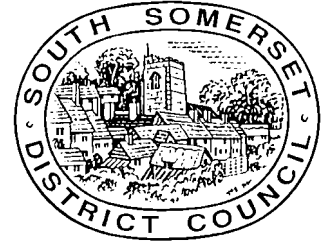


South Somerset District Council

Notice of Meeting



District Executive

Making a difference where it counts

Thursday 8th January 2015

9.30 am

**Council Chamber
Council Offices
Brympton Way
Yeovil
Somerset BA20 2HT**

Disabled Access is available at this meeting venue.



Members listed on the following page are requested to attend the meeting.

The public and press are welcome to attend.

If you would like any further information on the items to be discussed, please ring the Agenda Co-ordinator, **Angela Cox 01935 462148**, website:
www.southsomerset.gov.uk

This Agenda was issued on Tuesday 23 December 2014.

Ian Clarke, Assistant Director (Legal & Corporate Services)

This information is also available on our website
www.southsomerset.gov.uk



INVESTORS IN PEOPLE

District Executive Membership

Ric Pallister
Tim Carroll
Peter Gubbins
Henry Hobhouse
Shane Pledger
Jo Roundell Greene
Sylvia Seal
Peter Seib
Angie Singleton
Nick Weeks

Information for the Public

The District Executive co-ordinates the policy objectives of the Council and gives the Area Committees strategic direction. It carries out all of the local authority's functions which are not the responsibility of any other part of the Council. It delegates some of its responsibilities to Area Committees, officers and individual portfolio holders within limits set by the Council's Constitution. When major decisions are to be discussed or made, these are published in the Executive Forward Plan in so far as they can be anticipated.

Members of the Public are able to:-

- attend meetings of the Council and its committees such as Area Committees, District Executive, except where, for example, personal or confidential matters are being discussed;
- speak at Area Committees, District Executive and Council meetings;
- see reports and background papers, and any record of decisions made by the Council and Executive;
- find out, from the Executive Forward Plan, what major decisions are to be decided by the District Executive.

Meetings of the District Executive are held monthly at 9.30 a.m. on the first Thursday of the month in the Council Offices, Brympton Way.

The Executive Forward Plan and copies of executive reports and decisions are published on the Council's web site - www.southsomerset.gov.uk.

The Council's Constitution is also on the web site and available for inspection in Council offices.

The Council's corporate priorities which guide the work and decisions of the Executive are set out below.

Further information can be obtained by contacting the agenda co-ordinator named on the front page.

South Somerset District Council – Corporate Aims

Our key aims are: (all equal)

- **Jobs** - We want a strong economy which has low unemployment and thriving businesses
- **Environment** - We want an attractive environment to live in with increased recycling and lower energy use
- **Homes** - We want decent housing for our residents that matches their income
- **Health and Communities** - We want communities that are healthy, self-reliant, and have individuals who are willing to help each other

District Executive

Thursday 8 January 2015

Agenda

1. Minutes of Previous Meeting

To approve as a correct record the minutes of the District Executive meeting held on 4th December 2014.

2. Apologies for Absence

3. Declarations of Interest

In accordance with the Council's current Code of Conduct (adopted July 2012), which includes all the provisions relating to Disclosable Pecuniary Interests (DPI), personal and prejudicial interests, Members are asked to declare any DPI and also any personal interests (and whether or not such personal interests are also "prejudicial") in relation to any matter on the Agenda for this meeting. A DPI is defined in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012 No. 1464) and Appendix 3 of the Council's Code of Conduct. A personal interest is defined in paragraph 2.8 of the Code and a prejudicial interest is defined in paragraph 2.9.

Members are reminded that they need to declare the fact that they are also a member of a County, Town or Parish Council as a Personal Interest. As a result of the change made to the Code of Conduct by this Council at its meeting on 15th May 2014, where you are also a member of Somerset County Council and/or a Town or Parish Council within South Somerset you must declare a prejudicial interest in any business on the agenda where there is a financial benefit or gain or advantage to Somerset County Council and/or a Town or Parish Council which would be at the cost or to the financial disadvantage of South Somerset District Council. If you have a prejudicial interest you must comply with paragraphs 2.9(b) and 2.9(c) of the Code.

4. Public Question Time

Questions, statements or comments from members of the public are welcome at the beginning of each meeting of the Council. The total period allowed for public participation shall not exceed 15 minutes except with the consent of the Council and each individual speaker shall be restricted to a total of three minutes. Where there are a number of persons wishing to speak about the same matter, they should consider choosing one spokesperson to speak on their behalf where appropriate. If a member of the public wishes to speak they should advise the committee administrator and complete one of the public participation slips setting out their name and the matter they wish to speak about. The public will be invited to speak in the order determined by the Chairman. Answers to questions may be provided at the meeting itself or a written reply will be sent subsequently, as appropriate. Matters raised during the public question session will not be debated by the Council at that meeting.

5. Chairman's Announcements

6. Notification of an Urgent Executive Decision - The Somerset Rivers Authority (SRA) interim funding (Pages 1 - 3)

7. **Notification of an Urgent Executive Decision - Acquisition of the Former Millers Garage Site, Crewkerne** (Pages 4 - 6)
8. **Setting the Council Tax Reduction Scheme for 2015/16** (Pages 7 - 10)
9. **Council Tax - Discretionary Reduction in Liability Policy** (Pages 11 - 20)
10. **Medium Term Financial Plan and Capital Programme Update** (Pages 21 - 80)
11. **Report of Scrutiny Task and Finish Group - Somerset Local Authorities Civil Contingency Partnership** (Pages 81 - 88)
12. **Increasing Management Capacity at Yeovil Crematorium** (Pages 89 - 92)
13. **Upgrade to the ICT Helpdesk System** (Pages 93 - 106)
14. **Commercial Property Disposals - Winsham Allotments and Band Hut** (Page 107)
15. **Final Recommendation of the Community Governance Review of Lopen Parish Council** (Pages 108 - 111)
16. **Monthly Performance Snapshot** (Page 112)
17. **District Executive Forward Plan** (Pages 113 - 117)
18. **Date of Next Meeting** (Page 118)

Agenda Item 6

Notification of an Urgent Executive Decision - The Somerset Rivers Authority (SRA) interim funding

Executive Portfolio Holder: Ric Pallister, Leader, Strategy and Policy
Strategic Director: Mark Williams, Chief Executive
Lead Officer: Vega Sturgess, Strategic Director (Operations and Customer Focus)
Contact Details: Vega.sturgess@southsomerset.gov.uk or (01935) 462200

Purpose of the Report

The purpose of this report is to note the urgent decision to contribute £43,750 towards the interim funding required by the Somerset Rivers Authority (SRA), as identified in paragraph 3. This funding will come from the Flooding Reserve set up by District Executive in February 2014.

Forward Plan

This report did not appear on the District Executive Forward Plan – and was taken under Section 3 – 47 (4) of the council's Constitution – whereby an Urgent Decision is one that is considered by the Chief Executive to be necessary to protect the interests of, or advancing the business of, the council. All such actions in all cases are reported to the next appropriate meeting of the District Executive. The tight timescale dictated by Government has prevented us from following the usual decision making process, but District Executive members (04/12/14) and Scrutiny members (02/12/14) were informed of the funding requirements and the need for an urgent decision.

Public Interest

The flooding across a wide area of Somerset in the winter of 2013-14 brought wide spread disruption to South Somerset. Many homes were flooded for long periods and households in Muchelney were cut off for about ten weeks. During this time many roads were closed, which impacted on many more South Somerset residents and businesses meaning that significantly increased distances were driven simply to go about normal day to day business. For example, some businesses in Westover Trading Estate in Langport were closed for up to 15 weeks and trading is still being affected to this day.

Since last winter there has been concentrated work on developing a Flood Action Plan and establishing a way in which flood protection and maintenance can be better co-ordinated across the whole of Somerset. The proposals for the Somerset Rivers Authority are the mechanism by which this joining up of activity and funding will happen.

Following fast-moving work at the end of November and early December a Memorandum of Understanding has been drawn up and signed on the 8th December by all six Somerset Councils and the Secretary of the State for the Environment.

This agreement secured a package of funding for the 15-16 financial year of £2.6million to carry on additional works to reduce the impact and duration of flooding incidents across Somerset.

Recommendations

To note that, according to the provision of Section 3-47 (4) of the Constitution, the Chief Executive, in consultation with the Leader:

- (1) Agreed to a contribution of £43,750 as part of a £2.7million total package of funding for the 2015-16 financial year for the Somerset Rivers Authority.

Background

1. Since publication of the Executive agenda, fast moving discussions have been ongoing between the Government (Defra and DCLG), Somerset local authorities and partners about the creation of the Somerset Rivers Authority (SRA). In particular these discussions have centred on provision of interim funding to enable the new body to operate in 2015/16. These discussions reached a stage where an agreement on interim funding and establishment of the SRA became imminent.
2. This situation was reported to SSDC Scrutiny Committee on the 2nd December 2014 and District Executive Committee on the 4th December 2014.
3. The funding issue was that Government (Defra and DCLG) agreed to provide interim funding of £1.9m towards the £2.7m requested and to conduct a joint review with local partners of the long term funding of the SRA and report back to ministers in July 2015. Conditions placed on local partners are that Somerset County Council and local partners contributed the remaining £800,000 within the £2.7m and that the SRA was established by 31 January 2015.
4. Somerset County Council pledged £600,000, with the balance of £200,000 sought from local partners.
5. The longer-term funding arrangements for the proposed SRA remain unresolved and, as detailed in the main report to District Executive on 2nd December 2014, will be subject to discussion and agreement between Government and all Somerset local authorities and partners. It is reiterated within the Memorandum of Understanding, that there will be an assessment of the options for consideration by Ministers in July 2015.
6. Members will be aware that the Leader of the Council has sought the views of wider members at a portfolio holder briefing on 13 October 2014 in addition to the Scrutiny Committee on 02 December 2014 and District Executive on 4th December 2014.

Financial Implications

Of the interim funding shortfall of £800,000 the following contributions were received:

Somerset County Council	£600,000
South Somerset District Council	£43,750
Sedgemoor District Council	£43,750
Taunton Deane Borough Council	£43,750
Mendip District Council	£43,750
West Somerset Council	£5,000
Internal Drainage Boards	£20,000

The South Somerset District Council contribution of £43,750 was allocated from the Flooding Reserve set up in February 2014 at District Executive. This decision will leave £29,890 in the Flooding Reserve for future use.

Risks

If Somerset partners had not come together to fund the shortfall amount, then the £1.9m funding from Defra would have been lost.

However, there is still a risk and uncertainty over long – term funding arrangements and these issues will be dealt with in July 2015 when a review of the options available to us will be presented to Ministers and Local Partners.

Agenda Item 7

Notification of an Urgent Executive Decision - Acquisition of the Former Millers Garage Site, Crewkerne

Executive Portfolio Holder: Councillor Tim Carroll, Finance and Spatial Planning
Strategic Director: Vega Sturgess, Operations and Customer Focus
Assistant Director: Donna Parham, Finance and Corporate Services
Lead Officers: Diane Layzell, Senior Land & Property Officer
Contact Details: diane.layzell@southsomerset.gov.uk or 01935 462058

Purpose of the Report

The purpose of this report is to advise the Committee of the urgent decision taken under Section 3 – 47 (4) of the Council's Constitution – whereby an Urgent Decision is one that is considered by the Chief Executive to be necessary to protect the interests of, or advancing the business of, the council. All such actions in all cases are reported to the next appropriate meeting of the District Executive. This decision was made by the Chief Executive and the Leader and Deputy Leader of the Council in relation to the purchase of 22A East Street, Crewkerne, known as the former Millers Garage site ("the Site").

Public Interest

SSDC has a car parking strategy which has identified a number of car parking provision shortfalls in the District. One of those identified is the shortfall in long stay car parking within Crewkerne. There is little land available in the town centre of Crewkerne but the Site is to be put on the market for sale by auction, and it is believed to be a site with potential to alleviate this shortfall.

Recommendation

That Members note that the Chief Executive in conjunction with the Leader and Deputy Leader of the Council approved:

1. Officers to attend the Symonds and Sampson auction on 28 November 2014 in Sherborne to bid on the Millers Garage Site, Crewkerne
2. Officers to bid up to a maximum value of £275,000, this being the maximum value as set out in the District Valuer's report on the Site and taking into account that planning permission has not yet been sought for such use and detailed access arrangements have not yet been agreed.

Background

The Council's car parking strategy has identified car parking shortfalls in several key locations within the District. One which has been identified is Crewkerne and that they have a long stay car parking shortfall.

The Council has been in discussion with several landowners over the years but no suitable site has been identified to date. This Site was being sold at auction on 28 November 2014 and it would enable SSDC, with the consent and agreement of CTC and SCC and subject to planning permission being sought, to deliver a new long stay car park with access through to the town centre.

Capital monies of £675,000 have been allocated to address the shortfalls identified within the strategy. The District Valuer has conducted a valuation of the Site and confirmed that its value to SSDC, as a car park, is between £225,000 (this being the guide price supplied on the sales particulars) and £275,000. This meant that the maximum commitment from the capital monies for this land purchase alone would be **£275,000** plus legal costs and associated disbursements. In the event officers secured the property for £225,000. However, there would be further costs in addition to acquiring the Site including design/planning costs, the cost of clearing the site, constructing the car park and securing the appropriate access rights.

It is estimated that these works would costs in the region of **£145,000**. These additional costs would also be funded from the capital monies.

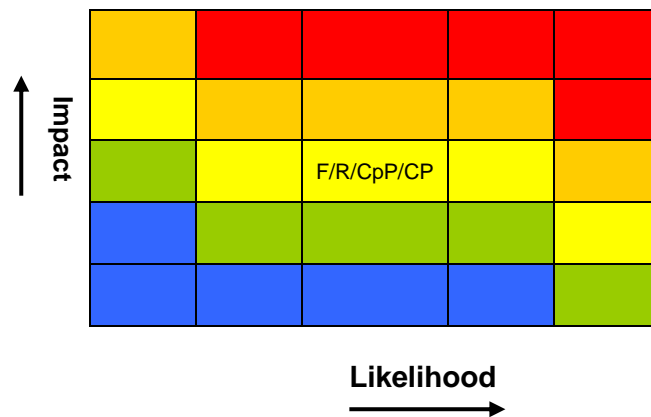
Reasons for an emergency decision

The Site has been identified as a potential location for a future long stay car park. It came onto the market quite suddenly and there was insufficient time to carry out the necessary work and present a report to the District Executive Committee for authority to acquire the site. Although some issues remain to be resolved it was considered important that the Council attempt to secure the site to retain the opportunity for it to meet Crewkerne’s parking requirements.

Financial Implications

These are as set out in the main body of the report above. Clearly at the time of the decision it was not possible to guarantee the car park could be delivered but without securing the site itself, an area earmark for such use would have been lost to the council.

Risk Matrix



Key

Categories	Colours (for further detail please refer to Risk management strategy)
R = Reputation	Red = High impact and high probability
CpP = Corporate Plan Priorities	Orange = Major impact and major probability
CP = Community Priorities	Yellow = Moderate impact and moderate probability
CY = Capacity	Green = Minor impact and minor probability
F = Financial	Blue = Insignificant impact and insignificant probability

Corporate Priority Implications

Delivering Well-Managed Cost Effective Services.

- Provide even better value for money from our services

Carbon Emissions and Climate Change Implications

None relating to this report.

Equality and Diversity Implications

None relating to this report.

Background Papers

District Valuers report

Solicitors Pack, land registry documents on ownership of neighbouring land

Agenda Item 8

Setting the Council Tax Reduction Scheme for 2015/16

Executive Portfolio Holder: Tim Carroll, Finance and Spatial Planning
Chief Executive: Mark Williams, Chief Executive
Assistant Director: Donna Parham, Finance and Corporate Services
Service Manager: Ian Potter, Revenues and Benefits Manager
Lead Officer: Ian Potter, Revenues and Benefits Manager
Contact Details: ian.potter@southsomerset.gov.uk or (01935) 462690

1. Purpose of Report

1.1 To request that the District Executive recommend the proposed amendments to the Council Tax Reduction Scheme for the 2015/16 financial year to Full Council for approval.

2. Forward Plan

2.1 This report appeared on the District Executive Forward Plan for January 2015.

3. Public Interest

3.1 From April 2013 the Government changed the way in which financial help is given to residents to pay Council Tax. Council Tax Benefit was replaced with a local Council Tax Reduction Scheme to help with the costs of council tax for those with low incomes. As part of the change the Government also cut funding towards the scheme by 10% (in reality this was a cut of 17% for SSDC) and the SSDC scheme was set in this context.

4. Recommendations

4.1 The District Executive is requested to recommend to Council:

- (a) that personal allowances and premiums are uprated in line with those for Housing Benefit;
- (b) that non-dependent deductions are uprated in line with the annual percentage increase in Council Tax;
- (c) that the non-dependent income bands are increased by the same percentage as those in the Prescribed Scheme
- (d) that the hardship scheme budget be set at £30,000 for the 2015/16 financial year;
- (e) that the remaining measures introduced from 1 April 2013 remain unchanged;
- (f) that the 2015/16 Council Tax Reduction Scheme attached at appendix A is adopted
- (g) to note the scheme has been amended to reflect changes to the CTRS Prescribed Requirements

5. Background

- 5.1 The SSDC Council Tax Reduction Scheme (CTRS) was introduced on 1 April 2013 and has now been running for 20 months. Councils are required to review and set their CTRS for each financial year by 31 January in the preceding financial year. As the scheme has been running for such a short period of time it is difficult to evaluate the impact of it on our residents and the Collection Fund to any great extent. Applications to the CTRS hardship scheme are monitored, along with the Council Tax collection rate.
- 5.2 We carried out an extensive consultation process in 2012 and the scheme measures were carefully and fully considered by the Scrutiny Task and Finish Group. We do not have any evidence at this stage to suggest that any of those scheme measures require amendment.
- 5.3 The SSDC Council Tax Reduction Scheme states that certain elements of the needs assessment may be uprated each financial year but does not specify the level of that uprating.
- 5.4 The Scrutiny Task and Finish Group have previously considered the methods of uprating and recommended the following:
1. That while Housing Benefit (HB) still exists it would be appropriate for the CTRS applicable amount figures (basic need allowance) to mirror those in the HB scheme
 2. That non-dependent deductions are uprated in line with the annual percentage increase in Council Tax
 3. That the non-dependent income bands are increased by the same percentage as those in the Prescribed Scheme
 4. That the earned income disregards (which were increased by 50% in 2013/14) remain unchanged for 2014/15.
- 5.5 Members are recommended to retain this methodology for 2015/16.

6. Current year

- 6.1 We have received no legal challenges to the SSDC CTRS, nor have we had any formal complaints about the scheme design. Approximately a quarter of all CTRS recipients are paying their Council Tax by Direct Debit. There has been an increase in arrears of council tax not just within the CTRS group but overall that is being addressed with additional staff resources.

7. Hardship Scheme

- 7.1 A Hardship Scheme was set up as a safety net for households who could demonstrate they could not afford to pay their Council Tax contribution following the introduction of the SSDC Council Tax Reduction Scheme. The annual budget for 2014/15 was set at £30,000. By the end of November 2014 we had awarded a total of £8933. Based on current year spend it is proposed to retain the £30,000 for the 2015/16 financial year.

8. Risks

8.1 The continued risk is that demand rises and the current reductions we are seeing in the number of recipients reverses with a downturn in the economy. We will also need to monitor and minimise arrears.

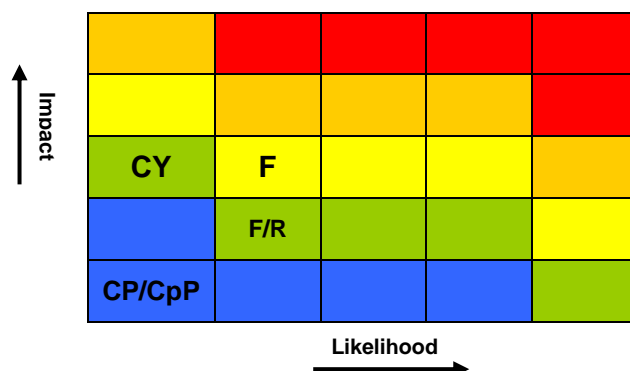
9. Financial Implications

9.1 The scheme was set with an overall budget of £9.200 million for 2014/15. The current profile shows £9.025 million allocated for the year. This is consistent with the reduction in the number of recipients. In assessing the likely costs for 2015/16 the current profile has been used with the following assumptions:

- No growth in demand;
- An arrears level of 1%;
- An average increase of 1.11% in the Council Tax across preceptors;
- The Hardship Scheme budget is maintained at £30,000.

9.2 This would set a budget of £9.012 million.

10. Risk Matrix



Key

Categories	Colours (for further detail please refer to Risk management strategy)
R = Reputation	Red = High impact and high probability
CpP = Corporate Plan Priorities	Orange = Major impact and major probability
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F = Financial	Blue = Insignificant impact and insignificant probability

11. Corporate Priority Implications

11.1 Council Plan 2012 – 2015

Focus Three: Homes - "Minimise impact to our residents of the major changes to housing and council tax benefits proposed by the Government."

12. Carbon Emissions and Climate Change Implications

12.1 None associated with this report

13. Equality and Diversity Implications

13.1 An equalities impact was carried out as part of the introduction of the Council Tax Reduction Scheme.

14. Background Papers

14.1 SSDC Council Tax Reduction Scheme – reports to District Executive and Council (January 2013)

14.2 Review of the Council Tax Reduction Scheme 2014/15 – report to District Executive (December 2013) and Council (January 2014)

Agenda Item 9

Council Tax - Discretionary Reduction in Liability Policy

Executive Portfolio Holder: Tim Carroll, Finance and Spatial Planning
Chief Executive: Mark Williams, Chief Executive
Assistant Director: Donna Parham, Finance and Corporate Services
Service Manager: Ian Potter, Revenues and Benefits Manager
Lead Officer: Ian Potter, Revenues and Benefits Manager
Contact Details: ian.potter@southsomerset.gov.uk or (01395) 462690

1. Purpose of Report

1.1 To request that the District Executive recommend the proposed Council Tax Discretionary Reduction in Liability Policy to Full Council for approval.

2. Forward Plan

2.1 This report appeared on the District Executive Forward Plan for January 2015.

3. Public Interest

3.1 Section 13A 1c of the Local Government Finance Act 1992, provides the Council with additional discretionary powers to enable it to reduce the council tax liability where statutory discounts, exemptions and reductions do not apply. The policy sets out how the Council will deal with applications under these discretionary powers.

4. Recommendations

4.1 The District Executive is requested to recommend to Council:

- (a) that the proposed Council Tax Discretionary Reduction in Liability Policy be adopted
- (b) that decisions on groups of applicants be delegated to District Executive
- (c) that decisions on individual applications be delegated to the Revenues and Benefits Manager in consultation with the Portfolio Holder for Finance and Spatial Planning

5. Background

5.1 In accordance with Section 13A 1a of the Local Government Finance Act 1992, the Council has a Council Tax Reduction Scheme which provides support, through a discount, to those deemed to be in financial need. The Scheme, which is set on an annual basis has been designed to take into account the financial and specific circumstances of individuals through the use of applicable amounts, premiums and income disregards.

5.2 Section 13A 1c of the Local Government Finance Act 1992, provides the Council with additional discretionary powers to enable it to reduce the council tax liability where statutory discounts, exemptions and reductions do not apply.

5.3 These discretionary awards can be given to:

- Individual Council Tax payers;
- Groups of Council Tax payers defined by a common set of circumstances;

Key

Categories	Colours <i>(for further detail please refer to Risk management strategy)</i>
R = Reputation	Red = High impact and high probability
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10. Corporate Priority Implications

None associated with this report

11. Carbon Emissions and Climate Change Implications

None associated with this report

12. Equality and Diversity Implications

None associated with this report

13. Background Papers

None

**Council Tax
Discretionary Reduction in Liability Policy**

DRAFT

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DRAFT

1 Introduction

1.1 Section 13A 1c of the Local Government Finance Act 1992, provides the Council with additional discretionary powers to enable it to reduce the council tax liability where statutory discounts, exemptions and reductions do not apply.

1.2 These discretionary awards can be given to:

- Individual Council Taxpayers;
- Groups of Council Taxpayers defined by a common set of circumstances;
- Council Taxpayers within a defined area: or
- To all Council Taxpayers within the Council's area.

1.3 The legislation states the following:

.....in any case, may be reduced to such extent or, if the amount has been reduced under S13a 1 a (Council Tax Reduction Scheme) such further extent as the billing authority for the area in which the dwelling is situated thinks fit.....

1.4 The provision allows the Council the discretion to provide assistance to taxpayers where either the existing legislation does not provide a discount, exemption or reduction or in such circumstances where the Council feels that the level of discount; exemption or reduction is insufficient given the circumstances.

1.5 When deciding on whether to grant a discretionary award, the Council will consider each application on its merits. Principles of reasonableness will apply in all cases with the authority deciding each case on relevant merits.

1.6 Any decision made will be without reference to any budgetary considerations notwithstanding the fact that any awards must be balanced against the needs of local taxpayers who will ultimately pay for an reduction in Council Tax income.

1.7 Likewise the period of any reduced liability will be considered in conjunction with the circumstances of the Council Taxpayer.

1.8 For the purposes of administration, the decision to grant any reduction in liability shall be considered within the following categories:

2 Exceptional Financial Hardship

2.1 In accordance with Section 13A 1a of the Local Government Finance Act 1992, the Council has a Council Tax Reduction Scheme which provides support, through a discount, to those deemed to be within financial need. The Scheme has been designed to take into account the financial and specific circumstances of individuals through the use of applicable amounts, premiums and income disregards.

2.2 Applications will be accepted under this part of the policy for people who have qualified for support under the Council Tax Reduction Scheme but who are still experiencing severe financial hardship. Other taxpayers may also apply, however the Council would normally expect the taxpayer to apply for Council Tax Reduction in any case.

2.3 As part of the process of applying for additional support, all applicants must be willing to undertake **all** of the following:

- a. Make a separate application for assistance;
- b. Provide full details of their income and expenditure;
- c. The taxpayer is able to satisfy the Council that they are not able to meet their full Council Tax liability or part of their liability;
- d. Accept assistance from either the Council or third parties such as the CAB or similar organisations to enable them to manage their finances more effectively including the termination of non essential expenditure;
- e. Identify potential changes in payment methods and arrangements to assist the applicant;
- f. Assist the Council to minimise liability by ensuring that all discounts, exemptions and reductions are properly granted;
- g. The taxpayer is able to demonstrate that all reasonable steps have been taken to meet their full Council Tax liability including applications for employment or additional employment, alternative lines of credit;
- h. The taxpayer has no access to assets that could be realised and used to pay the Council Tax and benefits, Council Tax Support, discounts and exemptions
- i. Maximise their income through the application for other welfare benefits, cancellation of non-essential contracts and outgoings and identifying the most economical tariffs for the supply of utilities and services generally.

2.4 The Council will be responsible for assessing applications against this policy and an officer will consider the following factors when applying this policy:

- a. Current household composition and specific circumstances including disability or caring responsibilities;
- b. Current financial circumstances;
- c. Determine what action(s) the applicant has taken to alleviate the situation;
- d. Consider alternative means of support that may be available to the applicant by:
 - i. re-profiling council tax debts or other debts;
 - ii. applying for a Discretionary Housing Payment for Housing Benefit (where applicable);
 - iii. maximising other benefits;
 - iv. determining whether in the opinion of the decision maker the spending priorities of the applicant should be re-arranged.

3 Crisis – Flood, Fire etc.

3.1 The Council will consider requests for assistance from Council Taxpayers who, through no fault of their own, have experienced a crisis or event that has made their property uninhabitable e.g. due to fire or flooding, where they remain liable to pay council tax and for which they have no recourse for compensation nor have recourse to any statutory exemptions or discounts.

3.2 All such requests must be made in writing detailing the **exact** circumstances of why reduction in the liability is required and specifying when the situation is expected to be resolved.

3.3 The Council will consider applications on a case-by-case basis in consultation with other

organisations as appropriate. Any reduction will be applied where they remain liable to pay council tax and for which they have no recourse for compensation nor to any statutory exemptions or discounts or where the crisis or event is not covered by any insurance policy. The Council will not consider requests from taxpayers where government guidance or policy provides for a reduction in liability in specific circumstances for example, flood relief schemes.

4 Other Circumstances

- 4.1 The Council will consider requests from Council Taxpayers for a reduction in their liability based on other circumstances, not specifically mentioned within this document. However the Council must be of the opinion that the circumstances relating to the application warrant further reduction in their liability for Council Tax having regard to the effect on other Council Taxpayers.
- 4.2 No reduction in liability will be granted where any statutory exemption or discount could be granted.
- 4.3 No reduction in liability will be granted where it would conflict with any resolution, core priority or objective of the Council.

5 Changes in circumstances

- 5.1 The Council may revise any discretionary reduction in liability where the applicant's circumstances or situation has changed.
- 5.2 The taxpayer agrees that he/she must inform the Council immediately either by phone or in writing about any changes in their circumstances which might affect the claim for under this policy. Failure to do so may result in the withdrawal of the reduction granted for the year and the requirement to repay any outstanding amount to the Council. All changes in circumstances should be notified within 21 days in accordance with the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 as amended.

6 Duties of the applicant and the applicant's household

- 6.1 A person claiming any discretionary reduction in liability must:
- Provide the Council with such information as it may require to make a decision;
 - Tell the Council of any changes in circumstances that may be relevant to their ongoing claim; and
 - Provide the Council with such other information as it may require in connection with their claim.

7 The award and duration of a reduction in liability

- 7.1 Both the amount and the duration of the award are determined at the discretion of the Council, and will be done so on the basis of the evidence supplied and the circumstances of the claim.

7.2 The start date of such a payment and the duration of any payment will be determined by the Council. In any event, the maximum length of the award will not exceed the end of the financial year in which the award is given.

8 Payment

8.1 In line with legislation, any award shall be granted as a reduction in the liability of the Council Tax Payer thereby reducing the amount of Council Tax payable

9 Reductions in Council Tax liability granted in error or incorrectly

9.1 Where a reduction in liability has been granted incorrectly or in error either due to a failure to provide the correct or accurate information to the Council or some other circumstances, the Council Taxpayers account will be adjusted in the normal way.

10 Notification of an reduction in liability

10.1 The Council will notify the outcome of each application in writing. The notification will include the reason for the decision and advise the applicant of their appeal rights.

11 Appeals

11.1 Appeals against the Council's decision may be made in accordance with Section 16 of the Local Government Finance Act 1992.

11.2 The Council Taxpayer must in the first instance write to the Council outlining the reason for their appeal. Once received the Council will reconsider its decision and notify the Council Taxpayer accordingly.

11.3 Where the Council Taxpayer remains aggrieved, a further appeal can then be made to the Valuation Tribunal. This further appeal should be made within 2 months of the decision of the Council not to grant any reductions. Full details can be obtained from the Councils website or from the Valuation Tribunal <http://www.valuationtribunal.gov.uk/Home.aspx>

12 Fraud

12.1 The Council is committed to protecting public funds and ensuring funds are awarded to the people who are rightfully eligible to them.

12.2 An applicant who tries to fraudulently claim a reduction in liability by falsely declaring their circumstances, providing a false statement or evidence in support of their application, may have committed an offence under The Fraud Act 2006.

12.3 Where the Council suspects that such a fraud may have been committed, this matter will be investigated as appropriate and may lead to criminal proceedings being instigated.

13 Complaints

13.1 The Council's 'Compliments and Complaints Procedure' (available on the Councils website) will be applied in the event of any complaint received about this policy.

14 Policy Review

14.1 This policy will be reviewed on a regular basis and updated as appropriate to ensure it remains fit for purpose. However, a review may take place sooner should there be any significant changes in legislation.

DRAFT

Agenda Item 10

Medium Term Financial Plan and Capital Programme Update

Executive Portfolio Holder: Councillor Tim Carroll, Finance and Spatial Services
Assistant Director: Donna Parham, Finance and Corporate Services
Lead Officers: Amanda Card' Finance Manager
Jayne Beevor, Principal Accountant – Revenues
Contact Details: Donna.parham@southsomerset.gov.uk (01935) 462225

Purpose of Report

1. To update members of the current position on the Medium Term Financial Plan (Revenue Budgets for 2015/16 to 2019/20) and the Capital Programme.

Forward Plan

2. This report appeared on the District Executive Forward Plan for January 2015.

Public Interest

3. This report is an update on setting the Council's budget for the next financial year 2015/16 and beyond.

Recommendation

4. That the District Executive:
 - a) Note the current position and timetable for the Medium Term Financial Plan and Capital Programme;
 - b) Approve in principle the savings and additional income outlined in Appendix A.
 - c) Approve in principle the additional budget pressures outlined in Appendix B.
 - d) Approve in principle that the Capital Bids outlined in Appendix C are added to the Capital Programme in 2015/16.

Background

5. The Medium Term Financial Strategy and Medium Term Financial Plan report for the financial year starting in 2015/16 was presented to District Executive in October 2014 outlining the approach to balancing the budget. This report updates members of the current position and requests an "in principle" approval to enable officers to consult on individual savings proposals.
6. Members are also asked to consider new capital schemes to go forward to full Council in February 2015 for approval.

The Medium Term Financial Plan

7. Figures provided at this stage are still indicative and will continue to be amended until the budget is finalised in February 2015. Budget savings have been included to date and it is estimated that the budget for 2015/16 is balanced pending the final details being confirmed:-

	2015/16	2016/17	2017/18	2018/19	2019/20
	£'000	£'000	£'000	£'000	£'000
Base budget	17,540.8	17,379.6	16,933.4	16,711.1	16,613.9
Additional payroll requirement	271.1	598.1	510.3	476.7	320.9
Inflation allowance on contracts	162.0	172.0	175.4	178.9	182.5
Additional Budget Pressures	355.9	325.4	322.8	319.8	322.8
Change in Interest Receivable	(163.2)	0.0	0.0	0.0	0.0
Savings	(889.2)	(19.5)	(6.7)	0.0	0.0
Revenue effects of Capital Programme	42.4	95.7	95.7	95.7	40.0
Once-Off Expenditure	59.8	(127.4)	0.0	0.0	0.0
Total Budget Requirement	17,379.6	18,423.9	18,030.9	17,782.2	17,480.1
Financed by:					
Revenue Support Grant	2,709.4	2,032.1	1,524.0	1,143.0	857.3
Council Tax Reduction Scheme then passed to Town and Parish Councils	(351.4)	(320.7)	(292.6)	(272.1)	(257.3)
Business Rate Retention	3,328.4	3,389.8	3,423.7	3,457.9	3,492.5
New Burdens Grants	25.6	0.0			
Received/Confirmed New Homes Bonus	2,858.4	3,000.0	875.3		
Expected New Homes Bonus	0.0	0.0	2,124.7	3,000.0	3,000.0
Once-offs funded from revenue balances	101.8	0.0	0.0	0.0	0.0
Council Tax	8,613.8	8,832.2	9,055.9	9,285.0	9,519.7
Council Tax Freeze 2015/16	93.6	-	-	-	-
	17,379.6	16,933.4	16,711.1	16,613.9	16,612.2
Budget Shortfall	0.0	(1,490.4)	(1,319.9)	(1,168.3)	(867.9)

Assumptions Made

8. There are several assumptions in line with the MTFS as part of the overall estimates contained therein:

	2015/16	2016/17	2017/18	Notes
Inflation	contractual obligations	contractual obligations	contractual obligations	Assumes inflation remains constant at 2%
Council Tax	0%	2%	2%	Assumes that remains broadly in line with inflation

	2015/16	2016/17	2017/18	Notes
Pay	2.2%	1%	2%	Assumes agreed 2.2% followed by 1% then a 2% increase
Pensions	13.9% plus £840k	13.9% plus £1,040k	13.9% plus £1,240k	Assume employers contributions increases as per actuarial valuation
Investment Income	Base 0.5%	Base 0.5%	Base 0.5%	Assume earnings will be 0.9% for 2015/16. Interest rates may increase in 2015.
Costs of Capital	£42k	£96k	£96k	Assumes gradual release of capital receipts from 2015/16 to fund capital schemes
Revenue Support Grant	-28.1%	-25%	-25%	Based on provisional figures
Non-Domestic Rates	6.24%	1.84%	1.0%	As per Government baseline
New Homes Bonus	£3.991m	£4.6m	£4.6m	Current estimates assuming no top slicing

Government Grants

9. The provisional grant for 2015/16 was announced on the 18th December. The figures show a £1.1 million cut (28.1%) reduction from 2014/15.

Savings

10. Savings plans are outlined in Appendix A. Members are requested to approve these in principle at this stage to enable any required consultation to take place.

Unavoidable Budget Pressures

11. Members are requested to approve in principle the unavoidable budget pressures attached at Appendix B.

Council Tax

12. The MTFP currently reflects no increase in council tax for 2015/16. The Government has offered the equivalent of 1% in grant (approximately £94k) if the authority freezes council tax. The Government outlined that an increase greater than 2% will result in a local referendum.

Council Tax Reduction Scheme

13. Members of the District Executive will be asked to approve the scheme for 2015/16 in January 2015. The Medium Term Financial Plan currently assumes the same number of recipients as at the end of November 2015 will continue into 2015/16. This reflects a further reduction in claimants and the estimated budget is £9.012 million compared to £9.319 million in 2014/15. This will result in a reduction in costs to SSDC of £0.307 million in 2015/16.
14. The Government grant to support the Council Tax Reduction Scheme for local authorities and town and parish councils has been absorbed into Revenue Support Grant and cannot be identified separately. Members approved in October that £351,410 would be passported to Town and Parish Councils for 2015/16.

Non-Domestic Rates

15. In 2013 the Government introduced Non Domestic Rate (NDR) Retention that passed some of the risks and rewards from NDR to local authorities. Each local authority must set a budget for the NDR they expect to retain and in South Somerset this has been delegated to the S151 Officer (Assistant Director – Finance and Corporate Services) because of the considerable time constraints in place. Central Government requires the budget to be set by the 31st January 2015.
16. Members agreed to pool NDR at full Council in December. All of the pool members are meeting up early in January to review the risks and early estimates of the NDR1 calculations for each authority to check that pooling is still in the interests of the participating authorities.

New Homes Bonus

17. In October 2012 members agreed that New Homes Bonus would be mainstreamed as part of the overall funding package for SSDC services. This is because in effect it is top-sliced from grant and then reissued as New Homes Bonus. SSDC has now received a provisional figure of £3.991 million for 2015/16.

Public/Stakeholder Consultation

18. It is recommended that individual savings and additional income plans that are approved in principle are individually consulted upon where there is partnership, economic, or equalities issues to consider.

Budget Scrutiny

19. A Task and Finish Group has undertaken a review of the budget with an emphasis of considering the risks and rewards of budgeting in an uncertain landscape. As part of the review the group investigated different components of the budget and the four key workstreams currently being undertaken to meet the budget shortfall over 2015/16 and 2016/17.
20. A report will be presented to Scrutiny Committee in January followed by a report to the District Executive and full Council in February 2015.

Diversity and Equality

21. Each saving put forward has been reviewed by the Equalities Officer to ensure that any impact the saving will have on diversity and equality has been assessed and to ensure that any issues are highlighted to members before a decision is made.

Capital Programme and Strategy

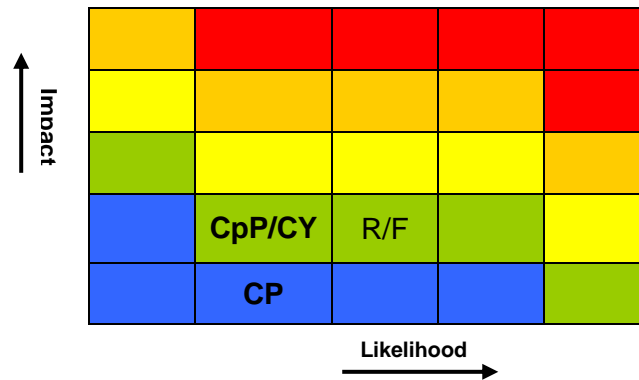
22. Members are asked to consider the new schemes outlined in Appendix C for inclusion in principle within the Capital Programme for 2015/16. If members approve all of the schemes outlined in Appendix C the capital costs will be £422,000 and revenue implications £12,600. The revenue costs have been included within the MTFP pending member decision.

Next Steps

23. Work on the budget for 2015/16 will continue until February 2015. There are a number of issues and final adjustments outstanding:-

- A budget for NDR will be set in early January 2015;
- Confirmation of New Homes Bonus will be given in the middle of January 2015;
- Members will also review the results of consultation and equalities impacts of the savings outlined before approval in February 2015;
- Government Grants will be finalised by the middle of January 2015;
- The Council Tax Reduction Scheme will require approval in January 2015;
- The level of Council Tax will be approved in February 2015 and Council Tax surpluses in January 2015 as part of the MTFP;
- Use of Balances and final utilisation of NHB will be approved in February once the overall position of the MTFP is known.

Risk Matrix



Key

Categories	Colours (for further detail please refer to Risk management strategy)
CpP = Corporate Plan Priorities	Red = High impact and high probability
F = Financial	Orange = Major impact and major probability
CP = Community Priorities	Yellow = Moderate impact and moderate probability
R = Reputational risk	Green = Minor impact and minor probability
CY = Capacity	Blue = Insignificant impact and insignificant probability

Background Papers

- | | |
|----------------------------|-----------------|
| District Executive Reports | - February 2014 |
| | - October 2014 |
| Council Reports | - February 2014 |

Appendix A

Savings	2015/16	2016/17	2017/18	2018/19	2019/20	Date of Approval/Details from Manager
	£'000	£'000	£'000	£'000	£'000	
Operational Savings/ Economic Changes\Legislation Changes						
Community Health & Leisure-Transfer of Resource Centre to a Trust	(9.7)	(11.3)	(6.7)			DX Jan 2013
ICT-Changes to telephony	(9.3)					DX Jan 14
Area West Markets-Balance of budget following transfer of Ilminster & Crewkerne markets	(2.8)					
Development Control-Additional Income based on 12/13 and 13/14 income levels	(125.0)					
Land Charges-Additional Income based on 12/13 and 13/14 income levels	(50.0)					
Licensing-Additional Income based on 12/13 and 13/14 income levels	(25.0)					
Eng & Property-Further savings in Energy from photovoltaics/ thin clients/ voltage optimisation	(50.0)					
Democratic Services-Removal of Members' pension	(13.5)	(6.6)				Notification from Peninsula Pensions that Councillors are no longer able to remain in the scheme following elections in May 2015
Economic Dev-Additional Income from Yeovil Innovation Centre	(50.0)					
Democratic Services-Postage & Printing savings by Members from May 2015	(7.4)					

Transformation						
Spatial Policy-will be offset by other lean savings	12.4					
Finance-further lean savings	(14.4)					
Legal and Democratic Services - lean savings	(12.3)					
HR-Post now covered through Legal & Democratic Services	(16.0)					
Income						
Legal-Additional Income from legal charges	(15.0)					PH July 2014
Waste & Recycling-Garden Waste	(25.0)					
Octagon-Additional Income	(50.0)					
Careline-Additional Income	(8.0)					
Streetscene contracts	(10.0)					I am confident that both services are able to find this saving through increased income for additional services from 'traditional' customers such as Yarlinton Housing Group, Parish & Town Council and through developing new customers such as Meadfleet housing maintenance co.
Streetscene-Grounds Maintenance contracts	(20.0)					The services have a proven record of securing additional business and I see no reason for this pattern not to continue
Streetscene-Sponsorship on vehicles/uniforms	(10.0)					
Countryside-Additional Income from café at Yeovil Country Park	(10.0)					
Strategic Management-South Somerset News to become cost neutral	(15.0)					
Eng & Property-PV on one building	(10.0)					
Eng & Property-Franchised businesses in car parks	(10.0)					

Strategic Management-Advertising on web	(15.0)					
Finance-Additional income from Crematorium	(25.0)					3% fee increase
Assets						
HR-Transfer of Nursery to Mama Bears-variation in timing & value of savings	(6.6)	(1.6)				DX June 2012
Eng & Property-Shared office accommodation with SCC	(94.6)					DX Nov 2013
Eng & Property-Additional rental less interest 80 South Street	(8.4)					DX April 2014
Eng & Property-Increasing commercial properties rental income	(25.0)					
Eng & Property-Letting of Petters to CAB	(39.1)					PH April 2014
Eng & Property-Saving from transfer of The Borough Car Park, Montacute	(0.5)					
Eng & Property-Income and savings from Somerton car parks	(10.6)					DX Dec 2014
Contracts						
Mobile phone contract	(14.0)					MB April 2014
ICT-NSUK/Elite maintenance contract	(34.8)					
Finance-Retendered banking contract	(24.6)					
Finance-Treasury Management contract retendering	(10.0)					
Postage savings	(25.0)					

(889.2)	(19.5)	(6.7)	0.0	0.0
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Appendix B
Unavoidable Budget Pressures

	2015/16	2016/17	2017/18	2018/19	2019/20	Date of Approval
	£'000	£'000	£'000	£'000	£'000	
Already Approved						
Allowance for other new inescapables	0.0	250.0	300.0	300.0	300.0	
Waste additional properties	21.3	21.3	21.3	21.3	21.3	
Maintenance of Wiggly Path, as commuted sum timed out	1.3					
Internet Connection at Lufton Depot	(10.0)					DX July 12
Economic Dev-Establishment of permanent Development Valuer post	22.8					DX Jan 14
Economic Dev-Establishment of permanent Econ Dev Officer post	55.5					DX May 14
Eng & Property-Yeovil CCTV project	6.6					DX Aug 14
Replacement headsets for contact centre (budget required biennial)	1.5	(1.5)	1.5	(1.5)	1.5	
New Unavoidables						
Housing-Retendered Careline maintenance contract	6.0					
Eng & Property-Provision of security guard services	22.0					
Countryside-Essential tree work Yeovil Country Park & Sampson's Wood	5.0					
Revs & Bens-Reduction in DWP admin grant	73.0					HB Circular 19/11/14
Countryside-Replacement of boardwalks Chard reservoir	9.9					
Salary savings from transfer of fraud team to DWP	(64.5)	(21.5)				Staff transferring June 15 so 3 months salary remains
Allowance for some retention of fraud work	33.8					
Revs & Bens-Reduction in HB Admin Grant re Benefit Fraud Investigation staff transfer	25.0	77.1				LGA guideline figures issued 16/7/14
Additional Revenues Staff	97.1					DX Dec 2014
Finance-Shortfall in 2014/15 Travel savings	32.4					
Revs & Bens-Reduced allocation of 2015-16 Localised Council Tax Support Administration Subsidy	17.2					DCLG notification 24/11/14
Total Unavoidable Commitments	355.9	325.4	322.8	319.8	322.8	

2015/16 Capital Investment Appraisals

Ref	Scheme Description	Lead Officer	Bid £'000
2015-01	Grant for Kingston View Play Area, Yeovil	Rob Parr	10
2015-02	Private sector grants bid	Alasdair Bell	200
2015-03	Capital works to Council Portfolio	Garry Green	92
2015-04	Replacement Sweepers	Chris Cooper	70
2015-05	Grant to Ilminster Town FC	Lynda Pincombe	50
Total			422



South Somerset District Council

Capital Grant or Contribution Investment Appraisal Form

Approved Budget within Service Plan? **Yes/ No**

Project Number: 2015-01

Project Name: Kingston View Play Area

Date Created 18th August 2014

Document Version: 1.2

Author: Robert Parr

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0 Document Control

0.1 Document Approval

Name	Organisation	Role	Approval	Date

0.2 Revision History

Version	Author	Review	Reason For Issue	Date
1.1	Robert Parr	Nicola Hix	Initial review of form	19.08.14
1.2	Nicola Hix	Rob Parr	Insertion Green Team comments	13.11.14

0.3 Document Distribution

Name	Organisation	Role

0.4 Document References

Section Reference	Document Referred	Document Title

1 Project Outline

This project aims to refurbish the Kingston View Play Area in Yeovil, in partnership with Yeovil Town Council. The play area was created in 2002 and after 12 years' service the infrastructure is in need of improvement to ensure it meets public expectations.

A project budget of £20,000 is estimated to be required to bring the play area back into a good condition and Yeovil Town Council (YTC) are expected to provide £10,000 with the expectation the remaining £10,000 will be provided by SSDC.

No site specific public consultation has yet taken place as until funding is secured it would not be correct to raise public expectations. However, extensive public consultation has taken place in development of our formally adopted Play Policy, various MORI surveys carried out by this council and these support the principle of providing good quality local equipped play areas.

1.1 Authority Responsible

Yeovil Town Council is seeking match funding from SSDC to carry out this project. SSDC manages YTC's play areas on their behalf although many of these play areas are actually owned by SSDC. As YTC invests significant sums in SSDC owned play areas the principle of equal funding from both parties was established some years ago and is therefore expected by YTC.

1.2 Project Objectives & Outcomes

- Where practically possible the play area will comply with BS EN1176 and 1177.
- The play area will be improved to ensure it meets SSDC adopted quality standards, set out in the Local Development Framework evidence base.
- Provide a play area that improves the quality of play opportunities in the local area and as a result contributes to the Council Plan - Focus Four – Health & Communities, and critical activity to Maintain and enhance the South Somerset network of leisure and cultural facilities, optimising opportunities for external funding to promotes health living.
- Provide a play area which ensures our health and safety obligations are fulfilled.

1.3 Quality Expectations

Both SSDC and YTC use a Play Area Audit system that assesses the overall quality of play areas. The finished play area will be expected to achieve at least a 'good' condition when re-audited after the project is complete.

1.4 Anticipated Benefits

- Providing a good quality play area to local residents will provide them with valuable play opportunities that are well documented to improve both physical and mental wellbeing.
- Ensuring the play area is in an up to date good condition will reduce officer time spent fixing or maintaining a play area in decline. These time savings will be minimal and not enough to offer up any cashable savings.
- Completing this project is essential to ensure our responsibilities under Health & Safety Legislation continue to be fulfilled.
- The Play & Youth Facilities Team has extensive experience and successful track record in delivering projects of this nature. The necessary procurement processes will be followed to ensure value for money is achieved.

1.5 Options

Option One – Develop the play area within existing revenue budgets. This option is discounted as the cost of works to the play area would exceed the funds available within revenue budgets that are already under pressure.

Option Two – Remove play area. This option would be contrary to policy and our Council Plan. There would still be a demolition cost and in addition to the policy argument this option is discounted.

Option Three – Refurbish the play area as detailed in this investment appraisal form. This option is the recommended approach.

1.6 Key Project Information Summary

1.6.1	Expected Duration Of Project			
	Start date:	April 2015		
	Other Key Milestones with Dates:	Local Consultation – April 2015 Final Design – May 2015 Procurement – June 2015 Construction Start – July 2015		
	Expected Completion Date:	July 2015		
1.6.2	Estimate of Officer Time Required: -			
	Officer's Name	Estimate of officer hrs	Officer available? Y/N	Agreement of Officer? Y/N
	Robert Parr – Senior Play & Youth Facilities Officer	110	Yes	Yes
	Comment by Property Services:	N/A		
	Comment by Information Systems:	N/A		
	Comment by Green Team:	Need to use sustainable materials (if possible) <ul style="list-style-type: none"> • Paints • Locally sourced materials • Use of FSC sourced softwoods and hardwoods Try to use environmentally aware contractors if external ones used. Would be nice to see more landscaping and an all ability pathway linked to the existing outer pathway.		
	Comment by Equalities Officer:	If funding is secured ensure consultation is carried out with South Somerset Disability Forum (SSDF) Access Review to be carried out by SSDF Improving the quality of play opportunities for all obliges us to be mindful of access issues e.g. all abilities pathways.		
NOTE: YTC make a financial contribution towards SSDC Officer costs each year to enable projects to be supported.				

1.6.3	Risk Assessment	
	Risk	Steps taken to mitigate Risk
	The risk of SSDC not supporting this grant is that YTC could withdraw their financial support for the maintenance and management of 15 play areas in Yeovil. Project costs rise	The best way to mitigate this risk is to support the grant. Officers are experienced in working within agreed budgets and would make necessary adjustments to ensure cost over runs do not occur.

2 Financial Investment – Capital Projects

2.1 Total Costs and Funding							
			Funding Body		£'000		
	SSDC Capital: -		District Executive		10		
	Other Sources: -		Yeovil Town Council		10		
	Total Capital Cost				20		
2.2 Breakdown of main areas of Capital cost							
			2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000
	Supply & Install New Street Furniture			3			
	Supply & Install New Landscaping			2			
	Create New Footpaths to Improve Access			10			
	Supply & Install Agility Trail Play Equipment			5			
	Totals			20			
2.3 External funds to be received							
		Secured ? Y/N	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000
	Yeovil Town Council	Yes		10			
	Totals			10			
2.4 Revenue Implications of Capital scheme							
		Cost Centre	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000
	Loss of interest @ 3.0% (PWL 10yr rate 22.7.14)	FT922		0.3			
	(Savings in expenditure)						
	Revenue Costs by Individual Budget: (List)						
	Revenue Income						
	Total Revenue Expenditure / (Net saving)			0.3			
	Cumulative			0.3			

2.5 VAT Implications		
	Based on the current information provided, VAT is recoverable on this project.	
2.6 Impact on Band D		
	Additional spend	£10,000
	Lost interest at 3.0%	£300
	Divided by tax base	£56,141
	Cost per band D tax payer	-

3 Interested Parties

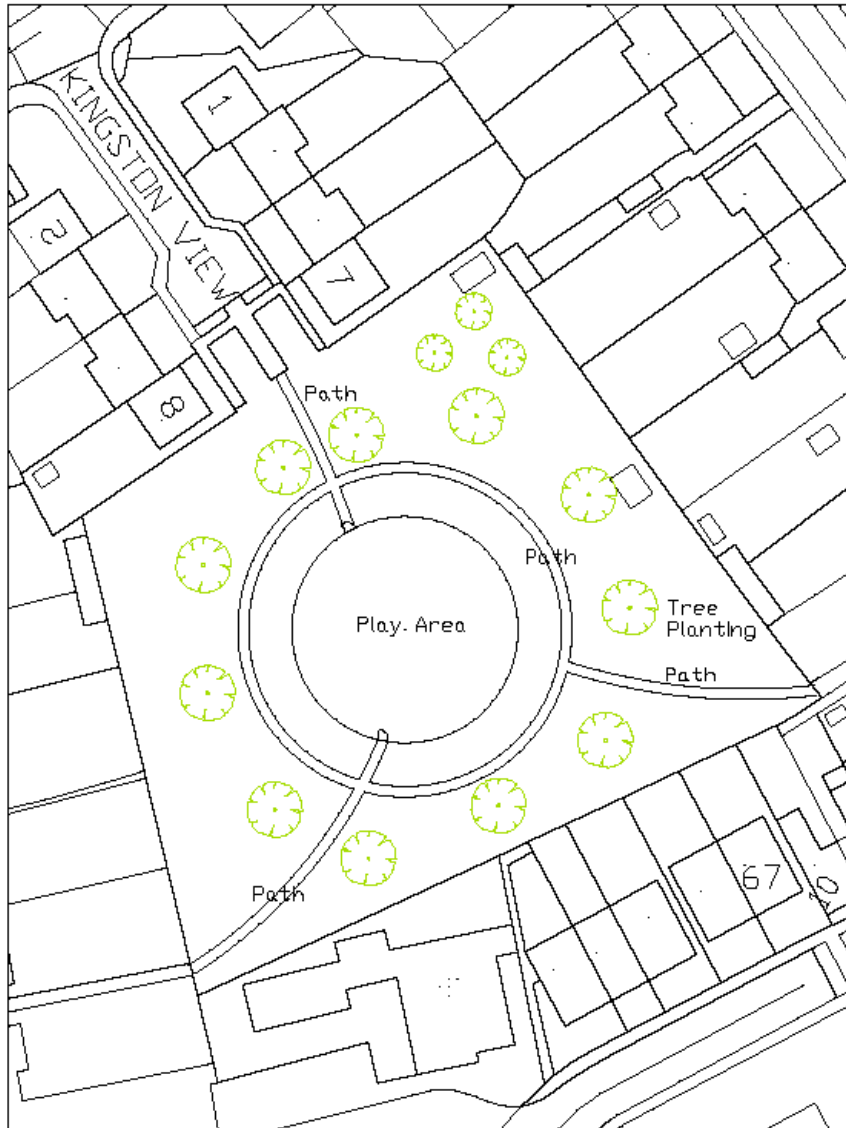
Name	Reason	Action required
Yeovil Town Council	Site Managers	Secure their approval before placing orders or starting work.

4 Other Useful Information

Picture of existing play area:



Sketch of proposed landscaping:





South Somerset District Council

Capital Grant or Contribution Investment Appraisal Form

Approved Budget within Service Plan? **Yes/ No**

Project Number: 2015- 02

Project Name: Private Sector Housing Grants

Date Created 30.08.2014

Document Version: 1.0

Author: Alasdair Bell

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0 Document Control

0.1 Document Approval

Name	Organisation	Role	Approval	Date

0.2 Revision History

Version	Author	Review	Reason For Issue	Date
1.0	Alasdair Bell	Nicola Hix	First Draft	27/08/14

0.3 Document Distribution

Name	Organisation	Role
Donna Parham	SSDC	Assistant Director(Finance & Corporate Services)
Vega Sturgess	SSDC	Strategic Director(Operations & Customer Focus)
Laurence Willis	SSDC	Assistant Director(Environment)

0.4 Document References

Section Reference	Document Referred	Document Title

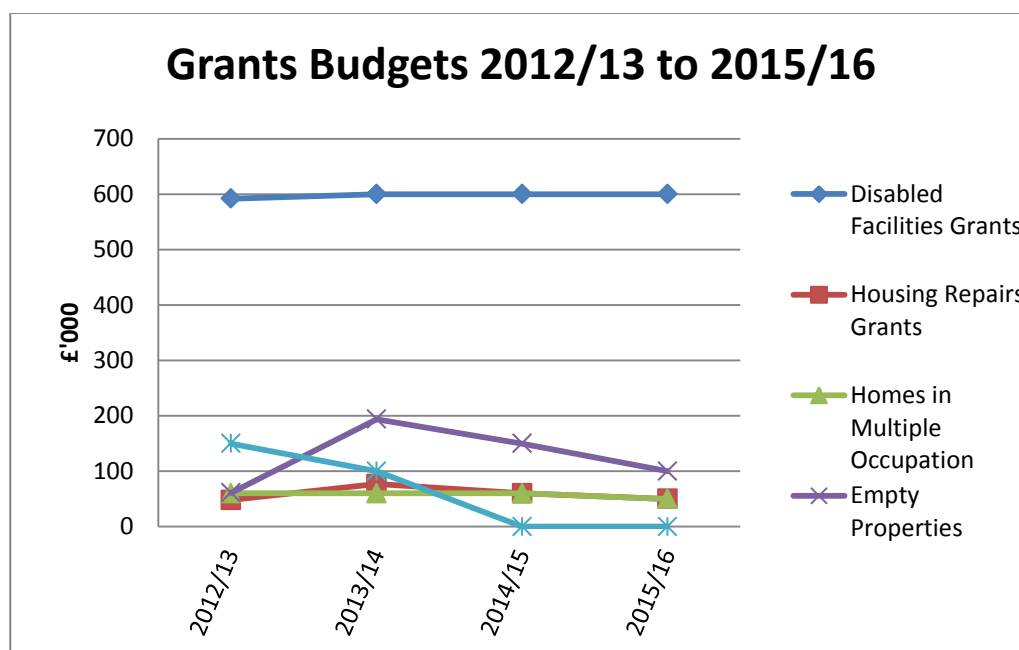
1 Project Outline

To seek funding of £200,000 to pay for Private Sector Housing Grants in 2015/16 across the District. This helps achieve both the aims in the council's Housing Strategy and Focus Three of the Corporate Plan which seeks to provide decent housing that matches the income of all our residents.

1.1 Authority Responsible

Private Sector Housing Grants are discretionary although the council has responsibility for ensuring that satisfactory housing conditions exist in the district across all tenures. The council also has responsibility for dealing with homelessness and tackling fuel poverty, both of which can be affected by the amount of financial resources provided. The council has an overall Housing Strategy and a Private Sector Housing Strategy (both currently under review) that require funding in order for their aims to be met.

The provision of Private Sector Housing Grants has always comprised a major part of the council's capital programme and this bid is for £200,000 to fund this area of expenditure. If agreed, £50,000 will go towards expenditure on Home Repairs Assistance grants, £50,000 will go towards expenditure on Houses in Multiple Occupation (HMO) grants and £100,000 will go toward expenditure on Empty Properties. Section 1.4 below describes how this money is spent under each of these headings.



The graph above shows the budgets for grants over the past three years and the proposed budget for 2015/16.

1.2 Project Objectives & Outcomes

- To meet the aim in Focus Three of the Corporate Plan to provide decent housing across all tenures for our residents that match their income.
- To meet one of the key aims of the Somerset Health & Wellbeing Board in improving poor housing to improve the health of local residents.
- To comply with the aims of the council's Empty Homes Strategy
- To bring at least 25 empty properties back into occupation each year, securing nomination rights for local residents from the Housing Needs Register.
- To meet the aims of the council's Housing Strategy and Private Sector Housing Strategy in dealing with substandard rented property, including houses in multiple occupation.

- To secure repair and improvement of substandard property owned by low income and vulnerable home owners.
- To tackle Fuel Poverty
- To maximise council tax income and New Homes Bonus by bringing empty properties back in to use.

1.3 Quality Expectations

All grant aided work is regularly monitored to ensure value for money and good workmanship. All expenditure is routinely monitored by our auditors.

1.4 Anticipated Benefits

The purposes to which the type of funding described in the bid will be put is as follows:

- **Home Repairs Assistance Grants (HRAs) - £50,000**

These grants are to provide for the essential wind and weather proofing of properties and to deal with significant disrepair issues in private houses. This funding is also to pay towards home insulation schemes in order to tackle fuel poverty. HRAs are means tested and are allocated up to a maximum of £1,000 each. If a client needs works costing more than this then they are referred to Wessex Home Improvement Loans (WHIL) for a loan. WHIL will not process loans for less than £1,000 as it is not cost effective to do so. Most of the clients who receive HRAs are elderly pensioners who typically own their own home but have little income.

The thinking behind providing HRAs is that by doing so, it keeps clients homes warm and weather proof and stops them falling into disrepair and becoming unfit. If this were to happen then it is likely that the Council would have to rehouse them which would cost more in the long term. There is also a clear and well established link between poor housing and ill health and the availability of HRAs helps to address this issue and reduce costs to the NHS/Social services. Action 7 of the draft Health & Wellbeing Strategy of the Health & Wellbeing Board is specifically concerned with tackling poor housing and fuel poverty

- **Houses in Multiple Occupation Grants (HMOs) - £50,000**

These grants are for providing amenities and upgrading the means of escape in case of fire in shared housing. This type of tenure has traditionally been the worst form of housing that requires strict regulation by the local authority. With increased housing pressure the number of HMOs is increasing year by year. These houses are normally occupied by the young and immigrant community. Many young people move from villages to our towns such as Yeovil and Chard to find cheap shared accommodation as housing costs in many of our villages has become prohibitively expensive.

The recent changes announced by the Coalition Government to housing benefit regulations, whereby people under 35 will only be able to claim a "single room allowance" will mean that a lot more HMOs will need to be formed as the people affected will not be able to afford to rent accommodation on their own.

In order to regulate HMOs we have an annual inspection programme and various categories of HMO require a licence. It is in our interest to work in partnership with landlords to ensure such accommodation is developed to meet local needs and is then kept up to standard. This is also relevant because our homelessness team place many of young people with private sector landlords. We have a Landlords Forum and regularly meet with landlords to discuss housing demand, changes to housing/benefit regulations etc.

In dealing with the enforcement of standards in HMOs we use a “carrot and stick” approach by offering small grants to encourage landlords to bring the properties up to a good standard. It can be argued that as landlords are businessmen they should pay all the costs of upgrading their HMOs themselves. However in South Somerset we have always found that by providing small HMO grants landlords are encouraged to come forward and bring their properties up to standard.

HMO grants usually only pay for a small percentage of the overall costs of works. HMO landlords can also apply for WHIL loans but take-up has been poor. If we did away with HMO grants, enforcement would be much more difficult, with the council having to serve more legal notices and undertake work in default etc. and this is costly in itself. In addition, if there are not sufficient HMOs to meet demand as the effects of the new housing benefit regulations are felt, the homelessness team may be forced to spend more on Bed & Breakfast costs.

- **Empty Homes Strategy - £100,000**

Two years ago the council published an Empty Homes Strategy in partnership with Mendip District Council. This was in response to the mounting accommodation crisis and the need to get all available housing occupied. At that time in South Somerset, there were over 2,500 homes registered as empty on the council tax database of which 1,000 had been empty for 6 months or more. Since then the council has appointed an Empty Property Officer whose job it is, is to bring as much empty property back in to use as possible.

In order to bring empty property back into occupation it has been necessary, in certain circumstances, to provide grant aid. Grants of up to £11,000 are given to renovate houses and create flats from empty and derelict buildings. This programme has been very successful with a number of ‘eyesore’ buildings being brought back into use. As part of our empty property strategy we have been working in partnership with Somerset Care & Repair (SC&R) who secured, with our assistance, £1.4million in funding from the Government to renovate empty property. Working with S C & R we have put together funding packages to deal with empty property. The cost of renovating some property is very high and SC&R are limited as to how much funding they can provide. In such cases we may need to provide top up funding. In other cases the property will not meet SC&R’s funding criteria and we may need to fund the scheme entirely ourselves. Where grants are offered the council secures nomination rights on the property for five years and the property is let at Local Housing Allowance(LHA) rates.

By bringing empty homes back into occupation we can generate both New Homes Bonus funds and increase council tax revenue. Recent work on bringing empty homes back into occupation has generated over £200,000 in New Homes bonus.

- **Wessex Home Improvement Loans (WHIL) Loans- (no funds applied for – budget of £300,000 in place)**

The Council currently funds the WHIL Loan scheme. Wessex Resolutions that manages WHIL is a not for profit company that works on behalf of the majority of councils in the South West providing low interest loans to vulnerable clients. By using WHIL the Council’s funds are recycled and used over and over again to deal with poor housing.

WHIL loans can be used for a variety of purposes including dealing with disrepair, making home improvements, paying for disabled facilities, empty properties, funding improvements of HMOs and for upgrading traveller sites. The Housing Minister recently said that loans were the way forward and he wanted to encourage Councils to make maximum use of them.

1.5 Options

To achieve the outcomes required in our Private Sector Housing Strategy will require funding of grants and the use of loans. We are making maximum use of loans and partnership working with joint bids successfully made for extra funding. Without continued funding however we would struggle to meet our aims.

1.6 Key Project Information Summary

1.6.1	Expected Duration Of Project			
	Start date:	April 2015		
	Other Key Milestones with Dates:			
	Expected Completion Date:	March 2016		
1.6.2	Estimate of Officer Time Required: -			
	Officer's Name	Estimate of officer hrs	Officer available? Y/N	Agreement of Officer? Y/N
	Alasdair Bell	Spilt between all the officers 3.0 FTE per year	Y	Y
	Paul Rees		Y	Y
	Martin Chapman		Y	Y
	Emma Baker		Y	Y
	Chris Malcolmson		Y	Y
	Aly Thornton		Y	Y
	Trudy Norton		Y	Y
	Comment by Property Services:	N/A		
	Comment by Green Team (Officer Advisory Group):	<p><u>Where possible can grant conditions specify:</u></p> <p>Need to use sustainable materials (if possible)</p> <ul style="list-style-type: none"> • Paints • Locally sourced materials • Use of FSC sourced softwoods and hardwoods <p>Try to use environmentally aware contractors</p> <p>Aim to reduce energy consumption by using:</p> <ul style="list-style-type: none"> • Light fittings which are low energy • Increased levels of insulation (with sustainable materials) • Greater efficiency for all new plant and equipment specified if possible. <p>Ensure that they keep in line with all environmental legislation, including testing for 'air tightness' when completing a new build / extension.</p>		
	Comment by Information System:	N/A		

	Comment by Equalities Officer:	Poor quality accommodation particularly in relation to shared HMO properties can significantly impact on those from protected characteristic groups. Improving substandard housing, will improve conditions for all, but especially for the most vulnerable.
1.6.3	Risk Assessment	
	Risk	Steps taken to mitigate Risk
	The only real risk associated with this area of expenditure is that the building contractors fail to finish the work on time and the funding allocated is not spent as planned. This has been a problem in the past.	All schemes are closely monitored to try and ensure that this does not happen.

2 Financial Investment – Capital Projects

2.1 Total Costs and Funding							
			Funding Body			£'000	
	SSDC Capital: -		District Executive			200	
	Total Capital Cost					200	
2.2 Breakdown of main areas of Capital cost							
			2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000
	HMO Grants			50			
	Home Repair Assistance Grants			50			
	Empty Property Grants			100			
	Totals			200			
2.3 External funds to be received							
		Secured ? Y/N	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000
	N/A						
	Totals						
2.4 Revenue Implications of Capital scheme							
		Cost Centre	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000
	Loss of interest @ 3.0% (PWLB 10yr rate 22.7.14)	FT922		6			
	(Savings in expenditure)						
	Revenue Costs by Individual Budget: (List)						
	Revenue Income						
	Total Revenue Expenditure / (Net saving)			6			
	Cumulative						

2.5 VAT Implications	
	Based on the current information provided, VAT is recoverable on this project.
2.6 Impact on Band D	
	Additional spend £200,000
	Lost interest at 3% £6,000
	Divided by tax base £56,141
	Cost per band D tax payer £0.11

3 Interested Parties

Name	Reason	Action required

4 Other Useful Information



South Somerset District Council Project Brief

Approved Budget within Service Plan? No

Project Number: 2015-03

Project Name: Capital Works to The Council's Property Portfolio

Date Created 28/08/14
Document Version: 1.2
Author: Garry Green

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0 Document Control

0.1 Document Approval

Name	Organisation	Role	Approval	Date
	SSDC			

0.2 Revision History

Version	Author	Review	Reason For Issue	Date
1.0	Garry Green	Nicola Hix	First Draft – Financials updated	28/08/14
1.1	Nicola Hix	Garry Green	Amendments following PRG Mtg	14/10/14
1.2	Nicola Hix		Insertion of Green Team comments	20/10/14

0.3 Document Distribution

Name	Organisation	Role

0.4 Document References

Section Reference	Document Referred	Document Title
	2015-2016 Capital Works Summary Spreadsheet attached	Initial Condition Reports prepared by Kirkham Board Associates – priority rating C and B only (reviewed by Property Services)
	2015-2016 Crematorium and Cemetery Capital Works spreadsheets attached	Required works as prepared by consultants survey reports and follow up investigations.

1 Purpose

To ensure the continuance of funding for planned capital work to Council owned and leased buildings, to ensure that 'fully serviced' buildings are provided in accordance with Service Plan and Corporate Plan objectives.

2 Project Outline

The continuation of capital funding, for the period 2011/12 to 2015/16, to support the planned rolling programme of work for the next five year period, prepared from Survey Inspections, carried out by in-house surveyors and some external consultancy. The work is prioritised in accordance with the Property Repair and Maintenance Policy.

Details submitted are for 2015/16 financial year and are in general priority rating C. C1 is classified as poor condition – urgent attention required and C2 is classified as poor condition – repair or replacement within 2 years. B2 is classified as satisfactory condition but can include minor defects – repair or replacement within 2 years.

2.1 Authority Responsible

Garry Green - Property & Engineering Services Manager

Crematorium - Crematorium and Cemetery, Joint Burial Committee

2.2 Background

The Council have had in place for the previous ten years prepared programmes of planned capital works. These programmes had operated for a five-year period at a time for all of the Councils owned and leased properties. Surveyors have carried out visual inspections of our buildings and have prepared programmes of work on this basis. Detailed inspections of the majority of our principle buildings have also been carried out by consultants to show the full extent of the planned maintenance/enhancement work which needs to be carried out for the five-year period. These costs have been incorporated with the visual surveys of the remainder of our buildings to show the total investment need for the next five years from 2011/12 through to 2015/16. The costs of all of the identified work have been spilt into Capital (for enhancement work), and Revenue for the remainder.

The purpose of this bid is to cover the Capital works (enhancement element of the identified work) for 2015/16 within the programme. It is agreed to review this on an annual basis rather than over a five year period due to changing economic and financial circumstances.

2.3 Project Objectives

The project objectives link to the following Corporate Themes:

Corporate Pan Focus 2: Environment,

- Reduce CO2 from SSDC operations; and Address & Adapt to Climate Change
- Maintain an attractive environment to live in.

Corporate Plan: Deliver well managed, cost effective services valued by our residents

- Increase overall / general satisfaction with local area which includes the appearance of the Council's portfolio of properties

In addition the project will combine with other objectives as listed below;

Service Plan Objectives:

- To deliver the process for planned maintenance as listed in the Property and Engineering Services Service Plan

Asset Management Plan:

- To deliver the process for planned maintenance as listed in the Corporate Strategy.

Audit Recommendation:

- To ensure delivery of planned maintenance to ensure compliance with District Audit.

To continue to provide fully service buildings for service managers and commercial users. This further bid, if successful, is to enable continuation of the enhancement programme.

2.4 Scope

Inclusions

Appointment and co-ordination of a major contractual works programme to deliver the rolling programme, through the use of Partnering Contractors or contractors (selected through Constructionline). The works will cover:

Improvements achieved through a capital works process for:

- Work to Building Structures
- Work to Building Envelope
- Internal Building Works
- External Works
- Mechanical and Electrical Work
- Boilers and Ventilation Systems
- Fire and Intruder Alarms
- Door Access Controls and CCTV
- Specialist Engineering, i.e. Lift Improvements

The works will involve:

- Liaison with Service Managers to explain the programme
- Discussions on operational challenges in carrying out the work
- Interim Site management of projects
- Appropriate discussion with stakeholders
- Developing the rolling programme, in agreement with Strategic Director
- Obtaining any necessary permissions and consents for the programme

Exclusions

The rolling programme of planned maintenance does not include:

- Work to buildings, which are covered by, specified 5, 10 or 30-year plans; for instance the capital works element of the Goldenstones and Octagon ten-year plans, and the same at Wincanton Sports Centre.
- Work for capital works at Yeovil Innovation Centre.
- Work to capital works for Castle Cary Market House

Constraints and Decisions

These would fall into the following categories:

- Inability to resource programme due to other commitments
- Need to programme the works within Service Manager commitments
- Legislative requirement e.g. Planning Permission, Listed Building Consent or Building Regulation Requirements.

Interfaces

These would arise from any change to the Property Portfolio, any change in building features or any change in policy:

- Disposal of Property
- Acquisition of Property
- Major refurbishment of a property including carbon reduction measures.
- Accommodation or Building function Reviews

Any one of these would cause a review of the items listed for Improvement or change in the rolling programme of work.

2.5 Quality Expectations

Contract would be monitored through the usual SSDC contract process by:

- Choice of accredited contractors through Financial Regulations and Procurement Policy
- Contracts Manager administration of contracts to ensure Contract compliance
- Use of Partnering Contractors who work to agreed standards
- Compliance with SSDC Health and Safety requirements.

2.6 Carbon Management

The rolling programme of work will contribute to the carbon management process by:

- Using sustainable materials as far as possible
- Using locally sourced materials as available
- Employing energy saving equipment in Electrical and Mechanical Work

These features will be developed as the detailed specifications for the works are evolved.

3 Initial Business Case

3.1 Reasons

This bid will ensure the delivery of Service Objectives, namely;

To have in place a planned maintenance/capital works programme to ensure:

- Protection of the Council's Investment in the Property Portfolio
- Buildings continue to meet the needs of users and service providers
- Buildings are kept in good repair and maintained to an appropriate standard
- Over time there is less demand for reactive repairs
- Maintenance is undertaken in a planned and co-ordinated manner
- Opportunities are taken to combine capital works with improvements in energy use/efficiency where practicable
- Sustainable products and systems are introduced where practicable

The project will also assist in Asset Management Planning by:

- Providing the Strategic Asset Management Board with key information on building conditions in order for their informed decisions to be made on future asset strategy.
- Providing service managers with fully serviced buildings.

3.2 Anticipated Benefits

In carrying out the project this will result in the following benefits and outcomes:

- Health and Safety Standards are maintained for Staff and the Public
- Buildings are well maintained and remain capable of securing market value
- Buildings are available for public access for the published opening hours
- Expenditure is levelled out to improve budgeting
- Environmental benefits arise from energy efficiency and sustainable improvements
- Allows for continued funding to extend the five year maintenance programme (allowing this to become a rolling programme)
- Continued funding to allow for maintenance backlog
- Adequate funding to ensure a 75% -25% split in expenditure is achieved for planned maintenance v's reactive maintenance in accordance with District Audit best practice recommendations.

To ensure the continued effectiveness of the programme there will be:

- Consultations with service providers to ensure buildings continue to meet their requirements for service delivery
- Buildings will be monitored through surveys to ensure that they are maintained to an appropriate standard
- Property Valuations can reflect the Councils investment in planned capital works.
- No adverse reports from Regulatory Bodies on Health and Safety
Fire Risk or similar issues as a consequence of lack of building or system upgrades
- Less likelihood of public or employee liability claims arising through lack of building or system enhancements

3.3 Options

The preferred option here is to delivery this rolling programme through Partnering contractors. Using the SSDC agreed schedule of rates. Other options would be to:

- Employing Contactors and consultants on a Competitive Tender/Quotation basis.
- The use of SSDC Framework agreements, or,
- Using Framework agreement employed by other Councils in accordance with
- Procurement Procedures

3.4 Key Project Information Summary

3.4.1	Expected Duration Of Project	
	Start date:	April 2015
	Other Key Milestones with Dates:	Approval of funding - Feb 2015 Review Property Surveys – Sept 2014 to April 2015 but generally on-going Agree priorities and consult service managers if necessary – April/May 2015 Prepare programme of works – May 2015 Review progress - December 2015 Review Programme for 2016/17 in August 2015 and as necessary
	Expected Completion Date:	March 2016

3.4.2	Estimate of Officer Time Required: -			
	Officer's Name	Estimate of Officer hrs	Officer available? Y/N	Agreement of Officer? Y/N
	Garry Green David Coombs Rachel Heather Malcolm Ham Peter Biggenden Nicola Drew	4+ per month 6+ per month 3+ per month 3+ per month 5+ per month 4 +per month	Yes Yes Yes Yes Yes Yes	Yes Yes Yes Yes Yes Yes
	Comment by Property Services:	A Property Services project and there are adequate resources to develop this project.		
	Comment by Information Systems:	N/A		
	Comment by Green Team: (Officer Advisory Group):	<p>Need to use sustainable materials (if possible)</p> <ul style="list-style-type: none"> • Paints • Locally sourced materials • Use of FSC sourced softwoods and hardwoods <p>Try to use environmentally aware contractors</p> <p>Aim to reduce energy consumption by using:</p> <ul style="list-style-type: none"> • Light fittings which are low energy • Increased levels of insulation (with sustainable materials) • Greater efficiency for all new plant and equipment specified if possible. <p>Ensure that we keep in line with all relevant legislation on the use of chemicals such as refrigerants.</p> <p>Specifically to the fish pond, please consider use of a pond liner; ensure replacement aquatic plants, ladders for frogs etc. & any replacement fish being of a native species. For water consumption consideration, use of a downpipe.</p>		
	Comment by Equalities Officer:	Ensure that equalities and building regulation legislation are adhered to.		
	Comment by Other Services requiring significant input:	N/A		

3.4.3 Risk Assessment	
Risk	Steps taken to mitigate Risk
Unable to deliver programme due to rising cost of building materials	Ensure that competitive or negotiated tender for work to achieve best value, are employed
Major system or building failures result in funds being switched	Build flexibility into original 5 year programme to ensure that a revised programme can be implemented if necessary annually
Unable to deliver programme because of staff/resources shortfall	Able to employ Consultant employed on a schedule of rates if necessary
Unable to deliver programme because of Contractor difficulties or market forces.	Use of fully accredited companies to ensure Technical, financial and H & S compliance.
Increase in property portfolio without the additional funds	Seek adequate funding from DX before Purchase.
Cost over-runs on individual contracts	Effective Project management by Property Services or use of Consultants.
Reduction in planned maintenance to urgent works only may have Corporate liability issues if problems arise	Ensure monitoring/maintenance of buildings is ongoing to identify unexpected necessary repairs and action. Seek additional funding from DX
Reputational risk of building fabrics not being updated for customers and staff	Ensure monitoring/maintenance of buildings is ongoing to identify unexpected necessary repairs and action. Seek additional funding from DX
Reduced business continuity plan for building portfolio by reducing planned enhancements.	Ensure monitoring/maintenance of buildings is ongoing to identify unexpected necessary repairs and action. Seek additional funding from DX.

4 Financial Investment

4.1 Financial Investment – Capital Projects

4.1.1 Total Costs and Funding – Capital Project		Funding Body		£' 000		
	SSDC Future funding:	District Executive		92		
	Other Sources: e.g. Grants	Yeovil Without Parish Council (11% of Crematorium costs)		3		
	Total Capital Cost			95		
4.1.2 Breakdown of main areas of cost		2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000
	Per Schedules Attached		95			
	Totals		95			

4.1.3 External funds to be received		2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000	
	Yeovil Without Parish Council (for Crematorium)		3				
	Totals		3				
4.1.4 Revenue Implications of Capital scheme		Cost Centre	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000
	Loss of interest @ 3.0% (PWL 10yr rate)	FT922		2.7			
	(Savings in expenditure)						
	Revenue Costs by Individual Budget: (List)						
	Revenue Income						
	Total Revenue Expenditure / (Net saving)			2.7			
	Cumulative						
4.1.5 Whole Life Costing							
	Estimated useful life of asset (years)	Perpetuity					
	Total Revenue Costs Year 1 to 5	Costs met from within existing revenue budgets					
	Annual Revenue Cost after Year 5	Costs met from within revenue budgets					
	Total cost over whole life of asset	N/A (at present)					
4.1.6 VAT Implications							
	<p>SSDC Capital Works</p> <p>Based on the current information provided to us, the VAT is recoverable on this project, however the future activity/use will have some exempt supplies and will therefore have an adverse effect on the Council's Partial Exemption Calculation. However, due to the size of the project it is hoped that the VAT could be accommodated within this Council's 5% Limit.</p> <p>Crematorium/Cemetery Capital Works</p> <p>As the Crematorium and Cemetery Committee are on a separate VAT Registration Number to SSDC we need to look at this capital project in isolation.</p> <p>The VAT attributable to the works carried out at the crematorium will have to be paid back to HMRC via the Crematorium and Cemetery Partial Exemption. On this project SSDC would have to pay HMRC approx £4,200 VAT.</p>						
4.1.7 Impact on Band D							
	Additional spend					£92,000	
	Lost interest at 3%					£2,760	
	Divided by tax base					£56,141	
	Cost per band D tax payer					£0.04	

5 Project Organisation

5.1 Provisional Project Management Team

Name	Role/ Title
Laurence Willis	Project Sponsor
Garry Green	Project Manager
Burial Committee (for Crematorium)	User Representative
ADM	Supplier Representative

5.2 Interested Parties

Name	Reason	Action required
Service Managers	Work may affect their facilities	Co-ordinate contracts with service users own needs

6 Other Useful Information

There may be possible revenue savings on energy costs as some aspects of the individual enhancement works are to provide energy and efficiency measures such as insulation, double glazing, and roof repairs.

Revenue savings have not been quantified at present time.

Spreadsheets are attached summarising both the enhancement works to the buildings and the Crematorium and Cemetery.

Due to a number of long term sickness issues within the Property Services team from February 2014 through to September 2014, and the retirement of one officer at the end of March 2014 who had not been replaced in full by July 2014, there has been slippage in the delivery of last years' capital programme. This coupled with works required for the shared accommodation project has meant that some identified works will slip into 15/16

There are minimal capital works identified for 15/16 so this will allow the backlog of projects to be completed in 15/16 and the capital works projects to be brought back on programme.

CAPITAL SUMMARY 2015-2016

Version 1: 28th August 2014

Element		Priority Rating	2015/16 £	Comments
<u>BRYMPTON WAY</u>				
Air Handling	Coolers to the Red Floor	C1/C2	10,000	Additional coolers to temporary assist air handling system
Fire and Intruder Alarms	Upgrade of panel and some detectors	C2	12,000	Required to meet changes in legislation
CCTV	Upgrade of some existing cameras and extension to cover SCC occupation	C2	16,000	Improvements needed for quality images for evidential purposes
TOTAL			38,000	
<u>CHURCHFIELDS</u>				
Fire and Intruder Alarms	Upgrade of panel and some detectors	C1/2	10,000	Required to meet changes in legislation
TOTAL			10,000	
<u>LACE MILL, CHARD</u>				
Access system	Upgrade access system	C2	8,000	System outdated and will need replacing if intention to remain in this building
TOTAL			8,000	
<u>LUFTON</u>				
Fire and Intruder Alarms	Upgrade of panel and some detectors	C1/2	8,000	Required to meet changes in legislation and present system failing
TOTAL			8,000	
<u>CREMATORIUM</u>				
Crematory	Replacement Parts	C2	10,000	
Garden of Remembrance	Fishpond replacement	C2	8,500	
Rear Service Yard	Electric Roller Doors to large garage	C2	2,500	
Unclaimable VAT			4,200	
TOTAL			22,428	Total x SSDC's 89% Share of Total Cost
CONTINGENCY			5,000	
			91,428	

KEY	B	C
1	Generally satisfactory condition but minor defects need urgent attention.	Poor condition. Urgent attention required.
2	Satisfactory condition. Can include minor defects. Repair or replacement in 2 years.	Poor condition. Repair or replacement in 2 years.
3	Satisfactory condition. Can include minor defects. Repair or replacement in 5 years.	Poor condition. Repair or replacement in 2 years.



South Somerset District Council Project Brief

Approved Budget within Service Plan? **Yes/ No**

Project Number: 2015-04

Project Name: Replacement Pavement Sweepers

Date Created 28/08/2014

Document Version: 1.3

Author: Chris Cooper

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0 Document Control

0.1 Document Approval

Name	Organisation	Role	Approval	Date

0.2 Revision History

Version	Author	Review	Reason For Issue	Date
1.1	Chris Cooper	Nicola Hix	First draft – financials added	29/08/14
1.2	Chris Cooper	Catherine Hood	Financial details updated	24/09/14
1.3	Nicola Hix	Chris Cooper	Insert Green Team comments	20/11/14

0.3 Document Distribution

Name	Organisation	Role

0.4 Document References

Section Reference	Document Referred	Document Title

1 Purpose

The purpose of this submission is to acquire funding to replace essential machinery required to deliver the street cleaning service through the capital budget.

2 Project Outline

The Streetscene Service currently operates two pavement sweepers as part of the cleansing service across the district. The original machines were funded from capital budgets approximately seven years ago when the organisation was aiming to improve performance on BVPI 199. This was achieved, partially due to the acquisition of the pavement sweeping machines which target difficult to access areas that otherwise simply cannot be accessed using traditional cleansing methods.

2.1 Authority Responsible

The Streetscene manager is requesting the grant on behalf of the service.

2.2 Background

Along with the sweepers, two Landrovers and trailers were provided which have proven themselves to be of great value not only with use transferring the sweepers around the district, but also when dealing with flooding. The vehicles and trailers are still in good working condition, however the sweepers are proving to be more and more unreliable and in need of replacement.

There are no funds available in the service routine budgets to replace and lease any replacement machines.

2.3 Project Objectives

- The key objective of the project is to replace old machinery to enable the service to work reliably and efficiently & continue to improve the standards of cleansing that are provided across the district.
- The key objective of this project is to 'Maintain street cleaning high performance across the district' in line with focus two of the council plan
- The project would deliver reliable machinery that will enable the service to operate at a good level.

2.4 Project Scope

Inclusions

The purchase of two pavement sweeping vehicles.

Constraints and Decisions

Officer time is available to progress this project and no constraints are expected nor will this time affect other projects.

2.5 Quality Expectations

Success will be measured by the new machinery being delivered and allocated to work in the district. There are no other groups involved in this bid.

2.6 Carbon Management

The proposed vehicles offer improved fuel efficiency, being up to 20% more fuel efficient than those currently being operated

3 Initial Business Case

3.1 Reasons

The reason for this project is simply to replace old used machinery, which has become expensive to run and is becoming unreliable, with modern efficient equipment that will enable the team to deliver a more reliable service to the public in line with the aims of the council plan and our statutory duties.

This links to the council plan 2012-2015 in the following ways:

- Environment – *“We want an attractive environment to live in with increased recycling and lower energy use”*

The sweeper is a central piece of equipment in delivering a clean environment, these specific machines will be used to help sweep across the district. With its more efficient engine it is much more fuel efficient.

- The council plan also states that we aim to “Maintain street cleaning high performance across the district.”
- In order to deliver this, we need to have modern, reliable machinery and the replacement sweepers are central to this aim.
- And finally, the council plan states that we will “Continue to support communities to minimise flood water risks.”

The sweeping program that we deliver maximises the amount of rainwater that can disperse through the road drainage system (in conjunction with County Highways drain maintenance programs)

3.2 Anticipated Benefits

The outcomes of this project will be:

- A more reliable street cleaning service
- Improved fuel efficiencies
- Reduced carbon outputs by using the most modern ‘clean’ engine technologies
- Improved quality of sweeping operations

3.3 Options

The options available to us are:

- Run the existing sweepers until they are uneconomical to use
- Sell them and stop this aspect of the service
- Replace one this year and the other machine later, cannibalising the old one to keep the older machine operating longer
- Replace the machines and continue to focus on providing a high quality service in conjunction with town and parish councils.
- Capital funding is not used and revenue funding is increased to allow the replacement machines to be leased. A lease v purchase comparison has been carried out, which showed there was not a large financial difference between the two options. These workings are available should they wish to be analysed in detail.

3.4 Key Project Information Summary

3.4.1	Expected Duration Of Project			
	Start date:	Sept 2014		
	Other Key Milestones with Dates:	Review the market – Nov 14 Identify a shortlist of machinery and arrange demonstrations – Jan 15 If funding is agreed place order – April 15 Take delivery of new machines - July 15 Sign and register vehicles – Aug 15 Dispose of existing vehicles and return funds from sale – Oct 15		
	Expected Completion Date:	October 2015		
3.4.2	Estimate of Officer Time Required: -			
	Officer's Name	Estimate of Officer hrs	Officer available? Y/N	Agreement of Officer? Y/N
	Chris Cooper	20	Y	Y
	Chris Holley	20	Y	Y
	Niki Atkins	35	Y	Y
	Operational Staff.	20	Y	Y
	Comment by Property Services:	N/A		
	Comment by Information Systems (if new IT system):	N/A		
	Comment by Green Team:	Discussions held regarding use of electric sweepers, and although they are available, the weight of the batteries on them makes them unsuitable for this purpose. Clean environment is welcomed & them being 20% more fuel efficient than current ones good.		
	Comment by Equalities Officer:	No impact on equality		
3.4.3	Risk Assessment			
	Risk	Steps taken to mitigate Risk		
	The highest risk is that the cost of machinery will increase while the bid is either considered or if refused, rises before an alternative bid could be submitted.	The bid is being submitted immediately and a fixed price will be obtained from the supplier to ensure that inflation is not an issue		

4 Financial Investment

4.1 Financial Investment – Capital Projects

4.1.1	Total Costs and Funding – Capital Project						
		Funding Body				£' 000	
	SSDC Capital: -	District Executive				70	
	Other Sources: - - Sale of old sweeper					10	
	Total Capital Cost					80	
4.1.2	Breakdown of main areas of cost						
		2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000	
	Purchase of Pavement Sweepers		80				
	Totals		80				
4.1.3	External funds to be received						
		Secured? Y/N	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000
	Sale of old sweepers			(10)			
	Totals			(10)			
4.1.4	Revenue Implications of Capital scheme						
		Cost Centre	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000
	Loss of interest @ 3% (PWL 10yr rate 10.7.14)	FT922		2.1			
	(Savings in expenditure)						
	Revenue Costs by Individual Budget: (List)						
	Revenue Income						
	Total Revenue Expenditure / (Net saving)			2.1			
	Cumulative			2.1			
4.1.5	Whole Life Costing						
	Estimated useful life of asset (years)						5 Years
	Total Revenue Costs Year 1 to 5						£40,000 Inc. fuel
	Annual Revenue Cost after year 5						
	Total cost over whole life of asset						£40,000
4.1.6	VAT Implications						

	Based on the current information provided to us there are no VAT implications	
4.1.7	Impact on Band D	
	Additional spend	£70,000
	Lost interest at 3%	£2,100
	Divided by tax base	£56,141
	Cost per band D tax payer	£0.04

5 Project Organisation

5.1 Provisional Project Management Team

Name	Role/ Title
Chris Cooper	Project Sponsor
Niki Atkins	Project Manager
Rich Murphy, Nick Allen	User Representative
N/a	Supplier Representative

5.2 Interested Parties

Name	Reason	Action required
Chard Town Council	Partnership working	Keep informed of developments
Martock Parish Council	Partnership working	Keep informed of developments
Somerton Town Council	Partnership working	Keep informed of developments

6 Other Useful Information

The street cleaning service impacts on many aspects of life in the district, from tourism through to commercial development and maintaining property values. The effective use of machinery, alongside well managed staff resources is essential in meeting public demands. The replacement and effective use of this equipment will enable the service to maintain and even at times improve the service to the public.



South Somerset District Council

Capital Grant or Contribution Investment Appraisal Form

Approved Budget within Service Plan? **Yes/ No**

Project Number: 2015-05

Project Name: Grant to Ilminster Town Council/Town Football Club – New Football Changing Rooms and Community Facility

Date Created 03/09/2014
Document Version: 0.5
Author: Lynda Pincombe

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0 Document Control

0.1 Document Approval

Name	Organisation	Role	Approval	Date
Steve Joel	SSDC	Assistant Director		

0.2 Revision History

Version	Author	Review	Reason For Issue	Date
0.1	Lynda Pincombe	Nicola Hix	First draft	03/09/14
0.2	Lynda Pincombe	Nicola Hix	Updated figures	7/10/14
0.3	Lynda Pincombe	Nicola Hix	Updated costs	29/10/14
0.4	Lynda Pincombe		Updated costs	3/12/14
0.5	Lynda Pincombe	Nicola Hix	Updated costs	5/12/14

0.3 Document Distribution

Name	Organisation	Role

0.4 Document References

Section Reference	Document Referred	Document Title

1 Project Outline

Ilminster Town Football Club and Ilminster Town Council are seeking to build a new 4 team pavilion with additional community function room and parking on Brittens Field, adjacent to Ilminster Recreation Ground.

The current changing facilities were originally built in the 1950s with the last major updating in 1982; the officials' room doubles as a store room. The existing facilities fall well short of Football Association standards as the shower and toilet facilities are inadequate and a number of players have moved to other clubs citing the extremely poor standard of the changing areas as a major factor in their decision.

To ease the situation, the Football Club hire changing facilities from the Cricket Club for the mens' teams but these also fail to meet the FA standards.

The Football Clubs have sixteen teams including two womens teams and a disability team and youth section. In total there are just under 600 playing and social club members who will directly benefit from this project. The wider community will benefit through the delivery of a new modern community facility for Ilminster.

The project vision is to create a well-used pavilion, primarily for football, for Ilminster and the surrounding area. This facility will assist local people to enjoy sporting, leisure and community events and provide opportunities for health and well being activities for all, thus contributing to a strong and active community.

The Town Council, will own the building and Ilminster Town Football Club will be the leaseholder. Both parties are working closely together on this project to ensure it is suitable for local residents and meets the standards of football's national governing body. The Football Club, as the main project beneficiary, is taking a lead on compiling the building specification and fundraising for the project.

The net estimated cost of the facility is £585,200 (if built in one phase) and the applicants are hoping to secure in the region of £336,300 of external funding for the project. The total contribution being sought from SSDC is £163,776 (28%) of which £50,000 (8.5%) is requested from the Capital Programme and £113,776 (19.4%) from S106 contributions.

This project is a key element of Ilminster Town Council's approved master plan to improve Ilminster Recreation Ground as a whole. The master plan also includes a significant upgrade of the play facilities, a new refreshment kiosk, improved access, pathways and landscaping and the removal of redundant buildings. SSDC officers have provided significant support to date to guide Ilminster Town Council through this process.

1.1 Authority Responsible

Ilminster Town Council will be responsible delivery the project and own the building which will be leased on a long term basis to Ilminster Town Football Club.

1.2 Project Objectives & Outcomes

- To deliver a new pavilion and improved pitches which are fit for purpose and meet national governing body standards for competitive play.
- To create a new community space within the pavilion which will be available for use by the wider community.
- To deliver a new facility that will generate sufficient income to pay for future repairs and renewals of the facility.

- To increase participation in sport and physical activity, with a view to reducing health inequalities in the local community.
- To address the quantitative deficiency identified by South Somerset District Council in its last assessment of playing pitches and ancillary facilities
- To address the quantitative and qualitative deficiency identified by South Somerset District Council's needs assessment for community halls.

The new building will provide:

- 4 changing rooms each with showers and toilets approximately 6m X 5M
- 2 referee changing rooms each with shower and toilet approximately 2M X 5M
- General User toilets (ladies, gents and disabled)
- Food prep and bar area
- First aid / physiotherapy room approximately 3M X 2M
- Kit, training and equipment store
- Machine equipment store approximately 3M x 4M
- Function room approximately 14m X 8M

The pavilion itself has the potential to take a photo voltaic panel to reduce the future running costs of the building. The Council's Climate Change officer has estimated that the benefit to the football club would be savings in energy cost in the region of £500 per annum.

Outside there will be:

- 3 full size football pitches
- 4 youth football pitches
- 1 mini pitch
- An improved 2nd team cricket square
- 48 space car park
- The infrastructure to floodlight a senior pitch at a future date

The overall dimensions of the single storey building are approximately 37M long X 14 M wide.

The site layout and architect's drawings for the proposed facility are detailed within Appendices 1 and 2.

The project objectives specifically contribute to the delivery of **Focus Four, Health and Communities, within the Council Plan 2012 – 2015**. The project will specifically help to deliver in the following areas:

- Ensure that the strategic priorities of the Somerset Health and Wellbeing Board reflect local needs and align council resources to deliver projects to address those needs (this project helps to address priorities 1 and 2 within the draft Somerset Health and Wellbeing Strategy).
- Maintain and enhance the South Somerset network of leisure and cultural facilities, optimising opportunities for external funding to promote healthy living.

The Council's **facility/playing pitch facility assessments** support the need for quantitative and qualitative improvements to playing pitches, changing facilities and community hall facilities within Ilminster.

This is also a priority project for the County Football Association who has indicated that they will support a bid for Football Foundation Funding to enable this project to be delivered.

1.3 Quality Expectations

- That this facility will be delivered to the standards required by the Football Association and Football Foundation and Building Regulations.

Proposed Grant Conditions (in addition to SSDC standard terms and conditions for community grants)

- Provide design specifications for the new facility prior to the tender process for approval for the council's Community Health and Leisure team.
- Community usage and sports development programmes to be agreed and approved by the council's Community Health and Leisure team.
- KPI's regarding usage over 5 years are agreed with the Ilminster Town Council/Ilminster Town FC – in order to ensure that usage of the facility is maximised
- A mutually agreeable lease is established between Ilminster Town Football Club and Ilminster Town Council.
- Funding is conditional on securing full funding to deliver at least the pavilion element of the project in its entirety.
- If the actual costs of the project are less than those projected, then SSDC's capital contribution will reduce proportionally.

Relevant Standard Terms and Conditions for Community Grants are as follows:

- Funding is awarded based on the information provided on the applicant's application form and business plan.
- SSDC is acknowledged on any publicity and on any permanent acknowledgement of assistance towards the project.
- The applicant will work in conjunction with SSDC officers to monitor the success of the scheme and the benefits to the community resulting from SSDC's contribution to the project.
- Capital grants are on a one-off basis.
- Capital grant applications should include a strategy for maintenance of equipment to applicable standards, and a strategy for replacement (or otherwise).
- Proper signage to buildings/facilities is provided

Ilminster Town Council is aware of the likely conditions of funding.

1.4 Anticipated Benefits

- Provision of an additional community facility within Ilminster
- Addressing the quality deficiency in changing facilities that currently exists within Ilminster
- Increasing physical activity levels.
- A reduction parking congestion along Canal Way and improved accessibility to the formal sports facilities at Ilminster recreation ground.
- Contributes to Council Plan priorities (see 1.2).
- Delivery of a key element of the Ilminster Recreation Ground master plan.
- Subject to a detailed proposal being worked up, a photo voltaic panel is provided by SSDC that will reduce the future running costs of the building, with SSDC benefiting from the feed in tariff over a 20 year period. SSDC's potential additional capital investment in providing a PV panel is likely to payback in 7-8 years.

1.5 Options

In 2008 the results of a community survey undertaken by the Ilminster Forum showed Ilminster to be lacking in suitable meeting space for recreation, learning and training for small local groups.

Previous Town Council research (2007) identified that a key community priority was to create, develop and maintain a wide range of sport and leisure facilities and activities.

The Steering Committee in a previous attempt to provide a Sports and Community Centre in the town undertook a survey which found:

- Having local facilities means easier access to club meetings and trainings and an increase in participating membership.
- An identity with place is important to our personal identities and this is particularly important for team sports.
- The local community needs a local focus. Sporting facilities are particularly strong in creating community bonding and bridging between generations and social groups. The spin-off is improved social networks, people more willing to help each other, greater civic pride and participation and it becomes a safer place to live.
- The lack of facilities leads to a loss of local opportunities for volunteering which are important to individual value, community cohesion and increasingly as a stepping stone to employment.

This project now forms part of an approved masterplan for Ilminster's recreation ground; completed during 2014 with the assistance of Community Health and Leisure officers.

Completing the masterplan has involved considerable input for Ilminster Town Council including a survey/questionnaire delivered to each household in Ilminster (June 2013) and a consultation evening with initial suggestions for comment on display (over 270 people signed the attendance register (November 2013)). A landscape architect was used to help complete the master planning process and Ilminster Town Council now has a clear direction for the future development of the site.

Potential Phasing

If full funding can be secured for the project, then Ilminster Town Council/Football Club would like to build the Pavilion and community facility at the same time as this would be the most cost effective way to deliver the project.

Given the urgent need to replace the existing changing facilities at the site, if necessary it would be possible to phase the project to allow the changing room element to be delivered in 2015. This would enable the applicant to take advantage of the significant external funding that Ilminster Town Football Club look likely to attract to the project which otherwise might be lost.

1.6 Key Project Information Summary

1.6.1	Expected Duration Of Project	
	Start date:	<ul style="list-style-type: none"> • Spring 2015
	Other Key Milestones with Dates:	<ul style="list-style-type: none"> • Planning application submitted October 2014 • Planning permission secured by end December 2014 • Sport England/Football Foundation Funding secured – January 2015 • SSDC funding decision February 2015 • Tenders – February/March 2015 • Start construction April/May 2015 • Completion of pavilion autumn 2015
	Expected Completion Date:	By end of 2015

1.6.2	Estimate of Officer Time Required: -			
	Officer's Name	Estimate of officer hrs	Officer available? Y/N	Agreement of Officer? Y/N
	Officer support already provided. Further significant officer support not anticipated at this time.	N/A	N/A	N/A
	Comment by Property Services:	N/A		
	Comment by Green Team (Officer Advisory Group):	<p>Although funding is for a grant to the football club, would ideally like to see:</p> <p>Use of sustainable materials (if possible)</p> <ul style="list-style-type: none"> • Paints • Locally sourced materials • Use of FSC sourced softwoods and hardwoods <p>Try to use environmentally aware contractors</p> <p>Aim to reduce energy consumption by using:</p> <ul style="list-style-type: none"> • Light fittings which are low energy • Increased levels of insulation (with sustainable materials) • Greater efficiency for all new plant and equipment specified if possible. 		
	Comment by Equalities Officer:	<p>Any new community space will need to adhere to equalities legislation, as well as BS388.</p> <p>If funding is secured ensure consultation and an Access Review are carried out by South Somerset Disability Forum (SSDF)</p> <p>Improving the quality of sport and leisure opportunities for all, obliges us to be mindful of accessibility issues e.g. toilets, changing rooms etc.</p>		
1.6.3	Risk Assessment			
	Risk	Steps taken to mitigate Risk		
	Failure to obtain full funding.	<p>Build the Community space in phase 2 if necessary. If self-build is necessary, the club have the expertise within their own organisation to do this.</p> <p>The club is also continuing to seek funding from other sources, but these are likely to be relatively small amounts.</p> <p>Iminster Town Council will consider taking a loan to cover any shortfall.</p> <p>Consideration has also been given to potential amendments to the project specification that could reduce costs.</p>		

Building costs exceed budget estimates. Not all VAT recoverable	Contingency funding has been identified within the project budget Ilminster Town Council to take expert advice on VAT implications.
--	--

2 Financial Investment – Capital Projects

Delivery of Football Pavilion, 48 space car park with Community Facility - Delivered in 1 phase

2.1 Total Costs and Funding							
		Funding Body			£'000		
	SSDC Capital: -	District Executive			50		
	Other Sources: - e.g. - Grants	Ilminster Town Council			11.2		
		Ilminster Senior football teams			5		
		Ilminster Junior football teams			5		
		S106 funding			113.8		
		External Funds (detailed in 2.3)			336.3		
		Potential shortfall			63.9		
	Total Capital Cost				585.2		
2.2 Breakdown of main areas of Capital cost (net)							
		2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	
	Topographical survey	2.2					
	Pavilion/Function Room Substructure						
	Pavilion/Function Room superstructures	52.6					
	48 Space Car Park External works	224					
	Provisional Sums*	78.5					
	Preliminaries	99.3					
	Professional Fees including project management	69.9					
	Floodlight/other Groundworks	8					
	Contingency 5% of gross capital costs	17.9					
		32.8					
	Totals	585.2					
*Includes provisional costs for items such as ground investigation, mechanical installation, plumbing, furniture, incoming services and site abnormalities							
2.3 External funds to be received							
		Secured ? Y/N	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000
	Gooch Trust	Y	40				
	Clarks Foundation	Y	20				
	Football Foundation	N	200				
	Sport England	N	75				
	Other	N	1.3				
	Totals		336.3				

2.4 Revenue Implications of Capital scheme							
		Cost Centre	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000
	Loss of interest @ 3.0% (PWL B 10yr rate 20.7.14)	FT922	1.5				
	(Savings in expenditure)						
	Revenue Costs						
	Revenue Income						
	Total Revenue Expenditure / (Net saving)		1.5				
	Cumulative						
2.5 Whole Life Costing							
	Estimated useful life of asset (years)						50 years+.
	Total Revenue Costs Year 1 to 5						Not our asset
	Annual revenue cost after year 5						Not our asset
	Total cost over whole life of asset						
2.6 VAT Implications							
	At present it has been assumed that there will be no VAT payable on this project. However, it looks likely that Ilminster Town Council may need to register for VAT in order to reclaim 100% of VAT on the build. This issue is likely to be debated at their Full Council meeting in December 2014. The Town Clerk is seeking professional advice on this matter.						
2.7 Impact on Band D							
	Additional spend						£50,000
	Lost interest at 3%						£1,500
	Divided by tax base						£56,141
	Cost per band D tax payer						£0.02

Additional information regarding costs/funding

A further revision to project capital costs is expected (December 2014) as a result of the possible installation of a photo voltaic panel on the roof. This may in fact reduce the shortfall a little.

However, the VAT liability for this project still needs to be confirmed by Ilminster Town Council and this could increase costs significantly.

While there currently is no policy on the percentage of partnership funding required from town/parish councils in relation to Capital Programme grants, Ilminster Town Council is conscious that they have only been able to commit a relatively modest cash sum into this project to date. However, at a later date they will need to cover the cost of the demolition of the existing changing rooms to complete this project, which is expected to cost in the region of a further £5,000.

It should also be noted that their auditor advised during 2014 that the Town Council holds a low level of general reserves and should consider whether there is a need to increase the level of reserve in future years. The Town Council therefore need to consider this advice during the

current precept process as well as setting money aside in the future for the delivery of the wider master plan for Ilminster Recreation Ground; which it is estimated will cost a further £650,000 over a period of years.

It should be noted that the Town Council is committed to oversee the delivery of the project and is willing to consider taking a loan to cover the shortfall either in part or its entirety. This is due to be discussed at their full council meeting in December 2014.

Other Options to Address the anticipated funding shortfall

There is further S106 funding that is likely to be received by the mid 2015 that could cover all or part of the remaining shortfall or enable part of the project to be delivered in a later phase subject to planning/legal approval.

Ilminster Town FC are also going to approach funders to ascertain whether further money may be made available to deliver the project in one phase.

Cost reduction options

Other options that could be considered to reduce costs include the self-build of the community function room which would save in the region of £15,500.

In addition the car parking could be reduced to 25 spaces and this would deliver a saving in the region of £27,000.

If the ground works for floodlighting were to be eliminated then this would reduce the project cost by £18,000 although the cost to do these works at a later date would be significantly higher.

If the community function room were to be eliminated in its entirety from the project then there would be a saving of around £20,000.

There is almost certainly some additional value engineering that could also be done to reduce build costs somewhat too.

3 Interested Parties

Name	Reason	Action required
Football Club	Project beneficiaries	SSDC to provide support with securing funding/taking project forward.
SSDC	Has identified quality deficiency in facility provision in Ilminster. Has also provided some officer support to progress the project.	N/a
Football Association	Provide technical guidance on design.	Keep informed
Sport England	Key Funding Partner	Keep informed.
Football Foundation	Key Funding Partner	Keep informed.

4 Other Useful Information

Capital cost figures contained within the report have been provided to Ilminster Town Football club by a qualified Quantity Surveyor (QS). The QS has advised including a 5% contingency for this project.

This project is a priority project for Somerset FA and therefore is likely to attract Football Foundation Funding of £200,000, subject to planning permission being secured in December 2015. An application to the Football Foundation has been submitted with a funding decision expected at the end of 2014 or early in 2015.

Sport England have confirmed interest in funding the project and require confirmation of ownership/security of tenure and confirmation of partnership funding and will take a final decision on funding in January 2015.

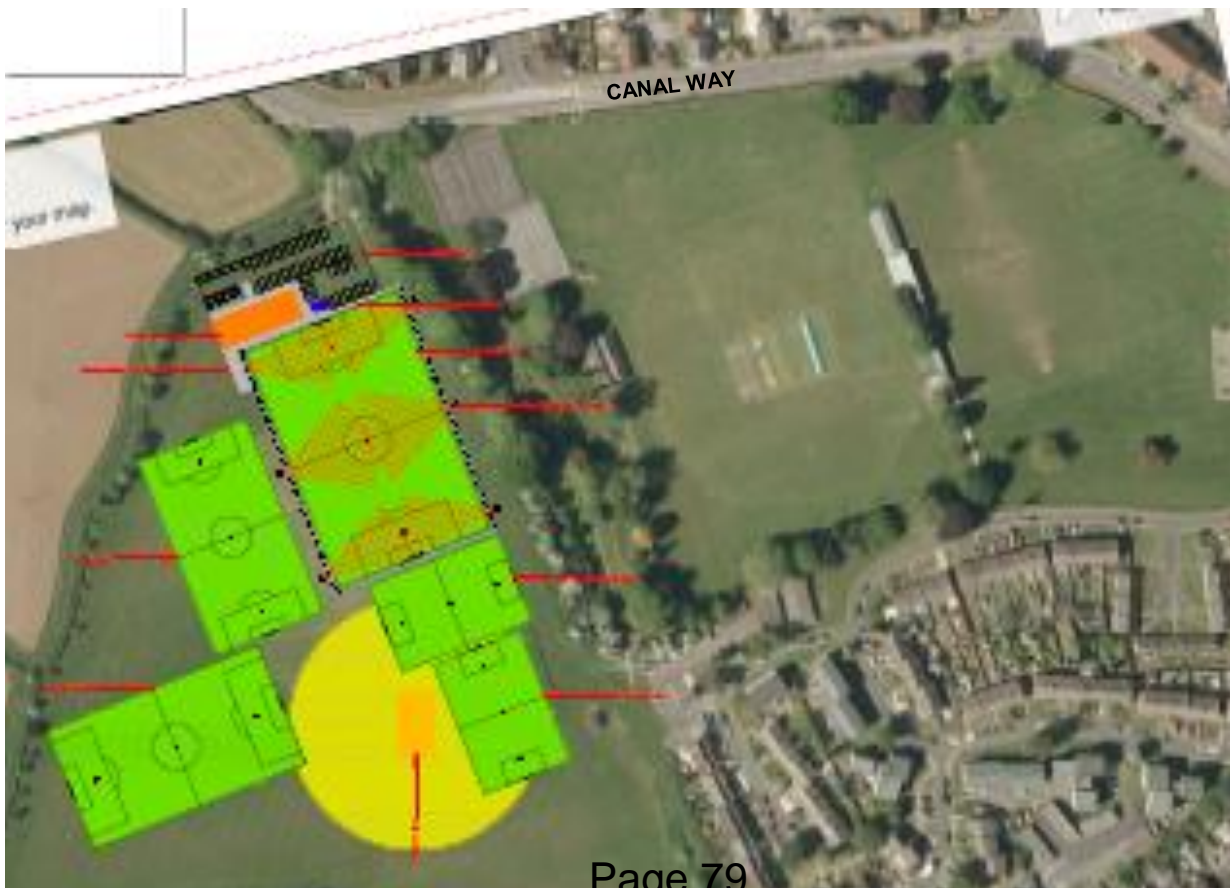
There is £20,845 of S106 money held by SSDC for playing pitch/changing room enhancement in Ilminster that needs to be spend by July 2015. Therefore if this project does not proceed in 2015, this money may need to be returned to the developer.

The Football Club and Town Council have a detailed business plan for this project which has been examined by officers.

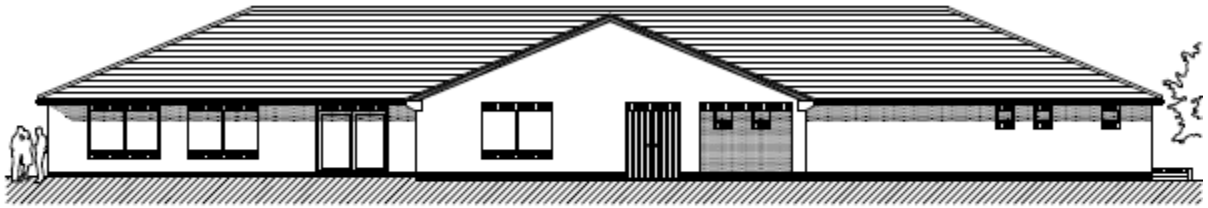
Pre-application advice on the design and location of the proposed building has been sought and valid planning application (14/04748/FUL) submitted on 23 October 2014.

If the applicant is successful in securing all funding to proceed with the project, a project manager will be appointed to oversee the delivery of the project on behalf of Ilminster Town Council and Ilminster Town Football Club.

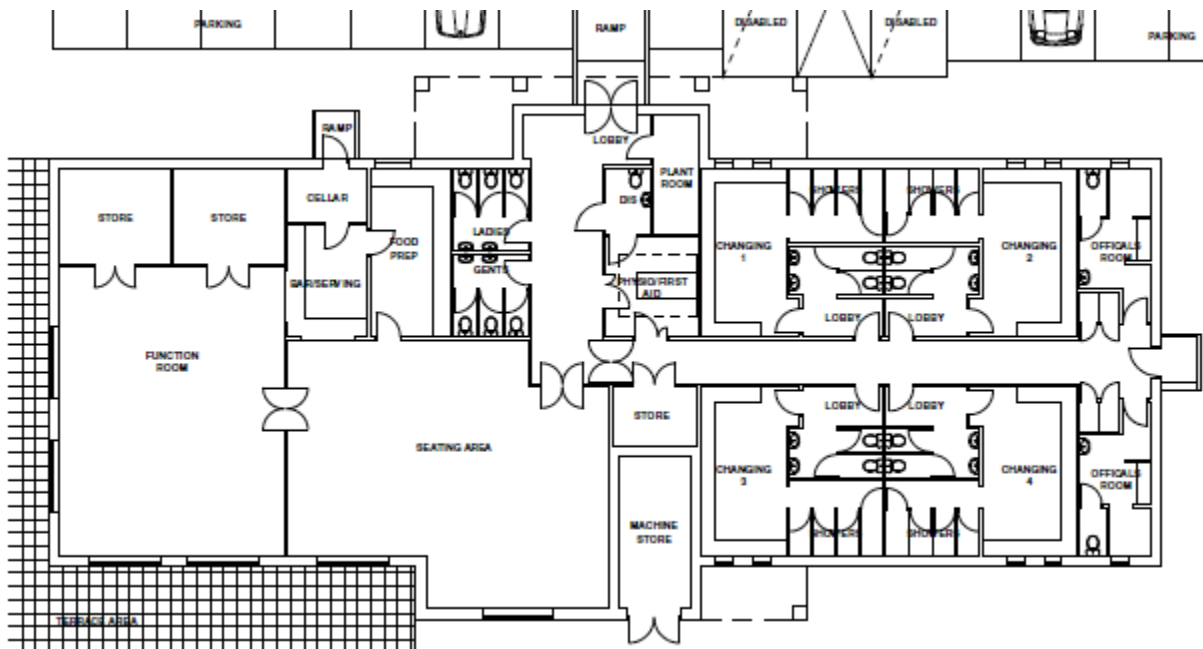
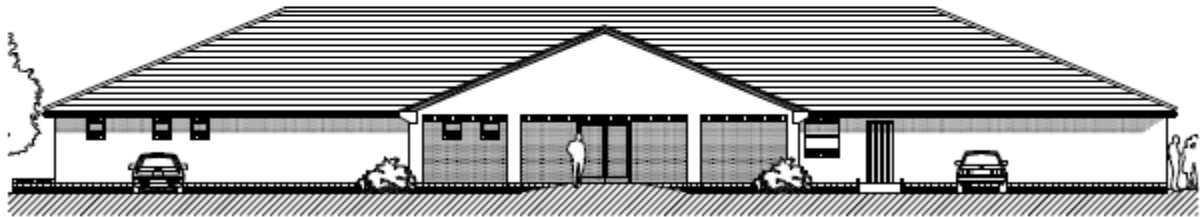
Appendix 1 – Site Location Plan, Britten Field, Ilminster Recreation Ground, off Canal Way



Appendix 2 - Building Elevations (front and rear) and internal layout



SOUTH EAST ELEVATION AS PROPOSED @ 1:100 SCALE



Agenda Item 11

Report of Scrutiny Task and Finish Group – Somerset Local Authorities Civil Contingency Partnership

Lead Member: Sue Steele, Chair of Scrutiny Committee
Assistant Director: Ian Clarke, Assistant Director Legal and Corporate Services
Service Manager: Emily McGuinness, Scrutiny Manager
Contact Details: Emily.mcguinness@southsomerset.gov.uk or 01935 462566

Purpose of the Report

To present the findings of the Scrutiny Task and Finish Group established to consider the role and function of the Somerset Local Authorities Civil Contingencies Partnership (SLACCP).

Forward Plan

This report appeared on the District Executive Forward Plan with an anticipated Committee date of January 2015.

Public Interest

Following on from the Major Incident declared in early 2014, the Scrutiny Committee commissioned a Task and Finish Group to consider the role and function of the Somerset Local Authorities Civil Contingencies Partnership and how the partnership will deliver effective Civil Contingencies arrangements going forward.

Recommendations

Members of the Task and Finish Group recommend that SSSC actively supports the review and re-launch of the Somerset Local Authorities Civil Contingencies Partnership as outlined in the Debrief Report and that:

- Clarification is sought from Somerset County Council at the earliest possible opportunity as to:
 - o the anticipated timescale for the review and re-launch as described in the debrief document – It is strongly recommended that the entire, comprehensive review is completed well in advance of the current partnership arrangements expiring in April 2015. In order to ensure value for public money, members recommend that no funding is agreed beyond April 2015 until the review as proposed has been completed.
 - o The Review process, in particular, who is conducting the review? Is the review sufficiently prioritised and adequately resourced? Such is the significance of this piece of work, members ask the Executive to consider offering some resource to assist with conducting the review.
 - o What is the scope of the review, in detail, and how can partners influence the scope and be actively involved in the review process?
- Members recommend that the review considers the governance arrangements within the partnership. At the very least an annual report should be considered by each

authority providing an opportunity for elected members to agree on shared aims, objectives and priorities and to consider performance over a preceding period. This is the minimum to ensure meaningful accountability within the partnership.

- Any re-launch of the partnership should clearly state what each partner can expect in return for their funding contributions, something similar to the SLA model considered by members during this review could be a useful template?

Background

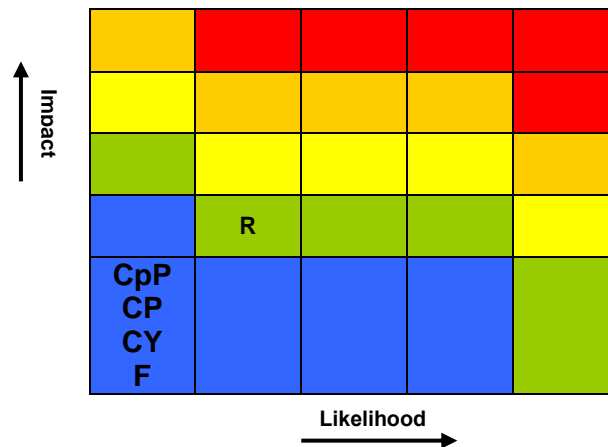
The report of the Task and Finish Group is attached at Appendix A.

Financial Implications

There are no financial implications of this report, other than members recommend that the SSDC financial commitment to the SLACCP is not increased until the proposed review is completed.

Risk Matrix

This matrix only identifies the risk associated with taking the decision as set out in the report as the recommendation(s). Should there be any proposal to amend the recommendation(s) by either members or officers at the meeting then the impact on the matrix and the risks it identifies must be considered prior to the vote on the recommendation(s) taking place.



Key

Categories	Colours (for further detail please refer to Risk management strategy)
R = Reputation	Red = High impact and high probability
CpP = Corporate Plan Priorities	Orange = Major impact and major probability
CP = Community Priorities	Yellow = Moderate impact and moderate probability
CY = Capacity	Green = Minor impact and minor probability
F = Financial	Blue = Insignificant impact and insignificant probability

Council Plan Implications

Continue to support communities to minimise flood water risks.

Final Report of Scrutiny Task and Finish Group – Somerset Local Authorities Civil Contingency Partnership

Introduction

The Flooding events of the last couple of years and more specifically, winter 2013 brought the issue of Civil Contingencies in Somerset very much to the fore. Additionally, there has been some discussion as part of a previous SSDC Scrutiny review of partnerships about the level of funding given to the Somerset Local Authorities Civil Contingency Partnership ('The Partnership') and how this investment is monitored.

It is important to note that this review has NOT been instigated by any concerns as to the performance of those officers employed at all levels in delivering the Civil Contingencies function across the district, the aim of the review has always been to better understand the structure of the partnership and the roles and responsibilities of partner organisations.

Members of the Task and Finish Group (TAF) acknowledged that following the Major Incident declared earlier this year, there was and continues to be, a significant level of activity around the partnership – in particular the debrief process which looks to identify lessons learnt and potential future improvements. Members of the TAF have therefore structured their review around a few key issues which should hopefully aid this wider review process and contribute to some positive outcomes.

Essentially, this review looked to establish clarity about the roles within the partnership and what SSDC residents can expect in return for the £37k plus contributed on annual basis.

As with all Scrutiny reviews, members looked at examples of how Civil Contingencies work is delivered in other two tier local authority areas. The SSDC Civil Contingencies Manager also works on behalf of East Devon District Council, where there are no formal partnership arrangements. Members were therefore able to compare and contrast the Somerset and Devon arrangements in coming to their conclusions.

Nationally members identified a best practice model that exists in the North East of England between Darlington Borough Council and Durham County Council. In this model, Darlington Borough Council entered into a Service Level Agreement with Durham County Council. Under this arrangement, Darlington, the second tier authority, pay an agreed sum to Durham County Council on an annual basis in return for a clearly stated service (details of the SLA are attached at Appendix 1 to this report). Members of the TAF used this SLA document as a basis for their discussions with those SSDC Officers responsible for delivering Civil Contingencies, Laurence Willis – Assistant Director – Environment and Pam Harvey – Civil Contingencies and Business Continuity Manager.

Legal framework / context

As part of the review members were briefed on the Civil Contingencies context and within that, the roles and responsibilities of the various agencies. For the purposes of this review, members agreed the terms Emergency Planning and Civil Contingencies were interchangeable. As a discipline, emergency planning is the process by which 'emergency incidents can be prevented, and if they occur, their effects mitigated. An emergency is defined in Section 1 of the Civil Contingencies Act (CCA) 2004 as:

- a) An event or situation which threatens serious damage to human welfare;
- b) An event of situation which threatens serious damage to the environment of a place in the UK; or
- c) War or terrorism which threatens serious damage to the security of the United Kingdom.

Organisations required to develop emergency plans or who have a stake in responding to 'emergencies' are classified by the CCA into two categories. Category One organisations are 'first responders' - local authorities, NHS bodies and the emergency services, placing both district and county councils in the same category. Category 2 organisations are co-operating bodies – such as transport providers, utility companies and the Health and Safety Executive. These bodies are expected to assist as part of a response to an emergency or where an emergency directly impacts on their service area. Effective partnership working is advocated as the foundation for successful emergency planning and as such all those with a stake in emergency planning are drawn together to form Local Resilience Forums. LRF's are partnerships, rather than formal legal bodies which mirror police force areas, but they do have statutory responsibilities under the Act and associated regulations. In addition to this, a range of local organisations are required under the terms of the CCA and Flood and Water Risk Management Act 2010, to work together to tackle the risk of emergencies – so partnership working is partnership working is inherent in Emergency Planning / Civil Contingencies.

Somerset Position

Against this background, the Somerset Local authorities Civil Contingencies Partnership is a formal partnership between the 6 Somerset Local Authorities. The Civil Contingencies Unit is the working arm of the partnership and is funded by all local authorities to plan and co-ordinate emergency responses across the county. Although physically hosted by Somerset County Council, both the partnership and the Civil Contingencies Unit remain theoretically answerable to all funding partners South Somerset District Council Pays around £30,000 p.a. into the partnership.

Summary of issues discussed

The need for some level of partnership working is acknowledged by members of the Task and Finish Group and the successes of this approach to date were noted. After

consideration of both the best practice model and discussions with officers, members of the TAF felt that there could be room for improvement with the current partnership arrangements. At this point, it is worth reiterating that the CCU themselves have identified a series of improvements necessary for the future success of the partnership, many of which mirror those recommended by members of this TAF. Their recommendations are contained within the Somerset Local Authorities Debrief report, which is not yet publically available. It is therefore proposed that if endorsed, the recommendations of this report are submitted to those CCU officers conducting the partnership review identified in the Local Authority Debrief document recently produced following the 2014 Major Incident.

In making the following recommendations, members stated that the SLACPP is in effect an historic partnership and given the knowledge and experience partners now have, then perhaps the current format would not be seen as the most suitable **if** a new partnership were being proposed at this stage. As part of the review process, members did consider the possibility of withdrawing from the partnership and working towards a situation similar to that in Devon. However, they concluded that it would not be appropriate to withdraw entirely without giving the partnership and those involved in delivering its aims and objectives sufficient opportunity and support to implement change and improvements.

The current position is that there is a Somerset Local Authorities Civil Contingencies Partnership in place and members of the TAF wished to reiterate that they are supportive of the partnership and, if their recommendations are taken on board, they are confident that it will prove to be a useful vehicle for delivering a cohesive approach to Civil Contingencies across Somerset.

The existence of the partnership should not be seen as an opportunity for SSDC or any other partner to absolve themselves of their statutory civil contingency responsibilities, there remains a need to retain in house capacity. However, the partnership does exist to fulfil the majority of duties of the Somerset Local Authorities and how it does this needs further clarification. Members of the Task and Finish Group feel that the following recommendations will go a considerable way to achieving this.

Recommendations:

The current funding / partnership arrangements are due to expire in April 2015. Members of the Task and Finish Group are strongly of the opinion that there should be no increase of funding from SSDC to the partnership in the short to medium term – the current level of £37k p.a. seems more than adequate given the spending of the other authorities contacted.

Members of the TAF were pleased note that the local authority debrief process had identified many concerns similar to those identified in this review, and hope that this represents an accepted mechanism for driving forward improvements within the partnership. However, in terms of this approach, members of the Task and Finish Group recommend that:

- Clarification is sought from Somerset County Council at the earliest possible opportunity as to:

- the anticipated timescale for the review and re-launch as described in the debrief document? – It is strongly recommended that the entire, comprehensive review is completed well in advance of the current partnership arrangements expiring in April 2015. In order to ensure value for public money, members recommend that no funding is agreed beyond April 2015 until the review as proposed has been completed.
 - The Review process, in particular, who is conducting the review? Is the review sufficiently prioritised and adequately resourced? Such is the significance of this piece of work, members ask the Executive to consider offering some resource to assist with conducting the review.
 - What is the scope of the review, in detail, and how can partners influence the scope and be actively involved in the review process?
- Members recommend that the review considers the governance arrangements within the partnership. At the very least an annual report should be considered by each authority providing an opportunity for elected members to agree on shared aims, objectives and priorities and to consider performance over a preceding period. This is the minimum to ensure meaningful accountability within the partnership.
 - Any re-launch of the partnership should clearly state what each partner can expect in return for their funding contributions, something similar to the SLA model considered by members during this review could be a useful template?

Appendix 1

Services to be provided under SLA between Darlington Borough Council and Durham County Council

Under the terms of the agreement, Darlington Borough Council (the client) contract the supplier (Durham County Council) to deliver the following services:

1. Provide a 24/7 Duty Officer Scheme to receive and respond to notifications of potential or actual emergency situations within the Client area:
2. Provide on a 24/7 basis Civil Contingencies Officer to act as specialist advisors to Silver Commanders and Gold Officers in response to an emergency or during the recovery phase of an emergency;
3. Provide on a 24/7 basis Civil Contingency Officer to act as specialist advisors to the Recovery Co-ordinating Group and subsequent working groups, following an emergency:
4. Provide day to day liaison with Voluntary Organisations who form the Voluntary Emergency Liaison Group and activate such voluntary organisations during both emergency response and recovery;
5. Produce and distribute on behalf of the Client SITREPS during the response to an emergency:
6. Assist the client with the internal debriefing process following an emergency including the identification of lessons learned and the production of an Improvement Action Plan.
7. Assist the client with the external debriefing process including, where necessary, representing the client at such debriefs;
8. Produce and maintain as required an annual Emergency rest centre Manager om-call rota;
9. Undertake monthly call-out testing if the Client's Emergency Rest Centre manager rota;
10. Maintain an internal Civil Emergencies Contacts Directory on behalf of the client
11. Maintain a multi-agency Civil Emergencies Contacts list;
12. Horizon scan to identify any new civil contingencies issues which need to be considered and present these,, along with recommendations, to the Client Manager;

13. Monitor for interoperability opportunities across their own work and that of the Client to maximise support opportunities to the LRF: e.g. mutual aid;
14. To represent the Client at LRF, multi-agency or regional meetings if the Client is unable to attend;
15. Provide access to a team of trained Civil Contingency Officers who have Integrated Emergency Management skills, knowledge and experience across the spectrum of civil contingencies including CBRNE, counter terrorism, excess deaths and mass fatalities, COMAH, pipelines, aviation, flooding and inundation:
16. Prepare plans and procedures which are robust, fit for purpose and meet the statutory needs of the Client. This will include national research, identification of best practice and where possible innovation in order to set best practice. Draft plans for the client and oversee the plan distribution and review process;
17. Work with Category 1, Category 2, Other Co-opting bodies and the Voluntary Sector in order to fulfil the statutory duties stated in the Civil Contingencies Act 2004;
18. Provide civil contingencies information for inclusion on the Client's website and intranet;
19. Produce an annual training and exercising programme to meet the needs of the Client's Gold Officers, Silver Commanders, Local Authority Site Liaison Officers, Emergency Support Staff and Emergency Rest Centre Managers, this will include 6 themed Emergency Responder Group meetings per year;
20. Deliver and evaluate training to the Clients' Recovery Co-ordinating Group and the subsequent recovery working groups;
21. Deliver and evaluate training to the Clients' Gold Officers, Silver commanders, LASLOs, Emergency Support Staff and Emergency Rest Centre Managers;
22. Deliver and evaluate training to the Client's key officers responsible for producing Business Continuity Plans;
23. Identify and promote opportunities for cross-border training between Client and Supplier
24. Where appropriate, assist in responding to national consultative documents relating to civil contingencies.

Agenda Item 12

Increasing Management Capacity at Yeovil Crematorium

Executive Portfolio Holder: Peter Gubbins, Chairman of Area South Committee
Strategic Director: Rina Singh, Place and Performance
Assistant Director: Kim Close, Communities
Service Manager: Kim Close, Area Development Manager – Area South
Lead Officer: Kim Close, Area Development Manager – Area South
Contact Details: Kim.close@southsomerset.gov.uk or 01935 462708

Purpose of the Report

To seek approval for the introduction of new management arrangements for Yeovil Crematorium.

Forward Plan

This report appeared on the District Executive Forward Plan with an anticipated Committee date of January 2015.

Public Interest

SSDC jointly owns Yeovil Crematorium with Yeovil Without Parish Council (YWPC) as tenants in common with SSDC holding 89% and YWPC the remaining 11%.

The management of the Crematorium is currently overseen by the Joint Burial Committee, which sets fees and charges and is responsible for the overall supervision and governance of the facility. The current membership of the Joint Burial Committee is 3 members from SSDC, 2 from Yeovil Town Council (YTC), 2 from Yeovil Without Parish Council (YWPC), and 1 from Brympton Parish Council (BPC).

This report seeks approval for new management arrangements (subject to consultation) for the crematorium designed to increase the overall management capacity.

Recommendations

1. That subject to satisfactory consultation responses being received District Executive approves the implementation of new management arrangements for Yeovil Crematorium.
2. That responsibility is delegated to the Assistant Director – Communities in consultation with the Chair of the Area South Committee to carry out consultation with the Members of the Joint Burial Committee.
3. That responsibility is delegated to the Assistant Director – Communities in consultation with the Chair of the Area South Committee to develop a management agreement with YWPC.
4. That responsibility is delegated to the Assistant Director – Environment in consultation with the Chair of the Area South Committee to oversee the implementation of any new management arrangements.

Background

SSDC jointly owns Yeovil Crematorium with YWPC as tenants in common with SSDC holding 89% and YWPC the remaining 11%.

The management of the Crematorium and Yeovil Cemetery is currently overseen by the Joint Burial Committee, which sets fees and charges and is responsible for the overall supervision and governance of the facilities. The current membership of the Joint Burial Committee is 3 members from SSDC, 2 from Yeovil Town Council (YTC), 2 from YWPC, and 1 from Brympton Parish Council (BPC).

Under the current arrangements the management of the Crematorium is provided via an agreement with Yeovil Town Council. The Town Clerk currently manages the Crematorium in return for a small annual fee and a small payment is also made direct to YTC to cover some administrative costs. Property Services, Financial Services, Human Resources, Insurance, Health and Safety and ICT support is provided through South Somerset District Council. All of the staff at the Crematorium and the Cemetery are employees of SSDC.

Proposed Changes

It is proposed that from the 1st February 2015 subject to consultation that SSDC will take over the overall management of the Crematorium. Within SSDC this role will be undertaken by the Environmental Health Manager who will co-ordinate the services involved in the day to day running of the facility supported by the Principle Environmental Protection Officer. SSDC's Environmental Health Manager is part of the Directorate for Operations and Customer Focus, which gives him access to a broad range of resources including Property and Engineering, Lufton Depot, Building Control, Business Continuity and Health and Safety. Many of these are already involved in the work of the Crematorium and all fall within the remit of the Assistant Director for Environment Services.

All SSDC corporate standards and policies will apply including overtime, sickness, travel claims, recruitment, financial procedures, payments and contracts. SSDC's Environmental Health Manager will carry out regular checks of the cleanliness and appearance of the Crematorium. A quarterly management team meeting will be held to co-ordinate the teams from SSDC and the Crematorium and include a forward plan of improvements that can be included in work plans and the budget process. A representative from YWPC will be invited as well as the Yeovil Town Clerk where there is a need to discuss pre-agenda items.

The preparation of the budget and budget monitoring reports for the Crematorium will be the responsibility of the Environmental Health Manager and presented by him to the Joint Burial Committee.

The Yeovil Town Clerk will continue to provide support for the Joint Burial Committee including preparing agendas and reports, act as Clerk to the meeting and produce minutes.

Key benefits of the proposed new arrangement

- To provide the opportunity to build a comprehensive vision for the facility in the future;
- To ensure that there is a senior management presence on a daily basis (on site or close off site) to deal with any issues that arise;
- To put in place a program of refurbishment to bring the facility up to date;

- To ensure the delivery of some key actions identified by Audit e.g.
 - Ensuring that the risk register is maintained and regularly reviewed and understood;
 - Ensuring risk assessments and mitigation of those risks are in place;
 - Ensuring funeral directors have signed a code of conduct and strengthening our links with them to improve the service to the public;
 - Carrying out regular health and safety inspections;
 - Co-ordinating the management of all of the services involved in running the Crematorium and Cemetery;
 - Co-ordinating staff training, opportunities and appraisals;
 - Reviewing complaints and public feedback

It also provides the opportunity to evaluate and resolve in issue of the future use of the Poppy Field on the crematorium site. It should be noted that the Poppy field is part of the Crematorium and is therefore owned by SSDC (89%) and YWPC (11%).

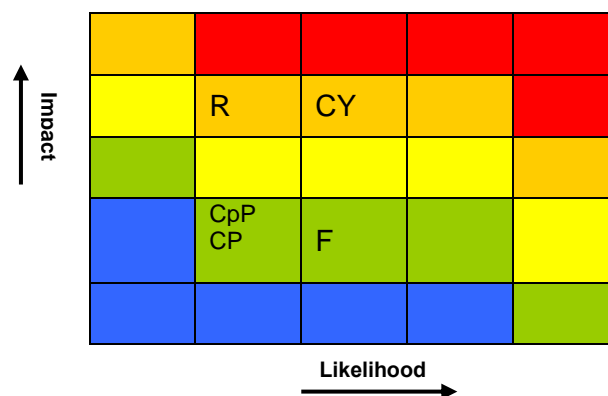
Financial Implications

There are currently no initial financial implications of the implementation of this proposal, as the new work will be added to The Environmental Health Manager's existing duties.

Decisions around financing the new management arrangement on a permanent basis will be made once a full evaluation of the management requirements is complete. This may include a need to backfill some of the SSDC work of the Environmental Health Manager and on evaluation there will need to be a recharge made to the Crematorium that will be dependent on the time required. It is suggested that the new role could start in February 2015. An evaluation will be made and reported back to the Joint Burial Committee and District Executive in the autumn with possible recommendations for amendments to the Joint Burial Committee legal agreement if required.

Risk Matrix

This matrix only identifies the risk associated with taking the decision as set out in the report as the recommendation(s). Should there be any proposal to amend the recommendation(s) by either members or officers at the meeting then the impact on the matrix and the risks it identifies must be considered prior to the vote on the recommendation(s) taking place.



Key

Categories	Colours <i>(for further detail please refer to Risk management strategy)</i>
R = Reputation	Red = High impact and high probability
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F = Financial	Blue = Insignificant impact and insignificant probability

Council Plan Implications

Council Plan 2012 – 2015 – Focus 1 - Jobs.

Carbon Emissions and Climate Change Implications

Investment in the Crematorium will introduce more energy efficient technology.

A. the annual report on “greenhouse gas emissions from local authorities own estate and operations” to Defra and;

B. wider carbon implications

Equality and Diversity Implications

An Equalities impact assessment would be developed as part of the consultation and planning process.

Background Papers

None

Agenda Item 13

Upgrade to the ICT Helpdesk System

Executive Portfolio Holder: Henry Hobhouse, Property and Climate Change
Strategic Director: Mark Williams, Chief Executive
Assistant Director: Donna Parham, Finance and Corporate Services
Service Manager: Roger Brown, ICT Manager
Lead Officer: Roger Brown, ICT Manager
Contact Details: roger.brown@southsomerset.gov.uk or (01935) 462462

Purpose of the Report

As a cost saving measure some years ago the maintenance and support of the ICT Service Management System was cancelled. Consequently the system has remained static for 7 years and is in need of upgrade. One of the key drivers for the upgrade is that the system will only run on a server operating system that goes out of support in March 2015 after which the authority would be non-compliant and at risk of losing its connection to the Government Network.

Forward Plan

This report appeared on the District Executive Forward Plan with an anticipated Committee date of 8th January 2015.

Public Interest

The ICT Service Management system is key for logging all works requests and support issues to the service. The system has not been upgraded for 7 years during which time there has been a saving, however it now needs to be upgraded because it is holding back other upgrades that will have security related implications if not done by April 2015. Property Services also need a system for recording service requests and the system they currently use is also aging and keeps failing. ICT and Property Services have therefore agreed to use the same system and share the support and maintenance costs.

Recommendation(s)

1. That members approve the upgrade to the ICT Helpdesk System;
2. That the Capital costs of £37,400 are found from the ICT Capital Reserve and that the ongoing revenue costs of £5,700 are added to the Medium Term Financial Plan for 2015/16 as an additional budget requirement.

Background

In 2007 ICT moved away from mainstream support with Frontrange to third party support for their ICT Service Management System (HEAT). The result was that the system was supported in terms of development but not for version upgrades. The consequence is that the system is now seven years old and only able to run on a server operating system that will go out of support and become non-compliant in March 2015.

Report Detail

Other Service Management systems have been investigated, including the Microsoft software that is included with our Microsoft Enterprise Agreement (MEA). In August 2013

Trustmarque Solutions (our MEA vendor) identified that the cost of gaining familiarity with the modelling for five processes with the Microsoft system was £15,000. A conservative estimate was that the number of processes that would need to be modelled would be at least four times this. Hence the additional cost of system configuration and training in use and maintenance was not pursued as it became clear that the additional cost of using the “included” software was significant. We concluded that the Microsoft system was really intended for larger organisations and that not only the cost, but also the risk of moving to a totally new system was too high for us to move in that direction.

We also looked at Civica’s APP product as used by Environmental Health but found that it was dedicated to Public Protection and to try and adapt it for use as an ICT Service Helpdesk system would impose compromise in usage and reporting for both services. In addition the ICT related pro rata annual maintenance costs would be around £12,000 per annum compared to about £4,000 for the Frontrange solution. The capital setup costs were therefore not investigated.

It was therefore agreed that we would look at our options around our current Service Management system and establish whether the functionality of the current version has improved compared to the seven year old version in use at the moment.

In August 2014 Frontrange attended the SSDC offices and gave a demonstration to ICT of the latest version of the product. The demonstration addressed the failings of the version ICT are using at the moment with many new features including:-

- The ability to keep all email within HEAT, rather than have to import or make reference to email in another system.
- Workflow within HEAT so that processes can be defined and followed in relation to incidents and known problems and provide enhanced call management for solutions that move through a process.
- Improved problem management so that multiple calls in relation to a single incident are not duplicated.
- Integration with Microsoft Active Directory (the central network system which controls all user accounts) so that a separate database of user accounts within the Service Management system is not required.
- The system would also be capable of meeting the Property Services requirement for the replacement of their PSR system

Frontrange Professional Services would be used to deploy the upgraded system. The upgraded system offers far more functionality and behind the scenes is a far more enhanced system so training in technical administration and use would be required to ensure that the best use is made of the enhancements. It is envisaged that the training would involve suitable delegates from ICT and Property Services.

Financial Implications

The capital costs are as follows:-

Description	Cost
One Off Licencing Costs (10 for ICT and 6 for Property Services. The	£22,400

costs will be split on a pro rata basis)	
Professional Services and Training	£15,000
Total Capital Cost	£37,400

The cost will be met from the Capital ICT Reserve which currently stands at £241,000. If members agree the recommendations in this report £203,600 will remain for other new schemes.

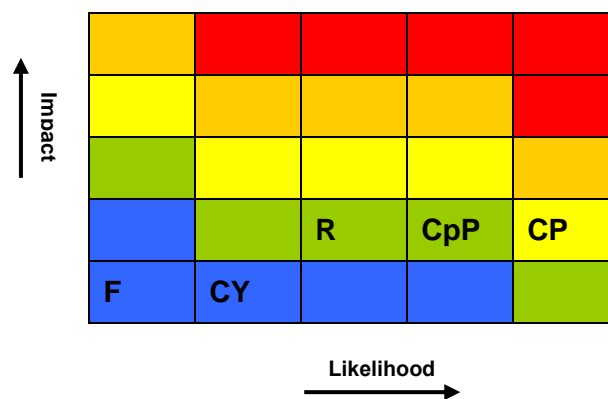
The revenue costs are as follows:-

Description	Cost
Support and Maintenance	£4,500
Loss of Interest	£1,200
Total Revenue Cost	£5,700

If Members approve the recommendations £5,700 will be added as an additional budget requirement for 2015/16.

Risk Matrix

This matrix only identifies the risk associated with taking the decision as set out in the report as the recommendation(s). Should there be any proposal to amend the recommendation(s) by either members or officers at the meeting then the impact on the matrix and the risks it identifies must be considered prior to the vote on the recommendation(s) taking place.



Key

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Corporate Priority Implications

By providing desktop and network infrastructure backed up by an effective support service, ICT underpins the whole organisation. By logging all support requests, requests for work and monitoring progress and performance the upgraded ICT Helpdesk System will play a key part in the management of ICT service delivery.

Carbon Emissions and Climate Change Implications

Our Climate Change Officer has been contacted and had the following comment: “An efficient ICT system is required to facilitate home working. Home working reduces desk space requirements and the need to travel with subsequent reductions in carbon emissions.”

Equality and Diversity Implications

Our Equalities Officer has been contacted and has no comments to add.

Background Papers

None



South Somerset District Council Project Brief

Approved Budget within Service Plan? ~~Yes~~/ No

Project Number: 2014-17

Project Name: Upgrading the ICT Helpdesk System to the Current Version

Date Created: 08/08/2014
Document Version: 1.1
Author: Roger Brown

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0 Document Control

0.1 Document Approval

Name	Organisation	Role	Approval	Date

0.2 Revision History

Version	Author	Review	Reason For Issue	Date
1.0	Roger Brown	Nicola Hix	Initial Draft	
1.1	Nicola Hix	Roger Brown / Garry Green	Financial sections updated	02/12/14

0.3 Document Distribution

Name	Organisation	Role
Garry Green	SSDC	Property Services Manager

0.4 Document References

Section Reference	Document Referred	Document Title

1 Purpose

There are a number of reasons this project needing to be carried out:

- The ICT Service Management/ Helpdesk system has not been upgraded to the current version of the product for 7 years and for compliance reasons now needs to be upgraded to reduce operational risk and exposure to vulnerabilities associated with running old software.
- To upgrade the host server's operating system which goes out of mainstream support in March 2015.
- To allow Property Services to replace the unreliable Property Services Request (PSR) system.

2 Project Outline

- Project Brief to Management Board identifying need, objectives and funding requirements
- Indicative start date
- Employ Frontrange (the software vendor) professional services to manage deployment and training
- Implement objectives

2.1 Authority Responsible

This is an internal decision within the ICT management team that has also been discussed at the ICTB Board.

2.2 Background

In 2007 ICT made a budget lead decision to move away from mainstream support with Frontrange to third party support for their ICT Service Management System (HEAT). The result was that the system was supported in terms of development but not for version upgrades. The consequence is that the system is now seven years old and only able to run on a server operating system that will go out of support and become non-compliant in March 2015.

It should be noted that the cost savings through cancelling the support agreement in 2007 are similar to the cost of this project. However as we have been without the benefit of support, maintenance and the current version of the product throughout that time, some of which exposes a risk should the system fail, we shall enter into a support agreement should this project gain approval.

Other Service Desk systems have been investigated, including the Microsoft software that is included with our Microsoft Enterprise Agreement (MEA). In August 2013 Trustmarque Solutions (our MEA vendor) identified that the cost of gaining familiarity with the modelling for five processes with the Microsoft system was £15,000. A conservative estimate was that the number of processes that would need to be modelled would be at least four times this. Hence the additional cost of system configuration and training in use and maintenance was not pursued as it became clear that the additional cost of using the "included" software was significant. We concluded that the Microsoft system was really intended for larger organisations and that not only the cost, but also the risk of moving to a totally new system was too high for us to move in that direction.

We also looked at Civica's APP product as used by Environmental Health but found that it was dedicated to Public Protection and to try and adapt it for use as an ICT Service Helpdesk system would impose compromise in usage and reporting for both services. In addition the ICT related pro rata annual maintenance costs would be around £12,000 per annum compared to about £4,000 for the Frontrange solution. The capital setup costs were therefore not investigated.

It was therefore agreed that we would look at our options around our current Service Management system and establish whether the functionality of the current version has improved compared to the seven year old version in use at the moment.

In August 2014 Frontrange attended the SSDC offices and gave a demonstration to ICT of the latest version of the product. The demonstration addressed the failings of the version ICT are using at the moment with many new features. Namely:-

- The ability to keep all email within HEAT, rather than have to import or make reference to email in another system.
- Workflow within HEAT so that processes can be defined and followed in relation to incidents and known problems and provide enhanced call management for solutions that move through a process.
- Improved problem management so that multiple calls in relation to a single incident are not duplicated.
- Integration with Microsoft Active Directory (the central network system which controls all user accounts) so that a separate database of user accounts within the Service management system is not required.
- The system would also be capable of meeting the Property Services requirement for the replacement of their PSR system

Property Services have also seen a demonstration of the system to ensure that they are happy that it can meet their requirements.

Frontrange Professional Services would be used to deploy the upgraded system. Though the upgraded system carries a similarity to the old system it offers far more functionality and behind the scenes is a far more enhanced system so training in technical administration and use would be required. It is envisaged that the training would involve suitable delegates from ICT and Property Services.

2.3 Project Objectives

- Facilitate the upgrade of the server that hosts the ICT Helpdesk / Service Management System removing compliance issues around running an unsupported server operating system
- Upgrade the Service Management software to the currently supported system removing risks around running old unsupported software with vulnerabilities
- Utilise enhanced features to improve call management and reporting.
- Resolve Property Services problem's with their PSR system
- Re-establish mainstream support with the vendor so we don't have the same problem again and keep our software up to date

2.4 Project Scope

Inclusions

- Upgrading the host server operating system

- Upgrading the ICT Helpdesk System
- Replacing the Property Services PSR system
- Training in use and administration
- Utilise enhanced features
- Re-establishing mainstream support

Exclusions

- Migration of existing call data – the system structure is such that this would not be cost effective so the new system will start with fresh data.

Constraints and Decisions

- If we do not proceed with this project then ICT will need to continue to run a server operating system that goes out of support in March 2015 and Service Management software that is seven years old and aging.
- Property Services will still have a problem with their PSR system.
- We have negotiated an additional 30% discount on the licence cost which expires on 27th October 2014.

Interfaces

Any interfaces will be dealt with by ICT as a part of the project.

2.5 Quality Expectations

- HEAT Service Management system in place and fully functional for ICT and Property Services.
- Call categories and Types as appropriate redefined as part of the project
- Email integration within HEAT operational
- Workflow within HEAT operational

2.6 Carbon Management

The project is carbon neutral.

3 Initial Business Case

3.1 Reasons

The key drivers are:

- The requirement to move from the server platform on which the ICT Service Management software
- The need to upgrade the ICT Service Management Software to a supported version
- The need to replace the Property Services PSR system

3.2 Anticipated Benefits

Anticipated benefits are:

- Removes compliance issues around running unsupported software
- Removes the risk that vulnerabilities in old software could be exploited
- Improvements will be across two systems
- Improved management of ICT incidents
- More accurate measurement and reporting of performance
- Utilisation of enhanced feature set to bring operational efficiencies

- Gets a key ICT system back into mainstream support
- Solves the Property Services problems with the aging PSR system

3.3 Options

The project outcomes can be met by utilisation of other systems however those options have been investigated and discounted on the basis of cost, risk and the fact that the current version of what we already have is a comprehensive Service Management system.

3.4 Key Project Information Summary

3.4.1	Expected Duration Of Project			
	Start date:	October 2014		
	Other Key Milestones with Dates:	Training: October / November 2014		
	Expected Completion Date:	November 2014		
3.4.2	Estimate of Officer Time Required: -			
	Officer's Name	Estimate of Officer hrs	Officer available? Y/N	Agreement of Officer? Y/N
	<u>ICT</u>			
	Roger Brown	35	Y	Y
	Tim Puffett	65	Y	Y
	Ben Warman	40	Y	Y
	David Chubb	50	Y	Y
	Paul Angulo	75	Y	Y
	Desktop Support Person	60	Y	Y
	Jess Power	30	Y	Y
	<u>Property Services</u>			
	Garry Green	30	Y	Y
	David Coombs	60	Y	Y
	Property Services Person	45	Y	Y
	Comment by Property Services:	Proposed system will meet the requirements for the property request (PSR) needs subject to final discussions with the consultants Property Services will be able to resource the project as detailed		
	Comment by Information Systems (if new IT system):	This is an ICT initiated project.		
	Comment by Green Team:	This project is carbon neutral. There are no opportunities to reduce carbon production through this project.		
	Comment by Community Cohesion Officer:	There is no community cohesion impact.		
	Comment by Other Services requiring significant input:			

3.4.3 Risk Assessment	
Risk	Steps taken to mitigate Risk
<p>This is more around the consequences of not committing the funds. The ICT Helpdesk system is a key item of software that records, distributes and monitors incoming call tickets from customers. Although the current version of the product brings technical improvements, this bid is driven by a compliance requirement to move it from a server that will go unsupported in 2015.</p> <p>It is anticipated that the revenue implications will be met from the existing ICT and Property Services budgets.</p> <p>ICT do not have the expertise or resource to deploy the new system</p> <p>ICT/Property Services staff do not know how to use the system properly / Training is not sufficient.</p>	<p>Engage the vendor to carry out the key deployment stages such as installation, enablement, configuration and customisation.</p> <p>Investigate training options to ensure sufficient training is delivered at best value.</p>

4 Financial Investment

4.1 Financial Investment – Capital Projects

4.2.1 Total Costs and Funding – Capital Project		Funding Body		£' 000			
	SSDC Capital: -	ICT Capital Reserve		37.4			
	Total Capital Cost			37.4			
4.2.2 Breakdown of main areas of cost		2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000	
	Licencing Professional Services & Training	22.4 15					
	Totals	37.4					
4.2.3 External funds to be received		Secured? Y/N	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000
	N/A						
	Totals						

4.2.4 Revenue Implications of Capital scheme							
		Cost Centre	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000
	Loss of interest @ 3.0% (PWLB 10yr rate 20.7.14)	FT922	1.2				
	(Savings in expenditure)						
	Revenue Costs by Individual Budget:						
	- 10 x Licences for ICT	TS610	2.8				
	- 6 x Licences for Property Services	KP602	1.7				
	Revenue Income						
	Total Revenue Expenditure / (Net saving)		5.7				
	Cumulative						
4.2.5 Whole Life Costing							
	Estimated useful life of asset (years)						5
	Total Revenue Costs Year 1 to 5						£22,500
	Annual Revenue Cost after year 5						-
	Total cost over whole life of asset						£25,000
4.2.6 VAT Implications							
	Based on the current information provided to us, VAT is recoverable on this project.						
4.2.7 Impact on Band D							
	Additional spend						£37,400
	Lost interest at 3.0%						£1,200
	Divided by tax base						£54,960
	Cost per band D tax payer						£0.02

5 Project Organisation

5.1 Provisional Project Management Team

Name	Role/ Title
Roger Brown	Project Sponsor
Fronrange (To Be Confirmed)	Project Manager
Donna Parham	User Representative
Dominic Mensa Fronrange	Supplier Representative

5.2 Interested Parties

Name	Reason	Action required
Garry Green, Property Services	Existing PSR system is unreliable and in need of replacement.	Involve in consultation process with supplier. Involve in installation and deployment to staff.

Agenda Item 14

Commercial Property Disposals – Winsham Allotments and Band Hut

Executive Portfolio Holder: Councillor Tim Carroll, Finance and Spatial Planning
Strategic Director: Mark Williams, Chief Executive Officer
Assistant Director: Donna Parham, Finance and Corporate Services
Lead Officers: Donna Parham, Finance and Corporate Services
Ian Clarke, Legal and Corporate Services
Contact Details: donna.parham@southsomerset.gov.uk
ian.clarke@southsomerset.gov.uk

The Assistant Director (Legal and Corporate Services) will provide a verbal update on the transfer of the Winsham allotment and band hut site to the Parish Council.

Agenda Item 15

Final Recommendation of the Community Governance Review of Lopen Parish Council

Executive Portfolio Holder: Peter Seib, Regulatory and Democratic Services
Strategic Director: Mark Williams, Chief Executive
Assistant Director: Ian Clarke, Legal and Corporate Services
Lead Officer: Angela Cox, Democratic Services Manager
Contact Details: Angela.cox@southsomerset.gov.uk or (01935) 462148

Purpose of the Report

To report the outcome of the final public consultation (Community Governance Review) which has taken place in the parish of Lopen on the proposal to increase the number of Parish Councillors from five to seven (under the provisions of Part 4 of the Local Government and Public Involvement in Health Act 2007).

Public Interest

A Community Governance Review is a review of the whole or part of a district to consider one or more of the following:

- creating, merging, altering or abolishing parishes;
- the naming of parishes and the style (i.e. whether to call it a town council or village council etc) of new parishes;
- the electoral arrangements for parishes – the ordinary year of election, the size of the council, the number of councillors to be elected and parish warding;
- grouping parishes under a common parish council, or de-grouping parishes.

The Local Government and Public Involvement in Health Act, 2007, sets down the principal legal framework within which councils must undertake these reviews.

A valid request was received from Lopen Parish Council in May 2014, requesting that the District Council conduct a consultation (Community Governance Review) of all the electors and local interested groups to ask if they would be agreeable to increase the number of Parish Councillors from five to seven. Consultation within the parish has now taken place and this report details the outcome of that consultation.

Recommendations

That District Executive recommend that Council:

1. note the results of the consultation agree to publish them;
2. agree that the final recommendation be: "To accept the majority vote from the people of Lopen to agree to increase the number of Parish Councillors to seven".
3. agree to draw up a Reorganisation Order to give effect to this recommendation.
4. agree to contact the statutory agencies to effect the requested alteration to increase the number of Parish Councillors to seven.

Background

Council at its meeting held on 17 July 2014 (Minute 29 refers) approved the commencement of a Community Governance Review for the parish of Lopen following the receipt of a valid request from the Parish Council. The results of the public consultation were presented to District Executive and Council in November 2014.

Proposal

In their request, the Parish Council gave the following reasons to support their request to increase the size of the Parish Council to seven members:-

- Apart from relatively brief casual vacancy periods (mainly due to house moving) the Council has maintained a full quota of members since 2007.
- At the 2007 elections, a local election was held as there were more candidates than vacancies.
- Whilst the 2011 elections did not trigger an election, the single remaining vacancy was filled through co-option near immediately after the election.
- Applications to fill a recent casual vacancy (as a result of a Councillor house move) was oversubscribed.
- The National Association of Local Councils promotes a minimum Council size of 7 irrespective of the local population size.
- A larger pool of Councillors is more likely to represent a more accurate local view.
- With only 5 members and a quorum of three, it can be difficult to arrange a quorate meeting especially during the holiday seasons.
- Quite often members live close to each other and this can cause difficulties maintaining a quorum when common interests are involved. Increasing the council size will reduce such occurrences.
- More workload is being passed on to Parish Councils and “many hands make light work”.

Consultation

The initial consultation period was held from 4th August to 15th September 2014. Consultation leaflets were delivered to all registered electors within the two Parishes (a total of 203 people) together with the Ward Members, Member of Parliament, Member of the European Parliament, Somerset Association of Local Councils, Somerset County Council, and the Police. Public comments were also invited by e-mail.

A total of 66 responses were received (33% of the total electorate). The responses were as follows:-

Proposal	In favour	Against
Increase Parish Councillors from five to seven	57	9

Part of the consultation leaflet asked for any comments on the proposals and 10 varied responses were received. They were broadly supportive of the proposals, however, some raised the point that five Parish Councillors had managed very well in the past and questioned the need for two extra.

Further Consultation

A second short consultation on this recommendation was undertaken in the parish from 10th November to 5th December 2014 (4 weeks). As the majority of the previous

consultation responses were in favour of the original proposal, this further consultation was conducted through the SSDC website and posters in the Parish. **No further public responses were received.**

Conclusion

When confirmed by Council, South Somerset District Council will draw up a Reorganisation Order to give effect to these decisions. The following organisations will also be informed that the order has been made:

- a) the Secretary of State for Communities and Local Government
- b) the Electoral Commission
- c) the Office of National Statistics
- d) the Director General of the Ordnance Survey
- e) Somerset County Council.

New or revised parish electoral arrangements come into force at ordinary parish elections, rather than parish by-elections, and so this will take effect from May 2015.

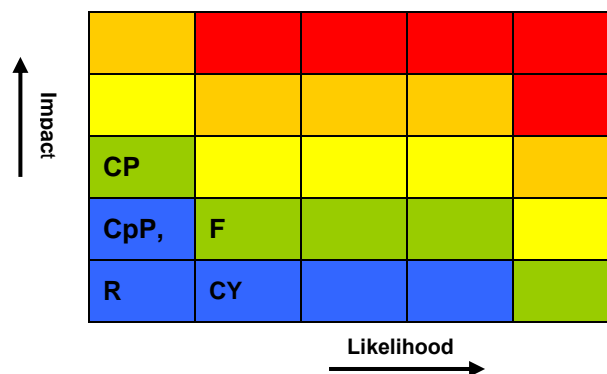
Financial Implications

The cost of producing the consultation leaflets (210) and distributing by second class post was £213. There has been a cost in staff time in the production of the consultation leaflets and the analysis of the responses and these costs have been absorbed within existing budgets.

The second consultation (as required) on the draft recommendations was conducted at minimum cost through the SSDC Website and posters in the villages. The cost was less than £10.

There is no specific budget for Community Governance Reviews and all costs have been absorbed within the existing Democratic Services budget for 2014/15. Additionally, there is no power to re-charge the cost of the review to any other Council, except by agreement. This is because the statutory power to conduct the review rests with this Council.

Risk Matrix



Key

Categories	Colours (for further detail please refer to Risk management strategy)
R = Reputation	Red = High impact and high probability
CpP = Corporate Plan Priorities	Orange = Major impact and major probability
CP = Community Priorities	Yellow = Moderate impact and moderate probability

CY = Capacity	Green = Minor impact and minor probability
F = Financial	Blue = Insignificant impact and insignificant probability

Corporate Priority Implications

None at the current time.

Carbon Emissions and Climate Change Implications

None at the current time.

Equality and Diversity Implications

All local government electors within the parish of Lopen have been consulted on the proposal and their views considered as part of the consultation process. The council must have regard to the need to secure that the community governance arrangements for the area reflects the identities and interests of the community in the area and are effective and convenient.

Background Papers

Local Government and Public Involvement in Health Act 2007
The Electoral Commission Guidance on Community Governance Reviews, April 2008
Terms of Reference of the Community Governance Review of the Parish Arrangements for Lopen as agreed by Council on 17th July 2014
Consultation responses provided by local residents
Report to District Executive and Council – November 2014

Monthly

Snapshot

Published by SSDC Communications –
19 Dec 2014



- SSDC's Twitter account @SouthsomersetDC has reached over 600,000 people in the last 30 days (19 Nov – 19 Dec). An increase of over 375,000 on the last period the previous month. This has been achieved through an increase in the number of press releases issued, retweets from others, introducing '5' score food hygiene rating score tweets and tweeting daily 'Top Tips' since 15th December.
- In the past two months, Careline has installed 70 new alarms and responded to 6,426 calls from their 2,051 existing customers.
- Between July and September, 65% of calls to the contact centre were resolved in the contact centre. This figure is above target for the quarter period.
- Welfare Benefits have had 28 cases referred to the department so far in December. This means a total of 429 cases this financial year. Some clients have also received awards in time for Christmas and lump sum back payments.
- Apart from one or two nights in emergency, Housing has not had anyone in Bed & Breakfast this year. Instead, more suitable accommodation solutions have been found. There are currently 33 people in temporary accommodation.

Latest headlines:

- The Community Health and Leisure service has recently secured £5,000 from the Somerset County Council Health and Wellbeing Budget (via Cllr Tony Lock) to put towards providing a new family friendly cycle facility at Lyde Park on the eastern side of Yeovil; the first of its kind in the district.
- Countryside has secured £30k of grant funding with the Friends of Yeovil Country Park to deliver diverse training and activities throughout 2015 and beyond, for the communities and Yeovil Country Park.
- In the past two months, Family Focus has accepted 13 new referrals for families needing support through the Family Focus Programme and are currently supporting 81 families in need.
- There were 223 new applications on the housing register in November. We currently have 2,278 applicants on the SSDC Homefinder Somerset register.
- The latest JSA figures for November show South Somerset at 0.7%. This is a reduction from 0.8% in October. This figure represents the lowest level of JSA claimants in the district since December 2007.
- Business Support Grants are still being awarded to flood affected businesses with more than 100 businesses now supported and just over half the overall £500,000 fund distributed. Eligible applications from businesses affected by flooding are still being encouraged.

Agenda Item 17

District Executive Forward Plan

Executive Portfolio Holder: Ric Pallister, Leader, Strategy and Policy
Assistant Director: Ian Clarke, Legal and Corporate Services
Lead Officer: Ian Clarke, Legal and Corporate Services
Contact Details: ian.clarke@southsomerset.gov.uk or (01935) 462184

1. Purpose of the Report

1.1 This report informs Members of the current Executive Forward Plan, provides information on Portfolio Holder decisions and on consultation documents received by the Council that have been logged on the consultation database.

2. Public Interest

2.1 The District Executive Forward Plan lists the reports due to be discussed and decisions due to be made by the Committee within the next few months. The Consultation Database is a list of topics which the Council's view is currently being consulted upon by various outside organisations.

3. Recommendations

3.1 The District Executive is asked to:-

- I. approve the updated Executive Forward Plan for publication as attached at Appendix A;
- II. note the contents of the Consultation Database as shown at Appendix B.

4. Executive Forward Plan

4.1 The latest Forward Plan is attached at Appendix A. The timings given for reports to come forward are indicative only, and occasionally may be re scheduled and new items added as new circumstances arise.

5. Consultation Database

5.1 The Council has agreed a protocol for processing consultation documents received by the Council. This requires consultation documents received to be logged and the current consultation documents are attached at Appendix B.

6. Background Papers

6.1 None.

Appendix A - SSDC Executive Forward Plan

Date of Decision	Decision	Portfolio	Service Director	Contact	Committees	Approval of Council Required	Date of Council	Consultation
February 2015	Budget for 2015/16 and Capital Programme	Finance and Spatial Planning	Assistant Director (Finance & Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	Scrutiny, District Executive, Council	Yes	February 2015	Yes
February 2015	Capital & Revenue Budget monitoring reports for Quarter 3	Finance and Spatial Planning	Assistant Director (Finance & Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	Scrutiny and District Executive	No		
February 2015	Heart of the South West Local Enterprise Partnership (presentation)	Strategy and Policy	Assistant Director (Economy)	Martin Woods, Assistant Director (Economy)	Scrutiny and District Executive	No		
February 2015	Policy for Awarding Private Sector Housing Grants/ Loans and other Financial Assistance	Strategy and Policy	Assistant Director (Environment)	Alasdair Bell, Environmental Health Manager	Scrutiny and District Executive	No		
February 2015	Anti - Social Behaviour - New Tools and Powers	Strategy and Policy	Assistant Director (Communities)	Kim Close Assistant Director (Communities)	Scrutiny and District Executive	No		
February 2015	Adoption of a Balanced Rural Lettings Policy	Strategy and Policy	Assistant Director (Health and Well-Being)	Colin McDonald, Corporate Strategic Housing Manager				
February 2015	Family Focus Programme Update	Strategy and Policy	Strategic Director (Operations and Customer Focus)	Steve Joel, Assistant Director (Health and Well-Being)	Scrutiny and District Executive	No		
February 2015	Member Induction Programme 2015	Regulatory and Democratic Services	Assistant Director (Legal & Corporate Services)	Angela Cox, Democratic Services Manager	Scrutiny and District Executive	No		

Date of Decision	Decision	Portfolio	Service Director	Contact	Committees	Approval of Council Required	Date of Council	Consultation
February 2015	The Living Wage	Strategy and Policy	Assistant Director (Legal & Corporate Services)	Mike Holliday, HR Manager	Scrutiny and District Executive	No		
February 2015	The Dolphin Hotel, Wincanton - Access Request from Memorial Hall Car Park	Finance and Spatial Planning	Assistant Director (Finance & Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	Scrutiny and District Executive	No		
February 2015	Securing Future Facilities for Chard (Confidential)	Leisure and Culture	Assistant Director (Health and Well-Being)	Andrew Gillespie, Area Development Manager (West)	Scrutiny, District Executive	No		
February 2015	LED Sport and Leisure Facility Contract (Confidential)	Leisure and Culture	Assistant Director (Health and Well-Being)	Steve Joel, Assistant Director (Health and Well-Being)	Scrutiny, District Executive	No		
March 2015	Districtwide Grants – approval of funding for SSVCA and SSCAB	Strategy and Policy	Strategic Director (Place and Performance)	Helen Rutter, Assistant Director (Communities)	Scrutiny and District Executive	No		
March 2015	Community Right to Bid Update	Strategy and Policy	Strategic Director (Place and Performance)	Helen Rutter, Assistant Director (Communities)	Scrutiny and District Executive	No		
March 2015	Quarterly Performance Update	Strategy and Policy	Strategic Director (Place and Performance)	Andrew Gillespie/ Charlotte Jones, Performance Managers	Scrutiny and District Executive	No		
April 2015	South Somerset Together LSP Annual Review	Strategy and Policy	Strategic Director (Place and Performance)	Helen Rutter, Assistant Director (Communities)	Scrutiny and District Executive	No		
April 2015	Updated Local Development Scheme	Finance and Spatial Planning	Assistant Director (Economy)	Martin Woods, Assistant Director (Economy)	Scrutiny and District Executive	Yes	May 2015	

Date of Decision	Decision	Portfolio	Service Director	Contact	Committees	Approval of Council Required	Date of Council	Consultation
June 2015	Quarterly Performance Update	Strategy and Policy	Strategic Director (Place and Performance)	Andrew Gillespie/ Charlotte Jones, Performance Managers	Scrutiny and District Executive	No		
June 2015	Capital & Revenue Budget monitoring reports for Quarter 4 (outturn)	Finance and Spatial Planning	Assistant Director (Finance & Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	Scrutiny and District Executive	No		
June 2015	Adoption of a revised Private Sector Housing Strategy	Strategy and Policy	Assistant Director (Health and Well-Being)	Colin McDonald, Corporate Strategic Housing Manager	Scrutiny and District Executive	No		
October 2015	Asset Management Plan – annual update	Finance and Spatial Planning	Assistant Director (Economy)	Laurence Willis / Donna Parham Assistant Directors	Scrutiny and District Executive	No		

APPENDIX B - Current Consultations – January 2015

Purpose of Document	Portfolio	Director	Response to be agreed by	Contact	Deadline for response
<p>Somerset Library Service: Consultation on proposed changes</p> <p>The proposals for consultation cover the year from April 2015 to March 2016 and would result in savings of almost £500,000. There are no proposals for any library buildings to close. The proposals have been developed in order to:</p> <ul style="list-style-type: none"> • Ensure that Somerset Library Services are able to respond to changes in customer expectations and demography • Reflect the public's strong preference that we do everything we can to keep local library buildings open • Ensure Somerset has modern Library Services that are comprehensive, efficient and affordable 	----	---	Members may wish to bring this consultation to the attention of their local residents	Mickey Green Email: mcgreen@somerset.gov.uk	11 th January 2015

Agenda Item 18

Date of Next Meeting

Members are asked to note that the next scheduled meeting of the District Executive will take place on **Thursday, 5th February 2015** in the Council Chamber, Council Offices, Brympton Way, Yeovil commencing at 9.30 a.m.