their use of the PWLB in recent months, as the cost of borrowing has fallen to record lows. This has effectively restored interest rates to the levels available in 2018.

We will continue to monitor how the markets react to this change and the implications for any future borrowing.

PWLB certainty rates 1 April 2019 to 30 September 2019



	1 Year	5 Year	10 Year	25 Year	50 Year
Low	1.17%	1.01%	1.13%	1.73%	1.57%
Date	03/09/2019	03/09/2019	03/09/2019	03/09/2019	03/09/2019
High	1.58%	1.73%	2.07%	2.58%	2.41%
Date	15/04/2019	17/04/2019	17/04/2019	17/04/2019	17/04/2019
Average	1.40%	1.37%	1.62%	2.20%	2.07%

4.7 Debt Rescheduling

No debt rescheduling was undertaken during the first six months of 2019/20.

5. RESOURCE IMPLICATIONS

5.1 As detailed in the report.

6. EQUALITIES ASSESSMENT

6.1 There are not any equalities implications anticipated as a result of this report, as the purpose of this report is to present the Council's financial position only.

7. CONSTITUTIONAL CONTEXT

Article and paragraph	Referred or delegated power?
Part 4 Financial Procedure Rules (Article 13.8)	Delegated
Article 4.4	

8. STATEMENT OF CONFIDENTIALITY

8.1 This report contains no confidential or exempt information under the provisions of Schedule 12A of 1972 Act.

9. BACKGROUND PAPERS

9.1 Background papers will be available for inspection and will be kept by the author of the report.

10. STATEMENT OF INTERNAL ADVICE

10.1 The author (below) confirms that advice has been taken from all appropriate Councillors and Officers.

Author: Jon Triggs, Head of Resources

Date: 15th October 2019

Reference: T:\Technical\Adam\Treasury Management\ TM Mid Year Report 2019_20.doc

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Date of Publication

NORTH DEVON COUNCIL
Policy Development Work Programme
For period November 2019 – February 2020

Committee/Date	Description of Decision	Contact Officer
November 2019		
Policy Development Committee	<ul style="list-style-type: none">• Performance and Financial Management Quarter 2 2019/20	
Policy Development Committee	<ul style="list-style-type: none">• Treasury Management Strategy Statement and Annual Investment Strategy Mid Year Treasury Management Review 2019/20	
December 2019		
	<ul style="list-style-type: none">• Council Tax Reduction Scheme for 2020/21.	
January 2020		
Policy Development Committee	<ul style="list-style-type: none">• Service Plans - Annual Reporting	
February 2020		
Policy Development Committee	<ul style="list-style-type: none">• Performance and Financial Management Quarter 3 2019/20	

Date of Publication

Committee/Date	Description of Decision	Contact Officer	Contact Councillor	Key Decision Y/N	Contains Exempt Information Y/N	Reports and Background Papers to be considered
Policy Development Committee	<ul style="list-style-type: none"> Treasury Management Annual Strategy 2019/20 					
Policy Development Committee	<ul style="list-style-type: none"> Revenue Budget 2020-21, Capital Programme and Medium Term Financial Strategy 2019-23 					
Policy Development Committee	<ul style="list-style-type: none"> Review of Fees and Charges 2020/21 					