

Scrutiny for Policies and Place Committee

Tuesday 16 July 2019

10.00 am Meeting Room, Taunton Library,
Paul Street, TA1 3XZ



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

Cllr A Groskop (Chair), Cllr A Bown (Vice-Chair), Cllr P Ham, Cllr B Filmer, Cllr John Hunt, Cllr L Leyshon, Cllr M Keating and Cllr T Munt

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

Issued By Scott Wooldridge, Strategic Manager - Governance and Risk - 8 July 2019

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



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AGENDA

Item Scrutiny for Policies and Place Committee - 10.00 am Tuesday 16 July 2019

****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 19 June (Pages 5 - 16)**

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 **Prevention Fund Update (Pages 17 - 72)**

To receive the report.

6 **Revenue Budget Monitoring Report - Month 2 (Pages 73 - 98)**

To receive the report.

7 **Scrutiny for Policies and Place Committee Work Programme (Pages 99 - 110)**

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

8 **Any other urgent items of business**

The Chairman may raise any items of urgent business.

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) 357628 or 355059 or Email: LTawse@somerset.gov.uk or democraticservices@somerset.gov.uk They can also be accessed via the council's website on 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 5pm, 3 clear working days before the meeting (5pm on Wednesday 10 July). All Public Questions must directly relate to an item on the Committee's agenda and must be submitted in writing by the deadline.

If you require any assistance submitting your question, please contact the Democratic Services Team on 01823 357628.

At the Chair'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 Chair. You may not take direct part in the debate. The Chair will decide when public participation is to finish.

If there are many people present at the meeting for one particular item, the Chair 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 Committee meeting rooms have infra-red audio transmission systems.

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 Chair 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 Council Chamber, Shire Hall, Taunton, on Wednesday 19 June 2019 at 10.00 am

Present: Cllr A Bown (Vice-Chair), Cllr B Filmer, Cllr John Hunt, Cllr L Leyshon, Cllr M Keating and Cllr T Munt.

Other Members present: Cllr M Chilcott, Cllr C Lawrence, Cllr J Lock and Cllr J Woodman.

Apologies for absence: Cllr A Groskop and Cllr P Ham

188 **Declarations of Interest** - Agenda Item 2

Cllr Munt declared a personal interest in respect of agenda item 5, as her partner was a landowner and she played no part in the discussion.

189 **Minutes from the previous meeting held on 22 May 2019** - Agenda Item 3

The Committee agreed that the minutes of the last meeting were accurate and in the absence of the Chair of the Committee the Vice Chair signed them.

190 **Public Question Time** - Agenda Item 4

The Vice Chair of the Committee invited those who had registered to address the meeting. Statements had been received from 5 members of the public, however only Mrs Roseff and Mrs Bucks were present and they both spoke in support of the submissions they had made in advance of the meeting. The Governance Manager noted that all of the statements received from members of the public had been circulated to the Committee and published on the Council's website.

Mrs Joanna Roseff, of the Axbridge Bridleways Association spoke in support of the statement she had submitted below including training officers and members on the efficiency of processing DMMOs.

Following the process review, several options were approved by the Regulation Committee on 9th May 2019, on which we have the following comments:

IR4 WCA 1981 s 53, (c) refers to the discovery by the authority of evidence which (when considered with all other relevant evidence available to them) shows— etc

The important word is relevant: it does not say exhaustive. Available evidence can become irrelevant depending on what else is found.

Published county maps should be looked at first because they show the antiquity of the route and the places that it connected; they should move from the secondary to the primary list.

The investigating officer should have authority to mark against each item on the list whether or not they chose to investigate and if it was omitted, put a reason why.

Recently at Wedmore, the Definitive Map showed a FP through a building; the Provisional Map exposed a drafting error, yet the officer flogged through every map on the list adding no value.

IR8 Shorten the investigation when sufficient evidence has been found, not just when it is 'conclusive'. The relevant test is 'reasonable allegation', less than 50%, or 'balance of probabilities', which is slightly more than 50%.

D2 The Regulation Committee are untrained and inexperienced. They should not over-rule an informed decision by the R-o-W Department, particularly if it was arrived at in consultation with the Legal Department – especially not on the basis of a site visit. On 9th May, they said the Investigation Reports are lengthy and hard to follow – so no site visits.

D3 For borderline decisions it is even more important that untrained Councillors should not interfere. The decision should be based on the facts and not on politics. If it is borderline, the decision should always favour the public.

On the subject of post determination Mrs Joanna Roseff, submitted that the OMA has an obligation to protect and assert the rights of the public, so if they have made an order in favour of the public, they should defend it. To do otherwise is not fair on applicants, particularly inexperienced ones.

User evidence and landowners in favour

These both have a shelf-life; users die or move away and landowners change; yet these claims are not listed on the Statement of Priorities as they should be.

Mrs Sarah Bucks, Chair of the South Somerset Bridleways spoke in support of the statement she had submitted below:

Problems, from the perspective of a user group, with the DMMO application backlog

Backlog, referrals, inefficiencies, policies, possible/partial solutions

- Backlog,

The authority has had a backlog for many years and never the resources to make an impression on it. DMMO applications should be determined within 12 months and Inspectors are now finding delays of 10 and more years unacceptable, particularly in view of the 2026 cut off date. When an application is referred for non-determination, PINS are now directing the authority to determine it within 6 or 12 months.

The rate of submitting DMMO applications is going to increase exponentially as 2026 approaches. Even at the optimistic rate of processing 10 applications per year, the authority's current system is not fit for purpose. Other surveying authorities are trialling solutions, and working with user groups to streamline and standardise the process.

The Somerset LAF has already been provided with information from Northumberland and Yorkshire. Cornwall only require a set number of documents (tithe and 1910 Finance Act records and OS maps) to record the application on the modifications register and they encourage a standardised approach from the user groups and work with them to source documents. SCC

require all researched information to be submitted, which may be over 20 documents, all of which will have to be assessed and a report written. Many authorities are now employing more experienced staff, as they can see that the rate of applications is going to grow exponentially. They are also evolving standardised and systematic ways of working.

- Referrals

This Surveying Authority has been ignoring directions from the Secretary of State for years. Whilst it is true that there is no direct penalty for not complying with such directions, it is very poor practise. This list shows ones that we (South Somerset Bridleways Association) are aware of, there may be others.

<u>Parish</u>	<u>Route</u>	<u>Date of application</u>	<u>Instructed to determine the case by:</u>
Abbas and Templecombe	Lily Lane	August 2008	December 2018
Broadway	Long Drove	September 2008	May 2018
Broadway	Long Drove to Hare Farm	September 2008	May 2018
Broadway	Long Drove to Hare Lane	September 2008	May 2018
Broadway	New House Farm to Hare Lane	September 2008	May 2018
Charlton Musgrove	east from Balls Farm	September 2009	May 2018
Combe St Nicholas	Hamway Lane	January 2009	May 2018
Combe St Nicholas	Charmoor Drove	January 2009	May 2018
Combe St Nicholas	Charmoor Lane	January 2009	May 2018
Puckington	Gummers Lane	June 2008	May 2018
Shepton Beauchamp	Fouts Lane	September 2008	May 2018
South Petherton	Frogmary Lane	September 2008	May 2018
Combe St Nicholas	Sixteen Acre Lane	January 2009	June 2019 (20 th .)

Plus there are another dozen that SCC have been directed by PINS to determine in the next couple of years, and of the many applications submitted by the South Somerset Bridleways Association, another 130 are paragraph 2 compliant and so could be referred for non-determination at any time.

- Inefficiencies:

- ROW staff looking for too much evidence rather finding 'reasonable allegation' or 'balance of probability' and making an order. If an order is made, then it can be objected to or confirmed, and many would go through without objection.
- Reports too long and confusing, not balanced or adding positive evidence together, but dismissing any evidence which does not offer 'proof'. No summary sheet.

- Researching and producing irrelevant or excessive information – e.g. comparisons with other routes in other parishes.
- Lack of continuity - cases are not followed through to conclusion, but ‘parked’ for many years and often more than once.
- Not processing adjacent or connecting routes at the same time.
 - For example in South Chard there is a network of connecting routes for which applications were submitted in March 2009 and which rely on many of the same documents. In the queue, laboriously compiled by SCC, the applications for Factory Lane to Green End Lane are 19, Chilson Common to Hoskins Lane 96, and Dyke Hill to Chard Junction 148 respectively. **If** SCC achieve a rate of processing applications at 10 / year, these 3 applications will be processed in approximately 20, 70 and 150 years’ time respectively – making dead end routes for many decades. Why not process them at the same time as they rely on the same evidence? Obviously all current users will be dead so there is little enthusiasm to collect user evidence.
 - Sixteen Acre Lane in Combe St Nicholas was submitted at the same time as three others in Combe St Nicholas, and has also been referred for non-determination, yet it has not been processed with the other three, and we don’t think any work has been done on this application – another direction to determine date missed.
- Holding back cases which should be sent to PINS. We believe that the following applications have had orders made, objections received, and are waiting to be sent back to PINS. There may be other such cases.

Chaffcombe	Whitemoor Hill	order made in December 2015
Pitney	Underhill Lane	Secretary of State overturned SCC’s decision to refuse to make orders on the evidence provided for these three applications, and directed SCC to make orders for RBs. Orders made in January 2016
Pitney	Dyer’s Piece Lane	
Pitney	Northern end of Westerngate Lane	
Crewkerne	Butts Quarry Lane	Secretary of State overturned SCC’s decision and directed SCC to make orders for RBs orders made in July 2016
Crewkerne	Higher Easthams Lane	

Pilton	Westholme Lane	order made in February 2018
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○ Orders about to be made: (what is the delay?)
Kingsbury Episcopi route from Rusty Axe to Pulpits Way
Secretary of State directed SCC to make order for

RB in June 2019

Puckington Gummers Lane (objection period has passed some time ago, what is the delay now?)

• SCC ignoring own policies:

1. County farm land at Dowlish Wake was sold without a 100 yard section of connecting bridleway being dedicated. This goes against both the ROWIP and the policy to dedicate public rights of way before selling county land, especially where the land concerned had a DMMO application (submitted 2009) was brought to the council's attention. End result will be an expensive Public Inquiry when the application is eventually processed, and in the meantime riders are on the roads.
2. Taking applications out of turn where a planning application is made. The current application for another anaerobic digester and service roads in South Petherton crosses the land of Frogmary Lane and potentially Fouts Lane. Applications for these routes were submitted in 2008, SSBA referred the applications to the Secretary of State for non-determination in August 2017 about the time the planning applications were submitted. The Secretary of State directed the council to determine the applications by May 2018. To date the authority still hasn't determined the applications.

• Possible Solutions:

- Process applications which are backed by a legal Act (Inclosure award or Quarter Sessions record). Make reports on that evidence alone, and not keep demanding more documentation which is superfluous; the record of the legal event should be sufficient.
- Make orders for routes which are thought not to be contentious.
- Training – by IPROW, and for economies share day with neighbouring authorities. IPROW will provide bespoke days for surveying authorities who have particular problems.
- Short term (say 2 years) contract for an experienced and proven ROW professional with the remit to reduce the DMMO application backlog.
- Do not employ people without experience and then spend years training them internally with staff who should be processing applications, so delaying DMMO processing work.
- Attempt to have objections withdrawn rather than just stacking the cases up to be sent to PINS many years later.

Mrs Rachel Thompson MBE, Consultant to the Trails Trust/Founder member of Horse Access Campaign UK submitted, regarding the process review – modifying the definitive map and statement – suggestions to save time:
Investigation and report

IR4: all published maps should be available at County Hall, if IR5 is taken forward (research volunteers digitising) most archives would be readily available.

IR5: use of volunteer resource – yes agree

IR6: Interview users by phone. Yes absolutely agree. All users should be interviewed immediately an application is presented due to severe time delays in investigating.

IR8: if there is conclusive evidence such as an express dedication / acceptance or a publicly awarded carriage road or bridleway in an inclosure award, further research is unnecessary. Furthermore, where there is conclusive evidence of a public right of way these should be immediately recorded on the Definitive Map and Statement by legal event order, saving hours of process time.

IR10: yes agree. Produce one good well researched report and let the matter rest.

Decision- making

D2: give up committee site visits altogether. These applications are judged on the evidence, not what the route looks like on the ground. This too often leads to judgements made on suitability, which is not the test. Trust the officer's decision.

D3: borderline evidence – trust the officer. If the evidence is borderline, the decision should err on the side of the public.

Past Determination

PD1: adopt neutral stance for opposed orders – disagree – Local Authorities have a legal duty to protect public rights. If the LA has made an order, it must defend it and negotiate with objectors to withdraw. If it seems likely that there will be objections, other than from the landowner, during the course of the inquiry, go for a dedication either express or HA80 s25. This was done with great effect in the past.

PD2: yes agree. Carry out the investigation, decide LA stance then let it rest, far too much time wasted arguing minor points, let the inspector weigh it up.

PD3: disagree. Again the LA has a duty to protect the rights of the public and should ensure the best case goes forward to public inquiry. Again consider trying to achieve a dedication.

Lynne Myland, of the Isle of Wedmore Horse Riders and Carriage Drivers Access Group submitted, following on from the recent Regulation Committee's agreement to support the proposed changes to how applications to modify the definitive map are processed.

Decision Making -D2 "Minimise site visits for committee decisions".

I would like to make the following point - The decisions should be Quasi Judicial and should be decided on the evidence placed in front of the committee, not on a visit to see the suitability or desirability. The officers will make a site visit; I believe site visits by Regulation Cttee unnecessary because they risk being influenced by suitability and recent topographical changes.

I will not be able to attend the meeting but very much appreciate the opportunity to have this opportunity to give my opinion for the Scrutiny Committee to consider.

Venetia Craggs, of Axbridge Bridleways submitted:

4.4 Mentions Site Visits this is a total waste of time and money as Google can be used very successfully. Of course time also changes the way over 100/200 years.

If the Committee insist on a site visit then they will need an expert to point out the various landmarks, eg old ditches, walls, wayfaring trees, bench marks. old gate posts, etc.

Any Officer who makes a final decision must be very well trained in the legality of rights of way. and “protect and assert the rights of the public” before the landowners.

It Appears that User evidence claims are not being researched immediately. This of course is unfair as many users die before the claim is looked into or comes to a Public Inquiry.

Perhaps more help from Northumberland CC might be helpful.

The Vice Chair of the Committee invited the Lead Officer to reply to the statements that had been received and he spoke to confirm the Council's position and responded to the various points raised by members of the public.

191 **Rights of Way Service Update** - Agenda Item 5

The Committee considered this update report on the Rights of Way (RoW) Service, that provided a focus on applications to modify the Definitive Map & Statement. The Committee had received a report on this topic last November and asked the RoW Service to undertake a review of this area of work and the report contained an overview of the review findings, which were summarised in Appendix 1 of the report.

It was reported that there were currently in the region of 330 undetermined applications to modify the Definitive Map and Statement of Rights of Way. In each case the applicant considered that the legal record was in error and should be corrected.

Members noted that the size of the backlog raised two main areas of concern: 1)The authority is under a statutory duty (Wildlife & Countryside Act 1981) to determine applications ‘as soon as reasonably practicable,’ which based on current resources and determination rates, was not possible; 2) Directions issued by the Secretary of State (SoS) to determine applications within a specified time frame meant that the order in which applications were determined was affected, with determination of some of the oldest applications being delayed due to resources being redirected to focus on SoS directions.

In response to a question it was stated that 39 SoS directions had been received since July 2016, the deadlines for 24 of which had now passed. It was noted that 6 of those had been complied with on time, with 9 being determined after the deadline and a further 9 still awaiting a determination.

To improve the determination/referral rate it was explained that either additional resources would be required or there would need to be a change to the process. A streamlined process had been adopted some years ago and was largely still in place, however the levels of scrutiny from applicants and

objectors meant that on most occasions a fully streamlined process was not achievable. It was noted that a typical investigation would take approximately 6 months to determine (allowing for research, consultation periods, consideration of responses).

The last 5 years has seen continuous process improvement including report structure and being able to use standard text across similar applications. Previous staff turnover and vacant posts had not helped service delivery, but recent stability in this area, coupled with the continuous improvement had begun to improve performance but ultimately would not be enough to improve the current backlog or long delays in investigating recently submitted applications.

For the purposes of the process review, consideration had been given on how further efficiencies could be achieved was broken down into 3 distinct stages of dealing with applications; i) Investigation & Report (IR), ii) Decision-making (D), and iii) Post Determination (PD). The proposed changes would see the wait for determinations being reduced from 30 years to 23 years.

During the consideration of the report, issues/concerns were raised, questions asked/answered and further information was provided on:

- It was acknowledged that the work the Council did was very thorough and detailed, although in some respects it was thought there was room for improvement and the on-going backlog was unacceptable. Officers were encouraged to work with others so there was not a 'them and us' feeling, and to look for a better way to deal with it. It was stated that nationally there were continuing staff resources/shortages;
- It was noted that the team was just focusing on fulfilling its statutory duties, and in respects of current RoW applications they did listen to user groups and make contact and were mindful of planning inspector guidance and interpretations. It was also noted that the level of detail required for processing each RoW was always high and therefore resource intensive and additional staff would help;
- Members heard that the backlog had been an issue for some time and it was noted that recent years had since the backlog increase, due to many applications being received;
- It was explained that a number of applications had been received from the Horse Society and looking at Somerset as a whole there appeared to be more applications in the South Somerset area. There were no private sector resources the Council could utilise and the job within the Council was graded lower and therefore lower paid than in other authorities meaning recruitment could be difficult;
- The work of the third sector and volunteers was acknowledged particularly for cataloguing and helping to improve the quality of applications assisted the determination process, and it was stressed the Council had to remain impartial;
- Regarding the issue of taking applications out of turn, i.e. so that they were not considered in strict chronological order and it was noted that if an application was taken 'out of turn' it would bump something else

further down, and it was probably best left to appeal process to determine;

- The importance of the RoW network to a rural County like Somerset was recognised however it was also noted that the difficult financial position meant that all claims for additional resources had to be considered very carefully against a business case;
- It was noted that all applications were processed using a RoW 'scorecard' and included considerations such as road safety, the status of the route and the public benefit. There was no geographic weighting of way of processing the applications as they were considered strictly in date order so as not to distort the system;
- Some RoW had been ancient tracks, drove ways and byways and could be traced back to the Domesday book and were a valued part of Somerset's history and it was asked if such routes were mapped if they could not be designated and/or preserved? In response it was noted that mapping of RoW was led by the applications held but that the ancient aspect was not a consideration reflected in scorecard system, but any historic evidence would be considered;
- It was asked about neighbouring authorities and if they had similar backlogs and it was noted that staffing levels in other RoW teams were in line with the proposals contained in the report;
- It was suggested that consideration be given to sharing resources with the District Councils if this could help speed up application determinations;
- The Cabinet Member commended Officers for their diligent work noting applications were often very complex and difficult and given the continuing level of applications it would be important for the Council to address work carefully and correctly with the available resources.

The Committee agreed a recommendation to the Cabinet Member, Highways and Transport that representatives from the Bridleway Associations be invited to take part in discussion of the issues with the Rights of Way service team on a 6-monthly basis and that the service seeks to work with District Councils and volunteers.

192 **Revenue Outturn 2018-19 Budget Monitoring** - Agenda Item 6

The Committee considered this report, introduced by the Deputy Leader of Council, that provided an update on the Council's final revenue budget outturn position. It was reported that there had been an underspend of £5.909m against a net budget of £317.882m (-1.86%).

It was explained that this had been achieved through a tighter financial grip on spending, taking difficult decisions to make budget reductions and a determination to significantly rebuild resilience through reserves. This achievement was attributed to staff, managers and all Members who had contributed to a turnaround that placed the Council in an improved and more resilient position. However, it was acknowledged that it remained imperative

that the tighter financial grip was maintained to enable the Council to further improve its financial foundations.

It was noted that in recognition of the need for services to continue to manage service delivery across financial years, it would be sensible to carry forward funding to 2019/20 where specific individual rationale was clearly set out (section 3 of appendix A and section 4 of appendix B of the Cabinet outturn report). It was stated that total requests for carry forwards were £0.417m and the Cabinet would be asked to approve those.

The Committee wished to pay tribute to the exceptional work of officers, and several Members noted that each time they had asked a question or requested additional information the details requested had been provided and shared in a timely way. Members reflected that it would now be important to ensure the progress made over the last 12 months was carried forward over the next few years, and the challenge of maintaining financial sustainability could not be underestimated.

Members also noted that the progress the Council had made had been due in large part to the identified savings being realistic and deliverable and this had represented a change from previous years, as 98% of the additional savings identified in MTFP2 had been achieved. Members also welcomed the improved financial reporting during 2018/19 with more frequent and detailed reports to Cabinet, the Audit committee and Scrutiny meetings and it was confirmed that this improved approach would continue throughout 2019/20 to ensure on-going transparency in financial reporting.

It was noted that to further strengthen the Council's financial resilience, it was proposed that the services' net underspend (including the unused Corporate Contingency) would be used to:

- Carry forward requests submitted by Services (as detailed in section 4 and appendix B of the Cabinet report);
- Eliminate the deficit balance on the Repairs & Maintenance (R&M) and Buildings Maintenance Indemnity Scheme (BMIS) reserves, and;
- Create an earmarked reserve of £2.556m to enable the Council to support ongoing priorities with delegated authority to be given to the Leader, Cabinet Member for Resources, Chief Executive and Director of Finance.

There was a brief discussion of the areas where that had held a negative reserve and those areas had been remedied except for Dillington House. It was explained that negative reserve of £1.3m associated with Dillington House were being actively considered and Officers were working with the Manager to put together a robust business plan to recover that position.

The Vice Chair thanked the Officers for the report and noted that the improvement to the Council's financial position was welcome news and she reflected that all Members would be keen to ensure the change of approach and the positive results it had yielded were maintained.

The revenue outturn report for 2018/19 was accepted and it was requested that future reports contained a 'waterfall chart' to aid understanding.

193 Capital Receipts Flexibilities Update - Agenda Item 7

The Committee considered this report that reminded members that in 2016 the Government had issued statutory guidance on the Flexible Use of Capital Receipts. Members noted that the Council had used the Capital Receipts flexibilities to fund a total of £14.987m of revenue transformational activity within services across 3 years from 2016/17 to 2018/19.

The directive had given Councils the ability to use Capital Receipts received in the year to fund expenditure incurred on projects that were designed to generate ongoing revenue savings in the delivery of public services and/or transform service delivery to reduce costs and/or transform service delivery in a way that reduced costs or demand for services in the future years for any of the public sector delivery partners.

It was noted that the directive could be used by Councils up to and including the financial year 2021/22. Up to 31 March 2018 the Council made use of this flexibility totalling £6.389m to fund the transformation costs of the Learning Disabilities service and back office support services, IT and Business Change.

There was a brief discussion on how Officers ensured expenditure qualified as transformational against capital receipts funding in accordance with the legislation, and it was noted a full review of business cases had been carried out in March 2018. This review consisted of consideration by a panel of officers that was chaired by a member of the Council's Senior Leadership Team followed by a final review panel made up of the Chief Finance Officer and the Chief Executive. As a result, £8.598m of expenditure had been funded under this flexibility.

There was a question about capital receipts and Members heard in response that the amount of capital receipts held at 31 March 2019 (end of financial year 2018/19) had been £6.066m, of which £3.971m was committed to fund the capital programme, the majority being economic development projects, leaving available unearmarked capital receipts of £2.095m. It was also noted that the 2018 review of business cases also included potential costs of future transformational work, totalling £3.656m over the years 2019/20 and 2020/21.

The Vice Chair noted that the process of reviewing activity had ensured that business cases were robust and this had helped improve efficiencies and utilise resources across the Council. The Committee agreed to note the update and review process undertaken and accepted the approach set out for 2019/20 and future years.

194 Scrutiny for Policies and Place Committee Work Programme - Agenda Item 8

The Vice Chair invited the Governance Manager to outline the key points relating to the Cabinet Forward Plan and Committee's work programme. It was noted that:

- The Property Disposal and County Farms Update would now be considered at the September meeting;
- An item regarding the Climate Change Task & Finish Group would now be considered at the October meeting.

Members were also reminded that the next meeting would be held in the Taunton Library meeting room.

195 **Any other urgent items of business** - Agenda Item 9

The Vice Chair asked for volunteers to replace Cllr Lewis on the Joint Waste Scrutiny Panel and Cllr Munt agreed to join the Joint Waste Scrutiny Panel.

The Vice Chair asked for volunteers to replace Cllr Lewis and Cllr Leyshon on the Local Enterprise Partnership (LEP) Scrutiny Panel. There were no volunteers and there was a brief discussion concerning if the replacements needed to be Members of the Committee and if political proportionality applied to LEP appointments. The Governance Manager agreed to email all Members with further information.

The Vice Chair, after ascertaining there were no other items of business, thanked all those present for attending and closed the meeting at 11.46am.

(The meeting ended at 11.46 am)

CHAIRMAN

Prevention Fund Update

Lead Officer: Trudi Grant, Director of Public Health

Author: Chris Phillips, Service Manager, Stronger Communities

Contact Details: 01823 359243 / cphillips@somerset.gov.uk

Cabinet Member: Cllr David Fothergill – Leader of the Council and Cabinet Member for Strategy and Customers and Communities and Cllr Christine Lawrence Cabinet Member for Public Health and Wellbeing

Division and Local Member: All

1. Summary

- 1.1. This is an update item in relation to the decision taken to enable the creation of a £1m Prevention Fund for SCC Officers, SCC Members and the Somerset Youth Parliament to finance Council work and community projects that prevent issues developing or tackling them early to stop them escalating. In doing so it aims to improve lives whilst reducing future demand on the Council's services.
- 1.2. Prevention is integral to **Somerset County Council's vision** to improve lives. This funding is designed to support the delivery of the Somerset County Council 2019-20 Business Plan at a very local level.

2. Issues for consideration / Recommendations

- 2.1. This is an information update item for Scrutiny to note, further to Cabinet decision taken on 10 June 2019.

3. Background

- 3.1. At Full Council on 15 May 2019, Cllr David Fothergill announced the Council's aspiration to develop funds to help Prevent Demand and develop a prevention ethos across both the County and throughout the Council.
- 3.2. Improving lives is the core purpose of the council and so we need to shift the focus of our resources towards preventing need and issues, intervening early and tackling inequalities. The focus needs to be shifted to improving lives at an individual, family and community level as part of a forward-looking system working with partners.
- 3.3. The following funds will be made available:
 - 3.3.1 Firstly, the **Improving Lives to Prevent Demand Fund** will provide an opportunity for proposals which focus on preventing needs/or the escalation of need in order to reduce future demand on Somerset County Council Services.

Proposals, generated by SCC officers, can be for as much or as little as necessary with a maximum of £850k available. Proposals will be encouraged that promote work jointly across the organisation as well

collaboratively with partner organisations and communities (e.g. with other local authorities, police and NHS) to create greater scale of change and, where possible, encourage any matched funding opportunities. In all cases, the proposals must be for projects benefitting Somerset residents, with the aim of improving lives and reducing future demand for SCC services

3.3.2 The second fund is the **Members' Improving Lives Grant Scheme** which will provide a fixed sum of £2k to each member to support local voluntary and community group initiatives in their division.

This enables small grants to be provided at a very local level to help communities and neighbourhoods develop activities that deliver the County Council Improving Lives vision. One of the most important things we can do to improve lives is to support locally led activity which encourages people to connect together, particularly people who find it hard to integrate into their local community.

This scheme will be open from **1 September and will close on 30 November 2019.**

Members will be encouraged to submit photographs of projects and project updates which will assist with analysing projects and their impact on communities.

County Councillors can only put forward four proposals which will be considered by the Leader of the Council, Cabinet Member for Public Health and Wellbeing, and the Director of Public Health.

3.3.3 The third is the **Somerset Young People's Fund**, which will support initiatives to improve lives for children and young people which are aligned to the Children and Young People's Plan and current priority concerns for young people identified by Somerset Youth Parliament's recently elected Members' campaigns:

- The Environment
- Youth Voice
- Youth Safety and Empowerment.

The fund will enable Somerset Youth Parliament to be closer to the process of decision making and decision makers/services and strengthen their representative roles in a practical sense. It will create a network of conversations, dialogue and appreciation between young people and services.

It demonstrates that SCC is committed to listening to young people and communities, building mutual trust, respect and resilience, moving towards a more integrated, robust, equal community, prepared for future challenge and change.

4. Consultations undertaken

4.1. SLT has been involved in developing the proposals, and specific engagement

has taken place with:

- Cllr David Fothergill (Leader of the Council)
- Cllr Christine Lawrence (Cabinet Member for Health & Well-Being)

- 4.2. Opposition Spokespersons as well as Scrutiny Chairs have been sent details regarding the funds and were particularly supportive of the Members Improving Lives Grant Scheme. Involvement of other councillors as part of influencing fund decisions was also raised.
- 4.3. All members have been informed about the proposed decision. A Member information sheet is also planned to further raise awareness amongst all County Councillors as part of the promotion of the Members' Improving Lives Grant Scheme, prior to it going live in September.
- 4.4. The proposal for a Somerset Young People's Fund follows engagement with the Somerset Youth Parliament and the launch of the Somerset Children and Young People's Plan.

5. Implications

- 5.1. Under the terms of the Local Government Act 1972, every local authority has the power to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions. The scheme will contribute to the delivery of the Council's responsibilities under the Health and Social Care Act 2012 and will facilitate the discharge of its duty under the Care Act 2014 to take steps to contribute towards preventing or delaying the development by adults and carers in Somerset of the need for care and support.
- 5.2. Decisions to approve initiatives under the funds should comply with the Public Sector Equality Duty. Each must demonstrate that it has given due regard to the need to:
 - eliminate unlawful discrimination, harassment and victimisation
 - advance equality of opportunity between people from different groups
 - foster good relations between people from different groups.

It is anticipated that the impacts of this programme on the different groups will be largely positive. There are potential negative impacts (indirect discrimination) if groups with high levels of health inequality were not included in the programme. It is possible for example that in the distribution of the funds some groups of individuals could feel excluded, and it is important that care is taken to ensure that the process is fair and transparent.

- 5.3. Prevention initiatives supported through the funds may align to community safety activities e.g. reducing fear of crime, social isolation or exclusion and helping to prevent crime and disorder

6. Background papers

- 6.1. Appendix 1: Cabinet Key decision 10 June 2019 (including Equalities Impact Assessment)

Appendix A – Improving Lives to Prevent Demand Fund

Appendix B – Members' Improving Lives Grant Scheme

Appendix C – Improving Lives to Prevent Demand Fund approval process

Appendix D – Risk Management

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

Decision Report – Cabinet

Decision date – 10 June

Approval for the Improving Lives to Prevent Demand Fund, Members' Improving Lives Grant Scheme and Somerset Young People's Fund.

Cabinet Member(s): Cllr David Fothergill – Leader of the Council and Cabinet Member for Strategy and Customers and Communities

Division and Local Member(s): All

Lead Officer: Trudi Grant, Director of Public Health

Author: Chris Phillips, Service Manager, Stronger Communities

Contact Details: 01823 359243

Seen by:	Name	Date
County Solicitor	Honor Clarke	13/05/2019
Monitoring Officer	Scott Wooldridge	16/05/2019
Corporate Finance	Sheila Collins	29/05/2019
Human Resources	Chris Squire	16/05/2019
Property	Paula Hewitt/ Claire Lovett	21/05/2019
Procurement/ICT	Simon Clifford	20/05/2019
Senior Manager	Trudi Grant	16/05/2019
Commissioning Development Team	Vikki Hearn	15/05/2019
Local Member(s)	All	
Cabinet Member	Cllr David Fothergill, Leader of the Council and Cabinet Member for Strategy and Customers and Communities & Cllr Christine Lawrence, Cabinet Member for Public Health and Wellbeing & Cllr Frances Nicholson, Cabinet Member for Children and Families	DF – 22/05/2019 FN – 29/05/2019 CL – 29/05/2019
Opposition Spokesperson	Cllr Jane Lock Opposition Leader & Opposition Spokesperson for Children and Families. Cllr Amanda Broom, Opposition Spokesperson for Public Health and Wellbeing	AB – 20/05/2019 JL - 30/05/2019

	Relevant Scrutiny Chairman	Cllr Hazel Prior-Sankey for Scrutiny Adults and Health Cllr Leigh Redman for Scrutiny Children and Families Cllr Anna Groskop for Scrutiny Place	AG –17/05/2019 HPZ – 30/05/2019 LR-30/05/2019
Forward Plan Reference:	FP/19/05/08		
Summary:	<p>This decision aims to boost the County Vision of ‘improving lives’ for residents and communities across Somerset. It enables the creation of a £1m Prevention Fund to finance Council work and community projects that prevent issues developing or tackling them early to stop them escalating. In doing so it aims to improve lives whilst reducing future demand on the Council’s services.</p> <p>It includes a sum of £25k to be set aside for elected members of the Somerset Youth Parliament to distribute on initiatives that focus on young people.</p> <p>It also includes a further sum of £125k to provide individual grants of £2k for each County Councillor to support local voluntary and community group initiatives in their area.</p> <p>This ‘Members’ Improving Lives Grant Scheme’ will help communities and neighbourhoods develop activities which encourage people to connect with. For example, projects to reduce loneliness and isolation, provide parenting support, gardening and healthy eating and projects with schools and young people to promote emotional health and wellbeing.</p> <p>The remaining £850k is set aside for specific projects to be approved subject to successful business cases. Bids can be for as much or as little as needed within this limit.</p> <p>Despite the different funds and processes that will be followed, all will have the same aims of preventing need/or the escalation of need in order to reduce future demand on SCC services.</p>		

<p>Recommendations.</p>	<p>That Cabinet is recommended to:</p> <ul style="list-style-type: none"> • Agree £850k to be made available for the Improving Lives to Prevent Demand Fund. • Agree £125k to be made available for the Members’ Improving Lives Grant Scheme based on £2k per Member and £15k for resource to administer the fund. • Agree £25k to be made available for Somerset Young People’s Fund. • Authorise the proposed approach, governance and process for the Improving Lives to Prevent Demand Fund and Members’ Improving Lives Grant Scheme and provide delegated authority to the Director of Public Health following consultation with SLT and Improving Lives Prevention Panel to take officer decisions on the separate bids. • Delegate authority for the Director of Public Health in conjunction with the Director of Children’s Services to approve the governance and decision-making arrangements for the Somerset Young People’s Fund.
<p>Reasons for Recommendations:</p>	<p>Improving lives is the core purpose of the council and so we need to shift the focus of our resources towards preventing need and issues, intervening early and tackling inequalities.</p> <p>The focus needs to be shifted to improving lives at an individual, family and community level as part of a forward-looking system working with partners.</p> <p>The Improving Lives to Prevent Demand Fund will give SCC officers the opportunity to put forward bids that will prevent need/ or the escalation of need in order to reduce future demand on SCC services. The purpose of the fund is to empower services and teams to take responsibility for their areas in modernising their approach to how they enable a preventative culture/model which reduces demand on SCC and demonstrates a financial pay-back over a three-year period. An information pack is available in Appendix A. The Improving Lives to Prevent Demand Fund will support projects which:</p> <ol style="list-style-type: none"> 1. Prevent or reduce demand for SCC services, enabling the initial funding level to be saved through reduced costs within a three-year period. <p>And/or</p> <ol style="list-style-type: none"> 2. Redesign SCC services or processes to improve lives, enabling the initial funding level to be saved through increased efficiency and productivity and within a three-year period.

	<p>And/or</p> <ol style="list-style-type: none"> 3. Improve Lives for Somerset residents and bring additional external money into the County which exceeds the initial investment within three years. <p>Proposals will also aim to demonstrate:</p> <ol style="list-style-type: none"> 4. Innovative thinking 5. Evidence increased prevention value 6. Focus benefits towards particularly vulnerable groups or have a strong focus on addressing health and social inequalities. <p>Whereas the Members’ Improving Lives Grant Scheme is focused around benefiting residents in a member’s own division as part of a place-based approach to Improving Lives. It will support locally led activity which encourages people to connect together, particularly people who find it hard to integrate into their local community. See Appendix B for further information.</p> <p>The intention of the Somerset Young People’s Fund is to support initiatives which improve lives for children and young people which are aligned to the Children and Young People’s Plan and current priority concerns for young people identified by Somerset Youth Parliament’s recently elected Members’ campaigns:</p> <ul style="list-style-type: none"> • The Environment • Youth Voice • Youth Safety and Empowerment. <p>These grants would help build a culture of active youth voice for the future, encouraging participation, nurturing, equality, respect and trust between and within communities. Positive activities offer evidence based, preventative interventions that build self-esteem, confidence and community engagement. (Framework of Outcomes for Young People, Young Foundation 2012)</p>
<p>Links to County Vision, Business Plan and Medium Term Financial Strategy:</p>	<p>Prevention is integral to Somerset County Council’s vision to improve lives. This funding is designed to support the delivery of the Somerset County Council 2019-20 Business Plan at a very local level. Grants should support the priorities of Somerset County Council as seen below:</p> <ul style="list-style-type: none"> • A thriving and productive County that is ambitious, confident and focused on improving people’s lives. • A County of resilient, well-connected and compassionate communities working to reduce inequalities. • A County where all partners work together for the benefit of our residents, communities and businesses and the environment in which we live.

	<ul style="list-style-type: none"> • A County that provides its residents with the right information, advice and guidance to enable them to help themselves and targets support to those who need it most <p>It will also adhere to the Medium Term Financial Plan (MTFP) by building on our current financial stability and planning ahead by ensuring we can achieve our aims within the financial realities of modern local government.</p> <p>Somerset Young People’s Fund will contribute to delivery of the priorities identified by young people in the Somerset Children’s Trust Children & Young People’s Plan 2019-2022</p>
<p>Consultations and co-production undertaken:</p>	<p>SLT has been involved in developing the proposals, and specific engagement has taken place with:</p> <ul style="list-style-type: none"> • Cllr David Fothergill (Leader of the Council) • Cllr Christine Lawrence (Cabinet Member for Health & Well-Being) <p>Opposition Spokespersons as well as Scrutiny Chairs have been sent details regarding the funds and were particularly supportive of the Members Improving Lives Grant Scheme. Involvement of other councillors as part of influencing fund decisions was also raised.</p> <p>All members have been informed about the proposed decision. A Member information sheet is also planned to further raise awareness amongst all County Councillors as part of the promotion of the Members’ Improving Lives Grant Scheme, prior to it going live in September.</p> <p>The proposal for a Somerset Young People’s Fund follows engagement with the Somerset Youth Parliament and the launch of the Somerset Children and Young People’s Plan.</p>
<p>Financial Implications:</p>	<p>As agreed at Full Council on 20 February 2019, the funding was agreed as part of budget setting to support the preventative agenda.</p> <ul style="list-style-type: none"> • £850k to be made available for the Improving Lives to Prevent Demand Fund. • £125k to be made available for the Members’ Improving Lives Grant Scheme with each County Councillor (55) being able to spend a total of £2k (with a maximum of four bids) and the remaining £15k to fund the administration of the fund. • Agree £25k to be made available for Somerset Young People’s Fund.

	<p>There will be no consequential impact on finances because of the above-named funds.</p> <p>Finance will be a key stakeholder in the management and processing of payments for all three funds as highlighted in the appendices.</p> <p>Due to the potential large amounts that may be applied for as part of the Improving Lives to Prevent Demand Fund, a detailed process for approving applications was developed and can be found in Appendix C.</p> <p>Governance arrangements for the Somerset Young People's Fund will be developed and agreed by the Director of Public Health in conjunction with the Director of Children's Services.</p> <p>In line with all Council expenditure, it is paramount that value for money is achieved from any allocation of funding through bids, and, if approved, funds must be spent on the purpose for which it was allocated.</p>
<p>Legal Implications:</p>	<p>Under the terms of the Local Government Act 1972, every local authority has the power to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions. The scheme will contribute to the delivery of the Council's responsibilities under the Health and Social Care Act 2012 and will facilitate the discharge of its duty under the Care Act 2014 to take steps to contribute towards preventing or delaying the development by adults and carers in Somerset of the need for care and support.</p> <p>Bids should demonstrate consideration of how any goods, services or works proposed to be procured, and the procurement process itself, might improve the economic, social and environmental wellbeing of Somerset in accordance with the requirements of the Social Value Act 2012. Under the same Act the local authority is required to consider whether it should consult on how it might best make the improvements.</p> <p>Any bids to spend funds by way of grant must demonstrate how the grant will comply with state aid rules. The grants made under the Members' Improving Lives Grant Scheme will qualify as <i>de minimis</i> aid. It's likely that any grants made under the Improving Lives to Prevent Demand Fund will also be below the minimum value threshold; therefore, the controls used to prevent state aid need not be onerous.</p>
<p>HR Implications:</p>	<p>There are no HR implications for SCC as part of this report.</p> <p>Project and Change Officer support has been identified to help administer and coordinate both the Officer and Member funds.</p>

	<p>It is proposed that the Somerset Youth Parliament supported by the Children and Young People’s Partnership Business Unit will lead on the co-ordination of the Somerset Young People’s Fund.</p>											
<p>Risk Implications:</p>	<p>Depending on the success of the funds there is a risk that demand could outweigh the budget.</p> <p>Members will play a key role in prioritising initiatives to be funded through the Members’ Improving Lives Grant Scheme. To mitigate the potential risk of funds being spent inappropriately, guidance has been developed to support the Scheme and the Scheme will be managed by the Public Health Team. Final decisions will be endorsed by a panel consisting of the Leader of the Council, Cabinet Member for Public Health and Wellbeing, Director of Public Health and Service Manager for Stronger Communities. This will also help mitigate the risk of duplicate initiatives being funded.</p> <p>Initial expressions of interest for the Improving Lives to Prevent Demand Fund will be considered by SLT, the Leader of the Council and the Cabinet Member for Public Health and Wellbeing. Prior to approval, proposals will require a formal business case and be required to progress through the Council’s normal decision-making processes.</p> <p>The governance for the Somerset Young People’s Fund is to be developed and subsequently approved by the Director of Public Health in conjunction with the Director of Children’s Services but will ensure that the voice of children and young people through the Somerset Youth Parliament is included in any decision-making processes. Details of funds approved will be reported through the Improving Lives Board.</p> <p>The overall risks from the implementation of these funds to Somerset County Council is felt to be low. Further risks have been logged on a Risk Assessment which can be found in Appendix D.</p> <table border="1" data-bbox="528 1525 1482 1563"> <tr> <td data-bbox="528 1525 740 1563">Likelihood</td> <td data-bbox="740 1525 852 1563">2</td> <td data-bbox="852 1525 1023 1563">Impact</td> <td data-bbox="1023 1525 1134 1563">3</td> <td data-bbox="1134 1525 1366 1563">Risk Score</td> <td data-bbox="1366 1525 1482 1563">6</td> </tr> </table>						Likelihood	2	Impact	3	Risk Score	6
Likelihood	2	Impact	3	Risk Score	6							
<p>Other Implications (including due regard implications):</p>	<p>Equalities Implications</p> <p>In developing the criteria and promotion for the funds it will be important to ensure it is not discriminatory and that equality of opportunity is created. The process for applying for funds should be easily accessible, uncomplicated and should not disadvantage minority groups. Consideration should be given to how the funds will be promoted, level of information required and timescales, how applications will be received (e.g. online as well as paper) as well as ensuring Plain English and awareness of the funds is accessible (where English is not someone’s first language).</p>											

Decisions to approve initiatives under the funds should comply with the Public Sector Equality Duty. Each must demonstrate that it has given due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation
- advance equality of opportunity between people from different groups
- foster good relations between people from different groups.

As part of developing the funds, consideration will need to be given to performance reporting and equality monitoring to gauge take-up of the funds.

It is anticipated that the impacts of this programme on the different groups will be largely positive. There are potential negative impacts (indirect discrimination) if groups with high levels of health inequality were not included in the programme. It is possible for example that in the distribution of the funds some groups of individuals could feel excluded, and it is important that care is taken to ensure that the process is fair and transparent.

Further information is available in the supporting Equality Impact Assessment in **Appendix E** and a separate Equalities Impact Assessment to be produced as part of the governance sign-off for the Somerset Young People's Fund.

Community Safety Implications

Prevention initiatives supported through the funds may align to community safety activities e.g. reducing fear of crime, social isolation or exclusion and helping to prevent crime and disorder.

Sustainability Implications

Evidence of benefit, local community need and partner support will all be considered as part of the scheme criteria, and the funds criteria does not limit or restrict applications which may help prevent or support sustainability implications. For example, proposals would be welcome in relation to protection of and access to the natural environment; supporting alternative travel choices which do not rely on the use of cars; sustainable waste management and/or promote sustainable use of resources; as well as proposals which support a strong, diverse and sustainable local economy.

Health and Safety Implications

There are no direct health and safety issues in the distribution of the funds. However, individual projects would need to assess any health and safety issues from the implementation of that project (e.g. a community gardening project or a walking group etc.)

	<p>Privacy Implications No impacts on privacy have been identified at this time. SCC will ensure that it protects any personal (and sensitive) data received as stipulated in the principles of the Data Protection Act 2018 and will share data in accordance with the standards and guidance on data sharing from the Information Commissioner's Office (ICO) (www.ico.gov.uk).</p> <p>Health and Wellbeing Implications Any project funded by the Prevention Funds should seek a positive impact on the health and wellbeing of those affected both directly and indirectly by this funding, with key consideration given to how health and social inequalities can be reduced.</p> <p>Fund criteria will take into consideration whether proposals may have impacts on specific population groups, such as children or the elderly and how they contribute to the four identified priorities:</p> <ul style="list-style-type: none"> • Priority 1: A County infrastructure that drives productivity, supports economic prosperity and sustainable public services. • Priority 2: Safe, vibrant and well-balanced communities able to enjoy and benefit from the natural environment. • Priority 3: Fairer life chances and opportunity for all. • Priority 4: Improved health and wellbeing and more people living healthy and independent lives for longer.
<p>Scrutiny comments/recommendation (if any):</p>	<p>Due to challenging timescales and urgency to take decision in order to release funding to deliver preventative projects across Somerset. Scrutiny – Place was not attended prior to the decision being taken. However, all members were emailed on the 17th May and Scrutiny-Place will be updated following the decision on progress that has been made by the Director of Public Health on the 10th July.</p>

1. Background

- 1.1. At Full Council on 15 May 2019, Cllr David Fothergill announced the Council's aspiration to develop funds to help Prevent Demand and develop a prevention ethos across both the County and throughout the Council.
- 1.2. The following funds will be made available:
- 1.2.1 Firstly, the **Improving Lives to Prevent Demand Fund** will provide an opportunity for proposals which focus on preventing needs/or the escalation of need in order to reduce future demand on Somerset County Council Services.

Bids can be for as much or as little as necessary with a maximum of £850k available. Proposals will be encouraged that promote work jointly across the organisation as well collaboratively with partner organisations and communities (e.g. with other local authorities, police and NHS) to create greater scale of change and, where possible, encourage any matched funding opportunities. In all cases, the proposals must be for projects benefitting Somerset residents.

1.2.2. The second fund is the **Members' Improving Lives Grant Scheme** which will provide a fixed sum of £2k to each member to support local voluntary and community group initiatives in their division.

This enables small grants to be provided at a very local level to help communities and neighbourhoods develop activities that deliver the County Council Improving Lives vision. One of the most important things we can do to improve lives is to support locally led activity which encourages people to connect together, particularly people who find it hard to integrate into their local community.

This scheme will be open from **1 September and will close on 30 November 2019.**

Members will be encouraged to submit photographs of projects and project updates which will assist with analysing projects and their impact on communities.

County Councillors can only put forward four proposals which will be considered by the Leader of the Council, Cabinet Member for Public Health and Wellbeing, and the Director of Public Health.

1.2.3 The third is the **Somerset Young People's Fund**, which will support initiatives to improve lives for children and young people which are aligned to the Children and Young People's Plan and current priority concerns for young people identified by Somerset Youth Parliament's recently elected Members' campaigns:

- The Environment
- Youth Voice
- Youth Safety and Empowerment.

The fund will be available until March 2020 and will enable Somerset Youth Parliament to be closer to the process of decision making and decision makers/services and strengthen their representative roles in a practical sense. It will create a network of conversations, dialogue and appreciation between young people and services.

It demonstrates that SCC is committed to listening to young people and communities, building mutual trust, respect and resilience, moving towards a more integrated, robust, equal community, prepared for future challenge and change.

2. Options considered and reasons for rejecting them

- 2.1.** No alternative options have been considered. Due to the future ambitions of the authority and the need to become a more preventative orientated authority it was unanimously agreed through proposal development that the funds should be allocated to preventing need/or the escalation of need in order to reduce future demand on SCC services.
- 2.2.** The governance for the funds builds on the principles and arrangements previously in place for Members Health and Wellbeing Funds and the Council's Invest to Save Fund.

3. Background Papers

- 3.1.** Appendix A – Improving Lives to Prevent Demand Fund
Appendix B – Members' Improving Lives Grant Scheme
Appendix C – Improving Lives to Prevent Demand Fund approval process
Appendix D – Risk Management
Appendix E – Equalities Impact Assessment

Appendix E Somerset Equality Impact Assessment

Before completing this EIA please ensure you have read the EIA guidance notes – available from your Equality Officer

Version

0.2

Date

3 May 2019

Description of what is being impact assessed

At Full Council on 15 May 2019, Cllr David Fothergill announced the Council’s aspiration to establish funds to support the Council’s focus on prevention:

1. **The Improving Lives to Prevent Demand Fund** will provide an opportunity for SCC officers to put forward proposals which focus on preventing needs/or the escalation of need in order to reduce future demand on Somerset County Council Services. Bids can be for as much or as little as necessary with a maximum of £850k available. Officers are encouraged to work jointly across the organisation as well collaboratively with partner organisations and communities (e.g. with other local authorities, police and NHS) to create greater scale of change and, where possible, encourage any matched funding opportunities. In all cases, the proposals must be for projects benefitting Somerset residents.
2. **The Members’ Improving Lives Grant Scheme** which will provide a fixed sum of £2k to each Member (55 in total) to support local voluntary and community group initiatives in their division (maximum of four bids). This enables small grants to be provided at a very local level to help communities and neighbourhoods develop activities that deliver the County Council Improving Lives vision. One of the most important things we can do to improve lives is to support locally led activity which encourages people to connect together, particularly people who find it hard to integrate into their local community. This scheme will be open from 1 September and will close on 30 November 2019 and will use a similar application form to the previous Health and Wellbeing Grant Scheme, as this has been modelled and adjusted following three years of grant applications.

Whilst noted that the funds should have a positive impact on protected groups, consideration has been given through this impact assessment as to any potential impacts in terms of the process for promoting and supporting groups/staff to apply.

The Improving Lives to Prevent Demand Fund will be promoting internally to staff via Core Brief, Our Somerset and other SLT

communication mechanisms and the intention is for some early adopter initiatives to help stimulate and generate further ideas. Strategic Commissioning Gateway will play a key role in scrutinising proposals and making recommendations.

It is proposed that the Members' Improving Lives Grant Scheme is promoted beyond County Councillors through using networks such as Somerset Equalities Officer Group, Somerset Engagement Advisory Group, VCSE Strategic Forum and SCC press releases in order to maximise awareness of the fund and to encourage groups to make contact with their local County Councillor. A panel consisting of the Director of Public Health, Leader of the Council and Cabinet Member for Public Health and Wellbeing will review and endorse any proposals in order to ensure they are in the spirit of the fund and do not duplicate other initiatives.

Evidence

What data/information have you used to assess how this policy/service might impact on protected groups? Sources such as the [Office of National Statistics](#), [Somerset Intelligence Partnership](#), [Somerset's Joint Strategic Needs Analysis \(JSNA\)](#), Staff and/ or [area profiles](#), should be detailed here

As part of the criteria for both funds, proposals are asked to consider how the initiative will focus benefits towards particularly vulnerable groups or have a strong focus on addressing health and social inequalities. Health inequalities can be defined as differences in health status or in the distribution of health determinants between different population groups. For example, differences in mobility between elderly people and younger populations or differences in mortality rates between people from different social classes. Social conditions including poverty, disability, damp or overcrowded housing, or such things as a poor diet all have a negative impact upon people's health and wellbeing.

The Joint Strategic Needs Assessment and Somerset Intelligence website will be key tools in informing the evidence base for proposals which applicants will be encouraged to consider.

The governance and criteria for the Members' Improving Lives Grant Scheme is modelled on that previously used in the past regarding Members' Health and Wellbeing initiatives. Funds will be distributed at constituency level by the elected member. Councillors are encouraged to support evidence based community health and wellbeing activities and to take account of known need and health inequalities.

Who have you consulted with to assess possible impact on protected groups? If you have not consulted other people, please explain why?

SLT and Cabinet have been consulted in shaping these proposals and given the nature of the funds, prior experience and the funds criteria it is anticipated that the impacts of this programme on the different groups will be largely positive and so further consultation has not taken place. There are potential negative impacts (indirect discrimination) if groups with high levels of health inequality were not included in the programme. It is possible for example that in the distribution of the funds some groups of individuals could feel excluded; and care needs to be taken to ensure that the process is fair and transparent.

Analysis of impact on protected groups of the Improving Lives to Prevent Demand Fund

The Public Sector Equality Duty requires us to eliminate discrimination, advance equality of opportunity and foster good relations with protected groups. Consider how this policy/service will achieve these aims. In the table below, using the evidence outlined above and your own understanding, detail what considerations and potential impacts against each of the three aims of the Public Sector Equality Duty. Based on this information, make an assessment of the likely outcome, before you have implemented any mitigation.

Protected group	Summary of impact	Negative outcome	Neutral outcome	Positive outcome
Age	<ul style="list-style-type: none"> Somerset has an aging demographic; maintaining the health and wellbeing of older people is therefore a very high priority for the County. At the other end of the spectrum, from a healthy futures perspective, it is vital to encourage health and wellbeing activity among children and young people. Within SCC opportunities could be explored to encourage older and younger staff to work together on bids to improve skills and create development opportunities. 	□	⊗	□
Disability	<ul style="list-style-type: none"> Support should be offered to any staff who may have a disability and who may need assistance in drafting and submitting applications. 	□	⊗	□
Gender reassignment	<ul style="list-style-type: none"> No impact 	□	⊗	□
Marriage and civil partnership	<ul style="list-style-type: none"> No impact 	□	⊗	□

Pregnancy and maternity	<ul style="list-style-type: none"> Some proposals may have timescale implications and so cover arrangements would need to be put in place as per normal HR practices if someone responsible for an initiative was to be no longer available. 	□	⊗	□
Race and ethnicity	<ul style="list-style-type: none"> There can be language barriers to understanding. We know that some people whilst they may be able to speak English, their reading and writing may not be as strong. 	□	⊗	□
Religion or belief	<ul style="list-style-type: none"> If people are expected to attend meetings connected to their applications consideration may need to be given to ensure not be at times when people could be observing their religion/belief. 	□	⊗	□
Sex	<ul style="list-style-type: none"> No impact 	□	⊗	□
Sexual orientation	<ul style="list-style-type: none"> No impact 	□	⊗	□
Other, e.g. carers, veterans, homeless, low income, rurality/isolation, etc.	<ul style="list-style-type: none"> No impact 	□	⊗	⊗

Analysis of impact on protected groups of the Members' Improving Lives Grant Scheme

The Public Sector Equality Duty requires us to eliminate discrimination, advance equality of opportunity and foster good relations with protected groups. Consider how this policy/service will achieve these aims. In the table below, using the evidence outlined above and your own understanding, detail what considerations and potential impacts against each of the three aims of the Public Sector Equality Duty. Based on this information, make an assessment of the likely outcome, before you have implemented any mitigation.

Protected group	Summary of impact	Negative outcome	Neutral outcome	Positive outcome
Age	<ul style="list-style-type: none"> Somerset has an aging demographic; maintaining the health and wellbeing of older people is therefore a very high priority for the County. Some groups with older group leaders are not online and so consideration should be given by Members as to how to reach out to these groups through local networks and other communication mechanisms. At the other end of the spectrum, from a healthy futures perspective, it is vital to encourage health and wellbeing activity among children and young people and to ensure Members links with children and young people groups. VCSE infrastructure groups can help with promoting. Intergenerational projects could also help connect older and younger people in communities. 	□	□	☒
Disability	<ul style="list-style-type: none"> Disabled people experience considerably higher levels of health inequality than the general population; this is often exacerbated by low income. Enabling participation in health and wellbeing activities will help address this inequality and groups may need help with drafting any proposals. 	□	□	☒
Gender reassignment	<ul style="list-style-type: none"> Some groups may not feel confident to take forward proposals in a more public setting. 	□	☒	□

Marriage and civil partnership	<ul style="list-style-type: none"> No impact 	□	⊠	□
Pregnancy and maternity	<ul style="list-style-type: none"> Taking care of maternal health and wellbeing benefits both the future of the unborn child as well as the mother. 	□	□	⊠
Race and ethnicity	<ul style="list-style-type: none"> People from Black and minority ethnic groups are at greater risk of some health conditions than the general population and this risk will be reduced by participation in health and wellbeing activities. Gypsy and Traveller communities experience extreme health inequality, with average male life expectancy being under 50 years. Where race equality is combined with other protected characteristics (for example age, low income or disability) the impact multiplies. There can be language barriers to understanding. We know that some people whilst they may be able to speak English, their reading and writing may not be as strong. 	□	□	⊠
Religion or belief	<ul style="list-style-type: none"> If people are expected to attend meetings connected to their applications consideration may need to be given to ensure not be at times when people could be observing their religion/belief. 	□	□	⊠
Sex	<ul style="list-style-type: none"> Men have poorer health outcomes than women; and on average die younger. Men's health is therefore a priority. Encouraging men to participate in health and wellbeing activities in non-traditional ways, recognising that many groups have a traditional model which is more attractive to women. 	□	□	⊠
Sexual orientation	<ul style="list-style-type: none"> Lesbian, Gay, Bisexual and Transgender people of all ages can experience barriers to participating in health promotion activities and in accessing health services, as well as experiencing poor health and wellbeing as a direct result of exclusion and discrimination. Some groups may not feel confident to take forward proposals in a more public setting and there are not a lot of constituted groups so could mean fewer proposals come forward relating to this area. 	□	□	⊠

<p>Other, e.g. carers, veterans, homeless, low income, rurality/isolation, etc.</p>	<ul style="list-style-type: none"> • Carers have known health needs and benefit enormously from being able to take time out to maintain their own health and wellbeing. • Somerset has a sizable population of service and ex-service personnel and their families, whose health and wellbeing needs are well recognised in the Military Covenant. • Health outcome is closely associated with income inequality and financial exclusion. Taking positive action to support low income groups or the homeless to participate in community activities and/or to engage in activities which might support their education or employment opportunities are all likely to have extremely positive health benefits. • Access to the internet can be a challenge for some groups in rural areas and so other more traditional mechanisms to ensure awareness may need to be put in place. 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Negative outcomes action plan

Where you have ascertained that there will potentially be negative outcomes, you are required to mitigate the impact of these. Please detail below the actions that you intend to take.

Action taken/to be taken	Date	Person responsible	How will it be monitored?	Action complete
Ensure any criteria is not discriminatory and that equality of opportunity is created.	31/08/2019	Chris Phillips	Review of applications received and feedback from Members, staff and groups	<input type="checkbox"/>
Ensure that the Members' Improving Lives Grant Scheme is promoted widely, and community groups know who their local Member is in order to discuss possible proposals.	31/08/2019	Chris Phillips	Review of applications received and feedback from Members	<input type="checkbox"/>
Ensure application forms/expressions of interest forms are in Plain English and they are accessible including to individuals where English is not someone's first language.	31/08/2019	Programme Management Office	Feedback from staff/Members completing forms	<input type="checkbox"/>

Develop tracking arrangements so that can report on applications received and where possible specifics protected groups who may have benefited.	31/12/2019	Programme Management Office	Through monitoring reports	<input type="checkbox"/>
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If negative impacts remain, please provide an explanation below.

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Completed by:	Chris Phillips
Date	1 May 2019
Signed off by:	Chris Phillips
Date	8 May 2019
Equality Lead/Manager sign off date:	8 May 2019
To be reviewed by: (officer name)	Chris Phillips
Review date:	March 2020

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Somerset County Council

Improving Lives to Prevent Demand Fund

2019-2020

March 2019

Introduction to the Scheme

This document provides detail on the running of the Somerset County Council Improving Lives to Prevent Demand Fund.

The scheme provides an opportunity for proposals to be developed by Service areas in discussion with the relevant Cabinet member and must focus on preventing needs/or the escalation need in order to reduce future demands on Somerset County Council services.

This fund has also been designed to provide support for the local delivery of the Somerset County Council 2019-2020 priorities.

In line with all council expenditure, it is expected that value for money is achieved from this funding and bids, if approved, must be spent on the purpose it was allocated.

These guidance notes set out how the scheme is to be administered, the necessary controls and governance arrangements, and clear practical advice to officers on which schemes can be supported and how to access the funding.

Proposal will be considered throughout the year (or once fund has been spent). Further details on the approach can be found below.

David Fothergill
Leader of the Council

Improving Lives to Prevent Demand Fund Guidance Notes 2019-20

Contents

Introduction to the Scheme2

Section 1: What does the scheme aim to do?2

Section 2: What project will the fund support?2

Section 3: The Process?4

Section 4: What about publicity for the Fund?5

Appendix 16

Section 1: What does the scheme aim to do?

- 1.1 The Improving Lives to Prevent Demand Fund enables SCC officers to put forward bids that will prevent need/or the escalation of need in order to reduce future demand on SCC service. The purpose of the fund is to empower services and teams to take responsibility for their areas in modernising their approach to how they enable a preventative culture/model which reduces demand on SCC that demonstrates a financial pay-back over a three-year period.
- 1.2 This funding will need to support the delivery of the Somerset County Council 2019-20 Business Plan as seen below:
- A thriving and productive county that is ambitious, confident and focused on improving people's lives
 - A county of resilient, well-connected and compassionate communities working to reduce inequalities
 - A county where all partners actively work together for the benefit of our residents, communities and businesses and the environment in which we all live
 - A county that provides you with right information, advice and guidance to help you help yourself and targets support to those who need it most
- 1.3 Appendix 1 is the expression of Interest form, which need to be completed electronically and will be considered by Director of Public Health, SLT, Leader of the Council and the Cabinet Member for Public Health and Wellbeing.

Section 2: What projects will the fund support?

- 2.1 The fund will support projects which:
- prevent or reduce demand for SCC services, enabling the initial funding level to be saved through reduced costs within a three year period.
- And/or
- Redesign SCC services or processes to improve lives, enabling the initial funding level to be saved through increased efficiency and productivity within a three-year period.
- And/or
- Improve Lives for Somerset residents and bring additional external money into the county which exceeds the initial investment within three years.

2.2 Proposals will be given greater weighting if they:

- Demonstrate innovative thinking
- evidence increased prevention value
- focus benefits towards particularly vulnerable groups or have a strong focus on addressing health and social inequalities.

2.3 Bids can be for as much or as little as necessary. Expressions of interest will be accepted through the year (or until funds have been spent). If your initial proposal is approved, you will then be required to develop a Full Business Case which, depending on value, will follow the normal governance route for Somerset County Council's decisions.

2.4 The fundamental principle is that the Improving Lives to Prevent Demand Fund should focus on preventing need/or the escalation of need. Officers are encouraged to work jointly across the organisation as well collaboratively with partner organisations and communities (e.g. with other Local Authorities, Police and NHS) to create greater scale of change and, where possible, encourage any matched funding opportunities. In all cases, the proposals must be for projects benefitting Somerset residents.

2.3 A record of expenditure against the fund will be maintained and progress on the projects will be tracked through the Transforming SCC to Improve Lives Programme. Progress against the projects will be subject to scrutiny through the appropriate scrutiny committee.

You can



- Bids can be for as much or as little as necessary.
- Support projects inside your service area or across the authority
- Consult partners/other services to guard against duplication and double funding
- Attract and secure matched funding or third-party sponsorship

You can't



- Put forward a project in which you have a Disclosable Pecuniary Interest, Personal or Prejudicial Interest - unless you clearly set out the details of your interest in your application
- Support a project that is 'ultra vires' for the County or is contrary to Council policy (see below)
- Commit to on-going funding beyond use of this grant which could leave an on-going liability
- Use the budget for making hospitality payments
- Use the fund to replace cuts/savings

that are about to be or have already been taken

Note: The Improving Lives to Prevent Demand fund is public money and the same criteria of ensuring Value for Money and appropriate accountability will apply in the same way as all other County expenditure. All spending will be subject to County Policy, Standing Orders and Financial Regulations.

Note: Wellbeing powers

- The General Power of Competence under the Localism Act 2011 enables every local authority to do anything which an individual may generally do. Since the Act came into effect councils no longer need to demonstrate that their activities are of direct benefit to the authority, its area or persons resident or present in its area. The scheme will also contribute to delivery of the Council's responsibilities under the Health and Social Care Act 2012.
- This has direct implications on partnership working as local authorities are permitted to work with partners to deliver services promoting or improving the economic, social or environmental wellbeing of their area, even if the services are not normally provided by local authorities (provided they are not prohibited by statute).

Section 3: The Process?

- 3.1 Initial expressions of interest in the fund are put forward using the form in Appendix A. Officers must engage with their Finance Officer from the outset during this process. Initial expressions of interest must have the support of the relevant Cabinet Members and Directors prior to being submitted. Forms need to be completed electronically and sent to transformingscctoimprovelives@somerset.gov.uk.
- 3.2 Initial expressions of interest will then be considered by Director of Public Health, SLT, Leader of the Council and the Cabinet Member for Public Health and Wellbeing. Initial expressions of interest will be considered throughout the year until the funding is used.
- 3.3 Expressions of Interest will be assessed against the criteria outlined in section 2 and those that are considered most suitable for this funding will be asked to develop the proposal up to a full business case.
- 3.4 Full Business Cases must have the support of relevant Cabinet Members and Shadow Cabinet Members and must be validated and signed off by a Finance Officer prior to submission. They will be considered by the Strategic Commissioning Group (SCG), before then being considered by SLT, the Leader of the Council and the Cabinet Member for Public Health and Wellbeing. SCG may provide feedback to help strengthen the Business Case.
- 3.5 Proposals that are agreed for funding will be required to progress through the Council's normal decision making processes and will be subject to scrutiny through the most relevant committee.

- 3.6 Progress against the project and the key deliverables will be monitored through the Transforming SCC to Improve Lives Programme and progress will be reported to SLT and Cabinet as part of the overall programme.

Section 4: What about publicity for the Fund?

- 4.1 Once projects have been approved, Officers are encouraged to obtain appropriate publicity for the projects that have been supported in collaboration with the appropriate Cabinet Members. The publicity should make it clear that the project has received funding from the County Council's Improving Lives to Prevent Demand Fund and should refer to the proposed outcomes being supported.
- 4.2 In the event that an election or by-election is called, officers will ensure that no council facilities are used to publicise expenditure from this fund during the Purdah period, in line with normal Purdah advice that would be issued by the council to officers at this time.
- 4.3 Once funds have been made to successful applicants, it is incumbent on lead Officers to ensure that the grant proceeds have been used, in full, for the specified purpose.

**IMPROVING LIVES TO PREVENT DEMAND
FUND 2019 - 20
Initial Expressions of Interest Form**



PLEASE READ THE 'IMPROVING LIVES TO PREVENT DEMAND FUND GUIDANCE NOTES 2019-20' BEFORE COMPLETING THIS FORM

Title of Proposal:
Lead Member:
Lead Manager/Director:
Finance Lead/Service Manager:
SCC Service Areas involved:
Amount requested:

Purpose of Application (Please be specific as this helps to ensure that any grant applied for, is for the intended purpose. If necessary please attach a separate summary)
Please provide an outline of what are you trying to achieve and how you are going to go about it?
What are the indicative timescales for implementation/delivery of your idea?
What is the benefit to SCC? (How will this proposal prevent future demand for SCC services?)
How will we know it works?
When will SCC see the benefits?

Even at this early stage, what are the anticipated costs and how will this proposal bring savings/additional income within three years?

Is there any further information that you would like to provide?

Which Somerset priority is met?

- Thriving and productive county
- Partners activity working together
- Resilient, well-connected communities
- Information, advice and guidance

Which Transforming SCC to Improve Lives themes are met?

- Commission for the future
- Helping people to help themselves
- Prevention

Financial information to be validated by Finance Service Manager.

**Amount applied for from Improving Lives to Prevent Demand Fund
£.**

Please provide a breakdown of how money is to be spent: (or attach details)

Does this scheme have any supporting funding available? Yes/No (If yes, provide details)

Please return completed form to: TransformingSCCtoimprovelives@somerset.gov.uk

For office use only

Date logged in:

Date approved by member:

Date payment processed:

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Somerset County Council

**Members Improving Lives Grant
Scheme**

2019-2020

May 2019

Introduction to the Scheme

This document provides detail on the running of the County Councillor Improving Lives Grant Scheme.

The scheme provides a fixed sum of £2,000 to each member to support local voluntary and community group initiatives in their division. This enables small grants to be provided at a very local level to help communities and neighbourhoods develop activities that deliver the County Council Improving Lives vision. One of the most important things we can do to improve lives is to support locally-led activity which encourages people to connect together, particularly people who find it hard to integrate into their local community.

This grant scheme has been designed to provide support for the local delivery of the Somerset County Council 2019-2020 priorities to improve the lives of Somerset residents. Applications are particularly encouraged which would improve lives of particularly vulnerable or less advantaged groups.

In line with all council expenditure, it is expected that value for money is achieved from this funding and members are responsible for ensuring that the money allocated to communities is spent for the purpose for which it was allocated.

These guidance notes set out how the scheme is to be administered, the necessary controls and governance arrangements, and clear practical advice to members on which schemes can be supported and how to access the funding.

This scheme will be open from **1st September and will close on 30th November 2019.**

David Fothergill
Leader of the Council

Improving Lives Scheme Guidance Notes 2019-20

Contents

Section 1: What does the scheme aim to do?.....	1
Section 2: How can the money be spent?	1
Section 3: How is a payment made?.....	4
Section 4: When can you make a payment?.....	5
Section 5: What about publicity for the grant?	5
Section 6: What support is there for Members?	7
Appendix 1.....	8
Appendix 2	10
Appendix 3	13

Section 1: What does the scheme aim to do?

- 1.1 The Improving Lives Grant Scheme enables each County Councillor to put forward grant proposals to improve the lives of local communities. The focus of the scheme is to empower communities and groups to take responsibility for local action, help people to become better integrated in their own communities and to reduce pressure on local services.
- 1.2 This funding is designed to support the delivery of the Somerset County Council 2019-20 Business Plan at a very local level. Grants should support the priorities of Somerset County Council as seen below:
- A thriving and productive county that is ambitious, confident and focused on improving people's lives
 - A county of resilient, well-connected and compassionate communities working to reduce inequalities
 - A county where all partners actively work together for the benefit of our residents, communities and businesses and the environment in which we all live
 - A county that provides you with right information, advice and guidance to help you help yourself and targets support to those who need it most
- 1.3 Appendix 1 gives a list of possible examples for use of the fund. Appendix 2 is the application form, which is to be completed and emailed to communities@somerset.gov.uk. Appendix 3 is the consent forms for photographs which would enable the council to use them in future publicity.

Section 2: How can the money be spent?

- 2.1 £2,000 is available per member and applications must be received by **30th November 2019**. Please be aware that there is a maximum of four bids per member. Any unspent funds at that date will be returned to the County Council's budget.
- 2.2 The Improving Lives Grant Scheme allows members to have a genuine impact in their local division.
- 2.3 Members are asked to be mindful of the amount of work involved in processing significant numbers of grant applications. Early applications are encouraged, and members are asked to spread their submissions over the three month period, to help with the smooth administration of the scheme. Carefully

completed applications without missing information will also help the funding to be allocated in a timely way.

- 2.4 The fundamental principle is that the Improving Lives Grant Scheme should benefit residents in a member's own division; however, two or more members may still submit a joint proposal benefiting their respective divisions or a wider area. In all cases, the grants provided must be for projects within Somerset.
- 2.5 Members are encouraged to work collaboratively (e.g. with District and Parish Council colleagues and other partners) to avoid duplication and prevent possible double-funding of projects and encourage any matched funding opportunities.
- 2.6 It is envisaged that most grants will be to Parish Councils and local voluntary sector organisations as this is most likely to benefit people at a very local level.
- 2.7 Members have no legal powers to certify expenditure; therefore, ultimate authorisation of a grant rests with the Director of Public Health.
- 2.8 A record of expenditure in each division will be maintained and made available to members on a periodic basis throughout the application period.
- 2.9 Members are asked to send in a photograph where possible of each project. These will be used to assist with the evaluation and ensure robust practices. Please ensure that permission has been obtained from the project and the individuals concerned.

You can



- Apply for up to £2,000 between 1st September and 30th November 2019
- Support a maximum of 4 projects with no minimum amount
- Support projects inside your electoral division
- Consult partners to guard against duplication and double funding
- Attract and secure matched funding or third party sponsorship
- Make combined allocations with

You can't



- Commit to a project in which you have a Disclosable Pecuniary Interest, Personal or Prejudicial Interest - unless you clearly set out the details of your interest in your application
- Support a project that is 'ultra vires' for the County or is contrary to Council policy (see below)
- Carry forward funds – unspent allocations will be returned to SCC on 1st December and late applications will not be accepted after the 30th November 2019 deadline.
- Commit to on-going funding

other Members to support larger projects

NB. Combined applications only require one application form. This will need to be signed by all contributing Members indicating allocations from each

beyond use of this grant

- Use your budget for making hospitality payments
- Seek to fund lobbying, political activity or general electoral division publicity
- Make payments to individuals in their own right or support initiatives where the final beneficiary is an identifiable individual or family other than those identified through a subsequent transparent selection process
- Payments should not be used for salaries or any project which could leave an on-going liability

2.10 Councillors are reminded of the need to observe the authority's Code of Conduct for Members. If you have any queries pending that advice please contact Scott Wooldridge for further advice.

Note: The Improving Lives Grant Scheme funding is public money and the same criteria of ensuring Value for Money and appropriate accountability will apply in the same way as all other County expenditure. All spending will be subject to County Policy, Standing Orders and Financial Regulations.

Note: Wellbeing powers

- The General Power of Competence under the Localism Act 2011 enables every local authority to do anything which an individual may generally do. Since the Act came into effect councils no longer need to demonstrate that their activities are of direct benefit to the authority, its area or persons resident or present in its area. The scheme will also contribute to delivery of the Council's responsibilities under the Health and Social Care Act 2012.
- This has direct implications on partnership working as local authorities are permitted to work with partners to deliver services promoting or improving the economic, social or environmental wellbeing of their area, even if the services are not normally provided by local authorities (provided they are not prohibited by statute).

Section 3: How is a payment made?

- 3.1 In order to make an Improving Lives Grant payment, the application form provided will need to be completed. Please complete **all** non-shaded boxes. Please ensure **all** information requested is included on the form to save time and enable your application to be processed quickly.
- 3.2 Application forms are to be completed electronically and emailed to communities@somerset.gov.uk from the member's own SCC address box (wherever possible).
- 3.3 Each application must include:
- Specific details of the proposed use of grants to avoid misunderstanding or the possibility of alternative use
 - The name and designation of an appropriate representative of the recipient body to whom the County Councillor has explained the terms under which the grant is made. The terms are that the grant will be applied in full and exclusively to the purpose specified in the application. If it is not, the full sum (or residual sum for part-use) is repayable to the Council unless a fresh application is approved
 - **The full address, post code and contact number** of the recipient organisation otherwise this will delay the payment
 - Details for electronic bank transfer including account name, sort code, account number
 - Additional useful information can accompany the application form on a separate sheet
- 3.4 Every effort will be made to ensure that **fully completed application forms** that have been approved, will be sent to the Accounts Payable Team for processing within three weeks of receipt. All payments will be made via BACS to ensure payment is banked immediately and received by the recipient faster. Cheques will NOT be available.
- 3.5 Please indicate on the application form who the payment should be allocated to. **Payments can only be made to organisations and not an individual's bank account.** Please provide the name on the bank account, sort code and bank account number.
- 3.6 Members can use Improving Lives Grant to 'lever in' match funding from other organisations. If this applies, it would be appreciated if details could be provided in the appropriate box on the application form, or additional information attached.

Section 4: When can you make a payment?

- 4.1 The scheme begins on **1st September 2019** and payments can be made from then on, once the application has been approved. The deadline for the receipt of completed application forms is **30th November 2019**. Any unspent sums at that date will be returned to SCC budgets.
- 4.2 Whilst members are free to allocate their funding at any time between the commencement and deadline dates, they are encouraged to spread the applications over the period and avoid a last minute rush as this leads to an unacceptable burden on staff processing grant applications.

Note: County Councillor changes

If a Councillor retires from office, or ceases to be a Councillor for whatever reason, then the allocation of their remaining uncommitted budget will be the responsibility of the Director of Finance and Performance in consultation with the Leaders of the Council's political groups. There will be a presumption to make the monies available to the new Councillor for the electoral division if there is sufficient time for funding applications to be made in accordance with the timescales set out above.

Section 5: What about publicity for the grant?

- 5.1 Members are asked to send in a photograph of each project where possible, by email to communities@somerset.gov.uk either at the time of presenting the payment or at a later date upon project completion. These will be used to assist with evaluation and ensure robust practices. Specimens of photography consent forms are attached (Appendices 3 and 4). Copies must be completed by each adult or parent/guardian for a child appearing in a photograph as they may be used in future publicity for the Scheme.
- 5.2 The Council's Communications and Marketing Team are unable to promote individual projects; however, a summary of projects grouped by District will be provided.
- 5.3 All expenditure from County Council funds is considered to be information that is available to the public. Details of any spending made from an individual member's improving lives grant will be provided to any internal or external enquirer upon request, and will be included as part of the Council's 'transparency' disclosures.

- 5.4 Public awareness of the availability of the Improving Lives Grant Scheme is key to its successful application and to public participation in its use. Whilst a publicity campaign will be coordinated centrally, members are encouraged to widely publicise the scheme at local level.
- 5.5 Once grants have been made, members are encouraged to obtain appropriate publicity for the projects that have been supported. Permission should be sought from the project. The publicity should make it clear that the project has received funding from the County Council's Improving Lives Grant Scheme and should refer to the proposed outcomes being supported.
- 5.6 In the event that an election or by-election is called, officers will ensure that no council facilities are used to publicise expenditure from this fund during the Purdah period, in line with normal Purdah advice that would be issued by the council to officers at this time.
- 5.7 Once grants have been made to successful applicants, it is incumbent on individual County Councillors to ensure that the grant proceeds have been used, in full, for the specified purpose. In all cases (see Section 4) when completing an application the County Councillor needs to inform an appropriately designated representative of the benefitting organisation, the terms under which the grant is made. The individual's name and designation needs to be entered on the application form.
- 5.8 Should a member discover that grants have not been used appropriately or residual funds exist, the Director of Finance should be informed immediately so that formal recovery procedures can be instigated.

Section 6: What support is there for Members?

- 6.1 The Stronger Communities Team within Public Health at Somerset County Council will oversee the coordination of the scheme. The Team will be supported by the Programme Management Office in processing grant applications, keeping records of payments made on behalf of each member and issuing reminders of key deadlines periodically during the period.

- 6.2 For queries regarding the scheme please email communities@somerset.gov.uk or speak to Chris Phillips, Service Manager Stronger Communities, email cphillips@somerset.gov.uk or phone 01823 359243.
- 6.3 Grant applications will be considered by the Leader of the Council, Cabinet Member for Public Health and Wellbeing, and the Director of Public Health.

Appendix 1

Examples of the type of spend that would be considered appropriate include:

- Projects to reduce loneliness/isolation and promote social interaction at community level
- Projects to support stronger families and parenting support
- Gardening and healthy eating projects
- Falls prevention projects
- Projects with schools and young people's groups to promote emotional health and wellbeing
- Projects supporting use of outdoor amenities and developing mental wellbeing

Addressing health inequality

The following summary which is taken from the Impact Assessment identifies the groups who have been identified as having high levels of health and wellbeing needs and experiencing inequalities. Projects may directly address these groups / issues or take steps to ensure that projects include some of these groups. It is expected projects will in some way, include between one and three groups from this list and it would be good to see the whole range covered across Somerset.

Age: Somerset has an aging demographic; maintaining the health and wellbeing of older people is therefore a very high priority for the County. At the other end of the spectrum, from a healthy futures perspective, it is vital to encourage health and wellbeing activity among children and young people. Intergenerational projects can also help connect older and younger people in communities.

Pregnancy and Maternity: Taking care of maternal health and wellbeing benefits both the future of the unborn child as well as the mother.

Disability: Disabled people experience considerably higher levels of health inequality than the general population; this is often exacerbated by low income. Enabling participation in health and wellbeing activities will help address this inequality.

Race, ethnicity, religion or belief: People from black and minority ethnic groups are at greater risk of some health conditions than the general population and this risk will be reduced by participation in health and wellbeing activities. Gypsy and Traveller communities experience extreme health inequality, with average male life expectancy being under 50 years. Where race equality is combined with other protected characteristics (for example age, low income or disability) the impact multiplies.

Sexual orientation and gender reassignment: Lesbian, Gay, Bisexual or people going through gender reassignment of all ages can experience barriers to participating in health promotion activities and in accessing health services; as well as experiencing poor health and wellbeing as a direct result of exclusion and discrimination.

Men: Men have poorer health outcomes than women; and on average die younger. Men's health is therefore a priority. Encouraging men to participate in health and wellbeing activities in non-traditional ways.

Women: It is well known globally that women are the key to changing a community; and this is also the case when we want to foster healthy futures.

Carers: Carers have known health needs and benefit enormously from being able to take time out to maintain their own health and wellbeing

Military: Somerset has a sizable population of service and ex -service personal and their families – whose particular health and well-being needs are well recognised in the Military Covenant and the military health programme.

Low income: Health outcome is closely associated with income inequality and financial exclusion. Taking positive action to support low income groups participate community activities and / or to engage in activities which might support their education or employment opportunities are all likely to have extremely positive health benefits.

**IMPROVING LIVES GRANT SCHEME
APPLICATION FORM 2019-20**



**FORM TO BE COMPLETED BY COUNTY COUNCILLOR ONLY. PLEASE READ THE
'IMPROVING LIVES GRANT SCHEME GUIDANCE NOTES 2019-20' BEFORE
COMPLETING THIS FORM**

Electoral Division:	
Councillor:	

<p>Purpose of Application (Please be specific as this helps to ensure that any grant applied for, is for the intended purpose. If necessary, please attach a separate summary)</p>
Name of recipient organisation:
What is the need or issue the project is aiming to address?
How will the project be delivered and in what timescale?
How might the project improve lives through one of the principles highlighted in section 1.2?
What do you expect will be achieved as a result of the project?

Which Somerset priority is met?
--

- | | |
|---|--|
| <input type="checkbox"/> Thriving and productive county | <input type="checkbox"/> Resilient, well-connected communities |
| <input type="checkbox"/> Partners activity working together | <input type="checkbox"/> Information, advice and guidance |

Recipient's Certification:

All grants are made on the basis that they will be used in full and exclusively for the purpose specified in "Purpose of Application" (above). If for any reason the grant cannot be used in this way the full sum will be immediately be repaid to the County Council.

Members must make this clear to a representative of the applicant organisation when completing the application form and enter the name of the individual and their designation below.

Print name of individual:	
Position within recipient organisation:	
Contact telephone number:	
Email address:	

Financial information

Amount applied for from Improving Lives Grant Fund:	£
--	---

If this is a joint application with another County Councillor's Improving Lives Grant Scheme then please provide details:

--

Please provide a breakdown of how money is to be spent: (or attach details)

--

**Does this scheme have any supporting funding available?
Yes/No (If yes, provide details)**

--

Payment details:

Payment cannot be processed without all of these details and please note payment

by cheque is not an option

Full name of payee (as it appears on bank account):

Full address of payee:

Bank name and branch:

Sort code:

Account number:

Charity number (if applicable):

In submitting this proposal, I confirm I have complied and will continue to comply with the Members' Code of Conduct and the Scheme Guidance

(please tick box)

Contact Number:

Date submitted:

Please email completed form to: communities@somerset.gov.uk

For office use only

Date logged in:

Date approved by panel:

Appendix 3

Photography consent form for the recording and use of images of adults & children under 13



Dear:

Somerset County Council wishes to build up a bank of photographs that we can include in promotional material to highlight the Improving Lives Grant Scheme projects.

We would like to ask your consent before Somerset County Council records your image. Please complete the form and answer the questions below:

1. May we use <i>your / your child's</i> image in Somerset County Council publications?	Yes / No
2. May we use <i>your / your child's</i> image in display and exhibition material?	Yes / No
3. May we use <i>your / your child's</i> image on Somerset County Council's external website?	Yes / No
4. May we record <i>your / your child's</i> image on video or webcam?	Yes / No
5. Are you happy for <i>your / your child's</i> image to appear in the media, such as newspapers?	Yes / No
6. Are you happy for <i>your / your child's</i> name to be printed on video/photo captions?	Yes / No
7. Are you happy for <i>your / your child's</i> image to be published on social media?	Yes / No
8. Are you happy for <i>your / your child's</i> to be stored on the Apple iCloud? (if we are using an Apple product) This will be based in the USA.	Yes / No
9. May we contact you in 2 years' time to renew your consent for the purposes outlined above?	Yes / No

Please make sure you have read and understood the 'Conditions of use' below, prior to signing this form.

Consent if you are an adult or over the age of 13

Your name: _____

Signed: _____ Date: _____

Contact address: _____

Contact number: _____

Consent if you have parental responsibility and are signing for a child under 13

Your name: _____

Name of child: _____

I confirm that I have parental responsibility for the above named child

Age of child as of today's date: _____

Signed: _____ Date: _____

Contact address: _____

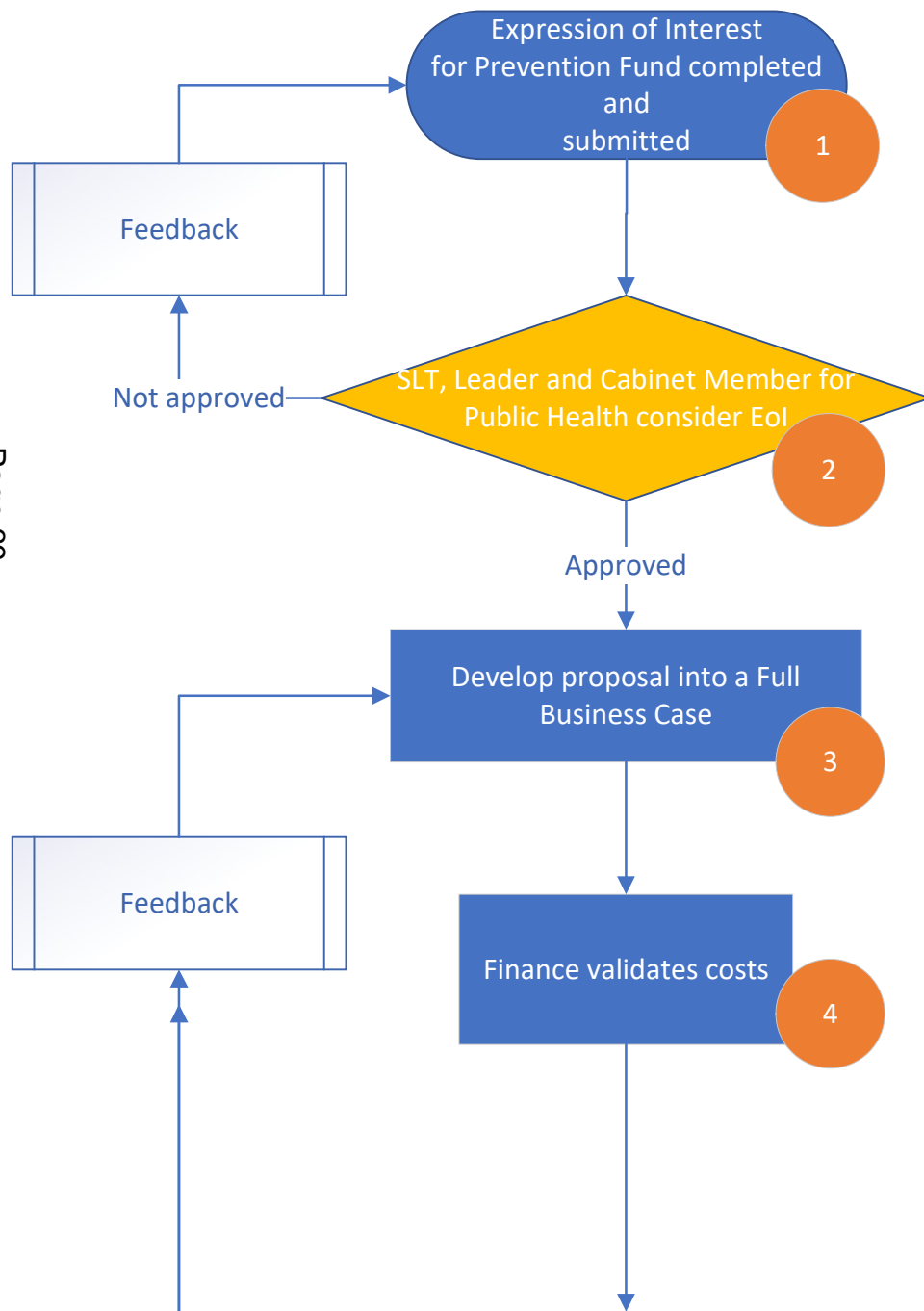
Contact number: _____

Conditions of use

1. This consent is valid for two years. If you change your mind about giving consent to any of the above during this period, please email: eventsandmarketing@somerset.gov.uk or phone 01823 355020
2. Images will be stored securely. Please be aware that Somerset County Council has no control over the way external photographers and the media store images.
3. The Council has no control over any information or photograph published to the internet.



3. 'Improving Lives to Prevent Demand Fund' Funding Request Process

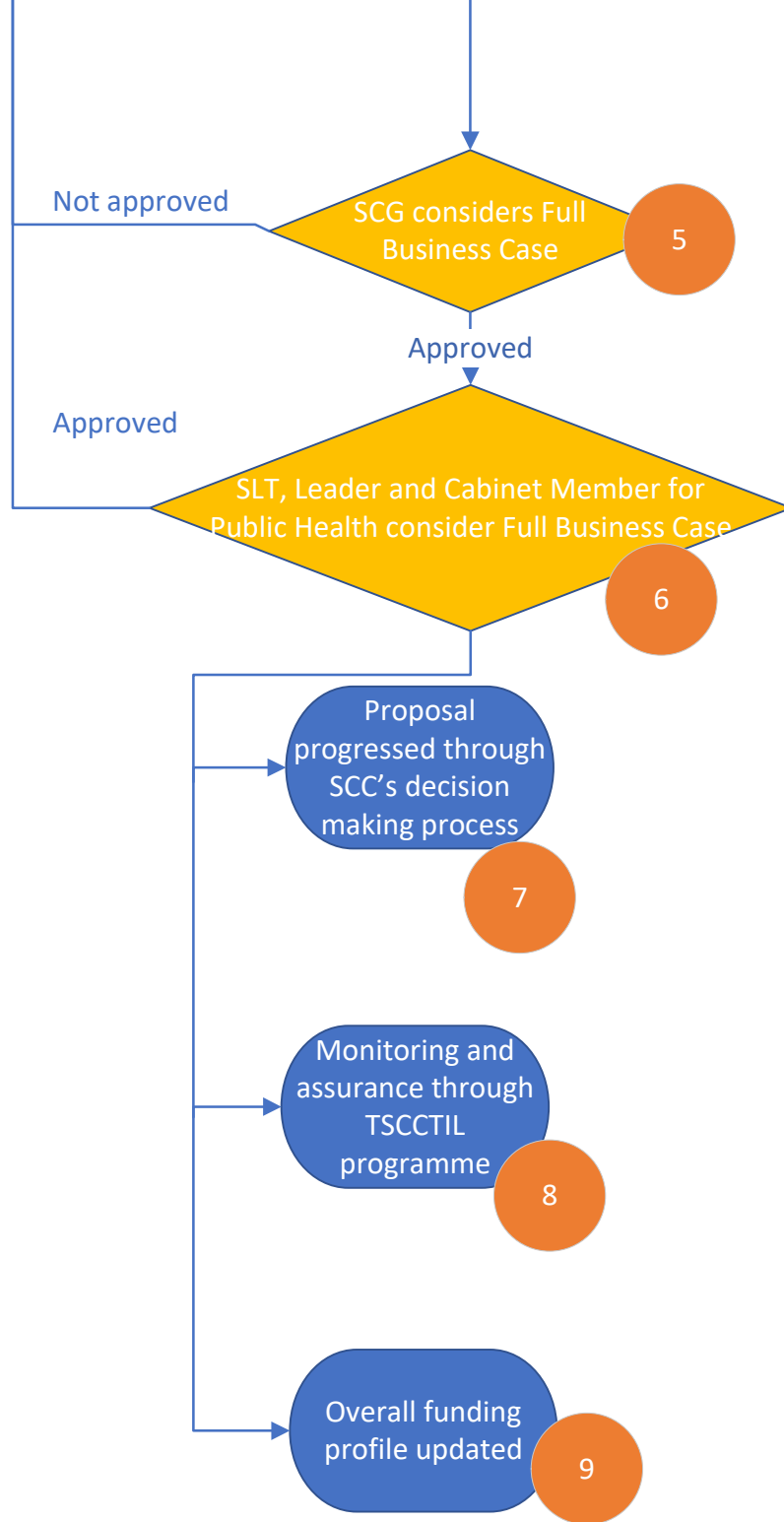


1 Initial Expressions of Interest Form to be completed - see 'Improving Lives to Prevent Demand Fund Information Pack'. Finance must be engaged from the outset. All EoIs must have the support of the relevant Cabinet Members and Directors. All forms should be submitted to transformingscctoimprovelives@somerset.gov.uk

2 Expressions of Interest will be assessed against the fund criteria detailed in the information pack.

3 Expressions of Interest considered most suitable for this funding will be asked to develop the proposal up to a Full Business Case. Business Cases must have the support of relevant Cabinet Members and Shadow Cabinet Members.

4 Business Cases must be validated by a Finance Officer prior to submission to SCG.



5 The Strategic Commissioning Group will consider the full Business Case and provide feedback to strengthen it where required.

6 SLT, the Leader of the Council and the Cabinet Member for Public Health and Wellbeing will then consider the full Business Case for approval alongside a picture of overall commitments vs. funding.

7 Proposals that are agreed for funding will be required to progress through the Council's normal decision making processes and will be subject to scrutiny through the most relevant committee.

8 Progress against the project and the key deliverables will be monitored through the Transforming SCC to Improve Lives Programme and will be reported to SLT and Cabinet as part of the overall programme reporting.

9 Finance will track and monitor commitments vs. available funds.

Appendix D – Approval for the Improving Lives to Prevent Demand Fund & Members Improving Lives Grant Scheme

Risk	Cause	Consequence	Mitigation	Likelihood	Impact	Score
Bids don't meet prevention criteria and therefore do not achieve aims of the fund	Bids are not aware of the aims and criteria	Bids do not proceed through gateways/checkpoint due to not meeting criteria	Thorough communication of required criteria and process that needs to be followed	2	3	6
Bids don't deliver the objectives and therefore we don't make the intended improvements to prevention	Once bids are approved, and money allocated the scope of the project changes and original aims no longer achieved.	Purpose of the fund doesn't achieve its aims as set out in the Business Case.	Members fund will be monitored through post delivery to ensure outcomes achieved.	2	4	8

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2019/20 Revenue Budget Monitoring – Month 2 Report

Lead Officer: Sheila Collins, Interim Director of Finance
Author: Leah Green, Finance Manager MTFP – Corporate
Finance Contact Details: SDCollins@somerset.gov.uk 01823 359028
Cabinet Member: Cllr Mandy Chilcott – Cabinet Member for Resources
Division and Local Member: All

1. Summary

- 1.1.** This report provides the first indication of the year regarding the potential Revenue Budget outturn position for the 2019/20 financial year. It highlights variances to the Medium-Term Financial Plan (MTFP) assumptions, as well as emerging issues, risks, areas of concern and proposed actions to resolve them.

The Council's Medium-Term Financial Plan (2019-22) sets out proposals to further develop its financial resilience over the long-term whilst also supporting the delivery of the Council's key priorities.

- 1.2.** This report is a summary and shows a projected **balanced position** for the authority. However Key Service forecasts project a small net overspend. The majority of the variance is within Children's Services and Trading Units (Dillington House). Management action is under development in these areas with the aim of ensuring a balanced budget by the end of the year, although until these are more fully developed, this variance is being reported. Other areas of the Council have minor variances. It must be noted that the projected balanced position assumes that contingency will be allocated to off-set any unmanageable overspend. If management action fails to address the current forecast overspend in services £5.284m of the Corporate Contingency budget will be available for future in-year pressures.

2. Issues for consideration / Recommendations

- 2.1.** The Committee is asked to comment on the projected revenue outturn for 2019/20, whether there are any suggestions for additional management actions or alternative options that they would like to recommend to the Cabinet.
- 2.2.** The Committee is asked to consider any issues or information they would like to be addressed or included in future reports.

3. Background

- 3.1.** At the start of the 2018/19 financial year the Council recognised that urgent action was required to manage its financial situation differently to ensure it remained within its resources in 2018/19; with low financial resilience due to reduced reserves and a significant overspend forecast early in the year action was required immediately. During the year, a dramatic turnaround in the Council's finances was achieved through a tighter financial grip on spending, robust monitoring of the revenue budget, difficult decisions to make budget reductions, and a determination to significantly rebuild resilience through reserves.
- 3.2.** In 2018/19, the Council finished the financial year with an underspend of £5.909m against a net budget of £317.882m (-1.85%). The General Fund Reserve was rebuilt to an end of year balance of £16.366m and opportunity was also taken to replenish some of the Council's negative reserve balances. This was achieved through a tighter financial grip on spending and budget reductions arising from additional savings proposals during the year.
- 3.3.** A robust approach to budget planning for 2019/20 onwards has ensured that the budget assumptions are realistic, and deliverable. However due to continuing rising cost pressures, from demographic demand growth in social care for adults and children, the Council must not loosen its financial grip.

4. Consultations undertaken

- 4.1.** See Appendix A

5. Implications

- 5.1.** See Appendix A

6. Background papers

- 6.1.**
 - Appendix A & B - 2018/19 Revenue Outturn Report to Cabinet – 08 July 2019
 - Appendix C – Delivery of Savings Summary 2019/20

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

2019/20 Revenue Budget Monitoring – Month 2 Highlight Report

Cabinet Member(s): Cllr Mandy Chilcott – Cabinet Member for Resources

Division and Local Member(s): All

Lead Officer: Sheila Collins, Interim Director of Finance

Author: Leah Green, Finance Manager MTFP – Corporate

Finance Contact Details: SDCollins@somerset.gov.uk 01823 359028

	Seen by:	Name	Date
	County Solicitor	Honor Clarke	26/6/2019
	Monitoring Officer	Scott Wooldridge	26/6/2019
	Corporate Finance	Sheila Collins	26/6/2019
	Human Resources	Chris Squire	26/6/2019
	Property	Paula Hewitt / Claire Lovett	26/6/2019
	Procurement / ICT	Simon Clifford	26/6/2019
	Senior Manager	Sheila Collins	26/6/2019
	Commissioning Development Team	commissioningdevelopments@somerset.gov.uk	26/6/2019
	Local Member(s)	All	26/6/2019
	Cabinet Member	Mandy Chilcott	26/6/2019
	Opposition Spokesperson	Liz Leyshon	26/6/2019
	Relevant Scrutiny Chairman	Cllr Anna Groskop for Scrutiny Place	26/6/2019
Forward Plan Reference:	FP/19/06/03		
Summary:	This report provides the first indication of the year regarding the potential Revenue Budget outturn position for the 2019/20 financial year. It highlights variances to the Medium-Term Financial Plan (MTFP) assumptions, as well as emerging		

	<p>issues, risks, areas of concern and proposed actions to resolve them. The Council’s Medium-Term Financial Plan (2019-22) sets out proposals to further develop its financial resilience over the long-term whilst also supporting the delivery of the Council’s key priorities.</p> <p>This report is a summary and shows a projected balanced position for the authority. However Key Service forecasts project a small net overspend. The majority of the variance is within Children’s Services and Trading Units (Dillington House). Management action is under development in these areas with the aim of ensuring a balanced budget by the end of the year, although until these are more fully developed, this variance is being reported. Other areas of the Council have minor variances. It must be noted that the projected balanced position assumes that contingency will be allocated to off-set any unmanageable overspend. If management action fails to address the current forecast overspend in services £5.284m of the Corporate Contingency budget will be available for future in-year pressures.</p>
<p>Recommendations:</p>	<p>It is RECOMMENDED that the Cabinet approves:</p> <ol style="list-style-type: none"> 1. The contribution of £3.390m to the Corporate Priorities Reserve as detailed in section 1.4 and 2.6 which further supports the council’s long term financial resilience. 2. The transfer of £0.498m of Corporate Contingency to support the pressure in Home to School Transport as detailed in section 2.2. <p>It is also recommended that Cabinet comments upon the contents of this report and the potential outturn position for the year.</p>
<p>Reasons for Recommendations:</p>	<p>Closely monitoring spend against the agreed budget is necessary to ensure that the Council delivers its priorities within its means. This report requires action to be taken so that this objective can be met.</p>

<p>Links to County Vision, Business Plan and Medium-Term Financial Strategy:</p>	<p>The Medium-Term Financial Plan (MTFP) sets the funding for the County Vision and the use of those funds is then monitored, via this report and others throughout the year to ensure delivery of Council objectives and actions within the resources available.</p>
<p>Consultations and co-production undertaken:</p>	<p>Information and explanations have been sought from directors on individual aspects of this report and their comments are contained in the report. Due process and consultations will be carried out where required for any further specific proposals for change.</p>
<p>Financial Implications:</p>	<p>The financial implications are identified throughout the report.</p>
<p>Legal Implications:</p>	<p>There are no specific legal implications arising from this report.</p>
<p>HR Implications:</p>	<p>There are no HR implications arising directly from this report, but remedial actions may have such implications. These will be dealt with in any subsequent reports.</p>
<p>Risk Implications:</p>	<p>Our corporate risk register recognises the risk to containing spend within budget in the face of service pressures, reducing funding and the challenges of delivering ever more savings and efficiencies.</p> <p>Although broader market uncertainty exists in view of the current Brexit negotiations, at this stage any precise implications are not known. The Council needs to be alert to potential implications as negotiations develop and respond accordingly at the time.</p> <p>The Children’s Services budget, while rebased, remains under pressure as the Service continues to improve and due to the sensitivity of some aspects of the services to volume changes, especially placements.</p> <p>The Organisational Risk (00043) has a broad perspective, encompassing both current year spending and future years’ budgets. At the beginning of each year this corporate risk is reviewed.</p> <p>This has taken place and the risk up-dated to focus on 2019/20 acknowledging that improvement has been</p>

	<p>made, resulting in identification of a new updated risk description of "Maintaining a balanced budget for 2019/20 and ensuring a sustainable MTFP". There is a risk to the council's long-term sustainability if there are significant in-year service overspends, and or if the council suffers significant loss of funding in future years its ability to prepare a robust and sustainable MTFP for 2020/21 onwards may be impacted."</p> <p>Alongside the review of the risk description, likelihood and impact of the risk has also been evaluated and the risk score remains at the current level of "very high" (4x4(16)).</p> <p>The financial situation is still vulnerable to increased demand or poor management. Robust control must be maintained.</p>				
	Likelihood	4	Impact	4	Risk Score

<p>Other Implications (including due regard implications):</p>	<p><u>Equalities Implications</u></p> <p>There are no specific equalities implications arising from the contents of this report.</p>				
	<p><u>Community Safety Implications</u></p> <p>There are no community safety implications arising from the contents of this report.</p>				
	<p><u>Sustainability Implications</u></p> <p>There are no sustainability implications arising from this report.</p>				
	<p><u>Health and Safety Implications</u></p> <p>There are no health and safety implications arising from this report.</p>				
	<p><u>Privacy Implications</u></p> <p>There are no privacy implications arising from this report.</p>				
	<p><u>Health and Wellbeing Implications</u></p>				

	There are no health and wellbeing implications arising from this report.
Scrutiny comments / recommendation (if any):	This report will be presented to Scrutiny for Policies and Place Committee, on 16 th July 2019; comments arising will be made available to the Cabinet at a subsequent meeting.

1. Background

1.1. Following the significant financial turnaround during 2018/19, which was reported to Cabinet on 10 June 2019, and the more robust approach to budget planning for 2019/20 onward, which was approved by Council in February 2019, the Council is focused on continuing the improved transparency and rigour around its financial management throughout 2019/20. Although this report is the first formal revenue budget monitoring for 2019/20, an early outlook has already been incorporated into the Outturn report presented to the Cabinet in June.

1.2. Despite confidence that the more robust approach to budget planning for 2019/20 onwards has ensured that the budget assumptions are realistic, and deliverable, due to continuing rising cost pressures, from demographic demand growth in social care for adults and children, the Council must, and will, sustain this tighter financial grip going forwards. This will include monthly monitoring report to Cabinet and continual improvements to the format, content and layout of the reports to aid effective review and scrutiny.

1.3. Reserves

During 2018/19 significant progress was made in replenishing the Council's reserves position, with total balances at the end of the year being £26.075m for Earmarked Reserves and £17.689m for General Fund Reserve. This budget monitoring report sets out the forecast planned use of earmarked reserves with a summary set out in the table below (Table 1). Earmarked reserves are set aside for specific purposes and the transfer to and from those reserves during the year are presented to Cabinet for approval.

Table 1 – Planned Use of Earmarked Reserves (2019/20)

Service	Planned Use of Earmarked Reserves (£m)
Draws from Earmarked Reserves:	
Adult Services	2.830
Economic & Community Infrastructure Services	0.441
Contributions to Earmarked Reserves:	
Corporate & Support Services	-1.231
Non-Service	-3.357
Total net increase in Earmarked Reserves	-1.316

Adults Services

A request is made to draw down an element of the Adults Social Care Earmarked Reserve relating to Home First (£0.330m) and £2.500m from the Adults & Health System Earmarked Reserve relating to Somerset's Sustainability and Transformation Plan. These amounts will be used to fund joint working arrangements between Somerset County Council and Somerset Clinical Commissioning Group.

Economic & Community Infrastructure Services

£0.052m is projected to be drawn from the Total Transport reserve – the purpose of the Total Transport Pilot Fund is to implement a cross-sector approach to the delivery of supported services. Somerset County Council (along with Gloucester County Council) are using the grant to fund the development of integrated IT infrastructure that will encourage the use of various methods of public transport through ease of access. The transfer from the reserve will cover the dedicated project officer time along with various development and implementation costs. The fund is expected to be fully used either in 2019/20 or early 2020/21 dependent on the success of user acceptance testing.

£0.794m will be transferred to the Somerset Rivers Authority (SRA) reserve and as host authority, the Council holds the funds for the SRA. The transfer to the reserve is due to it being anticipated that less will be spent on projects and schemes than will be received from Somerset County Council/District Councils/Internal Drainage Boards (IDB) in 2019/20. A substantial amount is being held as provision for the Sowy River/King Sedgemoor Drain enhancement scheme, it is expected that this will be used in 2020/21 onwards.

£0.077m will be drawn from the Libraries Stock Reserve to fund an in-year stock

write off.

£0.043m is projected to be transferred to the Parking Reserve. This is because projected underspends for Parking Services must be spent as per the Road Traffic Regulation Act 1984, Section 55. Currently it is anticipated that the reserve will be used to fund new Automatic Number Plate Recognition (ANPR) cameras and a new Traffic Regulations Orders digital system, however this has not yet been agreed.

£0.390m is expected to be drawn from the Economic Development Earmarked Reserve (ED Fund) during 2019-20 on various projects including £0.200m on the iAero capital scheme at Yeovil and £0.050m on the Somerset Energy Innovation Centre building 3 at Bridgwater. The new enterprise centres being built at Wells and Wiveliscombe together with the maintenance on the existing enterprise centres will account for around £0.140m.

£0.830m is expected to be drawn from the Local Enterprise Partnership (LEP) General Reserve to fund the LEP activities planned for 2019-20.

£0.071m is to be contributed to the Strategic Property reserves incorporating; £0.032m to the Futures for Somerset reserve. The Council pays employees seconded to Futures for Somerset, for which Futures for Somerset reimburse those payroll payments. This reimbursement includes an uplift for the estimated redundancy costs of those staff, as redundancies will not be funded from the SCC Central Redundancies budget. Any surplus on the Futures for Somerset cost centre is transferred to this earmarked reserve in preparation for the relevant redundancies. £0.039m will be contributed to the Repairs & Maintenance (R&M) Uncommitted (Buildings Maintenance Fund). Planned repairs and maintenance is covered by revenue budget within Strategic Property. The intention is that any balance on the R&M Earmarked Reserve will be drawn down cover any excess unplanned or reactive maintenance.

Corporate & Support Services

£0.937m is projected to be transferred to the Building Schools for the Future (BSF) equalisation reserve. The BSF Private Finance Initiative (PFI) Project relates to three schools in Somerset and the reserve held relates to the profiled lifecycle of the BSF Project. The plan is that drawdowns from this reserve towards the end of the 30-year duration of the BSF project will bring the equalisation reserve balance to zero.

£0.040m will be contributed to the Heart of the South West (HOSW) Joint Committee reserve. The Council is the administering authority for the HOSW Joint Committee. Partner authorities send contributions to SCC to cover the administration and certain project work that SCC procure on behalf of the Joint Committee. The earmarked reserve balance is the surplus of those funds, which will either be spent as directed

by the Joint Committee or transferred to another authority if the admin responsibility moves.

£0.253m is planned to be contributed to the Elections Reserve. The Elections budget funds the running of the Council's election every four years and any by-elections that occur in the interim. The earmarked reserve is built up over the quadrennium, and the increasing balance on this reserve will fund the next election in May 2021. In total the last Somerset County Council election in 2017 cost £945,000.

Non-Service

The Council has budgeted, as part of its Medium-Term Financial Plan (MTFP 2019-22), to repay £3.389m of negative reserves for the Repairs and Maintenance Fund (R&M) and the Buildings Maintenance Indemnity Scheme (BMIS) in 2019/20. However, these negative reserves were eliminated in 2018/19 using part of the Council's underspend reported as part of the outturn report at Cabinet's meeting in June which has enabled alternative use of this funding in 2019/20. A request is made to contribute this favourable variance to the new Corporate Priorities Reserve set up in 2018/19.

There is also a request to draw down £0.033m from earmarked reserves made up of £6,700 from the HR Services Earmarked Reserve to fund the quarterly Wyvern Lease Charges (due to end in July) and £26,000 from the revenue backed Capital Fund to fund the ING Lease payment for Leisure Equipment that the Council procured before the service externalised (due to end in August).

General Fund

The 2019/20 revenue budget includes plans to improve the Council's resilience of its General Fund Reserve by £2.500m: made up of an annual contribution of £2.000m, and an additional £0.500m contribution (one-off) to the Prevention Fund that makes £1.000m in total – as agreed at Full Council in February 2019. This £0.500m will be more accurately reflected as a contribution to the Prevention Fund Earmarked Reserves rather than General Fund Reserve since Full Council were specific about how this funding would be used.

This means the General Fund balance at the beginning of 2019/20 is £18.366m (rather than £18.866m as reported in the 2018/19 Revenue Outturn report to Cabinet on the 10th June 2019).

1.4. Capital Receipts Flexibilities

During 2018/19 a full review of business cases supporting the transformation activity that utilised the capital receipts flexibilities was undertaken. During the

review there was an agreement that some costs in 2019/20 would also utilise this flexibility with a planned value of £2.795m. The current forecast use of this flexibility for 2019/20 is £2.642m, which is included in the overall forecast position. This is a small reduction of £0.153m and provides assurance that the costs of the transformational activity is on track. The table below (Table 2) gives a summary of the transformational projects and current forecast value.

Table 2 – Planned use of Capital Receipts Flexibilities

Service		Planned Costs £m	Forecast Costs £m	Description
Adult Services	Learning Disabilities	0.624	0.624	Contractual transformation costs
Children and Families	Getset	0.055	0.000	Supporting the Family Support Service model
ECI Services	Property	0.206	0.206	Costs associated with property rationalisation and transforming the use of assets
	Economic Development	0.381	0.381	Supporting the roll-out of Broadband, underpinning how services can be delivered to the public
	Commissioning	0.070	0.070	Commissioning development and working towards integrated commissioning solutions
	Libraries	0.066	0.000	Costs associated with the activity supporting the Library transformation
Corporate & Support Services	Core Council Programme	1.006	0.981	Costs within the Core Council Programme team who support transformational projects across the Council
	ICT and related costs	0.233	0.227	Costs associated with supporting the digital transformational changes across the Council
	Customers and Communities	0.154	0.154	Costs supporting the transformation of the customer "front door" service delivery
SCC Total		2.795	2.643	

1.5. Transforming Somerset County Council to Improve Lives Programme (TSTILP)

The Transforming Somerset County Council to Improve Lives Programme (TSTILP) will deliver an ambitious redesign of the Council's services to enable the Authority to better manage demand and put prevention at the heart of its thinking.

During the budget setting process for 2019/20 a new Invest to Save Fund (ITS) Earmarked Reserve was set up to fund internal projects designed to improve the Council's efficiency and drive down future revenue costs and also to reduce the need to use Capital Receipts Flexibilities (CRF).

Any activities that contribute to Transformation outcomes requiring investment from a funding stream, e.g. ITS Fund or CRF will require a business case to be completed and will pass through an approval process, which then assesses and determines the most appropriate funding of these costs, be it ITS Fund or CRF.

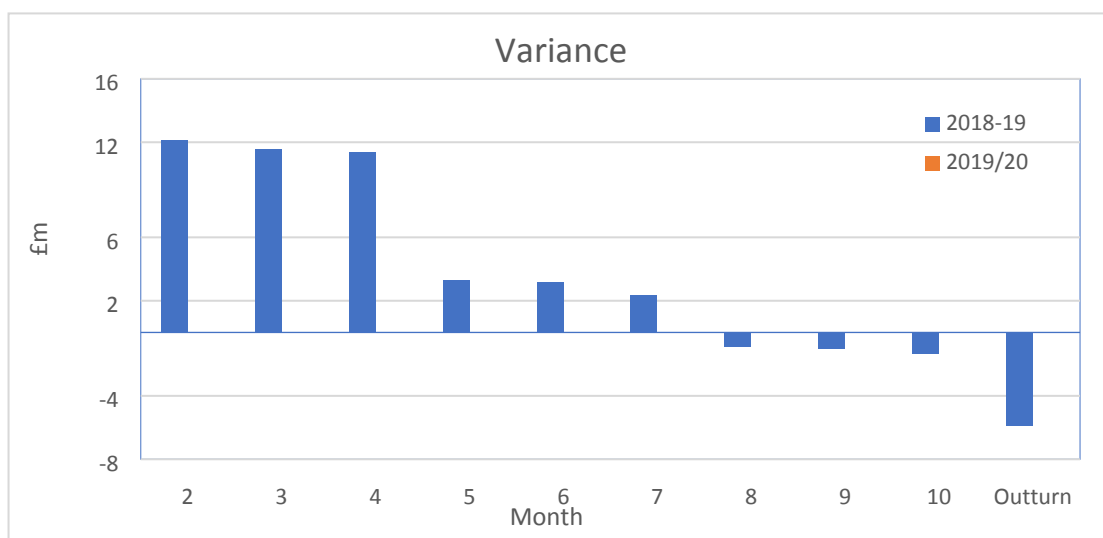
As at the end of May 2019, the estimated cost of additional resources required to facilitate the Transforming Somerset to Improve Lives Programme during 2019/20 is £0.448m.

1.6. Summary Forecast 2019/20 – Revenue Budget

The Council's forecast shows a projected balanced position when compared to the revenue budget of £327.967m. There is a forecast overspend in Key Service Spend with the majority of the variance is within Children's Services and Trading Units (Dillington House). Most other areas of the Council are within reasonable tolerance.

- 1.7.** The following graph (Graph 1) compares the reported monthly budget variances in 2018/19 and the current financial year.

Graph 1 – Revenue Budget Variances 2018/19 and 2019/20



1.8. The table showing the projected outturn, and variances from agreed budgets, are set out in Appendix A. The paragraphs below offer short explanations of the major parts of those variances.

2. Key Variances

2.1. Adults Services (*Net budget £126.030m, -£0.002m projected underspend.*)

Adult Services: favourable -£0.002m

The projected position for Adults' services during 2019/20 is an underspend of £0.002m. There are a number of factors that go into this variation and these are explained below.

The Adult Social Care council tax precept of 1% for 2019/20 raised an additional £2.605m which will be invested in social care market. The fee rate for Home Care has been increased by 3% and the rate increase for Residential and Nursing placements increased by 2.5%. As well as the precept investment there is also an additional £1.800m made available for Learning Disabilities demography and inflation.

Adult Social Care has seen a further reduction in the use of Nursing placements. There are 41 less than at the end of March and this leads to a projected underspend of £1.422m. Reduced use of Residential and Nursing placements is a continuation of the trend seen throughout 2018/19 and is in line with both the overall strategy of 'Promoting Independence' and associated commissioning intentions to keep people living within their own home where it is safe to do so.

A positive reaction to the above reduction is an increase in the delivery of Home Care both in people's homes and in Extra Care Housing schemes. There was a

drop off in this spend during 2018/19 but as expected we are now starting to see an upturn as people remain living in the community for longer.

Mental Health spend is projected to increase by £0.375m. This is due to the full year effect of Home Care and Supported Living, with 2 large packages in particular contributing to the pressure. These are both joint funded with the Clinical Commissioning Group. Offsetting these increases is a reduction of 6 Residential placements which is a change from the increases seen throughout 2018/19.

One area where there is a pressure is the LD Pooled Budget which is projecting an overspend of £0.885m. This is made up of a £1.221m pressure against the Purchasing budget which is slightly offset by a £0.336m underspend against the Discovery contract. In discussions with the CCG it has been agreed that this overspend will be funded by the Better Care Fund inflation, therefore benefitting both organisations. The pressure has been created by the full year effect of 18/19 costs rather than new placements however this is an area that will need to be watched closely to ensure future growth is managed as it has been in the previous 2 years.

There continues to be a number of vacant posts within the overall Adults staffing establishment and although there is a plan to appoint to these during the year, it is still projected that the staffing budget will underspend by £0.615m. This will be closely monitored throughout the year.

There are MTFP savings of £5.157m to be achieved during 2019/20. Of these £2.280m have already been fully achieved with the remainder on track to be delivered throughout the year.

2.2. Children's Services *(Net budget £82.338m, £0.974m projected overspend)*

Children & Learning Central Commissioning: adverse £0.557m

The budgets for transporting children and young people to and from their place of education are projecting a combined overspend of £0.538m. The impact of 3 routes being omitted from the Capita reporting in 2018/19, and therefore the rebase, has now been calculated resulting in a pressure of £0.498m in Home to School transport. It is recommended that this pressure be funded by a transfer from contingency (see recommendations section).

Increased routes within SEN transport has contributed an additional £0.040m. The Services' planned transformation work throughout the year is expected to reduce the overall forecast overspend. Additional quality assurance work is being undertaken by the finance service to ensure systems, processes and forecasting

are as accurate as possible going forward.

Children & Families Operations: adverse £0.417m

External Placements: adverse £1.000m

External placements is projecting an overspend of £1.000m, 5.2% above budget.

The increase in the care population reported in at the end of December 2018 fed through to an increase in residential placements in the 3rd and 4th quarter primarily due to a shortage of foster placements. Other placements have not ended as planned resulting in an external placement forecast overspend of £2.600m at the beginning of the financial year. Focussed management action has been undertaken during April and May 2019 to reduce this overspend by £0.541m and further efficiencies through lower placement costs has reduced this by a further £0.094m.

When the budget was approved there was combined headroom and growth equivalent to £1.100m for new placements and increased costs in 2019/20. This has been applied reducing the forecast overspend on external placements to £1.000m

The placements savings target of £1.649m is currently forecasting achievement of £1.515m, leaving £0.134m still to be identified. The activities to achieve these savings is being monitored via the Transformation Board.

The placements forecast currently assumes a standstill position in terms of number and type of placements. Given the volatility of this area of activity with placement costs for the most complex children costing up to £0.250m per child in a full year, this brings a risk that any increase or escalation of placement type will have an adverse impact on the future financial position, conversely a reduction in a number of these high cost placements may result in an underspend in this budget area. In addition, the projection does not account the impact of further service actions.

To ensure that the financial position is closely monitored fortnightly meetings will take place involving key managers in the service and finance to scrutinise the current position of the children looked after budgets and to ensure appropriate management actions are identified and implemented. Improved financial management data aligned to activity is being produced in the form of a metrics report providing an overview across the service as well as a focus on areas of historic volatility. The report links the financial position to the operational activity to enable managers to better understand the financial impact of their decision making and identify opportunities to reduce costs.

The revised Quarterly Performance Review Meetings (QPRM) have a key financial/activity component and the Q1 meeting in July will test the effectiveness of the new model.

It is worth noting that in terms of spend this budget area is forecast to spend £2.6m (£3.6m excluding the overspend) less on External Placements in 19/20 than in 18/19. This reflects continuing improvement in social work practice as care planning is a main driver of costs. With the exception of South Somerset, where staffing continues to be very challenging, all teams are close to their target performance. Further reductions in the care population can only be achieved by more effective interventions with parents/carers with drug and alcohol driven familial neglect.

Leaving Care: adverse £0.200m

The successful placement of 16 and 17-year olds into Pathway to Independence (P2i) accommodation has created a pressure on the Leaving Care budget of £0.200m. In addition to being a positive outcome for these young people, it has contributed to reducing the costs of external placements.

Unaccompanied Asylum-Seeking Children (UASC): favourable - £0.139m

An increase in the grant rate for over 18 Unaccompanied Asylum-Seeking Children (UASC) is projected to increase grant income by £0.139m.

Transport: adverse £0.200m

The use of transport for contact visits has increased above the level anticipated resulting in a projected overspend of £0.200m. A review of use of transport is being undertaken by the service to address this and enable appropriate management actions to be identified.

Allowances: favourable - £0.300m.

A reduction in the projected volumes of allowances across Permanence has given rise to a forecast underspend of £0.300m.

Staffing: favourable - £0.500m

There are £0.500m of vacancy savings across the service, in particular Emotional Health and Wellbeing and the Kinship Team, where a number of vacancies are actively being recruited to.

2.3. Public Health *(Net budget £0.979m, on budget.)*

Public Health: on budget £0.000m

The Public Health budget is made up of two elements. The ring-fenced Public Health Grant of £20.176m and £0.979m of Somerset County Council funding. The main focus of this funding is preventative services and the major areas of spend are Public Health Nursing Services, Sexual Health Services, NHS Health Checks and the Somerset Drug and Alcohol Partnership. There is a small planned underspend projected against this budget. The Director of Public Health is currently developing a plan to use this underspend to increase capacity within the specialist public health team to provide additional support to the developing prevention focus across the organisation and wider system.

The Public Health Grant funding has reduced by £0.547m in 2019/20 and savings have been identified to achieve this in full. There is also an in year saving against the Somerset County Council funding of £0.100m and this has also been achieved.

2.4. Economy Community and Infrastructure *(Net budget £65.355m, £0.018m projected overspend)*

Economy & Community Infrastructure: adverse variance £0.018m

Economy Community and Infrastructure's (ECI) are forecasting an overspend of £0.018m for 2019/20. The major variations are;

Highways and Transport Commissioning are projecting a £0.275m overspend, this is as a result of new urgent technical studies, and additional staff costs to improve service levels in highways development management.

Whilst Highways is forecasting an £0.206m overspend it is anticipated that this will be addressed through the Skanska contract and more accurate forecasting data. The forecast rebate is set in the annual plan will be updated as usual to allow for changes such as additional DfT monies.

Property Services are projecting an £0.173m underspend this is due to County Farms income not yet reducing as expected, as a result of the delay in the sale of County Farms

Transporting Somerset are £0.264m underspent, this in the main is due to Concessionary Fares projections. However, it is very early in the year and Concessionary Fares volumes and County Ticket take up can impact the outturn position as the year progresses

Economy Community and Infrastructure have £3.165m of savings for 2019/20. Of this £1.776m has been achieved, £1.281m is on track to be achieved a £0.108m will be met through a substitute saving.

2.5. Corporate and Support Services *(Net Budget £21.499m, -£0.012m projected underspend.)*

Corporate and Support Services: favourable -£0.012m

Corporate and Support Services are forecasting an underspend of £0.012m for 2019/20. This is due to the following;

Democratic Services are projecting an overspend of £0.011m, this is due to the £0.027m overspend on Partnership Governance, in part offset by a number of small underspends elsewhere within the service.

Legal Services are £0.029m overspent due to anticipated cost of counsel fees for 2019/20. This will be reviewed throughout the year.

Commercial and Procurement are forecasting an £0.081m underspend, as a result of a number of staff vacancies that are yet to be filled and staff MTFP savings being achieved earlier than anticipated.

The ICT budget is projecting an £0.029m overspend for 2019/20 due to the under recovery of income. This will be reviewed throughout the year through budget monitoring.

All other areas within Corporate and Support Services are anticipated to come in on budget for 2019/20 at this stage.

Corporate & Support Services have £3.577m of savings for 2019/20. Of this £2.541m has been achieved, £1.004m is on track to be achieved a £0.032m is currently unachievable. This unachievable saving within Democratic Services for income recovery and generation will be found from other areas within Corporate & Support Services.

2.6. Non-Service *(Net budget £31.767m, -£1.267m projected underspend.)*

Contingencies: favourable -£1.444m

The budget allocated to contingencies as part of the budget setting process for

2019/20 was £7.226m. At this stage in the year it is prudent for this budget to be shown as fully committed however an element is being shown as a favourable variance to off-set the small overspend currently forecast in service areas and Trading Units. Following the request to transfer £0.498m of the Corporate Contingency budget to fund some of the pressure within Children's Services for SEN transport (as per section 2.2), the sum remaining available for the remainder of the year will be £6.728m. However, if the current overspend in other services and Trading Units is not mitigated by additional management action the remaining available budget would be £5.782m. If no other pressures materialise during the year the outturn position would be an overall underspend of this sum for the authority.

Contributions: favourable -£0.018m

Due to timing of information, a prudent estimate was made when the expenditure budget was set for third party payments. As a result, the Council will achieve an underspend of approximately £18,000 for this budget.

Discontinued Services: favourable -£0.018m

The projected £0.018m underspend on Discontinued Services arises from a variation in the number of individuals for whom the SCC Pension Fund charges SCC for compensation for loss of office.

Central Debt Charges: no variance

No variance is reported at this time. Further work is underway to analyse the 2018/19 capital spend funded by borrowing. As this was lower than forecasted it is expected to result in a saving on the amount MRP required in 2019/20. Similarly, there is the potential to make saving from not borrowing to the level forecast. The figures will be unknown until the quarter 1+1 capital forecasts are received.

Investment Income: no variance

The effect of ongoing political and economic events continues to make predicting interest rates volatile. The Authority's Treasury Management team continue to maximise the return on investments within the treasury investment framework.

Use of Reserves: favourable -£2.934m

As at month 2, the Council is reporting a favourable variance of £2.934m against the corporate use of reserves budget which is a result of the following

explanations.

An adverse variance of £0.400m due to a cross-cutting saving being identified as unachievable (R18-027 - Efficiencies across trading activities). This and other minor adverse variances are offset against a favourable variance of £3.390m due to the negative Repair and Maintenance (R&M) and Buildings Maintenance Indemnity Scheme (BMIS) reserve balances that have been re-paid in 2018/19 rather than 2019/20 as originally planned. The saving from the early repayment of the BMIS and R&M reserves has been set aside into the Corporate Priorities reserves to further improve the council's resilience.

Special Grants: favourable -£0.244m

The favourable variance of £0.244m is because the allocation for the 2019/20 Extended Rights to Free Travel Grant has now been confirmed which is more than originally budgeted for.

2.7. Trading Units: (Net budget £0.00m, adverse £0.290m projected outturn position)

Dillington House: adverse £0.290m

Dillington is currently forecasting a deficit of £290k following a budget/performance review of month 2 accounts. The variance reflects revised projections of income levels across all areas of activity. Costs have also been adjusted to reflect the reduction in activity. A development plan has been formulated and work is on-going to generate additional income wherever possible for this year and secure bookings for future years.

Support Services for Education: on budget £0.000m

Pressures within the service at this point of the year are expected to be managed within budget either through efficiencies or increased traded income.

2.8. Delivery of Savings

The different savings statuses are as follows:

- Red: This means that the saving has either been identified as being at risk of delivery, or the saving has been identified as being at risk of delivery and plans to replace the saving have not yet been agreed via the change control process.
- Green: The saving is on track for delivery.
- Blue: The saving has been delivered.

Savings proposals included within the 2019/20 budget are made up of savings agreed as part of MTFP 2018/19 additional savings agreed at Cabinet in September 2018 (MTFP2) and savings agreed as part of MTFP 2019/20.

99% of the proposals for change have been classified as having a green or blue status, meaning service directors are confident that these savings will be delivered or in the case of the blue savings, they have already been delivered. 1% of savings proposals have been classified as red meaning the savings are currently at risk or replacement savings have not been agreed through the change control process. The monitoring of the delivery of the savings across the three decision processes can be seen in Appendix B.

The following table (Table 3) shows a summarised breakdown of achievement of savings for 2019/20 (MTFP3)

Table 3 – Revenue Savings 2019/20 (MTFP3)

Service	Value of Approved Savings MTFP 2019-20	Red (controlled)	Green (on track)	Blue (delivered)
Adult Services	3,389,000	76,000	2,751,000	562,000
Adults Services	3,389,000	76,000	2,751,000	562,000
Children's Services	1,701,025	-	98,325	1,602,700
Children's Services	1,701,025	-	98,325	1,602,700
ECI Services	2,307,200	-	818,700	1,488,500
ECI Services	2,307,200	-	818,700	1,488,500
Key Service Spending	7,397,225	76,000	3,668,025	3,653,200
Corporate & Support Services	2,955,900	-	933,000	2,022,900
Corporate & Support Services	2,955,900	-	933,000	2,022,900
Total Services	10,353,125	76,000	4,601,025	5,676,100
Non-Service	4,708,800	-	-	4,708,800
Total Non-Service	4,708,800	-	-	4,708,800
TOTAL				

	15,061,925	76,000	4,601,025	10,384,900
Percentage		1%	31%	69%

3. Options considered and reasons for rejecting them

3.1. There is no alternative but to undertake effective and thorough budget monitoring to follow through with appropriate actions to address any variances.

4. Background Papers

- 4.1.
- 2018/19 Revenue Outturn Report to Cabinet – 10 June 2019
 - Revenue Budget – Medium Term Financial Plan 2019-22 to Full Council – 20 February 2019

Appendix B – Revenue Budget Monitoring (month 2) – Headline Summary Table

Service	Total Revised Budget	Net Variance Adverse / (Favourable)	Planned Use of Earmarked Reserves	Planned Use of Capital Receipts Flexibilities	Net Variance Adverse / (Favourable)	
	£m	£m	£m	£m	£m	%
Adult Services	126.030	3.452	(2.830)	(0.624)	(0.002)	(0.00%)
Children & Families - Operations	58.590	0.417	0.000	0.000	0.417	0.71%
Children & Learning - Commissioning	23.748	0.557	0.000	0.000	0.557	2.35%
Public Health	0.979	0.000	0.000	0.000	0.000	0.00%
Economic & Community Infrastructure Services	65.355	1.116	(0.441)	(0.657)	0.018	0.03%
Key Services Spending	274.701	5.542	(3.271)	(1.281)	0.990	0.36%
Corporate & Support Services	21.499	0.119	1.231	(1.362)	(0.012)	(0.06%)
Non-Service Items	31.767	(1.267)	3.357	0.000	(1.267)	(3.99%)
Trading Units	0.000	0.290	0.000	0.000	0.290	0.00%
Support Services & Corporate Spending	53.266	(0.858)	4.587	(1.362)	(0.990)	(1.86%)
Total SCC Spending	327.967	4.684	1.316	2.642	0.000	(0.00%)

Total Revised Budget = Revised budget after transfers between services, not affecting the total budget for 2019/20

Adverse variance = one that deteriorates the projected outturn position

(Favourable) variance = one that improves the projected outturn position

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Appendix C – Delivery of Savings Summary 2019/20

Savings agreed in February 2019 for 2019/20:

Area	Agreed Savings (£m)	Red (at risk) £m	Green (on track) £m	Blue (delivered) £m
Adult Services	3,389,000	76,000	2,751,000	562,000
Children's Services	1,701,025	-	98,325	1,602,700
Corporate & Support Services	2,955,900	-	933,000	2,022,900
Economic & Community Infrastructure	2,307,200	-	818,700	1,488,500
Non-Service	4,708,800	-	-	4,708,800
Grand Total	15,061,925	76,000	4,601,025	10,384,900
Percentage of Delivery		1%	31%	69%

Savings agreed in September 2018 (MTFP2) for 2019/20:

Area	Agreed Savings (£m)	Red (at risk) £m	Green (on track) £m	Blue (delivered) £m
Adult Services	1,717,800	-	-	1,717,800
Children's Services	2,891,800	5,800	2,635,000	251,000
Corporate & Support Services	564,700	32,000	14,800	517,900
Economic & Community Infrastructure	842,400	108,000	462,400	272,000
Non-Service	-	-	-	-
Grand Total	6,016,700	145,800	3,112,200	2,758,700
Percentage of Delivery		2%	52%	46%

Savings agreed in February 2018 for 2019/20:

Area	Agreed Savings £m	Red (at risk) £m	Green (on track) £m	Blue (delivered) £m
Adult Services	400,000	-	-	400,000
Children's Services	-	-	-	-
Corporate & Support Services	55,900	-	55,900	
Economic & Community Infrastructure	15,700	-	-	15,700
Non-Service	-	-	-	-
Grand Total	471,600	-	55,900	415,700
Percentage of Delivery		0%	12%	88%

ALL Combined Savings for 2019/20:

Area	Agreed Savings (£m)	Red (at risk) £m	Green (on track) £m	Blue (delivered) £m
Adult & Services	5,506,800	76,000	2,751,000	2,679,800
Children's Services	4,592,825	5,800	2,733,325	1,853,700
Corporate & Support Services	3,576,500	32,000	1,003,700	2,540,800
Economic & Community Infrastructure	3,165,300	108,000	1,281,100	1,776,200
Non-Service	4,708,800	-	-	4,708,800
Grand Total	21,550,225	221,800	7,769,125	13,559,300
Percentage of Delivery		1%	36%	63%

Scrutiny for Policies and Place Committee Work Programme

Agenda item	Meeting Date	Lead Officer
	16 July 2019	
Revenue Budget Monitoring Report – Month 2		Elizabeth Watkin
Prevention Fund Update		Sheila Collins
	18 September 2019	
Revenue Budget Monitoring Report – Month 3		Elizabeth Watkin
Connecting Devon & Somerset (CDS) Broadband Programme Update		Katriona Lovelock/Michele Cusack
Property Disposal and County Farms Update		Claire Lovett/Paula Hewitt
	09 October 2019	
Revenue Budget Monitoring Report – Q1+1		Elizabeth Watkin
Capital Budget Monitoring Report – Q1		Sheila Collins/Ian Trunks
Climate Change Task & Finish Group Update		Michele Cusack/Jon Doyle
Social Value Policy Update		Vikki Hearn
	04 November 2019	
Revenue Budget Monitoring Report – Month 5		Elizabeth Watkin
SCC's Capital Investment Strategy		Sheila Collins/Elizabeth Watkin
West Somerset Opportunities Area Update		Julia Ridge
Registration Services Update		Genevieve Branch
	11 December 2019	
Revenue Budget Monitoring Report – Month 6		Elizabeth Watkin
Capital Budget Monitoring Report – Q2		Sheila Collins/Ian Trunks
Temporary Labour Contract Update		

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. jajackson@somerset.gov.uk 01823 359040

To add:

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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
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 2 July 2019

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
FP/19/04/03 First published: 3 April 2019	28 Jun 2019 Director of Commissioning and Lead Commissioner for Economic Community Infrastructure, Cabinet Member for Education and Council Transformation	Issue: Creation of New Academies Decision: Spaxton Primary, Crowcombe Primary, Stogumber Primary, Stogursey Primary, Milford Primary	Creation of New Academes - August and September 2019		Elizabeth Smith, Service Manager – Schools Commissioning Tel: 01823 356260
FP/19/04/11 First published: 24 April 2019	8 Jul 2019 Cabinet	Issue: Development of the Medium Term Financial Plan 2020/21 Decision: To receive an update on the Council's financial position and the proposals for the development of the MTFP 2020/21			Sheila Collins
FP/19/06/03 First published: 14 June 2019	8 Jul 2019 Cabinet	Issue: Month 2 Revenue Budget Monitoring Decision: To agree the report			Interim Finance Director
FP/19/05/11 First published: 28 May 2019	8 Jul 2019 Cabinet	Issue: Treasury Management Out turn Decision: To agree the report			Alan Sanford, Principal Investment Officer Tel: 01823 359585
FP/19/06/01 First published: 11 June 2019	8 Jul 2019 Cabinet	Issue: Children's Safeguarding Arrangements Decision: To agree this report			Julian Wooster, Director of Children's Services Tel: 01823 359544

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>FP/19/02/12 First published: 29 April 2019</p>	<p>Not before 10th Jul 2019 Interim Finance Director, Cabinet Member for Economic Development, Planning and Community Infrastructure</p>	<p>Issue: To accept ERDF grant funding for the Bruton Enterprise Centre and sign the subsequent terms and conditions of funding agreements Decision: To agree to accept ERDF grant funding for the construction of the Bruton Enterprise Centre and to sign the subsequent terms and conditions of funding agreements</p>	<p>Decision allocating funding for the accelerator programme</p>		<p>Katriona Lovelock, Economic Development Officer Tel: 01823 359873</p>
<p>FP/19/06/05 First published: 17 June 2019</p>	<p>14 Aug 2019 Cabinet</p>	<p>Issue: Month 3 Revenue Budget Monitoring Decision: To consider the report</p>			<p>Interim Finance Director</p>
<p>FP/19/06/11 First published: 24 June 2019</p>	<p>14 Aug 2019 Cabinet</p>	<p>Issue: Adult Social Care - outcome of Ombudsman Decision: To consider the outcome from the Ombudsman</p>			<p>Mel Lock, Adults & Health Operations Director Tel: 01823 356207</p>
<p>FP/19/07/01 First published:</p>	<p>Not before 26th Aug 2019 Cabinet Member for Highways and Transport</p>	<p>Issue: Decision to extend the Term Maintenance Contract for Highways Lighting maintenance services Decision: Somerset County Council's existing maintenance contract for highways street lighting is due to end in March 2020. The contract allows for up to a 48-month extension. This decision proposes that the Council should use this option to extend the contract.</p>			<p>Neil Guild, Highways Asset Improvement Officer</p>

Weekly version of plan published on 2 July 2019

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>FP/18/11/11 First published: 21 November 2018</p>	<p>Not before 2nd Sep 2019 Cabinet Member for Adult Social Care</p>	<p>Issue: Decision to conclude the establishment of an Open Framework Agreement for Reablement Providers in Somerset Decision: To award an open framework that will ensure continued and new supply of reablement care across the county, mirroring the current arrangement for homecare. This follows interim contractual arrangements that were put in place following the unsuccessful</p>			<p>Tim Baverstock, Strategic Commissioning Manager - Strategic Commissioning</p>
<p>FP/19/01/12 First published: 5 February 2019</p>	<p>Not before 2nd Sep 2019 Cabinet Member for Public Health and Wellbeing</p>	<p>Issue: Adoption of the Somerset Air Quality Statement Decision: To agree the adoption of the statement</p>			<p>Stewart Brock, Public Health Specialist, Public Health Tel: 01823357235</p>
<p>FP/19/04/13 First published: 29 April 2019</p>	<p>Not before 2nd Sep 2019 Cabinet Member for Economic Development, Planning and Community Infrastructure</p>	<p>Issue: Decision to appoint a contractor from a framework for the delivery of the Bruton Enterprise Centre Decision: To agree to appoint a supplier for the delivery of the Bruton Enterprise Centre</p>			<p>Katriona Lovelock, Economic Development Officer Tel: 01823 359873</p>

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>FP/19/01/02 First published: 3 January 2019</p>	<p>Not before 2nd Sep 2019 Interim Finance Director</p>	<p>Issue: Acceptance of European Regional Development Funding for the Heart of the South West Inward Investment Project Decision: Approval for Somerset County Council (SCC), in its capacity as the accountable body for the Heart of the South West Local Enterprise Partnership, to accept £1,181,308 of European Regional Development Funding (ERDF) for the Heart of the South West Inward Investment Project and to enter into an associated funding agreement with the Ministry for Housing, Communities and Local Government (MHCLG)</p>	<p>Heart of the South West Inward Investment Project</p>		<p>Paul Hickson, Strategic Manager - Economy and Planning Tel: 07977 400838</p>
<p>FP/19/03/03 First published: 26 March 2019</p>	<p>Not before 2nd Sep 2019 Interim Finance Director, Director for Economic and Community Infrastructure Commissioning</p>	<p>Issue: Somerset Energy Innovation Centre (Phase 3) - acceptance of Growth Deal 3 Funding Decision: Approves acceptance of Heart of the South West Growth Deal 3 funding £2,542,755 for the development of phase 3 of the Somerset Energy Innovation Centre and approve the decision to proceed with the construction of SEIC 3</p>			<p>Julie Wooler, Economic Development & Strategic Tourism Officer</p>

Weekly version of plan published on 2 July 2019

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
FP/18/04/06 First published: 30 April 2018	Not before 2nd Sep 2019 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/19/06/02 First published: 14 June 2019	2 Sep 2019 Director of Children's Services, ECI Commissioning Director	Issue: Approval to submit the full application for European Social Funding, under Priority Axis 1 - Inclusive Labour Markets (1.2) Decision: To consider thie report			Melanie Roberts, Service Manager - Economic Policy Tel: 01823359209
fp/19/05/12 First published: 31 May 2019	Not before 2nd Sep 2019 Cabinet Member for Children and Families	Issue: Revision of the number of early years places developers will be required to fund for children from new housing developments in Somerset Decision: To agree to increase the number of early years places developers will be required to fund for children from new housing developments, from 5 places per 100 dwellings to 9 places per 100 dwellings.			Julia Balmford
FP/19/04/01 First published: 3 April 2019	Not before 2nd Sep 2019 Director of Corporate Affairs	Issue: The award of a contract for the provision of replacement end of life mobile devices & connections Decision: To approve the award of a three-year contract.	Replacement mobile devices		Andy Kennell Tel: 01823359268

Weekly version of plan published on 2 July 2019

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
FP/10/01/11 First published: 5 February 2019	Not before 2nd Sep 2019 Cabinet Member for Education and Council Transformation	Issue: Bridgwater College Academy Expansion - Funding Decision: To agree funding as required			Elizabeth Smith, Service Manager – Schools Commissioning Tel: 01823 356260
FP/18/11/10 First published: 20 November 2018	Not before 2nd Sep 2019 Economic and Community Infrastructure Commissioning Director, Cabinet Member for Economic Development, Planning and Community Infrastructure	Issue: Decision to approve revisions to the Connecting Devon and Somerset phase 2 deployment contracts Decision: To approve revisions to the Connecting Devon and Somerset phase 2 deployment contracts			Nathaniel Lucas, Senior Economic Development Officer Tel: 01823359210
FP/19/05/09 First published: 28 May 2019	25 Sep 2019 Cabinet	Issue: Q1+1 Performance Report Decision: To agree the report			Simon Clifford, Customers & Communities Director Tel: 01823359166
FP/19/06/05 First published: 17 June 2019	25 Sep 2019 Cabinet	Issue: Month 4 (Q1+1) Revenue Budget Monitoring Decision: To consider the report			Interim Finance Director
FP/19/06/09 First published: 17 June 2019	25 Sep 2019 Cabinet	Issue: Month 4 Capital Budget Monitoring Decision: To consider the report			Interim Finance Director

Weekly version of plan published on 2 July 2019

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
FP/19/05/10 First published: 28 May 2019	18 Nov 2019 Cabinet	Issue: Q2 Performance Report Decision: To agree the report.			Simon Clifford, Customers & Communities Director Tel: 01823359166

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