

# Scrutiny for Policies and Place Committee

Tuesday 19 June 2018

9.30 am Luttrell Room - County Hall,  
Taunton



To: The Members of the Scrutiny for Policies and Place Committee

Cllr M Lewis (Vice-Chair), Cllr P Ham, Cllr B Filmer, Cllr John Hunt, Cllr J Thorne, Cllr G Noel, Cllr S Coles, Cllr L Leyshon and Cllr A Groskop (Chair)

All Somerset County Council Members are invited to attend meetings of the Cabinet and Scrutiny Committees.

Issued by Julian Gale, Strategic Manager - Governance and Risk - 11 June 2018

For further information about the meeting, please contact Lindsey Tawse on 01823 355059, ltawse@somerset.gov.uk or Jamie Jackson on 01823 359040, jajackson@somerset.gov.uk

Guidance about procedures at the meeting follows the printed agenda.

This meeting will be open to the public and press, subject to the passing of any resolution under Section 100A (4) of the Local Government Act 1972.

This agenda and the attached reports and background papers are available on request prior to the meeting in large print, Braille, audio tape & disc and can be translated into different languages. They can also be accessed via the council's website on [www.somerset.gov.uk/agendasandpapers](http://www.somerset.gov.uk/agendasandpapers)



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# AGENDA

Item Scrutiny for Policies and Place Committee - 9.30 am Tuesday 19 June 2018

**\*\*Public Guidance notes contained in agenda annexe\*\***

1 **Apologies for absence**

2 **Declarations of Interest**

Details of all Members' interests in District, Town and Parish Councils will be displayed in the meeting room. The Statutory Register of Member's Interests can be inspected via the Community Governance team.

3 **Minutes from the previous meeting held on** (Pages 7 - 12)

The Committee is asked to confirm the minutes are accurate.

4 **Public Question Time**

The Chairman will allow members of the public to ask a question or make a statement about any matter on the agenda for this meeting. **These questions may be taken during the meeting, when the relevant agenda item is considered, at the Chairman's discretion.**

5 **Connecting Devon & Somerset Broadband Programme update** (Pages 13 - 20)

To receive the report.

6 **South West Heritage Trust Annual Report** (Pages 21 - 54)

To receive the report.

7 **Revenue Budget Monitoring Report Q4 2017/18** (Pages 55 - 92)

To receive the report.

8 **Corporate Performance Monitoring Report Q4 2017/18** (Pages 93 - 110)

To receive the report.

9 **Consultation on Draft Air Quality Strategy** (Pages 111 - 146)

To receive the report.

10 **Property Disposals update** (Pages 147 - 150)

To receive the report.

## **Possible exclusion of the press and public**

**PLEASE NOTE:** Although the main report for this item not confidential, supporting Appendix B available to Members contains exempt information and is therefore marked confidential – not for publication. At any point if Members wish to discuss information within this appendix then the Committee will be asked to agree the

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following resolution to exclude the press and public:

**Exclusion of the Press and Public**

To consider passing a resolution having been duly proposed and seconded under Schedule 12A of the Local Government Act 1972 to exclude the press and public from the meeting, on the basis that if they were present during the business to be transacted there would be a likelihood of disclosure of exempt information, within the meaning of Schedule 12A to the Local Government Act 1972:

Reason: Information relating to the financial or business affairs of any particular person (including the authority holding that information).

11 **Scrutiny for Policies and Place Committee Work Programme** (Pages 151 - 164)

To receive an update from the Governance Manager, Scrutiny and discuss any items for the work programme. To assist the discussion, attached are:

- The Committee's work programme
- The Cabinet's forward plan

12 **Any other urgent items of business**

The Chairman may raise any items of urgent business.

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# Agenda Annexe

## Guidance notes for the meeting

### 1. Inspection of Papers

Any person wishing to inspect Minutes, reports, or the background papers for any item on the Agenda should contact the Committee Administrator for the meeting – Lindsey Tawse on Tel: (01823) 355059 or 357628 or Email: [ltawse@somerset.gov.uk](mailto:ltawse@somerset.gov.uk) They can also be accessed via the council's website on [www.somerset.gov.uk/agendasandpapers](http://www.somerset.gov.uk/agendasandpapers)

### 2. Members' Code of Conduct requirements

When considering the declaration of interests and their actions as a councillor, Members are reminded of the requirements of the Members' Code of Conduct and the underpinning Principles of Public Life: Honesty; Integrity; Selflessness; Objectivity; Accountability; Openness; Leadership. The Code of Conduct can be viewed at: <http://www.somerset.gov.uk/organisation/key-documents/the-councils-constitution/>

### 3. Minutes of the Meeting

Details of the issues discussed and recommendations made at the meeting will be set out in the Minutes, which the Committee will be asked to approve as a correct record at its next meeting.

### 4. Public Question Time

**If you wish to speak, please tell Lindsey Tawse the Committee's Administrator - by 12 noon the (working) day before the meeting.**

At the Chairman's invitation you may ask questions and/or make statements or comments about any matter on the Committee's agenda – providing you have given the required notice. You may also present a petition on any matter within the Committee's remit. The length of public question time will be no more than 30 minutes in total.

A slot for Public Question Time is set aside near the beginning of the meeting, after the minutes of the previous meeting have been signed. However, questions or statements about any matter on the Agenda for this meeting may be taken at the time when each matter is considered.

You must direct your questions and comments through the Chairman. You may not take direct part in the debate. The Chairman will decide when public participation is to finish.

If there are many people present at the meeting for one particular item, the Chairman may adjourn the meeting to allow views to be expressed more freely. If an item on the Agenda is contentious, with a large number of people attending the meeting, a representative should be nominated to present the views of a group.

An issue will not be deferred just because you cannot be present for the meeting. Remember that the amount of time you speak will be restricted, normally to two minutes only.

## **5. Exclusion of Press & Public**

If when considering an item on the Agenda, the Committee may consider it appropriate to pass a resolution under Section 100A (4) Schedule 12A of the Local Government Act 1972 that the press and public be excluded from the meeting on the basis that if they were present during the business to be transacted there would be a likelihood of disclosure of exempt information, as defined under the terms of the Act.

## **6. Committee Rooms & Council Chamber and hearing aid users**

To assist hearing aid users the following Committee meeting rooms have infra-red audio transmission systems (Luttrell room, Wyndham room, Hobhouse room). To use this facility we need to provide a small personal receiver that will work with a hearing aid set to the T position. Please request a personal receiver from the Committee's Administrator and return it at the end of the meeting.

## **7. Recording of meetings**

The Council supports the principles of openness and transparency. It allows filming, recording and taking photographs at its meetings that are open to the public - providing this is done in a non-disruptive manner. Members of the public may use Facebook and Twitter or other forms of social media to report on proceedings and a designated area will be provided for anyone wishing to film part or all of the proceedings. No filming or recording may take place when the press and public are excluded for that part of the meeting. As a matter of courtesy to the public, anyone wishing to film or record proceedings is asked to provide reasonable notice to the Committee Administrator so that the relevant Chairman can inform those present at the start of the meeting.

We would ask that, as far as possible, members of the public aren't filmed unless they are playing an active role such as speaking within a meeting and there may be occasions when speaking members of the public request not to be filmed.

The Council will be undertaking audio recording of some of its meetings in County Hall as part of its investigation into a business case for the recording and potential webcasting of meetings in the future.

A copy of the Council's Recording of Meetings Protocol should be on display at the meeting for inspection, alternatively contact the Committee Administrator for the meeting in advance.

## SCRUTINY FOR POLICIES AND PLACE COMMITTEE

Minutes of a Meeting of the Scrutiny for Policies and Place Committee held in the Luttrell Room - County Hall, Taunton, on Tuesday 22 May 2018 at 10.00 am

**Present:** Cllr M Lewis (Vice-Chair), Cllr P Ham, Cllr B Filmer, Cllr John Hunt, Cllr J Thorne, Cllr G Noel, Cllr S Coles, Cllr A Groskop and Cllr L Leyshon

**Other Members present:**

**Apologies for absence:** Cllr T Lock, Cllr T Napper and Cllr A Wedderkopp

### 86 **Declarations of Interest** - Agenda Item 2

There were no declarations of interest.

The Chair of the Committee welcomed all those present to the meeting and paid tribute to her predecessor Cllr T Lock who had Chaired the Committee since 2013, noting that he would be a hard act to follow.

### 87 **Minutes from the previous meeting held on 24 April 2018** - Agenda Item 3

The minutes of the meeting on 24 April 2018 were accepted as being accurate by the Committee.

### 88 **Public Question Time** - Agenda Item 4

There were no members of the public present, and hence no questions asked, statements/comments made or petitions presented.

### 89 **SCC Draft Business Plan** - Agenda Item 5

The Committee received a report outlining the Council's Draft Business Plan for 2018 which set out what the Council would aim to do over the coming year with its partners and communities to deliver the Council's Vision in the most efficient way possible for Somerset's taxpayers.

The Committee also benefited from a presentation of the Business Plan which showed how it would look 'on-line' as it would be web-based. It was noted that the Business Plan (attached to the report) was a 'text' version rather than a proposed design for a completed Plan.

It was explained that the Business Plan contains 4 'strategic outcomes' that translated the Council Vision. Beneath each strategic outcome were 4 key priorities for the Council and each priority was proposed to be delivered by a range of activities.

Members noted the Business Plan had been designed to provide information to the public, Councillors, partners and stakeholders on the business of the Council. Also it would be useful to staff in service planning, performance management and financial management. The interactive website would allow users to read the Plan but also 'click through' to additional information and

resources, showing how priorities and activities link together and provide performance information. It was described as being the equivalent as a Wikipedia for Somerset.

There was a discussion of the report and the following points were made by the Committee:

All of Somerset be included in the Plan/Vision, both geographically and by community through engaging with all Parish/Town/Village Councils;

Consideration be given to ensuring Hubs were available for people to be able to access the Plan, such as Libraries;

Help be available to ensure that all Somerset residents who wished to could access the Plan 'on-line';

It was suggested that the draft website and its contents and navigation were reviewed by people not familiar with the Council to ensure it was user friendly;

Thought be given to listing/naming the Council's various partners, as there were numerous references in the Plan to 'partners';

It was suggested that thought be given to ensure the final Plan/Vision reflected appropriately the Council's parlous financial situation as this appeared toward the end of text version of the Plan.

## 90 **Passenger Transport Strategy - Agenda Item 6**

The Committee considered this report which explained the current Passenger Transport Strategy was developed as part of the Local Transport Plan for Somerset (2011-2026) and known as the 'Future Transport Plan'. It was noted that the Plan had been developed to be a living document and updated and reviewed when needed.

The report, with the revised draft Passenger Transport Strategy 2018 to 2026, attached as Appendix A, asked for the Committee's views before the public consultation. Developed at a time of severe financial restraint and economic uncertainty, the draft strategy set out the issues that have influenced the present service and proposed an outline strategy for the future direction of service delivery.

It was explained that it would also provide guidance for developers and assist the Council in assessing various schemes and also be used to inform the Council's funding bids to Central Government, and other relevant funding opportunities and to inform conversations with government departments, operators and other stakeholders about the issues faced in Somerset. Also and importantly it would inform residents of Somerset of the strategic direction for public transport in Somerset.

There was a thorough discussion of the report, with Members making observations about the draft Plan and also asking question to which answers were provided. Cllr Munt asked about changes to Section 19 permits and the possible impact on Mendip Community Transport and Cllr J Lock asked about the changes to bus subsidies and the level of services provided since 2009 and both were promised written responses.

The Committee accepted the draft report and suggested that it would be important for Officers to ensure that in development areas consideration be



given to sustainable transport, particularly with regards to enabling communities to access education, employment and health settings. Members welcomed the draft Plan and noted the difficulties in a County with an aging population and limited resources to ensure a balance between reducing urban congestion and tackling issues related to rurality.

**91 Highways Maintenance Contract - Agenda Item 7**

The Committee received a very thorough presentation on the Highways Maintenance Contract that had come in to effect from 1 April 2017. It was noted that contract governance meetings were held every month to ensure good progress was maintained and the 23 key performance indicators and the 28 quality performance objectives were being achieved and delivered.

It was noted that over the first year of the contract the following milestones had been reached, through capital funding: Principal resurfacing - £2,700,000 - 35 schemes; Non-Princ - £2,200,000 – 85 schemes; Drainage Schemes - £1,700,000 – 69 schemes; Footway Schemes - £1,500,000 – 50 schemes; Earthworks – £300,000 – 11 schemes; Surface Dressing - £8,000,000; SRA Schemes £392,000; and, Surface Treatments - £250,000.

With regards to routine and environmental maintenance it was stated that the £351,000 planned verge cutting programme had been completed on schedule as had the planned noxious and invasive weed treatment and hedge trimming programmes. With regards to the £392,000 gully cleansing programme it was noted that the 66,000 plus gullies had been cleaned.

It was noted that the Winter Service had also had a higher than normal number of actions totalling 82 which was much higher than the long term average of 65, the previous year had seen only 52 actions. It was also noted, due to the prolonged period of cold weather experienced in Somerset that overall salt usage had exceeded 10,000 tonnes compared the stockpile of 6,850 tonnes.

The Committee responded to the presentation and during the discussion a number of Points were made, issues raised and/or questions asked/answered including: the use of Twitter to provide updates, particularly during the period of bad weather was welcomed and praised; the social value plan and the care leavers programme were also praised and welcomed and it was noted that there potential permanent placements at the end of the programme; the website was praised for the efficient way it allowed for potholes to be reported as was the subsequent swift response to those requests, it was noted that the Somerset River Authority had requested more frequent maintenance work and had paid for this to be completed at the mid-point of the annual work programmed; there would be a reviewed undertaken over the summer months to review the Winter Service so any learning could be used to inform and improve the service provided next year.

The update was accepted and it was suggested that work continue with farmers and those in rural areas to help build on existing good relationships.

**92 Parking Services Update - Agenda Item 8**

The Committee received a report that provided an update on the insourcing of the back office notice processing and associated services, an update on the extension of the Enforcement Services contract with NSL, an update on the Parking Services Budget, an update following the introduction of the revised resident parking policy, and also future initiatives.

It was reported that the parking contract that commenced in June 2012 for an initial period of 5 years to June 2017 contained options for extensions and due to the performance of the appointed contractor NSL, negotiations concluded with an agreement to extend the contract for a further two years. It was noted that the negotiations had resulted in a number of key outcomes: relocation of the Taunton operational base to Taunton library; the agreement of a discounted sum in respect of amortised the original set up costs incurred by NSL; an increase in the level enforcement to improve coverage across the County; and, the recruitment of home deployed civil enforcement officers.

In response to a question it was stated that overall the home deployment had been considered a success and this innovation has been recognised by being shortlisted in the Parking Innovation category of the British Parking Awards 2018. The home deployed CEO's and an increase in annual hours of deployment had resulted in improved coverage across the County with activity remaining in line with expectations.

There was a discussion about the insourcing of back office processing and this had delivered a number of benefits to customers, members of the public and residents. It was noted that although the average length of telephone calls had increased the service provided had improved as had correspondence; whilst the total number of penalties (including bus gates) had increased the trend for correspondence in relation to correspondence levels has decreased. Regular checks of correspondence had identified the standard of correspondence to be at the required level and in accordance with the published guidelines.

It was reported that legislation required that all income was to be used for parking related activities and that any surplus not required for such matters could only be used for traffic or transport related initiatives. The surplus in respect of 2016/2017 and 2017/2018 had been allocated towards traffic management initiatives and reinvested into the service. It was noted that the overall NSL contract cost had not reduced on a "like for like" basis as the extension discussions had agreed the overall level of chargeable enforcement (circa 7,000) would be increased, also the additional enforcement expenditure had been offset by increased revenues during the financial year 2017/2018.

It was stated that following the publication of the revised resident parking policy a number of requests had been received both direct from residents and with consultation with Members and the revised procedures were working smoothly. The update and report were accepted.

**93 Connecting Devon & Somerset Broadband Programme Update - Agenda Item 9**

The Committee agreed, due to time constraints, to defer consideration of this information report to a future meeting.

94 **Scrutiny for Policies and Place Committee Work Programme - Agenda Item 10**

The Committee considered and noted the Council's Forward Plan of proposed key decisions.

The Committee considered and noted its own work programme of future agenda items and the Chair and Vice Chair undertook to meet with the Scrutiny Manager to reconsider agenda planning/meeting workloads.

95 **Any other urgent items of business - Agenda Item 11**

The Chair invited the Scrutiny Manager to invite expressions of interest from Members for the Joint Scrutiny of both the Somerset Rivers Authority (SRA) and the Somerset Waste Partnership (SWP).

It was agreed that:

Cllr Lewis and Cllr Leyshon would sit on the SWP Scrutiny Panel and, Cllr Groskop and Cllr John Hunt would sit on the SRA Scrutiny Panel.

In addition Cllr Noel volunteered to attend the Joint Scrutiny meeting regarding the Local Enterprise Partnership on Wednesday 30 May in Devon.

**(The meeting ended at 1.31 pm)**

**CHAIRMAN**

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## **Scrutiny for Polices and Place Committee**

19 June 2018

### **Connecting Devon and Somerset Update**

Lead Officer: Paula Hewitt

Author: Katriona Lovelock

Contact Details: 07977 401 921 / KLovelock@somerset.gov.uk

Cabinet Member: Cllr David Hall

Division and Local Member: All

### **Connecting Devon and Somerset (CDS) Broadband Delivery Programme**

#### **1. Background to CDS**

- 1.1. CDS is a local government-led partnership which is working to extend superfast broadband infrastructure in areas where commercial providers do not plan to deliver a Next Generation Access (NGA) broadband service. Next Generation Access (NGA) broadband service is a service capable of delivering download speeds of at least 30Mbps
- 1.2. The CDS region covers Somerset, Devon, N Somerset and BaNES, and to a lesser extent Plymouth and Torbay which have more commercial coverage than other parts of the region.
- 1.3. Funding for the CDS Programmes has come from BDUK, Heart of the South West Local Enterprise Partnership, European Regional Development Fund grants (via MHCLG), SCC, DCC, N Somerset, BaNES and other contributing local authorities.
- 1.4. Somerset County Council is the Accountable Body for the CDS partnership. This report provides an update to the Scrutiny Committee on the CDS programme.

#### **Delivery to date**

#### **2. Phase 1 the Superfast Broadband Programme.**

##### **2.1 Contractual delivery**

- 2.1.1 This contract was awarded to BT in 2013 and build concluded in March 2017.
- 2.1.2 The Phase 1 programme was delivered by taking fibre from the telephone exchange to a local cabinet "Fibre to the Cabinet" (FTTC) from which the final connection to the premise was via existing copper network. In a few suitable areas fibre was taken directly to the premise – fibre to the Premise (FTTP).

**2.1.3** The CDS programme exceeded its phase one target providing over 280,000 homes and businesses with access to superfast broadband speeds in excess of 24Mbps.

## **2.2 Contractual Take-up claw back**

**2.2.1** The Phase 1 contract was based on a gap funded model in which the public sector subsidises the difference between the level of commercial investment provided by the supplier and the cost of delivering the solution. The Phase 1 contract assumed that there would be a 20% Take-up of service. Where Take-up is higher than 20%, less public subsidy would be required. The contract provides that where there has been such an “over subsidy” this is “clawed back” by the public sector from BT. This is called Take-up Clawback.

**2.2.2** Take-up Clawback is calculated at set times in the contract; at the Full Service Commencement Date then every 2 years after and a final review at the end of the 7 year post deployment phase of the contract.

**2.2.3** The contract provides that the parties are to work together to agree on utilising the Take-up Clawback sums. It should be noted that contractually these sums are available to SCC, as the Accountable Body for CDS, to re-invest with BT to provide additional/ improved infrastructure. There are State Aid limitations about the amount of Take-up Clawback that can be used without running a new procurement.

**2.2.4** As network build progressed Take-up levels were projected to be higher than the 20% baseline in the contract. BT offered to release some of the Take-up Clawback money early to local bodies including CDS. This early Take-up Clawback is referred to as “Gain share”. In 2016 the government had to re-negotiate the national State Aid Approval Scheme with the Commission and as part of agreeing a new National Broadband Scheme reached an agreement with the Commission that across the UK local bodies could reinvest up to £129 million of Take-up Clawback with BT without running a new open procurement. The sum offered to CDS was £4.7 million.

**2.2.5** In order to invest this early claw back State Aid rules require that CDS identifies areas which will not have Next Generation Access (NGA) broadband infrastructure delivering at least 30Mbps or where there are no plans to provide such infrastructure over the next 3 years.

**2.2.6** The Gainshare open market review and public consultation with commercial broadband suppliers was issued on 26 March 2018 and ran for just over 1 month until 30 April 2018. Details including links to FAQ’s can be found on the CDS website at :

<https://www.connectingdevonandsomerset.co.uk/response-to-cds-gainshare-public-consultation/>

**2.2.7** CDS is seeking to commit early Take-up Clawback to areas still experiencing very low speeds in areas with a significant degree of social deprivation. Social deprivation is measured using the English indices of multiple deprivation (IMD)

**2.2.8** Once the consultation period has concluded CDS will take account of the responses to the Open Market review and following discussions with BT Openreach will submit its final proposals for the NGA white areas to BDUK's National competency centre for clearance.

### **3. Phase 2 Superfast Extension Programme Exmoor and Dartmoor**

**3.1.** This contract was awarded to Airband Community Internet Ltd in 2015. Airband is deploying a fixed wireless network delivering speeds of up to 30Mbps to homes and businesses across the National Parks in some of the hardest to reach areas in the UK.

**3.2.** The build is almost complete with a final mast expected to be erected in June.

**3.3.** The number of premises able to connect to an NGA service is expected to meet the contractual targets. These figures will be subject to a satisfactory assurance process.

## **Delivery to 2019/20**

### **4. 2016 Phase 2 Superfast Extension Programme (SEP) Procurement**

**4.1.** The 2016 SEP procurement divided the CDS region into 6 lots, generating significant interest from the market. Following assurance by BDUK the National Competency Centre lots 1,2,3,5 and 6 were awarded to Gigaclear Plc and lot 4 was awarded to Airband Community Internet Ltd.

**4.2.** Somerset is covered by Lots 2, 3 and part of Lot 5. Gigaclear is a fibre to the premise broadband provider giving symmetrical upload and download speeds of up to 1 Gbps.

**4.3.** Following the award of contracts CDS secured an additional £4.6 million grant of European Regional Development Funding (ERDF) which was introduced into the contracts for each lot. There was also some residual funding from BDUK which was available to introduce into the contracts. The changes which were required to the contracts to introduce this funding required a more extensive re-design than had been anticipated and accordingly took longer than was expected.

**4.4.** In January 2018 the construction company Carillion went into compulsory liquidation. Carillion was part of a joint venture partnership Carillion telent which provided civil engineering services to the telecom industry including Gigaclear for

its CDS Phase 2 contracts as well as other major telecoms providers such as Openreach.

- 4.5. Gigaclear had contingency plans in place to deal with the change in circumstances and these have been implemented. Telent has taken over from the Carillion telent partnership and Gigaclear has also introduced additional resource McNicholas part of the Kier group as well as other contractors.
- 4.6. As a result of the above factors the early part of the build has commenced more slowly than had been planned, but the additional resource is expected to enable the delivery to be completed within the contractual time frame.
- 4.7. Gigaclear is due to deliver a superfast service to over 20,000 premises across Somerset under its contracts with CDS.
- 4.8. Gigaclear provides a search facility on their website which is a quick way of checking where the company will be installing a fibre-to-the-premise network - <https://www.gigaclear.com/postcode-checker/>
- 4.9. Lot 4 (which broadly covers Northern Devon between Exmoor and Dartmoor) has been awarded to Airband Community Internet Ltd which will provide a wireless solution in that area. A share of the ERDF funding is being introduced into the Lot 4 contract and that has also taken longer and been more complex than was anticipated.

## **Other areas of interest**

### **5. Voucher Scheme**

- 5.1. To meet the government target of ensuring that all businesses and residents have access to at least 2 Mbps CDS created a broadband Voucher Scheme. This was open to anyone with a current broadband speed of less than 2 Mbps who would not be included in the main CDS or commercial programmes. Over 6,200 vouchers were issued and over 1,900 installations have taken place.
- 5.2. The application process is currently paused whilst the scheme is reviewed but this is expected to be re-opened during the summer.
- 5.3. CDS is also planning to launch schemes to support community broadband solutions in the summer.
- 5.4. More details are found on the following CDS web page.  
<https://www.connectingdevonandsomerset.co.uk/cds-broadband-voucher-scheme/>
- 5.5. It is possible to register on the mailing list for updates by emailing  
[broadbandvoucher-mailbox@devon.gov.uk](mailto:broadbandvoucher-mailbox@devon.gov.uk)



## 6. Digital capabilities and skills

- 6.1. In addition to Broadband Infrastructure delivery CDS has received grant funding to run a digital awareness programme “Get up to Speed”. This programme provides training and raises awareness of the capabilities of digital technology to private individuals and to businesses across the CDS region.
- 6.2. To date this programme has delivered over 800 events; engaging with over 21,000 people to help boost digital skills and share the benefits of superfast broadband’
- 6.3. Further European Regional Development Fund (ERDF) grant funding is being sought to extend this approach further. If funding is secured it is proposed that digital support and capability building will be extended to many SMEs across the area to help to build their ability to utilise broadband to enhance their businesses and to promote growth.

## 7. Looking forward

- 7.1. **Funding.** Whilst there has been significant investment in broadband services there are still premises that do not have a satisfactory broadband service. These premises are generally the more remote and difficult to reach given current technology constraints. Further funding will be required, both capital to build the infrastructure and revenue to pay for technical, project management and officer support.
- 7.2. CDS continues to seek grant funding from a range of sources to invest in infrastructure for the most difficult areas which are otherwise unlikely to be commercially viable for some time.
- 7.3. In addition to the ERDF funding which has been secured CDS has also submitted an application for funding for £5M from the Rural Development Agency to extend coverage in rural areas. The outcome of this bid is awaited.
- 7.4. SCC and DCC have continued to invest revenue resources to run the team and technical support to manage 8 Broadband infrastructure contracts as well as the voucher scheme and digital capabilities programme.
- 7.5. **Remaining premises.** In 2020 when the current CDS contracts conclude and provided that the commercial sector builds to the premises which it has proposed, it is expected that there will still be some premises which do not have a satisfactory broadband service. These are predominantly in the harder to reach areas to which it is usually more expensive to deliver.
- 7.6. It is currently anticipated that there will be circa 11,300 premises remaining in Somerset which will not yet have a broadband service of 30 Mbps. Of these approximately 1,500 premises will be business/ dual use (business and residential). Of these approx. 1,000 premises will have speeds of less than 15Mbps.

7.7. The continuing challenge is to seek ways to extend coverage to all. Although CDS continues to apply for further grants, for the most remote and difficult to reach areas it may be some time before viable superfast solutions can be found for all. CDS is seeking to find ways to work with communities and commercial providers to extend broadband infrastructure to all.

7.8. In the meantime, CDS and stakeholders continue to lobby the commercial sector to extend its coverage and for further funding to try to extend coverage to as many as possible.

## **8. FAQ's**

8.1. There is a range of issues which are of interest relating to the programme and the CDS website has a page which sets out a series of Frequently Asked Questions at <https://www.connectingdevonandsomerset.co.uk/faqs-2/>.

Some issues which have been queried include:

8.2. Am I in Phase 2 and when will network build reach my area?

8.3. To find out whether a property is in the build programme check on the Gigaclear website post code checker:

<https://www.gigaclear.com/postcode-checker/>

8.4. Details of the roll out schedule for Somerset County can be found on the Gigaclear website at <https://www.gigaclear.com/connecting-devon-and-somerset-rollout-schedule/>

8.5. This page provides links to each Lot (Somerset is found under Lots 2, 3, and part of Lot 5). The roll out schedule sets out the build start and complete dates for cab areas.

8.6. Government 95% target for England. The government set a national target that 95% of premises should be able to achieve a superfast broadband service by the end of 2017. This is an average for the UK and includes both rural and urban areas.

8.7. There appear to be some misconceptions about the national 95% target.

8.8. Central government targets are heavily dependent on commercial investment and these estimate that overall two thirds of all broadband infrastructure in rural England will be provided commercially.

8.9. In Somerset commercial providers have not reached these numbers.

Provider	Coverage to date	Planned coverage	Total anticipated coverage by 2020
Commercial sector	40%	2 %	42%
CDS	46%	8%	54%
total	86%	10%	96%

- 8.10. The government has never set % targets for publicly-funded local broadband programmes. However commercial providers have not realised governmental expectations for commercial coverage in rural areas. The figures above show that the CDS programme has already delivered the majority of the superfast coverage in the county of Somerset.
- 8.11. Given that broadband provision in Somerset was among the lowest in the country when the CDS programme began in 2013 the number of premises which will be achieved by 2020 represents significant progress.
- 8.12. Wholesale access. the CDS programme does not invest in retail services, it procures open access wholesale broadband infrastructure network. Contactors are required to provide an “Open Access” network under European State Aid regulation and to offer wholesale products on an equal basis to all retailers. The wholesale costs for set up, installation and monthly charges are considered as part of the assurance process and are bench marked in accordance with the contract.
- 8.13. Gigaclear is the provider in Somerset and its wholesale price has been assured and approved by BDUK (part of DCMS). Gigaclear bench marks against other competitors and its prices have been approved by DCMS and Ofcom.
- 8.14. Additional ISPs. Gigaclear has several retail ISPs connecting to its existing fibre network selling services to customers. Gigaclear has informed CDS that larger retail ISPs are not yet selling over the Gigaclear network because Gigaclear does not yet serve enough properties for the larger providers to justify the internal resources for connection to the Gigaclear network. Gigaclear has been advised that major ISPs require a minimum of 200,000 premises before they will consider connecting to the Gigaclear network. Gigaclear plans to reach this figure at some point in the next 2 years.
- 8.15. More information about the programme is available on the CDS website.

<https://www.connectingdevonandsomerset.co.uk/>

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## South West Heritage Trust Update

Lead Officer: Michele Cusack, Director of Commissioning for Economic and Community Infrastructure

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Cabinet Member: Councillor David Hall,

Division and Local Member: N/A

### 1. Summary

- 1.1. As requested by the Scrutiny Committee, this report provides an update about the South West Heritage Trust following its third year of operation from 1 November 2016 to 31 October 2017. The report highlights the successful delivery of Agreed Activities specified within the Grant Agreement to ensure that Somerset's rich heritage is better protected, celebrated and made available as well as demonstrating financial savings to Somerset County Council.

### 2. Issues for consideration / Recommendations

- 2.1. To consider and comment on the annual report of the South West Heritage Trust pertaining to the third year of operation from 1 November 2016 – 31 October 2017.

### 3. Background

- 3.1. The South West Heritage Trust (the Trust) came into being on 1 November 2014 as an independent company limited by guarantee with charitable status. A subsidiary trading company was also formed. The Trust delivers the Archives and Local Studies Services formerly provided by Somerset and Devon County Councils, and Somerset's Museums and Historic Environment Services. The Trust are also contracted to provide Archive and Museums Services to North Somerset Council.

The Trust is led by a Board of twelve Trustees including SCC and DCC nominees; Cllr Anna Groskop is Somerset County Council's representative on the Board of Trustees.

- 3.2. The principal legal agreements between the County Councils and the Trust are the Transfer Agreements, Grant Agreements and Collections Management Agreements. The Grant Agreements with SCC and DCC provide a 5-year funding agreement and define a number of outcomes that the Trust is committed to achieve. The Trust sets out how it will deliver these outcomes through a rolling three-year business plan, guided by its vision to "celebrate and protect our rich heritage, helping everyone to enjoy it now and in the future".

- 3.3.** The aim of establishing the Trust was to provide a resilient future for the heritage services of both Somerset and Devon, and in so doing to enable us to better protect, celebrate and make available the rich heritage of Somerset and Devon, ensuring its continued contribution to our economy and cultural life.
- 3.4.** The formation of the Trust has already delivered demonstrable benefits to all contracting parties including the complete refit and reopening of the Somerset Rural Life museum, the Trust's Archive Service receiving an Excellence Award for its pioneering work in Devon and the major refurbishment of Weston museum in North Somerset.

#### **4. Key achievements during year 3 (1 November 2016 – 31 October 2017)**

- 4.1** Key achievements in the third year of operation include the following examples:

##### **Museums Service**

- Somerset Rural Life Museum re-opened to the public on 3 June 2017. The museum has been fully refurbished and now includes new visitor spaces and facilities, new permanent museum displays and much-improved visitor access.
- Weston Museum re-opened on 26 August 2017 following major refurbishment. The Trust was responsible for the interpretive and curatorial elements of the project.
- A series of wide-ranging temporary exhibitions concluded with the spotlight loan of a portrait of Henry VII from the National Portrait Gallery, the earliest portrait in the national collection.
- The Museum of Somerset continues to be one of the most highly regarded museums in the South West and consistently attracts very positive reviews; e.g. it has a Trip Advisor average of 4.74 out of 5 in the year from 109 reviews.

##### **Somerset Archives and Local Studies**

- The Somerset and Devon Archive Services attained accreditation from The National Archives following a thorough assessment process. This marks the first occasion that two jointly-managed shire-county services have been accredited under the Accreditation Scheme.
- The South West Heritage Trust received an Excellence Award for its pioneering work in transforming Archive Services. The Archives and Records Association, the leading professional body for archivists, conservators and records managers in the United Kingdom and Ireland, was making the Excellence Awards for the first time. The South West Heritage Trust received the award for Record-Keeping Service of the Year.
- Following major involvement from many members of the Archives and Local Studies team, the Somerset section of the Know Your Place map-based website was launched. An exhibition to celebrate

and showcase the project was held at Taunton Library as part of a touring programme.

### **Historic Environment and Estates**

- An estimated 500 people attended an open day on 12 March 2017 to hear about archaeological discoveries during the recent excavation at the Beckery Chapel site in Glastonbury.
- A new edition of the Archaeological Handbook has been published by the Trust. The Handbook is intended to provide detailed advice to the public and others concerning archaeology and the planning system.
- A total of 436 Countryside Stewardship consultations from DEFRA were dealt with for Somerset during the main consultation period from July to September 2017, the third highest number of applications for any county in England.
- A total of 1,288 requests for archaeological and conservation advice were received from local authorities, averaging 5.8 per day.
- The Service led the rescue excavation of a Roman lead cistern found during September 2017 at Trudoxhill in the north-east of the county. The cistern is a very rare object, probably with ritual (Christian) significance, and has now been added to the museum collections.

### **Lifelong Learning**

- Formal learning remained a very popular offer with nearly 10,000 children attending 374 sessions delivered at schools and museums throughout the year.
- Subscriptions to the Formal Learning Service for the 2017/18 academic year remained strong and more schools subscribed than in the previous year.
- The number of people attending informal learning events increased marginally compared to the previous year. In total 7,682 people attended 82 events.
- Reminiscence sessions were held throughout the year. Special sessions were held at Calway House in Taunton during Dementia Awareness Week (14–20 May).

### **Exhibitions, Events and Outreach**

The public programme of exhibitions and events is central to the activities of the Trust. It offers many opportunities for engaging with members of the public. A total of 430 events were recorded across all areas of the Trust during the year, reaching more than 16,000 people. Some highlights included the following:

- ‘A Fragile Beauty: Art on the Blackdown Hills 1909-1925’ was a major loan exhibition highlighting the art of the Camden Town Group in Somerset. It was the first major exhibition at the Museum of Somerset to rely entirely on loans and included Spencer Gore’s ‘Applehayes’ from

the Ulster Museum, and Charles Ginner's 'Landscape with Farmhouse' from Manchester Art Gallery. It was extremely successful.

- 'Rhyme Around the World' was a colourful, multi-sensory exhibition from the National Centre for Children's Books and engaged family audiences during the summer holidays.
- 'Colours of Exile: The Art of Hans Schwarz' explored the life and work of the internationally renowned Austrian artist Hans Schwarz, who settled in Stogursey after fleeing Nazi Germany.
- The loan of the portrait of Henry VII from the National Portrait Gallery continued the very successful programme of spotlight loans which began in 2015 with the Alfred Jewel.
- A talk was given by the politician David Owen (Lord Owen of the City of Plymouth) at the Museum of Somerset as part of the Taunton Literary Festival.
- Two talks by popular historian Dr Lucy Worsley were given as a result of a partnership with the Tacchi-Morris Arts Centre.

### **Collections Care and Acquisitions**

- A three-quarter length portrait of Tom Poole (1766-1837) has kindly been given to the museums collections and will be displayed at the Museum of Somerset.
- Extensive conservation work has been completed by specialist conservators on several paintings now displayed at the Somerset Rural Life Museum. Generous financial assistance from Somerset Archaeological and Natural History Society supported some of the work.
- A Roman Lead Ingot found in Westbury-sub-Mendip in May 2016 was acquired at auction on 22 March 2017. The ingot, derived from the Roman lead mines on the Mendip Hills, can be dated to the years AD 161 to AD 169. It bears an inscription with the names of the joint emperors Antoninus (Marcus Aurelius) and Lucius Verus.
- Evelyn Waugh's ear trumpet was acquired at auction on 30 March 2017. It belonged to Waugh during his later years at Combe Florey, where he died in 1966. It is to be displayed in the 'Creating' gallery at Somerset Rural Life Museum.

**4.2** Full reports of the activities of the Trust during the third year can be found in the Background Papers

**4.3** Volunteers are central to the success of the Trust and its activities. Throughout the year, the Trust was supported by 206 volunteers across all areas of delivery. 30,265 volunteer hours were recorded, which is the equivalent of 4,000 days or more than 18 full-time members of staff.

**4.4** The new ICT system, which launched in Somerset in October 2016, was successfully implemented during February 2017, meaning that the Trust is now independent of both county councils in respect of its ICT provision.

**4.5** The third formal Annual Report and Outcomes meeting took place on 11 June 2018 when both Somerset and Devon Commissioners met with the



Chief Executive, Business Manager and Head of Archives Services. The Annual Report is available as a background paper.

- 4.6 Staffing** – Notable changes to staffing included the retirement of Steve Minnitt, Head of Museums for the Trust. Steve joined the Museums Service in 1974 and had led it since 2004. He oversaw the creation of the Museum of Somerset and Somerset Rural Life Museum.
- 4.7** The number of Full Time Equivalent (FTE) staffing levels across the Trust remained effectively unchanged at 77.77 (77.75 in year 2 of operation).
- 4.8 Board of Trustees** – Meetings of the Board of Trustees took place on 12 January, 20 April, 13 July and 12 October 2017.
- 4.9** On 14 November 2016, the Board unanimously agreed that Peter Beacham OBE and Sam Hunt be appointed as Trustees with effect from 1 January 2017.
- 4.10** Following interviews on 17 January to select new trustees the Board unanimously accepted a recommendation that Prof Henry French, Nicola Nuttall and Anthony Smallwood should be appointed trustees. The first retirement meeting for Trustees took place on 20 April 2017 at which David Sekers and Todd Gray retired from the Board.
- 4.11** Following the County Council elections on 4 May 2017, Cllr David Hall stood down as a trustee because of his new cabinet responsibilities. He was replaced by Cllr Anna Groskop.

## **5. Consultation and engagement**

- 5.1.** Responsibility for consultation regarding Heritage Services lies with the Trust.
- 5.2.** An Advisory Forum meets twice a year and is an increasingly successful vehicle for ideas and feedback. A refresh of the membership of the Forum is proposed in 2018.
- 5.3.** Customer feedback from visitor surveys, comments books, emails, social media reviews and other correspondence are collated. During the reporting year only a single complaint, but nearly 1,500 compliments were received
- 5.4.** The Staff Forum met six times during the year and discussed matters including the approval of policies, changes to operational procedures, training and CPD, the annual pay award and safeguarding.

## **6. Financial and Contract Update**

- 6.1.** The status of the Trust as an independent charitable body continues to present new opportunities for income generation that are unavailable to County Councils. These include the ability to bid for grants available only to charities and to achieve increased donations, as well as the economic benefits of charitable status such as tax relief and exemptions. The subsidiary trading company enables additional income.

- 6.2.** The initial 5-year budget of £8,441k agreed with the Trust has been revised to take into account an MTFP saving agreed in February 2016 for year 3 onwards. Agreed contributions from Somerset County Council are shown below. Devon County Council contributions for Archives and Local Studies are shown in italics.

	Year 1 (Nov 14 – Oct 15)	Year 2 (Nov 15 – Oct 16)	Year 3 (Nov 16 – Oct 17)	Year 4 (Nov 17 – Oct 18)	Year 5 (Nov 18 – Oct 19)
Initial	£1,769,300	£1,741,224	£1,641,274	£1,662,424	£1,626,688
<i>DCC</i>	<i>(£347,358)</i>	<i>(£347,910)</i>	<i>(£345,451)</i>	<i>(£350,095)</i>	<i>(£354,846)</i>
MTFP agreed	£1,769,300	£1,741,224	£1,626,274	£1,632,424	£1,596,688
Variance	n/a	n/a	-£15,000	-£30,000	-£30,000

The reduction in SCC contributions across the 5-year period reflects the anticipated income profile tested through the non-charging/charging modelling carried out by Stuart Davies Associates prior to the detailed financial negotiations. In particular, the significant drop in County Council funding from Year 3 onwards is due to the anticipated income from Somerset Rural Life Museum from when it reopened in June 2017.

Following the ‘soft’ launch of the Rural Life Museum on 3 June 2017 the museum is in the process of steadily building its audience in conjunction with a targeted marketing campaign.

The Trust’s audited accounts are available on the Trust’s and Charity Commission website.

The current Grant Agreement with the South West Heritage Trust expires on 31 October 2019. Initial discussions have been held between officers of the Trust and Somerset County Council regarding the Grant arrangements beyond the expiry of the current agreement.

## **7. Background papers**

- 7.1.** Appendix A – SW Heritage Trust Annual Report

**Note** For sight of individual background papers please contact the report author.

# SOMERSET ANNUAL

# OUTCOMES REPORT 2016 - 17



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### Supporting Documents:

- South West Heritage Trust Report on Progress and Activities in Somerset: 1 November 2016 – 30 April 2017

**Front Page Image:** Somerset Rural Life Museum, June 2017

## Section 1. Introduction

### 1.1 Content of the Report

This report covers the South West Heritage Trust's period of operation from 1 November 2016 to 31 October 2017.

The report comprises:

- A statement of our key performance figures achieved during the year.
- A narrative report detailing the activities of the Trust, focusing on Somerset and including organisational achievements.
- Extracts from the Business Plan outlining proposed actions in support of the Agreed Activities.
- The Trust-wide Exhibition Plan for the coming year.
- A summary of how the Trust is undertaking the Agreed Activities.
- A summary of qualitative feedback.
- A summary of the key meetings undertaken during the year.
- A financial summary of the core activities of the Trust.
- The new Business Plan for the Trust – *Building on Success, 2017 to 2022*

### 1.2 Context

The South West Heritage Trust has been on an exciting journey since its creation in 2014. Building on foundations provided by Somerset and Devon County Councils, we have emerged as a strong and ambitious organisation, dedicated to preserving the wonderful heritage of Somerset and Devon and to making it important in the lives of thousands of people.

There have been many achievements. Somerset Rural Life Museum reopened in June 2017 following refurbishment generously supported by £2.4m of external funding. We developed the storyline and displays for Weston-Super-Mare's revitalised museum, reopened in August. And since 2014 our flagship site, the Museum of Somerset, has attracted more people than ever before with an ambitious programme of temporary exhibitions and major loans including the Alfred Jewel and the Becket Casket.

Online access to archive and local studies collections has been transformed following the introduction of new user-friendly catalogues, and millions of people have now discovered our digitised collections. We're also proud that the archive services for Somerset and Devon were the first joint services to achieve National Accreditation.

Our Historic Environment Service continues to have a central role in advising local authorities and others about Somerset archaeology and the built environment. In addition, the service was part of the award-winning Avalon Marshes Landscape Partnership that won the national award for an environmental project funded by the Heritage Lottery Fund.

Our Learning Service runs sessions for over 10,000 children a year and we also provide events and opportunities for adults, including those with learning disabilities or affected by dementia.

We could not achieve what we do without dedicated staff. We also depend fundamentally on our Friends organisations, our wonderful volunteers, our Supporters, partners and funders, and all those who champion our work.

Our continuing ambition is to reach as many people as we can and to enrich their lives and understanding. We want to be key contributors to economic prosperity, personal wellbeing and learning across the age range. And we want to ensure that the remarkable heritage of Somerset and Devon is cared for excellently and enjoyed both in our generation and in the future.

## Section 2. Our performance in numbers

Key Performance Indicators – 2016 to 2017			
	2015 - 2016	2016 - 2017	Variance
Visitors to our sites	92,750	<b>106,149</b>	14.45%
Children attending formal learning sessions <sup>(1)</sup>	10,605	<b>9,879</b>	-6.85%
Formal learning sessions	355	<b>382</b>	7.61%
People at informal learning sessions	7,529	<b>7,753</b>	2.98%
Informal learning sessions	75	<b>91</b>	21.33%
Visitors to our websites <sup>(2)</sup>	715,338	<b>699,115</b>	-2.27%
Days of volunteer time	3,672	<b>4,000</b>	8.93%
Volunteer hours	27,177	<b>30,265</b>	11.36%
Heritage events held <sup>(3)</sup>	546	<b>494</b>	-9.52%
People attending our heritage events <sup>(3)</sup>	19,024	<b>17,725</b>	-6.83%
Cubic metres of archives accessioned <sup>(4)</sup>	34	<b>18</b>	-47.06%
Archive documents repaired <sup>(5)</sup>	2,290	<b>1,377</b>	-39.87%
Formal external requests for information <sup>(6)</sup>	3,531	<b>14,615</b>	313.91%
Service complaints received, satisfactorily dealt with <sup>(7)</sup>	7	<b>14</b>	100.00%
Service complaints received, unsatisfactorily dealt with	0	<b>2</b>	-
Combined social media review (out of 5)	4.68	<b>4.66</b>	-0.43%

## Notes to performance indicators

- (1) Class densities have fallen from 29.9 children to 26.2 children, although the actual output of activity has grown.
- (2) There has been a very slight decline in the total number of website visits recorded. Previous reports have included visits recorded through the Devon and Somerset County Council website to online catalogues and these results included a high number of casual browsers. This is the first full year of reporting in which no county council website traffic has been included in the statistics.
- (3) The Trust has undertaken a systematic review of the public programme to rationalise the approach to delivering activities. Heritage events are now more focused and targeted with greater thematic alignment with temporary exhibitions. The fall in numbers also reflects the end of a number of discrete projects and their associated events, most notably the Avalon Marshes Landscape Partnership scheme.
- (4) The total number of archive accessions in the year has increased slightly, while the volume has reduced. The higher volume in the previous year arose chiefly from a single large accession of Somerset magistrate court records.
- (5) Document repairs in the previous year were in part linked to the Kenyon Archive project, which closed before the current period.
- (6) The number of formal requests for information now reflects all areas of the Trust. Previous figures reported were not comprehensive.
- (7) A summary of all complaints received is provided in Appendix C. The increased number of complaints received is chiefly due to the introduction of charged admission to Somerset Rural Life Museum.



## Section 3. Somerset Annual Outcomes Report

1 November 2016 to 31 October 2017

### 3.1 Somerset Museums Service

The period under review was one of very significant achievement for Somerset Museums Service and saw the realisation of some long-held ambitions.

Following a three-year closed period, **Somerset Rural Life Museum** re-opened to the public on 3 June 2017. The museum has been fully refurbished and now includes new visitor spaces and facilities, new permanent museum displays and much-improved visitor access.

On 26 August, **Weston Museum** also reopened following a major refurbishment. The Trust was responsible for the interpretive and curatorial elements of the project. It also provides temporary exhibitions and cares for North Somerset's reserve museum collections on the basis of funded agreements.

A series of popular and wide-ranging temporary **exhibitions** have increased the reputation of the Trust as a major contributor to the arts scene in the South West. The year finished with the spotlight loan of a portrait of Henry VII from the National Portrait Gallery, the earliest portrait in the national collection (for a full list of temporary exhibitions see the new Business Plan – Appendix G).

The **Portable Antiquities Scheme**, delivered in partnership with the British Museum, dealt with some very significant finds during the year. Highlights included several small Roman coin hoards, a Roman lead coffin and a Roman lead cistern possibly with Christian significance.

In May the Frome Hoard was the subject of a national campaign to raise awareness of the **Treasure Act** in its 20th anniversary year. The campaign was a partnership between the British Museum and Telegraph newspapers and invited the public to vote for their favourite treasure. We were delighted that the Frome Hoard was the winner, beating a very strong field which included the Staffordshire Hoard. <http://www.telegraph.co.uk/health-fitness/mind/treasure-20-vote-favourite/>

Early in the year the Trust was asked by the **British Museum** to take on responsibility for the Portable Antiquities Scheme in Devon on a funded basis. A new officer has since been recruited and the Trust now manages the delivery of the scheme in Somerset, Devon and Dorset.

The Museum Development Officers continued to provide essential support to Somerset's community museums throughout the year and also secured £98,000 of grant funding from Arts Council England and the Heritage Lottery Fund for the **MUSE: Makers in Museums Project**. The project responded to the desire of eight community museums in Devon and Somerset to engage new and more diverse audiences with their collections. In July, it was announced that the Museum Development programme will continue to receive funding

from Arts Council England thus allowing the Trust to build its wider engagement with the museums sector in Somerset and the South West.

At the end of November, Steve Minnitt, Head of Museums, retired after 43 years with the Somerset Museums Service. His deep knowledge and wide-ranging skills have been transformative and his achievements will long endure.

### 3.2 The Museum of Somerset

The Museum of Somerset has retained its place as one of the most highly-regarded museums and visitor destinations in the South West. It consistently attracts very positive reviews and a high approval rating, for example:

- Trip Advisor – average of 4.74 out of 5 in the year (109 reviews)
- Facebook – average of 4.83 out of 5 in the year (59 reviews)
- Google – average of 4.58 out of 5 in the year (86 reviews)

There were 78,322 visitors to the site during the year, an increase of more than 8% over the previous year. Notable peaks in numbers corresponded with the presence of major temporary exhibitions.

The museum hosted nine high-profile temporary exhibitions during the period:

- *Wild Art* featured the nature-inspired art of the brothers Andrew and David Neal.
- *The Royal Photographic Society 159th International Print Exhibition* received enthusiastic reviews from visitors.
- *A Fragile Beauty: Art in the Blackdown Hills 1909–1925* provided a memorable opportunity to see paintings of the Camden Town Group, who painted in the Blackdown Hills before and after the First World War. The exhibition was one of the most ambitious ever undertaken by the Trust and included loans from numerous UK sources. It was generously sponsored by Lawrence's of Crewkerne and was accompanied by a major illustrated publication.
- *Somerset Sisters in Song: Cecil Sharp's Women Folk Singers* was based on the moving and remarkable photographs that Sharp took of the women who sang to him at the beginning of the 20th century.
- *Exon Domesday Book* was a spotlight loan from Exeter Cathedral Library during the months of February and March. The loan was a remarkable success with the public who were fascinated to see a written record of such antiquity and such iconic significance in English history.
- *Rhyme Around the World*, came to the museum from Seven Stories, 'the National Home of Children's Books', and included original artwork for contemporary and historic children's books.
- *Muse: Makers in Museums* brought together new interpretive artwork inspired by the collections of eight community museums in Somerset and Devon.
- *Henry VII: The Image of a King* brought an extraordinary portrait of Henry VII to Somerset. Kindly loaned by the National Portrait Gallery, it is the first royal portrait

certainly painted from life. It was displayed in the room where the king probably faced Perkin Warbeck after the failure of Warbeck's rebellion in 1497.

- *Colours of Exile: The Art of Hans Schwarz* celebrated the life and work of the Austrian artist Hans Schwarz (1922–2003) who fled from the Nazis at the age of 16. He settled in London and Somerset, and his art is represented in national and regional collections. The exhibition was the most ambitious overview of his work ever attempted.

On Somerset Day visitors to the Museum of Somerset were invited to see the new exhibition of the **Yeovil Hoard**. The hoard was also displayed in Yeovil Library early in October.

A programme of supporting **events and activities** was developed for each of the temporary exhibitions, with the aim of engaging with many different audiences, including families and children. The museum was host to the majority of these additional activities through our informal learning programme. Further detail is provided in the sections 3.8 and 3.9 below.

As Taunton's number one tourist attraction the Museum of Somerset is a major driver for the economy of the town and its catchment. One property developer has recently called it 'the museum which put Taunton on the map'. Based on visitor numbers for the year and using nationally-recognised methodology, the annual economic benefit of the museum to Taunton is estimated to be in excess of £2.4 million.

### **3.3 Castle House**

Since it came into the Trust's care Castle House has provided significant business and interpretative opportunities for the Museum of Somerset. The ground floor is now an integral part of the visitor offer and the premises also provide versatile and popular space for external meetings which can be independently serviced and which generate additional income. As a holiday let, the upper floors provide a unique experience for visitors.

As one example of its new uses, the Trust's Patron, Mrs Annie Maw, Lord-Lieutenant of Somerset, held an investiture ceremony at Castle House on 15 November when she presented the British Empire Medal and other awards to a number of recipients.

### **3.4 Somerset Rural Life Museum**

Following more than two years of renovation, Somerset Rural Life Museum re-opened to the public on Saturday 3 June 2017.

A large gathering of staff, stakeholders and visitors assembled outside the Abbey Barn for the brief speeches and ceremonies on opening day. Then re-enactors dressed as George and Louisa Mapstone, who arrived as tenants at Abbey Farm in 1917, led children from Elmhurst School, Street, to the front door where they became the museum's first visitors.

Ten days later, on Tuesday 13 June, HRH The Duke of Gloucester attended for the formal opening and was able to meet many people associated with the project. The occasion was kindly made possible by Mrs Annie Maw, Lord-Lieutenant of Somerset, and, like the public

opening, was a very happy and successful event. Public reaction to the new museum has been overwhelmingly positive.

The launch of the museum was accompanied by a major **promotional campaign**. On launch day BBC Somerset broadcast its morning show live from the site and there was also coverage on BBC Points West. Print and on-line coverage was extensive and the museum was also promoted at the **Glastonbury Festival**.

The Visitor Services team and Visitor Services volunteers have been recruited and trained and a management structure is in place to oversee the daily operations of the site, monitor performance targets and respond to visitor feedback. The team has already been widely praised by visitors for their warm welcome and exemplary customer service. The success of the first months after opening is reflected in the reviews posted about the museum online:

- TripAdvisor – 92 reviews, averaging 4.5 out of 5
- Facebook – 19 reviews, averaging 4.8 out of 5
- Google – 25 reviews, averaging 4.4 out of 5

The museum is open six days a week, from Tuesday to Sunday throughout the summer, and for five days a week, from Tuesday to Saturday throughout the winter. A new charging structure has been implemented, which provides an important source of income to support the operation of the museum. Other income is generated through shop sales, the café franchise and school visits.

The inaugural temporary exhibition, 'FARM', curated by Kate Lynch, was featured on Radio 4's Farming Today and in the press. It was widely praised as was an installation for the Abbey Barn over the summer entitled 'Gather-ing', delivered in partnership with Somerset Art Works.

A full programme of marketing and campaigns is planned for 2018 and is critical for growing visitor numbers and establishing the museum's presence in the market.

### **3.5 Brick and Tile Museum**

The Brick and Tile Museum continued to be used mainly as a centre for the Learning Disabilities Service (now renamed Discovery) and is greatly valued in that role. The museum is open to the public on Tuesdays and Thursdays and attracts a small but stable number of visitors. Volunteers from Discovery provide the visitor welcome.

The museum hosted a number of family-focused informal learning events run by the Trust's Learning team. The most popular of these events attracted 307 visitors on one day, an indicator of the potential for increased delivery at the site. General **visitor numbers** were broadly comparable with the previous year, totalling 754.

### **3.6 Somerset Archives and Local Studies**

The Somerset Archives and Local Studies Service continued to provide public access to the **Somerset archive collections** at the Somerset Heritage Centre.

The award ceremony for the Archives and Records Association's **Record-Keeping Service of the Year** took place on 7 November and was a very happy occasion.

The **number of visits** to the Centre for personal research purposes was 4,277 during the year (5,181 in 2015–16). Personal research visits to archive sites have been declining nationally for a number of years and this trend has been reflected locally. It has been significantly offset in Somerset by visits for other purposes, including volunteering and short courses, as we encourage people to discover new ways of engaging with history and its sources. On-line access through Ancestry, our contracted on-line provider in Somerset, has grown strongly since digital access to our most popular records was made available in 2016.

Applications for the **Accreditation** of the Devon Archive Service and Somerset Archive Service were submitted on 21 October 2016. On-site assessments by The National Archives subsequently took place on 31 January 2017 in Somerset and 1 February in Devon. The assessments were very thorough and informed the decision-making process for the national accreditation panel, which met on 6 March.

The Trust heard on 9 March that its applications for the Accreditation of the Devon and Somerset Archive Services had been successful. This is an outstanding achievement and the first occasion on which two jointly-managed shire-county services have been accredited under the scheme administered by The National Archives.

During the year, the Trust was closely involved with recording and preserving the heritage of **Wansborough Paper Mill in Watchet**. The site was abandoned following the closure of the historic business, leaving archive materials *in situ*. It is estimated that between 5 and 10 per cent of the archive will be preserved following appraisal. The Historic Environment and Estates Service were involved in recording historic features of the building prior to redevelopment by a private contractor.

This year's first Spotlight Loan was of **Exon Domesday Book**, kindly loaned by Exeter Cathedral Library for display at the Museum of Somerset during the months of February and March. The loan was a remarkable success and attracted very good media coverage. Two associated talks were sold out.

The **closed period** for Somerset Archives and Local Studies took place in the last two weeks of January 2017 and enabled a wide range of collections-based work which is not normally possible.

As part of a funded project to list the remarkable archives of the **Wyndham family** an exhibition was held at Silverton Village Hall on 9 September in partnership with Silverton Local History Society. **The Wyndhams: A West Country Dynasty** drew on the rich materials contained in the collection, which dates from the middle ages onwards, to illustrate the history of the area. Silverton was one of many Wyndham estates. Approximately one third of the collection, the largest held by the Trust, has recently been re-sorted and catalogued.

Following major involvement from many members of the Archives and Local Studies team, the Somerset section of the **Know Your Place** map-based website was launched. An

exhibition to celebrate and showcase the project was held at Taunton Library as part of a touring programme.

The archives of **Bath Abbey** have been transferred to Somerset Heritage Centre for three years. The Trust is providing storage and access to the archives for the duration of an HLF-funded redevelopment project at the Abbey.

As part of the annual '**Explore Your Archives**' campaign, free sessions were held to provide assistance with the use of online resources.

An online archive of images was launched by **Yeovil Town Football Club** with the support of the Trust. See <http://ytfc.digital/index.php>

The Trust was represented at the British Library as part of a study day about **Lord Carlingford and Countess Waldegrave**. The British Library recently acquired approximately 8,000 letters relating to Carlingford and Waldegrave. The Trust has complementary materials within the Strachey collection, which also contains the most significant collection of Edward Lear letters held in the UK.

### **3.7 Historic Environment and Estates**

A press release on 5 December generated local, national and international publicity for the radio-carbon evidence relating to the **Beckery Chapel cemetery**, Glastonbury. The chapel site, which belongs to the County Council, is in the care of the Trust and was excavated during 2016 by a team under the leadership of Dr Richard Brunning. An estimated 500 people attended an open day on 12 March at the Red Brick Building, Glastonbury, to hear about archaeological discoveries. The radio-carbon dates suggest that Beckery is the earliest monastic site ever identified archaeologically in the British Isles.

<http://www.bbc.co.uk/news/uk-england-somerset-38187299>

The **Avalon Marshes Landscape Partnership HLF Scheme** formally ended on 30 November, but its work will continue on the basis of a new agreement entered into by the parties, including the Trust. On 23 August it was announced that the **Avalon Marshes Project** had won the national vote as the best Lottery-funded environmental project of the year.

The Trust has been working closely with the **Quantock Hills AONB** concerning its Landscape Partnership Scheme bid to HLF, the conservation of Cothelstone Hill, and a strategy for maintaining the herd of Exmoor ponies there.

The Trust wrote letters of support for a bid from the National Trust to HLF concerning the conservation of **Wellington Monument**, and from the trustees of **Glastonbury Abbey** to HLF for major conservation and other works at the Abbey site.

Somerset County Council's **Fingerpost Restoration Project**, to preserve the county's iconic fingerpost road signs, was officially launched with the publication of a handbook written and researched by the Trust. The handbook provides a basis for understanding and addressing the complex challenges posed by the fingerposts. See:

<http://www.somerset.gov.uk/policies-and-plans/schemes-and-initiatives/somerset-fingerpost-restoration-project/>

A new edition of its **Archaeological Handbook** has been published by the Trust. The handbook is intended to provide detailed advice to the public and others concerning archaeology and the planning system.

On 11 May, to mark **Somerset Day**, the Trust undertook an excavation on the Quantock Hills to investigate the likely remains of a cist burial. Subsequent analysis demonstrated that the structure was the probable site of a Neolithic burial and thus an exceptional rarity.

Chris Webster's definitive study of the **archaeology and history of Taunton Castle** was formally launched at the Museum of Somerset on 6 July. Chris, who is Historic Environment Record Officer for the Trust, supervised the archaeological excavations associated with the Museum of Somerset project. The study has been published by Somerset Archaeological and Natural History Society.

In July the **Conservation Team** undertook three weeks of urgent pavement repairs on Wells Cathedral Green, financed by Mendip District Council, and in September completed work on the splendid lias threshing floor, porch setts and lime-earth floor in Glastonbury Abbey Barn.

The Service contributed to the **Festival of British Archaeology** with an open day at the Avalon Marshes Centre on 23 July and a guided walk around Norton Fitzwarren hillfort on 30 July. A guided walk around the Trust's site at Deer Leap in the Mendip Hills was given for **Supporters of the Trust** on 30 September, while a Neolithic guided walk at Shapwick Heath on 24 September was a joint event with Natural England.

The Service led the rescue excavation of a **Roman lead cistern** found during September at Trudoxhill in the north-east of the county. The cistern is a very rare object, probably with ritual (Christian) significance, and has now been added to the museum collections. The Service also undertook an excavation at **Dowsborough Hillfort** in September, funded by Historic England, as part of a monument management project. It has continued to monitor the major archaeological excavations at **Lyde Road, Yeovil**, and at the **Bridgwater Gateway** site.

During the year, 1,288 requests for **archaeological and conservation advice** were received from local authorities, averaging 5.8 per working day. The complexity of the requests varied greatly, with some responses taking many hours to complete.

A total of 436 Countryside Stewardship consultations from DEFRA were dealt with for Somerset during the main consultation period from July to September, the third highest number of applications for any county in England.

### **3.8 Lifelong Learning**

**Formal Learning** has remained a very popular offer. During the year 9,793 children attended 374 sessions delivered at our museums or in schools compared with 10,605 children attending 355 sessions in the preceding year. There has thus been a reduction of 8% in

attendance but an increase in the number of sessions, indicating that whereas output has increased class density has declined.

New formal learning opportunities at Somerset Rural Life Museum have been provided and a new Learning Officer has been recruited there who also provides informal learning activities.

**Subscriptions** to the Formal Learning Service for the academic year 2017–18 have remained strong and more schools have subscribed this year than last.

The number of people attending **Informal Learning** events remained constant with only a marginal increase in numbers year on year from 7,529 to 7,682. The number of events increased slightly from 75 to 82.

A site visit to the **Avalon Marshes Centre** by the Learning Team took place in December 2016 to look at options for the learning offer there. The site holds significant potential for the delivery of formal and informal learning provided by the Trust.

The Trust has continued to participate as a member of Somerset's new **Cultural Education Partnership**, whose creation has been encouraged and supported by Arts Council England.

A further **Take One Project** with 10 primary schools very successfully drew inspiration from the Taunton Civil War gold coin hoard. The children explored the idea of money through the ages and what it was like to live during a time of rebellion. They also took part in drama and re-enactment, hunted for treasure, explored mathematical problems, and made different types of coins. Their work was displayed at the Museum of Somerset on Saturday 24 June and Tuesday 27 June, the latter occasion linked to a Crazy Coins fun day at the museum. Their achievements were outstanding and the project outcomes very impressive overall.

Discussions about further co-operative working have taken place with the **Kids in Museums** organisation. Kids in Museums is dedicated to working with museums to help them welcome and include families, teenagers and children. The organisation's popular Takeover Day for young people happens annually in November and includes Trust sites.

The Learning Team have worked on the introduction of a range of **interactives for children and adults** at Somerset Rural Life Museum. A refresh of the interactives present at the Museum of Somerset is a priority and is partially complete.

**Reminiscence sessions** have been held throughout the review period. Special sessions were held at Calway House, Taunton, during Dementia Awareness Week (14–20 May). Residents of the Mountbatten Care Home, Taunton, also visited the Somerset Heritage Centre during the week. They attended with relatives who took part in an inter-generational reminiscence session which they described as the best they had ever experienced.

John French, Informal Learning Officer, has become a **Dementia Friends Champion** following training. Some training sessions have been provided to staff and teams across the Trust, and more are planned.



### 3.9 Exhibitions, Events and Outreach

The public programme of exhibitions and events is central to the activities of the Trust. It offers many opportunities for engaging with people in Somerset, Devon and beyond. A total of 430 events were recorded across all areas of the Trust in the year, engaging more than 16,000 people.

Each of the temporary exhibitions was supported by a programme of talks, provided by staff of the Trust and some high-profile speakers. Amongst the highlights were:

- A lecture to commemorate the bicentenary of the publication of Coleridge's *Kubla Khan*
- A talk provided by the politician David Owen at the Museum of Somerset as part of the Taunton Literary Festival

Two talks given by **Dr Lucy Worsley** on 18 March were the result of a partnership with the Tacchi-Morris Arts Centre and were opportunities to promote the Trust and the Supporters' Scheme. Both talks were sold out and reached a total of about 500 people. The Trust has also worked with the Tacchi-Morris Centre and Taunton Youth Dance Company to produce a film based on the Low Ham Roman pavement. We look forward to further innovative partnership working. <https://www.youtube.com/watch?v=AX9Rie1mhds>

A full programme of Supporters' events has been developed. Examples include behind the scenes tours, guided walks, exhibition previews and talks.

Temporary exhibitions held at the Museum of Somerset and Somerset Rural Life Museum are described in sections 3.2 and 3.4 respectively. The Trust has also continued to have an essential role in developing the exhibition displays and interpretation for **Weston Museum**, which re-opened in August 2017.

Two one-day **map exhibitions**, at Exeter Guildhall on 22 June and at Wells Town Hall on 28 June, were attended by 500 people. Called 'Pathways to the Past', the exhibitions successfully tested a model of one-day high-profile archive exhibitions in busy central locations. They were very well received and repeated later in the year at the Somerset and Devon Heritage Centres.

The process of consolidating and rationalising the Trust's **branding** was progressed on 14 December with the appointment of the consultants Ice House Design. They were asked to undertake a rapid branding review and to make proposals. The result of their work is a clear set of brand guidelines to make future promotions and publications more coherent and to create a united identity across all media.

A **summary schedule** of exhibitions, activities and events for the period November 2017 to October 2018 is included in Appendix G: Building on Success – South West Heritage Trust 2017 to 2022.

### 3.10 Collections Care and Acquisition

Many significant acquisitions to the collections were made during the year, often supported by generous financial assistance or received as gifts or loans. Other collections have been conserved.

A remarkable painting, ***View of Cottages, Church Street, Timberscombe***, 1928, by the Scottish artist William McCance (1894–1970), was acquired at auction on 8 December. McCance’s work is part of that flowering of Scottish art most strikingly represented by the Scottish Colourists. Their work was strongly influenced by French art, and by the bold colour experiments of Fauvism. The occasion for McCance’s visit to Timberscombe is not known. But it called forth what in Somerset terms was a highly unusual Modernist response to a very traditional scene. Apart from its intrinsic qualities, the picture is of great interest as an outsider’s view informed by a keen awareness of wider movements in British and European art.

A fine three-quarter-length **portrait of Tom Poole (1766–1837)** has kindly been given to the museum collections and will be displayed at the Museum of Somerset. Poole was a farmer, philanthropist and autodidact from Nether Stowey whose name has endured because of his formative friendship with Samuel Taylor Coleridge. The portrait has remained in the Poole family since it was painted in about 1810.

The Trust acquired a painting in oils called ***The Morning after Sedgemoor*** by Edgar Bundy, 1905. It is a reduced version of Bundy’s picture in the collections of Tate Britain and shows Monmouth rebels hiding in a barn after the Battle of Sedgemoor in 1685. It will be displayed at the Museum of Somerset.

***Remnants of an Army***, a remarkable painting by Lady Elizabeth Butler (1846–1933), returned in September to Somerset Military Museum where it has spent most of the last 50 years. The painting was recalled by its owner Tate Britain in 2015 so it could feature in the exhibition *Artist and Empire* which later travelled to the National Gallery of Singapore. The painting shows the moment in 1842 when Dr William Brydon arrived outside the fortress town of Jellalabad during the 1st Afghan War. He brought the terrible news that 17,000 British soldiers and camp followers had been massacred. Dr Brydon was one of very few survivors.

Extensive **conservation work** has been completed by specialist conservators on several paintings now displayed at Somerset Rural Life Museum. Generous financial assistance from Somerset Archaeological and Natural History Society supported some of the work.

A **Roman lead ingot** found in Westbury-sub-Mendip in May 2016 was acquired at auction on 22 March. The ingot, derived from the Roman lead mines on the Mendip Hills, is a remarkable and important discovery which can be dated to the years AD 161 to AD 169. It bears an inscription with the names of the joint emperors Antoninus (i.e. Marcus Aurelius) and Lucius Verus.

Part of the **Yeovil Hoard** was displayed by the Trust in Yeovil Library on 14 October. The hoard, consisting of 3,335 silver coins of the second and third centuries AD, then went on permanent display at the Museum of Somerset. It has been acquired through the generosity of the Arts Council England/Victoria & Albert Museum Purchase Grant Fund, the Art Fund, The Headley Trust, the Friends of the Museum of Somerset and South Somerset District Council.

The Trust supported a successful bid to external funders by **Bruton Museum** to acquire a splendid silver tankard by Gabriel Felling, c. 1700. Felling was probably north German by origin and was a goldsmith in London before moving to Bruton. He created work of outstanding quality.

**Evelyn Waugh's ear trumpet** was acquired at auction on 30 March. It belonged to Waugh during his latter years at Combe Florey, where he died in 1966. It is to be displayed in the 'Creating' gallery at Somerset Rural Life Museum.

A document of 1446, bearing a fine example of the Great Seal of Henry VI, was acquired on 6 December. The document is a royal confirmation, in the form of **Letters Patent**, of the descent of the manor, town and hundred of Frome, and is great rarity.

An extensive archive collection relating to the **Batten family of Yeovil** was acquired at auction on 13 April with generous support from the Friends of National Libraries. The Battens were a family of Yeovil solicitors from the 18th century onwards and prominent in the life of the town. The collection includes 25 medieval property deeds from the period 1330–1450 and records of Somerset hundred courts, c. 1580–90, as well as family and antiquarian papers.

The Trust acquired the **papers of a German Luftwaffe pilot** who was part of the crew of the first German aircraft shot down over Somerset during the Second World War. The papers include his parachute log and a buckle from the parachute that saved him.

On behalf of Somerset Military Museum Trust, the Trust successfully bid to acquire an **early pay book covering the Zulu War** of 1879, the book having belonged to a private in the Prince Albert's Light Infantry.

The **archives of Bath Abbey** have been received on deposit at the Somerset Heritage Centre while the abbey undergoes major works as part of an HLF project. The Trust is providing an archive service on behalf of the Abbey during that time.

Staff from Somerset Archives and Local Studies Team and Historic Environment and Estates have been closely involved with the process of recording the heritage of **Wansborough Paper Mill in Watchet**. A very significant collection of paper records was left at the site, which has been painstakingly appraised. The building has also been comprehensively assessed and photographed in collaboration with Somerset Industrial Archaeological Society. Staff involved have also engaged with the local community.

### 3.11 Volunteers

Throughout the year, the Trust was supported by 206 volunteers across all areas of delivery. 30,265 hours were recorded, which is equivalent to 4,000 days or more than 18 full-time members of staff. The deep commitment of our volunteers means the Trust is able to undertake far more activity than would otherwise be possible. We are very grateful to them.

Our volunteers include researchers, retired heritage professionals, young people seeking work experience, conservators, craftsmen, story-tellers, curators and historians. Volunteers are treated with the same respect and consideration as paid staff and a real sense of community and belonging has developed.

Many younger volunteers engage with the Trust while studying a related subject and gain paid employment as a result of their time with us (several of our paid staff started off as volunteers). For retired or older volunteers their participation often helps to maintain physical and mental agility and to address issues of loneliness and isolation.

Events to thank our volunteers for their essential contribution were held at the Somerset Heritage Centre in October, the Devon Heritage Centre in November, and the Museum of Somerset in December.

We were very sorry to hear the news that **Ann Heeley** of Butleigh died suddenly on 8 March at the age of 76. Ann was a founding member of the Friends of Somerset Rural Life Museum and worked tirelessly for the museum for 40 years. Thousands of hours of oral history interviews recorded by Ann now constitute one of the major social history collections preserved by the Trust. Ann was appointed MBE in 2010 for her voluntary service to the museum.

We were also very sorry to learn of the death of **Colin Criddle** on 27 January, aged 93. Colin was a former member of the 4th Battalion Somerset Light Infantry, a key contributor to the War Stories project and a good friend over many years of the Museums Service and Somerset Military Museum. <http://www.somersetwarstories.com/exhibitionfilm/>

### 3.12 Partnerships and Major Meetings

A very wide variety of partnership meetings took place during the year, including the following:

- A tour of the refurbished North Devon Record Office was given early in the year to the Town Clerk of Barnstaple Town Council and other staff
- On 3 November Edward Bayntun-Coward, **High Sheriff of Somerset**, visited the Museum of Somerset and on 11 November the Somerset Heritage Centre. He expressed admiration and enthusiasm for the work and ambitions of the Trust.
- The Trust met representatives of the Somerset Art Gallery Trust several times during the year to discuss future cooperation
- The Trust responded to the consultation request concerning the new Vision for Archives being created by The National Archives

- A meeting with the Chief Executive of the Brewhouse Theatre, Taunton, took place on 1 March to discuss future cooperation
- The Trust was represented at the AGM of the Somerset Military Museum Trust on 23 March
- A meeting took place on 11 March with Professor Angus Winchester, the new national director of the Victoria County History of England
- The Chief Executive spoke to the AGM of the Friends of Somerset Rural Life Museum on 13 April
- A meeting took place on 14 March with the Director of Operations of Somerset Learning Disability Services to discuss future cooperation in respect of Somerset Brick and Tile Museum
- A meeting took place on 9 March with the Public Health Manager: Aging Well, Somerset County Council, to discuss opportunities for cooperating in respect of services to older people
- Tim Powell, the new Sector Development Manager (South West) for The National Archives visited the Devon Heritage Centre and the Somerset Heritage Centre on 24 June
- On 12 June the Head of Archives and Local Studies gave a presentation to the South West Region of the Archives and Records Association on the experience of managing archive services within a trust
- Rupert Cox, Chief Executive of the Royal Bath and West Society, visited Somerset Rural Life Museum on 4 July to see the new museum and to discuss potential areas of co-operation.
- A series of meetings with Somerset Archaeological and Natural History Society (SANHS) explored opportunities for partnership working in respect of web-based access to collections and public access to the keep gardens at Taunton Castle. Regular review meetings have also taken place.
- On 26 July a meeting took place with Somerset County Council and Cannington Parish Council to consider a public works programme linked to the Hinkley C development.
- The **Mayor of Taunton Deane**, Cllr Hazel Prior-Sankey, and Adrian Prior-Sankey visited the Somerset Heritage Centre on 15 August and toured the site.
- On 17 August the Trust supported its partners, the Quantock Hills AONB Service, during an HLF visit to assess the Quantock Hills Landscape Partnership bid.
- On 29 September the Chief Executive was invited to speak at a conference in the British Library on the complementary holdings of the Library and the Trust.
- A meeting took place on 10 November with the Vice Chair and Site Manager of the **Jurassic Coast Trust** to provide them with advice on creating new governance arrangements.
- The Trust has been represented at a range of **society AGMs and events**, including for the Devon Family History Society, the Devon History Society, the Friends of Devon's

Archives, Somerset and Dorset Family History Society, the Devonshire Association, and SANHS.

### 3.13 Online Delivery and ICT

The **new ICT system**, launched in Somerset in October, was successfully implemented in Devon during February. The Trust is thus now independent of both county councils in respect of its ICT provision. The system overall is robust and effective and its implementation is a major milestone for the Trust. A new telephony system was successfully installed at the Devon Heritage Centre during the week beginning 26 June.

The scoping and implementation of a **digital preservation solution** for digital archives has been a major strategic priority for the Trust. Following a tendering process a contract, funded by New Burdens funding, was awarded during the year. Arkivum will be providing digital storage facilities and Metadatis the front-end digital cataloguing system.

**Devon archive information** went live on the Trust's website during December as part of on-going work to move content from the Devon County Council sites. A plan has been developed to rationalise and move large quantities of local studies content. The newly-populated Trust site can be seen at <https://www.swheritage.org.uk/devon-archives>

Discussions have continued with **Ancestry** about the terms on which more archive sources can be made available for on-line delivery.

In October the Museum Service added to the Trust's social media profile by creating an **Instagram** account. Instagram is primarily used by those aged 18 to 24 and provides us with a platform for getting museum collections to young audiences. In a short time we gained 150 followers ([https://www.instagram.com/somerset\\_museums/](https://www.instagram.com/somerset_museums/)).

In the week beginning 11 April historic mapping for Somerset went online on the website of the **Know Your Place: West of England** project (<http://www.kypwest.org.uk/>). Know Your Place covers Somerset, Wiltshire and the former Avon area and provides unprecedented online access to historic maps. Devon sources will also be included on the site and the necessary work is expected to be completed for a launch in 2018. The project has been supported by an award of £379,800 from the Heritage Lottery Fund. The Trust is negotiating a Project Legacy Agreement with Bristol City Council to ensure the longevity of the project outcomes.

Volunteers have continued to add tithe map data to the **Somerset Historic Environment Record (HER)** site. The Somerset HER is a highly functional system and a major resource for planning and other research purposes.

During the year the Trust sought tenders for the development and design of a unified **Trust website**. The aim is to create one site through which people can access the Trust's heritage services and to unite those services under the Trust brand. The site is due to go live in June 2018.

The Trust's ICT Manager, Simon Hill, began an internal review so that the Trust can take necessary steps to achieve compliance with the **General Data Protection Regulation** (GDPR). The GDPR, which comes into effect on 25 May 2018, is intended to ensure that personal data is stored with consent, for a specified purpose and for an appropriate length of time. It represents a significant strengthening of existing Data Protection legislation.

### **3.14 Governance**

The **Annual Report and Outcomes Meeting** with Somerset and Devon County Councils took place in Taunton on 22 February 2017. The Trust highlighted its key achievements including:

- Digital engagement
- New ICT systems
- The redevelopments at the Rural Life Museum and Weston Museum
- The renewal of the Devon service, including the North Devon Record Office
- The strength of its public programmes including its learning offer
- Its increasing leadership role
- The strength of its key partnerships

It also referred to key issues including:

- The economic environment, especially for local government
- Building new revenue streams
- Capacity
- Making the Rural Life Museum successful
- Digital preservation
- Profile raising
- Building the right partnerships and achieving sustainable growth

The reports, respectively for Somerset and Devon, were positively received by both county councils.

On 21 March Somerset County Council's **Scrutiny for Policies and Place Committee** received a report on the activities of the Trust during the previous year and congratulated it on its achievements.

The annual meeting of the **North Somerset Heritage Panel** took place in West-super-Mare on 23 March when reports were presented to North Somerset Council and Weston Town Council on the museum and archive services provided for them by the Trust. Warm appreciation was expressed for the work of the Trust, not least in respect of the Weston Museum redevelopment.

A six-month review meeting with the commissioners for Devon County Council took place on 29 June. Matters discussed included the completion of the transfer of ICT systems from the County Council to the Trust and the process for negotiating renewal of the five-year grant agreement with the Trust.

### 3.15 Board

**Meetings of the Board of Trustees** took place on 12 January, 20 April, 13 July and 12 October.

The Board deals with specific areas of work through three committees:

- Personnel Committee – 3 meetings in the year
- Marketing and Communications Committee – 3 meetings in the year
- Finance Committee – 4 meetings in the year

Meetings of **South West Heritage Trust Trading Limited**, the Trust's trading company, took place on 24 January and 13 July.

On 14 November the Board unanimously agreed that Peter Beacham OBE and Sam Hunt be appointed as **trustees** with effect from 1 January 2017.

Following interviews on 17 January to select **new trustees** the Board unanimously accepted a recommendation that Professor Henry French, Nicola Nuttall and Anthony Smallwood should be appointed as trustees. The first retirement meeting for Trustees of the Trust took place on 20 April at which David Sekers and Todd Gray retired from the Board. The new trustees were confirmed at the same meeting.

Following the **County Council elections** on 4 May, Cllr David Hall stood down as a trustee of the South West Heritage Trust because of his new cabinet responsibilities. The Somerset cabinet member with responsibility for heritage is now Cllr Anna Groskop and her deputy is Cllr Faye Purbrick.

A trustee and staff away day took place on 13 July at Halsway Manor. The purpose of the day was to:

- Create an opportunity to discuss the strategic position of the Trust and the issues it faces, and to explore:
  - Perceptions of the Trust
  - The future direction of the Trust
  - How perceptions impact on the way the Trust works (internally and externally)
- Discuss the contribution that Trustees can make to the work of the Trust
- Continue the process of strengthening bonds within the governance/management team

The day was business-like, positive and collaborative and there was a high level of consensus between the groups present. The outputs and outcomes of the day were used as a cornerstone for the creation of the Trust's new Business Plan.



### 3.16 Advisory Forum

A meeting of the Advisory Forum took place at the Devon Heritage Centre on 20 March when there was a presentation on the Historic Environment and Estates Service and updates on the North Devon Record Office and the Somerset Rural Life Museum project.

At a meeting on 4 September matters for discussion included the future priorities of the Trust and ways to increase diversity.

A refresh of the membership of the Advisory Forum is proposed in 2018.

### 3.17 Challenge Funding

The Trust met South West officers of the **Heritage Lottery Fund** (HLF) in Exeter on 28 February. The Trust summarised current relevant projects and achievements, including the Rural Life Museum, the Avalon Marshes Partnership and Devon Remembers. It was also able to welcome the success of its recent ACE/HLF bid (£82,000) for the 'MUSE – Makers in Museums' project in which artists will engage with 8 volunteer-led museums in Devon and Somerset. A discussion took place about the Trust's ambitions for HLF funding, including projects relating to landscape heritage sites, Bridgwater and North Devon. HLF was supportive of the ideas discussed and urged that projects should reach as large a number and as wide a range of people as possible (eg including those affected by dementia, autism or physical disability). We should make our projects exemplars.

The Trust submitted an application to Arts Council England (ACE) in February to become a **National Portfolio Organisation** in the new four-year funding round from 1 April 2018. The bid was in respect of museum services. Competition was fierce and the Trust heard on 27 June that the application had been unsuccessful. ACE assessed the bid as being strong but also identified risk factors. The bid assessor urged the Trust to apply to the new Project Grants programme when it opened in 2018.

### 3.18 Staffing

The **Staff Forum** is the representative staff body. It met 6 times during the period to discuss HR matters and issues including:

- Approval of policies
- Changes to operational procedures
- Training and CPD
- The annual pay award
- Safeguarding

Notable changes in staffing included:

- We welcomed Robin Savill on 4 January as the new Visitor Services Manager at Somerset Rural Life Museum. Five other staff were recruited to the Visitor Services team at the museum.

- Emma Munn, who made an outstanding contribution to Somerset Rural Life Museum both before and after its closure for refurbishment, left the Trust on 4 December to take up a new post in Dorset.
- Jane Hill, Learning Officer for the Hinkley Point Archaeology Outreach Project, left the Trust on 31 January, having worked for Weston Museum and then for the Trust over a long period of years.
- Ben Clark, for four years a Visitor Services Assistant at the Museum of Somerset, and a key member of the team, left on 31 March.
- Sandy Thomas, previously a teacher at Chilthorne Domer Church School, was appointed as the new Learning Officer at Somerset Rural Life Museum.
- On 30 June Ian Lewis, for 27 years a member of the conservation team, left the Trust for a new role. Ian worked on many public realm schemes in Somerset, including the Via Crucis in Frome, the setting of the market cross in Shepton Mallet and the paving works at Cathedral Green in Wells. In his final months with the Trust he was part of the great effort to complete Somerset Rural Life Museum
- Steve Minnitt, Head of Museums for the Trust, announced his wish to retire at the end of November 2018. He joined the Somerset Museums Service in 1974 and had led it since 2004. He had thus been at the helm during more than a decade of transformation which saw, amongst much else, the creation of the Museum of Somerset and the new Somerset Rural Life Museum. He was, not least, an outstanding builder of collections, and raised millions to acquire treasures including the Shapwick, Frome and Yeovil hoards, the national reference collection of cauldrons and skillets, the Anglo-Saxon carving of St Peter, the Congresbury carvings and many works of fine art. As the mastermind behind our continuing series of spotlight loans it was Steve who finally persuaded the Ashmolean Museum to let the Alfred Jewel return to Somerset after 297 years.

Based on the contract hours worked throughout the year, the Full-Time Equivalent (FTE) staffing levels across the Trust, including project staff were:

Service provision	62.15
Finance and administration	9.82
Fundraising	1
Management	4.8
<b>Total</b>	<b>77.77</b>

## Section 4. Looking forward

During 2016–17 the senior management team and trustees prepared a new Business Plan for the period 2017 to 2022. Called ‘Building on Success’, it seeks to define a new focus for the Trust and sets out ambitious plans and aspirations for the future. The Business Plan is aligned with the objectives of our primary partners as well as reflecting the views and priorities of staff, trustees and stakeholders.

The full Business Plan is attached as Appendix I. The action plan is provided below, grouped into five strategic priorities.

### 1. Resilient: the Trust is dynamic and developmental, and a leading cultural organisation in the South West.

Financial resilience is essential in order to achieve our wider heritage goals. We will seek to broaden the base of our income through approaches to grant-giving bodies and an openness to opportunities that meet our overarching heritage and charitable aims.	Ongoing
A review of current staffing will take place to ensure the correct organisational structure is in place, providing the skills necessary for the Trust to continue to grow and develop.	2018
Focused research will be undertaken with existing and potential audiences to inform the future direction of public programming and services.	2018
We will seek to provide an excellent standard of learning provision, and to demonstrate this through an application for the Sandford Award for the Museum of Somerset during 2018.	2018
Research will be undertaken to provide better intelligence and quantitative data about the visitors to the landscape sites.	2018-19
The Museum Loans for Learning Service will undergo a programme of sustainable development. Loans will be refreshed in line with curriculum changes and more guidance will be provided for teachers on the ways in which loans can enhance learning in the classroom.	Annually
Monitoring of the impact of Hinkley Point C will be continued to ensure compliance with obligations relating to the historic environment.	Ongoing
The use of outdoor and indoor spaces at the Museum of Somerset will be reviewed and developed.	2019
The use of outdoor and indoor spaces at Somerset Rural Life Museum will be developed.	2020
The number of visits to the Museum of Somerset will reach a minimum average of 100,000 a year.	By 2022
The number of visits to Somerset Rural Life Museum will reach a minimum average of 40,000 a year.	By 2022

**2. Enterprising: with a spirit of enterprise at its heart, the Trust aims to develop new opportunities to deliver rich and diverse heritage experiences to audiences.**

A digital preservation system will be commissioned and embedded in the service as a long-term repository for digital archives.	2018
We will develop our online archival presence through projects to make further digitised content available, including working with commercial providers.	Ongoing
A new commercial service will provide consultancy expertise and undertake programmes of work where there is no compromising of professional integrity.	From 2018
Income generation will be increased across all sites through traded services, sponsorship and fundraising.	Ongoing
Loans will be offered in Devon for the first time with the creation of a series of loan boxes which can be borrowed from the Devon Heritage Centre.	From 2018
Themed merchandising will be linked to temporary exhibitions, to increase sales income.	From 2018
The reopening of the Rural Life Museum gives the opportunity to develop our learning subscription service for schools in the north and east of Somerset.	Ongoing
New interpretation will be installed at our landscape sites, providing digital content links and cross-promoting the other sites and the work of the Trust.	2019 onwards
A review will be undertaken of the opportunities offered at the Brick and Tile Museum for new forms on engagement and the potential to renew the role and prominence of the museum.	2018-19
The local studies collections will be significantly developed to make more resources and sources of information accessible than ever before, including Ordnance Survey maps and newspaper collections.	By 2022
We aim to achieve 150,000 visits to our sites annually through marketing our offer and making increased use of digital platforms.	By 2022

**3. Collaborative: working with others is at the heart of what we do, delivering meaningful experiences and a greater sense of place.**

Trustees bring a range of knowledge, contacts and experience to the benefit of the Trust, acting as ambassadors and contributing to its public profile.	Ongoing
Support, advice and training will be given to a wide range of local groups in Somerset and Devon to enable them to develop and deliver heritage-based projects at the heart of communities.	Ongoing
A long-term and sustainable future for the North Devon Record Office will be achieved, providing vibrant projects with the local community and partner organisations.	Ongoing
Collaboration with partners and other sectors will support the development of unique and inspirational exhibitions and events, and will generate grant funding and sponsorship.	Ongoing
We will undertake a developmental programme to maintain the heritage	Ongoing

features of the public realm in Somerset, working with parish and town councils and local authorities.	
We will work in partnership to support the Quantock Hills AONB to deliver the heritage aspects of the Landscape Partnership Scheme.	Ongoing
The Learning Team will provide learning support for the public programme of exhibitions and events across the Trust.	Ongoing
The Somerset Archaeological Handbook will be revised and updated.	Biennially
We will use our leading position and expertise in archive collection development and conservation, working with a wide range of partners and community groups to support archive projects across Devon and Somerset.	Ongoing
We will work in partnership with Historic England and local authorities to ensure key heritage sites at risk are conserved and protected, engaging local people with the stories and issues that arise.	Ongoing
A partnership project will be developed to celebrate and recognise the industrial heritage of Bridgwater.	2018-19

**4. Inclusive: our services are for everybody and activities and events are planned to ensure all people feel valued, connected, respected and included.**

Collections and loans will be used to create temporary exhibitions across our sites and to take objects into the communities of the South West.	Ongoing
An annual programme of courses, events and pop-up exhibitions will create opportunities for people to learn from and be inspired by our archive and local studies collections.	Annually
We will engage with national schemes to increase access and engagement with archives, including Explore Your Archive, Takeover Day and Take One.	Annually
Our schools learning programme will continue to adapt and change to meet the needs of pupils and teachers and the requirements of the National Curriculum.	Ongoing
A new externally-funded project will be developed to link local communities, groups and schools with our landscape sites, ensuring their full value is realised and future secured.	2018 onwards
Our long-standing partnership with learning disability service providers will be formalised with Discovery, the new provider in Somerset, in order to maintain and develop visitor numbers and experiences at the Brick and Tile Museum.	2018
Opportunities for further and adult education will be developed at the Brick & Tile Museum, building on pilot work already undertaken.	From 2019
Over 5,000 people will receive direct email marketing about the Museum of Somerset.	By 2022
Over 2,000 people will receive direct email marketing about Somerset Rural Life Museum.	By 2022

**5. Inspiring: heritage is inspiring, and we will use our amazing collections, together with the creativity and passion of staff and volunteers, to inspire people of all ages.**

Collections will be cared for and interpreted excellently to provide the foundation stone for the deeper understanding of our past and for creating compelling learning experiences both within our museums and beyond them.	Ongoing
Core work to care for, catalogue and make collections available will continue to be prioritised. This underpins all other activity. Targeted approaches will be made to secure grant and contract funding to support specific projects which develop collections care and improve public access.	Ongoing
Programmes of learning activities and workshops at Somerset Rural Life Museum will be developed and expanded.	Ongoing
We will engage fully with regional and national themes and anniversaries, making them locally relevant through the stories of individuals held in our archive collections. Projects, events and activities will bring to life our shared understanding.	Ongoing
The Somerset Historic Environment Record will have new mapping layers added and be promoted as a primary reference source about the heritage of Somerset.	Ongoing
Our programme of reminiscence sessions will be extended and marketed to increase engagement and the benefits to participants.	Ongoing
We will provide advice to other heritage organisations when requested and play an active leadership role in the heritage community of the South West.	Ongoing
We will develop a new website as the most important online destination for all that relates to the heritage of Somerset and Devon.	2018
We will develop hands-on experiences at the Avalon Marshes historic reconstructions which inspire and excite visitors, making it a viable and well-established visitor destination in Somerset.	2018 onwards
A new business plan will be prepared to ensure the historic reconstruction buildings at the Avalon Marshes Centre are used to their full potential for schools and visitors. Grant funding will be sought to support new activity.	2019
We will work with colleagues across the Trust to develop and implement a learning offer at the Avalon Marshes Centre.	From 2019
A digital online exhibition space will be created to build an archive of material produced for previous physical exhibitions, including images, films and text.	From 2019
Our online presence will be optimised to work more interactively with mobile devices and our museums.	From 2019
The use of space within the Museum of Somerset will be reviewed to develop opportunities to display underrepresented collections, including fine art.	From 2019

## 2017/18 Revenue Budget Outturn Report

Lead Officer: Kevin Nacey – Director of Finance, Legal and Governance  
Author: Lizzie Watkin – Strategic Manager – Chief Accountant  
Contact Details: [kbnacey@somerset.gov.uk](mailto:kbnacey@somerset.gov.uk) Tel: 01823 355213  
Cabinet Member: Mandy Chilcott – Cabinet Member for Resources  
Division and Local Member: All

### 1. Summary

- 1.1. This report outlines the actual expenditure (or 'Outturn') compared with the Revenue Budget for the 2017/18 financial year, and the consequent effect on the Council's levels of reserves. This report is being presented to Cabinet at its meeting on 11 June 2018.
- 1.2. The sections in the detailed report highlight the under or overspend at Service level within the appendices. In addition, specific requests are made where services require:
  - Carry forward of underspends to meet future commitments, through ring-fenced grant conditions, pooled budget arrangements with partners or as a result of contractual requirements (section 3.4 and Annex A Section 4);
  - Transfer to and from existing Earmarked reserves and transfer of funds to replenish General Reserves (Annex A Section 5).

The detailed report also contains information on the Individual Schools and Early Years providers balances (Annex A Section 3) and current debt position by service area (Annex A Section 6).

### 2. Issues for consideration / Recommendations

- 2.1. This report is being presented to Scrutiny for information and to inform Scrutiny of the requests made to Cabinet for Carry Forward sums and the planned use of reserves in future years.

### 3. Background

#### 3.1. Summary Outturn 2017/18 – Revenue Budgets

The Authority's outturn shows an overspend of £2.180m (Annex A - Table 1) when compared to the Revenue Budget. This represents 0.70% of budget. In itself this is a significant achievement given the pressures on budgets and the known specific pressure within Children's Social Care. The majority therefore of Council services have either stayed within budget or delivered an underspend. However, the large variance in one area is clearly a key concern and the Peer Review work highlighted what is a number one priority for the Council in addressing the current and future budgets for Children's Social Care. The Council as a whole is focussed on identifying, with the Local Government Association's assistance, the appropriate level of budget for the

service at the same time as analysing where we can reduce costs safely.

- 3.2.** This year again the presumption is that any underspends will be returned to General Balances and any specific requests for carry forwards would be approved on an individual basis. In order to meet future commitments, services have put forward a small number of requests to carry forward some underspends together with the drawdown of cumulative sums from previous years held within Cumulative Service Carry Forward Reserves. These carryforward requests totalling £0.999m are much lower than in previous years and are summarised in Annex A Section 4 and details within Appendices A to G and below in Section 3.4.
- 3.3.** Table 1 in Annex A summarises the outturn positions at Service level. Column 9 of this table shows the final Local Authority variance and the services requested treatment of these variances are detailed in Table 2. More detailed information on the variances at Service level and for Trading Units and the requests made by those services is provided within **Appendices A to G** and these should be read alongside Table 1 and 2. Annex A provides comment on the headline issues.
- 3.4.** The carryforward requests total £0.999m and are detailed below:

#### **Children's Services**

##### **West Somerset Opportunities Fund £0.436m**

This is a non-ringfenced grant from the Department for Education (DfE) but is allocated with the expectation that Somerset County Council use the funds to support the aims of the Opportunity Areas Programme. This includes £0.065m of the essential life skills programme funding to support young people in West Somerset access extra-curricular activities. If carry forward is not approved delivery of the plan will not be possible.

##### **Early Years £0.092m**

A carry forward of £0.022m of the Digital Accelerate grant received from the DfE for 30 hours free childcare. The Delivery Support Fund is also requested to be carried forward due to its late allocation in March 2018 by the DfE. Although an un-ringfenced grant it is allocated with a memorandum of understanding that sets out the expectations for its use in relation to early years. It is required to provide training, business support, communication, workshops, marketing grants and childminder recruitment.

##### **Youth Justice Board £0.030m**

External partner multi-agency income to support the reduction of partner agency contributions anticipated in 2017/18. Request for carry forward was agreed at the Somerset Youth Justice Partnership Board meeting held in December 2017.

#### **Economic and Community Infrastructure**

##### **Waste £0.246m**

For one-off disposal costs associated with the roll-out of Recycle More, such as delivery and tipping points, plus additional staffing support. The move to Recycle More was approved by the Somerset Waste Board in February 2017, and the procurement approach to be taken was agreed by the Board in November 2017.

#### **Corporate and Support Services**

##### **Customers and Communities £0.020m**



To fund a temporary Business Intelligence post which has already been recruited to and straddles two financial years. Without this funding development of SEN data and intelligence currently required for the service and its preparation for the SEN inspection will cease.

**Communities Invest-to-Save Scheme £0.083m**

To support and fund further successful applications in 2018/19.

**HR and OD £0.092m**

The Preparation for Employment grant received from the Department for Education late in 17/18. This will be used to promote supported internships and other preparation for employment activity for young people with special educational needs and disabilities (SEND) in 2018/19 and to cover previously unforeseen costs associated with the Car Loan scheme.

#### **4. Consultations undertaken**

- 4.1. Information and explanations have been sought from directorates on individual aspects of this report and their comments are contained in the Appendices.

#### **5. Implications**

- 5.1. Financial implications are dealt with in the body of this report, and where decisions are required. There are no other direct implications arising from this paper.

#### **6. Background papers**

- 6.1.
- Cabinet Report – 12 February 2018 - Quarter 3 2017/18 Revenue Budget Monitoring report – Item 13
  - County Council – 21 February 2018 – Item 7, Paper B – MTFP Report
  - Annexes i and ii – Services’ Use of Reserves (available upon request)

Note - For sight of individual background papers please contact the report author(s):  
Strategic Finance Managers:-

**Children and Learning and Adults and Health**

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**Environment and Community Infrastructure and Corporate and Support Services**

– Martin Gerrish                      01823 355303                      [MGerrish@somerset.gov.uk](mailto:MGerrish@somerset.gov.uk)

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– Lizzie Watkin                      01823 359573                      [EWatkin@somerset.gov.uk](mailto:EWatkin@somerset.gov.uk)

Compiled by:-

Lizzie Watkin, Strategic Manager, Chief Accountant - [ewatkin@somerset.gov.uk](mailto:ewatkin@somerset.gov.uk)

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## 2017/18 Revenue Budget Outturn Report – Annex A

Cabinet Member(s): Mandy Chilcott – Cabinet Member for Resources  
Division and Local Member: All  
Lead Officer: Lizzie Watkin – Service Manager, Chief Accountant  
Author: Lizzie Watkin – Service Manager, Chief Accountant  
Contact Details: [KBNacey@somerset.gov.uk](mailto:KBNacey@somerset.gov.uk) Tel: 01823 355213

	<b>Seen by:</b>	<b>Name</b>	<b>Date</b>
	County Solicitor	Honor Clarke	
	Monitoring Officer	Scott Wooldridge	
	Corporate Finance	Lizzie Watkin	
	Human Resources	Chris Squire	
	Property / Procurement / ICT	Claire Lovett	
	Senior Manager	Kevin Nacey	
	Local Member(s)	All	
	Cabinet Member	Mandy Chilcott	
	Opposition Spokesperson	Simon Coles	
	Relevant Scrutiny Chairman	Tony Locke Leigh Redman Hazel Prior-Sankey	
<b>Forward Plan Reference:</b>			
<b>Summary:</b>	The report outlines the Council's Revenue Budget final outturn position for the 2017/18 financial year. It also sets out a number of consequent issues requiring decisions.		
<b>Recommendations:</b>	<p><b>To note the contents of this report and the outturn position for the year and approve:</b></p> <ol style="list-style-type: none"> <li><b>1. Carry forward requests of £0.999m to be used against future commitments (Section 4);</b></li> <li><b>2. Specific requests to write off overspends to the General Reserves totalling £12.660m (Section 2, Table 2 and appendices) and the future use of the reserves (Section 5, Table 4 and 5).</b></li> </ol> <p><b>To note the transfer back to General Reserves of £9.480m from underspends (Section 2, Table 2 and Section 5, Table 4);</b></p> <p><b>To note the treatment of the £17.416m Schools Budget balance, as approved by the Schools Forum (Section 3);</b></p> <p><b>In addition, the Cabinet is asked to note the Aged Debt Analysis as shown within Section 6.</b></p>		
<b>Reasons for recommendations</b>	To inform members of the financial outturn position relating to the financial year 2017/18 and to confirm funding for delayed		

	commitments that will now crystallise in 2018/19.
<b>Links to Priorities and Impact on Service Plans:</b>	The Outturn report indicates how the Council's resources have been used to support the delivery of budgetary decisions. The Medium Term Financial Plan (MTFP) sets the funding for the County Plan and the use of those funds is then monitored throughout the year to ensure delivery of Council objectives and actions.
<b>Consultations Undertaken:</b>	Information and explanations have been sought from directors on individual aspects of this report and their comments are contained in the Appendices.
<b>Financial Implications:</b>	A deficit on the Revenue Budget will impact on the Council's General Balances. The Council's financial position will be constantly reviewed to ensure its continued financial health.
<b>Legal Implications:</b>	There are no implications arising directly from this paper.
<b>HR Implications:</b>	There are no implications arising directly from this paper. However, the pressing need to address overspending in Children's Services will need services to consider some temporary, and wherever possible permanent, measures to be taken. These measures will include a headcount reduction as the most secure way of making the savings required.
<b>Risk Implications:</b>	<p>If the recommendations are approved, it will temporarily take the Council's General Balances below acceptable ranges given the size of the budget and taking into account the annual financial risk assessment. However, the level of reserves will be replenished in year by the balance of the collection fund surplus of around £2m.</p> <p>Key services such as Children's Social Care, Adults Social Care and Learning Disabilities services have had to manage considerable increases in demand. This trend will continue for the 18/19 financial year. We need to be prepared to divert resources to support these areas of spend. The availability and use of reserves is critical in being able to manage spikes in demand and costs incurred. This must be balanced against the risk of other services coming under financial pressure.</p>
<b>Other Implications</b>	There are no other implications arising directly from this paper.
<b>Scrutiny Recommendation</b>	Not Applicable

## 1. Background

1.1 This report outlines the actual expenditure (or 'Outturn') compared with the Revenue Budget for the 2017/18 financial year, and the consequent effect on the Council's levels of reserves.

1.2 The sections in this report highlight the under or overspend at Service level within the appendices. In addition, specific requests are made where services require:

- Carry forward of underspends to meet future commitments, through ring-fenced grant conditions, pooled budget arrangements with partners or as a result of contractual requirements (Section 4);
- Transfer to and from existing Earmarked reserves and transfer of funds to replenish General Reserves (Section 5).

The report also contains information on the Individual Schools and Early Years providers balances (Section 3) and current debt position by service area (Section 6).

## 2. Summary Outturn 2017/18 – Revenue Budgets

2.1 The Authority's outturn shows an overspend of £2.180m (Table 1 below) when compared to the Revenue Budget. This represents 0.70% of budget. In itself this is a significant achievement given the pressures on budgets and the known specific pressure within Children's Social Care. The majority therefore of Council services have either stayed within budget or delivered an underspend. However, the large variance in one area is clearly a key concern and the Peer Review work highlighted what is a number one priority for the Council in addressing the current and future budgets for Children's Social Care. The Council as a whole is focussed on identifying, with the Local Government Association's assistance, the appropriate level of budget for the service at the same time as analysing where we can reduce costs safely.

This year again the presumption is that any underspends will be returned to General Balances and any specific requests for carry forwards would be approved on an individual basis. In order to meet future commitments, services have put forward a small number of requests to carry forward some underspends together with the draw down of cumulative sums from previous years held within Cumulative Service Carry Forward Reserves. These carryforward requests totalling £0.999m are much lower than in previous years and are summarised in Section 4 and details within Appendices A to G.

2.2 Table 1 below summarises the outturn positions at Service level. Column 9 of this table shows the final Local Authority variance and the services requested treatment of these variances are detailed in Table 2. More detailed information on the variances at Service level and for Trading Units and the requests made by those services is provided within **Appendices A to G** and these should be read alongside Table 1 and 2. The following sections of this report provide comment on the headline issues.

**Table 1 – Summary Outturn Position**

<b>Service</b>	<b>Total budget approvals</b>	<b>2017/18 Actual Outturn</b>	<b>Gross Variance Under (-) / Overspend</b>		<b>Transfers Earmarked Reserves inc. Schools</b>	<b>Under (-)/ Overspend</b>	<b>Use of Capital Receipts flexibilities</b>	<b>Local Authority Variance Underspend (-) / Overspend</b>
<b>(Col 1)</b>	<b>(Col 2)</b>	<b>(Col 3)</b>	<b>(Col 4)</b>	<b>(Col 5)</b>	<b>(Col 6)</b>	<b>(Col 7)</b>	<b>(Col 8)</b>	<b>(Col 9)</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>%</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
<b>Adults and Health - Operations</b>	78.218	73.233	(4.985)	(6.4)		(4.985)		(4.985)
<b>Children and Families - Operations</b>	53.332	60.579	7.247	13.6		7.247		7.247
<b>Learning Disabilities - Operations</b>	47.669	58.173	10.504	22.0	(4.910)	5.594	(1.920)	3.674
<b>Adults and Health – Commissioner</b>	7.829	7.854	0.025	0.3	(0.033)	(0.008)		(0.008)
<b>Children &amp; Learning Commissioning Central</b>	21.380	26.176	4.796	22.4	(2.323)	2.473		2.473
<b>Public Health</b>	1.098	0.145	(0.953)	(86.8)	(0.009)	(0.962)		(0.962)
<b>ECI Services</b>	62.758	60.669	(2.089)	(3.3)	0.458	(1.631)		(1.631)
<b>KEY SERVICES SPEND</b>	<b>272.284</b>	<b>286.829</b>	<b>14.545</b>	<b>5.3</b>	<b>(6.817)</b>	<b>7.728</b>	<b>(1.920)</b>	<b>5.808</b>
<b>Corporate and Support Services</b>	26.684	30.622	3.938	14.8	(0.609)	3.329	(2.082)	1.247
<b>Non-service items (inc Debt Charges)</b>	(6.788)	(9.287)	(2.500)	(36.8)	(1.475)	(3.975)		(3.975)
<b>Trading Units</b>	0	(0.217)	(0.217)	0	0.217	0		0
<b>SUPPORT SERVICES &amp; CORPORATE SPENDING</b>	<b>19.897</b>	<b>21.118</b>	<b>1.221</b>	<b>6.1</b>	<b>(1.867)</b>	<b>(0.646)</b>	<b>(2.082)</b>	<b>(2.728)</b>
<b>Individual Schools Budget (ISB) and Early Years Providers</b>	19.591	1.014	(18.577)	(94.8)	18.577	0		0
<b>SCC TOTAL SPENDING</b>	<b>311.772</b>	<b>308.961</b>	<b>(2.811)</b>	<b>(0.9)</b>	<b>9.893</b>	<b>7.082</b>	<b>(4.002)</b>	<b>3.080</b>
<b>Funding surplus</b>						(0.900)		(0.900)
<b>NET POSITION AFTER FUNDING</b>						<b>6.182</b>	<b>(4.002)</b>	<b>2.180</b>

3

**Table 2 – Under/Overspend funding**

Service	Net Variance Under (-) / Overspend	Transfers	Carry forward Requested	Write-off to General Reserves Requested	Off-target – funded by General Reserves	Return to General Reserves
	£m	£m	£m	£m	£m	£m
Adults and Health – Operations	(4.985)	3.674				1.311
Children and Families – Operations	7.247		0.030	(7.277)		
Learning Disabilities – Operations	3.674	(3.674)				
Adults and Health – Commissioner	(0.008)					0.008
Children and Learning - Commissioning Central	2.473		0.528	(3.001)		
Public Health	(0.962)					0.962
ECI Services	(1.631)		0.246			1.385
<b>KEY SERVICES</b>	<b>5.808</b>	<b>0</b>	<b>0.804</b>	<b>(10.278)</b>	<b>0</b>	<b>3.666</b>
Corporate and Support Services	1.247		0.195	(2.380)	(0.002)	0.939
Non-service items (inc Debt Charges)	(3.975)					3.975
Trading Units	0					
<b>SUPPORT SERVICES &amp; CORPORATE</b>	<b>(2.728)</b>	<b>0</b>	<b>0.195</b>	<b>(2.380)</b>	<b>(0.002)</b>	<b>4.914</b>
Individual Schools Budget (ISB) and Early Years Providers	0					
<b>SCC TOTAL</b>	<b>3.080</b>	<b>0</b>	<b>0.999</b>	<b>(12.658)</b>	<b>(0.002)</b>	<b>8.580</b>
Funding surplus	(0.900)					0.900
Including Funding surplus	2.180	0	0.999	(12.658)	(0.002)	9.480

### 3. Individual Schools and Early Years Providers: £17.416m Revenue Balance

- 3.1. Delegated Schools and Early Years budgets have a total balance of £17.416m. A full report on school balances will be considered by the Schools Forum in May. Copies of this report can be made available on request.

### 4. Items Requiring Decisions: Carry Forward Requests

- 4.1 As mentioned in Section 2 above, service underspends are generally returned to general reserves at year end. However, services are able to make requests for the carry-forward of unspent sums where there are future commitments, ring-fenced grant conditions or pooled budget arrangements with partners. These requests total £0.999m and are summarised in Table 3 below:

#### 4.2 Table 3 – Carry Forward Requests (from savings in 2017/18 and previous years)

Directorate / Service	Carry Forward Request	Explanation
	£m	
Children and Families Operations	0.030	Youth Justice Board partnership funding – see Appendix A
Children and Learning Central Commissioning	0.528	West Somerset Opportunities Fund and Early Years – see Appendix A – this is included for completeness. An earlier decision was taken to ensure this funding is earmarked for the WSOF.
Somerset Waste Partnership	0.246	Recycle More roll-out costs – see App C
Corporate and Support Services	0.195	Invest to Save scheme, Staffing support to SEND Business Intelligence and Preparation for Employment grant – see Appendix D
<b>OVERALL TOTAL</b>	<b>0.999</b>	

- 4.3 Further explanations of the above commitments for carry-forward are included within the Services Appendices A to D where they are shown as text surrounded by a border.



**5. Items Requiring Decisions:  
Revenue Reserves – transfer and planned future use**

- 5.1** The General Reserves balance before outturn movements stood at £15.364m. Table 5 below shows the intended movement in General Reserves as a result of outturn and forecast position for 2018/19.

**Table 4 – General Reserve Movements**

<b>General Reserves</b>	<b>£m</b>
<b>Opening Balance 2017/18</b>	<b>10.441</b>
Collection Fund Surplus for 2016/17, received in 17/18 financial year	4.871
Minor in-year adjustments approved by Chief Finance Officer	0.051
<b>Balance before 2017/18 Outturn</b>	<b>15.364</b>
Earmarked reserves transfer - see table 5	0.042
Funding Surplus - see tables 1 and 2	0.900
Returns to General Reserves - see table 2	8.580
Write Off Requests - see table 2	(12.660)
<b>Forecast Balance 2017/18 Outturn</b>	<b>12.226</b>
2018/19 Base Budget contribution to General Reserve – see note 1 below	2.000
Collection Fund Surplus 2017/18 - received in 2018/19	1.916
<b>Forecast Balance end of year 2018/19</b>	<b>16.142</b>

Note 1 - As part of 2018/19 budget setting a contribution of £2m was agreed to increase this reserve. This is in the base budget so that the reserve is increased by £2m each year from this year onwards.

The General Reserve balance following the 2017/18 outturn requests above (and detailed within table 2) is below the acceptable range (£15m) that we consider suitable for the level of risk and volatility within the budgets of the authority. During the year the balance of the Collection Fund Surplus and the £2m contribution from the base budget will take the level back above the minimum acceptable level.

- 5.2** The balance of Earmarked Reserves stands at £6.277m and the planned use of those reserves is shown in the table on the next page.

**Table 5 – Earmarked Revenue Reserves**

<b>Earmarked Revenue Reserves</b>	<b>£m</b>
<b>Cumulative Balance as at 31 March 2018</b>	<b>6.277</b>
Commitments:- 2018/19 and beyond (Centrally Managed Schools' Balances)	0.733
Earmarked Reserve Commitments:- 2018/19 and beyond (Services)	20.360
Managed Overspend to be recovered in future years (Schools)	(5.674)
Managed Overspend to be recovered in future years (Services)	(9.184)
Return Residual Balance to General Reserves	0.042
<b>Total</b>	<b>6.277</b>

**6. Aged debt analysis**

<b>31 March 2017 £m</b>	<b>Age of Debt</b>	<b>31 March 2018 £m</b>
0.745	Not Overdue	0.583
6.771	0-30 days	8.040
0.922	1-3 months	0.648
1.805	3-12 months	0.614
0.502	Over 12 months	0.762
<b>10.746</b>	<b>Total</b>	<b>10.647</b>
(0.163)	Unassigned Cash	0
<b>10.583</b>		<b>10.647</b>

- 6.1** Services' total outstanding debt relating to external income on the Accounts Receivable system stood at £10.647m on 31 March 2018 (compared to £10.583m on 31 March 2017, an increase of £0.064m). However, £9.271m of current debt is not due or less than 3 months old which means that £1.376m is over 3 months old (12.92% of total debt). Table 6 shows an analysis by Service.

**6.2 Table 6 – Aged debt analysis by Service**

Service	Not o/due	0-30 days	1-3 mths	3-12 mths	12+ mths	Total
	£m	£m	£m	£m	£m	£m
Adults & Health Comm.	0.000	0.178	0.000	0.030	0.004	<b>0.212</b>
Adults & Health Ops	0.097	1.105	0.335	0.304	0.233	<b>2.074</b>
Commercial & Business	0.022	0.951	0.033	0.061	0.046	<b>1.113</b>
Customers & Communities	0.000	0.001	0.000	0.000	0.000	<b>0.001</b>
Children & Family Ops	0.001	0.245	0.009	0.064	0.170	<b>0.489</b>
ECI Comm.	0.002	0.000	0.000	0.007	0.000	<b>0.009</b>
ECI Ops	0.318	4.199	0.216	0.106	0.247	<b>5.086</b>
Schools & Early Years	0.032	0.014	0.002	0.004	0.007	<b>0.059</b>
Finance & Performance	0.006	0.382	0.001	0.001	0.009	<b>0.399</b>
Children & Learning Comm.	0.088	0.426	0.005	0.020	0.025	<b>0.564</b>
LD Ops	0.011	0.000	0.010	0.005	0.021	<b>0.047</b>
SSE	0.006	0.511	0.037	0.012	0.000	<b>0.566</b>
Public Health	0.000	0.028	0.000	0.000	0.000	<b>0.028</b>
<b>Total £'000</b>	<b>0.583</b>	<b>8.040</b>	<b>0.648</b>	<b>0.614</b>	<b>0.762</b>	<b>10.647</b>
<b>Total %</b>	<b>5.48</b>	<b>75.51</b>	<b>6.09</b>	<b>5.77</b>	<b>7.16</b>	<b>100.00</b>

**7. Consultations undertaken**

Information and explanations have been sought from directorates on individual aspects of this report and their comments are contained in the Appendices.

**8. Financial, Legal, HR and Risk Implications**

Financial implications are dealt with in the body of this report, and where decisions are required. There are no other direct implications arising from this paper.

**9. Background papers**

- Cabinet Report – 12 February 2018 - Quarter 3 2017/18 Revenue Budget Monitoring report – Item 13
- County Council – 21 February 2018 – Item 7, Paper B – MTFP Report
- Annexes A and B – Services' Use of Reserves (available upon request)

**Note:**

For sight of individual background papers please contact the report author(s):  
Strategic Finance Managers:-

**Children and Learning and Adults and Health**

– Martin Young                      01823 355212                      [MJYoung@somerset.gov.uk](mailto:MJYoung@somerset.gov.uk)

**Environment and Community Infrastructure and Corporate and Support Services**

– Martin Gerrish                      01823 355303                      [MGerrish@somerset.gov.uk](mailto:MGerrish@somerset.gov.uk)

**Non-Service**

– Lizzie Watkin                      01823 359573                      [EWatkin@somerset.gov.uk](mailto:EWatkin@somerset.gov.uk)

Compiled by:-

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**Appendix A****CHILDREN and LEARNING****1. Financial Outturn**

The budget for Children and Learning Services is split between the Local Authority budget and ring-fenced funding from Government through the Dedicated Schools Grant,

Funding decisions relating to the Dedicated Schools Grant are taken in consultation with the Schools Forum.

Service	Total Budget approval	2017/18 Outturn	Variance Saving (-) / Overspend	Earmarked Reserves	Under (-) / Overspend)	Schools Variance Under (-) / Overspend	Local Authority Variance Saving (-) / Overspend
	£m	£m	£m	£m	£m	£m	£m
<b>Children and Families – Operations</b>	53.332	60.580	7.247	0.000	7.247	0.000	7.247
<b>Children and Learning Commissioning Central</b>	21.380	26.120	4.740	(2.267)	2.473	0.000	2.473
<b>Key Service Total</b>	<b>74.712</b>	<b>86.700</b>	<b>11.987</b>	<b>(2.267)</b>	<b>9.720</b>	<b>0.000</b>	<b>9.720</b>
<b>Individual Schools (ISB) &amp; Early Years Providers</b>	19.591	1.013	(18.578)	1.162	(17.416)	17.416	0
<b>Total</b>	<b>94.304</b>	<b>87.713</b>	<b>(6.591)</b>	<b>(1.105)</b>	<b>(7.696)</b>	<b>17.416</b>	<b>9.720</b>

**Local Authority Budget: £9.720m Overspend**

Significant variances on local authority budgets are explained in detail below.

A write off against general reserves of £10.278m is requested and a number of grant and partnership balances amounting to £0.558m are requested to be carried forward, as detailed in the narrative below. The outturn position was supported in year by the use of one off funding of £5.942m from contingency; the true underlying pressure across the service is therefore £15.662m.

- **Children and Families - Operations: £7.247m Overspend**

Insufficient capacity within the fostering market has resulted in an increase in the length of time children are placed in external residential placements; 19,418 days during 2017/18 in comparison to 17,484 days in 2016/17, an increase of 11%. The average weekly cost has also increased by 18%. This together with an increase during the year of court ordered family assessments and external fostering placements has led to an overspend of £5.310m against a budget of £12.303m.

The number of children and young people being helped by the service has increased by 30% since April (2200 to 2855). Throughout the year this continued to place

pressure on staffing budgets within Fieldwork and other areas and an overspend of £0.253m is reported.

The innovative use of the Assistance to Families budget to prevent children coming into care overspent by £0.194m. This work will continue into 2018/19 to prevent the potential longer term (and higher) cost pressures in other areas of the budget.

An overspend of £0.900m is attributed to positive outcomes for the permanence of children and young people, following modelling work being done with Essex Country Council, our improvement partners including increases in the number of Special Guardianship Orders, Adoption and Leaving Care allowances and accommodation.

The number of families taking advantage of the Direct Payments scheme within the Disabilities service has resulted in an overspend of £0.257m, a 24% decrease compared to 2016/17

An underspend of £0.204m is reported within the Targeted Youth Service and Youth Offending Team due to vacancy savings and the Family Group Conferencing initiative still being in its infancy. £0.030m of this is being requested to be carried forward as part of a joint funding arrangement and has been agreed by the Somerset Youth Justice Partnership Board.

The outturn position detailed above includes the use of £5.942m off funding, allocated from contingency, the underlying overspend across the service is therefore £13.189m.

- **Children & Learning Central Commissioning: £2.473 Overspend**

There is an overspend of £2.637m across transport budgets. Home to School transport overspent by £1.623m. Additional pressures related to emergency costs following contractor closure issues, driver turnover/shortages and increased pay rates following retendered contracts at the start of the Academic Year. Contractual/wage variations between South Somerset and Dorset also led to increased driver turnover, plus employment opportunities and pay rates offered elsewhere across the county had a negative impact on staff retention.

The ongoing overspend within Special Educational Needs (SEN) transport continues and totalled £1.014m, (an increase of £0.120m from 2016/17) and is still predominantly due to an increasing number of SEN placements. The full year implication of additional route costs following the opening of the new Mendip Free School, plus additional 19 to 25 year old placements also impacted on spend.

The managed saving within Early Help totalled £0.969m. The original target for getset was £0.205m, however there was an increase in carry forward (0.082m) and Troubled Families grant (£0.252m) supporting the service. Further increases were mainly due to vacancy savings and staff turnover (£0.388m), plus service cost reductions.

The overspend of the Somerset Education Partnership Board (SEPB) programme, plus Team Around the School posts and bids for match funded Raising Achievement Plans (RAPs) for the Secondary phase was £0.384m.

A sum of £0.436m is requested to be carried forward in relation to the West Somerset Opportunity Area Programme funding received from the Department for Education. Further carry forwards of £0.092m in relation to the Early Years 30 hours portal and the Delivery Support fund (received late in March 2018) have been requested. Please refer to the carry forward business cases for further details.

### **Individual Schools and Early Years Providers: £17.416m Revenue balance**

A full report on school balances will be considered by the Schools Forum in May. Copies of this report can be made available on request.

### **Requests to Write off Overspends**

#### **Children and Families Operations £7.277m**

The service would be unable to achieve the priorities within the Children and Young Peoples Plan if the overspend had to be carried forward. Please refer to text above for details.

#### **Children and Learning Commissioning £3.001m**

The service has managed some of the overspend through underspends elsewhere, but the majority of the overspend relates to unachieved transport cost savings. This cannot be carried forward without a tangible negative impact on the delivery of services to children and families in Somerset.

### **Requests for Carry Forwards**

#### **West Somerset Opportunities Fund £0.436m**

This is a non-ringfenced grant from the Department for Education (DfE) but is allocated with the expectation that Somerset County Council use the funds to support the aims of the Opportunity Areas Programme. This includes £0.065m of the essential life skills programme funding to support young people in West Somerset access extra-curricular activities. If carry forward is not approved delivery of the plan will not be possible.

#### **Early Years £0.092m**

A carry forward of £0.022m of the Digital Accelerate grant received from the DfE for 30 hours free childcare. The Delivery Support Fund is also requested to be carried forward due to its late allocation in March 2018 by the DfE. Although an un-ringfenced grant it is allocated with a memorandum of understanding that sets out the expectations for its use in relation to early years. It is required to provide training, business support, communication, workshops, marketing grants and childminder recruitment.

### **Youth Justice Board £0.030m**

External partner multi-agency income to support the reduction of partner agency contributions anticipated in 2017/18. Request for carry forward was agreed at the Somerset Youth Justice Partnership Board meeting held in December 2017.

### **Debts**

Debts owed to Children and Learning Services at 31 March 2018 are summarised below:

#### Aged debt analysis:

<b>31 March 2017 £m</b>	<b>Age of Debt</b>	<b>31 March 2018 £m</b>
0.133	Not Overdue	0.122
0.466	0-30 days	0.686
0.113	1-3 months	0.017
0.481	3-12 months	0.088
0.025	Over 12 months	0.201
<b>1.218</b>	<b>Total</b>	<b>1.114</b>
(0.025)	Unassigned Cash	(0.000)
<b>1.193</b>		<b>1.114</b>

The majority of invoices are raised on a termly basis and settled within acceptable timescales. The exception to this has been invoices raised to partner health authorities for agreed contributions to supporting children in specialist provision providing therapeutic and health related support. These form 82% of debts older than 1 month. An agreement has been reached and these debts were settled in April 2018.

All debts over 12 months old have agreed repayment plans in place or have been referred to the debt recovery officer.

Debt impairments of £11,248.57 have been made and 53 debts to the value of £10,958 have been written-off during the year, of which 2 were greater than £1,000.

For further information please contact:

Martin Young, Strategic Manager, Adults and Childrens Finance, Finance and Performance.

<mailto:MJYoung@somerset.gov.uk>



## Appendix B

## ADULTS &amp; HEALTH

## 1. Financial Outturn

The table below shows an underspend of £1.319m broken down by service area. This represents 1.0% of the net budget.

Service	Total budget approvals	2017/18 Outturn	Variance Saving (-) / Overspend	Grants / Earmarked Reserves	Underspend (-) / Overspend	Use of Capital Receipt Flexibility	Underspend (-) / Overspend
	£m	£m	£m	£m	£m		£m
Adult and Health – Operations	78.218	73.233	-4.985		-4.985		-4.985
Learning Disabilities	47.669	58.173	10.504	-4.910	5.994	-1.920	3.674
Adults and Health – Commissioner	7.829	7.854	0.025	-0.033	-0.008		-0.008
<b>Adults and Health Total</b>	<b>133.716</b>	<b>139.260</b>	<b>5.544</b>	<b>-4.943</b>	<b>0.601</b>	<b>-1.920</b>	<b>-1.319</b>

## Summary by Service

- Learning Disabilities: £3.674m overspend**

The overspend is made up of £3.348m Learning Disabilities from third party providers and £0.325m relating to legacy costs from the transfer of our in house service to *Discovery* from 1 April 2017

Spend across Learning Disabilities Purchased services increased by £1.638m when compared to 2016/17 and additional funding has been needed to keep the overspend at the level reported. For comparison purposes the overspend during 2016/17 was £2.956m.

The main areas where spend has grown are Residential placements and Direct Payments. An additional £1.030m was spent on Residential in 2017/18 and £0.462m on Direct Payments. These continue to be growth areas and were also reported as such at this stage last year.

The final position against the Discovery contract was an underspend of £0.303m however this was offset by a one off unfunded pressure of £0.628m relating to pre-transfer costs.

The final position is net of the planned £4.910m transfer to an equalisation reserve.

The overspend will be managed through the overall Adults and Health service underspend reported above.

- **Adults and Health Operations: £4.985m underspend**

The service has reduced spend during 2017/18 compared to 2016/17 across 3 of the 4 main areas of purchased spend. This has led to the underspend position reported above. This variation will offset the Learning Disabilities overspend reported below, meaning adult social care as a whole finishes with an underspend of £1.319m.

Reductions in net spend were seen across Residential (£1.997m), Direct Payments (£1.288m) and Home Care (£0.485m) with Nursing placements going against this trend slightly with an increase of £0.269m. The focus on managing demand (whilst still providing appropriate and high quality services) has led to different ways of working which have in turn led to reduced costs.

Due to the number of vacancies within the service during 2017/18 there was also reduced spend against the staffing budget of £1.478m which is contributing to the overall underspend reported above. This is not a sustainable position for the service so this underspend should be considered a one-off with further recruitment being a priority to ensure that we are able to provide our statutory obligations of care.

- **Adults Commissioning: £0.008m underspend**

This position follows a transfer from earmarked reserve of £0.033m for the Carers pooled budget. This was a planned drawdown to fund the Carers Support Project Officer. There was also an approval at quarter three to fund £0.093m of the Local Assistance Scheme from contingency.

### **Future pressures**

There are a number of future pressures facing the service which means the reported underspend does not represent an ongoing baseline of spend levels. These include the work being undertaken to agree appropriate fee rates to our social care providers, the changes to employment law for sleeping in services and future MTFP cuts. These will all need to be managed within the budget available whilst continuing to manage the costs associated with provision of services for elderly people within the county.

***Stephen to draft RTIL wording.***

### **General Reserves issues (Annex A)**

The total of the balances above (£1.319m) are available to be transferred to the General Reserve.

### **Drawdown from and transfer to Reserves (Annex B)**

An equalisation reserve has been set up for the Discovery contract and £4.910m has been transferred to this to fund the 2017/18 overspend. The planned savings in future years will offset this balance.

A drawdown of £0.033m was made from the Carers pooled budget earmarked reserve to partially fund the overspend against that budget. The reserve now has a balance of zero.

## **Debts**

Debts owed to the services at 31 March 2018 are summarised below:

### Aged Debt Analysis:

<b>31 March 2017 £m</b>	<b>Age of Debt</b>	<b>31 March 2018 £m</b>
0.206	Not Overdue	0.108
2.086	0-30 days	1.282
0.345	1-3 months	0.325
0.572	3-12 months	0.343
0.218	Over 12 months	0.262
<b>3.427</b>	<b>TOTAL</b>	<b>2.320</b>
	Unassigned Cash	

### Explanation

There has been a lot of focus on the amount of outstanding debt this year and additional resource has been allocated to recover unpaid amounts. This has resulted in a year on year reduction of £1.107m in total outstanding debt and more importantly an 18% drop in the amount of debt over 30 days old.

60% of the total outstanding debt is less than 30 days old and the majority of this relates to invoices raised at year end to health partners and other government agencies (CCG, Other Local Authorities) for which we expect full payment within the agreed terms.

There are currently 65 clients with an instalment plan repaying £0.108m in total.

All debts over 12 months old are being actively pursued or have been referred to the debt recovery officer. The services wrote off a combined £0.170m during 2017/18 and debt impairments of £0.246m have been made.

For further information please contact:

James Sangster on extension 9053 or (01823) 359053.

Email: [JSangster@somerset.gov.uk](mailto:JSangster@somerset.gov.uk)

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**PUBLIC HEALTH****1. Financial Outturn**

The table below shows an underspend of £0.962m against the Somerset County Council contribution towards Public Health services. Public Health services are mainly funded by Government grant, the total of this grant for 2017/18 was £21.270m.

Service	Total budget approvals	2017/18 Outturn	Variance Saving (-) / Overspend	Grants / Earmarked Reserves	Underspend (-) / Overspend
	£m	£m	£m	£m	£m
<b>Public Health</b>	1.098	0.145	(0.953)	(0.009)	(0.962)

**Summary by Service**

- **Public Health: £0.962m underspend**

The underspend is against the Somerset County Council element of the Public Health budget and will be used to offset the overall pressure for the authority. The Public Health Grant has been fully spent.

The Somerset Drug and Alcohol Partnership budget finished overspent by £0.009m and this amount has been drawn down from their reserve to balance the final position.

**General Reserves issues (Annex A)**

The balance above (£0.962m) is available to be transferred to the General Reserve.

**Drawdown from and transfer to Reserves (Annex B)**

A drawdown of £0.009m was made from the Somerset Drug and Alcohol Partnership earmarked reserve to fund their overspend. The reserve now has a balance of £0.126m.

**Debts**

Debts owed to the services at 31 March 2018 are summarised below:

Aged Debt Analysis:

<b>31 March 2017 £m</b>	<b>Age of Debt</b>	<b>31 March 2018 £m</b>
0	Not Overdue	0
0.063	0-30 days	0.028
0.001	1-3 months	
0	3-12 months	0
0	Over 12 months	0
<b>0.064</b>	<b>TOTAL</b>	<b>0.028</b>
0	Unassigned Cash	0

Explanation

No significant old debt outstanding.

For further information please contact:

James Sangster on extension 9053 or (01823) 359053.

Email: [JSangster@somerset.gov.uk](mailto:JSangster@somerset.gov.uk)

**ECONOMIC AND COMMUNITY INFRASTRUCTURE**

## 1. Financial Outturn

The table below shows the total in-year underspends of £1.631m broken down by service areas.

Service	Total budget approvals	2017/18 Outturn	Variance Underspend (-) / Overspend	Earmarked Reserves	Underspend (-) / Overspend
	£m	£m	£m	£m	£m
Somerset Waste Partnership	27.212	26.094	(1.118)	0	(1.118)
Highways	10.811	11.298	0.487	(0.286)	0.202
Other ECI Service Budgets	24.735	23.277	(1.458)	0.744	(0.715)
<b>Total</b>	<b>62.758</b>	<b>60.669</b>	<b>(2.089)</b>	<b>0.458</b>	<b>(1.631)</b>

**Summary by Service**

- **Somerset Waste Partnership: £1.118m Underspend**

The overall underspend on Waste Services represents 4.1% of the SCC contribution to the Somerset Waste Partnership Annual Budget. The adverse weather in March will have impacted on the waste arisings, although it is possible that this will re-emerge in April.

Waste volumes remained low in the first six months as the full year effect of the introduction of the Household Waste Recycling Centre (HWRC) Permits continued to drive down the tonnages on our sites.

Refuse, recycling and food presented at kerbside were all below budgeted levels, which were calculated with regard to household growth. It is a positive performance that waste arisings did not increase in line with household growth (kerbside tonnage up 0.5% against household growth of 1.08%).

The cost of fly tips was also below budget, which is entirely linked to the number of incidents reported.

In accordance with the spending freeze, Head Office expenditure was halted in the latter part of the year, and SCC's share of this was £70,000.

There was also a one-off contractual payment ahead of the new Energy From Waste contract with Viridor that improved the in-year position.

It is requested that £0.246m is carried forward for Recycle More, where there will be a need for disposal infrastructure such as delivery and tipping points. There is also a need for additional staffing support for the tendering and roll-out phases of the project, which will need one-off funding.

The balance (£0.872m) is available for return to general reserves.

- **Highways: £0.202m Overspend**

An overspend of £0.385m across winter and emergency services was caused by the sustained adverse weather in March. This was unavoidable expenditure. However, this has been partly mitigated through savings in the street lighting energy budget and the capitalisation of additional asset replacement works.

Routine works budgets remain under significant pressure and a potential overspend in these services have only been offset in the year through the drawdown of commuted sums balances where it is appropriate to do so. To achieve the maximum rebate (and therefore best unit rates) under the Term Maintenance Contract requires a given level of throughput, which is now in increasing danger of not being achieved as budgets are reduced.

Highways budgets are also experiencing increased insurance charges, which is which is consistent with the insurance market nationally.

Other service areas have largely been managed within budget, and the MTFP savings for the service were delivered in full.

This overspend can be written off against underspends elsewhere within Economy and Community Infrastructure, and therefore there is no impact on General Reserves.

- **Other Services: £0.715m Underspend**

The outturn position is made up of a number of individual over and under spends across ECI services, the largest of which are detailed below. In many cases, the underspend was caused by the services delaying or ceasing expenditure in accordance with the corporate directive.

Parking Services were underspent against budget by £0.313m because of increased income from received from Bus Gate Penalty Charge Notices (PCNs) and because some electronic equipment was not received in the financial year. Obviously, this is not guaranteed to continue in the future, and both On-street and Off-Street operations both remained within £10k of their budget.

Flood and Water Management in Commissioning was underspent by £0.250m, which is largely caused by a conscious decision to delay slightly the schemes undertaken to support the spending freeze.



Traffic Management was underspent by £0.154m, partly because additional income was raised for survey work and under the New Roads and Street Works Act, and also because the replacement of equipment was delayed until 2018/2019.

Transporting Somerset was underspent by £0.150m because of additional income made through the charging out of SCC fleet vehicles, reaching agreement with an operator on Concessionary Fares and by delaying some IT expenditure.

Small overspends were recorded in a number of ECI services such as Highways and Transport Commissioning (£0.084m, staffing support for the Transport Board and planning liaison costs); the Infrastructure Programme Group (£0.078m, staff sickness costs that could not be charged to capital); and Trading Standards (£0.042m, unfunded contract inflation costs).

Other variations were minor.

**Carry Forward requests (See Annex A and Annex B, and text above)**

**In-year carry forwards requests:- £0.246m**

**Waste £0.246m**

For one-off disposal costs associated with the roll-out of Recycle More, such as delivery and tipping points, plus additional staffing support. The move to Recycle More was approved by the Somerset Waste Board in February 2017, and the procurement approach to be taken was agreed by the Board in November 2017.

**Write-off requests:-**

There are no write off requests. Any service overspends in this area have been offset with underspends.

**Return to General Reserves:-**

A balance of £1.385m would be returned to General Reserves

**Debts**

Debts owed to the Service at 31 March 2018 are summarised below:

Aged debt analysis:

<b>31 March 2017 £m</b>	<b>Age of Debt</b>	<b>31 March 2018 £m</b>
0.352	Not Overdue	0.320
2.178	0-30 days	4.199
0.316	1-3 months	0.216
0.094	3-12 months	0.113
0.146	Over 12 months	0.247

<b>3.086</b>	<b>Total</b>	
0.000	Unassigned Cash	0.000
<b>3.086</b>		<b>5.086</b>

- Only 7.07 % of debts were over 90 days old as at 31<sup>st</sup> March 2018, which is significantly below the previous corporate target of no more than 15% of debt over 90 days old. This has been the situation for much of the latter part of the financial year.
- Specific bad debt provisions of £268,483.61 were made in respect of the outstanding debts as at 31<sup>st</sup> March 2018.
- Of the older debts, larger amounts relate to highways claims, contributions and payments due under the New Roads and Street Works Act. All are being actively pursued.
- Debts totalling £13,364.06 were written off in the year. These were all small debts from transport provision, including County Ticket, individual libraries charges and minor damage to the highway.

For further information please contact:

Martin Gerrish on extension 5303 or (01823) 355303.

Email: [MGerrish@somerset.gov.uk](mailto:MGerrish@somerset.gov.uk)

## Appendix E

## CORPORATE AND SUPPORT SERVICES

## 1. Financial Outturn

Service	Total budget approval	2017/18 Outturn	Variance Underspend (-) / Overspend	Earmarked Reserves	Underspend (-) / Overspend	Use of Capital Receipt Flexibility	Local Authority Variance Underspend (-) / Overspend
	£m	£m	£m	£m	£m	£m	£m
Corporate Affairs	4.148	3.954	(0.194)		(0.194)		(0.194)
Finance, Legal and Governance	7.389	7.922	0.533	(0.681)	(0.148)		(0.148)
Commercial and Business Services	15.147	18.746	3.599	0.072	3.671	(2.081)	1.589
<b>Total</b>	<b>26.684</b>	<b>30.622</b>	<b>3.938</b>	<b>(0.609)</b>	<b>3.329</b>	<b>(2.081)</b>	<b>1.248</b>

**Overall Summary:**

Overall, Corporate and Support Services were overspent by £1.248m following the net draw on earmarked reserves (£0.609m) and approved use of capital receipt flexibility (£2.081m)

**Summary by Service****Corporate Affairs: (-) £0.194m underspend**

The Corporate Affairs budget was underspent by **£0.111m**, mainly as a result of one-off additional income, savings from staff vacancies and an underspend on the Fostering & Adoption Campaign and the Community Development Fund. Of this underspend, £0.035m is the Somerset Fund match funding agreed, for which additional funds have been approved to be given at Quarter 1. Approval is sought to carry forward £0.020m to support the preparation for the SEN Inspection/Service.

£0.025m of the £0.108m Community Invest-to-Save Scheme was spent in 2017/18 leaving a balance of **£0.083m**. Approval is sought to carry forward this balance to 2018/19 to support and fund any future successful applications.

**Finance, Legal and Governance: (-) £0.148m underspend****Finance: (-) £0.140m underspend**

Additional LEP income resulted in an underspend in Finance

There was a surplus of £0.011m on the Supply Mutual Fund. This amount has been transferred to the earmarked Supply Mutual Fund Reserve at year-end.

There was a small (£0.031m) underspend on the **Legal Services and Coroners** budget and a small (£0.022m) overspend on the **Community Governance** budget

**Commercial and Business Services: (+) £1.589m overspend**

**Commercial and Procurement: (+) £0.005m overspend**

Within Commercial and Procurement itself, the budget was balanced. Also in this area, the Building Schools for the Future (BSF) budget underspent by £0.912m. This amount is transferred to the earmarked BSF Equalisation Reserve at year-end.

**Cross-Cutting Third Party Spend Targets: £2.013m overspend**

Some of the MTFP savings aimed at reducing third party and agency expenditure have not been possible given the market and service requirements. The target savings was allocated to this budget area, and is therefore shown as an overspend here when effectively it is an overspend across the whole council.

**Business Support: (-) £0.057m underspend**

The underspend within Business Support was mainly due to staff vacancy savings and reduced supplies and services spend.

**Core Council Programme (Including Business Change): (+) £2.002m Funding Requirement**

Core Council Programme expenditure in 2017/18 was £2.002m which has been funded from approved use of capital receipt flexibility.

**HR and OD: (-) £0.317m underspend**

The HR and OD underspend of £0.216m is from savings within the 17/18 Pathway to Employment Scheme, staff vacancy saving, additional income and reduced supplies and services spend. Approval is sought to carry forward grant income of £0.078m received in March from the DfE to fund SEND Preparation for Employment in 2018/19.

The Learning & Development underspend of £0.121m is mainly due to the Adult Social Care training plan for 2017/18 being reassessed, resulting in an underspend of £0.085m, together with a further saving of £0.036m as a result of the spending freeze applied to all other areas

**ICT: (+) £0.279m overspend**

An overall overspend of £0.246m on staff costs, together with an under-recovery of income of £0.087m was offset by savings on ICT supplies and services of £0.054m. Work is continuing to review the cost of ICT contracts which are above budget following the return of the service from SWOne

**Strategic Property: (-) £0.330m underspend**

The Strategic Property operational budget was underspent by £0.330m, as a result of increased income, staff vacancy savings and a reduction in non-staff costs

Costs in 2017/18 relating to the now closed BMIS R&M scheme for schools resulted in a £0.503m overspend. This overspend has been transferred to the earmarked reserve.

The Corporate Repairs and Maintenance budget was overspent by £0.384m. The cost of providing the service has risen since the introduction of the single contractor and is partly due to an increase in the number of assets being recorded, and being included in the contract. This overspend has been transferred to the earmarked reserve.

### **Business Cases for Carry Forwards (Annex A): £0.181m**

A carry forward of **£0.020m** is requested for **Customer & Communities** to fund a temporary Business Intelligence post which has already been recruited to and straddles two financial years. Without this funding development of SEN data and intelligence currently required for the service and its preparation for the SEN inspection will cease.

A carry forward of **£0.083m** is requested for the **Communities Invest-to-Save Scheme** to support and fund further successful applications in 2018/19.

A carry forward of **£0.078m** is requested for **HR and OD** for the Preparation for Employment grant received from the Department for Education late in 17/18. This will be used to promote supported internships and other preparation for employment activity for young people with special educational needs and disabilities (SEND) in 2018/19. An additional request is made to carry forward **£0.014m** of the underspend to cover previously unforeseen costs associated with the Car Loan scheme.

### **Drawdown from and transfer to Reserves (Annex B)**

#### **Earmarked Reserves Movement**

The overall **£0.692m** cost of **Elections** in 2017/18 was transferred to the Elections earmarked reserve which accumulated over the course of the May 2013 to May 2017 quadrennium, reducing the reserve to £0.042m .

The surplus of **£0.011m** on the **Supply Mutual Fund (SMF)** has been transferred to the SMF earmarked reserve at the end of 2017/18, increasing the reserve to £0.523m

The non-schools **Repairs and Maintenance** overspend of **£0.384m** was transferred to the earmarked reserve at year-end. This has increased the cumulative liability to £1.370m

The **BMIS** overspend of **£0.504m** was transferred to the earmarked reserve. This has increased the cumulative liability to £2.019m.

The **£0.912m** underspend on **Building Schools for the Future (BSF)** was transferred to the BSF earmarked reserve at year-end.

**Futures for Somerset** is now the responsibility of Property Services. At year-end the **£0.028m** underspend for that area was transferred to the earmarked reserve, increasing the reserve to £0.084m.

**General Reserves Movement**

Approval is sought for the clearance of the Land Management account overspend (**£0.002m**) to General Reserves at year-end, as an off-target area.

Approval is also sought to write off **£2.380m** to General Reserves to cover overspends in Communications (**£0.061m**), Committee Services (**£0.022m**), Commercial Advisory and Procurement (**£2.018m**) and ICT (**£0.279m**)

Offsetting this, residual balances of **£0.939m** are available to transfer to General Reserves from underspends in Chief Executive (**£0.004m**), Customers and Communities (**£0.151m**), Business Support (**£0.057m**), HR and OD (**£0.225m**), Property operating budgets (**£0.330m**), County Farms (**£0.007m**), Legal Services and Coroners (**£0.030m**). The residual balance from the Finance underspend (£0.140m) is also available to transfer to General Reserves

**Debt**

Debts owed to the service at 31<sup>st</sup> March 2018 are summarised below.

Aged Debt Analysis:

<b>31 March 2017</b> <b>£m</b>	<b>Age of Debt</b>	<b>31 March 2018</b> <b>£m</b>
0.045	Not Overdue	0.028
1.499	0-30 days	1.335
0.066	1-3 months	0.034
0.605	3-12 months	0.063
0.087	Over 12 months	0.055
<b>2.302</b>	<b>Total</b>	<b>1.515</b>
(0.009)	Unassigned Cash	(0.000)
<b>2.293</b>	<b>TOTAL</b>	<b>1.515</b>

Of the outstanding debt of £1.515m, £0.028m is not overdue and £1.335m is within 0-30 days, leaving an aged debt balance of £0.152m.

The 1-3 months debt totals £0.034m. The largest debt in this category is for £0.005m, where the debtor is Futures for Somerset. There are 45 other debts in this category, all smaller than £0.005m.

The 3-12 months debt at year-end was £0.063m. This incorporated a part-paid invoice to Strongvox, with an outstanding balance of £0.035m. The balance on that

invoice was received on 5<sup>th</sup> April 2018. An invoice to Dimensions Somerset for £0.011m is also outstanding. There are a further 37 smaller debts in this aged debt group.

The over-12 months total of £0.055m includes a £0.012m charge to Maltravers Properties that is on hold due to a dilapidation claim dispute. Three invoices totalling £0.025m in this category relate to Academy property services debts that are in dispute. The remainder is made up of 26 small debts, the biggest of which is £0.004m.

Bad debt provision of £0.012m was made at financial year-end in relation to the Maltravers Properties debt listed above.

Support Services wrote off 17 small value debts during the year, with a total value of £0.001m.

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## Appendix F

## NON-SERVICE

## 1. Financial Outturn

Service	Total budget approvals	2017/18 Outturn	Variance Saving (-) / Overspend	Earmarked Reserves	Underspend (-) / Overspend	Use of Capital Receipt Flexibility	Local Authority Variance Underspend (-) / Overspend
	£m	£m	£m	£m	£m	£m	£m
CDC/NDC	0.106	0.095	(0.011)	(0.063)	(0.074)		(0.074)
Contingencies	0	0.221	0.221		0.221		0.221
Contributions	0.813	0.783	(0.030)		(0.030)		(0.030)
Audit Fee	0.109	0.093	(0.016)		(0.016)		(0.016)
Subscriptions	0.101	0.101	0		0		0
Pension Deficit	0.139	0	(0.139)		(0.139)		(0.139)
Apprenticeship Levy	(0.015)	0	0.015		0.015		0.015
Sustainable Transformation Programme	0.220	0.218	(0.002)		(0.002)		(0.002)
Redundancies and Discontinued Services	5.570	5.633	0.064		0.064		0.064
Central Debt and Lease Charges	14.990	15.006	0.016		0.016		0.016
Investment Income	(1.838)	(2.561)	(0.723)	0.546	(0.177)		(0.177)
Use of Reserves	(15.999)	(15.749)	(2.131)	(1.958)	(1.708)		(1.708)
Special Grants	(11.039)	(13.170)	(2.131)		(2.131)		(2.131)
Residual Magistrates Courts	0.057	0.043	(0.014)		(0.014)		(0.014)
<b>TOTAL</b>	<b>(6.778)</b>	<b>(9.287)</b>	<b>(2.500)</b>	<b>(1.475)</b>	<b>(3.975)</b>	<b>0</b>	<b>(3.975)</b>
Funding Surplus							(0.900)
<b>TOTAL inc. Funding surplus</b>							<b>(4.875)</b>

**Investment Income: £0.177m underspend**

Returns on investments were higher than anticipated due to market conditions which resulted in the underspend of £0.177m

**Use of Reserves: (-) £1.708m underspend**

Additional funding was approved during Quarter 3 2017/18 Budget Monitoring through the use of earmarked reserves. This is a technical adjustment and has been transferred to General Reserve.

**Special Grants: (-) £2.131m underspend**

Additional non-specific grants were received. The main additional grant was the Business Rates Retention Grant (£1.917m) that was not originally budgeted for. The total underspend has been transferred to General Reserve.

**Funding Surplus: (-) £0.900m underspend**

Business Rates and Business Rates top-up grant was greater than anticipated due to the nature of the estimations within the models.

**Debts**

The Non-Service section of the budget does not have any debtors.

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**Appendix G****TRADING UNITS****Financial Outturn**

Trading Service	Gross Expenditure	Gross Income	Surplus (-) / Deficit	Schools Variance	SCC Surplus (-) / Deficit
	£m	£m	£m	£m	£m
Support Services for Education	23.682	-23.899	-0.217		-0.217
Dillington House	1.650	-1.406	0.244		0.244
<b>TOTAL</b>	<b>25.332</b>	<b>25.305</b>	<b>0.027</b>		<b>0.027</b>

**Support Services for Education:** The surplus is due to vacancy savings as a result of delays in recruitment and staff restructures across a number of services. These restructures are in anticipation of reduced funding for services in 2018/19. The surplus will remain in SSE's traded reserve to reinvest back into education support services to children and young people in Somerset.

**Debt**

Debts owed as at the 31 March 2018 are summarised below:

31 March 2017 £m	Age of Debt	31 March 2018 £m
0.008	Not Overdue	0.006
0.539	0-30 days	0.512
0.059	1-3 months	0.037
0.016	3-12 months	0.012
0.000	Over 12 months	0.000
<b>0.622</b>	<b>Total</b>	<b>0.567</b>
(0.008)	Unassigned Cash	(0.000)
<b>0.614</b>	<b>TOTAL</b>	<b>0.567</b>

**Somerset Support Services for Education:** A significant volume of invoices are raised on a termly basis resulting in a fluctuating level of debt throughout the year. This is reflected in the not overdue and 0 to 30 days bandings above. The majority of these debts have been settled in April 2018.

32 debts to the value of £1,176.37 have been written-off during the year.

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**Dillington House** had a deficit of £0.244m for the 2017/18 trading year. Although there were increased premises costs, there were savings on staff costs, bar supplies, food and laundry, resulting in lower than expected expenditure overall. However, income across all three income streams was also lower than expected. Dillington continues to pay £0.171m per annum for The Hyde loan. Without this cost, the trading deficit would have been £0.073m.

## Debt

Debts owed as at the 31 March 2018 are summarised below:

### Aged debt analysis:

<b>31 March 2017 £m</b>	<b>Age of Debt</b>	<b>31 March 2018 £m</b>
0.00	Not Overdue	0.00
0.02	0-30 days	0.03
0.00	1-3 months	0.01
0.00	3-12 months	0.02
0.00	Over 12 months	0.00
<b>0.02</b>	<b>Total</b>	<b>0.06</b>
0.00	Unassigned Cash	(0.02)
<b>0.02</b>	<b>TOTAL</b>	<b>0.04</b>

**Dillington House:** The majority of these debts have been paid in April.

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## Corporate Performance Report – End of March (Q4) 2017/18

Lead Officer: Simon Clifford, Director – Corporate Affairs

Author: Ryszard Rusinek, Performance Officer – Planning & Performance

Contact Details: (01823) 359895 [RRusinek@somerset.gov.uk](mailto:RRusinek@somerset.gov.uk)

Cabinet Members: Cllr D Fothergill, Leader of the Council

Division and Local Member: All

### 1. Summary

- 1.1. This performance monitoring report provides a high-level summary of the Council's performance across the themes laid out in Appendix A.
- 1.2. This report reflects the Council's ongoing progress towards the visions laid out in the County Plan.

### 2. Issues for consideration / Recommendations

- 2.1. Consider and comment on the information contained within this report specifically those areas identified as a potential concern under section 4 of this report and the "issues for consideration" section of Appendix A.
- 2.2. Members are asked to review and comment on actions undertaken at Cabinet, to ensure that appropriate consideration has been given to the work being undertaken to address performance concerns.

### 3. Background

- 3.1. This report provides members and senior officers with the high-level view of the information they need to lead and manage the performance of the outcomes set out in the County Plan.

The measures used to support the report come from across the Council and are monitored using Senior Leadership Team Scorecards.

- 3.2. Appendix A – the Performance Wheel has seven segments which reflect the 'People's Priorities'. The 'People's Priorities' are drawn from our County Plan, covering priorities for the whole of Somerset and are regularly discussed as part of our ongoing public engagement process.

There are four 'Council' segments which seek to measure how well the council manages its relationships with partners, staff and the public and how it rates its internal management processes.

There is one segment that seeks to reflect the performance of the Vision Projects being undertaken by the Vision Volunteers.

- 3.3. This report provides the latest information available in the period up until 31st March 2018. Discussions regarding performance issues will take account of any additional information that may be available following production of this report.

- 3.4. This report has been presented to Cabinet on Monday 11<sup>th</sup> June 2018.
- 3.5. This report is being presented to Scrutiny for Policies and Place Committee on Tuesday 19<sup>th</sup> June 2018.
- 3.6. This report is being presented to Scrutiny for Policies, Adults & Health on Wednesday 4<sup>th</sup> July 2018.

#### 4. Our Performance

- 4.1. • Sections that are preceded by 'P' are of particular interest to Scrutiny Policies and Place.
- Sections that are preceded by 'A&H' are of particular interest to Scrutiny Policies, Adults & Health.
  - Sections that are preceded by 'C&F' are of particular interest to Scrutiny Policies, Children & Families.
- 4.2. This quarter there is one red segment:

##### **(P) C4 Managing our Business –**

The Authority's outturn shows an overspend of £2.180m when compared to the Revenue Budget. This represents 0.70% of budget. Key services such as Children's Social Care, Adults Social Care and Learning Disabilities services have had to manage considerable increases in demand. The risk is that this trend will continue and we need to be prepared to divert resources to support these areas of spend. The availability and use of reserves is critical in being able to manage spikes in demand and costs incurred. This must be balanced against the risk of other services coming under financial pressure.

This quarter there is one segment with declining performance:

##### **(P) C1 Working with our public –**

The Contact Centre has recently taken on the processing of Blue Badge applications. During the recent transition period a small dip on current performance was expected and mitigated. Training staff and unexpected issues with a problem the national Blue Badge system and snow have had an impact but the challenge has been that this new service is being judged using performance indicators historically designed to meet SouthWest One contractual requirements and therefore are not suitable. A new set of suitable performance indicators covering quality, satisfaction and timeliness of delivery will be introduced for the new reporting period.

#### 4.3. Performance Summary

The table below summarises overall performance against objectives:

The direction of performance has been assessed based on whether current performance is improving or deteriorating as opposed to comparing performance with the previous report.

Metric Segment	Number of Objectives			Direction of Performance		
	Green	Amber	Red	Up	Stable	Down
The People's Priorities	4	3	0	3	4	0
The Council	1	2	1	1	2	1
Vision Volunteers	1	0	0	0	1	0
Totals	6	5	1	4	7	1
As Percentage	50%	42%	8%	33%	58%	8%

4.4. The table below compares performance between quarters at the objective level.

Wheel Segment		RAG Status 2017/18			
		Apr - Jul	Q2	Q3	Q4
The People's Priorities	P1	R	A	A	A
	P2	A	A	A	G
	P3	R	R	R	A
	P4	A	A	A	A
	P5	G	G	G	G
	P6	G	G	G	G
	P7	G	G	G	G
The Council	C1	G	G	G	A
	C2	G	G	G	G
	C3	A	A	A	A
	C4	R	R	R	R
Vision Volunteers	V1	G	G	G	G

It is important when managing performance that consideration be given to the overarching vision statements set out in the County Plan

## 5. Core Council Programme

- 5.1.
- Sections that are preceded by 'P' are of particular interest to Scrutiny Policies and Place.
  - Sections that are preceded by 'A&H' are of particular interest to Scrutiny Policies, Adults & Health.
  - Sections that are preceded by 'C&F' are of particular interest to Scrutiny Policies, Children & Families.
- 5.2. The status of the Core Council Programme is set out in Appendix B (attached), which details key achievements, issues and next steps for the quarter. In addition, as this is the final report for 2017/18, the following summarises key achievements that were reported, led or supported through the Core Council Board:
- Children's Social Care achieved the 'Requires Improvement' Ofsted rating, allowing all but the SEND activities to be transitioned to the service and the programme closed.
  - The previous phase of the Adult's Transformation Programme closed after the expected shifts in performance improvement and delivered

£4.1m savings.

- Connecting Devon and Somerset delivered High Speed broadband to nearly 5000 homes/ premises in remote National Park areas.
- The transfer of the Council's Learning Disability Provider Service to a new Social Enterprise has taken place and Cabinet will know this has not been without its challenges. A task and finish group has been set-up to learn from the process and at the same time, commissioners continue to engage to modernise the offering to those with learning disabilities and have introduced some new progressive providers to the market.
- TAP has deployed Win10 devices to over 28% of staff. 1400 smart phones have also been upgraded to Win10 and technology resilience (cyber security, VPN, O365 portal, cloud back-up) and compliance has been assured.
- 13 culture sessions held with staff, generating 55 ideas that are being taken forward within services to drive improvement.

In 2017/18 £9.097m of financial benefits were achieved. Of this £9.097m, a total of £5.845 supported the MTFP and £3.252m resulted in cost reduction/avoidance.

As we move forward into the new financial year, we expect to be reviewing and resetting the Core Council Programme to ensure ongoing alignment with strategic priorities and through this process we will also realign benefits.

## **Economic Growth**

### **(P) Economic Prosperity**

A range of projects continue to promote economic growth across Somerset by driving inward investment and job creation. These include enterprise and innovation centres, major road schemes, developing our railway stations, our digital infrastructure, and ensuring that Somerset benefits from the build of Hinkley Point C.

Following the decision to temporarily increase the average daily HGV cap in Bridgwater until the end of September 2019, mitigation offered by EDF Energy are being put in place. The mitigation package, in excess of £5m, includes funding to maintain roads, contribute to Somerset County Council's traffic control centre, and create more walking and cycling routes. It will also support construction of the southern access road to the Colley Lane Estate in Bridgwater, which will ease traffic in the town centre.

SCC has responded to consultations on new routes for the A303 and A358, which will improve one of the strategic routes into Somerset and the South West peninsula.

Nearly 300,000 homes and businesses in rural areas now have access to superfast broadband thanks to Connecting Devon and Somerset (CDS). A further 38,000 homes and businesses can access improved broadband speeds.

The contract has been awarded for Wiveliscombe Enterprise Centre and build is due to commence May 2018. This will provide space for new and expanding businesses in the Wiveliscombe area.



The funding agreement with ERDF for the SEIC (Somerset Energy Innovation Centre) phase 2 has been completed.

### **(P) Libraries Service Review**

The Libraries service review is ongoing. Public Consultation on the Libraries review has been extended by a further 7 weeks to 13<sup>th</sup> June and all stakeholders were made aware. The scheduled consultation events were completed and representatives of the review attended a number of other public and local council meetings.

### **2020 Vision**

#### **(P) Asset Rationalisation (transferring to Corporate Property Services)**

A decision was taken in March that the emerging Asset Rationalisation Programme, of which One Public Estate (OPE) is a workstream, would in the future be mainstreamed into the Corporate Property Services work plan. As such, future progress will be reported through the Asset Strategy Group.

A block refurbishment is progressing following the approval of funding for priority works with a view to approval for the letting of a full contract during Autumn 2018.

Next steps with Chard regeneration are now clearer with a preferred option on which to consult having been identified which has now been agreed by the South Somerset DC Area West Committee.

#### **(P) Technology and People (TAP)**

The programme continues to focus on improving organisational productivity and process efficiency using technology and a new People Strategy as the key enablers for working very differently, resulting in better interaction with our partners and customers.

The Windows 10 deployment continues to roll out new functionality and has now reached 25% of the organisation, leading to an increase in productivity including quicker access to information. This will be promptly followed by the roll out of SharePoint which will improve the user experience in sharing and collaborating on documents and has already commenced for the Adults service.

Over 97% of smartphone users have been upgraded to Windows 10 providing an ability to synchronise and securely access work related information from any device from any location. An improvement based business case for a phased replacement of our current telephony system is also being taken forward.

This quarter has seen good progress made with Children's Services supporting their getting to good journey with the focus on priority areas for the systems review approach and commencing their Win10 device deployment. It continues to be a high priority for the programme to focus on the plan evolving from the People Strategy.

## **High Priority Theme**

### **(P) Transport**

The £2.11m savings target for 17/18 has been achieved. There is a remaining £364,400 saving to be delivered over the next 3 years.

Following the Consultation on SCC's Education Transport Policy, a decision was taken to approve changes on the 25<sup>th</sup> March. The changes to the Policy will be implemented for September this year for all new intakes. Provision for students already in receipt of transport will not change until the end of grade 11 unless circumstances change, this is laid out in DfES guidance.

The policy change to increase Adults Social Care service users transport charge has been agreed and has already been implemented.

In response to the lack of drivers in the county of Somerset, Somerset County Council in partnership with Yeovil College have launched a Road and Logistics Academy. The aim of this academy is to give college students a greater insight into the Transport industry in the hope they consider this as a future career route.

DfT are currently running a consultation on whether community transport providers should have a 19/22 Permit. These are permits which Commercial transport operators currently have to certify that they meet the standards as transport providers. Community Transport Groups do not currently need to hold these permits. SCC will need to determine if the process will have a detrimental impact on how it procures its current community transport services. Consultation finishes in May with outcomes and decisions following shortly afterwards.

### **(P) Commercial and Third Party Spend - Strategic Opportunities Board**

The Strategic Opportunities Board continues to identify opportunities which will create savings in council expenditure and ensure contractual compliance within our Commercial and Third Party Spend. Savings of over £1m have been achieved in 2017/18 and a further £1m of savings have been identified for 2018/19. The Board is driving improvements and providing healthy challenge to commissioning and procurement activity as well as enabling strategic commissioning connections to be made through the Commissioning Board.

### **(A&F) Modernising Adults' Social Care**

The Adults' service continues to make good progress embedding the Community Connect approach across teams, extending this beyond the early implementers in Somerset Direct and Community. Local teams are now jointly promoting this approach alongside community agents, to creatively develop ways of helping people to maintain their independence.

The new approach to supporting people to leave hospital has had a significant impact over the winter period, with delays relating to social care continuing to reduce overall and none impacting during recent hospital pressures. Health partners have commended the service for this contribution to system performance. Whilst the timeliness of leaving hospital is important, a key

outcome is that people are enabled to regain independence. Embedding this progressive, enabling approach across partners and providers (linking to Community Connect) is the next stage.

Enhancing leadership capability is key to the service embedding real sustainable change. Leadership development days, alongside one to one mentoring and coaching are being used to support them in this goal.

As the service continues on its change journey, the importance of strategic enablers to maximise pace and scale is becoming key. How technology can support people and practice is one element of work going forward, as is predictive modelling to help provider markets understand about how patterns of demand will change.

### **(C&F) Improving Children's Services**

The SEND 0-25 Intervention Programme, which has an overall aim to improve services for children and young people with SEND (0-25) as well as ensure adequate preparation for Somerset's local areas inspection, has continued to provide a framework around the 9 multi-agency priority groups throughout the period. Tranche 1 of the programme has now closed and planning/defining for Tranche 2 has taken place including some slight alterations to priority groups and the addition of an Early Years group which is an area not robustly covered in the previous framework. The following achievements have been made:

- The CCG has appointed a Programme Lead for SEND (Designated Clinical Officer) due to start in June 2018. This role complements the role of Designated Medical Officer for SEND and will strengthen Health Commissioners' partnership working to support children and young people with SEND
- Progress is being made towards the launch of the new Local Offer platform in 2018 which will provide a more user-friendly experience and meet statutory requirements
- Following a refreshed self-audit using the tool developed by the Council for Disabled Children (CDC), there has been an increase in compliance with 63% of statements showing improvement
- CDC facilitated session with the LA and CCG to review the audit
- A fully worked up draft inspection timetable, identifying nominated officers, theme leads, stakeholders and logistics has been produced and is ready for implementation when OFSTED announce Somerset's inspection
- Pack of information sent to all schools and academies to outline roles and responsibilities relating to SEND and support/services available
- Capita Citizens and Professionals portals installed on SCC network and ready for implementation as appropriate

### **(C&F) Children's Improvement – 'would this be good enough for my child?' (Getting to Good)**

Following the Ofsted Requires Improvement judgement in January 2018 for Children's Social Care, the wider Children's Service is now focused on its whole-service getting to good journey, with the 'would this be good enough for my child?' challenge at the heart of its ambition. The ISOS Partnership model

of continuous improvement journeys for children's services (which is a best practice model commissioned by the DfE) is informing the next stage of development and a model of support of key activities is being formulated through managers and leaders in the service.

### **High Priority Themes**

#### **(A&H) Reviewing to Improve Lives (moving into Adult's Transformation)**

The review team continue to undertake priority reviews for adults with a learning disability who have some of the most complex needs, resulting in them originally being placed away from their home town. There have been some significant positive outcomes from the reviews for the individual in addition to a resultant reduction in cost.

The team has also developed a robust and consistent approach to pursuing Continuing Health Care (CHC) funding in line with National frameworks. There have been 2 very successful applications via Devon Clinical Commissioning Group resulting in a saving to SCC of over £180,000 a year in addition to the individual no longer inappropriately paying towards their care. Applications are in progress to pursue further cases where indications are that CHC funding is appropriate.

From the reviews signed off to date:

- 15% have resulted in needs being met in a different way resulting in cost savings.
- 8% have resulted in a decreased package and change in provision.
- 3% have resulted in increased provision due to additional needs being identified during review.
- 51% have resulted in no change - though for almost half of these, we have been able to identify and actively pursue alternative funding streams such as Continuing Health Care from the NHS or Ordinary Residence claims.
- 23% have resulted in a change in provision.

The figures above include 20% of people who have had reviews where a change in provision has resulted in moving back to Somerset from out of the area.

#### **(C&F) Children's Placements**

Despite key challenges faced by Local Authorities nationally (e.g. limited foster care capacity and funding for placements), progress continues to be made in driving out placement efficiencies through improvements in social care and education practice and new ways of working with key partners.

Cost avoidance of £2.02m has already been achieved against a backdrop of rising costs within the system. Following the recent Ofsted inspection, which identified Placements as an area of ongoing focus, the business case activity is being managed through the Sufficiency Statement Action Plan and led by children's strategic commissioners. This will ensure remaining activity to deliver targeted efficiencies and sustainable cost avoidance is clearly identified and prioritised. It will also incorporate activities identified during a service wide summit in October 2017, aimed at improving overall placements, sufficiency and stability.

### **(C&F) Family Support Services**

Cabinet approved the recommendation on the 12<sup>th</sup> February to bring Public Health Nursing in-house under the Director of Public Health and to de-designate 16 Children's Centres, providing 8 main family centres for the new integrated service. A Full Business Case to implement the recommendation for April 2019 has been finalised and has been signed off by both the Director of Public Health and the Director of Children's Services.

As a result, workstreams have been established, aims and objectives agreed, scope sessions completed and work is underway.

Initial engagement sessions have been held with all staff involved and ways of communicating and engaging with them going forward have been agreed.

### **(P) Business and Corporate Support Services (transferring to individual service redesign initiatives)**

Following the checkpoint review and achievement of MTFP targets, it was agreed at Core Council Board in March, that future opportunities for savings in this theme would better align to service improvement and redesign initiatives. As such, Business and Corporate Support Services Review will no longer be reported on as a theme through the Core Council Programme

## **6. Consultations undertaken**

- 6.1. The key messages within this monitoring report have been provided by Management Teams and reviewed by relevant Lead Cabinet Members.

## **7. Implications**

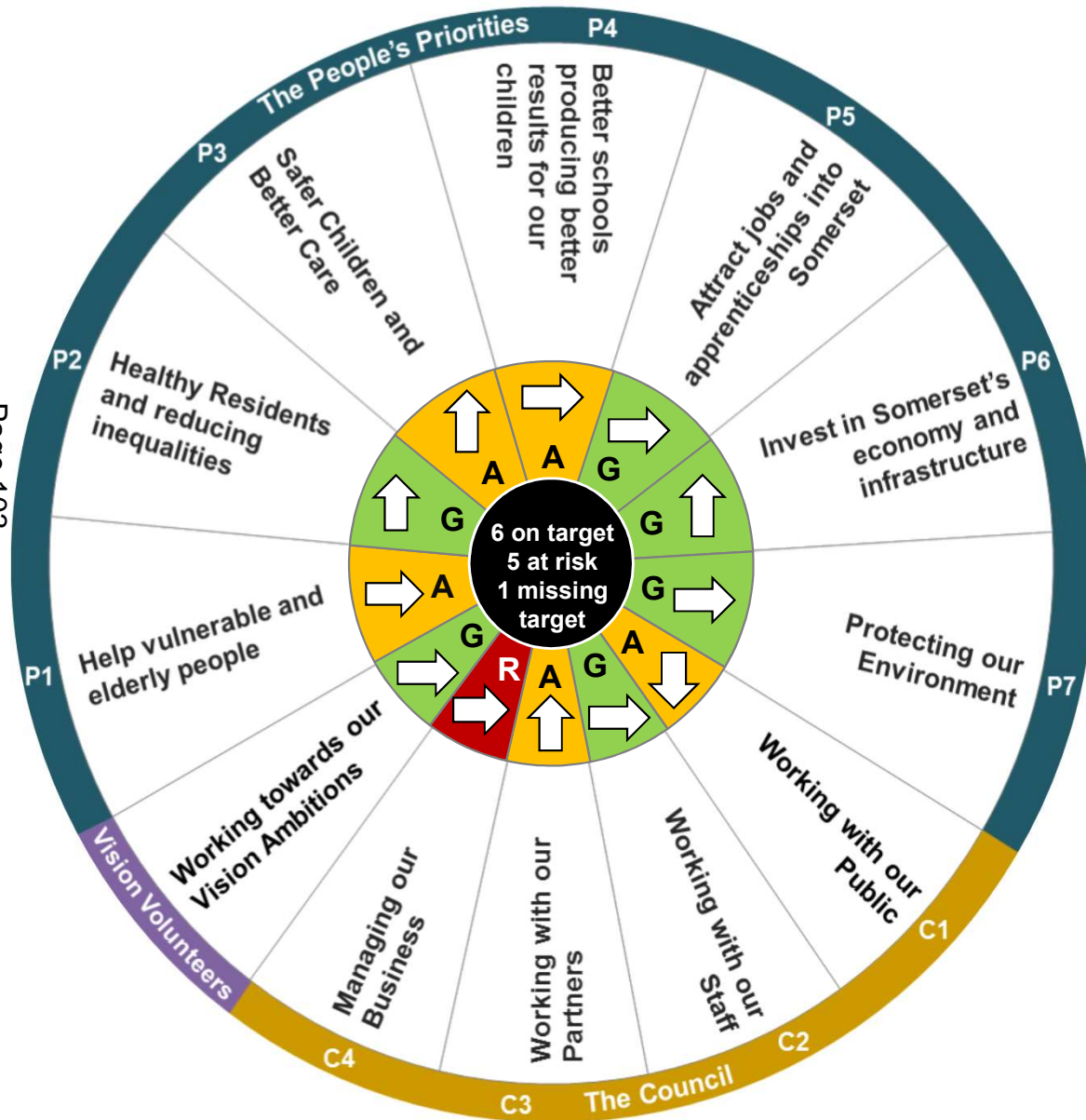
- 7.1. If addressing performance issues requires changes in the way services are delivered through formal decisions, these must be supported by an appropriate impact assessment which will need to be duly considered by decision makers in line with our statutory responsibilities before any changes are implemented.

## **8. Background papers**

- 8.1. County Plan <http://somesetcountyplan.org.uk/>

**Note:** For sight of individual background papers please contact the report author.

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## Issues for consideration

### C4 Managing our Business

The Authority's outturn shows an overspend of £2.180m when compared to the Revenue Budget.

This represents 0.70% of budget. Key services such as Children's Social Care, Adults Social Care and Learning Disabilities services have had to manage considerable increases in demand. The risk is that this trend will continue and we need to be prepared to divert resources to support these areas of spend. The availability and use of reserves is critical in being able to manage spikes in demand and costs incurred. This must be balanced against the risk of other services coming under financial pressure.

### C1 Working with our public

The Contact Centre has recently taken on the processing of Blue Badge applications. During the recent transition period a small dip on current performance was expected and mitigated. Training staff and unexpected issues with a problem the national Blue Badge system and snow have had an impact but the challenge has been that this new service is being judged using performance indicators historically designed to meet SouthWest One contractual requirements and therefore are not suitable. A new set of suitable performance indicators covering quality, satisfaction and timeliness of delivery will be introduced for the new reporting period.

↑	Performance improving
↓	Performance deteriorating
→	Performance stable
G	On target
A	At risk of missing target
R	Missing target

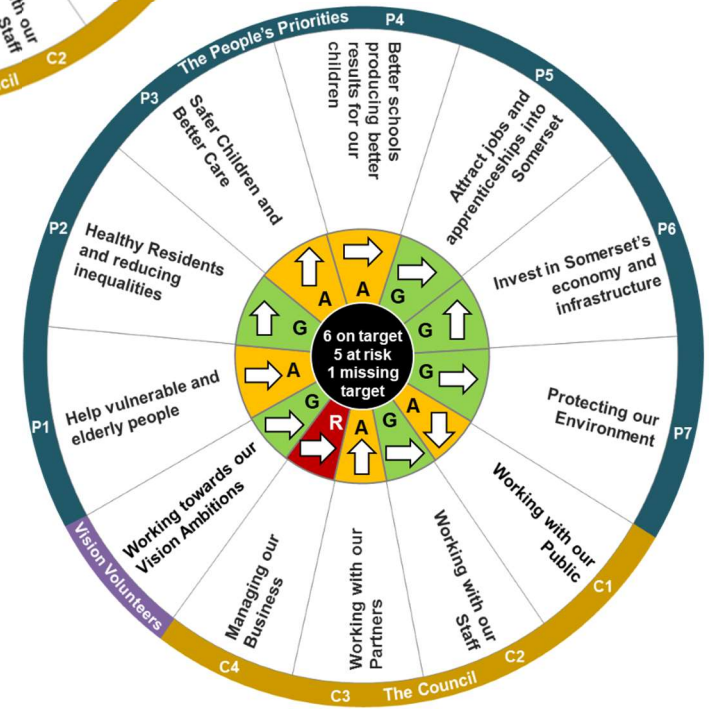
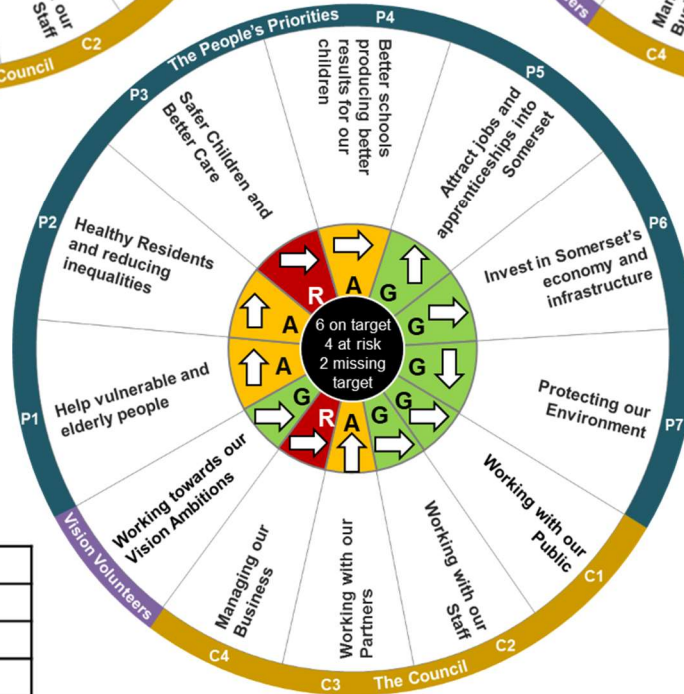
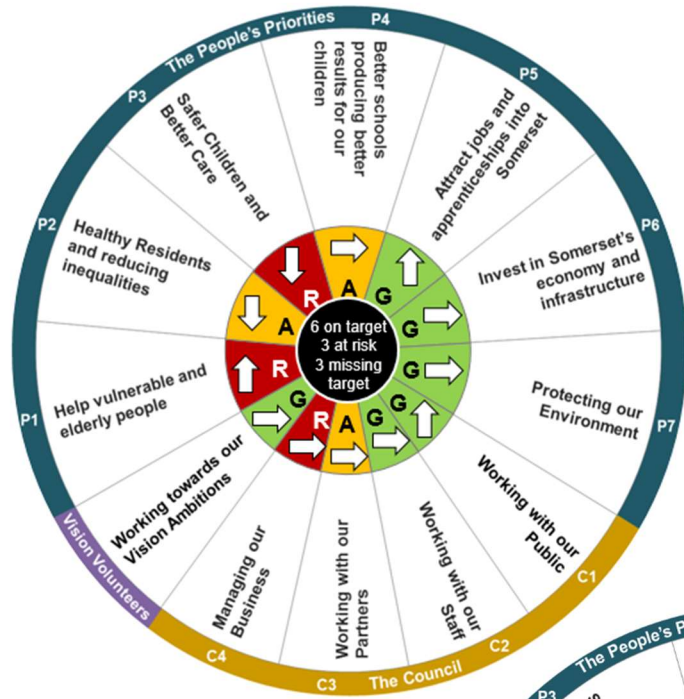
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# Appendix A1 – Corporate Performance Monitoring Report Wheels 2017/18

Appendix A – Corporate Performance Report  
End of July 2017/18

Appendix A – Corporate Performance Report  
End of September 2017/18



↑	Performance Improving
↓	Performance Deteriorating
→	Performance Stable
G	On target
A	At risk of missing target
R	Missing target

Appendix A – Corporate Performance Report  
End of December 2017/18 – Q3

Appendix A – Corporate Performance Report  
End of March Q4 2017/18

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Core Council Programme Dashboard - Q4				Reporting period: January - March 2018			
<b>Economic Growth</b>							
<b>Economic Prosperity</b>							
Continuing to undertake a range of projects to promote economic growth across Somerset by driving inward investment and job creation. These include enterprise and innovation centres, major road schemes, developing our railway stations, our digital infrastructure and ensuring that Somerset benefits from the build of Hinkley Point C							
Senior Responsible Owner: Paula Hewitt				Previous status:	A	Current status:	A
Achievements	<p><b>Major Programmes</b></p> <ul style="list-style-type: none"> <li>o Hinkley - EDF Energy's scheme to signalize M5J23 has been completed ahead of schedule (February 2018).</li> <li>o A formal opening event was held for the National Nuclear College on 7 February.</li> </ul> <p><b>Highways &amp; Transport</b></p> <ul style="list-style-type: none"> <li>o A303/358 - SCC has responded to consultations on new routes for the A303 and A358 (February 2018).</li> <li>o Colley Lane - Contract documents are with the contractor for signature. Contractors to start on site 4th April (February 2018).</li> </ul> <p><b>Business Infrastructure</b></p> <ul style="list-style-type: none"> <li>o Wiveliscombe Enterprise Centre: Contract has been awarded and build is due to commence April/ May (January 2018).</li> <li>o Funding agreement with ERDF for the SEIC phase 2 (January 2018).</li> <li>o Nearly 300,000 homes and businesses in Devon and Somerset in rural areas now have access to superfast broadband thanks to Connecting Devon and Somerset (CDS) (March 2018).</li> </ul>						
Issues	<p><b>Transport - Rail</b></p> <ul style="list-style-type: none"> <li>o Taunton railway station: The next stage of design work was due for completion in mid December but this has not yet been received due to Network Rail approval delays.</li> <li>o Bridgwater Station -The initial cost estimate from GWR exceeds the available budget. We are awaiting a revised cost estimate from GWR, and they are not in a position to provide this information at this point.</li> </ul> <p><b>Business Infrastructure</b></p> <ul style="list-style-type: none"> <li>o iAero - initial market testing of pre-tender cost estimates by SCC's designated contractor identified a possible budget shortfall against costs. Value engineering and identification of additional funding is being pursued which will bring the costs and budget back in line.</li> </ul>						
Next Steps	<p><b>Highways &amp; Transport - Rail</b></p> <ul style="list-style-type: none"> <li>o Taunton Rail Station - Design and Build Contractor appointed (April 2018).</li> </ul> <p><b>Highways &amp; Transport - Road</b></p> <ul style="list-style-type: none"> <li>o A303 - Stonehenge statutory consultation closes (April 2018).</li> <li>o Bridgwater Colley Lane - contractors to start on site (April 2018).</li> </ul> <p><b>Digital Infrastructure</b></p> <ul style="list-style-type: none"> <li>o CDS Phase 1 - contract closure (May 2018).</li> </ul> <p><b>Business Infrastructure</b></p> <ul style="list-style-type: none"> <li>o SCC Enterprise Centres - Wells build to commence (June 2018).</li> <li>o SCC - Enterprise Centres - Wiveliscombe build to commence (May 2018).</li> <li>o iAero - final site lease signed by SCC and Leonardo (April 2018).</li> </ul>						
<b>Libraries Redesign</b>							
Senior Responsible Owner: Michele Cusack				Previous status:	N/A	Current status:	G
Achievements	<ul style="list-style-type: none"> <li>o Discussions held with all 22 communities where changes to libraries are possible. (January - March 2018)</li> <li>o Consultation extended by 7 weeks to June 2018 and communications sent to all stakeholders. (February 2018.)</li> <li>o Community Library Partnership core offer developed (March 2018).</li> <li>o Over 5,000 responses received from Public Consultation (January to March 2018)</li> </ul>						
Issues	<ul style="list-style-type: none"> <li>o Conflicting advice from NALC for Parish and Town Councils has been sent out indicating that the 1964 Act prohibits the spending by Parish and Town Councils on library services. Mitigation: Internal legal advice conflicts with this. NALC to be officially responded to be asked to reissue advice.</li> </ul>						
Next Steps	<ul style="list-style-type: none"> <li>o Analysis of Public Consultation results (June/July 2018).</li> </ul>						
<b>2020 Vision</b>							
<b>Asset Rationalisation - previously One Public Estate (OPE)</b>							
Delivering central government One Public Estate initiative which seeks to reduce the public sector building running costs, dispose of surplus public sector buildings and support regeneration which will produce new homes and new jobs across Somerset.							
Senior Responsible Owner: Claire Lovett				Previous status:	A	Current status:	A

<b>Achievements</b>	<ul style="list-style-type: none"> <li>Approval of Capital Investment proposals for priority works for A Block (January 2018).</li> <li>Following development of Asset Rationalisation programme, agreement that this should sit outside of the Core Council Programme to be delivered by Corporate Property Services (March 2018).</li> </ul>
<b>Issues</b>	<ul style="list-style-type: none"> <li>None</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>Transition from Core Council programme to service managed activity. (April 2018)</li> <li>Scoping/Development of activities required to support emerging Asset Rationalisation Programme, to include briefing of key stakeholders. (June 2018)</li> </ul>

### Technology and People-led (TAP)

Improving organisational productivity and process efficiency using technology and a new People Strategy as the key enablers for working very differently, resulting in better interaction with our partners and customers.

<b>Senior Responsible Owner:</b> Richard Williams		<b>Previous status:</b>	<b>A</b>	<b>Current status:</b>	<b>A</b>
<b>Achievements</b>	<ul style="list-style-type: none"> <li>Sharepoint migration for SSE and Adults Service complete (March 2018).</li> <li>Win10 devices deployed to over 25% of the organisation (December 2017 to March 2018).</li> <li>Over 97% smartphone upgrade achieved with residual being managed as BAU activity (March 2018).</li> <li>Engagement with Children's services (via DMT and SMT) progressed to point of agreeing systems review priority focus (March 2018).</li> <li>Buzz sessions run with services and SLT/PAs group with success (January to March 2018).</li> <li>Core brief run as skype session with wider attendance achieved in initial trial (January 2018).</li> <li>Openscape replacement business case based on improvement drafted and submitted to TAP Board for consideration (March 2018).</li> </ul>				
<b>Issues</b>	<ul style="list-style-type: none"> <li>Resourcing issues - Recruitment activity required to fill key posts and stretch of ICT resources to support technical deployments and corporate priorities is putting schedule at risk.</li> <li>Require prioritised plan of activities following people strategy being socialised to change current levels of low business readiness.</li> </ul>				
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>Future telephony solution business case signed off and Phase 1 commences (April 2018).</li> <li>Sharepoint engagement with Phase 2 service areas commences (May 2018).</li> <li>Windows 10 roll out for Children's service commences from June 2018.</li> <li>Windows 10 roll out complete by Nov 2018.</li> </ul>				

### High Priority Themes

#### Transport

Promoting efficiencies in Transport by managing demand and optimising use of the fleet, whilst continuing to meet statutory duties.

<b>Senior Responsible Owner:</b> Paula Hewitt		<b>Previous status:</b>	<b>A</b>	<b>Current status:</b>	<b>A</b>
<b>Achievements</b>	<ul style="list-style-type: none"> <li>2017/18 MTFP target of £2.113m has been achieved.</li> <li>Workshop held on 18th January with colleagues from across Somerset to look into lack of drivers issue.</li> <li>A Non Key Decision was taken on 26 March to agree to the annual increase in service users transport charges in line with transport Consumer Price Index across all adult services (March 2018).</li> <li>Following consultation to remove remaining discretionary travel areas within the Education Travel Policy, a report was compiled and a decision taken by the Cabinet lead for Children's Services (March 2018).</li> </ul>				
<b>Issues</b>	<ul style="list-style-type: none"> <li>Issue with the potential outcomes from the 19/22 permit consultation which will conclude in May. It is becoming more likely that the outcome will be that Community Transport bids will be void if a commercial operator also bids for the same route.</li> <li>Increasing evidence to suggest that significant opportunities and potential savings are being missed due to a lack of willingness by services to culturally shift and adapt to different processes.</li> </ul>				
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>Drivers and Logistics Academy in partnership with Yeovil college to be launched (April 2018).</li> <li>Preparation for a Transport Systems Review Workshop to review current processes / systems to ensure they are cost effective and fit for future purpose (May 2018).</li> <li>Develop further improvements to CSC processes to ensure transport requirements are recorded and costs are identified in care packages (Ongoing).</li> <li>Look at possibilities for a Drivers Recruitment Strategy across Somerset with SCC's Communication team to mitigate the lack of Public Service Vehicle (PSV) drivers in the County (May 2018).</li> <li>Follow up meeting with partner organisation to review progress in mitigating driver shortages due to take place on the 21st May.</li> <li>Begin work to review supported public transport network, Further Education network and Demand Responsive Transport with a view to reducing overlaps and adding capacity in other areas where required (June 2018).</li> </ul>				

#### Strategic Opportunities Board (SOB)

Collectively steers the review of third party spend, commissioning and contract arrangements across the council as well as seeking income opportunities to reduce inefficiency, drive improved ways of working and focus on cost savings.

<b>Senior Responsible Owner:</b> Kevin Nacey		<b>Previous status:</b>	<b>A</b>	<b>Current status:</b>	<b>A</b>
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<b>Achievements</b>	<ul style="list-style-type: none"> <li>SOB is driving improved ways of working for example by ensuring every major supplier has a nominated senior manager owner and by challenging spend initiatives which is resulting in cost savings to the authority as more spend is through compliant routes and contracts. Transparency across the organisation is increasing as access to relevant expertise and information increases and helping to improve commissioning processes (January - March 2018).</li> <li>Over £1m savings for 2018/19 identified (March 2018).</li> <li>2 x Procurement Service Managers appointed to help drive progress in Childrens, Property and ICT Services (March 2018).</li> </ul>
<b>Issues</b>	<ul style="list-style-type: none"> <li>Future reporting arrangements need to be agreed as SOB will be merging with the Council's Commissioning Board.</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>Refresh Terms of Reference taking into account joint meeting structure (April 2018).</li> <li>Continue to identify procurement opportunities targeting spend and ensuring contractual compliance (Ongoing).</li> </ul>

### The following Programmes are Adults & Children's Services

#### Modernising Adult Social Care

Re-designing the way Adult Social Care works to enable increasing demand to be met in different ways. Defining the next phase of transformation work in Adult's service including work with partners on jointly managing the health front door.

<b>Senior Responsible Owner:</b> Stephen Chandler	<b>Previous status:</b>	<b>N/A - being scoped</b>	<b>Current status:</b>	<b>N/A - being scoped</b>
<b>Achievements</b>	<ul style="list-style-type: none"> <li>Roadmap for the transformation agreed (March 2018).</li> <li>Outline Business Case developed (March 2018).</li> <li>Development of leadership capability to deliver the change (January - March 2018).</li> <li>Decision on tender route for AIS replacement (March 2018).</li> </ul>			
<b>Issues</b>	None			
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>Sign off OBC (April 2018).</li> <li>Secure corporate and wider organisation support where critical dependencies have been identified. (April 2018)</li> <li>Official Journal of the European Union (OJEU) tender process for AIS replacement (June 2018).</li> </ul>			

#### Improving Children's Services

##### Children's Priorities 2017/18

Ensuring the Children's improvement agenda is delivered and remains visible and supported. Embedding the tools needed for practitioners to undertake their roles in relation to Early Help and Safeguarding.

Delivering a multi-agency response to SEND following peer review feedback, focussing on improvement in services, quality assuring our statutory duties and preparation for a local area inspection across education, health and care.

Planning for "Getting to Good" activity 2018/19.

<b>Senior Responsible Owner</b> Julian Wooster	<b>Previous status:</b>	<b>A</b>	<b>Current status:</b>	<b>A</b>
<b>Achievements</b>	<ul style="list-style-type: none"> <li>Self-audit tool developed by the Council for Disabled Children (CDC) refreshed and shows an increase in compliance with 63% of statements showing improvement (December 2017).</li> <li>CDC facilitated session with the LA and CCG to review the audit (February 2018).</li> <li>The CCG has appointed a Programme Lead for SEND (Designated Clinical Officer) due to start in June 2018 (March 2018).</li> <li>A fully worked up draft inspection timetable, identifying nominated officers, theme leads, stakeholders and logistics has been produced and is ready for implementation (March 2018).</li> <li>Pack of information sent to all schools and academies to outline roles and responsibilities relating to SEND and support/services available (March 2018).</li> <li>Capita Citizens and Professionals portals installed on SCC network and ready for implementation as appropriate (March 2018).</li> <li>Progress is being made towards the launch of the new Local Offer platform in 2018. (March 2018)</li> </ul>			
<b>Issues</b>	<ul style="list-style-type: none"> <li>Awaiting sign off of the Information Sharing Agreement by CCG and Sompar.</li> </ul>			
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>Work with Annette Perrington, Assistant Director, to brief her on the programme and determine next steps (April 2018).</li> <li>Capita Professionals Portal goes live for schools to trial (April 2018).</li> <li>Deadline for EHCP conversions (April 2018).</li> <li>Continue planning for "Getting to Good" activity (April - June 2018).</li> </ul>			

#### High Priority Themes

##### Reviewing to Improve Lives (RTIL)

Ensuring that, in future, services for Adults with a Learning Disability are commissioning and provided in a way that delivers quality and promotes independence, progression and aspiration.

<b>Senior Responsible Owner:</b> Stephen Chandler	<b>Previous status:</b>	<b>R</b>	<b>Current status:</b>	<b>R</b>
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<b>Achievements</b>	<ul style="list-style-type: none"> <li>Learning shared with the wider ASC service, effective reviews workshop took place (January 2018).</li> <li>Reviews checklist adopted by SSAB (January 2018).</li> <li>Reviews aligned to provider negotiations (March 2018).</li> <li>Robust process in place to pursue Continuing Health Care funding where appropriate (Ongoing).</li> <li>March checkpoint focussed on lessons learnt to be taken forward with the wider BAU reviews to take place from April 2018. Plan in place to monitor progress against these.</li> </ul>
<b>Issues</b>	Not enough alternative provision to enable new approach. Provider negotiations will take place alongside reviews to create capacity in the market and maximise savings. Delivery plan may not optimise timescale or value of benefits. Delivery plan refreshed and update of business case to align with approach agreed in January 2018.
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>Leadership training to take place during April focussing on LD and person centred reviews across Adults.</li> <li>Finalise provider negotiation strategy as part of BAU workstream (Ongoing).</li> <li>Complete Tranche 2 reviews as part of the BAU workstream (April - Jun 2018).</li> </ul>

#### Children's Placements

Ensuring the Council provides adequate and effective placement options for our children looked after; this forms part of the Council's sufficiency duty.

<b>Senior Responsible Owner:</b> Julian Wooster	<b>Previous status:</b>	<b>A</b>	<b>Current status:</b>	<b>A</b>
<b>Achievements</b>	<ul style="list-style-type: none"> <li>Peninsula Fostering Framework tender has closed with award decisions made by Cabinet in January 2018.</li> <li>Workshop to address issues, including rising costs within system and Ofsted expectations outlined following November inspection (February 2018).</li> <li>Corporate Induction of new starters fully implemented and all new starter are invited to participate (January - March 2018).</li> </ul>			
<b>Issues</b>	<ul style="list-style-type: none"> <li>Lack of capacity in fostering market is a national issue and there is no quick fix, resulting in increasing reliance on more costly residential care.</li> <li>A level of savings through cost avoidance is being achieved but against a backdrop of rising costs within the system.</li> <li>Additional resources recruited to support delivery of Placements activity by addressing capacity constraints in service are not yet all in post or fully functional.</li> <li>Placements is a complex and system-wide issue which requires a range of internal teams and external agencies and providers working together in the best interests of children. This will take time and effort to fully implement a coherent approach.</li> </ul>			
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>Closure of Placements action plan and Business Case and ensure actions and issues are covered within the sufficiency statement and other business as usual activities is underway. These will be monitored through Core Council Board and Performance management for benefits realised (May 2018).</li> <li>SWAP follow up placements audit (April 2018). Results expected during May 2018.</li> <li>Refresh of sufficiency statement (for April 2018 Corporate Parenting Board).</li> <li>Review and refresh the commissioning team service plan to ensure all outstanding business case actions (not contained within the sufficiency statement action plan) are monitored as part of the performance score card (May 2018).</li> </ul>			

#### Family Support Service

Integrating Early Help services (health visitors, school nurses (Public Health Nursing) and getset) to provide one family support service that is more effective at providing co-ordinated, preventative and early help support for families, thereby improving outcomes for children and managing costs against a reducing budget.

<b>Senior Responsible Owner:</b> Trudi Grant & Julian Wooster	<b>Previous status:</b>	<b>A</b>	<b>Current status:</b>	<b>A</b>
<b>Achievements</b>	<ul style="list-style-type: none"> <li>Cabinet approved recommendations to bring Public Health Nursing in-house under the Director of Public Health and to de-designate 16 Children's Centres, providing 8 main family centres for the new integrated service. (February 2018).</li> <li>Initial Staff engagement completed (February 2018).</li> <li>Workstreams established with aims, objectives, leads and ways of working agreed (March 2018).</li> </ul>			
<b>Issues</b>	None			
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>Sign off of Full Business Case (April 2018).</li> <li>Workstream plans to be agreed and resourced, resulting in a full implementation plan (May 2018).</li> <li>Ongoing engagement with key stakeholders (staff).</li> </ul>			

#### RAG status definitions

**Green** – Programme/Project on target. Nothing that the Programme/Project Manager (PM) can forecast that will prevent the project/programme being completed to time, cost and quality.

**Amber** - Currently some issues. The project/programme is not progressing in line with the plan, resources, benefits, quality or stakeholder management expectations.. However, the PM/Senior Responsible Owner (SRO) agree that the actions in place will resolve things.

**Red** - Current issues that are having a significant impact on the plan, milestones, benefits or quality of the project/programme. If there are actions in place, the SRO/PM are not confident that those will bring resolution.

## Draft Air Quality Strategy for Somerset

Lead Officer: Louise Woolway, Public Health Consultant

Author: Stewart Brock, Public Health Specialist

Contact Details: [sbrock@somerset.gov.uk](mailto:sbrock@somerset.gov.uk) 07866 350813

Cabinet Member: Christine Lawrence & John Woodman

Division and Local Member: N/A

### 1. Summary

- 1.1. The multi-agency Somerset Air Quality Steering Group has drafted a new Air Quality Strategy for the county. The document identifies traffic pollution as the only major air quality concern in the county, and in particular in major urban areas. It proposes several measures to address this concern in the context of the current resource constrained environment. The proposed next step is to put this out for public consultation. The views of the committee on the draft strategy are sought to be incorporated into the formal consultation.
- 1.2. EU air quality limits are exceeded in parts of Taunton, Henlade and Yeovil. In general the worst air quality is found in close proximity to major roads, and as such there is an impact on health inequalities, as for a variety of reasons housing in close proximity to such roads tends to be occupied by people in lower socio-economic groups. Poor air quality also impacts on those with existing poor health, such as respiratory conditions, and is implicated in the development and exacerbation of asthma in children. Tackling air pollution requires partnership working across all sections of society.

### 2. Issues for consideration / Recommendations

- 2.1. Members are recommended to endorse a public consultation on this draft strategy. The Consultation would be conducted by SCC on behalf of the Somerset Air Quality Steering Group members, including all five district councils.
- 2.2. The Somerset Air Quality Steering Group has identified several measures it recommends are pursued locally, recognising the limited capacity and resources available at present, and which are presented in context in the draft strategy:
  - Develop a Somerset Air Quality website as a high quality resource providing information and guidance to all interested parties on addressing air quality, including the public, fleet operators, employers, public authorities, developers, transport operators and the media. The intention here is to provide an authoritative information resource, utilising links to existing third party websites as much as possible, so as not to duplicate effort.
  - Application of EPUK guidance “Land Use and Development Control: Planning for Air Quality” consistently in relation to large developments and cumulative impact. The intention here is to provide consistency in approach across the county, providing a degree of certainty for both

planners and developers as to when air quality impact assessments will be required.

- Consider using financial, procurement, and regulatory mechanisms to encourage and enable transition to less polluting vehicle types across all fleets and for employees. This recommendation recognises the need to use business-as-usual mechanisms as an opportunity to influence vehicle choice and fleet composition.
- Bring forward proposals for monitoring PM<sub>2.5</sub>\* particle (black carbon) pollution, in order to gain an understanding of where this is problematic in the county. There is a poor understanding of fine particle pollution due to a lack of monitoring to date. The equipment required is not expected to cost more than £5,000 between the partners, if approved. (\*PM<sub>2.5</sub> is a technical term for very fine particles that can pass from the air breathed into the bloodstream, sometimes called black carbon. These particles can be carried deep into the lungs where they can cause inflammation and a worsening of heart and lung diseases).

### 3. Background

- 3.1. There are three air quality management areas in Somerset, namely East Reach in Taunton, Henlade, and the whole of Yeovil. These have been designated as such for many years now on the basis of average nitrogen dioxide levels, and so breach EU law. The respective district councils have had in place action plans to attempt to address the pollution and levels have fallen, but much greater progress was expected from gradually tightening EU vehicle emission standards over the last decade. This improvement failed to materialise, and as has become clear through the VW “dieselgate” scandal, some vehicle manufacturers were gaming the official testing regime, knowing that real world emissions were well above, indeed in some cases many times above, the emissions claimed in laboratory tests.
- 3.2. It is important to note that the emission limits for nitrogen dioxide are just that: limits; not targets. Harm from nitrogen dioxides and very small particles (PM<sub>2.5</sub>) to population health at levels below the limits is still significant. Levels in Somerset’s AQMAs are only a little above the limits, but as this table demonstrates estimates of mortality rates in Somerset from small particle pollution alone are comparable to other better known causes such as liver and respiratory disease.

Indicator in PHOF	Mortality rate, per 100,000
Preventable mortality (4.03)	157.3
Preventable cancer <75(4.05ii)	67.6
Preventable CVD <75 (4.04ii)	62.0
Preventable Respiratory disease <75(4.07ii)	15.8
<b>Mortality attributable to PM<sub>2.5</sub> &lt;75 (3.01)</b>	<b>12.4</b>
Preventable Liver disease <75 (4.06ii)	11.4
Suicide rate Persons (4.10)	10.7
Communicable diseases (4.08)	8.3



(based on PHE data table with Somerset data)

**3.3.** The fact that the exceedances in Somerset above EU limits are not large means that Somerset has not been required to bring forward new action plans by Government, unlike nearby cities such as Bath and Bristol, where clean air zones are under consideration. There is an assumption by government that the air here will become compliant within a few years by the continued impact of the local action plans and in particular by the changes in the national vehicle fleet, in particular as older more polluting vehicles are scrapped and newer genuinely compliant vehicles replace them. However, given previous expectations there can be no guarantee that this will prove to be the case. Furthermore, the planned scale of development around Taunton and Yeovil has the potential to increase motor traffic and congestion, offsetting any improvement.

**3.4.** The Government has recommended that all local authorities, irrespective of their statutory air quality work, consider developing a local air quality strategy. The principal purpose of a strategy is to maintain good air quality and where appropriate improve air quality locally. This is often best achieved by working collaboratively in regional or County-wide groups. The Somerset Air Quality Steering Group, which includes representatives from SCC Public Health, Transport Policy, all district council environmental health services and Public Health England, has drafted a new air quality strategy for the county (attached).

In doing so, the Group has kept a watching brief on national developments, but also taken a pragmatic approach in the recommendations made due to the severe resource constraints affecting the relevant services at both district and county level. In short there is very limited staff and financial capacity in pollution control and transport policy, and as such the recommendations made reflect what can be delivered within current resources. If the councils wish to be more ambitious in attempting to reduce pollution more quickly, then additional resources, both capital and revenue will be required.

**3.5.** As the deadline for papers for Scrutiny Committee was imminent, DEFRA released a consultation document on air quality, but largely excluding motor traffic which will be the subject of a separate consultation later in the year. Any implications of the consultation document for this paper will be reported verbally.

#### **4. Consultations undertaken**

**4.1.** A public consultation exercise will take place following Scrutiny and subsequent Cabinet level decision.

#### **5. Implications**

**5.1.** If national measures prove ineffective and Somerset's AQMA areas continue to exceed statutory limits in the medium term, then there is a risk of the Secretary of State issuing a Direction to our local authorities requiring a timetabled action

plan to bring them into compliance.

## **6. Background papers**

### **6.1. Appendix A Draft Somerset Air Quality Strategy**

**Note** For sight of individual background papers please contact the report author

# Somerset Air Quality Strategy

Draft December 2017

Produced by the  
Somerset Air Quality Steering Group

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## Executive Summary

Air Quality in Somerset is generally good, but there are some urban areas where traffic-related pollution exceeds legal limits in Taunton and Yeovil. There are other urban locations where future development has the potential to lead to increased pollution, potentially breaching limits.

Air pollution has a significant impact on health at the population level. 244 deaths annually in Somerset are attributable to small particles (PM<sub>2.5</sub>), with additional deaths attributable to nitrogen dioxides. This is comparable to deaths from alcohol. The number of life years lost was estimated at 2356, which is almost 10 years for each attributable death.

District Councils monitor air quality and are responsible for drawing up action plans to address poor air quality, in particular in Air Quality Management Areas. There are three such areas in Somerset;

- Yeovil (whole town)
- Taunton East Reach
- Taunton Henlade

Many of the policy levers available to address air quality in these areas, and in urban areas in general lie with national government, such as vehicle and fuel taxation policies. Measures are available at local level that can address air quality which require co-operation between county and district councils, businesses, fleet operators and the wider public. The Somerset Air Quality Steering Group has identified several measures it recommends are pursued locally, recognising the limited capacity and resources available at present.

1. Develop a Somerset Air Quality website as a high quality resource providing information and guidance to all interested parties on addressing air quality, including the public, fleet operators, employers, public authorities, developers, transport operators and the media.
2. Application of EPUK guidance "Land Use and Development Control: Planning for Air Quality" consistently in relation to large developments and cumulative impact.
3. Consider using financial, procurement, and regulatory mechanisms to encourage and enable transition to less polluting vehicle types across all fleets and for employees.
4. Bring forward proposals for monitoring PM<sub>2.5</sub> particle pollution, in order to gain an understanding of where this is problematic in the county.

The overriding priority must be to reduce nitrogen dioxide pollution in the AQMAs to below the statutory limits, as required by EU law. The following indicators will be used to measure progress.

- Air pollution concentrations - more specifically the reduction in overall concentrations in those locations designated as Air Quality Management Areas, and any areas at risk of such designation.
- Vehicle trips - reductions or otherwise across the County, focusing on those locations where air quality concentrations are elevated
- Congestion levels

## 1. Introduction

- 1.1 It is estimated that the effects of nitrogen dioxide (NO<sub>2</sub>) on mortality are equivalent to 23,000 deaths in the UK annually<sup>1</sup>, and the effects of particulate matter (PM<sub>2.5</sub>) are estimated to have an effect on mortality equivalent to nearly 29,000 deaths in the UK annually<sup>2</sup>. At the local level, it is estimated that 244 deaths annually<sup>3</sup> in Somerset are attributable to PM<sub>2.5</sub>. The combined impact of these two pollutants represents a significant public health challenge.
- 1.2 Domestic wood burning is now the single largest contributor to harmful particulate matter emissions, comprising approximately 37% in 2015 (as compared to 8% from diesel vehicles). Trends associated with PM<sub>2.5</sub> emissions from biomass burning are also being reported by Defra as increasing<sup>4</sup>. Motor traffic is an important source of both NO<sub>2</sub> and PM<sub>2.5</sub> in towns.
- 1.3 In 2008 all six councils that form the administrative region of Somerset (Somerset County Council; Mendip District Council; Sedgemoor District Council; South Somerset District Council; Taunton Deane Borough Council and West Somerset District Council) worked together to produce an Air Quality Strategy for Somerset with the aim of working with a variety of stakeholders across Somerset to improve local air quality.
- 1.4 Since the 2008 Air Quality Strategy there have been large scale changes in stakeholders with many of those identified in 2008 now no longer in existence. In addition to this the European Court has ruled that the UK has failed to comply with limits for NO<sub>2</sub> and must take action to do so. It is uncertain as to whether Brexit will affect the UK's commitment to air quality.
- 1.5 Local air quality is influenced by many factors, with emissions from transport, industry and agriculture all having an impact on local concentrations of air pollutants. This strategy aims to identify the various processes and organisations that affect and influence air quality, with a view to facilitating future improvements and protecting areas where good air quality currently exists.
- 1.6 The report begins with an overview of the aims and objectives of an Air Quality Strategy. Following an introduction to the current and proposed Local Air Quality Management (LAQM) regime, an overview of the current air quality climate across the county is provided. Relevant policy areas are considered in detail, including development and spatial planning; transport planning; climate change and health. Consideration is also given to relevant international, national, regional and local policies, and an overview of air quality information provision across the county is provided.

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1

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/411756/COMEAP\\_The\\_evidence\\_for\\_the\\_effects\\_of\\_nitrogen\\_dioxide.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/411756/COMEAP_The_evidence_for_the_effects_of_nitrogen_dioxide.pdf)

2

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/304641/COMEAP\\_mortality\\_effects\\_of\\_long\\_term\\_exposure.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/304641/COMEAP_mortality_effects_of_long_term_exposure.pdf)

3

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/332854/PHE\\_CRCE\\_010.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/332854/PHE_CRCE_010.pdf)

<sup>4</sup> <http://naei.beis.gov.uk/>

- 1.7 Following an evaluation of the opportunities and constraints for improving local air quality, recommendations are made in the context of the different policy areas that need to work together. Some consideration is then given to evaluation of the Air Quality Strategy, before conclusions are drawn. A summary of Somerset's Air Quality Strategy, consolidates all the policy areas and levels of government that contribute to a strategic approach in managing air quality.
- 1.8 The intention of this Strategy is to consolidate activity underway or necessary for managing outdoor air quality, and in lieu of this, any stated action may simply take the format of continued dialogue or information provision between colleagues, departments or organisations.
- 1.9 This Strategy will be reviewed and updated as required by the Somerset Air Quality Steering Group.

## 2. The Purpose of this Air Quality Strategy

- 2.1 Local authorities across the UK are required to manage local air quality, through a structured process of annual assessments, as discussed in the next Chapter on the LAQM process. The Government has recommended that all local authorities, irrespective of their statutory air quality work, consider developing a local air quality strategy. The principal purpose of a strategy is to maintain good air quality and where appropriate improve air quality locally. This is often best achieved by working collaboratively in regional or County-wide groups.
- 2.2 The aim of this County-wide Air Quality Strategy is to complement the LAQM process by working collectively, thereby affording better use of resources and information available than would be the case in a single authority. This forms the remit of the Somerset Air Quality Steering Group.
- 2.3 Policies and initiatives can be introduced to engage and encourage local communities and businesses to do their bit in improving air quality. Moreover, a Strategy allows local authorities, in conjunction with partners and the community, to take a holistic approach to the problems of air quality and not just to target the local hot-spots.
- 2.4 This Strategy has therefore been developed to support the achievement of air quality objectives across the County and to raise air quality as an issue for consideration within a wide range of local government, regional planning and economic development frameworks. This is important because working towards achieving air quality objectives will help reduce the risk of the most serious health effects related to pollution, as for some pollutants there are currently no known safe levels for exposure (i.e. particles and benzene). By including air quality considerations within council policies and procedures, a local authority is well placed to maintain good air quality and secure improvements in air quality.
- 2.5 Key strategic objectives for the development of the Strategy are to:
- Work towards achieving European and national air quality objectives throughout Somerset;
  - Maintaining good air quality where it exists;
  - Identify key actions and initiatives to encourage and enable local authority departments, other organisations and the general public to take action to minimise as far as practicable their impact on air quality
  - Provide guidance and input on air quality issues for use in development and transport planning processes and policy development;
  - Ensure consistent implementation and the consideration of air quality issues in the Local Authority Pollution Prevention and Control (LAPPC) and Integrated Pollution Prevention and Control (IPPC) permitting regimes;
  - Highlight links between air quality, climate change and sustainability;
  - Where appropriate identify opportunities for local authority partnership working and coordinate the use of local authority review and assessment resources to this end.
  - Promote alternative travel as a means of reducing traffic congestion; improving local air quality and encouraging increased physical activity levels among residents
- 2.6 The key benefits of developing a Strategy at a County-wide level can be summarised as follows:



- It provides greater consistency across a range of policy areas for the achievement of improved local air quality, including development and spatial planning, transport planning, health and well-being, industry, housing and environmental protection, and ensures air quality is addressed in a multi-disciplinary way within different departments of a local authority and across Somerset;
- It provides the framework for a consistent approach to addressing local air quality consideration in development control processes;
- It is a vehicle for developing a coherent air quality policy across Somerset for local planning processes;
- It provides a link to wider initiatives across both the County and local authorities (e.g. Local Transport Plans, Climate Change programmes, Community and Neighbourhood Plans and energy efficiency programmes), and
- It provides the platform for local air quality considerations in local transport planning

2.7 Other advantages may include the following:

- It maintains the profile of air quality across the County and ensures that air quality remains on political agendas;
- It highlights the link between air quality and the risks to human health;
- It raises the profile of air quality amongst the local communities across the County;
- It encourages greater co-operation and collaboration between neighbouring local authorities and the County Council;
- It encourages partnerships between local business, industry and the community, and
- It can be the first point of contact and information relating to local air quality policy for regional bodies and others (e.g. Highways Agency and Environment Agency).

### **3. Managing Local Air Quality**

#### **Background**

- 3.1 Historically, the control of air pollution has been undertaken by controlling major industrial processes, and prior to the 1990s, air pollution legislation was generally reactive to specific pollution episodes. The Clean Air Acts of 1956 and 1968 (consolidated into the Clean Air Act 1993 (OPSI 1993)) addressed smoke emissions from domestic coal burning and smoke from industrial stacks. The passing of the Environment Protection Act 1990 (HM Government 1990) introduced a more integrated approach to environmental protection and pollution control in the UK. With increased scientific understanding of emission sources, fuel advancements and technologies, air pollution policy and legislation evolved quickly over the 1990s, with a radical new regime for the management of local air quality unfolding towards the end of the 1990s.
- 3.2 The Government's White Paper *This Common Inheritance* (DoE 1990) introduced a new direction for air quality control. This was to build upon the existing technology-based controls by adding an effects-based, risk management approach through the formulation of a series of air quality standards. The new framework led to the formulation of the Environment Act 1995 (OPSI 1995) (Part IV, Air Quality), the primary legislation for the process of air quality management.
- 3.3 Following the transposition of the European Directive 96/62/EC (Europa 1996) into UK law, it is the responsibility of Central Government and devolved administrations to meet the EU air quality standards, discussed further on.

#### **National Air Quality Strategy**

- 3.4 The first National Air Quality Strategy was published in 1997 (DoE 1997). The Strategy was last updated in 2007 (Defra 2007a), and continues to provide the framework for local authorities to assess ambient air quality in their localities against specific health-based standards for nine pollutants (nitrogen dioxide, PM<sub>10</sub>, sulphur dioxide, benzene, lead, 1,3-butadiene, carbon monoxide, PAH and ozone). Seven of which (excluding ozone and PAH) are regulated through the Air Quality Regulations 2000 (HM Government 2000), and Air Quality (Standards) Regulations 2010.

#### **Local Air Quality Management in Practice**

- 3.5 Under the Environment Act 1995, local authorities have a duty, in consultation with the County Council, to review; assess and take action on air quality within their areas. This involves monitoring and modelling for a number of pollutants against national objectives and standards, as described in Annex 1. Technical guidance for conducting LAQM is provided by central government. Where any exceedances of the objectives are found and there is public exposure the local authorities are then required to declare Air Quality Management Areas (AQMAs; under Section 83, Part IV of the Environment Act 1995) and to prepare Air Quality Action Plans setting out measures to reduce concentrations of air pollutants in pursuit of the objective levels. Government and non-government guidance is available for local authorities to assist with action planning.

- 3.6 The focus of air quality review and assessments remains those locations where members of the public might reasonably be expected to be exposed over the averaging period of concern. Compliance with the air quality objectives is thereby determined by reference to the quality of air at any non-occupational, outdoor locations such as residential properties, schools, hospitals and public open spaces.

### **Changes to Local Air Quality Management**

- 3.7 Local air quality management technical guidance document (LAQM TG16) addresses many of the perceived problems with previous guidance that placed too high an onus on reporting, and not enough on action. The changes are as detailed below:
- Annual Status Reports (ASRs) will replace Progress Reports and Updating and Screening Assessments. These will provide clearer information for the public whilst retaining the detailed reporting contained within the old regime.
  - The ability to fast track AQMAs where it is clear that there is an exceedance or risk of exceedance of air quality limits, rather than the need to carry out a Detailed Assessment first.
  - Action planning template to increase consistency and also speed up the process.
  - It will no longer be necessary to report on carbon monoxide; 1-3 Butadiene; lead or benzene as these are now under control.
  - A flexible role in monitoring and modelling PM<sub>2.5</sub>

## 4. Air Quality Status Across Somerset

- 4.1 Somerset is a largely rural county with a handful of major towns, a number of smaller towns, major coastal holiday locations but no major city. There is one motorway (M5) and one significant length of major trunk road (A303) passing through the area.

The topography of the County ranges from low-lying wetland and moor areas, through undulating landscape to upland moors and hills. There is the Bristol Channel coastline for most of the northern boundary of the County, but there are no major ports, dockyards or rivers. There are no major civil airports, but two well used military airstations, RNAS Yeovilton and RNAS Merryfield. There are two sections of mainline railway.

Much of the County is agricultural or light industry, although there are a few larger industrial sites and significant quarrying and peat extraction activities. Tourism is a significant factor to the economy of Somerset. The greater part of Exmoor National Park is in the west of the County and Somerset has a number of Areas of Outstanding Natural Beauty and Sites of Special Scientific Interest.

The largely rural nature of the County has resulted in a high level of car ownership, however the number of households without access to a car or van is highest in West Somerset (<http://informsomerset.org.uk/dataviews/view?viewId=72>) which has the highest proportion of people over 65 years old (<http://www.somersetintelligence.org.uk/census2011/>).

- 4.2 Broadly speaking, air quality across the County is good. Industrial processes within the districts do not pose a threat to air quality, and the major source of emissions is from traffic. As a result of traffic emissions, AQMAs have been declared in two local authorities; within Taunton Deane BC (East Reach and Henlade areas in Taunton) [http://uk-air.defra.gov.uk/aqma/local-authorities?la\\_id=273](http://uk-air.defra.gov.uk/aqma/local-authorities?la_id=273) and in South Somerset DC (Yeovil) [http://uk-air.defra.gov.uk/aqma/details?aqma\\_id=116](http://uk-air.defra.gov.uk/aqma/details?aqma_id=116). An AQMA existed in Sedgemoor DC (Bridgwater) for sulphur dioxide, but has since been revoked as a result of the closure of an industrial process. The existing AQMAs are declared for nitrogen dioxide only.
- 4.3 No other pollutants pose a problem across the districts. Over recent years, the district authorities have indicated, through their air quality management work, that all other air quality pollutants (i.e. carbon monoxide, lead, benzene, 1,3-butadiene, sulphur dioxide and particulate matter) do not exceed relevant objectives and standards. However, there are locations elsewhere in the County where concentrations of nitrogen dioxide are close to the annual mean objective. It is important that such locations are carefully considered in air quality management work undertaken and in local planning decision-making. These may include locations across the County where, for example:
- large-scale housing development is proposed with subsequent traffic generation;
  - locations where annual mean nitrogen dioxide concentrations are close to exceeding the objectives, and
  - locations where additional traffic generation may lead to standing traffic in close proximity to relevant exposure.

4.4 Further details of the status of air quality within each individual local authority area can be found on the relevant websites.

## **5. International, National, Regional and Local Policy Frameworks that impact upon Local Air Quality**

- 5.1 Policies and programmes for action across various policy areas and at all levels of government (international, national, regional or local level) can impact on efforts to improve air quality at specific localised hot spots or indeed reduce concentrations more generally across an area. This Chapter identifies the key policy frameworks that have a direct impact on the County-wide and local air quality landscape. Detailed information on the policy areas is provided as Annexes (Part 2). The relevant policy frameworks are considered in turn below.

### **Air Quality Policy**

- 5.2 As explained in Chapter 3 a regime exists for the management of air quality ranging from the National Air Quality Strategy to the Local Review and Assessment Reports.

### **Planning Policy**

- 5.3 The planning system remains plan-led in its approach. Planning Policy Statements have now been replaced by the National Planning Policy Framework. The NPPF has a 'golden thread' of sustainable development running through it and includes chapters on Promoting Sustainable Transport; Promoting Healthy Communities; Meeting the Challenge of Climate Change; Conserving and Enhancing the Natural Environment. Local authorities are required to take air quality considerations into account in both strategic planning and in development control decision-making. Local planning authorities now prepare Local Plans comprising documents for delivering the spatial planning strategy for the area.
- 5.4 Air quality will be a material consideration where certain circumstances apply, for example where a development would lead to an increase in pollutant concentrations, causing members of the public to be exposed to levels in excess of national standards. In order to assess the impact of a development on air quality, there is a need to consider air quality as early as possible in the planning process.
- 5.5 Local economic development and regeneration has a role to play in determining the location of business and industry, which in turn has an influence on local transport policy, transportation needs and, to some extent, the potential for industrial emissions.
- 5.6 The Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 2011 require a developer to prepare an environmental statement (Environmental Impact Assessment) for larger developments, describing the likely environmental effects of the project, including air quality. This ensures that these possible effects (both direct and indirect) are understood and considered before a development is given final approval.
- 5.7 The Strategic Environmental Assessment Regulations (Environmental Assessment of Plans and Programmes Regulations Statutory Instrument 2004 No. 1633) extend the assessment of environmental impacts from individual development projects to the broader perspective of plans and programmes, including Local Transport Plans (LTPs). SEA is a tool to ensure the integration of environmental considerations, including air quality into the planning and

decision making processes. To achieve this, SEA is an iterative process informing each stage of plan development (Somerset 2006).

### **Transport Policy**

- 5.8 Transport is responsible for a significant and growing amount of pollution contributing to health problems and with estimates of road transport accounting for a quarter of the UK's domestic transport greenhouse gas emissions. The Government recently published their report 'Road Investment Strategy: for the 2015/16-2019/20 Road Period' (DfT 2015) in which it details how it will address economic growth and climate change. The aspiration is that in 2040, the strategic road network will be a sustainable, decarbonised, environmentally and locally sensitive network.
- 5.9 The Government's White paper 'Creating Growth, Cutting Carbon. Making Sustainable Local Transport Happen' (2011) recognises that in many urban areas, road transport is still a major contributor to excessive levels of nitrogen dioxide, and particulate matter remains a health concern, even in areas compliant with European limits. The paper sets out a vision for a transport system that is greener and safer and improves quality of life.
- 5.10 Regional and local transport planning processes are crucial in seeking air quality improvements across Somerset.
- 5.11 Through its location the County is an important transit corridor for tourists and visitors to some of the UK's most favoured destinations of Devon and Cornwall. Key transport routes through the County include the M5 motorway, A303, A37, A38 and the A39. The County is well connected by rail services and Bristol and Exeter International Airports provide national and international air services.
- 5.12 The Local Transport Planning process is the most important strategic process for supporting improvements in local air quality across individual local authorities in Somerset. Somerset's Future Transport Plan sets out the County Council's strategy, vision, and implementation programme for all forms of transport for the period 2011 - 2026.

### **Environmental Protection and Local Industrial Regulation**

- 5.13 Under Part 1 of the Environmental Protection Act (EPA) 1990 (HM Government 1990), local government is given power to control air pollution from a range of industrial sources. These permitted installations are legally obliged to comply with specified conditions in order to prevent or minimise emissions to air. Each Council authorises a significant number of processes ranging from unloading petrol at service stations to vehicle re-spraying businesses and concrete batching plants. More recently small waste incineration processes have been added to the permitting scheme and medium combustion plant will join the scheme in the next few years.
- 5.14 Local government is also empowered by the Clean Air Act 1993 to control smoke emissions from industrial or trade premises which fall outside the provisions of the Environmental Protection Act or Pollution Prevention and Control Acts.

- 5.15 Many practices can lead to increased levels of dust, smoke, or odour which can affect air quality. Further powers are given in the 1990 Environmental Protection Act to control these types of nuisance.



## 6. Climate Change

- 6.1 Adapting to climate change and mitigating against the effects of climate change requires the involvement of everyone: governments, voluntary organisations, the private sector, industry and communities alike.

National data shows that in 2015 in Somerset 1.44m tonnes of CO<sub>2</sub> were emitted in Somerset from transport, out of total emissions of 3.59m tonnes. These figures have fallen over the last decade from 1.51m tonnes and 4.88m tonnes respectively. This means that while overall emissions of CO<sub>2</sub> have fallen by 26%, they have only fallen by 5% in the transport sector. Consequently the proportion of CO<sub>2</sub> emissions in Somerset attributable to transport has risen from 31% to 40%.

Per capita emissions in Somerset are 17% higher than the SW region.

<https://www.gov.uk/government/statistics/uk-local-authority-and-regional-carbon-dioxide-emissions-national-statistics-2005-2015>

- 6.2 The Low Carbon Transition Plan of 2009, contains the ambitious goal of reducing the UK's greenhouse gas emissions by 80% by 2050, through promoting energy efficiency and the increased use of renewable energy.

The current government position on greenhouse gas emissions can be found at:

<https://www.gov.uk/government/publications/greenhouse-gas-emissions/greenhouse-gas-emissions>

- 6.3 Various Government-funded programmes are underway to reduce emissions and to enable adaptation to climate change. <https://www.gov.uk/guidance/climate-change-explained#uk-government-action>

### Integrating Climate Change and Air Quality Policy

- 6.4 Any Strategy or indeed Action Plan to maintain or improve local air quality needs to take account of climate change. Guidance issued to local government (LAQM TG16) states that policies aimed at improving air quality should be considered with those designed to reduce greenhouse gases and furthermore, these policies may be included in an air quality strategy ([https://consult.defra.gov.uk/communications/laqm\\_changes/supporting\\_documents/LAQM%20Technical%0Guidance%202016.pdf](https://consult.defra.gov.uk/communications/laqm_changes/supporting_documents/LAQM%20Technical%0Guidance%202016.pdf).)

- 6.5 This strategy recognises that climate change and air quality should be integrated into local authority policy and air quality management and meets the expectation placed by Government on dealing with environmental issues, such as climate change and air quality.

- 6.6 With many of the sources of air pollutants being the same as the sources of greenhouse gases, and in particular carbon dioxide, seeking reductions in carbon dioxide emissions from the transport sector will help minimise the pollutants responsible for the AQMAs declared across Somerset. Similarly, actions to reduce carbon dioxide and greenhouse emissions from the industrial and domestic sectors should, in most cases, have a beneficial effect on air quality concentrations. However, it is also important to note that some specific mitigation measures against climate change may compromise efforts to reduce specific air quality concentrations, and vice versa. In particular biomass plants should be carefully considered in the planning stage.

- 6.8 A National adaptation programme was published in 2013  
<https://www.gov.uk/government/publications/adapting-to-climate-change-national-adaptation-programme>  
Within the programme was a recognition that increased summertime temperatures may lead to higher mortality due to raised ozone levels and photochemical smog. DEFRA is to work with councils to encourage action and to support co-benefits between climate change and air quality and to encourage climate change to be taken into account when taking local action to improve air quality. DEFRA is to produce better-targeted air pollution information and advice for people most susceptible to health impacts of air pollution. DEFRA is also to work with UK and international partners to reduce trans-boundary air pollution. In 2017 the Government produced the UK Climate Change Risk Assessment. The report endorses the six priority risk areas identified in the [independent evidence report by the Adaptation Sub-Committee](https://www.gov.uk/government/publications/uk-climate-change-risk-assessment-2017)  
<https://www.gov.uk/government/publications/uk-climate-change-risk-assessment-2017>
- 6.9 In 2011, DEFRA published Air pollution: action in a changing climate, summarising the main issues concerning air pollution and how to benefit from the interconnections between measures to address air pollution and climate change.  
<https://www.gov.uk/government/publications/air-pollution-action-in-a-changing-climate>
- 6.10 To date, many climate change strategies have tended to concentrate on individual measures or actions, such as adaptation, rather than holistic and mitigating actions aimed at seeking a reduction both in terms of the traditional pollutants and also, of greenhouse gases. It is important that all stakeholders have a role to play. Whilst Environmental Health departments may have some capacity to assist with defining baseline emissions, each and every department has a role to consider how its activities and function impacts on traffic emissions and use of resources etc.
- 6.11 Local planning, transport planning, and community strategy planning are the more relevant policy areas with the greatest potential influence on reducing greenhouse gases. It is important in the policy making processes associated with these policy areas that any proposals for reducing greenhouse gas emissions are considered for their likely impact on local air quality. For this reason, it is important that colleagues across these policy areas in local government communicate with Environmental Health departments within the County.
- 6.12 The linkage between climate change and air quality is a key issue for large planning proposals under the European Directive on Strategic Environmental Assessment (SEA Directive). An assessment into the likely significant effects on air quality and climate change is required, including the 'short, medium and long-term effects, permanent and temporary effects, positive and negative effects, and secondary, cumulative and synergistic effects.' It is therefore important that air quality practitioners within local government across Somerset are part of SEA processes across the County.

## 7. Health and Air Quality

- 7.1 Air pollution can have a serious effect on health, particularly among people over 65 and children aged 14 and under. Long-term exposure can cause breathing problems such as asthma and other conditions, mainly affecting the heart and lungs. Cars and other motor vehicles are a major cause of air pollution. Some groups are more susceptible to short-term exposure, but long-term exposure causes the most health problems. Air pollution is estimated to reduce the life expectancy of every person in the UK by an average of 7-8 months with estimated equivalent health costs of up to £20 billion each year.

In 2014, Public Health England published estimates of the number of deaths attributable to man-made particulate air pollution in Somerset. PHE estimated that of the 5558 deaths in Somerset in those aged 25+, 4.4% were attributable to particulate air pollution, amounting to the equivalent of 244 deaths. This is similar to the number of deaths attributable to alcohol. The number of life years lost was estimated at 2356, which is almost 10 years for each attributable death. These estimates do not include the impact of other pollutants such as nitrogen dioxide (NO<sub>2</sub>) on public health or mortality.

In terms of actions, it is recognised by Defra and PHE (2017<sup>5</sup>) that if the annual average concentration of particulate matter (measured as PM<sub>2.5</sub>) were to be reduced by just 1 microgram per cubic metre, there would be an increase in life expectancy from birth of about 20 days for that community exposed.

Indicator in PHOF	Mortality rate, per 100,000
Preventable mortality (4.03)	157.3
Preventable cancer <75(4.05ii)	67.6
Preventable CVD <75 (4.04ii)	62.0
Preventable Respiratory disease <75(4.07ii)	15.8
<b>Mortality attributable to PM2.5 &lt;75 (3.01)</b>	<b>12.4</b>
Preventable Liver disease <75 (4.06ii)	11.4
Suicide rate Persons (4.10)	10.7
Communicable diseases (4.08)	8.3

- 7.2 The air quality management process is underpinned by health-based objectives, as discussed in previous chapters. Links between poor air quality and poor health have become increasingly evident over recent years. Annex 2 provides an account of the health risk posed from elevated concentrations of each of the regulated local air quality pollutants. For completeness, reference is also made to ozone and PAH, which as discussed elsewhere are pollutants included in the UK Air Quality Strategy, but which are not regulated.

### Public Health England

- 7.3 Public Health England is an executive body of the Department of Health charged with protecting and improving health and reducing inequalities in the population at large. PHE does not monitor air quality, but it does provide specific advice on harm reduction in

<sup>5</sup> Defra, PHE, Air Quality – [A Briefing for Directors of Public Health](#)

polluted environments. Public Health England has also published estimates of local mortality due to PM<sub>2.5</sub>. Through its knowledge and intelligence services it also collects, monitors and analyses data, producing evidence to inform decision-making on health issues at local, regional and national levels.

- 7.4 The role of these services is also to improve our understanding of health and the factors that influence health within the region and to identify any gaps in health information. On this basis, it is important that health practitioners are made aware of those locations where public health is potentially compromised as a result of elevated pollution concentrations.

### **Health and Wellbeing Board**

- 7.5 The Somerset Health and Wellbeing Board was created by statute in 2013, bringing together county and district councillors and officers, and officials from the NHS, as well as public representation through Healthwatch. The Board has a remit to protect and improve the health of the population of Somerset. It looks at people's health and social care needs together, as well as taking into account the bigger picture - things like transport, housing, jobs and leisure - so that services truly help people stay healthy and independent. The Somerset Health & Wellbeing Board has developed a Health and Wellbeing Strategy for Somerset, which has been agreed by both Somerset County Council and the Somerset Clinical Commissioning Group.

### **Somerset Health Protection Forum**

The Director of Public Health has the responsibility to be satisfied that the health of the population is protected. The Forum is the mechanism by which this is achieved. The Forum is a multi-agency body, reporting to the Health and Wellbeing Board. One of the current (2015-17) key priorities for the Forum is air quality.

## **8. Provision of Information across Somerset**

- 8.1 Effective dissemination of air quality information to the public can enable people to make informed choices relating to their travel behaviour and options. Other lifestyle choices can be made based upon relevant air quality information, which is particularly important for those members of the public with health problems exacerbated by poor air quality.
- 8.2 Local authorities are well placed to provide information on air quality, including warnings for poor air quality episodes that can affect the more vulnerable and sensitive members of the community. Air quality information can be provided on local authority websites, social media, at public information points such as libraries and health centres and provided to the local media. Information might include real-time monitoring data, historical and archived data, local air quality reports and information on the links between poor air quality and health impacts.
- 8.3 The regular provision of such information should be part of the air quality management process underway across individual local authorities. Where air quality action planning is

underway, dissemination of relevant information is most important in order to illustrate the measures and actions necessary by all concerned to reduce air pollution.

- 8.4 The Somerset Air Quality Steering Group is developing a shared website for the County, <https://somerseairquality.wordpress.com>, providing access to relevant information on air quality. Other mechanisms might include targeted information leaflets, selective briefings, press releases, awareness campaigns, seminar presentations, publicity events and annual reporting on air quality across the County. Part of any such proposals should include ensuring this County Air Quality Strategy is made available to local authority colleagues, external agencies, organisations, education establishments and the general public.
- 8.5 Air quality information currently available on individual Council websites varies enormously across the County. Links to the available websites are provided below.
- <http://www.mendip.gov.uk/airquality>
- <https://www.sedgemoor.gov.uk/article/1012/Air-Quality>
- <http://www.southsomerset.gov.uk/environment/environmental-health/environmental-protection/air-quality/>
- <http://www.tauntondeane.gov.uk/irj/public/services/directory/service?rid=wpccontent/Sites/TDBC/Web%20Pages/Services/Services/Air%20quality%20monitoring>
- <http://www.westsomersetonline.gov.uk/Environment/Pollution/AirQuality>
- 8.6 Daily air quality forecasts are produced and published by a number of agencies. DEFRA has a postcode search facility that ranks predicted pollution levels (known as the Daily Air Quality Index DAQI) from 1 (low) to 10 (very high). <http://uk-air.defra.gov.uk/forecasting>. The site provides general health guidance for at risk individuals and the general population.
- Daily forecast tweets of the DAQI are tweeted by @DefraUKAir, and are included on a live feed at <https://somerseairquality.wordpress.com/>. Recorded information is also provided on 0800 55 66 77
- 8.7 It may be possible to provide a proactive messaging service for vulnerable users across Somerset, via GP surgeries, individual council websites and social media.

## 9. Opportunities and Constraints in Delivering Clean Air Across Somerset

- 9.1 Key future challenges for the South West region, as identified by the Somerset County Plan and the South West Local Economic Plan are the need for more affordable housing, improved transport infrastructure and better health.
- 9.2 The key issues facing local authorities within Somerset, and of relevance to the improvement of local air quality, are the required housing development needs and the impacts on transport provision across the County. Housing provision is a direct result of both projected population increases and changes in social trends. An increase in single occupancy households and a growing population (resulting from net inward migration) is applying pressure on the need for increased allocation of land for residential property. Even if policies aimed at achieving high modal shift are effective, there will inevitably still be significant increases in motor traffic from new developments, potentially impacting on air quality management areas.
- 9.3 Other key issues for the County are the tourism-related pressures of access to services and transport provision, employment opportunities across the County and generally meeting the working and living aspirations of residents.
- 9.4 Key large-scale, long-term developments either underway or proposed at various strategic locations across the County have the potential for affording real opportunity for socio-economic and local and regional environmental improvement, if all necessary considerations (including air quality) are taken in to account.
- 9.5 For all those involved in air quality management, and all those involved in the implementation of policy which exerts an influence on local air quality, it is important to recognise the opportunities for, and the constraints on, improving air quality at the local and regional level. Some of the key opportunities and constraints in managing local air quality, in relation to some of the key issues identified above, are outlined below.

### Opportunities

- The most effective opportunity for improving local air quality is the integration of air quality into the local transport and spatial planning processes. A large proportion of local car journeys in urban areas are of less than two miles. Action to make walking and cycling, in combination with public transport, more attractive by the provision of high quality infrastructure in new developments and in the connections to schools, shops, employment etc, can assist with reducing motorised travel and congestion.
- An important opportunity exists to improve local air quality in the local development control process if an effective framework for ensuring air quality is given adequate consideration at the earliest stage of all proposed development.
- Regional Transport Planning frameworks offer long-term opportunities to increase the proportion of goods, services and people transported by public transport. Somerset currently supports housing development within the existing urban areas of the County, although not all the demand for housing provision is restricted to urban areas. Opportunity therefore exists for development to be concentrated such that need for travel is reduced.

- Spatial planning (as opposed to land use planning) provides an opportunity to combine transport and planning policy to promote sustainable development. At all levels of policy planning, the outcome will be to reduce the need to travel and promote alternatives to road transport.

## Constraints

- Funding mechanisms for transport projects tend to favour high capital cost road schemes, with funding for lower cost walking and cycling infrastructure more difficult to obtain.
- The relatively short timetable for identifying air quality issues in the air quality management regime is not reflected in other planning timetables operating within other sections of local government and agencies (i.e. County Council, Highways Agency and Environmental Agency, which operate on a twenty year cycle, and LTP, operating over a 5 year cycle. It may be difficult, therefore, to ensure that the most appropriate information is fed into wider planning frameworks and processes at appropriate opportunities, or to put in place specific actions where air quality problems are identified.
- The tourism industry is a particularly important economic sector in Somerset. However, although tourism is a major employment sector, the influx of largely seasonal visitors places pressures and constraints on the transport infrastructure across the County. With many attractive market towns across the County, the pressure for improving transport provision and access is great, with future demand on the trunk road and local road networks and rail networks likely to increase.
- With an aging population in some areas of the County (for example in Wells, there is a very high proportion of people aged over 65, making up 25% of the population compared with 16% nationally), this places huge demands on services, access to services, housing and health care needs for the County. Travel provision in particular needs to be tailored to suit the needs of the elderly sector of the population, so as to reduce the risk of rural isolation, which is a real issue for some parts of the County.
- Both outward and inward commuting is an issue for a number of the local authorities in Somerset. West Somerset, for example, has a large proportion of its resident population that commutes to other districts within and beyond the County. This is, in part, due to the largely rural nature of the district, whereby the need to travel is more evident and needs to be planned for. This highlights a potential constraint in efforts to reduce car mileage and distance travelled within the County.
- The distance travelled for retail purposes by the local population in some parts of the County is also a constraint in reducing car mileage. For example, Frome is the largest settlement in Mendip, having the greatest number and diversity of shops. However, the retention rates in Frome are low with only 26% of the local population shopping in the district for their non-food items.
- Social deprivation, where wages are low in relation to house prices, exists in a number of areas of the County. Although some districts appear to have increasing employment rates and expanding local economies, many of the industries have a low wage and skill-base. Proposals for reducing social deprivation and increasing opportunities for employment and socio-economic improvements should be undertaken with due consideration for the quality of the urban and rural environments across the County.

9.6 Many of the opportunities and constraints identified in this Chapter translate into recommendations for action, which are considered in the next chapter, Chapter 10.

## **10. Recommendations for Action**

- 10.1 Following consideration of the key local policy areas that contribute to improving local air quality, this Chapter provides a number of recommendations for actions on the part of various local authority departments and stakeholders. Both broader strategic recommendations and more specific recommendations are identified. Some of the recommendations relate to work and action already underway across Somerset, and these are listed because of their fundamental importance to improving air quality or maintaining good air quality across the County.

### **Strategic Recommendations for Action**

- 10.2 A number of key strategic recommendations for various stakeholders are listed below.
- District and Borough Councils continue to undertake LAQM reporting duties, in consultation with the County Council, guided by the government's policy and technical guidance available to them. In the event of any individual local authority designating any additional AQMAs across the County in future, a consistent approach to the designation process is recommended, with advice being sought from those local authorities across the County currently with AQMAs.
  - Ensure local air quality maintains a high profile through the appropriate communication of information across the County. This should be aimed at Members (Councillors), the general public, key departments within the local authorities and wider stakeholders.

### **Specific Recommendations for Action**

- 10.3 A number of more specific recommendations for the District and County Councils and other stakeholders are listed below. These recommendations have been grouped into particular themes or stakeholder groups.

### **Communication**

- Develop the fledgling Somerset Air Quality website into a high quality, comprehensive single point of access for all on air quality in Somerset
- Investigate options for consistent communication of the links between health, transport and air quality. Mechanisms for this may be articles in the local press, and social media campaigns linked to external websites providing educational and other resources to assist businesses, schools etc to play their part in improving air quality.

### **Planning and air quality recommendations**

- Local Authorities will use EPUK "Land Use and Development Control: Planning for Air Quality" as the default guidance in relation to assessing the impacts of large developments on local air quality. This guidance gives a scope of where such assessments are required, the scale of impact and subsequent mitigation recommended (if required).



- Local authorities will agree that the EPUK document will be used and promoted through the development control process within the local planning policy framework for all Somerset Authorities. This will ensure a consistent approach to planning and air quality across the county.

#### Transport

- District councils should consider using their licensing powers, and/or incentives, to enable the taxi and private hire fleets to move more rapidly to hybrid and other less polluting vehicles.
- Providers and commissioners of transport fleets such as buses, community and patient transport, and business vans and cars should work together to consider how to enable cleaner vehicles to be introduced to the fleets at an accelerated pace, particularly in urban areas, including the use of shortly to be published Government Procurement Standards for new vehicles.
- Employers whose staff use their own vehicles on work business should consider measures to encourage and enable staff to source less polluting vehicles.

#### Monitoring of particle pollution

- Particulate pollution monitoring for PM2.5 is not currently undertaken in the county. It is recommended that the group considers making a limited investment in portable monitoring equipment so that a comparative screening exercise can be undertaken to identify any areas in the county with relevant receptors where additional resources may be required to reduce particulate PM2.5 concentrations.

#### Recommendations for Stakeholders

- Maintain dialogue and liaison between the Environment Agency, County Council and local authorities across Somerset in respect of any necessary data and information required for the purpose of local air quality management reporting requirements or assessment work. This is particularly important in the event of any specific industrial process contributing to elevated air quality concentrations in particular locations across the County.
- Forge better links with Public Health England, so as to enable relevant information on air quality and health outcomes to be circulated as necessary. Such information may include statistics on air quality and health initiative promotional information.
- Encourage Business and Commerce to support projects which help increase access of the business community and wider community to information on the environment and environmental issues (which in turn helps support increasing trends of home-working and reduced travel needs etc.). It is also recommended that the Business and Commerce sectors of the County explore the development of an award scheme, in conjunction with local authorities, for innovations that seek to improve air quality across the County.

## 11. Evaluation, implementation and monitoring of the Strategy

- 11.1 The effectiveness of any strategy, programme or plan should be monitored periodically to ensure that the aims and objectives are being met. Indicators can be used to monitor the effectiveness of a strategy, and indicators must be easy to use and transparent in their use.

The focus should be those locations of the County where air quality hot spots are identified or where air quality is likely to be compromised in future.

- 11.2 Air quality management and actions to improve local air quality need to be implemented by a range of stakeholders. The implementation of any air quality strategy should therefore be dependent on meeting the needs of the community to which it relates. As recognised throughout the strategy, communication is the key to ensuring any necessary measures and policy are implemented.
- 11.3 The continued work of the Somerset Air Quality Steering Group is central to facilitating the implementation of this strategy, and the Group will require input from the wider stakeholders identified in this report to ensure that implementation of the Strategy remains an active and ongoing process.
- 11.6 Actions and targets should reflect local and national priorities, and other key strategies. The local area decides how to achieve the outcomes, for example by more flexible use of existing funding streams and making best use of available resources across partners.

#### **Air Quality Targets and Indicators**

- 11.9 We will use the following three key indicators
- Air pollution concentrations - more specifically the reduction in overall concentrations in those locations designated as Air Quality Management Areas, and any areas at risk of such designation.
  - Vehicle trips - reductions or otherwise across the County, focusing on those locations where air quality concentrations are elevated
  - Congestion levels

## 12. Conclusions

- 12.1 The development of this Air Quality Strategy for Somerset signifies a clear recognition that improving local air quality is the responsibility of a wide range of stakeholders and professions. Although Environmental Health professionals are tasked with monitoring and assessment of air quality, the responsibility for actions and measures necessary to reduce pollution lies with a wide range of stakeholders.
- 12.2 Local authority stakeholders face challenges ahead in respect of addressing climate change and ever-increasing congestion. Changes in the way we manage local air quality, through attempting to reduce exposure to high concentrations of pollutants via technological fixes, planning and transport policy, will bring new challenges for all concerned.
- 12.3 Although future improvements in local air quality are heralded as a result of technological advances in vehicle engines and improved fuels, there is still a need to reduce the increasing reliance on private motor vehicle use and to provide access to improved public transport services and alternatives to private motor vehicles. Traffic accounts for the main source of emissions across the County, and accounts for both Taunton Deane's and South Somerset's AQMAs. As such, the implementation of the County Local Transport Plan is fundamental to the improvement of local air quality, or maintenance of good air quality, across the County.
- 12.4 Population growth, increased commuting, the demand for housing and associated services and facilities are all issues placing pressures on the environment across the County. The need to reduce traffic growth, congestion and travel demand is being reflected in policy at local, regional and national level.
- 12.5 In recent years, the evolution of regional spatial planning and local planning has heralded a new holistic approach to determining where development is to be focused. Community planning is leading to a more integrated and involved approach to improving the quality of life and well-being of communities. Air quality is pertinent to the planning processes and needs integration into the system.
- 12.6 To summarise, this Air Quality Strategy is a consolidation of all the necessary policy frameworks that need to take account of the air quality across the County, and a mechanism and structure in which all relevant stakeholders need to operate to deliver the very necessary improvements in local air quality across the County of Somerset.

## Annex 1 - National Air Quality Objectives and Standards

A1.1 Table A1.1 sets out the UK air quality objectives that have been included in Regulations for the purpose of Local Air Quality Management.

Pollutant	Objective	Averaging Period	Obligation
Nitrogen dioxide (NO <sub>2</sub> )	200µg/m <sup>3</sup> not to be exceeded more than 18 times a year	1-hour mean	All local authorities
	40µg/m <sup>3</sup>	Annual mean	All local authorities
Particulate matter (PM <sub>10</sub> )	50µg/m <sup>3</sup> not to be exceeded more than 35 times a year	24-hour mean	All local authorities
	50µg/m <sup>3</sup> not to be exceeded more than 7 times a year	24-hour mean	Scotland only
	40µg/m <sup>3</sup>	Annual mean	All local authorities
	18µg/m <sup>3</sup>	Annual mean	Scotland only
Particulate matter (PM <sub>2.5</sub> )	Work towards reducing emissions / concentrations of fine particulate matter (PM <sub>2.5</sub> )	Annual mean	England only
	10µg/m <sup>3</sup>	Annual mean	Scotland only
Sulphur dioxide (SO <sub>2</sub> )	266µg/m <sup>3</sup> not to be exceeded more than 35 times a year	15-minute mean	All local authorities
	350µg/m <sup>3</sup> not to be exceeded more than 24 times a year	1-hour mean	All local authorities
	125µg/m <sup>3</sup> not to be exceeded more than 3 times a year	24-hour mean	All local authorities
Benzene (C <sub>6</sub> H <sub>6</sub> )	16.25µg/m <sup>3</sup>	Running annual mean	All local authorities
	5µg/m <sup>3</sup>	Annual mean	England and Wales only
	3.25µg/m <sup>3</sup>	Running annual mean	Scotland and Northern Ireland only
1,3-Butadiene (C <sub>4</sub> H <sub>6</sub> )	2.25µg/m <sup>3</sup>	Running annual mean	All local authorities
Carbon monoxide (CO)	10mg/m <sup>3</sup>	Maximum daily running 8-hour mean	England and Wales and Northern Ireland only
	10mg/m <sup>3</sup>	Running 8-hour mean	Scotland only
Lead (Pb)	0.5µg/m <sup>3</sup>	Annual mean	All local authorities
	0.25µg/m <sup>3</sup>	Annual mean	All local authorities

## Annex 2 – Health Impacts From Air Pollutants

A2.1 The table below summarises the main health and some environmental impacts of high concentrations of outdoor ambient air quality pollutants. Ozone is included in the table, although ozone is not regulated in the UK. Further details relating to impacts on ecosystems from elevated pollutant concentrations is not provided in this County-wide Air Quality Strategy, as a duty is not placed on local government to meet specific targets relating to vegetation and ecosystems.

Specific Pollutant	Potential effect on health and the environment
Particulate Matter (PM <sub>10</sub> and PM <sub>2.5</sub> )	<p>Short-term and long-term exposure to ambient levels of particulate matter are consistently associated with respiratory and cardiovascular illness and mortality, as well as other ill-health effects. The associations are believed to be causal. It is currently not possible to discern a threshold concentration below which there are no effects on the whole population's health.</p> <p>PM<sub>10</sub> roughly equates to the mass of particles less than 10 micrometres in diameter that are likely to be inhaled into the thoracic region of the respiratory tract. Recent reviews by the World Health Organisation (WHO) and Committee on the Medical Effects of Air Pollutants (COMEAP) have suggested exposure to a finer particles (PM<sub>2.5</sub>), which typically make up around two-thirds of PM<sub>10</sub> emissions and concentrations) give a stronger association with the observed ill-health effects, but also warn that there is evidence that the coarse fraction between (PM<sub>10</sub>-PM<sub>2.5</sub>) also has some effects on health.</p>
Nitrogen oxides (NO <sub>x</sub> including NO <sub>2</sub> )	<p>Nitrogen dioxide (NO<sub>2</sub>) is associated with adverse effects on human health. At high levels, NO<sub>2</sub> causes inflammation of the airways. Long-term exposure may affect lung function and respiratory symptoms. NO<sub>2</sub> also enhances the response to allergens in sensitive individuals.</p> <p>High levels of NO<sub>x</sub> can have an adverse effect on vegetation, including leaf or needle damage and reduced growth. Deposition of pollutants derived from NO<sub>x</sub> emissions contribute to acidification and/or eutrophication of sensitive habitats leading to loss of biodiversity, often at locations far removed from the original emissions. NO<sub>x</sub> also contributes to the formation of secondary particles and ground level ozone, both of which are associated with ill-health effects.</p>
Ozone (O <sub>3</sub> )	<p>Exposure to high concentrations may cause irritation to eyes and nose. Very high levels can damage airways leading to inflammatory reactions. Ozone reduces lung function and increases incidence of respiratory symptoms, respiratory hospital admissions and mortality.</p> <p>Ground level ozone can also cause damage to many plant species leading to loss of yield and quality of crops, damage to forests and impacts on biodiversity.</p>
Sulphur dioxide (SO <sub>2</sub> )	Causes constriction of the airways of the lung. This effect is

	<p>particularly likely to occur in people suffering from asthma and chronic lung disease. Precursor to secondary PM and therefore contributes to the ill-health effects caused by PM<sub>10</sub> and PM<sub>2.5</sub>. Potential damage to ecosystems at high levels, including degradation of chlorophyll, reduced photosynthesis, raised respiration rates and changes in protein metabolism.</p> <p>Deposition of pollution derived from SO<sub>2</sub> emissions contribute to acidification of soils and waters and subsequent loss of biodiversity, often at locations far removed from the original emission.</p>
Benzene	<p>Benzene is a recognised human carcinogen which attacks the genetic material and, as such, no absolutely safe level can be specified in ambient air. Studies in workers exposed to high levels have shown an excessive risk of leukaemia.</p>
1,3-butadiene	<p>1,3-butadiene is also a recognised genotoxic human carcinogen, as such, no absolutely safe level can be specified in ambient air. The health effect of most concern is the induction of cancer of the lymphoid system and blood-forming tissues, lymphoma and leukaemia.</p>
Lead (Pb)	<p>Exposure to high levels in air may result in toxic biochemical effects which have adverse effects on the kidneys, gastrointestinal tract, the joints and reproductive systems, and acute or chronic damage to the nervous system.</p> <p>Affects intellectual development in young children.</p>
Polycyclic aromatic hydrocarbons (PAHs)	<p>Studies of occupational exposure to PAHs have shown an increased incidence of tumours of the lung, skin and possibly bladder and other sites. Lung cancer is most obviously linked to exposure to PAHs through inhaled air. Individual PAHs vary in their ability to induce tumours in animals or humans. The carcinogenic potency of some PAHs is unknown or uncertain. Individual PAHs have been classified by the International Agency for Research on Cancer, with three classified as “probably carcinogenic to humans”, including B[a]P, and three classified as “possibly carcinogenic to humans”.</p>

### **Annex 3 - Air Quality Management Areas**

Yeovil - [https://uk-air.defra.gov.uk/aqma/details?aqma\\_ref=168](https://uk-air.defra.gov.uk/aqma/details?aqma_ref=168)

Taunton – East Reach [https://uk-air.defra.gov.uk/aqma/details?aqma\\_ref=189](https://uk-air.defra.gov.uk/aqma/details?aqma_ref=189)

Taunton – Henlade [https://uk-air.defra.gov.uk/aqma/details?aqma\\_ref=198](https://uk-air.defra.gov.uk/aqma/details?aqma_ref=198)





## **Annex 4 – Useful Contacts and Links**

<https://somersetairquality.wordpress.com/>

An up-to-date list of local authority contacts and links to national and local resources is maintained on the Somerset Air Quality website.

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## Property Disposals Update

Lead Officer: Charlie Field

Author: Charlie Field

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Cabinet Member: Mandy Chilcot

Division and Local Member: All

### 1. Summary

- 1.1. The Committee requested an update of the Councils disposal programme to include the sales of parts of the County Farm Estate. The Councils disposals in the last financial year amounted to capital receipts of approximately £7.7M. In the last 10 years the Estates team have raised £72M in capital receipts.
- 1.2. Objectives set out in the County Plan are as follows:
  - “sell off buildings we no longer need and use that money to support our other services”
  - “Reduce the number of buildings we operate to free up funding for frontline services”
  - “Ensure that by 2020 when Government ends its funding for our day-to-day services, we will be in a sustainable financial position”

### 2. Issues for consideration / Recommendations

- 2.1. Once identified as surplus, consideration will be given to the best mode of sale. We deal with many disposals each year ranging from relatively simple sales of land to highly complicated developments. Each disposal is considered to achieve best consideration in the light of market factors. Our preferred method of sale is by auction as this sets the time parameters and the basis of which we are prepared to sell. There are some properties that are not suited to auction, perhaps because we have identified a special purchaser in which case we would conclude a sale by negotiation /private treaty.
- 2.2. We consider what works could or should be done to enhance value, the cost and time of doing the same and the liability and risk of holding vacant property before making informed decisions. Such examples could be the gaining of planning consent to enhance value or the fencing out the site to be sold.

### 3. Background

- 3.1. The attached Appendix A details the sales concluded in the financial year 2017/18. Appendix B contains the details of properties either sold, under offer or being progressed/negotiated for sale within this financial year.
- 3.2. Oversight of progress with the disposal programme has traditionally been achieved by reporting to monthly meetings of the Asset Strategy Group (ASG). Since October 2017, that role has been fulfilled by the Asset Management

Group (AMG). ASG now meets quarterly and receives the minutes of AMG meetings, for information only.

#### **4. Consultations undertaken**

4.1. The value of the proposed sale directs the level of consultation, although most sales are in line with policy and consultations at that time were considered.

4.2.

#### **5. Implications**

5.1. The raising of capital receipts is critical to the Authority, some disposals to achieve enhanced value and the promotion of strategic land for development is for the longer term.

5.2. The values reported in the Councils 2016/17 accounts for land and buildings is £502.408m however the method of this valuation is not market value. The continuing sale of assets surplus to the Councils requirements will over time reduce our property stock and asset value until we hold only property needed for delivery of our core services, at this stage the flow of capital receipts to support the Council will be much reduced.

#### **6. Background papers**

6.1. Officer Key Decision 8 November 2017 Asset Rationalisation and Review of the Corporate Asset Management Plan

County Asset Management Plan; Policy for the Disposal of Property Assets (including the strategy for the disposal of property assets)

<http://www.somerset.gov.uk/organisation/council-buildings/>

**Note** For sight of individual background papers please contact the report author

**Capital Contributions from surplus property 2017/18 to MTFP**

<b>Completed - Corporate Receipts</b>		<b>Value</b>
Old Library, Northload Street, Glastonbury	Sale completed 24.04.2017 (part payment of £67,100 received in March)	£103,900
Kingsdon Playing field	Sale completed 01.06.2017	£27,500
Brinscome Lane End Farm, Weare	Sale completed 21.06.2017	£1,225,000
Land at Haines Farm, Donyatt - Mr Moyle	Sale completed 28.06.2017	£21,500
Milenium Wood, Stoke St Michael	Transfer completed to Parish Council 19.07.2017	£1
Stibbear Farm, Donyatt	Sold at auction 26.07.2017 - completed 08.09.2017	£285,000
Stibbear Farm, Donyatt	Sold at auction 26.07.2017 - completed 25.09.2017	£880,000
Land at Whitney Cottage, Donyatt	Sale completed 11.09.2017	£19,500
Land at Burrowbridge School	Sale completed 20.09.2017	£25,000
Isaccs Close, Street	Sale completed 28.09.2017	£140,000
Decoy Pool Farm, Nyland	Sale completed 05.10.2017	£1,150,000
Land at Middle Thrupe, Croscombe	Sale completed 24.10.2017	£12,000
Willets & Pauls Copse, Donyatt	Sold at auction 07.11.2017 - completed 07.12.2017	£130,000
Land at Donyatt (Donyatt 23)	Sold at auction 07.11.2017 - completed 07.12.2017	£193,000
Land at Sibbear, Donyatt	Sold at auction 07.11.2017 - completed 07.12.2017	£65,000
Oxenford Farm (1) Dowlish Manor, Ilminster - Lots 3, 4 & 5	Sold at auction 07.11.2017 - completed 07.12.2017	£852,000
Middle Thrupe Farm, Croscombe - Lot A	Sold at auction 09.11.2017 - completed 07.12.2017	£790,000
Land at Cossington & Chilton Polden	Sold at auction 09.11.2017 - completed 07.12.2017	£267,000
Land at Edington	Sold at auction 09.11.2017 completed 07.12.2017	£8,000
Land at Mount Street, Bridgwater	Sale to SDC completed 19.12.2017	£220,000
Oxenford Farm (1) Dowlish Manor, Ilminster - Lots 1 & 2	Sold at auction 07.11.2017 - completed 21.12.2017	£610,000
Middle Thrupe Farm, Croscombe - Lots B & C	Sold at auction 09.11.2017 completed 15.12.2017	£220,000
Land at 79 Keyford, Frome	Sale completed 09.02.2018	£5,000
Oxenford Farm (1) (House)	Sold at auction 06.03.2018	£194,000
Greenway Cottage, Donyatt	Sold at auction 06.03.2018	£252,000
<b>TOTAL CAPITAL RECEIPTS 2017/18</b>		<b>£7,695,401</b>

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**Scrutiny for Policies and Place Committee Work Programme**

<b>Agenda item</b>	<b>Meeting Date</b>	<b>Lead Officer</b>
	<b>10 July 2018</b>	
Library Service Consultation 2018 – Initial Consultation Results		Ollie Woodhams/Sue Crowley
Trading Standards		Barry James
Planning Control - Service Improvement Plan		Barry James
Rights of Way		Alyn Jones
Registration Service Update		Genevieve Branch/Alyn Jones
Heart of the South West Scrutiny Arrangements		Julian Gale
	<b>11 September 2018</b>	
Flood and Water Management - Service Improvement Plan		Barry James
Flood and Water Management – regular LLFA update		Barry James
Flood and Water Management – Land Drainage Enforcement Policy		Barry James
Leisure Services Update		Barry James
Hinkley Point C Update -		Andy Coupe/Paula Hewitt
	<b>09 October 2018</b>	
Library Service Consultation 2018 – Recommendations		Ollie Woodhams/Sue Crowley
Revenue Budget Monitoring Report Q1 +1 2018/19		Lizzie Watkin
Council Performance Monitoring report Q1 +1 – 2018/19		Emma Plummer/ Louise Day/Ryszard Rusinek
Waste - Single Use Plastics		Barry James
	<b>13 November 2018</b>	
	<b>11 December 2018</b>	
Revenue Budget Monitoring Report Q2 2018/19		Simon Clifford/Louise Day
Council Performance Monitoring report Q2 – 2018/19		Emma Plummer/ Louise Day

## Scrutiny for Policies and Place Committee Work Programme

**Note:** Members of the Scrutiny Committee and all other Members of Somerset County Council are invited to contribute items for inclusion in the work programme. Please contact Jamie Jackson, Service Manager Scrutiny, who will assist you in submitting your item. [jjackson@somerset.gov.uk](mailto:jjackson@somerset.gov.uk) 01823 359040

**To add:** Income regeneration  
Temporary Labour Contract Update (Dec 2019)



## Somerset County Council Forward Plan of proposed Key Decisions

The County Council is required to set out details of planned key decisions at least 28 calendar days before they are due to be taken. This forward plan sets out key decisions to be taken at Cabinet meetings as well as individual key decisions to be taken by either the Leader, a Cabinet Member or an Officer. The very latest details can always be found on our website at:

<http://democracy.somerset.gov.uk/mgListPlans.aspx?RPId=134&RD=0&FD=1&bcr=1>

Regulation 8 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 defines a key decision as an executive decision which is likely:

(a) to result in the relevant local authority incurring expenditure which is, or the making of savings which are, significant having regard to the relevant local authority's budget for the service or function to which the decision relates; or

(b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the relevant local authority.

The Council has decided that the relevant threshold at or above which the decision is significant will be £500,000 for capital / revenue expenditure or savings. Money delegated to schools as part of the Scheme of Financial Management of Schools exercise is exempt from these thresholds once it is delegated to the school.

Cabinet meetings are held in public at County Hall unless Cabinet resolve for all or part of the meeting to be held in private in order to consider exempt information/confidential business. The Forward Plan will show where this is intended. Agendas and reports for Cabinet meetings are also published on the Council's website at least five clear working days before the meeting date.

Individual key decisions that are shown in the plan as being proposed to be taken "not before" a date will be taken within a month of that date, with the requirement that a report setting out the proposed decision will be published on the Council's website at least five working days before the date of decision. Any representations received will be considered by the decision maker at the decision meeting.

In addition to key decisions, the forward plan shown below lists other business that is scheduled to be considered at a Cabinet meeting during the period of the Plan, which will also include reports for information. The monthly printed plan is updated on an ad hoc basis during each month. *Where possible the County Council will attempt to keep to the dates shown in the Plan. It is quite likely, however, that some items will need to be rescheduled and new items added as new circumstances come to light.* Please ensure therefore that you refer to the most up to date plan.

For general enquiries about the Forward Plan:

- You can view it on the County Council web site at <http://democracy.somerset.gov.uk/mgListPlans.aspx?RPId=134&RD=0&FD=1&bcr=1>
- You can arrange to inspect it at County Hall (in Taunton).
- Alternatively, copies can be obtained from Scott Wooldridge or Michael Bryant in the Democratic Services Team by telephoning (01823) 357628 or 359500.

To view the Forward Plan on the website you will need a copy of Adobe Acrobat Reader available free from [www.adobe.com](http://www.adobe.com)  
Please note that it could take up to 2 minutes to download this PDF document depending on your Internet connection speed.

To make representations about proposed decisions:

Please contact the officer identified against the relevant decision in the Forward Plan to find out more information or about how your representations can be made and considered by the decision maker.

The Agenda and Papers for Cabinet meetings can be found on the County Council's website at:  
<http://democracy.somerset.gov.uk/ieListMeetings.aspx?CId=134&Year=0>

Weekly version of plan published on 1 June 2018

FP Refs	Decision Date/Maker	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring it to be considered in private?	Contact Officer for any representations to be made ahead of the proposed decision
<b>FP/18/04/19</b> First published: 30 April 2018	Not before 6th Jun 2018 Cabinet Member for Children and Families, Cabinet Member for Education and Council Transformation, Commercial & Business Services Director	Issue: Creation of two New Academies in Somerset Decision:	Academy Conversion - Decision Report		Elizabeth Smith, Service Manager – Schools Commissioning Tel: 01823 356260
<b>FP/18/04/03</b> First published: 9 April 2018	7 Jun 2018 Commercial & Business Services Director	Issue: Insourcing and re-procurement of Hard FM arrangements for Corporate Estate only Decision: The Council is required to arrange replacement planned and reactive maintenance services (Hard FM) for when the current contract comes finishes at the end of September. The Council proposes to create an in-house team to deliver the core electrical, mechanical and fabric maintenance and procure a suite of contracts to cover specialist maintenance works.	Hard FM Arrangments - Decision Report	Part exempt	Claire Lovett, Head of Property Tel: 07977412583
<b>NON-KEY DECISION</b> First published: 28 December 2017	Not before 11th Jun 2018 Commercial & Business Services Director	Issue: Strategy for the Management of the County Farms Estate Decision: To approve the publication of the strategy for the management of the County Farms Estate in accordance with existing policies, taking into account the recommendations from Scrutiny Committee Policies & Place			Claire Lovett, Head of Property Tel: 07977412583

Weekly version of plan published on 1 June 2018

FP Refs	Decision Date/Maker	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring it to be considered in private?	Contact Officer for any representations to be made ahead of the proposed decision
<b>FP/18/04/01</b> First published: 3 April 2018	13 Jun 2018 Commercial & Business Services Director	Issue: County Hall Priority 1 Enabling Works approval Decision: SCC Full Council approved funding for Priority 1 works at County Hall in Feb 18. This decision seeks the approval of the first tranche of this funding which ensures enabling works to unlock the full project proceed at the right time	Decision Report Appendix B	Part exempt	Commercial & Business Services Director
<b>FP/18/05/10</b> First published: 21 May 2018	Not before 11th Jun 2018 Commercial & Business Services Director	Issue: Award of the Corporate Cleaning Contract Decision: Agree the award of the Corporate Cleaning Contract			Heidi Boyle Tel: 01823 355524
<b>FP/18/05/14</b> First published: 11 May 2018	11 Jun 2018 Cabinet	Issue: Corporate Performance Outturn Report - 2017/18 Decision: To consider the report			Director of Corporate Affairs
<b>FP/18/05/05</b> First published: 11 May 2018	11 Jun 2018 Cabinet	Issue: Revenue Budget Outturn Report - 2017-18 Decision: To consider the report			Elizabeth Watkin, Service Manager - Chief Accountant Tel: 01823359573
<b>FP/18/05/06</b> First published: 11 May 2018	11 Jun 2018 Cabinet	Issue: Capital Budget Outturn Report - 2017/18 Decision: To consider the report			Elizabeth Watkin, Service Manager - Chief Accountant Tel: 01823359573

Weekly version of plan published on 1 June 2018

FP Refs	Decision Date/Maker	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring it to be considered in private?	Contact Officer for any representations to be made ahead of the proposed decision
<b>FP/18/05/07</b> First published: 11 May 2018	11 Jun 2018 Cabinet	Issue: People Strategy Decision: To consider the report			HR & OD Director
<b>FP/18/03/08</b> First published: 20 March 2018	11 Jun 2018 Cabinet	Issue: Somerset County Council Business Plan Decision: Agree the new Business Plan whihc outlines what SCC will do over the next 3 years to deliver the new County Vision			Alastair Higton, Executive Assistant - Policy and Research
<b>FP/18/01/03</b> First published: 5 January 2018	Not before 18th Jun 2018 Cabinet Member for Children and Families	Issue: Heathfield School, Taunton - Award of Contract for the Proposed ASD Base Decision: To seek approval to award the contract for the delivery of the propose dnew base		Part exempt	Carol Bond, Project Manager, Property Programme Team Tel: 01823 355962
<b>FP/18/04/06</b> First published: 30 April 2018	Not before 18th Jun 2018 Director of Commissioning and Lead Commissioner for Economic Community Infrastructure	Issue: Procurement of the HotSW Growth Hub Service Decision: To undertake the procurement of a Business Support Service (Growth Hub) on behalf of the HotSW LEP			Melanie Roberts, Service Manager - Economic Policy Tel: 01823359209

FP Refs	Decision Date/Maker	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring it to be considered in private?	Contact Officer for any representations to be made ahead of the proposed decision
<p><b>FP/17/08/01</b> First published: 9 August 2017</p>	<p>Not before 18th Jun 2018 Cabinet Member for Resources and Economic Development</p>	<p>Issue: Disposal of Surplus Land at Castle Cary Decision: Authority to conclude negotiations for the disposal of surplus (former) farm land (13 acres, land only) at Castle Cary. Authority to conclude negotiations for the disposal of surplus (former) farm land (13 acres, land only) at Castle Cary.</p>	<p>Disposal of Surplus Land</p>	<p>Part exempt</p>	<p>Charlie Field, Estates Manager, Corporate Property Tel: 01823355325</p>
<p><b>FP/17/12/02</b> First published: 14 December 2017</p>	<p>Not before 18th Jun 2018 Cabinet Member for Highways and Transport</p>	<p>Issue: Contract for Provision of Bus Lane Enforcement Infrastructure Decision: To award the contract for the enforcement of bus lane enforcement infrastructure</p>		<p>Part exempt</p>	<p>Bev Norman, Service Manager - Traffic Management, Traffic &amp; Transport Development Tel: 01823358089</p>
<p><b>FP/18/03/04</b> First published: 12 March 2018</p>	<p>Not before 18th Jun 2018 Cabinet Member for Highways and Transport</p>	<p>Issue: Procurement for the construction of traffic signals improvements at the Rowbarton junction in Taunton Decision: To commence the process to secure a contractor to deliver the scheme to improve the traffic signals at Rowbarton junction in Taunton</p>			<p>Sunita Mills, Service Commissioning Manager Tel: 01823 359763</p>

Weekly version of plan published on 1 June 2018

FP Refs	Decision Date/Maker	Details of the proposed decision	Documents and background papers to be available to decision maker	Does the decision contain any exempt information requiring it to be considered in private?	Contact Officer for any representations to be made ahead of the proposed decision
<p><b>FP/18/02/01</b> First published: 6 February 2018</p>	<p>Not before 18th Jun 2018 Director of Commissioning and Lead Commissioner for Economic Community Infrastructure, Director of Finance, Legal and Governance</p>	<p>Issue: Connecting Devon and Somerset (CDS) Superfast Extension Programme (SEP) Phase 2: decision to accept further grant funding and introduce additional funding into the contract for Lot 4 Decision: To accept additional grant funding from DCMS to invest in broadband infrastructure in Lot 4. To introduce the additional funding into the contract for Lot 4 to deliver more broadband infrastructure in that area</p>			<p>Katriona Lovelock, Economic Development Officer Tel: 01823 359873</p>
<p><b>FP/17/09/04</b> First published: 11 September 2017</p>	<p>Not before 18th Jun 2018 Director of Finance, Legal and Governance, Director of Commissioning and Lead Commissioner for Economic Community Infrastructure</p>	<p>Issue: iAero (Yeovil) Aerospace Centre (2,500 sq m) Acceptance of ERDF Funding Decision: The acceptance of the offer of ERDF funding (£3.5 million), for the iAero (Yeovi) Aerospace Centre</p>			<p>Lynda Madge, Commissioning Manager – Economy &amp; Planning Tel: 01823 356766</p>
<p><b>FP/18/05/12</b> First published: 29 May 2018</p>	<p>Not before 18th Jun 2018 Cabinet Member for Adult Social Care</p>	<p>Issue: Fee rates 2018-19 Adult Social Care Decision: Agree fee rates, including uplifts, for the year 2018-19 for those who provide ASC services on behalf of SCC</p>			<p>Tim Baverstock, Strategic Commissioning Manager - Strategic Commissioning</p>

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<b>FP/18/02/08</b> First published: 13 February 2018	Not before 25th Jun 2018 Cabinet Member for Highways and Transport	Issue: Taunton Transport Strategy Decision: To agree to adopt the joint (with TDBC) Taunton Transport Strategy			Lucy Bath Tel: 01823 359465
<b>FP/18/03/06</b> First published: 13 March 2018	Not before 25th Jun 2018 Cabinet Member for Resources and Economic Development, Cabinet Member for Corporate and Community Services	Issue: Community Leisure Services Post 2019 Decision: Agree that SCC does not extend or renew the current contract for community leisure provision. Sites will be made available for disposal to the schools were possible.			Barry James, Strategic Commissioning Manager – Community Infrastructure Tel: 01823 356659
<b>FP/18/05/11</b> First published: 21 May 2018	Not before 25th Jun 2018 Commercial & Business Services Director	Issue: Capita One Annual Support and Maintenance Contract Renewal Decision: Agree to extend the annual support and maintenance contract for Capita One Education software for 3 years. This is required to continue the use of the system, which supports many statutory functions, and for Public Services Network (PSN) compliance		Part exempt	Mike Kenworthy, Head of ICT



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<p><b>FP/18/04/02</b> First published: 3 April 2018</p>	<p>Not before 25th Jun 2018 Cabinet Member for Adult Social Care</p>	<p>Issue: Shaping the future models for Support in Sheltered Housing in Somerset Decision: SCC's contract for support in sheltered housing schemes is due to end in October 2018, a consultation is taking place between 3rd April – 30th May to seek the view of a wide range of people to discuss the different way which the council could provide these services in the future. This decision is to agree the outcome of that consultation.</p>			<p>Vicky Chipchase, Senior Commissioning Officer Tel: 07775 406590</p>
<p><b>FP/18/04/04</b> First published: 16 April 2018</p>	<p>Not before 25th Jun 2018 Cabinet Member for Adult Social Care</p>	<p>Issue: Re-Provision of existing Learning Disability Service in Mendip Decision: To agree award decision for re-provision of a Learning Disability service in Mendip</p>			<p>Steve Veevers, Strategic Commissioning Manager Tel: 01823359155</p>
<p><b>FP/18/04/05</b> First published: 16 April 2018</p>	<p>9 Jul 2018 Cabinet</p>	<p>Issue: Consultation on draft Somerset Air Quality Statement Decision: To go out to public consultation on the draft Somerset Air Quality Statement</p>			<p>Stewart Brock, Public Health Specialist, Public Health Tel: 01823357235</p>
<p><b>FP/18/06/01</b> First published: 7 June 2018</p>	<p>9 Jul 2018 Cabinet</p>	<p>Issue: Corporate Peer Challenge Update Decision: To receive an update on management actions</p>			<p>Simon Clifford, Customers &amp; Communities Director Tel: 01823359166</p>

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<b>FP/18/03/03</b> First published: 11 May 2018	9 Jul 2018 Cabinet	Issue: Treasury Management End of Year Report 2017-18 Decision: That the Cabinet endorse the Treasury Management End of Year Report for 2016-17 and recommends its approval by Full Council on 18 July 2018			Alan Sanford, Principal Investment Officer Tel: 01823 359585
<b>FP/18/02/09</b> First published: 13 February 2018	9 Jul 2018 Cabinet	Issue: Road Safety Strategy Decision: Adoption of the Road Safety Strategy			Lucy Bath Tel: 01823 359465
<b>FP/18/04/07</b> First published: 30 April 2018	9 Jul 2018 Cabinet	Issue: Children and Young Peoples Plan 2016-19 - Report on progress of year 2 Decision: Report on progress of year 2 (1 April 2017 - 31 March 2018)			Director of Children's Services
<b>FP/18/05/08</b> First published: 11 May 2018	9 Jul 2018 Cabinet	Issue: Revenue Budget Monitoring Report - Month 2 2018/19 Decision: To consider the report			Elizabeth Watkin, Service Manager - Chief Accountant Tel: 01823359573
<b>FP/18/05/09</b> First published: 11 May 2018	9 Jul 2018 Cabinet	Issue: 2019/20 Medium Term Financial Plan - Development and Approach Decision: To consider the report			Elizabeth Watkin, Service Manager - Chief Accountant Tel: 01823359573

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<b>FP/18/05/02</b> First published: 9 May 2018	9 Jul 2018 Cabinet	Issue: Decision to award contract for the provision of Somerset Specialist All Age Drug and Alcohol Treatment Service Decision: Cabinet to approve the award of contrac			Amanda Payne, Co-ordinator Somerset Drug and Alcohol Partnership, Public Health Tel: 01823357641
<b>FP/18/05/01</b> First published: 9 May 2018	9 Jul 2018 Cabinet	Issue: Adoption of the 'Well-managed highway infrastructure' Code of Practice by Somerset County Council Decision: To agree SCC adopts the new CoP and its 'risk based' approach for the management of the highway network.			Neil Guild, Highways Asset Improvement Officer
<b>FP/18/04/08</b> First published: 30 April 2018	Not before 3rd Sep 2018 Commercial & Business Services Director, Cabinet Member for Children and Families	Issue: Creation of two New Academies in Somerset Decision: King Alfred School and Pawlett Primary School			Elizabeth Smith, Service Manager – Schools Commissioning Tel: 01823 356260
<b>FP/17/11/05</b> First published: 16 November 2017	19 Sep 2018 Cabinet	Issue: Customer Feedback Annual Reports 2017/18 Decision: Consider the annual customer feedback report and Ombudsman report for 2017/18			Rebecca Martin Tel: 01823 356257

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