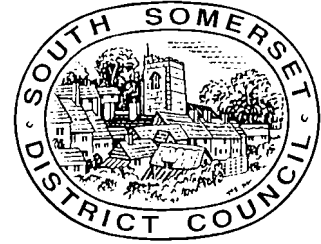


South Somerset District Council

Notice of Meeting



District Executive

Making a difference where it counts

Thursday 5th February 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 Wednesday 28 January 2015.

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 5 FEBRUARY 2015

Agenda

1. Minutes of Previous Meeting

To approve as a correct record the minutes of the District Executive meeting held on 8th January 2015.

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. **Heart of the South West Local Enterprise Partnership (presentation)** (Pages 1 - 2)
7. **Somerset Waste Partnership Business Plan 2015/16** (Pages 3 - 26)
8. **2014/15 Revenue Budget Monitoring Report for the Quarter ending 30th December 2014** (Pages 27 - 52)
9. **2014/15 Capital Budget Monitoring Report for the Quarter ending 30th December 2014** (Pages 53 - 77)
10. **Revenue Budget 2015/16 - Medium Term Financial Plan and Capital Programme** (Pages 78 - 91)
11. **Investing in Market Housing** (Pages 92 - 96)
12. **Policy for Awarding Private Sector Housing Grants/Loans and other Financial Assistance** (Pages 97 - 106)
13. **Anti-Social Behaviour, Crime and Policing Act 2014** (Pages 107 - 114)
14. **The Living Wage** (Pages 115 - 117)
15. **Councillor Induction Programme 2015 and Future IT Proposals for Councillors** (Pages 118 - 127)
16. **Family Focus Programme Update** (Pages 128 - 136)
17. **Access from Memorial Hall car park to land at the rear of the Dolphin Hotel, Wincanton** (Pages 137 - 142)
18. **Monthly Performance Snapshot** (Page 143)
19. **District Executive Forward Plan** (Pages 144 - 148)
20. **Date of Next Meeting** (Page 149)

Agenda Item 6

Heart of the South West Local Enterprise Partnership (LEP) – The Partnership Manager

Executive Portfolio Holder: Jo Roundell Greene, Environment and Economic Development
Strategic Director: Rina Singh, Strategic Director (Place and Performance)
Assistant Director: Martin Woods, Assistant Director (Economy)
Service Manager: David Julian, Economic Development Manager
Contact Details: david.julian@southsomerset.gov.uk or 01935 462279

1. Purpose of the Report

To introduce the Heart of the South West Local Enterprise Partnership (LEP) Partnership Manager (Heidi Hallam) to the District Executive Committee. Heidi will give a short presentation on her role and the scope of her work. It will also provide an opportunity for committee members to ask questions about the LEP and the Partnership Manager role.

2. Public Interest

Local Enterprise Partnerships were set up in England in 2010 and 2011. The role of the LEPs is to bring together the business community and civic leaders so that they can work together to drive sustainable economic growth and create the conditions for private sector job growth in their communities. As local partnerships, LEPs are by design, accountable to their local communities; they are diverse bodies with roles which reflect local priorities.

3. Recommendation

That Members note the content of the report and the accompanying presentation made by the LEP Partnership Manager.

4. Forward Plan

This report and presentation are intended to provide members with an update on the improved lines of direct communication between the LEP and Local Government partners. The report is driven by the need to develop stronger communication and understanding between the LEP and SSDC. The February District Executive meeting provides the earliest opportunity to present to the committee.

5. Background

Many people and organisations have incorrectly assumed that the LEPs are the successor organisations to the former Regional Development Agencies (RDA). The LEP has a distinctly different role to the RDA with the LEPs being facilitators of Economic Development rather than active developers of infrastructure and sites. Their role is to enable partnerships between business partners and civic authorities that can influence and bring forward economic development in their communities. The LEPs are also conduits for several major funding streams.

Unlike the former RDA, the LEP has no administrative HQ and until 2014 had only two full time officers. Maintaining effective communication between the LEP and its partners had proved challenging. To that point The LEP had maintained its main line

of communication through the upper-tier authorities with information then being cascaded downwards to local authorities. This process was not without its difficulties.

Later in 2014, three additional full time appointments were made at the LEP. These were: a Head of Strategy; an Inward Investment Manager and a Partnership Manager. The latter role was created to ensure a more effective flow of communication and dialogue directly between the LEP and its partner organisations.

6. Report

The LEP Partnership Manager is Heidi Hallam. Her role has three high level objectives:

- Working with the Local Authorities
- Working with larger business groups
- Providing a co-ordinated, single point of advice for E.U. funding

Communication and information flow between the LEP and its Local Authority partners is now noticeably more effective, yet the Partnership Manager still faces the challenge of maintaining that dialogue between the Heart of the South West LEP and its nineteen Local Authority partners in Somerset and Devon.

Heidi has visited the council and will sustain direct contact through the Assistant Director - Economy.

7. Financial Implications

There are no direct financial implications associated with this report.

8. Risk

There are no direct risks associated with this report.

9. Corporate Priority Implications

Effective partnership working with the LEP will particularly assist SSDC in meeting its corporate aims for Jobs and Housing as set out in the Council Plan 2012-15. It will also enable the council to meet a range of the objectives set out in the SSDC Economic Development Strategy 2012-15.

10. Carbon Emissions and Climate Change Implications

There are no current implications associated with this report.

11. Equality and Diversity Implications

There are none directly associated with this report.

Agenda Item 7

Somerset Waste Partnership – Draft Business Plan 2015-20

Executive Portfolio Holders: Jo Roundell Greene, Henry Hobhouse
Strategic Director: Vega Sturgess, Operations and Customer Focus
Assistant Director: Laurence Willis, Environment
Somerset Waste Partnership: Steve Read, Managing Director
Lead Officer: Vega Sturgess
Contact Details: Vega.sturgess@southsomerset.gov.uk or (01935) 462200

1. Purpose of the Report

To seek agreement for the Somerset Waste Partnership's Business Plan 2015-20. The draft business plan and appendices are attached to this report.

2. Forward Plan

This report has been on the Forward Plan for presentation in February 2015.

3. Public Interest

The Draft Business Plan is the way in which Somerset Waste Partnership (SWP) describes its business, evaluates changes to the operating environment, identifies strategic risks and sets out its priorities. Although the plan has a five year horizon, it has particular focus on the next 12 months. It is the primary way that the Partnership seeks approval for its proposals and secures resources from the partner authorities to implement them.

Comments are invited. Any amendments suggested will be considered by the Somerset Waste Board (SWB) before the final version of the plan is agreed.

4. Recommendations

That District Executive:

- (1) Approves the Draft Business Plan 2015-20 on behalf of the authority. If there are any major aspects that members cannot approve or would like to see amended it is requested that:
 - (a) Members agree to any conditions or alternative proposals which would be acceptable to propose to the Board.
 - (b) These comments be notified to all partners and taken back to the Board on 20 February 2015.
- (2) Provides any more general comments or suggestions for the Board to consider or for inclusion in the next iteration of the Plan.

5. Background

The Somerset Waste Partnership (SWP) has managed waste and recycling services on behalf of all local authorities in Somerset since October 2007. The partnership is governed through a Joint Committee known as the Somerset Waste Board (SWB). The Board is made up from two elected members from SSSC and each of the other five partners. The SWB

Constitution requires the single client team to prepare a Draft Business Plan with an accompanying Action Plan on an annual basis. The Board then approves a draft for consultation with the partners, so that each partner authority has the opportunity to comment on the plan. The Board considered the draft plan on 19 December 2014 and comments are requested by mid-February so that the Board can adopt the Plan and Budget at its meeting on 20 February 2015.

The Board can, by a majority vote, amend the Business Plan in order to accommodate any unforeseen circumstances and to assist the Board to achieve the Aims and Objectives. Any partner council can request such an amendment at any time.

The Board is almost exclusively funded from contributions from partners and, apart from one-off funding bids, has no automatic block grant from Central Government or any reserves. It is therefore dependent on agreement between partners on the level of funding provided by each of them in line with the cost sharing formula. Business Planning and Budget setting are therefore part of the same process.

The Board has delegated authority for decision making across all services and therefore must make proposals to the partners on how savings can be made, taking into account any savings requirements from individual partners.

Under the terms of the Inter Authority Agreement, the Board cannot make a decision that has an adverse financial implication on any partner. But the Board does have discretion on how any savings targets handed down can be implemented, provided all partners sign up through approval of this draft plan.

6. Key Actions for 2015–20

The key actions may be seen in the Draft Action Plan which is Appendix 2 to the Draft Business Plan.

The Draft Business Plan is structured around a framework of three key areas, which are:

- 1) **New Service Model.** This encompasses a holistic review of the kerbside collection services including looking at the:-
 - Analysis of the *Recycle More* Trials
 - Materials collected
 - Collection methods
 - Collection frequency
 - Collection containers and vehicles required
 - Depots
 - Reprocessing arrangements
- 2) **Alternative Refuse Treatment.** This is a project to identify alternative ways to process residual waste to reduce costs and move away from landfill as the SWP's disposal option for non-recyclable waste. SWP are part way through a process (set out in the SWP's 2014-19 Business Plan) whereby Viridor have been asked to provide a New Project Proposal for the Board to assess.
- 3) **Addressing the Impact of Waste.** The Business Plan contains a wide variety of initiatives to address the financial, social and environmental impacts of waste. For example, waste minimisation campaigns such as reducing food waste, improvements to the reuse options, improving recycling collections in communal properties, developing enforcement policies and maintaining health and safety of staff and the public.

7. Additional information relating to South Somerset

- a) New Service Model. The *Recycle More* trials have been held in a number of rounds in Taunton Deane. Should the Board propose to run any trials in South Somerset, members will be informed in plenty of time before they start. It should be noted that Lufton Depot will be included in the review of depots.
- b) The portfolio holder for Environment and Economic Development is on the SWB New Project Task and Finish Group for the development of economically viable alternatives to landfill.
- c) Members may be aware of a proposal by Viridor to seek planning permission for a Waste Transfer Station at Viridor's Dimmer site. This is a commercial initiative proposed as part of the process of moving away from landfill as the main residual waste disposal option. This has been partly triggered by their response to the Board's request for proposals, but this was not a stipulation of SWP. The Board has received a preliminary proposal from Viridor and, having considered it in confidential session, asked them to do further work in accordance with the formal process being followed. This process has further steps to follow before any material decision is made. The Transfer Station element would be, in any event, subject to planning and permitting. Representatives of Cary Moor Parish Council were briefed by Viridor on the proposal at a meeting of the Dimmer Liaison Group in November 2014. In January, Viridor held an open day which was attended by members of the local community. Cary Moor Parish Council has expressed serious concern about the proposed development to which it is opposed on the basis of the impact of HGV traffic on local roads. Consideration of the planning application is a matter for Somerset County Council as the Waste Planning Authority.
- d) Many of the initiatives to address the impact of waste will be delivered across Somerset. Members should note the plans to develop re-use facilities at Chard Recycling Site.

8. Health and Safety

The Somerset Waste Board regularly receives reports on Health and Safety and there are no significant implications arising from the proposals in the Business Plan.

9. Consultation

The broad approach and key areas of focus have been discussed with the Senior Management Group and also covered in reports to the Board at previous meetings.

The major consultation stage in this process came after the approval and publication of the draft Business Plan in December, whereupon all partners were invited to comment.

10. Financial Implications

The Annual Audit Letter for the Somerset Waste Partnership dated 27 October 2014 gave the Partnership an unqualified opinion on the Partnership's financial statements and on value for money.

The Annual Budget, once finally approved, will become the new measure for SWP's financial performance for 2015/16. The SWP will continue to share the costs among partners in line with the Cost Sharing Agreement.

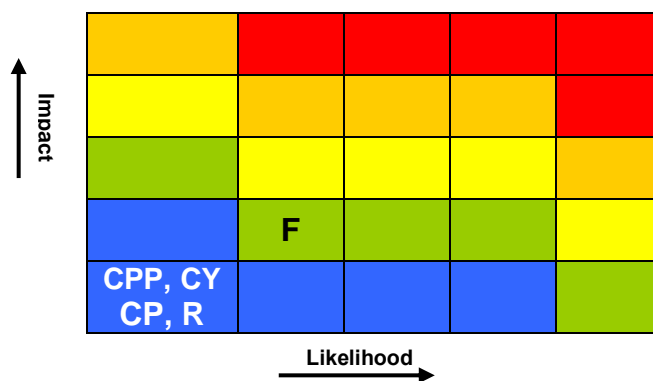
A summary of the Draft 2015/16 Annual Budget is included within the Business Plan.

11. Equality and Diversity Implications

Equalities and other Impact assessments have been made in respect of all savings proposals, even where these do not have an immediate public impact. In relation to the Viridor New Project Approval Process this would apply at the point that the Board are asked to make a formal decision to accept (or otherwise) a fully worked up proposal from the contractor. Individual partners will consider the Draft Plan during January and early February 2015.

12. Risk Implications

The SWP risk register is reviewed annually and taken to the Somerset Waste Board for approval. The updated risk assessment will be made to the Somerset Waste Board at their meeting on 20 February 2015.



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

13. Carbon Emissions and Adapting to Climate Change Implications

The proposed revised vision of SWP within this draft business plan is reducing carbon emissions by driving material up the waste hierarchy, reducing reliance on raw materials and waste disposal. To do this by avoiding waste in the first place and assisting to recycle, compost or recover energy value from what remains.

14. Legal Implications

14.1 None in respect of this report.

15. Background papers

Somerset Waste Board Draft Business Plan 2015-20.



SWP Business Plan 2015 – 2020

Draft

Table of Contents	
3.	Somerset Waste Partnership Business Plan 2014 – 2019
6.	Draft Budget
8.	Performance table
9.	Action Table
10.	Risk Summary (To follow)

1. About Somerset Waste Partnership

Somerset Waste Partnership (SWP) was established in 2007 to manage waste services on behalf of Mendip, Sedgemoor, South Somerset and West Somerset District Councils, Taunton Deane Borough Council and Somerset County Council. This made it the first county wide waste partnership in the country.

SWP has delegated authority to deliver household waste and recycling services throughout Somerset, including management of kerbside collections, recycling sites and disposal sites. These duties are in turn contracted to Kier MG CIC (collection services) and Viridor Plc (Recycling Centres, landfill sites and recycling or disposal of food waste, garden waste and residual waste).

The SWP is accountable to the Somerset Waste Board, which consists of two members from each of the partner authorities.

For further information about the Somerset Waste Partnership and the Somerset Waste Board please visit www.somersetwaste.gov.uk

2. Key Stakeholders

- Residents of Somerset
- Members and officers of partner authorities
- Kier MG CIC
- Viridor Plc

3. The SWP Vision

We will:

- Drive material up the waste hierarchy and, where sustainable markets exist, into the circular economy*.
- Avoid landfill and encourage high participation in waste avoidance, reuse, recycling and food waste collection schemes.
- Engage with local people, support economic wellbeing and use efficient, sustainable and affordable solutions at every stage of the process.
- Encourage and facilitate innovation, joined up strategy, policy and operations across the county

*A circular economy is one where resources once used are not disposed of, but become feedstock materials or energy for making new products, thus reducing reliance on raw materials and waste disposal. A “closed loop process” is a variation of this where recovered materials are recycled into the same product. The benefits of a circular economy include reduced energy consumption, resource security and lower environmental impacts. A circular economy works most effectively where there are clear incentives for all persons on the loop (manufacturers, retailers, consumers, local authorities, reprocessors) to move the material around the loop.

4. Key Issues and Challenges

Service Development

The next two years will be a time of transition and development for Somerset Waste Partnership. Our collection vehicles are coming to the end of their recommended lifespan and we continue to look at the pathway to move away from landfill for processing residual waste. We have an opportunity to review the fundamental shape and nature of the collection service we provide to ensure it continues to provide the high quality demanded by the public, while taking advantage of developments in reprocessing technology to reduce cost and environmental impacts. It is important that a significant amount of available SWP resource is directed at ensuring we develop the options and make the best possible decisions for the future of Somerset waste services.

External Pressures

We are now also deep into a period of constraint on the public purse, while at the same time improvements in the economy and other factors have contributed to a significant rise in the amount of household waste being produced in 2014/15. It is very difficult to turn this tide.

In addition our principal contractors have been affected by lower volumes of recyclables and the income received for sale into the market. This means that contractors are being squeezed both by clients and the markets they sell into.

National and Local Waste Policy

With both general and district elections in May 2015, there is a higher than usual level of uncertainty about the future direction of waste policy nationally and local service priorities. There is no doubt that austerity will continue to require radical and sometimes difficult decisions. There may be conflicts between the need to plan the best future outcomes and respond to short term pressures.

5. Performance 2014/2015

Waste arisings in 2014/2015 have increased significantly compared to the same period in 2013/14 and against the overall downward trend of the previous four years. Garden waste from both kerbside collections and Recycling Centres has increased significantly, with a general increase in refuse and dry recycling as well. This might be largely attributable to changes in behaviour resulting from the recovery in the economy.

See Appendix 1

6. Key Aims and Priorities for 2015/16

For the period of this business plan we will set three clear priority areas: -

New Service Model	<p>Review of kerbside collection service, considering potential development of service through review of:</p> <ul style="list-style-type: none"> • Materials collected • Method of collection • Frequency of collection • Collection containers • Depot infrastructure • Reprocessing arrangements <p>etc</p>
Alternative Refuse Treatment (NPAP)	<p>Project to identify the residual waste treatment process that will replace landfill as Somerset Waste Partnership's primary option.</p>
Addressing the Impact of Waste	<p>There are a number of initiatives identified to address the financial, social and environmental impacts of waste. These will include waste minimisation campaigns and initiatives, improvements to reuse options, improving SWP's ability to manage problem properties, improving recycling facilities in schools and flats, and ensuring services are delivered safely</p>

7. SWP Budget 2015/16

Business Plan 2015- 2020

Summary Draft Annual Budget 2015/2016

	Rounded £000s	Total	SCC	MDC	SDC	SSDC	TDBC	WSDC
Expenditure	£000s		£000s	£000s	£000s	£000s	£000s	£000s
Salaries & On-Costs	895		423	102	108	152	104	6
Other Head Office Costs	209		96	23	24	35	23	8
Support Services	141		61	16	17	24	17	6
Disposal - Landfill	11983		11983					
Disposal - HWRCs	9235		9235					
Disposal - Food waste	1367		1367					
Disposal - Hazardous waste	318		318					
Composting	1801		1801					
Kerbside Recycling	8628			1773	1777	2664	1719	695
Green Waste Collections	2191			439	515	602	540	95
Household Refuse	5833			1187	1220	1773	1188	465
Clinical Waste	113			23	24	34	24	8
Bulky Waste Collection	79			18	12	25	15	9
Container Maintenance & Delivery	177			37	37	54	39	10
Pension Costs	69			1	2	63	2	1
Depot Costs	176			36	38	53	36	13
Transfer Station Avoided Costs	301		301					
Recycling Credits	2352		2352					
Capital Financing Costs	276			61	51	91	49	24
Total Direct Expenditure	46144		27937	3716	3825	5570	3756	1340
Income								
Sort It Plus Discounts	-80			-16	-17	-24	-17	-6
Transfer Station Avoided Costs	-301			-61	-65	-91	-62	-22
May Gurney Secondment Saving	-117		-53	-13	-14	-19	-13	-5
Recycling Credits	-2327			-480	-489	-713	-470	-175
Total Income	-2825		-53	-570	-585	-847	-562	-208
Total Net Expenditure	43319		27884	3146	3240	4723	3194	1132

Business Plan 2015- 2020

Summary Draft Annual Budgets

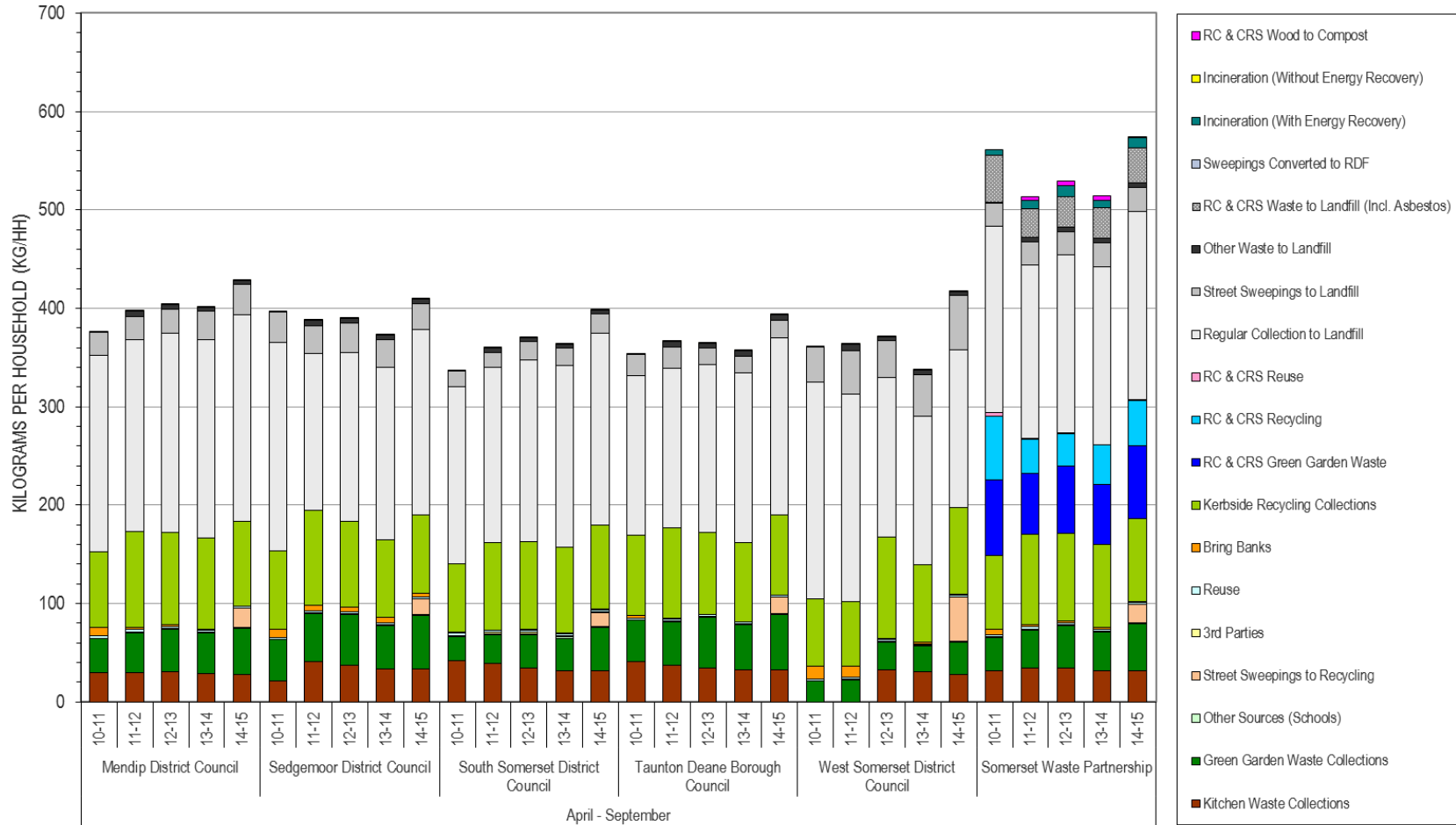
Rounded £000s 2015/16 2016/17 2017/18 2018/19 2019/20

Expenditure	£000s	£000s	£000s	£000s	£000s
Salaries & On-Costs	895	904	913	923	932
Other Head Office Costs	209	209	209	209	209
Support Services	141	141	141	141	141
Disposal - Landfill	11983	12543	13117	13706	14321
Disposal - HWRCs	9235	9481	9726	9977	10235
Disposal - Food waste	1367	1381	1396	1410	1425
Disposal - Hazardous waste	318	321	324	326	329
Composting	1801	1832	1863	1895	1927
Kerbside Recycling	8628	8910	9201	9502	9813
Green Waste Collections	2191	2262	2336	2412	2491
Household Refuse	5833	6024	6221	6424	6634
Clinical Waste	113	116	120	124	128
Bulky Waste Collection	79	81	83	85	87
Container Maintenance & Delivery	177	182	187	192	197
Pension Costs	69	70	70	71	72
Depot Costs	176	176	176	176	176
Transfer Station Avoided Costs	301	310	319	329	339
Recycling Credits	2352	2422	2495	2570	2647
Capital Financing Costs	276	276	276	276	276
Total Direct Expenditure	46144	47641	49173	50748	52379

Income					
Sort It Plus Discounts	-80	-80	-80	-80	-80
Transfer Station Avoided Costs	-301	-310	-319	-329	-339
May Gurney Secondment Saving	-117	-117	-117	-117	-117
Recycling Credits	-2327	-2397	-2469	-2542	-2619
Total Income	-2825	-2904	-2985	-3068	-3155
Total Net Expenditure	43319	44737	46188	47680	49224

Appendix 1

TOTAL HOUSEHOLD WASTE ARISING IN SOMERSET KG/HH COMPARISON 2010-11 - 2014-15



Appendix 2

Task	Description	Outcome/Target (completion by March 2016 unless otherwise stated)	Lead officer	Resource - Implementation Budget	Resource - People (internal)	Comment
1. Service Development Programme: Alternatives to Landfill			Steve Read			
1.1	Viridor Strategic Partnering Agreement – Economically viable alternatives to landfill (DO)	Commencement of Diversion of residual waste away from landfill.	David Oaten	£30,000 (consultancy fees)	Senior manager - 1 day per week	Budget from WDA contribution.
2. Service Development Programme: New Service Model			Steve Read			
2.1	Recycle More Trials	To report on 2014 trials by June 2015. If report identifies need, to test options for other future collection models, designed to increase recycling and reduce costs, by November 2015.	David Mansell	£50,000 for further trials	Report: Senior Manager - 5 days; Senior Officer - 5 days. Further Trials: Senior manager - 64 days; Senior Officer - 64 days; Ops Officer - 2 days; Comms Officer - 5 days	Budget to be agreed based on separate proposal to the Board. If agreed will be from WCA contributions.

Task	Description	Outcome/Target (completion by March 2016 unless otherwise stated)	Lead officer	Resource - Implementation Budget	Resource - People (internal)	Comment
2.2	Collection system review with Kier inc vehicle specification for new recycling fleet	To recommend a high-performing service model that can achieve 60%+ recycling for adoption from 2016/17, including identification of costs and operational requirements. STAGE 1 - June 2015 <ul style="list-style-type: none"> To study collection options, including with regard to recycling potential, household preference, material quality, compliance with TEEP, health and safety and cost. Identify preferred service model. STAGE 2 - November 2015 <ul style="list-style-type: none"> Future costs and operational requirements. Vehicle specifications for refuse and the new recycling fleet required from 2016/17. Vehicle and depot requirements. 	David Mansell	£25,000 (external advice)	Senior manager - 10 days; Senior Officer - 3 days; Operations manager - 12 days; Specialist Officer - 12 days; Finance Officer - 4 days	Budget to be agreed based on separate proposal to the Board. If agreed will be from WCA contributions.
2.3	Collection Service - Depot Review	To produce a document assessing options and costs for delivery of the best model of depot infrastructure for provision of Somerset's collection services.	Colin Mercer		Senior Manager - 20 days; Senior Manager (Viridor) - 2 days	

Task	Description	Outcome/Target (completion by March 2016 unless otherwise stated)	Lead officer	Resource - Implementation Budget	Resource - People (internal)	Comment
2.4	Vehicle Replacement Procurement	To ensure budget arrangements are in place and that the contractor delivers a procurement process that is compliant with legislative and best practice requirements, and delivers the vehicles specified by the client.	Colin Mercer		Senior Manager 10 days; Finance Manager - 15 days	Finance requirement of £7.5 million for spend in 2016/17?
2.5	Progress flexible shift patterns for collection crews	To understand potential effectiveness of implementing flexible working patterns for collection crews, using days and times more flexibly throughout the week. Phase 1 - Feasibility; Phase 2 - Implementation (if feasibility study shows business and social benefit)	Colin Mercer	£2,000	Phase 1 - Assessment: Senior Manager - 10 days; Phase 2 - Implementation - Senior manager - 20 days; CRM Manager - 10 days; Senior Comms Officer - 10 Days; Operations Officers - 15 days.	Costs primarily met by contractor. Contingency from SWP budget (WCA contribution).
2.6	Review collection contract to identify further potential savings	To review collection contract cost components <ul style="list-style-type: none"> • Benchmark against basket of contracts • Document findings • Propose savings where identified 	Colin Mercer		Senior manager - 10 days	

Task	Description	Outcome/Target (completion by March 2016 unless otherwise stated)	Lead officer	Resource - Implementation Budget	Resource - People (internal)	Comment
2.7	Integrated waste management strategy	To prepare and gain approval for a new waste strategy for Somerset that updates targets and incorporates new plans for collections and residual waste treatment.	David Mansell	£2,500	Senior Manager - 12 days; Senior Officer - 10 days; Comms Officers - 6 days	Costs for consultation and consultation events, to be met from SWP core budget.
3. Projects and Activities to Manage the Impact of Waste						
3.1	Alupro can recycling promotion trial	Alupro are offering to joint fund a promotion scheme to stimulate increase in recycling of aluminium cans. SWP will review the offer and, if there is a clear business case, will joint fund with the aim of achieving a return on investment of greater than 100% of our costs.	Mark Blaker	£50,000 if conducted county wide; <£15,000 if limited to single district.	Assessment - Senior Manager - 2 days; Implementation - Senior manager 10 days; Senior Comms Officer - 15 days; Admin Support and Monitoring - 20 days.	Would procure services of Carymoor Environmental Trust for face to face activities. Requires new money based on separate business case to be presented to Board for approval in 2015.

Task	Description	Outcome/Target (completion by March 2016 unless otherwise stated)	Lead officer	Resource - Implementation Budget	Resource - People (internal)	Comment
3.2	Roll out improved recycling collections to Communal Properties	To have enhanced recycling services operating in all eligible communal properties by March 2016.	Colin Mercer	£49,000	Senior manager - 15 days; Senior Collections Officer - 30 days; Senior Officer (planning) - 5 days; Service Officers - 15 days (total); Comms Officer - 2 days.	Additional annual service cost of £23k p/a (net cost including increased income from recycling credits). Costs would partially be offset by reduction in weekly collections (as per paper presented to Board in 2014/15 Business Plan). Business case to be reviewed and represented to Board for approval in full if recommendation to proceed made at Officer level.

Task	Description	Outcome/Target (completion by March 2016 unless otherwise stated)	Lead officer	Resource - Implementation Budget	Resource - People (internal)	Comment
3.3	To develop further reuse facilities to Chard and Highbridge sites.	To have a network of three operation reuse facilities, providing a lower cost route for reusable materials.	David Oaten	£45,000	Senior Officers - 30 Days	To be funded by SWP under same finance model as Priorswood facility, with investment recouped over 30 months.
3.4	Recycling Incentive Scheme	Subject to successful DCLG funding application, to work with economically deprived communities to incentivise improvements in waste reduction and recycling.	Mark Blaker	£42,000	Senior manager - 10 days; Senior Officer - 10 days, Comms Officers - 20 days	Only to proceed if funded by DCLG; primarily delivered by Carymoor Environmental Trust.
3.5	Round improvement project using successful trial elements, including 'no food waste' stickers on refuse bins	To promote food waste recycling to 25,000 households, increasing food waste recycling by 300-650 tonnes per annum and achieving disposal savings of £15-40kpa for SCC. To confirm the effectiveness of this project and learn about implementation on a larger scale, so that further larger implementations can be undertaken in future years.	David Mansell	£32,500	Senior Manager - 2 days; Senior Officer - 10 days	Separate Business Case to be presented to Board prior to proceeding, based on results of trials conducted in 2014.

Task	Description	Outcome/Target (completion by March 2016 unless otherwise stated)	Lead officer	Resource - Implementation Budget	Resource - People (internal)	Comment
3.6	Conduct Customer Satisfaction Survey	To complete a survey for a representative sample of Somerset households on service satisfaction, waste actions and services improvement.	David Mansell	£7,500	Senior Manager - 2 days; Senior Officer - 3 days	To be funded from SWP Head Office budget, subject to agreement by Board.
3.7	Food waste Minimisation Campaign	Cross media campaign to encourage people to reduce food waste and make better use of their food waste recycling facilities.	Mark Blaker	£5,000	Senior manager - 5 days; Senior Comms Officer - 15 days; Comms Officer - 15 days	To be funded through funding allocated for SWP customer communication in draft budget (Other Head office Costs).
3.8	Provide support to Furniture Reuse Groups to increase reuse	To review site signage. To trial diversion of WEEE for reuse.	David Mansell	£3,900	Senior Officer - 20 days	Signage element - To be delivered as part of wider signage review of SWP sites.
3.9	SWP Enforcement Strategy	To develop an enforcement policy and staff training for SWP to manage littering and tipping of waste where it falls within the SWP remit to address.	Colin Mercer		Senior Manager - 15 days; Senior Collections Officer - 5 days; Other Manager Input - 4 days	Training fund being met from 2014 budget.
3.1	Maintain SWP COTC (Certificate of Technical Competence) capability	Renew COTC qualification for four officers; Achieve COTC accreditation for one additional officer.	David Oaten	£2,000	4 days for renewal; 30 days for new qualification (senior manager)	Statutory requirement. To be met from Head Office budget.

Task	Description	Outcome/Target (completion by March 2016 unless otherwise stated)	Lead officer	Resource - Implementation Budget	Resource - People (internal)	Comment
3.11	Support for Carymoor to maintain the Compost Champions scheme	Compost Champions to engage 500 people to encourage and develop composting skills per year.	David Mansell	£2,000	Senior Officer - 2 days	Primarily delivered by Carymoor Environmental Trust.
3.12	Review weekly refuse collections to further reduce numbers	To save costs by identifying properties currently receiving weekly refuse collections, review the need and convert to fortnightly as required.	Colin Mercer	£2,000	Senior manager - 2 days; Senior Service Officer - 5 days; Planning officer - 5 days; Service Officer - 10 days	Funding primarily required from Communications. To be met by relevant WCAs.
3.13	With WRAP, train volunteer Food Ambassadors to promote food waste reduction and recycling	Hold 2 Food Ambassador training sessions, coordinated with WRAP. Train 15 Food Ambassador volunteers to promote food waste reduction and recycling in their community through talks, events and table top displays. Review and evaluate methods for engaging and working with community volunteers to cascade food waste reduction and recycling messages, and identify those suitable for community engagement in other waste reduction and recycling initiatives.	David Mansell	£1,700	Senior Officer - 15 days; Comms Officers - 5 days	Costs to be met from Head office budget.

Task	Description	Outcome/Target (completion by March 2016 unless otherwise stated)	Lead officer	Resource - Implementation Budget	Resource - People (internal)	Comment
3.14	Residual Waste Minimisation	Complete at least 4 bin retrieval campaigns (identification of rounds with significant numbers of unauthorised bin, and subsequent removal of unauthorised bins).	Colin Mercer	£1,500	Senior Manager - 2 days; Senior Officer (Planning) - 5 days; Service Officers - 20 days (total); CRM Manager - 4 days.	Costs to be met from Household Refuse budget.
3.15	Research - Understanding waste choices and how/why people make them.	Produce proposal for communication strategy to better influence choices such as "home compost or garden waste service".	Mark Blaker	£1,000	Senior manager - 10 days; Senior Comms Officer - 10 days; Comms Officer - 5 days.	Budget required for training. To be met from Head Office budget.
3.16	Develop new staff training modules - inc. Collection services - rules and regulations, and Dealing with Difficult Customers	Develop and deliver new training modules using internal resources and expertise to build the skills levels of SWP staff.	Mark Blaker	£1,000	Senior manager - 5 days; CRM Manager - 15 days.	Budget required for training. To be met from Head Office budget.
3.17	Promote food waste reduction and recycling by working with community organisations	Provide training and promote awareness of community support tools to reduce and recycle food waste. Engage community groups to encourage at least 10 community-led food waste reduction and recycling promotions. Test delivery models for Love Food Hate Waste "Save More" sessions with 5 community groups.	David Mansell	£500	Senior Officer - 25 days; Comms Officers - 2 days.	To be met from Head Office budget.

Task	Description	Outcome/Target (completion by March 2016 unless otherwise stated)	Lead officer	Resource - Implementation Budget	Resource - People (internal)	Comment
3.18	Support for community organisations to undertake reuse, repair and real nappy projects	Hold a community waste action conference. Create and maintain community waste action contact database	David Mansell	£500	Senior Officer - 15 days; Comms Officers - 3 days	
3.19	Tender and Let the Closed Landfill Management Contract	Contractor signed up to provide maintenance of closed landfill sites.	David Oaten		Senior Manager - 20 Days; Senior Officers - 10 days	Ongoing annual contract cost of £32k pa, to be met from WDA contribution (already allocated).
3.20	Secure long term SLA for COTC (Certificate of Technical Competence inspections) provision for Highways.	SLA agreed and in place.	David Oaten		Senior manager - 10 days	Projected income of £27k per annum.
3.21	Reduce unauthorised Commercial Waste entering recycling sites	Reduce amount of waste entering household recycling sites by 5% by March 2016.	David Oaten		Senior manager - 10 days; Senior Officer - 24 days; Comms Officer - 5 days; Admin support - 40 days	
3.22	Safe Working Practices – Enhance Crew Monitoring Schedule	To ensure crew monitoring is a fully integrated part of the collection service operational procedures.	David Oaten		Senior Officer - 25 days	
3.23	Provision of additional recycling lines at Recycling Centres	Investigate and implement, if viable, provision of facilities to recycle PTT, mattresses, carpet.	David Oaten		Senior Manager - 5 days; Senior Officer - 6 days	

Task	Description	Outcome/Target (completion by March 2016 unless otherwise stated)	Lead officer	Resource - Implementation Budget	Resource - People (internal)	Comment
3.24	Core Services contractual 'Benchmarking' exercise	To review haulage charges for the Viridor contract and benchmark against a basket of comparable services, negotiating a price review with the contractor if deemed appropriate. To be completed by February 2016.	David Oaten		Senior Manager - 5 days	
3.25	SWP Health and Safety Review	To collate an electronic Health and Safety library for SWP.	Helen Oaten		Senior Manager - 5 Days; Admin Officers - 10 days	
3.26	Improve recycling available to Schools and commercial customers	To identify and report on increased opportunities for recycling by schools and businesses through collections.	Colin Mercer		Senior Manager - 5 days	
3.27	To integrate waste collection requirements into the Planning process	To prepare and gain adoption of supplementary planning guidance on waste collections as part of Somerset's Waste Core Strategy. To integrate this guidance into district council pre-application and planning approval processes.	David Mansell		Senior Manager - 10 days; Senior Officer - 25 days; Senior Officer (Planning) - 15 days;	

Task	Description	Outcome/Target (completion by March 2016 unless otherwise stated)	Lead officer	Resource - Implementation Budget	Resource - People (internal)	Comment
3.28	Develop and Implement SWP Style Guide	To produce a guide to producing SWP marketing, promotional and informational communications, signage, web pages etc so that they are consistent in branding. To be completed by December 2015	Mark Blaker		Senior Manager - 10 days; Senior Communications Officer - 5 days.	
3.29	SWP Annual paid-for press coverage	To produce pull-out spread for Autumn edition of Your Somerset; Advertising in local press for bank holiday changes; To plan a two page insert in the Spring Your Somerset.	Mark Blaker		Senior Manager - 2 days; Senior Comms Officer - 10 days; Comms Officer - 5 days	
3.30	Investigate opportunities and improve use of e-mail and text as contact mechanisms.	To develop a plan for improving the effectiveness of SWP communications through targeted use of e-mail and text, and similar media.	Mark Blaker		Senior manager - 2 days; Senior Comms Officer - 5 days.	
3.31	Develop Social Media protocol	To understand, document and plan to implement best practice in use of social media in promoting key messages.	Mark Blaker		Senior manager - 2 days; Senior Comms Officer - 3 days; Comms Officer - 2 days.	

Agenda Item 8

2014/15 Revenue Budget Monitoring Report for the Period ending 31st December 2014

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: Amanda Card, Finance Manager
Lead Officer: Jayne Beevor, Principal Accountant Revenue
Contact Details: Jayne.beevor@southsomerset.gov.uk or (01935) 462320

Purpose of the Report

The purpose of this report is to update Members on the current financial position of the revenue budgets of the Council and to report the reasons for variations from approved budgets for the period 1st April to 31st December 2014.

Forward Plan

This report appeared on the District Executive Forward Plan with an anticipated Committee date of 5th February 2015.

Public Interest

This report gives an update on the revenue financial position and budgetary variations of the Council as at 31st December 2014.

1) Recommendations

Members are recommended to:

- a) Note the current 2014/15 financial position of the Council;
- b) Note the reasons for variations to the previously approved Directorate Budgets as detailed in paragraphs 3.2;
- c) Note the transfers made to and from reserves outlined in paragraph 11.1 and the position of the Area Reserves as detailed in Appendix C and the Corporate Reserves as detailed in Appendix D;
- d) Note the virements made under delegated authority as detailed in Appendix B;
- e) Approve a £5,000 contribution for a Thorney Bund pump and £5,000 for a boat from the Flood Reserve as detailed in paragraph 11.5.

2) Background

2.1 The 2014/15 original budget was approved by Council in February 2014. This represents the financial plans that the Executive manages under their delegated authority and that they monitor in accordance with the Financial Procedure Rules. All of the Council's income & expenditure has a responsible budget holder who is managing only items within their control.

3) Summary of the Current Revenue Financial Position and Forecast Outturn

3.1 Managers have been asked in 2014/15 to outline the actual expected outturn for the year and the reasons to date for under or over spends. Appendix A to this report sets out the detail of the current position on Council spending and the forecasted outturn for 2014/15.

3.2 A summary by Directorate of the revenue position as at 31st December 2014 is as follows:

Directorate	Original Budget £'000	Revised Budget £'000	Y/E Forecast £'000	Variance £'000	Comments on Major Variances (+/- £50,000)
Chief Executive	4,886.3	5,159.8	4,792.4	(367.4)	Finance - Interest on investments is expected to exceed budget by £215k. Democratic Services - Staff vacancies & reduce spend on Members' travel & IT is predicted to result in a £60k underspend.
Place & Performance	2,993.0	2,923.6	2,542.8	(380.8)	Econ Dev - Additional income generated at Yeovil Innovation Centre will exceed the budget by £60k. Dev Control - Additional planning income less professional fees £278k.
Operations & Customer Focus	9,661.5	9,775.1	9,644.4	(130.7)	Car Park income shortfall £85k. Eng & Property - £120k savings from vacancies, lower spend on land drainage, CCTV, public conveniences & Birchfield. Arts - £52k additional net income from the Octagon. Waste-Additional income from garden sacks & bins £52k.
Total	17,540.8	17,858.5	16,979.6		
Underspend				(878.9)	

3.3 There is an expected net under spend on currently approved budgets of **£879k** by the end of the financial year. This will result in an under spend equivalent to 4.9% of the revised budget

3.4 The table below shows the movement of revenue budgets since 1st April 2014 to 31st December 2014.

Approved base budget as at April 2014	£'000 17,541
Budget Carry Forwards approved June 2014	289
Savings from Area West markets returned to balances	(3)
Funding Empty Homes Officer	9
Funding of Legal costs	3
Funding of Car Park income incentive schemes	20
Revised Budget as at 31st December 2014	17,859

4) Budget Virements

Under the Financial Procedure Rules, providing that the Assistant Director-Finance & Corporate Services has been notified in advance, Assistant Directors/Managers may authorise any virements for an individual cost centre within their responsibility. Strategic Directors & Assistant Directors can authorise virements, up to a maximum of £25,000, for an overall Directorate that is within their area of responsibility. Portfolio Holders can approve virements between services within their areas of responsibility, up to a maximum of £25,000 per virement. These virements are listed in Appendix B for District Executive to note and have been approved by the Assistant Director-Finance & Corporate Services. There are no virements requiring approval.

5) Delivery of Savings

As part of budget monitoring it is important to monitor that savings proposed in the 2014/15 budget setting exercise are being delivered. The table below details the major savings (savings over £25,000) that were proposed and the expected achievement of those savings at year-end.

Major Savings (Savings over £25,000)	2014/15 Budget Saving Target £'000	Estimated Actual Saving at Year-End £'000	(Shortfall) £'000
GIS-Reduction in IT & licence budgets	25.0	25.0	0.0
ICT-Changes to the Disaster Recovery Plan	26.6	26.6	0.0
Waste-Optimisation of Service	33.3	33.3	0.0
Property Services-Public Office utilities	51.0	51.0	0.0
Commercial Properties-Repairs & maintenance	35.0	35.0	0.0
Shared accommodation with SCC	94.6	94.6	0.0
HR-Transfer of Nursery	25.0	25.0	0.0
Essential user & mileage allowances	57.3	24.9	(32.4)
Travel costs	30.0	30.0	0.0
Crematorium Income	65.0	65.0	0.0
Licensing Income	30.0	30.0	0.0
Landcharges Income	50.0	50.0	0.0
Planning Fee Income	50.0	50.0	0.0
Area Restructure	89.0	89.0	0.0
Finance savings	29.5	29.5	0.0
Total Major Savings	691.3	658.9	(32.4)

6) External Partnerships and other Organisations

All key partnerships are monitored within SSDC's overall budget – there are currently no financial issues within SSDC's key partnerships. Members have requested some additional monitoring of the following substantial partnership:

South Somerset Voluntary Community Action (SSVCA) – In line with the service level agreement SSVCA has provided a statement on their financial position.

“Following recent restructuring we predict a small surplus in all business areas by year end”.

7) Council Tax Reduction Scheme and Council Tax

- 7.1 The Council Tax Reduction Scheme commenced in April 2013. For 2014/15 the authority set a budget of £9.319 million for annual discounts. Of this sum £8,942 million has been allocated for the year leaving £0.377 for additional growth during the year.
- 7.2 The Hardship Scheme budget for 2014/15 is £30,000. At the end of December 2014 SSDC had received 137 requests for hardship relief of which 102 were successful. The amount awarded by the end of December 2014 is £10,707. We currently have 4 applications outstanding.
- 7.3 The collection rate for Council Tax was 83.24% by the end of December 2014 compared to 84.90% last year. There are a number of reasons for this. We are in the middle of a Single Person Discount review and removed 296 of these discounts in December. This has increased the amount of Council Tax outstanding with collection taking place during Q4. There has been a 25% increase in the number of people electing to spread their payments over 12 months instead of the usual 10. This changes the collection profile for those households with more Council Tax expected to be collected in February and March this year than last. The additional four Revenue Officer posts agreed will be appointed shortly.

8) Non Domestic Rates

- 8.1 The collection rate for Non Domestic Rates was 82.06% at the end of December 2014 compared to 86.79% last year. We have approximately 80 accounts where the rate payer has opted to pay over 12 instalments instead of the usual 10. This amounts to £713K or 1.6% of the annual collectable debit which is now due in Feb and March which last year would have been included in the Q3 collection. In addition, NDR collection at Q3 has fluctuated year to year by anything up to 3% over the last 5 years. (The note about staff resources above also applies to Business Rates).

9) Council Tax Reforms

- 9.1 Members agreed to amend some discounts to Council Tax from 1 April 2013, one of which relates to long term empty properties (unfurnished and unoccupied for 2 years or more). There were 232 at the end of December 2014, broadly unchanged from the 229 at the end of Q2. Within this there is a turnover of properties with some becoming occupied and others reaching the two year trigger for inclusion in this statistic. The Empty Property Officer continues to work on reducing the number of long term empty properties.

10) Discretionary Housing Payments

- 10.1 The DHP allocation for 2014/15 is £253k. From the Housing Benefit Subsidy monitoring at the end of December 2014, £135,415 DHPs have been made and £26,963 is

committed up to the end of this financial year. We are currently projecting spend of 70% of the Government grant for DHP's. We currently have 34 outstanding applications.

11) Reserves & Balances

11.1 Reserves are amounts that have been set aside from annual revenue budgets to meet specific known events that will happen in the future. Details of the reserves held within the Areas are provided in Appendix C. The complete list of specific Corporate Reserves and the current balance on each one is provided at Appendix D. The Appendix shows all movements of each one that has been actioned under the authority delegated in the Financial Procedure Rules.

Transfers out of specific reserves that require reporting to District Executive for noting are as follows:

Reserve	Balance at 01/10/14 £	Transfers In/(Out) £	Balance at 31/12/14 £	Reason for Transfer
Capital Reserve	1,954,837	62,833	2,017,670	Contribution from revenue for Octagon toilet refurbishment (£26,000), Contribution from revenue for moving CAB to Petters House (£30,433). Repay PV Capital FIT 01.06.14 to 31.08.2014 (£6,400).
Risk Management Reserve	12,153	(1,000)	11,153	Contribution to safety on wooden surfaces of bridge at Yeovil Country Park.
Yeovil Athletics Track	80,978	18,690	99,668	Contribution to Reserve 14/15.
Yeovil Vision Reserve	90,474	10,000	100,474	Yeovil Town Contribution to reserve.
Revenue Grants Reserve	406,874	(6,279)	400,595	Release of grants for 2014/15 expenditure.
Business Support Grant	276,806	(21,753)	255,053	Flood grant funding
Sharing Office Space	87,810	(87,810)	0	Funding of office moves
Infrastructure Reserve	1,000,000	(2,500)	997,500	Consultancy for Bluebell Roundabout
NNDR Volatility Reserve	0	500,000	500,000	Setting up of NNDR Volatility Reserve

11.2 General Fund Balance represents the accumulated revenue surpluses. Within the total, however, there are amounts that have been earmarked by the District Executive for specific purposes. The table below shows the current position on the General Fund Balance.

General Fund Balances	£'000
Balance at 1 April 2014	5,280
Transfers from balances	(573)
NNDR Deficit for 2013/14 (£671k held in General Fund Balances from S31 Grant received in 2013/14)	(803)
Estimated Balances at 31/12/14	3,904
Estimated underspend on Revenue Budget at out-turn for 2014/15	879
Estimated Unallocated General Fund Balance at 31st March 2015	4,783

11.3 The latest review of risks to SSDC balances shows that balances need to remain within the range of £3.4 to £3.8 million to meet current financial risks. Current balances as at 31st December are therefore adequate to meet current risks.

11.4 The following transfer from balances is for noting by this Committee, as they have been undertaken under delegated authority:

Reserve	Balance at 01/10/14 £	Transfers In/(Out) £	Balance at 31/12/14 £	Reason for Transfer
Non-Earmarked Balances	5,267,440	(19,500)	5,247,940	Funding of parking offers for SSDC pay & display car parks.

11.5 At a Flood Action Plan meeting a request was made for SSDC to pay for a pump for Thorney Bund at a cost of £5,000. It is also requested that a £5,000 boat is purchased. If Members approve these payments to be made from the Flood Reserve, £29,890 will remain in that reserve.

12) Risk

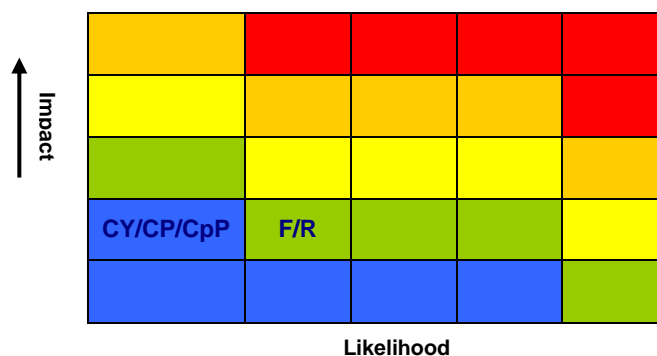
12.1 As part of monitoring an assessment of risk has been made. This review of balances and reserves has shown that SSDC currently has sufficient balances to cover major areas of financial risk. The balance at the year-end is estimated to be £5.6 million.

12.2 Details of the current key risks, as identified in the 2014/15 Budget Setting Report, are listed in the table below with an update from the responsible officer.

Current Risk	Responsible Officer	Officer's Update
The Council Tax Reduction Scheme	Assistant Director- Finance & Corporate Services	The CTR scheme is now being monitored as part of the budget monitoring report.
Cost of living increases to pay budgets has been increased by 1% for 2014/15. A 1.2% increase is also being built into 15/16 pay budgets	Chief Executive	A 2.2% pay increase was awarded from Jan 2015.
Interest Rates	Assistant. Director- Finance & Corporate Services	Current predictions are for the Treasury Management budget to be £215k over achieving on income.

Housing Benefit Subsidy	Assistant Director- Finance & Corporate Services	Current predictions are for the housing benefit subsidy to be on budget at the year end.
Planning Income	Assistant Director- Economy	Current predictions are for planning income to be, at the year-end, ahead of budget by £323k.
Building Control Income	Assistant Director- Environment	Current predictions are that there will be a £22k shortfall in fee income.
Car parking Income	Assistant Director- Environment	Pay & Display and season ticket income is predicted to be down by £85k.
Business Rate income	Assistant Director- Finance & Corporate Services	Collection rate is down on the previous year and the risk remains.

Risk Matrix



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

The budget is closely linked to the Corporate Plan and any growth bids are scored accordingly.

Carbon Emissions and Climate Change Implications

There are no implications currently in approving this report.

Equality and Diversity Implications

When the budget was set any growth or savings made included an assessment of the impact on equalities as part of that exercise.

Background Papers

2014/15 Revenue Quarterly Monitoring Reports to District Executive.

2014-15 Budget Detail

APPENDIX A

Group with Elements		Year to date			Outturn Forecast			Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		a	b	c	d	e	e-d	
		Budget to 31st December £	Actual to 31st December £	Variance to 31st December £	Annual Budget £	Expected Total by Year End £	Variance expected 31/03/15 £	
Chief Executive/ Strategic Director (Corporate Services)								
STRATEGIC MANAGEMENT								
Chief Executive/Strategic Director (Corporate Services) : Mark Williams								
CORPORATE INITIATIVES & CONTINGENCY	Expenditure	0	0	0	10,000	10,000	0	<i>Funding for Symphony project 14/15.</i>
	Income	0	0	0	0	0	0	
Portfolio Holder : Cllr Ric Pallister	TOTAL	0	0	0	10,000	10,000	0	
MANAGEMENT BOARD	Expenditure	402,933	392,048	(10,885)	605,800	605,800	0	
	Income	0	(7)	(7)	0	0	0	
Portfolio Holder : Cllr Ric Pallister	TOTAL	402,933	392,041	(10,892)	605,800	605,800	0	
TOTAL STRATEGIC MANAGEMENT	Expenditure	402,933	392,048	(10,885)	615,800	615,800	0	
	Income	0	(7)	(7)	0	0	0	
	TOTAL	402,933	392,041	(10,892)	615,800	615,800	0	
FINANCE AND CORPORATE SERVICES								
Assistant Director : Donna Parham								
FINANCIAL SERVICES								
Service Manager : Amanda Card								
AUDIT	Expenditure	79,155	112,796	33,641	105,540	114,190	8,650	<i>Fees paid until 31/3/15.</i>
	Income	0	(8,649)	(8,649)	0	(8,650)	(8,650)	
Portfolio Holder : Cllr Tim Carroll	TOTAL	79,155	104,147	24,992	105,540	105,540	0	
CORPORATE COSTS	Expenditure	1,263,410	1,135,335	(128,075)	1,429,070	1,405,570	(23,500)	<i>Subscriptions & electronic bank charges less than budget but these savings will be reduced by the £32.4k shortfall in the travel savings.</i>
	Income	(32,420)	(70,624)	(38,204)	(510,950)	(500,680)	10,270	
Portfolio Holder : Cllr Tim Carroll	TOTAL	1,230,990	1,064,711	(166,279)	918,120	904,890	(13,230)	
ASSET MANAGEMENT	Expenditure	43,358	43,354	(4)	57,810	57,530	(280)	<i>More rents & way leaves than budgeted.</i>
	Income	(1,500)	(6,578)	(5,078)	(2,000)	(6,580)	(4,580)	
Portfolio Holder : Cllr Tim Carroll	TOTAL	41,858	36,776	(5,082)	55,810	50,950	(4,860)	
FINANCIAL SERVICES	Expenditure	505,800	472,567	(33,233)	673,570	659,080	(14,490)	<i>Savings being offered up from 0.5 FTE vacancy.</i>
	Income	(26,258)	(22,671)	3,587	(28,770)	(24,130)	4,640	
Portfolio Holder : Cllr Tim Carroll	TOTAL	479,542	449,896	(29,646)	644,800	634,950	(9,850)	
TREASURY MANAGEMENT	Expenditure	64,065	53,368	(10,697)	73,700	73,700	0	<i>Current estimates are predicting an overachievement of income in the region of £215k, this is due to extending the average length of investments to achieve higher returns and very good performance from the property fund which we are assuming will continue however if there is a dip in the economy this could affect the forecasted return.</i>
	Income	0	(180,899)	(180,899)	(340,340)	(555,660)	(215,320)	
Portfolio Holder : Cllr Tim Carroll	TOTAL	64,065	(127,531)	(191,596)	(266,640)	(481,960)	(215,320)	
TOTAL FINANCIAL SERVICES	Expenditure	1,955,788	1,817,420	(138,368)	2,339,690	2,310,070	(29,620)	
	Income	(60,178)	(289,421)	(229,243)	(882,060)	(1,095,700)	(213,640)	
	TOTAL	1,895,610	1,527,999	(367,611)	1,457,630	1,214,370	(243,260)	

Group with Elements		Budget to 31st December	Actual to 31st December	Variance to 31st December	Annual Budget	Expected Total by Year End	Variance expected 31/03/15	Budget Holders' Comments on Variances to Profiled Budgets & Outturn
		£	£	£	£	£	£	<i>Accountants' Comments in Italics</i>
ICT SERVICES								
Service Manager : Roger Brown								
INFORMATION SYSTEMS								
Portfolio Holder : Cllr Henry Hobhouse								
	Expenditure	764,823	774,269	9,446	1,058,380	1,058,380	0	
	Income	(17,180)	(12,931)	4,249	(20,530)	(20,530)	0	
	TOTAL	747,643	761,338	13,695	1,037,850	1,037,850	0	Budget on target
TOTAL INFORMATION SYSTEMS								
	Expenditure	764,823	774,269	9,446	1,058,380	1,058,380	0	
	Income	(17,180)	(12,931)	4,249	(20,530)	(20,530)	0	
	TOTAL	747,643	761,338	13,695	1,037,850	1,037,850	0	
PROCUREMENT AND RISK MANAGEMENT								
Service Manager : Gary Russ								
PROCUREMENT AND RISK MANAGEMENT								
	Expenditure	196,307	171,484	(24,823)	258,710	227,400	(31,310)	Central Support Services will have significant underspends for printing and stationery and IS purchases of software and hardware. This is mainly due to capital outlay which was used for the upgrade of all desktop technology. Canteen Service - Good progress is being made to control expenditure. Income generation is improving month on month and it is hoped that following implementation of a new menu, as a result of the recent canteen survey, will improve income vastly. The new menu includes more home-made food which should not only further reduce expenditure but also cater to the expectations of customers and improve income. <i>Income for December was up by 8% compared to December last year for the last quarter income is up by 7.8%.</i>
	Income	(74,453)	(48,195)	26,258	(99,270)	(65,630)	33,640	
	TOTAL	121,854	123,289	1,435	159,440	161,770	2,330	
	Portfolio Holder : Cllr Tim Carroll							
TOTAL PROCUREMENT AND RISK MANAGEMENT								
	Expenditure	196,307	171,484	(24,823)	258,710	227,400	(31,310)	
	Income	(74,453)	(48,195)	26,258	(99,270)	(65,630)	33,640	
	TOTAL	121,854	123,289	1,435	159,440	161,770	2,330	
REVENUES AND BENEFITS								
Service Manager : Ian Potter								
REVENUES & BENEFITS								
Portfolio Holder : Cllr Tim Carroll								
	Expenditure	1,142,071	1,147,008	4,937	1,501,010	1,501,010	0	There are no particular issues and I expect to be on budget at the end of the year.
	Income	(262,240)	(276,980)	(14,740)	(343,800)	(343,800)	0	
	TOTAL	879,831	870,028	(9,803)	1,157,210	1,157,210	0	
HOUSING BENEFIT SUBSIDY								
Portfolio Holder : Cllr Tim Carroll								
	Expenditure	34,367,122	32,789,562	(1,577,560)	45,822,830	45,822,830	0	Although the budget shows a large variation, our subsidy monitor shows that we are on target with our expenditure against our estimate at the end of Q3. There are no anticipated concerns for end of year outturn.
	Income	(35,175,465)	(35,170,903)	4,562	(46,753,660)	(46,753,660)	0	
	TOTAL	(808,343)	(2,381,341)	(1,572,998)	(930,830)	(930,830)	0	
TOTAL REVENUES AND BENEFITS								
	Expenditure	35,509,193	33,936,570	(1,572,623)	47,323,840	47,323,840	0	
	Income	(35,437,705)	(35,447,883)	(10,178)	(47,097,460)	(47,097,460)	0	
	TOTAL	71,488	(1,511,313)	(1,582,801)	226,380	226,380	0	
TOTAL FINANCE AND CORPORATE SERVICES								
	Expenditure	38,426,111	36,699,743	(1,726,368)	50,980,620	50,919,690	(60,930)	
	Income	(35,589,516)	(35,798,430)	(208,914)	(48,099,320)	(48,279,320)	(180,000)	
	TOTAL	2,836,595	901,313	(1,935,282)	2,881,300	2,640,370	(240,930)	

Group with Elements		Budget to 31st December	Actual to 31st December	Variance to 31st December	Annual Budget	Expected Total by Year End	Variance expected 31/03/15	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
LEGAL AND CORPORATE SERVICES								
Assistant Director : Ian Clarke								
DEMOCRATIC SERVICES								
Service Manager : Angela Cox								
DEMOCRATIC & SUPPORT SERVICES	Expenditure	842,066	741,177	(100,889)	1,129,640	1,093,140	(36,500)	Elections—payments made to canvassers through SSDC payroll are still to be accounted for, which will take up a significant proportion of the current underspend on Electoral Registration. There can be no further parish or district elections in this financial year. Management Corp Dem Costs - Staffing underspend due to reduced hours agreed as part of Lean review of the service in 2014. Printing costs continue to be an overspend which we hope to resolve to some extent in the next financial year by encouraging Councillors to use tablets to access Council Agendas. Carry forward on Members Training to be requested to cover the Induction Training programme in May / June 2015. Democratic Representation - Councillors IT equipment in May 2015 likely to cost £19,200. Members Travelling will be underspent and Councillors Pension contributions will cease from May 2015 as they will no longer be eligible to join or continue in the pension scheme. Again, I will be requesting some carry forwards to cover new Member training in May/June 2015. Underspend excluding carry forwards estimated at £60k and carry forwards for £39k will be requested at the end of this year.
Portfolio Holder : Cllr Peter Seib	Income	(95,875)	(121,475)	(25,600)	(97,980)	(121,480)	(23,500)	
	TOTAL	746,191	619,702	(126,489)	1,031,660	971,660	(60,000)	
TOTAL DEMOCRATIC & SUPPORT SERVICES	Expenditure	842,066	741,177	(100,889)	1,129,640	1,093,140	(36,500)	
	Income	(95,875)	(121,475)	(25,600)	(97,980)	(121,480)	(23,500)	
	TOTAL	746,191	619,702	(126,489)	1,031,660	971,660	(60,000)	
LEGAL SERVICES								
Service Manager : Angela Watson								
LEGAL SERVICES	Expenditure	403,860	406,979	3,119	537,280	539,770	2,490	No areas of concern at present. Income from s106 agreements continues to be well above target.
Portfolio Holder : Cllr Tim Carroll	Income	(39,165)	(74,352)	(35,187)	(51,860)	(74,350)	(22,490)	
	TOTAL	364,695	332,627	(32,068)	485,420	465,420	(20,000)	
LAND CHARGES	Expenditure	90,353	81,027	(9,326)	120,470	141,470	21,000	There is a continued trend of more searches being handled electronically and as a result an underspend on printing & postage. <i>If charges continue on the same trend this budget line will be overspent by £21k.</i> <i>Income was down by 8.5% compared to this time last year and year to date it is up by 0.7%. If searches follow the same trend as last year we will have generated additional income of £69k.</i>
Portfolio Holder : Cllr Tim Carroll	Income	(290,220)	(340,245)	(50,025)	(386,960)	(455,960)	(69,000)	
	TOTAL	(199,867)	(259,218)	(59,351)	(266,490)	(314,490)	(48,000)	
RIGHTS OF WAY	Expenditure	26,977	23,620	(3,357)	35,970	35,970	0	As before, the only area of concern is the shortfall in income. We are now prioritising Diversion Order work and issuing any invoices where they are due. However, the reality is that, at best, there will only be a small amount of income received by year end.
Portfolio Holder : Cllr Tim Carroll	Income	(19,875)	0	19,875	(26,500)	(5,000)	21,500	
	TOTAL	7,102	23,620	16,518	9,470	30,970	21,500	
TOTAL LEGAL SERVICES	Expenditure	521,190	511,626	(9,564)	693,720	717,210	23,490	
	Income	(349,260)	(414,597)	(65,337)	(465,320)	(535,310)	(69,990)	
	TOTAL	171,930	97,029	(74,901)	228,400	181,900	(46,500)	

Group with Elements		Budget to 31st December	Actual to 31st December	Variance to 31st December	Annual Budget	Expected Total by Year End	Variance expected 31/03/15	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
FRAUD AND DATA MANAGEMENT								
Service Manager : Lynda Creek								
FRAUD AND DATA MANAGEMENT	Expenditure	72,495	67,681	(4,814)	95,740	95,740	0	
Portfolio Holder : Cllr Tim Carroll	Income	0	0	0	0	0	0	
	TOTAL	72,495	67,681	(4,814)	95,740	95,740	0	
TOTAL FRAUD AND DATA MANAGEMENT	Expenditure	72,495	67,681	(4,814)	95,740	95,740	0	
	Income	0	0	0	0	0	0	
	TOTAL	72,495	67,681	(4,814)	95,740	95,740	0	
HUMAN RESOURCES								
Service Manager : Mike Holliday								
HUMAN RESOURCES	Expenditure	241,070	216,070	(25,000)	319,260	299,260	(20,000)	Budgets are broadly on target with a likely underspend on the HR salary budget of around £10,000 at year end with an overall underspend of around £20,000.
Portfolio Holder : Cllr Ric Pallister	Income	(9,815)	(12,670)	(2,855)	(12,310)	(12,310)	0	
	TOTAL	231,255	203,400	(27,855)	306,950	286,950	(20,000)	
TOTAL HUMAN RESOURCES	Expenditure	241,070	216,070	(25,000)	319,260	299,260	(20,000)	
	Income	(9,815)	(12,670)	(2,855)	(12,310)	(12,310)	0	
	TOTAL	231,255	203,400	(27,855)	306,950	286,950	(20,000)	
TOTAL LEGAL SERVICES AND CORPORATE SERVICES	Expenditure	1,676,821	1,536,554	(140,267)	2,238,360	2,205,350	(33,010)	
	Income	(454,950)	(548,742)	(93,792)	(575,610)	(669,100)	(93,490)	
	TOTAL	1,221,871	987,812	(234,059)	1,662,750	1,536,250	(126,500)	
TOTAL CHIEF EXECUTIVE	Expenditure	40,505,865	38,628,345	(1,877,520)	53,834,780	53,740,840	(93,940)	
	Income	(36,044,466)	(36,347,179)	(302,713)	(48,674,930)	(48,948,420)	(273,490)	
	TOTAL	4,461,399	2,281,166	(2,180,233)	5,159,850	4,792,420	(367,430)	
Strategic Director (Place and Performance): Rina Singh								
PLACE AND PERFORMANCE								
Service Manager : Rina Singh								
POLICY & PERFORMANCE	Expenditure	86,873	82,423	(4,450)	115,830	115,830	0	Minimal underspend at year end expected.
Portfolio Holder : Cllr Ric Pallister	Income	0	0	0	0	0	0	
	TOTAL	86,873	82,423	(4,450)	115,830	115,830	0	
TOTAL PLACE AND PERFORMANCE	Expenditure	86,873	82,423	(4,450)	115,830	115,830	0	
	Income	0	0	0	0	0	0	
	TOTAL	86,873	82,423	(4,450)	115,830	115,830	0	

Group with Elements		Budget to 31st December	Actual to 31st December	Variance to 31st December	Annual Budget	Expected Total by Year End	Variance expected 31/03/15	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
ECONOMY								
Assistant Director : Martin Woods								
ECONOMIC DEVELOPMENT								
Service Manager : David Julian								
ECONOMIC DEVELOPMENT	Expenditure	574,465	560,716	(13,749)	717,590	717,590	0	
Portfolio Holder : Cllr Jo Roundell-Greene	Income	(491,770)	(565,227)	(73,457)	(506,530)	(566,530)	(60,000)	Additional income generated at Yeovil innovation Centre.
	TOTAL	82,695	(4,511)	(87,206)	211,060	151,060	(60,000)	
TOURISM	Expenditure	148,995	114,152	(34,843)	198,660	198,660	0	£18k costs for printing & distribution outstanding.
Portfolio Holder : Cllr Sylvia Seal	Income	(60,788)	(54,871)	5,917	(81,050)	(81,050)	0	
	TOTAL	88,207	59,281	(28,926)	117,610	117,610	0	Expect to be on budget at year end.
HERITAGE	Expenditure	50,495	48,026	(2,469)	65,200	69,250	4,050	
Portfolio Holder : Cllr Sylvia Seal	Income	(465)	(4,674)	(4,209)	(620)	(4,670)	(4,050)	
	TOTAL	50,030	43,352	(6,678)	64,580	64,580	0	Expect to be on budget at year end.
TOTAL ECONOMIC DEVELOPMENT	Expenditure	773,955	722,894	(51,061)	981,450	985,500	4,050	
	Income	(553,023)	(624,772)	(71,749)	(588,200)	(652,250)	(64,050)	
	TOTAL	220,932	98,122	(122,810)	393,250	333,250	(60,000)	
DEVELOPMENT CONTROL								
Service Manager : David Norris								
DEVELOPMENT CONTROL	Expenditure	1,133,720	1,148,879	15,159	1,509,630	1,554,630	45,000	
Portfolio Holder : Cllr Peter Seib	Income	(808,763)	(1,264,098)	(455,335)	(1,076,750)	(1,400,000)	(323,250)	Planning fee income was once again very good in December. I anticipate that the total income for 2014/15 will be £1.4m with the total expenditure being £1.55m.
	TOTAL	324,957	(115,219)	(440,176)	432,880	154,630	(278,250)	
TOTAL DEVELOPMENT CONTROL	Expenditure	1,133,720	1,148,879	15,159	1,509,630	1,554,630	45,000	
	Income	(808,763)	(1,264,098)	(455,335)	(1,076,750)	(1,400,000)	(323,250)	
	TOTAL	324,957	(115,219)	(440,176)	432,880	154,630	(278,250)	
SPATIAL POLICY								
Service Manager : Paul Wheatley								
PLANNING POLICY	Expenditure	206,222	172,858	(33,364)	288,780	288,780	0	
Portfolio Holder : Cllr Tim Carroll	Income	(9,780)	(8,664)	1,116	(11,820)	(11,820)	0	Budgets are on track. Further printing & stationery costs, linked to the finalisation of the Local Plan, are expected in January and March 2015. We will also shortly receive another invoice from the Planning Inspectorate for the remaining costs linked to the Examination of the Local Plan. Again expected in either January or February 2015.
	TOTAL	196,442	164,194	(32,248)	276,960	276,960	0	
TRANSPORT	Expenditure	30,435	30,127	(308)	40,580	40,580	0	
Portfolio Holder : Cllr Henry Hobhouse	Income	0	0	0	0	0	0	
	TOTAL	30,435	30,127	(308)	40,580	40,580	0	On budget.
Service Manager : Martin Woods								
STRATEGIC HOUSING	Expenditure	143,008	128,690	(14,318)	190,590	216,670	26,080	
Portfolio Holder : Cllr Tim Carroll	Income	0	(26,080)	(26,080)	0	(26,080)	(26,080)	Partnership levy fees.
	TOTAL	143,008	102,610	(40,398)	190,590	190,590	0	
TOTAL SPATIAL POLICY	Expenditure	379,665	331,675	(47,990)	519,950	546,030	26,080	
	Income	(9,780)	(34,744)	(24,964)	(11,820)	(37,900)	(26,080)	
	TOTAL	369,885	296,931	(72,954)	508,130	508,130	0	

Group with Elements		Budget to 31st December	Actual to 31st December	Variance to 31st December	Annual Budget	Expected Total by Year End	Variance expected 31/03/15	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
EQUALITIES								
Service Manager : Jo Morgan								
EQUALITIES & DIVERSITY	Expenditure	44,882	41,443	(3,439)	57,830	62,850	5,020	
Portfolio Holder : Cllr Jo Roundell Greene	Income	0	(5,016)	(5,016)	0	(5,020)	(5,020)	
	TOTAL	44,882	36,427	(8,455)	57,830	57,830	0	
TOTAL EQUALITIES	Expenditure	44,882	41,443	(3,439)	57,830	62,850	5,020	
	Income	0	(5,016)	(5,016)	0	(5,020)	(5,020)	
	TOTAL	44,882	36,427	(8,455)	57,830	57,830	0	
TOTAL ECONOMY	Expenditure	2,332,222	2,244,891	(87,331)	3,068,860	3,149,010	80,150	
	Income	(1,371,566)	(1,928,630)	(557,064)	(1,676,770)	(2,095,170)	(418,400)	
	TOTAL	960,656	316,261	(644,395)	1,392,090	1,053,840	(338,250)	
COMMUNITIES								
Assistant Director : Helen Rutter & Kim Close								
COMMUNITIES, THIRD SECTOR AND PARTNERSHIPS								
Service Manager : Helen Rutter & Kim Close								
CENTRAL COMMUNITIES TEAM	Expenditure	105,908	99,028	(6,880)	141,210	136,210	(5,000)	Some salary underspend due to changes in community office manager and deputy role.
Portfolio Holder : Cllr Ric Pallister	Income	0	0	0	0	0	0	
	TOTAL	105,908	99,028	(6,880)	141,210	136,210	(5,000)	
COMMUNITY SAFETY	Expenditure	36,060	34,322	(1,738)	48,080	48,080	0	
Portfolio Holder : Cllr Peter Gubbins	Income	0	0	0	0	0	0	
	TOTAL	36,060	34,322	(1,738)	48,080	48,080	0	
Service Manager :								
THIRD SECTOR AND PARTNERSHIPS	Expenditure	194,275	175,131	(19,144)	234,280	215,280	(19,000)	Big underspend (£19k at present due to vacancy). Have just recruited and discussing with Director how to cover some of backlog of work.
Portfolio Holder : Cllr Sylvia Seal	Income	0	0	0	0	0	0	
	TOTAL	194,275	175,131	(19,144)	234,280	215,280	(19,000)	
TOTAL COMMUNITIES, THIRD SECTOR AND PARTNERSHIPS	Expenditure	336,243	308,481	(27,762)	423,570	399,570	(24,000)	
	Income	0	0	0	0	0	0	
	TOTAL	336,243	308,481	(27,762)	423,570	399,570	(24,000)	

Group with Elements		Budget to 31st December £	Actual to 31st December £	Variance to 31st December £	Annual Budget £	Expected Total by Year End £	Variance expected 31/03/15 £	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
LOCAL STRATEGIC PARTNERSHIP								
Service Manager : Helen Rutter								
LOCAL STRATEGIC PARTNERSHIP	Expenditure	43,300	42,113	(1,187)	50,450	50,450	0	
	Income	(24,100)	(23,350)	750	(24,350)	(24,350)	0	
	TOTAL	19,200	18,763	(437)	26,100	26,100	0	
TOTAL LOCAL STRATEGIC PARTNERSHIP	Expenditure	43,300	42,113	(1,187)	50,450	50,450	0	
	Income	(24,100)	(23,350)	750	(24,350)	(24,350)	0	
	TOTAL	19,200	18,763	(437)	26,100	26,100	0	
AREA EAST								
Service Manager : Helen Rutter								
EAST AREA DEVELOPMENT	Expenditure	140,545	140,149	(396)	185,370	198,530	13,160	Budgets on track, some grant funding to be funded from reserve.
Area Chairman : Cllr Nick Weeks	Income	(2,633)	(16,672)	(14,039)	(3,510)	(16,670)	(13,160)	Officer reviewing the spend for Queen Camel Front Runner grant.
	TOTAL	137,912	123,477	(14,435)	181,860	181,860	0	
EAST GRANTS	Expenditure	32,990	7,049	(25,941)	39,070	39,070	0	This should all be allocated/spent by year end.
Area Chairman : Cllr Nick Weeks	Income	0	0	0	0	0	0	
	TOTAL	32,990	7,049	(25,941)	39,070	39,070	0	
EAST PROJECTS	Expenditure	47,610	61,990	14,380	63,480	63,480	0	
Area Chairman : Cllr Nick Weeks	Income	(63,480)	(60,012)	3,468	(63,480)	(63,480)	0	
	TOTAL	(15,870)	1,978	17,848	0	0	0	
TOTAL AREA EAST	Expenditure	221,145	209,188	(11,957)	287,920	301,080	13,160	
	Income	(66,113)	(76,684)	(10,571)	(66,990)	(80,150)	(13,160)	
	TOTAL	155,032	132,504	(22,528)	220,930	220,930	0	

Group with Elements		Budget to 31st December	Actual to 31st December	Variance to 31st December	Annual Budget	Expected Total by Year End	Variance expected 31/03/15	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
AREA NORTH								
Service Manager : Charlotte Jones								
NORTH AREA DEVELOPMENT	Expenditure	134,425	125,918	(8,507)	197,900	197,900	0	No variance expected by year end, although some special project budgets may extend into 2015/16.
Area Chairman : Cllr Shane Pledger	Income	(10,000)	(10,000)	0	(10,000)	(10,000)	0	
	TOTAL	124,425	115,918	(8,507)	187,900	187,900	0	
NORTH GRANTS	Expenditure	17,310	10,145	(7,165)	19,980	19,980	0	Variance due to grants offered but not yet claimed. Budget will be fully committed by year end.
Area Chairman : Cllr Shane Pledger	Income	0	0	0	0	0	0	
	TOTAL	17,310	10,145	(7,165)	19,980	19,980	0	
TOTAL AREA NORTH	Expenditure	151,735	136,063	(15,672)	217,880	217,880	0	
	Income	(10,000)	(10,000)	0	(10,000)	(10,000)	0	
	TOTAL	141,735	126,063	(15,672)	207,880	207,880	0	
AREA SOUTH								
Service Manager : Kim Close								
SOUTH AREA DEVELOPMENT	Expenditure	217,913	205,923	(11,990)	287,260	305,740	18,480	Budgets on track small underspend on salaries. Market income shortfall.
Area Chairman : Cllr Peter Gubbins	Income	(42,823)	(75,907)	(33,084)	(55,430)	(75,910)	(20,480)	
	TOTAL	175,090	130,016	(45,074)	231,830	229,830	(2,000)	
SOUTH GRANTS	Expenditure	29,365	8,135	(21,230)	37,160	37,160	0	Grants to be spent or allocated by year end.
Area Chairman : Cllr Peter Gubbins	Income	0	0	0	0	0	0	
	TOTAL	29,365	8,135	(21,230)	37,160	37,160	0	
SOUTH PROJECTS	Expenditure	10,000	10,396	396	10,000	10,000	0	
Area Chairman : Cllr Peter Gubbins	Income	(10,000)	(10,000)	0	(10,000)	(10,000)	0	
	TOTAL	0	396	396	0	0	0	
TOTAL AREA SOUTH	Expenditure	257,278	224,454	(32,824)	334,420	352,900	18,480	
	Income	(52,823)	(85,907)	(33,084)	(65,430)	(85,910)	(20,480)	
	TOTAL	204,455	138,547	(65,908)	268,990	266,990	(2,000)	

Group with Elements		Budget to 31st December	Actual to 31st December	Variance to 31st December	Annual Budget	Expected Total by Year End	Variance expected 31/03/15	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
AREA WEST								
Service Manager : Andrew Gillespie								
WEST AREA DEVELOPMENT	Expenditure	188,435	188,469	34	243,360	249,360	6,000	Recruitment of temp Neighbourhood Dev Officer to backfill for secondment now completed but will result in need to re-profile expenditure of c£10k to 2015/16. Secondment period recently extended to March 2015 and income should rise pro-rata.
Area Chairman : Cllr Angie Singleton	Income	(13,143)	(25,915)	(12,772)	(14,020)	(30,020)	(16,000)	
	TOTAL	175,292	162,554	(12,738)	229,340	219,340	(10,000)	
WEST GRANTS	Expenditure	24,680	36,525	11,845	31,240	31,240	0	Allocation from Area Reserve will be drawn down when required.
Area Chairman : Cllr Angie Singleton	Income	0	0	0	0	(6,560)	(6,560)	
	TOTAL	24,680	36,525	11,845	31,240	24,680	(6,560)	
WEST PROJECTS	Expenditure	32,562	28,004	(4,558)	41,910	41,910	0	Budgets contain balances from specific external funding reserves that will be adjusted/returned at year end. Income may need re -profile, but no major variation anticipated overall.
Area Chairman : Cllr Angie Singleton	Income	(30,827)	(27,305)	3,522	(34,310)	(34,310)	0	
	TOTAL	1,735	699	(1,036)	7,600	7,600	0	
TOTAL AREA WEST	Expenditure	245,677	252,998	7,321	316,510	322,510	6,000	
	Income	(43,970)	(53,220)	(9,250)	(48,330)	(70,890)	(22,560)	
	TOTAL	201,707	199,778	(1,929)	268,180	251,620	(16,560)	
TOTAL STRATEGIC DIRECTOR - PLACE & PERFORMANCE	Expenditure	3,674,473	3,500,611	(173,862)	4,815,440	4,909,230	93,790	
	Income	(1,568,572)	(2,177,791)	(609,219)	(1,891,870)	(2,366,470)	(474,600)	
	TOTAL	2,105,901	1,322,820	(783,081)	2,923,570	2,542,760	(380,810)	
Strategic Director - (Operations and Customer Focus): Vega Sturges								
OPERATIONS AND CUSTOMER FOCUS								
Service Manager : Jason Toogood								
CUSTOMER SERVICES	Expenditure	368,602	355,253	(13,349)	493,790	470,000	(23,790)	Underspend from vacancies during the year in the main.
Portfolio Holder : Cllr Nick Weeks	Income	0	(1,515)	(1,515)	0	(1,520)	(1,520)	
	TOTAL	368,602	353,738	(14,864)	493,790	468,480	(25,310)	
RESOLUTION AND PRINTING	Expenditure	64,582	60,686	(3,896)	86,110	80,000	(6,110)	Reduced use of printing function by Internal SSDC Services over the past few years is generally causing under achievement against predicted income. However, changed pricing structure in place for 2014/15 is being monitored for affect on total annual income.
Portfolio Holder : Cllr Nick Weeks	Income	(82,328)	(51,381)	30,947	(109,770)	(80,000)	29,770	
	TOTAL	(17,746)	9,305	27,051	(23,660)	0	23,660	
TOTAL OPERATIONS AND CUSTOMER FOCUS	Expenditure	433,184	415,939	(17,245)	579,900	550,000	(29,900)	
	Income	(82,328)	(52,896)	29,432	(109,770)	(81,520)	28,250	
	TOTAL	350,856	363,043	12,187	470,130	468,480	(1,650)	

Group with Elements		Budget to 31st December	Actual to 31st December	Variance to 31st December	Annual Budget	Expected Total by Year End	Variance expected 31/03/15	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
ENVIRONMENT								
Assistant Director : Laurence Willis								
ENVIRONMENTAL HEALTH								
Service Manager : Alasdair Bell								
HOUSING STANDARDS	Expenditure	179,662	164,016	(15,646)	236,570	216,570	(20,000)	Small underspends on nominals within Housing Standards (salaries, book & publications, and equipment, tools & materials). Within Home Aid Partnership, savings on salary due to part time secondment and reduced travel will help towards underachievement of income. Home Aid Partnership income linked to Disabled Facilities Grants paid, so hopefully another £10K to come in against budget but anticipate income will still be £20K down on income target for year.
Portfolio Holder : Cllr Peter Seib	Income	(50,587)	(31,605)	18,982	(67,450)	(47,450)	20,000	
	TOTAL	129,075	132,411	3,336	169,120	169,120	0	
ENVIRONMENTAL HEALTH & COMMUNITY PROTECTION	Expenditure	669,375	633,481	(35,894)	915,160	890,310	(24,850)	Salary savings due to vacant post & various small vacant hours. Reduced spend for pest control on vehicles & equipment, tools & materials in line with reduced income generated. Other general underspends which helps contribute to overspend against travel across environmental health. Pest control final income expected to be £14K below budget. Pollution & control income currently £7K below budget but hopefully some of this will be achieved by year end. Adverse income compensated slightly by small surplus on Environmental Protection income.
Portfolio Holder : Cllr Peter Seib	Income	(74,523)	(65,370)	9,153	(85,220)	(65,370)	19,850	
	TOTAL	594,852	568,111	(26,741)	829,940	824,940	(5,000)	
ENFORCEMENT	Expenditure	101,943	100,398	(1,545)	135,510	134,510	(1,000)	Budget on target with small saving expected overall. Income already exceed budget for year, therefore small year end surplus expected.
Portfolio Holder : Cllr Peter Seib	Income	(2,250)	(3,409)	(1,159)	(3,000)	(4,500)	(1,500)	
	TOTAL	99,693	96,989	(2,704)	132,510	130,010	(2,500)	
TOTAL ENVIRONMENTAL HEALTH	Expenditure	950,980	897,895	(53,085)	1,287,240	1,241,390	(45,850)	
	Income	(127,360)	(100,384)	26,976	(155,670)	(117,320)	38,350	
	TOTAL	823,620	797,511	(26,109)	1,131,570	1,124,070	(7,500)	
CIVIL CONTINGENCIES MANAGER								
Service Manager : Pam Harvey								
CIVIL CONTINGENCIES	Expenditure	103,658	84,040	(19,618)	138,210	149,860	11,650	Due to the shortfall in the budget for the Civil Contingencies partnership costs, this budget will be overspent by approx. £15K at the end of year. However, this is offset by some savings in overtime costs, which should reduce it to a £7K overspend, but is entirely dependent on any responses necessary to emergency situations between now and the end of the financial year. The partnership arrangements are due to be reviewed by August 2015 and it was agreed at District Executive in January 2015 to continue with our current payments for a further year until the results of the review are known.
Portfolio Holder : Cllr Henry Hobhouse	Income	(645)	(5,508)	(4,863)	(860)	(5,510)	(4,650)	
	TOTAL	103,013	78,532	(24,481)	137,350	144,350	7,000	
TOTAL CIVIL CONTINGENCIES	Expenditure	103,658	84,040	(19,618)	138,210	149,860	11,650	
	Income	(645)	(5,508)	(4,863)	(860)	(5,510)	(4,650)	
	TOTAL	103,013	78,532	(24,481)	137,350	144,350	7,000	

Group with Elements		Budget to 31st December	Actual to 31st December	Variance to 31st December	Annual Budget	Expected Total by Year End	Variance expected 31/03/15	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
ENGINEERING AND PROPERTY SERVICES								
Service Manager : Garry Green								
PROPERTY MANAGEMENT	Expenditure	1,001,915	964,631	(37,284)	1,316,740	1,323,740	7,000	Some general underspends on utilities across the budgets within this element, with some larger variances on public offices and depots. However, the cost of security and alarms on public offices, including the Brympton Way security officer, is likely to result in expenditure exceeding the budget this year unless additional savings can be found. Commercial properties income already exceeded budget for the year, however this is offset against reduced income on public offices. PV income remains above budget for the year.
Portfolio Holder : Cllr Henry Hobhouse	Income	(556,848)	(597,359)	(40,511)	(691,900)	(704,900)	(13,000)	
	TOTAL	445,067	367,272	(77,795)	624,840	618,840	(6,000)	
CAR PARKING	Expenditure	840,699	747,329	(93,370)	1,169,230	1,169,230	0	Budget currently showing underspends on wages, routine maintenance, electricity & rent. However large overspend on NNDR (due to rateable value increase) and car parking income share due to others by the end of the year, results in expenditure budget predicted to come out on budget. All income budgets not current meeting target. Year end £85K underachievement of budget made up of season tickets approx. £22K under, excess charges £2K under & pay and display £61k under.
Portfolio Holder : Cllr Henry Hobhouse & Cllr Tim Carroll	Income	(1,835,393)	(1,682,672)	152,721	(2,443,600)	(2,358,600)	85,000	
	TOTAL	(994,694)	(935,343)	59,351	(1,274,370)	(1,189,370)	85,000	
ENGINEERING SERVICES	Expenditure	548,571	430,434	(118,137)	714,390	624,390	(90,000)	Underspends currently showing on salaries (vacant post & hours), land drainage, public conveniences, Birchfield and CCTV. Anticipated most of these will be retained for year end. Increased income on street naming & numbering and public conveniences will result in year end income being above budget. Current variance distorted by Yeovil Bus Station income, however a virement is being processed to correct this.
Portfolio Holder : Cllr Henry Hobhouse	Income	(62,498)	(101,113)	(38,615)	(77,080)	(107,080)	(30,000)	
	TOTAL	486,073	329,321	(156,752)	637,310	517,310	(120,000)	
TOTAL ENGINEERING AND PROPERTY SERVICES	Expenditure	2,391,185	2,142,394	(248,791)	3,200,360	3,117,360	(83,000)	
	Income	(2,454,739)	(2,381,144)	73,595	(3,212,580)	(3,170,580)	42,000	
	TOTAL	(63,554)	(238,750)	(175,196)	(12,220)	(53,220)	(41,000)	

Group with Elements		Budget to 31st December	Actual to 31st December	Variance to 31st December	Annual Budget	Expected Total by Year End	Variance expected 31/03/15	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
BUILDING CONTROL								
Service Manager : Dave Durrant								
BUILDING CONTROL	Expenditure	426,185	406,709	(19,476)	620,750	620,000	(750)	Income for October was £28k - slightly above profile . I would anticipate a year end fees and charge income of around £475k and not the budgeted £497k.
Portfolio Holder : Cllr Peter Seib	Income	(469,297)	(436,974)	32,323	(670,420)	(648,000)	22,420	
	TOTAL	(43,112)	(30,265)	12,847	(49,670)	(28,000)	21,670	
TOTAL BUILDING CONTROL	Expenditure	426,185	406,709	(19,476)	620,750	620,000	(750)	
	Income	(469,297)	(436,974)	32,323	(670,420)	(648,000)	22,420	
	TOTAL	(43,112)	(30,265)	12,847	(49,670)	(28,000)	21,670	
STREETSCENE								
Service Manager : Chris Cooper								
HORTICULTURE & GROUNDS MAINTENANCE & STREETCLEANING	Expenditure	2,196,048	2,396,863	200,815	2,902,130	2,902,130	0	Expenditure is above projected figures, however this is reflected in increased income levels and this is 'normal' for the service. We have taken steps to reduce expenditure in order to allow the budget variance to balance. We aim to control expenditure by ensuring that all additional spend will be met by additional external income through to the new financial year. 0 The service is fully focussed on accumulating external income and there are orders to the value of the potential overspends which will be realised over the coming months to year end. 0 We project that the budget will balance at the end of year, as externally funded works along with close control of expenditure appear to balance projected overspends on the expenditure budget.
Portfolio Holder : Cllr Jo Roundell Greene	Income	(838,331)	(1,017,019)	(178,688)	(1,262,790)	(1,262,790)	0	
	TOTAL	1,357,717	1,379,844	22,127	1,639,340	1,639,340	0	
TOTAL STREETSCENE	Expenditure	2,196,048	2,396,863	200,815	2,902,130	2,902,130	0	
	Income	(838,331)	(1,017,019)	(178,688)	(1,262,790)	(1,262,790)	0	
	TOTAL	1,357,717	1,379,844	22,127	1,639,340	1,639,340	0	

Page 45

Group with Elements		Budget to 31st December	Actual to 31st December	Variance to 31st December	Annual Budget	Expected Total by Year End	Variance expected 31/03/15	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
WASTE & RECYCLING								
Assistant Director : Laurence Willis								
WASTE COLLECTION	Expenditure	4,165,405	4,161,856	(3,549)	5,622,600	5,622,600	0	The Somerset Waste Partnership waste budget is currently showing an underspend of £33k for the seven months to October. There is however, a rise in the number of requests for replacement or new bins. Overall we expect the increased cost to cancel out the current underspend. The good performance in attracting new garden waste customers means that income is above target and we already have additional income of £52K in respect of garden waste bins and sacks.
Portfolio Holder : Cllr Jo Roundell Greene	Income	(1,171,050)	(1,230,160)	(59,110)	(1,405,160)	(1,457,160)	(52,000)	
	TOTAL	2,994,355	2,931,696	(62,659)	4,217,440	4,165,440	(52,000)	
TOTAL WASTE COLLECTION	Expenditure	4,165,405	4,161,856	(3,549)	5,622,600	5,622,600	0	
	Income	(1,171,050)	(1,230,160)	(59,110)	(1,405,160)	(1,457,160)	(52,000)	
	TOTAL	2,994,355	2,931,696	(62,659)	4,217,440	4,165,440	(52,000)	
LICENSING								
Service Manager : Nigel Marston								
LICENSING	Expenditure	190,343	198,262	7,919	249,510	259,510	10,000	Small overspends against various elements of budget, but adverse variance currently due to agency staff costs and once off software purchase. These together with scanning needed for office moves, a year end overspend is anticipated. Overall anticipate a year end income slightly above that budgeted.
Portfolio Holder : Cllr Peter Seib	Income	(246,326)	(259,772)	(13,446)	(287,350)	(302,350)	(15,000)	
	TOTAL	(55,983)	(61,510)	(5,527)	(37,840)	(42,840)	(5,000)	
TOTAL LICENSING	Expenditure	190,343	198,262	7,919	249,510	259,510	10,000	
	Income	(246,326)	(259,772)	(13,446)	(287,350)	(302,350)	(15,000)	
	TOTAL	(55,983)	(61,510)	(5,527)	(37,840)	(42,840)	(5,000)	
TOTAL ENVIRONMENT	Expenditure	10,423,804	10,288,019	(135,785)	14,020,800	13,912,850	(107,950)	
	Income	(5,307,748)	(5,430,961)	(123,213)	(6,994,830)	(6,963,710)	31,120	
	TOTAL	5,116,056	4,857,058	(258,998)	7,025,970	6,949,140	(76,830)	

Group with Elements		Budget to 31st December	Actual to 31st December	Variance to 31st December	Annual Budget	Expected Total by Year End	Variance expected 31/03/15	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
HEALTH AND WELL-BEING								
Assistant Director : Steve Joel								
ARTS AND ENTERTAINMENT								
Service Manager : Adam Burgan								
ARTS	Expenditure	1,314,585	1,358,280	43,695	1,740,610	2,091,520	350,910	It is proving to be an exceptional year with strong sales throughout the year across all departments. I am expecting an underspend of approximately £52K at year end moving £73k into Capital projects that are required to replace outdated PA equipment and allow for toilets refurbishment work.
Portfolio Holder : Cllr Sylvia Seal	Income	(1,019,115)	(1,701,309)	(682,194)	(1,358,520)	(1,762,150)	(403,630)	
	TOTAL	295,470	(343,029)	(638,499)	382,090	329,370	(52,720)	
TOTAL ARTS	Expenditure	1,314,585	1,358,280	43,695	1,740,610	2,091,520	350,910	
	Income	(1,019,115)	(1,701,309)	(682,194)	(1,358,520)	(1,762,150)	(403,630)	
	TOTAL	295,470	(343,029)	(638,499)	382,090	329,370	(52,720)	
SPORT AND LEISURE FACILITIES								
Service Manager : Steve Joel								
GOLDENSTONES	Expenditure	198,540	138,435	(60,105)	264,720	264,720	0	
Portfolio Holder : Cllr Sylvia Seal	Income	(82,132)	(76,875)	5,257	(109,510)	(109,510)	0	
	TOTAL	116,408	61,560	(54,848)	155,210	155,210	0	
SPORT FACILITIES	Expenditure	111,747	117,322	5,575	138,010	138,010	0	
Portfolio Holder : Cllr Sylvia Seal	Income	(45,750)	(34,370)	11,380	(61,000)	(61,000)	0	
	TOTAL	65,997	82,952	16,955	77,010	77,010	0	
TOTAL SPORT AND LEISURE FACILITIES	Expenditure	310,287	255,757	(54,530)	402,730	402,730	0	
	Income	(127,882)	(111,245)	16,637	(170,510)	(170,510)	0	
	TOTAL	182,405	144,512	(37,893)	232,220	232,220	0	
COMMUNITY HEALTH AND LEISURE								
Service Manager : Lynda Pincombe								
RESOURCE CENTRE	Expenditure	42,713	42,531	(182)	56,950	61,680	4,730	Providing that there are no unexpected buildings maintenance costs, the outturn should be within budget. In addition, SSDC is entitled to a 1/3 share of surplus revenue generated in year 1 of circa £4,800 which is expected to be taken at the end of year 2.
Portfolio Holder : Cllr Sylvia Seal	Income	0	(1,656)	(1,656)	0	(5,300)	(5,300)	
	TOTAL	42,713	40,875	(1,838)	56,950	56,380	(570)	
COMMUNITY HEALTH & LEISURE	Expenditure	651,501	660,523	9,022	856,650	896,410	39,760	Currently operating within budget.
Portfolio Holder : Cllr Sylvia Seal	Income	(128,797)	(173,494)	(44,697)	(162,420)	(205,950)	(43,530)	
	TOTAL	522,704	487,029	(35,675)	694,230	690,460	(3,770)	
TOTAL COMMUNITY HEALTH AND LEISURE	Expenditure	694,214	703,054	8,840	913,600	958,090	44,490	
	Income	(128,797)	(175,150)	(46,353)	(162,420)	(211,250)	(48,830)	
	TOTAL	565,417	527,904	(37,513)	751,180	746,840	(4,340)	

Group with Elements		Budget to 31st December	Actual to 31st December	Variance to 31st December	Annual Budget	Expected Total by Year End	Variance expected 31/03/15	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
HOUSING AND WELFARE								
Service Manager : Kirsty Larkins								
WELFARE	Expenditure	238,232	236,504	(1,728)	320,650	320,650	0	
Portfolio Holder : Cllr Ric Pallister	Income	(346,471)	(357,093)	(10,622)	(366,450)	(366,450)	0	
	TOTAL	(108,239)	(120,589)	(12,350)	(45,800)	(45,800)	0	Budgets all fine.
HOUSING	Expenditure	712,328	635,618	(76,710)	1,009,350	869,210	(140,140)	
Portfolio Holder : Cllr Ric Pallister	Income	(220,163)	(163,738)	56,425	(293,550)	(168,570)	124,980	Housing remains underspent on B&B, RIA, Deposit Guarantee scheme, prevention this means we have had a reduced income for
	TOTAL	492,165	471,880	(20,285)	715,800	700,640	(15,160)	Housing benefits, RIA, prevention. Traveller Sites remains underspent on repairs & travel
TOTAL HOUSING AND WELFARE	Expenditure	950,560	872,122	(78,438)	1,330,000	1,189,860	(140,140)	
	Income	(566,634)	(520,831)	45,803	(660,000)	(535,020)	124,980	
	TOTAL	383,926	351,291	(32,635)	670,000	654,840	(15,160)	
FAMILY SUPPORT PROGRAMME								
Service Manager : Steve Joel								
FAMILY SUPPORT PROGRAMME	Expenditure	171,783	177,395	5,612	220,560	290,730	70,170	
Portfolio Holder : Cllr Ric Pallister	Income	(184,643)	(290,732)	(106,089)	(220,560)	(290,730)	(70,170)	
	TOTAL	(12,860)	(113,337)	(100,477)	0	0	0	Budgets all fine.
TOTAL FAMILY SUPPORT PROGRAMME	Expenditure	171,783	177,395	5,612	220,560	290,730	70,170	
	Income	(184,643)	(290,732)	(106,089)	(220,560)	(290,730)	(70,170)	
	TOTAL	(12,860)	(113,337)	(100,477)	0	0	0	

Group with Elements		Budget to 31st December	Actual to 31st December	Variance to 31st December	Annual Budget	Expected Total by Year End	Variance expected 31/03/15	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
COUNTRYSIDE								
Service Manager : Katy Menday								
COUNTRYSIDE	Expenditure	275,363	295,750	20,387	385,510	405,510	20,000	There are no significant projects planned for the remaining months of the financial year. All events are now complete and income sought in relation to them from Friends groups and grant funders. There will be expenditure on vehicle repairs, some tree work and essential site maintenance in addition to the salary lines. This will be kept as low as possible to accommodate for the extra expenses incurred this year in setting up the Yeovil Centre & cafe and moving the ranger team. An extra £10K of expenditure has been incurred through the cafe set up. In addition the extra pressure of staffing the maternity cover for the countryside manager from Jan - Sept 2014 totalled £10K (in the current year) . This leaves us with a current extra £20K spend. 0 Sites will continue sale of wood and logs to generate income and £2.5k is expected in the coming months. Grant income of £14K is due from various grant funds to cover the project officer costs and the café does out perform the income targets set for this year. Current position shows an end of year £20K over spend. We are working hard to decrease expenditure and increase income to mitigate for this.
Portfolio Holder : Cllr Sylvia Seal	Income	(45,996)	(88,193)	(42,197)	(141,940)	(141,940)	0	
	TOTAL	229,367	207,557	(21,810)	243,570	263,570	20,000	
TOTAL COUNTRYSIDE	Expenditure	275,363	295,750	20,387	385,510	405,510	20,000	
	Income	(45,996)	(88,193)	(42,197)	(141,940)	(141,940)	0	
	TOTAL	229,367	207,557	(21,810)	243,570	263,570	20,000	
TOTAL HEALTH AND WELL-BEING	Expenditure	3,716,792	3,662,358	(54,434)	4,993,010	5,338,440	345,430	
	Income	(2,073,067)	(2,887,460)	(814,393)	(2,713,950)	(3,111,600)	(397,650)	
	TOTAL	1,643,725	774,898	-868,827	2,279,060	2,226,840	(52,220)	
TOTAL STRATEGIC DIRECTOR - OPERATIONS AND CUSTOMER FOCUS	Expenditure	14,573,780	14,366,316	(207,464)	19,593,710	19,801,290	207,580	
	Income	(7,463,143)	(8,371,317)	(908,174)	(9,818,550)	(10,156,830)	(338,280)	
	TOTAL	7,110,637	5,994,999	(1,115,638)	9,775,160	9,644,460	(130,700)	
TOTAL SSDC	Expenditure	58,754,118	56,495,272	(2,258,846)	78,243,930	78,451,360	207,430	
	Income	(45,076,181)	(46,896,287)	(1,820,106)	(60,385,350)	(61,471,720)	(1,086,370)	
	TOTAL	13,677,937	9,598,985	(4,078,952)	17,858,580	16,979,640	(878,940)	

Appendix B

The following virements should be noted:

Value £	To	From	Description
330	Savings to be Identified	Economic Development	Staff turnover savings
1,550	Savings to be Identified	Development Control	Staff turnover savings
6,330	Savings to be Identified	Environmental Protection	Staff turnover savings
7,800	Communications	Strategic Management Team	Communications staff increased capacity
1,390	Savings to be Identified	Technical Services	Staff turnover savings
3,500	Environmental Protection Food Safety	Housing Standards	Realignment of budgets

Appendix C

AREA RESERVES Quarter 3 2014/15

Allocation of Reserves	Approval Date	Approved Allocation	Balance 14/15	Transfer from Reserves during 2014/15
		£	£	£
Area East				
Balance B/fwd 1st April 2014			60,190	
Community Planning - Project Spend	Apr-05	50,000	26,930	
Securing of BMI Site	Jun-05	4,000	4,000	
Rural Business Units	Nov-05	25,000	15,800	
Retail Support Initiative	May-09	10,000	10,000	
Totals			56,730	0
QSP balance of Reserve				60,190
Unallocated Balance 31st December 2014			3,460	
Area North				
Balance B/fwd 1st April 2014			26,600	
Support towards progressing affordable rural housing schemes	Mar-09	15,000	10,000	
Totals			10,000	0
QSP balance of Reserve				26,600
Unallocated Balance 31st December 2014			16,600	
Area West				
Balance B/fwd 1st April 2014			53,120	
Underwrite Community Grants	Mar, Aug, Nov 10, Sept 14	39,620	39,620	
Markets (approved in principle)	Nov-10	14,340	13,500	
Totals			53,120	0
QSP balance of Reserve				53,120
Unallocated Balance 31st December 2014			0	

(Area South has no reserve remaining)

Summary of Usable Reserves

The following table shows the current balance on each usable reserve and the movements since 1 April 2014:

Reserves	Balance as at 01/04/14 £'000	Movement £'000	Balance as at 31/12/14 £'000
Usable Capital Receipts	36,396	85	36,481
Capital Reserve	1,916	102	2,018
Cremator Replacement Capital Reserve	300	0	300
CAMEO Reserve	363	0	363
Voluntary Redundancy/Early Retirement Fund	432	(24)	408
Local Authority Business Growth Initiative Reserve	37	0	37
Planning Delivery Reserve	32	0	32
Yeovil Athletic Track Repairs Fund	81	19	100
Local Plan Enquiry Reserve	41	0	41
Save to Earn Schemes Reserve	50	0	50
Insurance Fund	48	(1)	47
Bristol to Weymouth Rail Reserve	22	0	22
Election Reserve	194	0	194
Risk Management Reserve	12	(1)	11
Eco-Town Reserve	125	0	125
Revenue Grants Reserve	547	(146)	401
New Homes Bonus	1,683	(26)	1,657
Yeovil Vision	90	10	100
Housing Benefits Reserve	577	36	613
Closed Churchyards Reserve	9	(2)	7
Deposit Guarantee Claims Reserve	17	0	17
Park Homes Replacement Reserve	104	0	104
Into Somerset	13	(13)	0
Car Park Income	5	0	5
Health Inequalities	28	0	28
Planning Obligations Admin Reserve	31	0	31
Wincanton Sports Centre Reserve	21	0	21
LSP	71	6	77
Artificial Grass Pitch Reserve	21	0	21
Business Support Scheme	380	(125)	255
Flooding Reserve	100	(10)	90
Sharing Office Space	88	(88)	0
Infrastructure Reserve	1,000	(2)	998
NNDR Volatility Reserve	0	500	500
Total Usable Reserves	44,834	320	45,154

The list above excludes the reserves which are not usable by Members. These are the Capital Adjustment Account, Revaluation Reserve, Available for Sale Reserve, Financial Instrument Adjustment Account, Pensions Reserve and Collection Fund Adjustment Account.

Agenda Item 9

2014/2015 Capital Budget Monitoring Report for the quarter ending 31st December 2014

Executive Portfolio Holder: Cllr Tim Carroll, Finance and Spatial Planning
Strategic Director: Mark Williams, Chief Executive
Assistant Director: Donna Parham, Finance and Corporate Services
Service Manager: Amanda Card, Finance Manager
Lead Officer: Nicola Hix, Corporate / Management Accountant
Contact details: nicola.hix@southsomerset.gov.uk or 01935 462642

Purpose of the Report

1. The purpose of this report is to update Members on the current financial position of the capital programme of the Council and to report the reasons for variations from approved budgets for the period 1st October to 31st December 2014.

Forward Plan

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

Public Interest

3. This report updates progress on capital expenditure in 2014/15.

Recommendation(s)

4. That the District Executive: -
 - a) note the net spend of £1,306,000 so far on capital for 2014/15 and approve the revised capital programme for 2014/15 and beyond (paragraph 6 and 7);
 - b) note the progress of individual capital schemes as detailed in Appendix A;
 - c) note the slippage over £50,000 in the capital programme as detailed in paragraph 10;
 - d) approve the virement of £29,000 outline in paragraph 11;
 - e) approve the re-allocation of funding of £60,000 as detailed in paragraph 12 & 13;
 - f) note the schemes that were approved prior to 2010, as detailed in Appendix D, and confirm approval for those projects that they wish to remain in the programme
 - g) note the total land disposals to registered social landlords as detailed in Appendix B;
 - h) note the balance of S106 deposits by developers held in a reserve as detailed in Appendix C;
 - i) note the current position with regard to funds held by the Wessex Home Improvement Loans as detailed in paragraph 17;

Background

5. Full Council approved the Capital Programme in February 2014. Monitoring of the agreed programme has been delegated to District Executive.

Qtr 3 Spend Position

6. The actual net position as at 31st December 2014 is net expenditure of £1,236,000. This is made up of actual expenditure being £2.205m less grants and receipts received in advance for various projects of £969,000.

Revised Capital Programme

7. The capital programme for this financial year and beyond has been revised to take account of amendments requested since Quarter 2. A summary of those amendments are outlined below and Members are requested to approve the revised Capital Programme shown in Appendix A. The estimated spend for 2014/15 has been revised from **£4.291 million** to **£2.898 million** for the following reasons: -

	14/15 £'000	15/16 £'000	16/17 £'000	17/18 £'000	17/18 £'000
Capital Programme for 2014/15 onwards approved at DX November 2014	4,291	1,516	325		
Plus projects added to Capital Programme:					
Loan to Somerset Waste Partnership 1		3,500			
Loan to Somerset Waste Partnership – Repayment 1		(500)	(500)	(500)	(500)
Wyndham Park Community Facilities 2		400			
Sale of Land at Castle Cary	(70)				
Plus projects funded from the reserve:					
Upgrade to CedAr Financial System 2	96				
Ropewalk at 94 High Street, East Coker	60				
Area East to parish infrastructure, Abbas & Templecombe PC & various Community & Health leisure grants	10				
Area West to Combe St Nicolas Village Hall Toilets	4				
Area North allocation to under / over on project	1				
Less surplus funding moved to the reserve:					
Affordable Housing - Bought not built for 2 Crewkerne Properties now HCA funded	(89)				
Windows 7 underspend to ICT Reserve	(59)				
Plus removal of income budget for adaptations to Petters as now funded by RCCO	30				
Less removal of surplus funding for car park works associated with car parking proposals	(15)				

Less slippage from 2014/15 forecast to slip into 2015/16 and beyond (re-profiling)	(1,361)	974	387		
Revised Capital Programme for 2014/15 at 31 st December 2014.	2,898	5,890	212	(500)	(500)

(Figures shown in brackets reduce the capital spend in any particular year)

¹ Approved at District Executive 2nd October 2014

² Approved at District Executive 6th November 2014

Capital Programme & Reserves

8. The current Capital Programme allocates £14.154 million to various schemes over the next five years. Further details are shown in Appendix A.

	£'000
Capital Programme (as detailed at the bottom of table 7)	8,000
Contingent Liabilities and Reserve Scheme	4,085
Total programme to be financed	12,085

Available Capital Resources

9. The amount of capital resources the Council has remaining unallocated is shown in the table below.

	£'000
Useable Capital Receipts & Capital Fund as at 1 st April 2014	38,313
Add new capital receipts as at 31 st December 2014	189
Less capital programme & reserve schemes	(12,085)
Less other schemes in pipeline	(6,550)
Total remaining unallocated resources	19,867

Progress on various schemes

10. Progress on individual schemes is attached at Appendix A. Appendix A also incorporates responsible officer comments on slippage and performance against targets. Schemes which are expected to be delayed this year, are more than £50,000 and have slipped to 2015/16 include:

Project	Date Funding Originally Approved	Slippage to 2015/16 £'000	Reason for Delay
Affordable Housing - Mortgage Rescue	Sept 2014	277	No requests for funding have come forward this financial year.
Affordable Housing - Rural exception, Broadway Farm, Merriott	Sept 2014	240	Issues with land have delayed this scheme.
Affordable Housing – Bought not built	Mar 2012	201	No requests for funding have come forward this financial year.
Home Repairs Assistance	Feb 2014	90	Delays with builders will push back number of projects that will actually be completed & signed off.
Capital Works to the Councils Portfolio	Feb 2014	54	Some projects within programme will be better carried out during the summer.

(the figures shown above are included in the slippage figure at the bottom of the table in paragraph 7),

Virements between Capital Projects

11. The table below shows the requested budget virement between projects within the capital programme.

Amount £'000	From	To	Reason
10	Enhancement to Councils Portfolio	Adaptions to Petters House for CAB	To cover spend on additional works carried out during the alterations.
10	ICT Hardware Replacement Programme	Upgrade CedAr Finance System	Hardware element of upgrade as detailed in report to DX in November.
9	Enhancement to Councils Portfolio	Ropewalk at 94 High Street	To aid works needed to complete siting of caravan on site above the original compensation budget of £60K.
29	Total Virement		

Reallocation of Funding

12. Octagon Theatre

Members agreed an allocation of funding to the Octagon over Front Porch in February 2013 at a cost of £30,000. After another assessment of the porch, it has been agreed that these works are no longer required. However, this funding is required at the Octagon to carry out a full refurbishment of the back stage toilet facilities and dressing rooms on site.

It is recommended that Members agree to the transfer of the £30,000 to this project which will be completed in the summer of 2015/16 when the premises are closed.

13. Youth Facilities Development

In February 2007 Members agreed an allocation of £55,000 towards Youth Facilities Development across the district, of which £25,000 has been spent in previous years and £30,000 remains unspent in the capital programme. The areas originally identified for the remaining budget, are ones not required at this stage, and approval is requested to reallocate these funds to:

- £10,000 to Stoke-sub-Hamdon Recreation Ground, Adventure Playspace Project
- Possible contribution of £10,000 towards Floodlighting the MUGA & Skate Park at Milford Adventure Park, Yeovil.
- £5,000 to Pump Track (bike track), Yeovil
- £5,000 as a 50% contribution towards Skate Park at Horton.

It is recommended that Members agree to the transfer of the £30,000 to these projects which will be completed within the next 18 months.

Projects agreed before 2010

14. There are number of schemes still in the capital programme where funding was agreed before 2010. Appendix D provides a reason for the delay in their progression. Members need to confirm their approval for the project to stay in the capital programme.

Disposals to Housing Associations

15. Since the last quarter there have been no further disposals of surplus/non strategic land at less than best consideration to Housing Associations as agreed under the delegated authority awarded to the appropriate portfolio holder in conjunction with the Assistant Director – Finance and Corporate Services. The total disposals/leases of this nature agreed, since the policy began, now stands at £1.573 million. Details of the land involved and the date of transfer, where completed, are shown in Appendix B to this report.

Section 106 (S106) Deposits by Developers

16. S106 agreements are legal agreements between Local Authorities and developers that are linked to a planning permission. Details of income relating to S106 agreements are shown in appendix C categories by project type. The total balance held is £2,584,140. This is purely a South Somerset District Council financial summary, more detail on S106's is given to Area Committees on a quarterly basis.

Wessex Home Improvement Loans (WHIL)

17. WHIL works in partnership with the Council to provide finance to homeowners for essential maintenance and improvement works to their property. Loans are increasingly replacing grants allowing the Council to re-circulate funds.

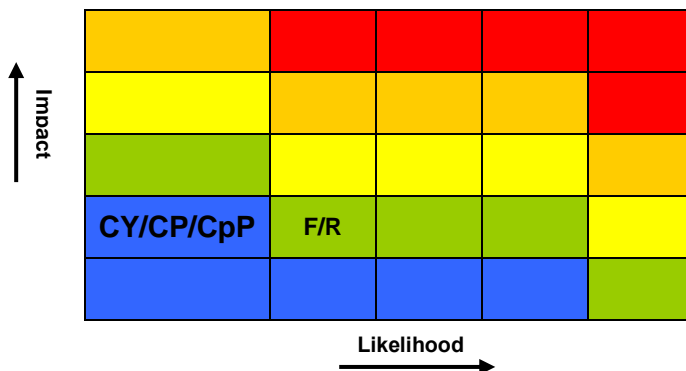
The Council has £672,948 of capital invested with WHIL. As at the end of December 2014 there was £282,578 on the loan book and £390,370 as available capital.

Financial Implications

18. These are contained in the body of the report.

Risk Matrix

19. This matrix only identifies the risk associated with taking the decision as set out in the report as the recommendations. Should there be any proposal to amend the recommendations 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 recommendations 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

Corporate Priority Implications

20. There are no specific implications in these proposals.

Carbon Emissions and Climate Change Implications

21. There are no specific implications in these proposals.

Equality and Diversity Implications

22. There are no specific implications in these proposals.

Background Papers

Quarterly Capital Monitoring Reports to District Executive 2014/15

Revised District Executive Capital Programme 2014/15 - 2018/19

Appendix A

	Original Date of Project Approval	Previous Years Spend £'000	In Year Monitoring				Original Budget Allocation £'000	Project Officer	Responsible Officers comments on action on slippage and performance against targets
			2014/15 Est Spend £'000	Actual Spend to 31/12/2014 £'000	2014/15 Remaining Budget £'000	Revised Future Est Spend £'000			
Chief Executive/ Strategic Director (Corporate Services) - Mark Williams									
FINANCE & CORPORATE SERVICES									
Assistant Director - Donna Parham									
ICT SERVICES									
Service Manager - Roger Brown									
Portfolio Holder - Cllr Henry Hobhouse									
Hardware Replacement Programme 2010/11 to 2013/14	Feb 2009	368	20	0	20	0	388	R Brown	One project left, expect a small underspend.
Hardware Replacement Programme 2014/15 to 2016/17	Feb 2014	0	28	0	28	20	48	R Brown	Projects are work in progress and currently within budget.
Windows 7	Dec 2011	347	30	0	30	0	377	R Brown	Complete at end of March 2015, anticipate underspend which will be returned to ICT Replacement Reserve.
Disaster Recovery & Business Continuity	Nov 2013	58	2	2	0	0	60	R Brown	Financially complete, implementation still work in progress.
Microsoft Lync	Jan 2014	14	123	88	35	0	137	R Brown	Complete at end of March 2015, on target financially.
Enterprise Wide Back up Replacement	Nov 2014	0	61	61	0	0	61	R Brown	Will be completed this financial year.
REVENUE & BENEFITS SERVICES									
Service Manager - Ian Potter									
Portfolio Holder - Cllr Tim Carroll									
Northgate Business Rates Software	October 2013	25	15	0	15	0	40	I Potter	There is a matter outstanding with the software supplier but anticipate this being resolved within the financial year and final payment to be made to them.

	Original Date of Project Approval	Previous Years Spend £'000	In Year Monitoring				Original Budget Allocation £'000	Project Officer	Responsible Officers comments on action on slippage and performance against targets
			2014/15 Est Spend £'000	Actual Spend to 31/12/2014 £'000	2014/15 Remaining Budget £'000	Revised Future Est Spend £'000			
FINANCIAL SERVICES									
Service Manager - Amanda Card									
Portfolio Holder - Cllr Tim Carroll									
Capital Salaries	Feb 2013	2,489	111	0	111	0	2,600	A Card	Profiled for allocation in Qtr 4. Final figure dependent on year end.
Purchase land at Churchfields Drive, Castle Cary	April 2014	0	0	0	0	0	0	D Parham / I Clarke	Land was aquired then sold onto Castle Cary Town Council almost immediately.
Crewkerne Aqua Centre Loan - Repayment	June 2005	(450)	(60)	(60)	0	(90)	(600)	A Card	Loan repayment made within schedule.
Upgrade CedAr Financial System	Nov 2014	0	86	34	52	20	106	A Card	Go live date anticipated mid March 2015.
Loan to Somerset Waste Partnership for Vehicles	October 14	0	0	0	0	1,500	1,500	A Card	£3.5M Loan to be made 01/04/15. Loan repayment over 7 years, so not all repayment
Total Finance & Corporate Services		2,851	416	125	291	1,450	4,717		
Strategic Director - (Place & Performance) - Rina Singh									
ECONOMY									
Assistant Director - Martin Woods									
Portfolio Holder - Cllr Ric Pallister									
Affordable Housing - Millfield, Chard	April 2013	0	49	0	49	49	98	C McDonald	Still on target for payment to be made this financial year.
Affordable Housing - Larkspur Crescent (Larkhill), Yeovil	July 13/June 14	0	84	84	0	0	84	C McDonald	Funding of scheme completed.
Affordable Housing - Raglan Housing, 5 Bed Conversion	August 2013	0	59	0	59	0	59	C McDonald	Still on target for payment to be made this financial year.
Affordable Housing - Yarlinton, 5 Bed Conversion	August 2013	0	70	70	0	0	70	C McDonald	Funding of scheme completed.
Affordable Housing - 6 Dwellings at Lyde Road Key Site	October 2013	0	30	30	0	0	30	C McDonald	Funding of scheme completed.
Affordable Housing - Knightstone Housing, Somerton Hybrid Rent	September 14	0	14	14	0	0	14	C McDonald	Funding of scheme completed.

	Original Date of Project Approval	In Year Monitoring					Original Budget Allocation £'000	Project Officer	Responsible Officers comments on action on slippage and performance against targets
		Previous Years Spend £'000	2014/15 Est Spend £'000	Actual Spend to 31/12/2014 £'000	2014/15 Remaining Budget £'000	Revised Future Est Spend £'000			
Affordable Housing - Rural exception, Horton, Ilminster	October 2013	0	0	0	0	48	48	C McDonald	Budget re-profiled to 2015/16.
Affordable Housing - Rural exception, Font Villas, West Coker	November 13	72	71	0	71	0	143	C McDonald	Completed, awaiting final invoice.
Affordable Housing - Rural exception, Broadway Farm, Merriott	September 14	0	0	0	0	240	240	C McDonald	Budget re-profiled to 2015/16.
Affordable Housing - 80 South Street, Bm'th Churches Hsg Ass	April 14	0	0	0	0	100	100	C McDonald	Project under evaluation.
Affordable Housing - Bought not built for 2 Crewkerne Properties	June 14	0	0	0	0	0	0	C McDonald	£89K returned to housing reserve as scheme now funded by HCA.
Affordable Housing - Bought not built allocation	Mar 2012	99	0	0	0	201	300	C McDonald	Budget re-profiled to 2015/16.
Affordable Housing - Yarlinton, Buy back of share property	September 14	0	65	0	65	0	65	C McDonald	Completed, awaiting final invoice.
Affordable Housing - Mortgage Rescue Contingency Fund	September 14	0	0	0	0	277	277	C McDonald	Budget re-profiled to 2015/16.
Total Economy		171	442	198	244	915	1,528		
COMMUNITIES									
Assistant Directors - Helen Rutter & Kim Close									
THIRD SECTOR AND PARTNERSHIPS									
Service Manager - Helen Rutter & Kim Close									
Portfolio Holder - Cllr Sylvia Seal									
Village Hall Grants	Feb 2006	930	15	0	15	0	945	L Davis	No further allocations at present.

	Original Date of Project Approval	Previous Years Spend £'000	In Year Monitoring				Original Budget Allocation £'000	Project Officer	Responsible Officers comments on action on slippage and performance against targets
			2014/15 Est Spend £'000	Actual Spend to 31/12/2014 £'000	2014/15 Remaining Budget £'000	Revised Future Est Spend £'000			
AREA SOUTH									
Service Manager - Kim Close									
Area Chairman - Cllr Peter Gubbins									
Reckleford Gyrotory (Eastern Gateway)	Feb 2007	1,633	0	0	0	88	1,721	M Ainsworth	Remaining budget to be spent on removal of traffic lights and associated remodelling of footways next financial year.
Local Delivery Vehicle (linked to Yeovil Vision)	Feb 2009	66	5	0	5	29	100	K Close	Remaining budget to be allocated to Yeovil Vision projects. £5k has been allocated by the Yeovil Vision Board towards improvements to the signage from National Tyres which is due to be carried out by SCC this financial year.
Foundry House	April 1999	879	0	0	0	4	883	K Close	New project to be identified to spend remaining money in line with DCLG grant.
South Western Terrace - Improvement Grants	Mar 2003	208	2	2	0	0	210	M Ainsworth	Project is complete. Post completion to be submitted as soon as possible.
Birchfield Trim Trail	Feb 2014	0	5	3	2	0	5	N Ross	Awaiting recharges from Leisure. Project is complete and post completion report will be submitted as soon as possible after recharges received.
5 Additional CCTV Cameras in Yeovil	Aug 2014	0	0	0	0	29	29	S Brewer	Waiting for finished drawings from SCC for the roadworks and programme to upgrade lighting in the subways. Unlikely that this will be complete by end of this financial year. Once project is complete, Town Council have agreed to contribute £9,760 and Somerset County Council will contribute £10k. Budget of £29K re-profiled to 2015-16.
Wyndham Park Community Facilities	Nov 2014	0	0	0	0	400	400	K Close	Negotiating land price from developer.
Area South Committee Allocation		269	2	0	2	0	271	K Close	Updates reported to Area Committee.

	Original Date of Project Approval	Previous Years Spend £'000	In Year Monitoring				Original Budget Allocation £'000	Project Officer	Responsible Officers comments on action on slippage and performance against targets
			2014/15 Est Spend £'000	Actual Spend to 31/12/2014 £'000	2014/15 Remaining Budget £'000	Revised Future Est Spend £'000			
AREA NORTH									
Service Manager - Charlotte Jones									
Area Chairman - Cllr Shane Pledger									
Thorney Ringbank Flood Defence Grant		0	10	0	10	0	10	C Jones	Scheme led by the Internal Drainage Board, with SSDC making a grant contribution. The scheme is complete and we are waiting for the invoice, which should be paid this financial year.
Area North Committee Allocation		590	98	46	52	25	713	C Jones	Updates reported to Area Committee.
AREA EAST									
Service Manager - Helen Rutter									
Area Chairman - Cllr Nick Weeks									
Market House Castle Cary	Feb 2010	216	(52)	7	(59)	0	164	P Williams	Minor finishing works due to be completed Jan 2015. Invoices to follow promptly. Retention to be held until end of defects period.
Land Acquisition Waterside Rd, Wincanton	Feb 2008	0	11	0	11	0	11	P Williams	In liasion with landowner with a view to reaching agreement or moving to arbitration
Enhancements to Waterside Rd, Wincanton	Feb 2008	0	0	0	0	24	24	P Williams	
Area East Committee Allocation		5	73	28	46	18	96	H Rutter	Updates reported to Area Committee.
AREA WEST									
Service Manager - Andrew Gillespie									
Area Chairman - Cllr Angie Singleton									
Market Towns Visions	Feb 2006	287	85	28	57	57	429	A Gillespie	£12,500 budget moved out to Millbrook Gardens Car Park Extension. Small amount of budget moved into 2015/16, with the remaining still anticipated to be drawn down this financial year.
Area West Committee Allocation		0	17	4	13	0	17	A Gillespie	Updates reported to Area Committee.
Total Communities		5,083	271	118	153	674	6,028		

	Original Date of Project Approval	Previous Years Spend £'000	In Year Monitoring				Original Budget Allocation £'000	Project Officer	Responsible Officers comments on action on slippage and performance against targets
			2014/15 Est Spend £'000	Actual Spend to 31/12/2014 £'000	2014/15 Remaining Budget £'000	Revised Future Est Spend £'000			
Strategic Director - (Operations and Customer Focus) - Vega Sturgess									
ENVIRONMENT									
Assistant Director - Laurence Willis									
ENVIRONMENTAL HEALTH									
Service Manager - Alasdair Bell									
Portfolio Holder - Cllr Peter Seib									
Disabled Facilities Grants (Expenditure)	Feb 2013	3,179	0	(148)	148	0	3,179	A Bell	Spend OK, should come in on target.
Empty Property Grants	Feb 2014	916	151	65	86	50	1,117	A Bell	Final spend should be on target budget.
Home Repairs Assistance	Feb 2014	1,165	40	33	7	240	1,445	A Bell	£90K to be reprofiled into 2015/16.
HMO Grants	Feb 2014	464	39	21	18	20	523	A Bell	Spend should come in on target.
Loan Scheme for Somerset	Feb 2013	335	50	50	0	50	435	A Bell	£50K re-profiled to 2015/16.
Purchase of Caravan for Homeless Resident Affected by Flooding	Apr 2014	0	15	14	1	0	15	A Bell	Caravan purchased and in use.
Purchase of Van for Enforcement Team	Jun 2014	0	16	16	0	0	16	A Bell	New van funded from monies carried forward from Streetscene underspend in 2013/14.
ENGINEERING AND PROPERTY SERVICES									
Service Manager - Garry Green									
Portfolio Holder - Cllr Henry Hobhouse									
Capital Works associated with car parking proposals	Feb 2012	2	0	0	0	0	2	G Green	Funding no longer required. £15K returned to balances.
Car Park Enhancements	Feb 2013	0	36	36	0	0	36	G Green	Project completed.
Car Park Enhancements	Feb 2014	0	54	19	35	100	154	G Green	Still anticipated at least one scheme will be completed this financial year.
New Car Parks	Feb 2008	137	229	31	198	444	810	G Green	Investigating potential sites as per car park strategy. Miller site purchased Jan '15.
Birchfield Sewer Pollution Easement Works	Feb 2005	342	2	2	0	0	344	G Green	Project completed.

	Original Date of Project Approval	Previous Years Spend £'000	In Year Monitoring				Revised Future Est Spend £'000	Original Budget Allocation £'000	Project Officer	Responsible Officers comments on action on slippage and performance against targets
			2014/15 Est Spend £'000	Actual Spend to 31/12/2014 £'000	2014/15 Remaining Budget £'000					
Capital Works to the Councils Portfolio	Feb 2012	2,032	17	11	6	0	2,049	G Green	Works programmed for 14/15. Slippage due to weather conditions Jan - March 2013 and long term staffing sickness issues.	
Capital Works to the Councils Portfolio	Feb 2013	41	9	0	9	78	128	G Green		
Capital Works to the Councils Portfolio	Feb 2014	0	171	70	101	218	389	G Green		
Sharing Brympton Way Offices with SCC	Nov 2013	0	249	171	78	5	254	G Green	Works complete, final accounts to be agreed.	
Adaptions to Petters House for CAB	April 2014	0	60	60	0	0	60	G Green	Project completed.	
Adaptions for lease of floor at Churchfields	Sept 2014	0	30	0	30	20	50	G Green	Awaiting planning permission before works commence.	
Transfer of Castle Cary Toilets	Feb 2013	0	42	42	0	0	42	G Green	Transfer completed.	
Transfer of responsibility of Bruton Toilets	May 14	0	9	9	0	0	9	G Green	Transfer completed.	
Gas Control System - Birchfield	Feb 2013	4	63	3	60	548	615	G Green	Tenders for boreholes received to be installed Feb/March 2015.	
Ropewalk at 94 High Street West Coker	Feb 2002	123	69	1	68	0	192	G Green	Park Home installed and scheme nearing completion.	
Yeovil Crematorium		477	76	38	38	8	561	G Green	Works identified and orders placed for various jobs. Some slippage due to commitments of contractors and works being deferred.	
STREETSCENE										
Service Manager - Chris Cooper										
Portfolio Holder - Cllr Jo Roundell Greene										
Severalls Park Fencing, Crewkerne	Feb 2014	0	14	14	0	0	14	S Fox	All of the fencing works are completed.	
Total Environment		9,217	1,441	558	883	1,781	12,439			

	Original Date of Project Approval	Previous Years Spend £'000	In Year Monitoring				Original Budget Allocation £'000	Project Officer	Responsible Officers comments on action on slippage and performance against targets
			2014/15 Est Spend £'000	Actual Spend to 31/12/2014 £'000	2014/15 Remaining Budget £'000	Revised Future Est Spend £'000			
HEALTH & WELL-BEING									
Assistant Director - Steve Joel									
Portfolio Holder - Cllr Ric Pallister									
ARTS AND ENTERTAINMENT									
Service Manager - Adam Burgan									
Portfolio Holder - Cllr Sylvia Seal									
Octagon Theatre - Roof over Front of House	Feb 2013	0	0	0	0	30	30	A Burgan	Request for reallocation of funds to refurbish backstage toilets & dressing rooms.
Octagon Theatre - Upgrade to facilities	Sept 14	0	26	26	0	0	26	A Burgan	Works completed to upgrade ladies toilets using revenue funding carried out from 2013/14.
COMMUNITY HEALTH AND LEISURE									
Service Manager - Lynda Pincombe									
Portfolio Holder - Cllr Sylvia Seal									
Community Play Schemes	Feb 2007	412	35	5	30	38	485	R Parr	Larkhill play area final equipment delivered, with installation expected Feb / Mar. Lavers Oak & Packers Way are budgeted for 2015/16.
Youth Facilities Development	Feb 2007	25	30	0	30	0	55	R Parr	No further development, decision on future of this allocation under assessment.
Multi Use Games Area	Feb 2008	265	45	45	0	70	380	R Parr	No positive progress with funding originally allocated to Ilminster & Castle Cary.
Grants for Parishes with Play Area	Feb 2008	437	20	(20)	39	12	469	R Parr	Grant to Ilton in progress and 1st phase of construction work completed. Funding for Rickhayes & Henhayes profiled for 2015/16.
Grant to Summerhouse View Play Area	Feb 2014	0	10	0	10	0	10	R Parr	Still scheduled for payment of grant this financial year. Quotes received, orders about to be placed.

	Original Date of Project Approval	Previous Years Spend £'000	In Year Monitoring				Revised Future Est Spend £'000	Original Budget Allocation £'000	Project Officer	Responsible Officers comments on action on slippage and performance against targets
			2014/15 Est Spend £'000	Actual Spend to 31/12/2014 £'000	2014/15 Remaining Budget £'000					
Synthetic Grass Pitch	Feb 2007	796	21	5	16	0	817	L Pincombe	Retention is still unpaid until all snagging complete. The contractor is still to provide assurance that a floodlighting contract is in place although it is anticipated that this matter will be concluded prior to year end. All remaining funding (circa £6,000) will be used to deliver CCTV in 14/15 depending on contractor availability.	
Yeo Rec - Phase 2 Works (Pitch & Putt Fencing)	Feb 2005	31	0	0	0	7	38	L Pincombe	This funding was originally allocated towards both the replacement of pitch and putt fencing (completed some years ago) and for the future replacement of the pitch and putt carpet. With careful maintenance, the carpet has lasted far longer than originally envisaged and while now showing signs of wear, will probably not need replacement until at least 2015/16.	
Grant to Henhayes Sports & Community Centre	Feb 2010	252	0	0	0	14	266	L Pincombe	Options for the delivery of a new playing pitch are still being explored by Crewkerne Town Council. In addition, there is still some S106 indexation outstanding to complete the delivery of this project. Therefore £14K budget has been reprofiled for 2015/16.	
Grant to Westfield AGP	Feb 2014	0	35	35	0	21	56	L Pincombe	Project finished within agreed timescale. Final grant payment anticipated in September 2015 when contractor retention due. Therefore £21k re-profiled to 2015/16.	
Scoreboard Langport & Huish Cricket Club	Oct 2011	0	0	0	0	0	0	L Pincombe	The remaining £600 (approx) to be used for changing room/ground improvements after April 2015. Proposals are expected shortly.	

	Original Date of Project Approval	In Year Monitoring					Original Budget Allocation £'000	Project Officer	Responsible Officers comments on action on slippage and performance against targets
		Previous Years Spend £'000	2014/15 Est Spend £'000	Actual Spend to 31/12/2014 £'000	2014/15 Remaining Budget £'000	Revised Future Est Spend £'000			
Grant to Milborne Port Rec Changing Rooms	March 2014	0	0	0	0	0	0	L Pincombe	The pavilion has already been completed within agreed timescales. The Parish Council still have some paperwork to complete in order to fulfill all grant criteria to make a final claim. They are aware of what is required and will draw down remaining funding as soon as capacity allows, however payment may slip to 2015/16.
Grant to Bruton Comm Playing Pitches	Nov 2014	0	0	0	0	0	0	L Pincombe	Playing pitch drainage works complete and full and final payment made.
Yeovil Country Park Ranger Base	Feb 2010	7	118	141	(23)	0	125	K Munday	Build completed and significant invoices to build contractor now paid. Still have to pay the 2.5% retention fee to contractor at end of 12 month snagging period, but this falls within the remaining budget. Income still to be secured includes a final payment from Veolia on completion of final report and copy invoices, plus funding from EDF Green Energies.
Dual Use Sport Centre Grants	Feb 2005	213	0	0	0	47	260	S Joel	In-principle £40K grant award made to Holyrood Academy to support the replacement of the AGP Surface. Any payments not likely to be made until 2015/16.
Sports Zone- Inc	Feb 2008	0	0	0	0	(50)	(50)	S Joel	Construction of S106 related dwellings has commenced. Trigger point not reached for payment.
Goldenstones 10 year plan/repayment	Mar 2011	20	(27)	0	(27)	7	0	S Joel	£27K repayment sum is on schedule to be paid at the end of Q4.
Wincanton Community Sports Centre 10 year plan	Sept 2012	77	15	0	15	86	178	S Joel	£35K re-profiled to 2015/16 in line with when works will be carried out.
Total Health & Well-being		2,535	328	237	91	282	3,145		
Total Capital Programme		19,857	2,898	1,236	1,662	5,102	27,856		

	Original Date of Project Approval	Previous Years Spend £'000	In Year Monitoring				Original Budget Allocation £'000	Project Officer	Responsible Officers comments on action on slippage and performance against targets
			2014/15 Est Spend £'000	Actual Spend to 31/12/2014 £'000	2014/15 Remaining Budget £'000	Revised Future Est Spend £'000			

Reserve Schemes Awaiting new Appraisal but Approved in Principle

Old Town Station Reserve	321	0	321	0
Market Towns Vision	300	0	300	0
ICT Reserve	300	0	300	0
Affordable Housing - Unallocated	1,664	0	1,664	1,200
Affordable Housing - rural exception schemes	115	0	115	0
Housing & Planning Delivery Grant	96	0	96	0
Feasibility Fund - Unallocated	158	0	158	0
Crematorium Reserve	46	0	46	0
Loans	0	0	0	17
Contingency for Plant Failure	0	0	0	130
Home Farm, Somerton	53	0	53	0
Lufton 2000 - All Phases	0	0	0	(1,016)
Gypsy & Traveller Acquisition Fund	0	0	0	50
Infrastructure & Park Homes, Ilton - £60K Grant for MUGA	0	0	0	0
Infrastructure & Park Homes Contingency	0	0	0	54
	3,053	0	3,053	435

Area Reserve Schemes Awaiting Allocation But Approved in Principle

North	2	0	2	269
South	0	0	0	161
East	20	0	20	25
West	6	0	6	115
Total	28	0	28	569
Capital Programme	2,898	1,236	1,662	5,102
Contingent Liabilities and Reserve Schemes	3,081	0	3,081	1,004
Total Programme to be Financed	5,978	1,236	4,742	6,106

Land Transfers

Appendix B

Agreed Transfers of land to Housing Associations at nil cost:

	Date of transfer	Perceived value of land £
Bund to the rear of Devonia, Furnham Road, Chard, TA20 1BE	11.3.2005	150,000
Land at New Close, Haselbury Plucknett, Crewkerne, TA18 7QY	18.07.2006	100,000
Land fronting 2-16 Furzehill, Chard, TA20 1AN	31.05.2007	12,000
Land at Wheathill Way, Milborne Port, Sherborne, DT9 5EZ	10.10.2006	20,000
Land at Bracey Road, Martock, TA12 6HE	20.01.2006	144,000
Land at Marl Close/Springfield Road, Yeovil, BA21 3NE	30.09.2005	80,000
Land adj 2 & 3 Horseshoe Cottages, Newtown, Coat Rd, Martock, TA12 6EX	20.12.2006	85,000
Land at Thomas Cross, Yeovil, BA21 4HF	18.08.2008	400,000
Birchfield Pavilion, Lyde Road, Yeovil, BA21 5QR	12.08.2008	55,000
Land at Woodhayes, High Street, Henstridge, Templecombe, BA8 0RF	10.10.2008	16,000
Land at Landseer, Blackacre Hill, North Cheriton, Templecombe, BA8 0AS	15.03.2007	10,000
Land at Lowther Road, Yeovil, BA21 5PE	15.04.2008	190,000
Land at Monmouth Road, Yeovil, BA21 5PB	16.11.2007	40,000
Drainage easement Devonia redevelopment, Furnham Rd, Chard, TA20 1BE	20.12.2007	15,000
Land at St Georges Avenue, Yeovil, BA21 4QX	24.06.2011	18,000
Greenhill Road, Yeovil	25.01.2012	1
Ruddock Close, West Coker, BA20 9BX	27.06.2012	40,000
Montague Way, Chard	01.10.2012	10,000
Minchingtons Close, Norton Sub Hamdon	13.08.2013	7,500
Northbrook Road, Yeovil	08.10.2013	1
Larkspur Crescent, Yeovil	10.12.2013	70,000
Parsons Close, Long Sutton	01.05.2013	2,000
Font villas, West Coker	27.11.2013	100,000
Land at Blackdown View, Ilminster	to be completed	8,000

1,572,502

X3032 Deposits by Developers

Appendix C

Developer	Planning Reference	Deposit £	Date Deposited	Drawdown £	Balance £	Comments	Timeframe
Hopkins - Deansley Way, Wincanton		15,000.00	05-Jan-99		9,951.82	highway works	
Prowting homes SW Ltd. Re Station Rd Ilminster		10,000.00	13.June.02	-8,547.66	1,452.34	New footbridge across Dodham Brook to Summerhouse Hill	
Suncrest, Level Lane, Charlton Horethorne		4,000.00	13/05/05		4,000.00	For road improvement works - contact at SCC Claire Cornelius	
Waitrose Development South St Crewkerne	06/01012/FUL	100,000.00	22/05/07		100,000.00	Will be used to fund the purchase of Millers Garage	
SSH - Beckington Cres, Auckland & Montague Way, Chard		23,168.00	03/12/08	-11,385.00	11,783.00	Strategic Sports Facilities £5,802 Equipped Play (Jocelyn Park, Chard) £11,385 Local playing pitch improvements £5,981	
Cassingham - Dodham Crescent	07/03834/FUL	31,681.00	10/06/09	-27,182.00	4,499.00	£27,181 Leisure and £4,500 for a foot bridge	
Yarlington Housing - Woodhayes Henstridge Phase 2	07/05552/FUL	40,727.00	13/07/09	-11,500.00	29,227.00	Play equipment provision (£11,500) Playing pitch contribution (£20,347) Strategic Leisure Contribution (£8,880)	
Jephsons Home - St Thomas Cross	07/04664/FUL	24,000.00	12/11/09	-8,923.00	15,077.00	Kickabout wall/equipped play (£5,337), Maintenance for Kickabout wall (£1,920), Playing pitches (£12,135) and Strategic Leisure contribution (£4,608)	
Abbey Manor Group - Former Seaton Road Garage, West Hendford	05/00677/OUT	159,230.00	04/05/10	-119,893.14	39,336.86	Open Space Maintenance (£13,111.14), Strategic Leisure (£52,447.54), Education - SCC (£54,336.66), Highways Improvements - SCC (£39,335.66)	
Hastoe West - Land at North Yard, 122 Station Road, Ilminster	07/05553/FUL	42,148.00	07/07/10	-7,000.00	35,148.00	Equipped Play Contribution (£6,958 - acquisition and installation/installation at Winterhay Lane, Ilminster Play Area. £5,692 commuted sum to maintain equipment), Playing Pitch Contribution (£20,845), Strategic Facilities Contribution (£7,020) and Youth Facility Contribution (£1,633)	Strategic Facilities Contribution over 10 years, all others within 5 years.
Yarlington Housing Group	08/04366/FUL	32,766.00	17/10/11	-19,913.24	12,852.76	Improvements to Milford Park Rereation Area (£12,852). Provision of Play Equipment (£10,953.24) and long-term maintenance of equipment (£8,960)	Must be spent within 5 years
Strongvox Homes - Prigg Lane, South Petherton development	09/03095/FUL	44,194.72	31/03/11	-17,108.00	27,086.72	Contribution towards off-site provision of open space and recreation facilities (£29,114.95) Contribution towards off-site provision of play space and youth facilities (£15,079.77)	
Yarlington Housing Group - Copse Road, Ilton	08/05090/FUL	98,101.00	£63,259 07/07/11, £34,842 19/12/11	-52,497.00	45,604.00	Off-site recreation contribution to be spent at Ilton Recreation Ground (£30,900). Play equipment contribution: Purchase of equipment (£14,186) and Commuted Sum Maintenance (£8,065); Youth Facilities (£7,411) and Commuted Sum Maintenance (£2,697)	
Persimmon Homes SW Ltd	07/03984/FUL	160,667.44	15/04/11	-72,005.00	88,662.44	Play & Youth Contribution (£117,434.43), Strategic Leisure Contribution (£43,243.01). Both sums to be spent within 5 years of the date of receipt.	

Developer	Planning Reference	Deposit £	Date Deposited	Drawdown £	Balance £	Comments	Timeframe
Strongvox Homes - Shudrick Lane, Ilminster	06/02906/OUT	138,994.62	20/06/11		138,994.62	Breakdown will be available once the monies are received	
C G Fry and Son Ltd	07/03534/FUL	149,253.33	25/07/11	-65,945.68	83,307.65	MUGA Contribution towards provision of a floodlit multiuse games area in Langport (£8,151.68), Playing pitch contribution towards the provision of playing pitches in Langport (£104,037.30), Sports Hall Contribution towards the provision of additional badminton courts in Langport (£24,288.36) and Swimming Pool Contribution: £12,776.09 towards the provision of additional swimming lanes or Pools in Langport.	
Summerfield - Cedar Close, Chard	09/01372/FUL	67,211.49	08/06/11		67,211.49	Sports, Art & Leisure Contribution: £41,208.64 for the provision of maintaining sports arts and leisure facilities in the area. Equipped Play & Youth Contribution: £26,002.85 for the provision of maintaining equipped play and youth facilities in the area.	
Betterment Properties	10/03721/FUL	55,000.00	25/07/11		55,000.00	Provision for Zebra Crossing (£50,000) and commuted sum for Misterton Parish Council for maintenance of bus stop (£5,000).	
Yarlington - St Georges Avenue, Yeovil	09/03801/FUL	138,678.00	17/10/11	-137,045.00	1,633.00	Off-site recreation contribution (£48,263.37) and long-term maintenance of the facilities (£19,629.63). Equipped Play Contribution for Milford Park Play Area (£43,934.15) and long-term maintenance of the facilities (£26,850.85)	Must be spent within 5 years
Yarlington - Eastover, Langport	09/02237/FUL	36,266.00	17/10/11	-20,605.37	15,660.63	Enhancement/improvements at Langport Cricket Club (£5,206.85), long-term maintenance (£2,648.63) and costs and expenses for improvements at Langport & Huish Memorial Rec Ground (£12,188.52). Equipped Play Contribution at Langport & Huish Memorial Rec Ground (£7,550) and long term maintenance (£4,293). Youth Facilities in Langport (£3,210) and long-term maintenance of facilities (£1,169).	Must be spent within 5 years
Yarlington - Greenhill Road	09/02228/FUL	63,024.00	17/10/11	-23,702.26	39,321.74	Contribution towards enhancement/improvement of community sports pitch and changing rooms at Yeovil Rec, a Yeovil School or Milford Park (£23,851.03) and long-term maintenance of facilities (£7,393.97). Play equipment at Birchfield Play Area (£14,951.26) and long-term maintenance (£5,871.87) and Youth Facilities at Birchfield Play Area (£5,871.87) and long term-maintenance (£2,198.72).	Must be spent within 5 years
Yarlington - Westfield Road, Curry Rivel	09/00023/FUL	35,167.00	17/10/11		35,167.00	Contribution towards improvement/enhancement of any recreation area or play area in Curry Rivel (£13,452). Installation of play equipment on the Recreation Ground, Westfield, Curry Rivel (£5,866.63) and long-term maintenance (£5,866.63). Youth Facilities in Curry Rivel (£4,053.95) and long-term maintenance (£1,473.04).	Must be spent within 5 years
Yarlington - Hillcrest Road, Templecombe	08/05323/FUL	39,654.00	17/10/11		39,654.00	Improvement of play facilities (£22,340) and provision of play equipment and safety surface (£?) and long-term maintenance of equipment	Must be spent within 5 years
Yarlington - Larkhill Road, Yeovil	08/05133/FUL	31,347.00	17/10/11	-17,516.00	13,831.00	Improvement to recreational area/open space within 2km radius (£8,228). Provision of Play Equipment at Monks Dale (£10,609.54) (£6,655.46 long term maintenance) and Youth Facilities (£4,166.29) (£1,687.71 long term maintenance).	Must be spent within 5 years
Yarlington - Cox's Close, Bruton	08/04305/FUL	23,965.00	17/10/11	-5,676.21	18,288.79	Improvement to community sports pitches in Bruton (£5,676.21) and long term maintenance (£2,887.79). Play Equipment at Jubilee Park Play Equipment (£2,803.36) and long-term maintenance (£4,362.21) and Youth Facilities in vicinity (£2,803.36) and long-term maintenance (£1,096.59).	Must be spent within 5 years

Developer	Planning Reference	Deposit £	Date Deposited	Drawdown £	Balance £	Comments	Timeframe
Yarlington - Chard	10/01967	45,060.00	05/12/11	-16,560.00	28,500.00	Implementing of a MOVA traffic control system in Chard (£16,560). Enhancement to adjoining recreation areas at Upper & Lower Henson Park, Chard (£28,500)	
Persimmon Homes - Maiden Beech	07/04736/FUL	411,655.00	16/04/12	-363,281.00	48,374.00	Awaiting Breakdown	
Strongvox - Alvington Farm	08/04357/FUL	34,889.00	05/03/12	-31,385.00	3,504.00	Providing or enhancing existing off-site sporting and recreation facilities within 3 miles of site (£31,385) and long-term maintenance (£3,504)	Must be spent within 10 years
13 Primrose Lane	11/04443/FUL	29,381.67	23/03/12	-1,887.00	27,494.67	Equipped playspace contribution for Cavalier Way Play Area (£5,244) with commuted sum (£2,981). Youth Facilities contribution for Birchfield Park (£1,030) and commuted sum (£374.69). Playing pitch contribution for new rec ground in Yeovil or enhancement of existing site (£3,106) and commuted sum (£1,698.86). Changing room provision for new or enhanced in Yeovil (£4,920) and commuted sum (£388.87). Strategic off site provisions in Yeovil - Swimming Pool (£221), sports hall (£3,637), indoor tennis court (£1,422), synthetic turf pitches (£482) and theatre and arts centre - Octagon Theatre (£1,878)	Must be spent within 5 years (equipped play, youth facilities and playing pitches contribution), or 10 years (strategic contributions)
Persimmons Homes - Land at Alvington	Awaiting Details	4,941.22	15/02/12		4,941.22	Long term maintenance of the land transferring	
Yarlington - Land at Northbrook Road, Yeovil	09/04939/FUL	56,506.00	31/05/12		56,506.00	Off-Site Recreation Contribution (£35,145) with commuted sum of £10,380. Youth Facilities Contribution (£7,783) with commuted sum of £3198.	
Yarlington - Milford Road, Millcrest Road and Wingate Avenue, Yeovil	08/04366/FUL	35,386.00	31/05/12		35,386.00	Playing Pitch Contribution: £35,386, as a contribution towards either laying out of new formal playing pitches on Milford Park and/or reconstruction/improvements to existing pitches at Milford Park	
Betterment Properties	Awaiting Details	4,000.00	16/05/12		4,000.00	Awaiting Breakdown	
GC Fry	07/03534/FUL	34,528.70	13/06/12		34,528.70	Equipped Play Contribution towards the cost and expenses of providing a new play area in Curry Mallet (£4,177) and commuted sum of £2,374 for the long term maintenance. Youth facilities contribution towards the cost and expenses of providing youth facilities in Curry Mallet (£820) and a commuted sum of £298 for long term maintenance. Strategic Communities Facilities Contribution towards expanding and enhancing the Octagon Theatre (£1,496); the development of a new 3G artificial grass pitch in Langport/Huish Episcopi (£384); the development of a new indoor swimming pool in Langport/Huish Episcopi area or towards the development of a centrally based 8 lane district wide competition pool in Yeovil (£1,767); the provision of a new indoor tennis centre in Yeovil (£1,330); enhancement of the sports hall at Huish Episcopi Academy School or towards the development of a centrally based sports hall in Yeovil (£2,897).	

Developer	Planning Reference	Deposit £	Date Deposited	Drawdown £	Balance £	Comments	Timeframe
Page, Gulliford & Gregory - Lyddons Farm, Curry Mallett	11/02783/FUL	15,500.00	18/06/12		15,500.00	Bus Shelter Contribution (£5,726); Youth Facilities Contribution towards youth facilities at Jubilee Park, Bruton or construction of new youth facilities serving the Bruton area at some location within radius of two miles of the site (£10,221); Sports Hall Contribution towards improvements to Wincanton Sports Centre or the construction of new sports hall serving the Bruton Area built within a 5 mile radius of this site (£26,321); Swimming Pool Contribution towards existing swimming pool & related wet facilities at the Wincanton Sports Centre or the construction of new facility serving the Bruton Area built within a 5 mile radius of this site (£13,845); Footpath Contribution (£5,156)	
Bellways Homes - Frome Road, Bruton	06/03915/OUT	61,269.00	13/08/12		61,269.00	Awaiting Breakdown	
Persimmons Homes	Awaiting Details	325,922.00	Outstanding		325,922.00	Breakdown will be available once the monies are received	
Porter Dodson	Awaiting Details	26,691.12	24/09/12		26,691.12	Awaiting Breakdown	
CG Fry and Son Ltd -	Awaiting Details	52,939.00	Outstanding		52,939.00	Breakdown will be available once the monies are received	
	Awaiting Details	1,500.00	01/10/12		1,500.00	Awaiting Breakdown	
	Awaiting Details	141,892.34	13/05/13	-8,166.75	133,725.59	Awaiting Breakdown	
	Awaiting Details	283,026.76	13/05/13	-36,844.00	246,182.76	Awaiting Breakdown	
Persimmons	Awaiting Details	129,059.00	Part Paid £104,028 30/9/13		129,059.00	Awaiting Breakdown	
Yarlington	Awaiting Details	112,655.00	23/09/13		112,655.00	Awaiting Breakdown	
	Awaiting Details	123,081.48	19/12/13		123,081.48	Awaiting Breakdown	
Elan Homes	07/04833/FUL	24,707.89	12/08/14		24,707.89	Awaiting Breakdown	
	Awaiting Details	154,922.00	06/12/14		154,922.00	Awaiting Breakdown	
		<u>3,518,834.78</u>			<u>2,584,140.29</u>		

Projects agreed before 2010

The table below highlights the schemes agreed before 2010, and provides a reason for the delay in their progression. Members need to confirm their approval for the project to stay in the capital programme.

Project	Date Funding Originally Agreed	Original Budget £'000	Remaining Budget £'000	Reason for Delay (Update from Officer)	Risks of not retaining funding (Update from Officer)
New Car Parks	Feb 2008	818	642	Funding is set aside for Crewkerne, Ilminster, Bruton and Somerton as per the latest car parking strategy. A site in Crewkerne has been purchased & Somerton should be completed in April / May 2015.	The Council would not be able to meet its requirements under the car parking strategy.
Dual Use Sports Grants	Feb 2005	260	47	£140,000 was paid out to two projects during 2013/14. £40,000 is allocated for the Holyrood project, and an in-principle offer has been made to the Academy. Project expected to commence in April 2015 subject to the outcome of an application to the English Hockey Board.	An in-principle offer has been made to the Academy. The loss of the £40,000 grant allocated to the Holyrood Academy in 2014/15 would prevent the AGP surface from being replaced, putting the facility at risk of being closed unless alternative funding can be found by the Academy. The reputational damage would be extremely detrimental to the future dual use provision at this site. This provision is a vital component of the sport and leisure strategy and the network of facilities for residents.
Reckleford Gyratory	Feb 2007	1,721	88	Remaining budget will be allocated to remaining works in 2015/16.	The appointed contractor is required to complete some lighting works and to replant the majority of the landscaped areas. This retention is being held to ensure they carry out these works, once they have done this satisfactorily the retention will be paid. If the remaining money is no longer there SSDC will be in breach of the contract.

Project	Date Funding Originally Agreed	Original Budget £'000	Remaining Budget £'000	Reason for Delay (Update from Officer)	Risks of not retaining funding (Update from Officer)
Market Towns Vision	Feb 2006	438	117	MTIG was modelled on the concept of a local brokering table. Specific Capital Investment Programmes emerge through opportunity and negotiation. The total amount made available through MTIG is more like the capital programme managed in each of the Areas and will contain unallocated balances. It is not one scheme and does not have an end date as such and so has not been delayed in any formal sense. However, delivery is dependent on local capacity to champion schemes and public sector capacity to engage with delivery issues – e.g Coach Parking – both of which can be limited at times. The total capital budget of £450,000 was agreed in 07/08. Since then £ 329k has been spent on over 70 enhancement projects in 11 Market Towns agreed and supported by the Market Towns Investment Group.	The budget remains central to the continuation of this collaborative work. If the capital funds were withdrawn, the raison d'être for the MTIG would disappear. The MTIG model does work and was supported in the AD lean review and by Scrutiny. The rate of spending is mostly determined by the capacity of SSDC, town councils and local regeneration groups to organise and deliver sound schemes together. This is limited by a variety of local and district wide circumstances. Measures to increase that capacity are possible but would require either increased revenue spend or a further review and re focussing of Area Development Work in North, West and East to invest more in the specific development of MTIG.
Multi Use Games Area's	Feb 2008	370	70	Six new MUGA's have been created across the district with Wincanton being finished this year. Funding originally allocated to Ilminster & Castle Cary are likely to be re-profiled to other areas where funding can be utilised.	The Council would be unable to provide financial support MUGA projects it has promoted. The reputational damage would be high in both communities. No grant offer has been made to reallocate the £70,000 at present. However, removal of the funding would prevent the Council from being able to support two more schemes.
Community Play Schemes	Feb 2007	539	114	18 community play schemes have been completed. In terms of sites in progress the remaining projects: Larkhill Road, Yeovil – Final piece being fitted, will be completed soon.	The Council would be unable to maintain and replace the play areas it owns and manages to the required standards. Children would be put at risk. Non-payment of retention sums would place the

Project	Date Funding Originally Agreed	Original Budget £'000	Remaining Budget £'000	Reason for Delay (Update from Officer)	Risks of not retaining funding (Update from Officer)
				Lavers oak, Martock & Packers Way, Misterton - No progress yet, funding profiled for 2015/16.	Council in breach of contract. The reputational damage would be high.
Grants for Parishes with play	Feb 2008	718	73	13 grants to parishes with play areas have been completed and paid. Remaining schemes are in progress and include: <u>Area East</u> : Rickhayes – actively fundraising for scheme, profiled 15/16. <u>Area North</u> : Ilton – in progress and grant to be paid out shortly. <u>Area West</u> : Henhayes - keen to progress, however likely to be 2015/16 now.	The Council would be unable to financial support parish play area projects it has promoted and where local expectations have been raised. Non-payment of retention sums would place Parish Councils in breach of contract. Children may be put at risk. The reputational damage would be high.
Land Acquisition & Enhancement at Waterside Road	Feb 2008	35	35	No spend. Negotiations have moved forward and an offer has been made to the land owner which is under consideration.	These works and our ability to exercise the option to acquire a car parking area would not happen if the capital allocation is withdrawn. The consequence would be long term decline of this amenity area and increased risk from the unmaintained area. Portfolio view is that we negotiate with the owner on a value of the car park area and proceed with this asap.
Youth Facilities Development	Feb 2007	55	30	Plans are underway to spend the remaining £30k within 18 months. A reallocation of this funding to projects has been included within the main report.	The Council would be unable to respond to demands for youth facility provision from smaller communities across South Somerset not being supported by the MUGA or Community Play Grant Scheme.
Local Delivery Vehicle (Yeovil Vision)	Feb 2009	100	34	Original budget changed as some transferred direct to individual projects. Remaining budget to be allocated to Yeovil Vision projects.	
Village Hall Grants	Feb 2006	945	15		These would not be possible without the funding. £7K remains unallocated, and if withdrawn would mean no further awards.
Foundry House	Apr 99 *	883	4	* Subsequent reports to DX since this date.	New project to be identified to spend remaining money in line with DCLG grant.

Agenda Item 10

Revenue Budget 2015/16 - Medium Term Financial Plan and Capital Programme

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: Amanda Card, Finance Manager
Lead Officer: Jayne Beevor, Principal Accountant Revenue
Contact Details: Jayne.beevor@southsomerset.gov.uk or (01935) 462320

Purpose of Report

1. To seek approval for the proposed 2015/16 Revenue Budget, Medium Term Financial Plan (Revenue Budgets for 2015/16 to 2019/20) and the Capital Programme that will be recommended to Full Council.

Forward Plan

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

Public Interest

3. This report sets out the budget for South Somerset District Council for 2015/16 and the estimated budgets for the following four years. It also asks members to approve capital schemes for funding in 2015/16.

Recommendation

4. That the District Executive recommends to Council the following:
 - (a) Note the report of the Scrutiny Task and Finish Group attached at Appendix A.
 - (b) approval of the overall Revenue Budget for 2015/16 of **£17,389,600** and the General Account Summary as shown at Appendix B and note future year projection:
 - (c) approval of the detailed budgets for the District Executive and four Area Committees as shown at Appendix C;
 - (d) approve there is no increase in the Council Tax for 2015/16 for South Somerset District Council, which will result in a continuing Band D charge of **£150.74**;
 - (e) approval of the additional expenditure for budget pressure bids as shown in Appendix D;
 - (f) approval of the savings proposals in Appendix E in conjunction with the Equalities Impact Schedule at Appendix G;
 - (g) approve the once-off items of expenditure as shown in Appendix F;
 - (h) approve the transfer of the NDR surplus (£0.9595 million) to the NDR Volatility Reserve;

- (i) note the current position and future estimation of reserves and balances as shown in paragraphs 53-56;
- (j) approval of the revised Capital Programme as shown in Appendix H;
- (k) approval of the new schemes to be included in the Capital Programme as shown in Appendix I;
- (l) note the scoring of new capital schemes outlined in Appendix K;
- (m) note the proposed funding of the Capital Programme as shown in paragraph 66.
- (n) note the detailed Capital Investment appraisal forms for new schemes, as shown at Appendix J;

Background

5. District Executive and Scrutiny Committee have received update reports on the draft 2015/16 budget, Medium Term Financial Strategy and Medium Term Financial Plan. The drafts were subject to final amendments whilst awaiting clarity around Government grants and funding.
6. This report sets out the final proposals to be agreed by District Executive prior to submission to Council on 26th February 2015. The District Executive has delegated authority to manage and monitor the budget once it has been approved by Council.

Medium Term Financial Strategy

7. The Medium Term Financial Strategy (MTFS) outlines how the Medium Term Financial Plan (MTFP) i.e. the budget that will be delivered over the medium to long-term. The MTFP at South Somerset spans three years with a further two years added to show the likely longer-term picture. The Medium Term Financial Strategy links the resources required to deliver the Corporate Plan and the Council's strategies.
8. Currently the MTFP shows a projected budget gap for each year of the plan. The figures include all estimates for pay awards, council tax, Government grant, and inflation.
9. In October 2014 members agreed a two year savings plan to balance the budget over a two year period 2015/16 and 2016/17. Savings are to be achieved through the following key projects:-
 - **Optimising Income** – actively increasing our income, earning income through new sources, and marketing existing services.
 - **Service Redesign** – process improvement, EDM, specialist roles, channel shift and sharing (includes continuation of the Lean programme).
 - **Contracts and Procurement** – reviewing how procurement is delivered and reducing spend on contracts.
 - **Asset Savings** – identifying savings from council owned assets (land and buildings).

In addition to this budgets will continue to be reviewed in light of economic conditions, interest rates, and underspends.

Outcomes Expected from the Medium Term Financial Strategy

10. The Council will deliver a balanced budget over the term of the plan. A balanced budget means that balances or reserves are not used to meet on-going expenditure commitments.
11. The Council will achieve as much stability as possible for both service delivery and staff in planning the moving of resources (both money and people) to areas of agreed priority.
12. SSDC will continue the drive to make services as efficient as possible.
13. In addition the authority will continue to add value in procuring goods and services and manage its assets effectively.

Capital Strategy

14. The Capital Strategy outlines how the capital programme will be funded. All new receipts will be released for new capital schemes unless the receipt is required to be set aside for the loss of income. A further sum of capital receipts will be released to meet needs that deliver the Corporate Plan once the effect on revenue is assessed and can be funded within the Medium Term Financial Plan.
15. The “Spend to Save” scheme enables projects to come forward at any time which prove to give a return of the same or greater than the loss of interest that could be earned (this can include returning the capital utilised). This allows for individual schemes showing innovation, efficiencies, and income generation to be considered.
16. SSDC’s Asset Strategy has now been approved and bids will be made annually for approval within the overall budget process.
17. Members approved a process for releasing Infrastructure Funding in December 2013. This allows for funding outside of the normal annual budget process but all projects must outline the revenue implications when approved and these commitments will be added to the Medium Term Financial Plan.
18. District Executive has delegated authority to approve the use of up to 5% of capital receipts in any one year (approx. £1.5 million). Approvals beyond this sum must be agreed through full Council.

Strategy for New Homes Bonus

19. A sum equivalent to 80% of the average annual council tax is received in grant for every new home once occupied. This sum is payable for six years with an additional bonus of £350 for every affordable home occupied.
20. The agreed strategy for New Homes Bonus is to mainstream it with Revenue Support Grant to maintain services.
21. To ensure that risk is minimised the amount of NHB being used to fund the MTFP will be outlined each year, In addition it will always fund the current and next year’s budget giving the authority time to make any cuts necessary in a measured way.

22. The current strategy for the use of NHB in priority order is as follows:
- Supporting revenue spending to retain services that benefit the community;
 - Supporting costs (revenue and capital) of spending on infrastructure before and on the introduction of CIL;
 - Supporting capital spending for affordable housing (from the affordable housing element of NHB);
 - Supporting business growth for the retention of business rates to stabilise and increase business rate income.
23. Currently NHB is being fully utilised to support revenue spending – this will be reviewed annually as part of the Medium Term Financial Strategy and Plan.
24. The current plan includes support of up to £3.0 million per annum from New Homes Bonus and assumes that NHB continues beyond the elections in 2015. At present SSDC holds sufficient NHB to fund £2.7 million in 2015/16, up to £3.0 million in 2016/17 and 1.3 million for 2017/18.
25. The maximum support from NHB in any one year for ongoing expenditure has been set at £3 million (10% of SSDC's gross spend). The limit and forward funding has been set to ensure that a reduction or the removal of NHB can be managed successfully over a reasonable length of time.
26. The current estimation is that if members agree to the annual savings targets outlined in the plan some NHB can be released for other priorities by 2016/17.

Strategy for Non Domestic Rates Retention (NDR)

27. The budget set for Non Domestic Rates for 2013/14 and 2014/15 were set around the central Government baseline. The most prudent level to set NDR for any authority is at the safety net level as this is the guaranteed level of income for any authority. However, current estimates are showing that although SSDC was close to the safety net for 2013/14 that there is a surplus expected in 2014/15.
28. The strategy is therefore to assess the expected outturn for 2014/15 and the budget for 2015/16 and set the budget based on the most reasonable set of assumptions at that time. The main risks are still around economic growth and appeals. To mitigate the risks members approved a request to set up a specific reserve of £500,000 to smooth out year to year the volatility of NDR during 2014/15.

Strategy for Balances and Reserves

29. A regular review of financial risks to assess the optimum levels of balances and reserves will be reported to members every quarter. This ensures that the authority has sufficient funds to meet its key financial risks. The strategy remains that balances remain at a level that covers these key risks.

Reviewing the Strategy

30. This strategy will naturally span the life of the Council Plan but will be reviewed annually to take into account changes within and external to the organisation. In more uncertain times the strategy will be reviewed more frequently.

The Medium Term Financial Plan

31. The table below summarises the MTFP projections, showing future commitments over the current year's base budget.

	2015/16	2016/17	2017/18	2018/19	2019/20
	£'000	£'000	£'000	£'000	£'000
Base budget	17,540.8	17,389.6	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	69.8	(137.4)	0.0	0.0	0.0
Total Budget Requirement	17,389.6	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 Base Line	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	2,695.4	3,000.0	1,328.0		
Expected New Homes Bonus	0.0	0.0	1,672.0	3,000.0	3,000.0
Once-offs funded from revenue balances	111.8	0.0	0.0	0.0	0.0
NDR Surplus 2014/15	959.5				
NDR Surplus to Balances/Volatility Reserve	(959.5)				
Council Tax Surplus 2014/15	163.0				
Council Tax	8,613.8	8,832.2	9,055.9	9,285.0	9,519.7
Council Tax Freeze 2015/16	93.6	-	-	-	-
	17,389.6	16,933.4	16,711.1	16,613.9	16,612.2
Budget Shortfall	0.0	(1,490.5)	(1,319.9)	(1,168.3)	(867.9)

Assumptions Made

32. 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 Council Tax that remains broadly in line with inflation
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 but estimates have been left at 0.5% until there is more certainty.
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	£4.0m	£4.6m	£4.6m	Current estimates assuming no top slicing

Revenue Budget 2015/16

33. Appendix B shows the General Revenue Budget Summary for 2015/16, which totals £17,389.6k. Appendix C provides the detailed budgets for the four Area Committees and the District Executive. Once approved by Full Council, these represent the financial plans that the Executive will manage under their delegated authority and monitor in accordance with the Financial Procedure Rules.

Government Grants

34. 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

35. Savings plans are outlined in Appendix E. All service savings over £25,000 will be monitored in 2015/16 and reported as part of the budget monitoring process. Of

the savings targets set out in the Strategy in October the following shows the achievement of the targets for 2015/16 and the profile target for 2016/17:-

Project Area	Achievement 2015/16 £'000	Assumed Achievement 2016/17 £'000
Optimising Income (the profile shows higher savings in 2016/17 note the Incomes Intern is now in place).	223.0	440.0
Service Redesign (the profile shows that most of the savings are planned to be delivered in 2016/17. The Lean programme delivered £118.5k in 2014/15).	30.3	625.0
Contracts and Procurement	108.4	150.0
Asset Savings	184.8	48.0
Total	546.5	1,263.0
Other:-		
Treasury Management	163.2	-
Increased Income from Economic Upturn	200.0	-
Underspends/other	142.7	-
Total Other	505.9	-
Shortfall to be found from sharing posts and service targets	-	227.5
Overall Total	1,052.4	1,490.5

36. There are no proposals within the 2015/16 budget to increase car parking fees.

Unavoidable Budget Pressures

37. Unavoidable budget pressures are detailed in Appendix D.

Band D Equivalent Council Tax

38. The MTFP has been prepared on the basis of no increase in Council Tax for 2015/16 and the Band D Council Tax charge will remain at **£150.74**. The tax base for 2015/16 will be 57,143.68, an increase of 1,002.87 from 2014/15.

39. As billing authority, SSDC has to calculate a basic level of tax based on its own spending plans, to which is added the precepts from Somerset County Council, Devon and Somerset Fire Authority, Avon and Somerset Police Authority and any town/parish council.

40. The actual total of Council Tax for South Somerset residents will be calculated once all precepting authorities have notified SSDC of their proposals. The total Council Tax will be approved at Full Council on 26th February 2014.

41. 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.

Estimates for Future Years Band D Council Tax

42. The current estimate within the Medium Term Financial Plan and Medium Term Financial Strategy is that Council Tax levels will remain in line with inflation estimated at 2% per annum for 2016/17, 2017/18, and 2018/19.

Council Tax Reduction Scheme

43. Council approved 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 £0.307 million in 2015/16 which reduced costs to SSDC of £32k.
44. 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

45. 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.
46. The budget has been set on the baseline as the final calculations have not yet been completed. Members agreed to pool NDR at full Council in December and we are still working with our partner organisations to finalise our estimates. Current estimations are that SSDC will retain approximately £4 million as well as any share or deficit from the pool. This is £700k above the baseline. This will be monitored closely during 2015/16 to estimate 2016/17 budget. Given the fluctuation so far in NDR it is recommended that the NDR Collection Fund surplus (£959.5k) is transferred to the NDR Volatility Fund.

New Homes Bonus

47. 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 the funding 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.

New Burdens Grants

48. The Government has made a pledge to pass on support where legislation has increased the financial burden for authorities. The only New Burden currently

allocated for 2015/16 is £25.6k towards additional administration of the Council Tax Reduction Scheme.

Public/Stakeholder Consultation

49. Individual savings and additional income plans that were approved in principle are individually consulted upon where there is partnership, economic, or equalities issues to consider. There are no issues as part of this exercise to report to members.

Budget Scrutiny

50. 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.
51. The report has been included in Appendix A of the Budget Booklet.

Diversity and Equality

52. 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.

Revenue Balances and Contingency & Reserves

53. In addition to the funds available for the Revenue Budget, the Council has certain balances and reserves. The Financial Strategy is to retain sufficient general balances to meet its major financial risks. Risks were reviewed in January 2015 once the budget figures had been completed, and general balances should be retained within the range of £3.4 to £3.8 million at the start of the new financial year. The current estimate of revenue balances by the year-end is £4.783 million ensuring that balances are more than sufficient next year. The key risks that have been taken into consideration are:

- a. Sustainability of base budget
- b. Reduced income
- c. Reduced investment income
- d. Civil emergencies
- e. Litigation
- f. Medium Term Financial Plan
- g. Assets and property
- h. Bad debts
- i. Housing benefits subsidy
- j. Additional use of capital funds
- k. Bank failure/ bail-in
- l. Redundancies
- m. National increases to pay
- n. Reduction in business rates to the safety net
- o. Risks of the Council Tax Reduction Scheme

54. General Fund Balances represent accumulated revenue surpluses. Within the total, however, are amounts that have been earmarked by the District Executive

for specific purposes. The table below shows the current position on the General Fund Balance compared to that previously reported:

General Fund Balances	Estimated As at 31/03/15
	£000
Balance 1/4/14	5,280
Allocations from balances	(573)
NDR Deficit 2013/14	(803)
Estimated underspend on Revenue Budget 2014/15	879
Estimated Unallocated General Fund Balance at 31 March 2015	4,783
Use of Balances for 2015/16 Budget	(112)
Estimated Unallocated General Fund Balance at 1st April 2015	4,671

55. Reserves are amounts that have been set aside from annual revenue budgets to meet specific known events that will happen in the future. An example of such a reserve is the amount set aside annually to meet the cost of the SSDC elections that occur every four years. The full list of specific usable reserves and the current balance on each is shown below: -

Reserve	Expected Balance As at 31st March 2015
	£'000
Usable Capital Receipts	30,436
Capital Reserve	2,017
New Homes Bonus	3,040
Cremator Replacement Capital Reserve	300
Infrastructure Reserve	988
CAMEO Reserve	363
Voluntary Redundancy/Early Retirement Reserve	408
Housing Benefits Reserve	613
Revenue Grants Reserve	512
Eco-Town Reserve	125
Local Plan Enquiry Reserve	41
Election Reserve	234
Yeovil Athletic Track Repairs Fund	100
LSP	72
Planning Delivery Reserve	32
Save to Earn Reserve	50
Yeovil Vision	100
Park Homes Replacement Reserve	124
Insurance Fund	45
Local Authority Business Grant Incentive (LABGI) Reserve	37
Artificial Grass Pitch Reserve	21
Health Inequalities Reserve	32
Business Support Scheme	235
Bristol to Weymouth Rail Reserve	17
Deposit Guarantee Claims Reserve	17
Wincanton Sports Centre Reserve	21

Closed Churchyard Reserve	7
Car park Income	5
Risk Management Reserve	11
Flooding Reserve	30
Planning Obligations Admin Reserve	39
NNDR Volatility Reserve	500
Total Reserves	40,572

56. A review of balances and reserves and the likely three-year forward prediction has been made. The levels of balances will continually be reviewed and additions from in year savings may be made to ensure they remain at the required level. The levels expected are shown below:

Year	Non-Earmarked Balances at Year End £'000	Capital Reserves at Year End £'000	Revenue Reserves at Year End £'000
2014/15	4,671	30,436	10,136
2015/16	4,500	23,620	9,000
2016/17	4,000	22,808	7,000
2017/18	4,000	23,308	7,000

Robustness of 2015/16 Revenue Budget

57. Under Section 25 of the Local Government Act 2003 the S151 officer is required to report to Council on the robustness of the estimates made for the purpose of calculations of the budget and the adequacy of the proposed financial reserves.
58. The formulation of the budget has allowed for best estimates of inflation and commitments necessary to maintain service levels. With demand-led budgets this inevitably entails a degree of judgement.
59. There has been a significant degree of scrutiny of the proposed budgets and savings for 2015/16 by:
- The Finance team
 - Management Board
 - Portfolio Holders
 - A Scrutiny Task and Finish Group
 - Scrutiny Committee
60. These examinations of the budgets have led to refinements and provide considerable assurance about the robustness of the estimates.
61. There remains however some key risks inherent in the 2015/16 Revenue Budget since the budget is a financial plan based on assumptions. The current key risks will be managed by the individual officers as shown in italics below:
- (a) There remains substantial risk in the banking sector and the added risk of “bail-ins” protection of SSDC’s principal sums continue to be our primary concern. Financial returns within the budget are set with base rates remaining at 0.5%. The Finance team continues to take regular advice from its treasury advisors Arlingclose and are monitoring the situation closely. A

loss of £4 million principal would mean a budget reduction of £36k through loss of interest. *(Assistant Director – Finance and Corporate Services)*

- (b) The NDR has been set at the Government's baseline figure. This is because the pooled figures have not been finalised. We have seen some fluctuations so far because of the requirements to set aside funding for bad debts and appeals. All indications so far are that the income will exceed the budget for 2015/16. If member agree the recommendations in this report the NDR Volatility Reserve will total £1.459 million to meet any unforeseen events and fluctuations. *(Assistant Director – Finance and Corporate Services)*
 - (c) The new Council Tax Reduction Scheme carries risks of additional demand and non-collection. This will continue to be monitored through budget monitoring reports in 2015/16. *(Assistant Director- Finance and Corporate Services)*
 - (d) Housing Benefit Subsidy is administered on behalf of Central Government by SSDC and a grant reimburses for expenditure incurred. Approximately £46m in benefit is paid out and the grant normally accounts for 100% of this, however adjustments reducing the grant are made for local authority errors. *(Assistant Director – Finance and Corporate Services)*
 - (e) Planning income has improved during 2014/15 and the budgeted income is now expected to be over achieved at the year-end by £323k however it is still an area susceptible to the economic downturn. A drop of 5% in income amounts to £58,750. *(Assistant Director - Economy)*
 - (f) Building Control income has improved during 2014/15 but remains vulnerable to the economic downturn. A 5% reduction in income is £24,830. *(Assistant Director - Environment)*
 - (g) Car parking income has continued to under achieve its budget in 2014/15 reflecting lower numbers of season ticket holders and penalty charge tickets. A further 5% reduction in usage across Yeovil car parks (which accounts for 70% of total income) is equivalent to £71,220 loss in car park income. *(Assistant Director - Environment)*
 - (h) The Government is planning to transfer some land charge searches to the Land Registry Dept. The impact on income will be monitored during 2015/16 and the impact assessed for 2016/17 MTFP. *(Assistant Director – Legal & Corporate Services)*
62. In conclusion the process for the formulation of budgets, together with the level of challenge and sensitivity analysis undertaken provides a reasonable assurance of the robustness of the budget as presented.
63. The level of the Council's reserves and balances have been reviewed in light of the risks outlined above and are currently predicted to remain at the required level.

Capital Programme 2015/16 to 2019/20

64. Members are requested to approve capital bids totalling £522,000 for 2015/16. Full details of the revised Capital Programme are shown in Appendix H; new schemes are shown in bold type, with previously approved schemes in ordinary type. A summary of recommended schemes is included at Appendix I and the scoring of all bids at Appendix K. Attached at Appendix J are the Capital Investment Appraisal forms for all 2015/16 new schemes.

65. The District Executive considered the resources available and the various capital bids at its meeting on 8th January 2015.

Funding the Capital Programme for 2015/16

66. The table below shows how the 2015/16 Capital Programme will be financed:-

	2015/16 £'000	2016/17 £'000	2017/18 £'000
Gross Capital Spend	6,959	743	0
External Grants	(647)	(531)	(500)
Net Capital Spend	6,312	212	(500)
Financed by:-			
Direct Capital Grants and Other Contributions	647	531	500
Useable Capital Receipts	5,665	(319)	0
Total Financing	6,312	212	(500)

Impact of the Capital Programme on Prudential Indicators

67. The impact of the new capital schemes approved within the capital programme on the average Band D household is as follows:

Prudential Indicator 12	2015/16 £	2016/17 £	2017/18 £
Increase in Council Tax Band D	0.07	0.17	0.17

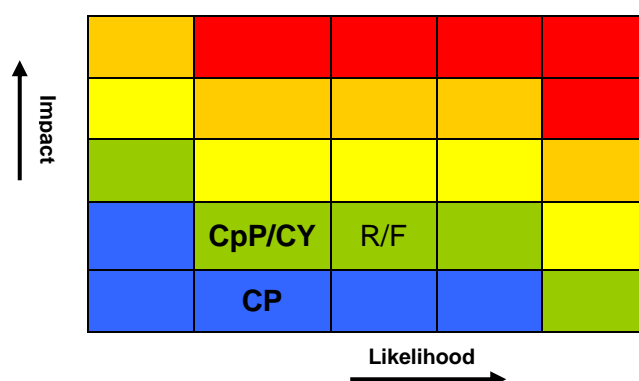
Corporate Priority Implications

68. The budget is aligned to the Council Plan in terms of funding the plan for 2015/16 and beyond.

Carbon Emissions and Climate Change Implications

69. The budget is aligned to the Carbon Reduction Strategy and new capital projects to deliver the strategy will be included in the Capital programme once approved.

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

Appendices:-

- Appendix A - Scrutiny Task & Finish Group report
- Appendix B - Revenue Budget Summary 2015/16
- Appendix C - Area Committees & District Executive detailed budgets 2015/16
- Appendix D - Unavoidable Budget Pressures
- Appendix E - Savings
- Appendix F - Once-Off Bids
- Appendix G - Equalities Full Impact Schedule
- Appendix H - Revised Capital Programme
- Appendix I - New Bids with interest
- Appendix J - Capital Bids for new schemes
- Appendix K - Capital Bid Scoring

Background Papers:

- District Executive Outturn Report June 2014
- District Executive MTFP Report Oct 2014 & Jan 2015
- Scrutiny Task & Finish Group

Agenda Item 11

Investing in Market Housing

Executive Portfolio Holder: Ric Pallister, Strategy and Policy
Strategic Director: Rina Singh, Place and Performance
Assistant Director: Martin Woods, Assistant Director (Economy)
Lead Officers: Colin McDonald, Corporate Strategic Housing Manager
Contact Details: Colin.mcdonald@southsomerset.gov.uk or 01935 462331

1. Purpose of the Report

To update members of current position in relation to acquisition of homes for strategic housing need and put forward options for investing in housing for local people which can assist with meeting local needs whilst providing a reasonable rate of return on the investment.

2. Public Interest

Council Investments in housing market and its future intentions will be of interest to anybody who is concerned about the general shortage of housing.

3. Recommendation(s)

It is recommended that District Executive: –

1. Note the current position on the council's housing property portfolio as in the appendix.
2. Agree to continue to take an opportunistic approach to purchasing properties for housing purposes which fulfil a defined housing need and provide a reasonable rate of return on the capital investment of up to £600,000.
3. Agree that each purchase be approved by the Portfolio Holder for Strategy and Policy as advised by the Corporate Strategic Housing Manager, Assistant Director (Economy) and Assistant Director (Finance and Corporate Services).
4. Approve the criteria for acquisition of new dwellings as set out in this report. (Para 6.3).
5. Note the longer term options available should the council may wish to explore for developing a property portfolio as set out in para 6.1.
6. Authorise officers to begin a review of the overall management arrangements for existing properties.
7. Note that a report will be brought back in a years' time including the full costs income and yield from the implementation of this policy and receive recommendations for further capital investment.

4. Background: Current Position

- 4.1 The council already owns 14 residential properties (detailed in the appendix). Many are leased to Housing Associations to fulfil the need for supported housing and temporary accommodation (i.e. contributing toward the provision of Affordable

Housing). Others are privately let and some are empty awaiting improvement and conversion or tied to commercial purposes.

5. Why Should SSDC Invest in Housing?

- 5.1 **The need for market housing for rent shows no signs of abating.** Some local authorities have seen a business case for responding to this gap in the market. They have set up investment and housing companies to improve local market conditions by providing market housing for rent to meet the needs of a significant cohort able to afford this option. Projected population growth and other household changes is giving rise to a shortfall in housing overall. Whilst the private sector has overtaken the social sector as main provider of rent nationally, there is a lower rate of penetration in SSDC (13.3%, compared with the county average 14.7%). It would appear that demand currently exceeds supply, especially as mortgage availability is more restricted leading more people to turn to rent.
- 5.2 **Funding of £276,500 for a ‘mortgage rescue’ scheme has already been approved,** where freehold of properties can be acquired under certain circumstances and leaving the household threatened with repossession in situ either as a shared owner (leaseholder) or as a tenant at market rates. Council owned houses therefore enable the council to broaden the tenure offer for the local community.
- 5.3 **Raised standards.** The private rented sector is generally poorly perceived in terms of quality of service. Current provision of market rented housing tends to be through a large number of very small owners – most of whom rely on agents. The lower end of the market tends to be poorly maintained and can be fraught with disputes between landlords and tenants which are difficult to disentangle. The introduction of a new provider should help to drive up standards throughout the sector
- 5.4 **There is a strong financial case.** This proposal can provide an effective use of our capital resources whilst continuing to generate at least the level of income already factored into our MTFP Market rented housing can provide a reasonable rate of return on our capital in business terms whilst fulfilling our policy objectives – making our money work for the community. In addition to a potentially higher income stream for SSDC compared with other investment, direct investment in more affordable housing would generate New Homes Bonus (at a higher rate for being ‘affordable’).
- 5.5 **Investment leverage.** Direct investment in the market could potentially unlock stalled sites (meeting wider regeneration objectives) once the developer has sufficient confidence of enough sales to overcome the upfront infrastructure costs, thus also leveraging out further market investment in home ownership. Unblocking sites in this way would also provide affordable housing in turn (through planning obligations rather than direct investment) Construction industry activity driven by our investment will feed into the local economy through local trades and suppliers.

6. Options for the future

6.1 Council becomes a major investor in housing

The council along with a number of other LA's have conducted preliminary investigations into the various options for investment vehicles, in particular

drawing on the experience of other Local Authorities who have already gone some way down each route. These options include:

- Creating a new company owned fully or in part by the council that could lever in further external investment
- Provision of new housing through investment of capital resources in a joint venture vehicle or wholly owned arms-length company Housing stock outside HRA, managed by a Housing Association
- Social Enterprise Company
- Staff Mutual
- Charitable Trust

All these investment models assume a revenue stream derived over the lifetime of the investment. Some models also produce a capital repayment at certain stages. Some are fixed term investments; others more flexible. At the current level of activity however, it is anticipated that the set up costs would be prohibitive

If there was a wish to accelerate the programme described in this report so that the council held a much larger property portfolio these arrangements can be explored.

6.2 Incremental Investment in Housing

A further option is to continue with the current activity, gradually building on the portfolio of properties through further investment. However should this portfolio grow we will need to consider the managing properties in a different way.

It is important to note that the need for an affordable housing programme remains – the options listed above provide additional routes to meeting some types of housing need but should not be seen as a substitute to traditional social housing provision.

6.3 Criteria for Acquisition of properties

The following criteria should be followed for all new acquisitions:

- Must meet a defined need
- Can meet an anticipated rate of return after costs at prevailing Public Works Loan Board for 25 year fixed rates (currently 3.10%)
After :-
- Void rent arrears, possible Council Tax, and bad debts (if we are the landlord)
- Costs of appropriate management arrangements (if there is a full repairing lease)
- Work required to bring the property to an acceptable standard
- An allowance for on-going maintenance and repairs

6.4 Management Arrangements

The District Council is not a stock-holding housing authority and no longer retains housing management and maintenance skills in-house. Acquiring a small number of properties for market rent will require engagement with professional housing management services such as through a Housing Association partner.

The nature of the property will determine the most appropriate management arrangements. For instance if the council bought a large property which was suitable for use as a HMO it might be that a lease arrangement to a trusted third such as a housing association would be most appropriate. On the other hand a new dwelling on an emerging or recent development could be let by the council with a third party acting as our managing agent.

It is recognised that as the portfolio of properties grows then there may be opportunities to rationalise the management arrangements, and this will be reviewed for existing and new properties as exiting arrangements meet break points.

7. Financial Implications

If members approve the proposals to release £600,000 for this purpose – the annual loss of interest that is calculated for any project would be around 3% a loss of £18,000. In this case for each property purchased a business case demonstrating the net income meets prevailing 25 year fixed term PWLB rates there will be no ongoing revenue effects.

The properties are likely but not guaranteed to gain capital value and can be sold at a later date. There are possible issues regarding “Right to Buy” that need resolving as part of the letting process.

8. The Next Stages

The Strategic Housing team will investigate opportunities to acquire as they arise and consult with Finance as to the meeting of the criteria above. Each acquisition will be subject to a review of return and demand. Accounts will need to be set up to clearly demonstrate the return on investment. At the same time officers can review other options with potential partners, including comparing potential returns.

9. Carbon Emissions and Climate Change Implications

We may need to consider the energy efficiency ratings of any proposed acquisition and whether investment should include remedial works to improve this.

10. Equality and Diversity Implications

No implications.

11. Implications for Corporate Priorities

The proposal will assist with Focus three: Homes, particularly with the statement “We want decent housing for our residents that matches their income”

12. Privacy Impact Assessment

This report does not directly impact on any data held of a personal nature. However, there will be such implications to consider when a preferred route is chosen if the Council has to directly maintain tenancy records.

Appendix

Existing residential dwellings owned by SSDC

Address	Description	Current leaseholder	Current use
117a Sherborne Rd, Yeovil	SSDC own the freehold of the land on which Stonham built 6 bedsit units.	Stonham	Supported housing for P4A client group
117 Sherborne Rd, Yeovil	6 bedsits	BCHA	Temporary Accommodation under an SLA
2 Crimchard, Chard	4 self-contained units	Stonham	Temporary Accommodation under an SLA
17, Woodland Grove, Yeovil	4 bedsits	BCHA	Temporary Accommodation under an SLA
34 & 34a Goldcroft, Yeovil	Former empty property	Privately let	Converted into four privately let flats (one still with work underway)
72 South Street, Yeovil	Former residential property until recently used as a training centre	County Council	Empty
80 South Street, Yeovil	Former residential property until recently used as arts centre, offices & cafe	Private	Empty
6 South Western Terrace, Yeovil	Shop premises with (potential) accommodation above	private business	Retail on ground and first floor – top floor thought to be empty
7 South Western Terrace, Yeovil	Shop premises with (potential) accommodation above	Empty	Empty
11, South Western Terrace, Yeovil	Shop premises with (potential) accommodation above	private business	Restaurant on ground floor Upper floors thought to be empty
Flax Lodge, Torbay Road, Castle Cary	2 bed house – no garden	Privately let through agency	residential
Mirrolds & Gables End, Touches Lane, Chard	2 x 4 bed houses	Privately let	residential

Agenda Item 12

Policy for Awarding Private Sector Housing Grants/Loans and other Financial Assistance

Executive Portfolio Holder: Ric Pallister, Leader, Strategy & Policy
Strategic Director: Vega Sturgess, Operations and Customer Focus
Assistant Director: Laurence Willis, Assistant Director (Environment)
Lead Officer: Alasdair Bell, Environmental Health Manager
Contact Details: Alasdair.bell@southsomerset.gov.uk or 01935 4620560

Purpose of the Report

For members to consider and adopt the Policy for Awarding Private Sector Housing Grants/Loans and other Financial Assistance in Appendix 1 of this report. This is an updated version of the previously agreed policy and reflects minor changes that have occurred in the last two years since that policy as agreed. Rather than just highlighting such changes the entire policy is produced in Appendix 1 to allow members to consider it in full to ensure they are happy with it. The adoption of this policy does not commit nor imply that any funds will be available to be spent on this policy but rather sets out the criteria which will be applied in awarding financial assistance if and when funds are available.

Recommendations

That the Policy for Awarding Private Sector Housing Grants/Loans and other Financial Assistance in Appendix 1 concerning the provision of financial assistance for dealing with private sector housing matters be adopted as the future policy of the Council.

Background

The last Policy for Awarding Private Sector Housing Grants/Loans and other Financial Assistance was adopted in February 2013. In November 2014 the Council adopted a Housing Strategy Implementation Plan and in order for elements of that plan to be delivered it is necessary to have a policy in place for the awarding of financial assistance to the private sector. As it has been two years since the last policy was approved members are now given the opportunity to review and agree future policy. Alasdair Bell, the Environmental Health Manager has delegated authority to approve all grants and loans under this policy.

Public Interest

With increased housing pressures the Government sees working with the private sector as being increasingly important in order for local authorities to meet their statutory responsibilities to deal with empty properties, disrepair, homelessness, overcrowding and other related housing matters. The provision of financial assistance is considered an integral part of any strategy to improve housing conditions.

Financial Implications

All capital spending associated with this updated policy are subject to the usual capital bidding process. No new money is being asked for at this time.

Carbon Emissions and Climate Change

The adoption of this policy will have clear implications for the climate change agenda. All grant aided works will meet the latest building Regulation requirements to reduce carbon emissions.

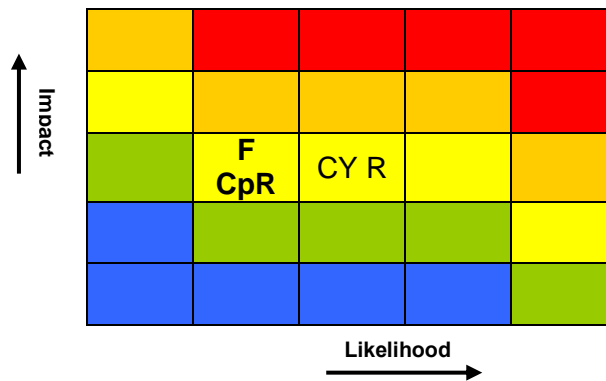
Equality and Diversity Implications

A stage 1 Equality Analysis (EqA) has been completed and a full EqA has been previously completed on the Loans Policy for Gypsy and Travellers:

<http://www.southsomerset.gov.uk/communities/equality-and-diversity/equality-analysis/>

In drawing up this policy document consideration has been given to all of the Protected Characteristics. This has included Religion or Belief, where for instance specific policies have been drawn up to provide capital appreciation loans that are Sharia compliant. In the case of Race/Disability - Disabled Facilities Grant are made available to the occupants of mobile homes, thereby ensuring that Gypsy residents, with a local connection can apply.

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

Implications for Corporate Priorities

This revised policy falls clearly within the Corporate Plan priority on Homes;

- Homes - We want decent housing for our residents that matches their income.

Background Papers

Private Sector Housing Strategy 2010-12 (currently under review)
 Empty Homes Strategy
 Housing Strategy Implementation Plan (November 2014)

Policy for Awarding Private Sector Housing Grants/Loans and other Financial Assistance

Introduction

This policy document describes the purpose for which grants, loans and other financial assistance will be provided by South Somerset District Council for private sector housing. This is to meet both targets set down in the corporate plan, the Housing Strategy Implementation Plan as well as legal requirements. Such grants, loans and other financial assistance are awarded under the provision of the Regulatory Reform Order 2002 and in accordance with other relevant legislation. Grant aid will be available for the provision of Home Repairs Assistance Grants, Disabled Facilities Grants (DFGs), Empty Property Grants and HMO Grants. Loans will also be available for similar purposes. Wherever possible loans will be used in preference to grants as it is clearly more cost effective to do so. All grants awarded are discretionary, with the exception of DFGs, and will only be awarded subject to the funds available within the capital programme.

Home Loans

The Council has been running the Home Loan Scheme in partnership with the Wessex Reinvestment Trust (now operating as Wessex Home Loans) since 2006. A variety of loan products are available at a 4% fixed interest rate as well as a new zero percent loan product. Under the contractual arrangements, Wessex Home Loans will only provide loans to clients referred by SSDC. Under the scheme the Council pays to subsidise the loans as well as providing some or all of the loan capital. The Government is very keen to promote loan schemes and in effect replace grants with loans where possible so as to recycle available funding. It is recognised however that grant aid in some form or other will always be needed as a safety net for vulnerable people where loans are not an appropriate option and as an incentive for various types of work. In certain cases a combination of grants and loans may be awarded. The following forms of loans will be available:

Loan Policy 1: Loans for homeowners

Loans will be available to homeowners for the following purposes:

- 1) To bring privately owned properties up to the Decent Homes standard (see definition at end of report) or to work towards the Decent Homes standard ensuring all Category 1 Hazards are dealt with under the Housing Health & Safety Rating System (HHSRS).
- 2) To bring homes purchased by first time buyers up to the decent homes standard or to work towards the Decent Homes standard ensuring that all category 1 Hazards (under HHSRS) are remedied.
- 3) To improve energy efficiency measures and assist in carbon reduction measures within the home environment, including the provision of energy efficient heating measures and renewable energy products.

- 4) To help fund 'Green Deal' type initiatives including dealing with 'hard to treat' properties.
- 5) To top up Disabled Facilities Grants (DFGs) where the cost of works exceed the maximum mandatory limit (currently £30,000), to fund discretionary DFG work or to help pay for the clients contribution towards the overall cost of the works.
- 6) To improve the condition of mobile/park homes on permanent licensed residential sites including energy efficiency measures.
- 7) To assist in the purchase of mobile homes for local residents on permanent residential sites.

Where loans are provided in conjunction with other SSDC grants, they shall be provided to meet the purposes of the grant in question.

Loans will be available where the following criteria is met:

- 1) The applicants must own and occupy the property as their sole residence and as their only or principal home and must be over 18.
- 2) The applicants must have sufficient disposable income to cover the loan repayments and must have sufficient equity in their property to secure the loan.
- 3) Where individuals or couples are applying they must have an individual or joint of disposable income less than £125 per week.
- 4) The applicants must be living in non-decent accommodation
- 5) To qualify as a local resident in 7 above, the applicant must have lived in the district for at least three years
- 6) In the case of 2 above, provided the applicants are vulnerable they need not have an equity stake in the property. In such cases the Council may underwrite the loan. If the criteria in 2 above cannot be met zero percent loans may be available. In all other cases a 4% interest loan product will be offered.

The maximum loan available will be £15,000 the minimum loan will be £1000.

Loan Policy 2: Loans for landlords

Loans will be available to landlords for the following purposes:

- 1) To bring rented accommodation up to the Decent Homes standard.
- 2) To enlarge property to create extra living space where there is overcrowding.
- 3) To improve conditions in houses in multiple occupation to meet statutory requirements regarding amenities, means of escape in case of fire and disrepair.
- 4) To improve the energy efficiency of the property and meet 'Green Deal' criteria.
- 5) To bring empty property back into use or to convert under-utilised property into units of accommodation.

Loans will only be available where the landlord:

- a) Is an accredited landlord under SSDC's Landlord Accreditation Scheme
- b) Has sufficient disposable income to cover loan repayments and has sufficient equity in the property to secure the loan.
- c) Will or intends to charge a fair rent.
- d) Will be expected to provide nomination rights in most cases(as per Empty Property Grant policy 4)

The maximum loan available will be £15,000 and the minimum loan £1,000.

Landlord loans will only be available at a 4% fixed interest rate.

Loan Policy 3: Loans for Gypsies and Travellers

- 1 Loans will be made available to Travellers (this definition includes Gypsies for the purpose of this policy) to either provide services to their land (e.g. mains water, electricity or sewage connections), to assist in the purchase of land with planning permission or to purchase mobile homes.
- 2 Loans will only be offered in cases where SSDC could expect to have a duty to otherwise accommodate the Travellers.
- 3 Priority will normally be given to those Travellers that have a close local connection (they must have lived in the district for at least three years) with South Somerset.
- 4 Loans will only be offered in cases where the Travellers have no known serious disputes or outstanding debt owing to the Council or any other Local Authority. In all cases the provision of unsecured loans will be at the discretion of the appropriate Director and Portfolio Holder.
- 5 Loans of up to £15,000 may be offered to Travellers in cases where the loan can be secured against their land.
- 6 Loans of up to £5,000 only will be offered in situations where the loan cannot be secured against land. This situation will normally apply where SSDC owns the site and will usually only be for the purchase of mobile homes. The loan offered to assist with the purchase of a mobile home will be secured, in principle, against the value of the mobile home in question.
- 7 It is agreed that SSDC will underwrite all such loans and will meet any outstanding payments should the Travellers default on their loans (otherwise Wessex Home Improvement Loans (WHIL) will not be prepared to offer loans). Recovery of these amounts will be treated as a civil debt.
- 8 In order to restrict potential losses to SSDC, in the event of default on loans by Travellers, no more than £45,000 worth of unsecured loans are to be agreed by SSDC.
- 9 Loans will only be provided on a discretionary basis from within budgets previously agreed by the District Executive. Loans will only be approved subject to available funding

Grant Policy 1: Home Repairs Assistance - Dealing With Essential Repairs

Home Repairs Assistance grants are available to provide grant aid to enable vulnerable people keep their homes wind and weatherproof and meet the “Decent Homes” standard.

To be eligible for this type of assistance an applicant must:

- 1) Be an owner or legal occupant of a dwelling who lives in the dwelling as his/her only or main residence.
- 2) Be aged 18 or over on the date of application

- 3) Have an owner's interest in the dwelling, alone or jointly with others, or be occupying the dwelling under a right of exclusive occupation granted for life with at least five years to run.
- 4) Have a legal duty or power to carry out the works in question
- 5) Be in receipt of one of the following income related benefits; income support, income based job seekers allowance, working tax credit with a total annual income of less than £16040 (this figure subject to periodic review) or equivalent, housing benefit, Council tax benefit or disabled persons tax credit
- 6) As an alternative to 3) above, an applicant may be an occupier of a mobile/park home, who has lived in it for at least three years and is presently living on a permanent licensed residential site and is liable to pay Council tax.

The purposes for which Home Repairs Assistance can be used are outlined below. All applications would be prioritised with those with the most pressing needs being dealt with first.

- a) General Repairs-for urgent and essential repairs to keep properties wind and weatherproof and prevent them falling into unfitness. To deal with other repairs and improvements concerning matters that could adversely affect the health of the occupant such as serious rising damp, the renewal of old lead pipes, dangerous electrics and gas fittings or missing standard amenities. To also deal with any other matters to enable the home meet the Decent Homes standard
- b) Radon Remediation-for works to reduce radon levels in domestic property where it exceeds the radon action level (200 Bqm³).
- c) Energy Efficiency- to contribute towards the making of properties more energy efficient where cost effective in situations where full funding from other sources is not available. This form of grant aid would allow people to apply for the cost of gas condensing and other energy efficient boilers, cavity fill, solar panels or double glazing as well as more usual things, such as loft insulation, lagging of cylinder tanks, thermostatic radiator controls and energy saving light bulbs, etc. Grant aid could be used to fund or top up 'Green Deal' type initiatives.
- d) Home Security Grants-to pay for works to improve the security of homes not covered by other Home Security Schemes. This could include items such as deadlocks to front and rear doors, patio door locks, window locks, security spy holes, the toughening up of substandard doors and the installation of smoke alarms.

The amount of Grant awarded will be as follows:

The maximum Homes Repairs Assistance Grant awarded will be of £5,000 in any three-year period. This grant will be entered as a charge on the Land Charge Register. The grant shall be repaid in full if the house/mobile home is sold within ten years.

When offering grant aid an initial grant offer of only £1000 will be made. The client will be offered a loan to pay for any outstanding work costing more than this. In emergency situations however a full £5,000 grant may be offered.

Non means tested grants of £2,500 will be available to deal with 'Hard to Treat' properties. The council currently operates a 'Hard to Treat Scheme' to insulate hard to treat properties with a combination of grants and loans. Typically these are older properties with solid walls and inaccessible roofs that are difficult and expensive to insulate and hence the higher rate of grant.

Where energy efficiency grants are given through third parties such as the Centre for Sustainable Energy (CSE) in Bristol that operate the Warm Streets Scheme, the

eligibility criteria shall be that which pertains to their scheme at the time. Payment into such schemes will usually be made from funds taken from the HRA budget.

Grant Policy 2: Disabled Facilities Grants – Helping Disabled People In Need

Disabled Facilities Grants (DFGs) are awarded to disabled applicants to provide specialist facilities to enable them to remain in their homes. Typically these include stairlifts, handrails, bathroom/kitchen adaptations and heating as well as larger scale extensions for more complex needs. In the recent years demand for these grants has steadily increased due to increasing elderly population and to increased expectations from the public. Many grants tend to be awarded to elderly people who, due to general infirmity associated with old age can no longer use their baths or climb stairs and consequently have a need for replacement showers or stair-lifts. In all cases we act upon the recommendations of Occupational Therapists from Somerset Social Services. It is recognised that by providing such facilities the need for re-housing is reduced, as is the need for lengthy hospital stays.

We enjoy a good working relationship with the Occupational Therapist Service of Somerset Social Services and have an agreement by which all DFGs are prioritised according to a points rating system. Those with highest points are approved first. DFGs continue to be mandatory for approved works and mean testing procedures continue to apply. Currently the limit for mandatory DFGs is £30,000.

Whilst most of the conditions that apply to DFGs are statutory, the following additional policy will apply:

- 1) Mandatory DFGs of up to £30,000 will be awarded with the discretion to pay grant aid up to £35,000 on six separate occasions. Any requests for funding other than this will be referred to the Exceptions and Appeals Panel.
- 2) DFGs will be available to the occupants of mobile homes as well as traditional houses.
- 3) DFGs will be available to adapt a dwelling to enable a disabled person who lives or proposes to live in the dwelling as his or her only or main residence to be cared for (this allows for a situation where someone wishes to bring an elderly disabled relative to come and live with them).
- 4) Relocation Grants-funding of up to £5,000 will be provided to assist with the cost of moving house if this is the most cost efficient option for the Council. This is in the case of properties that cannot easily be adapted for disabled people. This could also include the cost of providing temporary mobile home accommodation in situations where someone's house was beyond the cost of economic repair.

Note: Extra DFG funding is available for Ex Service personnel.

Grant Policy 3: Empty Property Grants – Creating Affordable Accommodation

The Council has a joint Empty Property Strategy with Mendip District Council aimed at bringing as many empty properties as possible back in to use. Several high profile

schemes in town centre locations have recently enabled unoccupied accommodation above shops and offices to be brought back into use. This has both helped provide much needed accommodation as well as assisting in town centre regeneration. All empty properties brought back into use attract New Homes Bonus of approximately £8000 per property. It is therefore recommended that the existing scheme be continued and that grant aid of up to £11,000 per unit be awarded to create flats or other accommodation in property that has stood empty for at least six months. To be eligible for an empty property grant the landlord will be required to give the Council nomination rights for five years to re-house tenants from the South Somerset Housing Register. The property will also have to be let at an agreed fair rent.

The maximum figure of £11,000 will only be available for a full-sized two bedroom flat or similar and lower figures will be negotiated for smaller units of accommodation. In addition to the £11,000 grant for repair and refurbishment an extra £1000 will be allocated for energy efficiency work. Higher rates of grant may be available in exceptional circumstances in exchange for longer nomination rights.

Empty Property Grants of up to £12,000 will therefore be offered to owners of empty properties for conversions and for flats over shops, subject to:

- 1) The amount of grant, being based on a percentage, of the actual cost of the works. A grant of 80% of the cost of the agreed works will be awarded until the maximum amount is reached (to achieve a grant of £11000, £13,750 of work must be carried out).
- 2) Prior to the making of the grant application, it can be clearly demonstrated that the property has been stood empty for at least 6 months. Where property has been empty for less than 6 months applications can be referred to the Exceptions and Appeals Panel where they will be considered.
- 3) Agreement that rents charged during the five-year letting period would not exceed the Local Housing Allowance rate.
- 4) That the property is let to tenant(s) nominated by the Council from the South Somerset Housing Needs Register for five years from the certified completion date of the grant.
- 5) That all of the other regulations in the Department of the Environment circular 17/16, that apply to renovation grants hereby apply to Empty Property Grants.
- 6) That in addition to this grant being awarded in 1 above, up to an extra £1,000 be awarded for energy efficiency measures.
- 7) Empty property grants will also be available where an empty property is demolished and replaced with a new building.

Grant Policy 4: HMO Grants – Improving Rented Accommodation

HMO Grants are grants designed to upgrade facilities, deal with disrepair and upgrade the means of escape in case of fire in houses in multiple occupation. HMOs are key providers of rented accommodation for single people, often housing the young and vulnerable.

With recent changes in housing benefit regulations they will continue to meet an essential and increasing need. HMOs are in fact the main type of accommodation used to deal with single homelessness, and the rent deposit scheme has been used to help young people gain access to HMO accommodation. With the 'bedroom tax' demand for HMOs has continued to increase.

Recent surveys of HMOs have shown that they tend to be the poorest form of any housing tenure. In recent months increased efforts have been made via enforcement work to upgrade substandard HMOs. The Council has a published HMO Policy 2008-2013 that outlines the standards expected and the steps being taken to upgrade HMOs. The Housing Act 2004 also introduced the licensing of HMOs over three or more storeys with five or more residents.

Experience has shown that when trying to upgrade substandard HMOs, it is best to develop a policy of coupling firm enforcement action with the provision of grant aid where appropriate. It is therefore proposed that our existing policy be continued whereby the Council gives HMO Grants as an incentive to assist good landlords to improve substandard HMOs.

HMO grant levels

To enable the upgrading of HMOs the following grant policy will apply. The grant aid offered will enable the upgrading of existing HMOs but could also be used towards the creation of new HMOs. The policy will be that:

- 1) Grant aid will be available to fund up to 60% of the cost of providing adequate means of escape in case of fire in HMOs.
- 2) Grant aid will be available to fund up to 40% of the cost of providing necessary amenities and of carrying out other essential repairs in HMOs.
- 3) The limit for grant aid be set at £11,000 plus an energy efficiency contribution (see 4 below).
- 4) That up to £1,000 is awarded to pay for energy efficiency measures.
- 5) Grant aid will only be available if the HMO is licensed and/or has planning permission as appropriate.
- 6) Grant aid will only be available to accredited landlords under the SSDC Landlords Accreditation Scheme.
- 7) HMO landlords can also apply for loans on top of an HMO grant.

Grant Policy 5: Exceptions and Appeals Panel

In framing any grant policy there will inevitably be exceptions to the rules and it is likely that there will be appeals made against officer's decisions concerning grants. It is proposed that the Portfolio Holder for Strategy & Policy, the Environmental Health Manager and two elected members make up the Exception and Appeals Panel and be given delegated authority to deal with any exceptions to the agreed policy and deal with any appeals concerning grants made by the public. It is also recommended that the Portfolio Holder for Strategy & Policy be given delegated authority to select new

members for the Exception and Appeals Panel as and when members retire from the panel.

Whilst the Council will have an agreed policy in place, it is suggested that the Exceptions and Appeals Panel be given the authority to consider any grant applications that falls broadly in line with the policy. This would allow financial and other assistance to be given in exceptional circumstances where it is clearly to the benefit of the Council and the applicant to do so.

Grant Policy 6: Repayment of Grant

The Council currently has a policy of demanding the repayment of grants where the future occupation and/or associated conditions of the grant are breached. It is intended that this policy should generally continue with any requests for the waiving of repayment conditions being referred to the Exceptions and Appeals Panel. The agreement to waive such conditions only being given in exceptional circumstances.

Grant Policy 7: Return of Equipment

Where grant aid is provided for specialist medical equipment (e.g. stairlifts etc) and it becomes surplus to the needs of the client during the clawback period the council will exercise its right to reclaim the equipment and allocate it for the use of another needy individual.

Grant Policy 8: Fees

Fees-The council will pay fees of up to 12% for home improvement agency or other professional fees (architects, surveys etc) for the preparation of grant/loan applications.

Grant Policy 9: Grant processing

The processing of all grants should comply with the guidance in DOE Circular 17/96 where not covered elsewhere in this policy

Definition of Decent Homes

The criteria defining decency require of a home that:

- a) It meets the current statutory minimum standard for housing (HHSRS);
- b) It is in a reasonable state of repair;
- c) It has reasonably modern facilities and services; and
- d) It provides a reasonable degree of thermal comfort.

Agenda Item 13

Anti-Social Behaviour, Crime and Policing Act 2014

Strategic Director: Rina Singh, Strategic Director (Place and Performance)
Assistant Director: Kim Close, Assistant Director (Communities)
Service Manager: Kim Close, Assistant Director (Communities)
Lead Officer: Steve Brewer, Community Safety Coordinator
Contact Details: Steve.Brewer@southsomerset.gov.uk

Purpose of the Report

To gain agreement to implement tools and powers as provided by the 'Anti-social Behaviour, Crime and Policing Act 2014'.

Public Interest

The District Council, Police and other agencies are given powers, through legislation, to help protect individuals and communities from Anti-social behaviour and crime that occurs in our area. Those powers are changing through new legislation introduced in October 2014. This report gives an overview of the specific legislation changes that officers are now working with. Although South Somerset continues to be one of the recognised safer places to live in the country, these new powers will help maintain the environment, protect victims and deal with perpetrators.

Recommendation(s)

- A) That the implementation and use of the new provisions of the Anti-social Behaviour, Crime and Policing Act 2014, as described in the report, be agreed.
- B) That the decision to delegate powers to other agencies to issue Community Protection Notices be delegated to the Portfolio Holder for Regulatory & Democratic Services.
- C) That the decision to set penalty charges in relation to Fixed Penalty Notices is delegated to the Portfolio Holder for Regulatory & Democratic Services.

Background

The tools identified in the 'Anti-social Behaviour, Crime and Policing Act 2014' seek to streamline and replace the existing framework for tackling ASB and environmental nuisance. Whilst it replaces all the existing ASB tools, legislation to tackle statutory noise nuisance is still in place, as are powers to deal with stray dogs and dangerous dogs. All of the tools are discretionary with the exception of the Community Trigger which we are obliged to deliver.

New Tools and Powers

All existing tools and powers ceased to be available in October 2014 with all existing orders terminating, no later than, March 2017

The Act introduces 7 new powers that replace the previous 19 and there are two new initiatives that are all designed to improve services to victims.

The Appendix illustrates how the new tools replace the old ones but in practice there can be crossover depending on the agency using them and what they wish to achieve. As an example the Public Spaces Protection Order can be seen as a direct replacement of the Designated Public Place Order (“no drinking zone”) but it may be that the Dispersal Power is better suited in certain geographical areas or areas that experience a short term or irregular problems.

The Safer Somerset Partnership (SSP) has taken a lead across the county to look at the implementation of these tools and powers. As an example a six month pilot of the Community Trigger was run in the Mendip District Council area from February 2014. This was designed to test the theory and give the other districts some knowledge and experience in helping to develop a similar service. The Somerset wide Trigger is based on the trial area which will ensure a common level of service. A series of workshops were run to look at each of the tools and see how they can best fit within the existing resources, delivery structures and help identify opportunities.

Partnership Working

The new powers are seen as a series of tools to help agencies deal with problems quickly but are not expected to be used in total isolation. The new tools are designed to be flexible and will be complimented by working in partnership, sharing information and using early and informal interventions. The statutory guidance gives a clear steer for agencies to continue to work in partnership and look for more effective ways of working. Within the partnership environment there is responsibilities placed on individual agencies. Where there is a lead clearly identified it will be for that agency to take the development forward gaining support from others as required. Where this is not the case there will be a shared responsibility or a need to develop a multi-agency focus.

Partners are currently looking at the existing partnership structures to ascertain if they will continue to be fit for purpose and identify gaps in provision. This includes the existing ASB steering group, and case conferencing.

There will be a need to share even more information if we are seen to be acting in the best interest of the victim and minimise duplication. This could result in closer local working with our partners and regular information exchange about geographical areas and individual victims and perpetrators.

It is understood that the existing Avon and Somerset, Tier One, Information Sharing Protocol will allow partners to share this information if supported by local confidentiality agreements.

SSDC Required Action

The detail below helps identify what is being delivered and required from South Somerset District Council and attempts to identify possible implications within service delivery areas.

Community Trigger

The Community Trigger gives victims and communities the right to a review of actions taken, where there is an ongoing problem of reported anti-social behaviour, but feel has not been resolved appropriately.

Anyone can request a Community Trigger. If the following criteria are met the trigger will be actioned;

- Victim has reported a minimum of 3 incidents of ASB within a six month period.
- The victim feels that at least one of these incidents has not been dealt with adequately.
- None of the incidents are on-going.
- The victim has not filed a complaint against any of the agencies.
- At least one of the agencies feels that either their own or another partner's response was inadequate.

Any individual or group from the same community can ask for a trigger to be actioned by calling the Avon and Somerset Police non-emergency number (101) or online.

The web link shown below is the portal to request a Trigger and gives further information for those wishing to apply:

<https://www.avonandsomerset.police.uk/advice/neighbourhood-community/anti-social-behaviour/anti-social-behaviour-community-trigger/>

When a Community Trigger has been requested, the detail is checked to ensure it meets the criteria. Agencies dealing with anti-social behaviour in Somerset will review the case. If it is found that more could be done a plan of action will be put in place.

The SSP pilot of the Community Trigger run in the Mendip District Council area from January 2014 has helped to refine the process and methodology now being used.

In the six months of the trial Mendip dealt with 7 applications of which 6 met the criteria. 3 of which related to the same incidents in the same area so treated as one trigger. This led to 4 completed reviews.

The Community trigger went live on the 20th October 2014 as planned and information on the scheme is available on the Avon and Somerset Constabulary website. Agencies working to tackle anti-social behaviour across the Avon and Somerset Force area have agreed to carry out a formal launch of the Community Trigger in the New Year. This will give all the agencies in areas across the region time to embed the Community Trigger process into their services and help manage community expectations.

Within South Somerset the Community Safety Co ordinator maintains an overview of the scheme and acts as the single point of contact for the reviews. Assistance with individual case reviews will be sought from relevant agencies and internal services as required including, Environmental Protection, Housing, Legal, Area Teams and others as required.

There have been no requests at the time of writing.

Community Remedy

This gives victims a say in the out-of-court punishment of perpetrators for the low level crime and ASB. The Police will use this (restorative Justice) to deliver a conclusion that a victim has agreed to. The guidance does not refer to the use of independent panels and it seems as though the intention is for more informal intervention carried by the Police rather than the Community Justice Panels developed in South Somerset. The PCC is responsible for setting the criteria, developing the documentation for the Police

and possibly others to use. SSDC will Support Police with the implementation of this scheme if requested to do so.

Civil Injunction

Civil injunctions can be used to stop or prevent persons engaging in ASB. An application can be made to the County Court from a Local Authority, Social Landlords, Police, British Transport Police, Environment Agency and NHS Protect. It is for each agency to decide on how this tool is used.

Criminal Behaviour Orders

Criminal Behaviour Orders are issued by the court at the request of the prosecutor on conviction of a crime to help stop further crime or related ASB. The Crown Prosecution Service is taking the lead in support from Police, although applications for a CBO can be made by the local authority. Unfortunately this is one of the tools that will not be available until March as the Courts are yet to receive their official guidance.

Community Protection Notice/Order (CPN)

The CPN is an enforcement tool that can be used by SSDC or the Police to deal with problems of reported anti-social behaviour. It is a statutory notice that can be served by enforcement agencies with requirements to stop things, do things or take reasonable steps to avoid further anti-social behaviour. A Community Protection Notice can be served on any person aged 16 or over, or a body, including a business.

The use of a CPN is a discretionary power. To issue a notice the enforcing agency must be satisfied that the following tests are met and the behaviour in question has to be:

- Having a detrimental effect on the quality of life of those in the locality
- Persistent or continuing in nature
- Unreasonable.

Before issuing a notice the relevant agency must first issue a written warning stating what the alleged anti-social behaviour is and giving a reasonable time for it to stop.

If a CPN is not complied with SSDC and the Police have the following enforcement options:

- Issue a Fixed Penalty Notice (FPN). Maximum penalty £100 although there is discretion on setting the amount charged and possibly to set a lower charge if the FPN is paid early in a similar way to the other FPN notices issued. If this is accepted and paid then this discharges the liability for prosecution.
- Bring a prosecution (except where an FPN is issued and paid)
- Carry out remedial works (on land open to the air). This option is not available to Police

The Police are able to use these notices for anti-social matters that come to their attention. Within SSDC the powers are most likely to be used by Environmental Health to deal with matters that are currently already reported to them, but for which existing legislative controls are not either appropriate or proportionate. For example:

- inert rubbish in garden
- low level noise (not sufficient to be a statutory nuisance)
- bonfires

- litter
- persistent straying dogs

Officers have attended workshops organised by the Safer Somerset Partnership. Discussions have been held, and are continuing, with the Police and other local authorities within the constabulary area with a view to developing procedures around how agencies will work together and share information. Notice templates and documents have been developed and agreed and are now available for use.

The commencement date for the use of these notices was 20th October 2014, although whilst the above discussions have been ongoing we have not actively sought to use these notices.

It is possible for local authorities to delegate the power to issue CPNs to others, for example social landlords, although this part of the legislation is not yet enabled. Further consideration of this option is needed and it is proposed and this decision be delegated to the Portfolio Holder for Regulatory and Democratic Services.

Public Spaces Protection Order (PSPO)

PSPO's are designed to stop individuals or groups committing ASB in a public space. Similar to the Designated Public Places Order but can be used for much more than just alcohol zones. For example a PSPO may be used for areas where inappropriate games continue to be played after other interventions have failed. Ignoring the order could lead to conviction and a £5,000 fine. PSPOs will also replace Dog Control Orders which currently set the areas subject to dog fouling enforcement. Existing Alcohol Zones, Dog Control Orders, and other orders will need to be reviewed between now and March 2017 when the existing orders become obsolete. The PSPO is issued by the Local Authority after consultation with the Police, PCC and other relevant bodies. A request for a PSPO can come from any community or organisation where continued annoyance has not been dealt with.

The new PSPO will be time serving (Maximum 3 years) with minimum annual review.

Premises Closure Order

Premises Closure Orders are most likely to be used by the Police, but Environment Protection, Licensing and Legal Team will adopt a view on the practicalities of this being used by SSDC. Requests may come from the community and other agencies to use this power under which the Police or the Local Authority is able to close premises which are used or likely to be used to commit nuisance or disorder. A Closure Notice can be issued to close premises for 48 hours by the Police without reference to the courts, but the courts can issue a Closure Order for up to six months.

Absolute Ground for Possession

This is a brand new tool to possess and secure assured tenancies where ASB or criminality has already been proven in court or the tenant's property has been closed for more than 48hrs under a Closure Order. Social Landlords are most likely to be the users of this tool but is available to any landlords.

Dispersal Power

The Police now have the power with an inspector’s authorisation to remove a person or persons likely to commit or are committing ASB, crime or disorder to leave an area for up to 48 hours. This tool carries the power to confiscate items used, or likely to contribute to the behaviour. This is a Police power which could lead to a request for a Public Spaces Protection Order in problem areas to deal with particular problems.

Additional Calls on Service

It is likely that service requests from the public will increase once they are made aware of the new tools and powers.

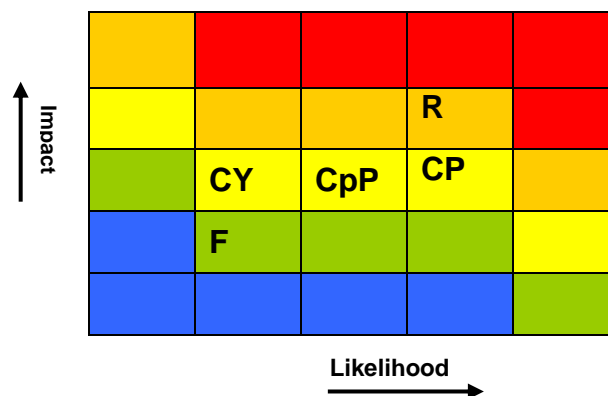
It is possible that other organisations will look to the Local authorities to implement or use some of the powers on their behalf to solve issues that have or as yet not been resolved.

Informal interventions will continue to be used in many cases, but where necessary and proportionate these powers will provide an additional tool that can be used to address a range of problems arising as a result of anti-social behaviour.

Financial Implications

There are no financial implications directly related to this report although consideration will be required at a future point.

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	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

Ensure, with partners, that we respond effectively to community safety concerns raised by local people and that the strategic priorities for policing and crime reduction in South Somerset reflect local needs.

Carbon Emissions and Climate Change Implications

There are no Climate Change implications directly related to this report.

Equality and Diversity Implications

There are no Equality and Diversity Implications directly related to this report

Background Papers

Anti-social Behaviour, Crime and Policing Act 2014

Policing Act 2014 - Structure

NEW

Community Trigger
Community Remedy

The 19 Old Tools and Powers

Anti-Social Behaviour Order
ASBO on Conviction
ASB Injunction
Drinking Banning Order
DBO on Conviction
Individual Support Order
Intervention Order

NEW

→ Civil Injunction
Criminal Behaviour Orders

Litter Clearing Notice
Street Litter Clearing Notice
Graffiti Removal Notice
Designated Public Place Order
Gating Order
Dog Control Order
Premises Closure Order
Crack House Closure Order
Noisy Premises Closure Order
Section 161 Closure Order

→ Community Protection Notice/Orders
Public Spaces Protection Order
Premises Closure
Absolute Ground for Possession

Section 30 Dispersal Order
Section 27 Direction to Leave

→ Dispersal Power

Existing/New Informal Interventions

Agenda Item 14

The Living Wage

Executive Portfolio Holder: Ric Pallister, Leader of the Council, Strategy and Policy
Chief Executive: Mark Williams, Chief Executive & Head of Paid Service
Assistant Director: Ian Clarke, Legal and Corporate Services
Service Manager: Mike Holliday, HR Manager
Contact Details: mike.holliday@southsomerset.gov.uk or (01935) 462161

Purpose of the Report

The purpose of this report is to recommend that SSDC moves towards meeting the living wage rate by deleting the lowest two spine points from the SSDC main pay scales.

Forward Plan

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

Public Interest

The living wage is promoted by the Living Wage Foundation and is based on the amount that it has been calculated that an individual needs to earn to cover the basic costs of living. Because living costs vary in different parts of the country there is a different rate for London and the rest of the UK.

Recommendation

That from the 1st April 2015 the two spine points 9 and 10 remaining below the current living wage level on our permanent and fixed pay scale are deleted so that all main pay scale rates meet the living wage.

Background

The living wage is an informal benchmark and is not legally enforceable. It is calculated annually by the Centre for Research in Social Policy. The idea is that the living wage is the pay rate required to cover the basic costs of living. By comparison the national minimum wage which is a legal requirement is substantially lower.

On the main SSDC pay scales which cover permanent and fixed term contracted staff, but does not cover casual staff, interns and apprentices, there are two SSDC spine points that currently fall below the living wage.

Summary of key pay rates and information

- The living wage is currently stated as **£7.85** per hour outside London.
- Current minimum wage is **£6.50** per hour.
- Nationally the local government minimum pay scale point is **£7.00** per hour
- Lowest SSDC pay grade (Grade 1) for permanent and fixed term staff currently runs from SCP 9 (**£7.30** per hour) to SCP 12 (**£8.05** per hour).
- The latest position is that 37% of local authorities in the South West have implemented or committed to the living wage.

Following the 2014-16 pay award only pay points 9 and 10 on the SSDC permanent and fixed term pay scales will be below the current living wage rate. The recommendation is to delete these two spine points. Removal of spine point 9 and 10 from the pay scales would provide a minimum full-time starting salary for permanent or fixed term staff of £7.88 per hour (£15207 per annum).

Recommended changes to SSDC Grade 1 from 1st April 2015

Spine Point	Per hour	Per annum	Recommendation
9	£7.30	£14075	Delete spine point
10	£7.43	£14338	Delete spine point
11	£7.88	£15207	Unchanged (Starting spine point for Grade 1)
12	£8.05	£15523	Unchanged

Exceptions

The following categories of employees would remain below the living wage level:

- **Interns** - At SSDC interns are paid the national minimum wage. These are intended as short term placements up to 12 months with the purpose of the scheme being to provide employability skills. The intention would be for the national minimum wage to apply to these positions.
- **Apprentices:** SSDC has a payment structure for apprentices based around the national apprentice rates and these rates would continue to be applied.
- **Casual staff** – SSDC have approximately 95 casual staff (the majority based at the Octagon) and they will generally be paid at SCP 5 (£7.00 per hour increasing to £7.06 per hour from October 2015 – following this year's pay award. For casual staff there is no obligation for SSDC to provide work or for casual staff to accept work when offered. Extending the living wage to casual staff pay rates would causal additional budgetary costs particularly to the Octagon Theatre and is therefore not part of the current recommendation.

Note a small number of casual staff work a regular number of hours and see their casual employment as their primary income however they would not be paid the living wage.

Financial Implications

The financial implication of deleting the two spine points would be minimal. There are currently 10 posts (equal to 5.76 FTE) at Grade 1 however all but 1 (0.5 FTE) of the staff on grade 1 are already on top of scale at SCP 12. Therefore there is only 1 member of staff on main pay grades being paid below the current living wage rate.

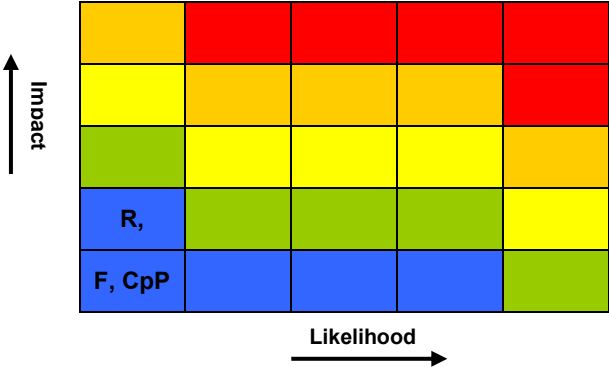
By April 2015 with another increment awarded this employee will have reached a spine point above the minimum wage. Therefore there would be no immediate cost to deleting the lowest two pay scale points.

There would be future additional costs with any future Grade 1 employee recruited as the salary starting point for a new starter (if full time) would be £1,132 higher in the first year and

£1,185 higher in the second year (plus some associated on costs on the additional salary such as increased employer pension contributions). However this additional cost would reduce to zero as the employee progresses to the top of the grade.

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
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Council Plan Implications

Supports the provision of quality local employment.

Carbon Emissions and Climate Change Implications

There are no carbon emissions or climate change implication.

Equality and Diversity Implications

There would be no immediate impact for any members of staff but the change would provide initial additional benefit to a new member of staff starting their career on the lowest pay grade.

Privacy Impact Assessment

None

Background Papers

None

Agenda Item 15

Councillor Induction Programme 2015 and Future IT Proposals for Councillors

Executive Portfolio Holders: Sylvia Seal, Leisure and Culture
Peter Seib, Regulatory and Democratic Services
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

1. Purpose of the Report

1.1 This report is submitted for District Executive to seek members' approval of the Member Induction programme for 2015 and to agree their future IT requirements.

2. Forward Plan

2.1 This report appeared on the Executive Forward Plan for presentation in February 2015 to allow the necessary arrangements to be put in place for May 2015.

3. Public Interest

3.1 South Somerset District Council provides its councillors with the tools and learning experiences they need to successfully communicate with their community and assist the council with its corporate aims. This report sets out how we intend to provide both newly elected and returning members with the necessary skills, equipment and information to allow them to carry out their role as elected representatives.

4. Recommendations

4.1 The District Executive is asked to:-

1. comment on and approve the Member Induction Programme attached at Appendix A to this report;
2. agree that from May 2015, Members be offered a one off sum of £320 to purchase an internet enabled device (tablet or laptop) of their choice to enable them to access their SSDC emails, agendas and minutes and the internet in order to conduct their SSDC business;
3. agree that with effect from 1 May 2015 Members will be encouraged to receive their meeting papers and other circulated documents digitally through the Mod.Gov app;
4. delegate the necessary changes to be made to Part 6 (Members Allowances Scheme) of the Council's Constitution to the Assistant Director (Legal and Corporate Services).

5. Councillor Induction Programme 2015

5.1 Since the last elections in 2011, South Somerset District Councillors have taken advantage of a comprehensive range of training and development opportunities – beginning with the Member Induction Programme.

5.2 Through the attached Member Induction Programme, the Democratic Services team has again sought to ensure that any councillor newly elected in May 2015 will be provided with the necessary skills and knowledge to enable them to begin to meet the challenges of being an elected member in South Somerset.

5.3 The programme has been compiled in consultation with officers and a small group of councillors who provided their opinions on the last induction programme and suggested improvements for 2015. As a result, the programme is now spread over a period of six weeks with specialist external training during June and July in Data Protection, Questioning Skills, Making Social Media work for Councillors and Debating Skills and Public Speaking.

5.4 The programme now covers the following sessions:

- About the Council
- The Councils Constitution – Ethics and Probity
- Local Government Finance and Audit
- Introduction to Development Control for new councillors
- Using the Council Website and Email
- Licensing training (for all Licensing Committee members)
- Meeting with Chief Executive and Leader
- An introduction to SSDC Services
- Performance Management
- Data Protection for Councillors
- Press and media awareness; how to deal with the press
- Developing your Questioning Skills
- Making Social Media work for Councillors
- Debating Skills and Public Speaking
- Speed Reading

5.5 The majority of the sessions are offered twice, both during the day and evening to ensure maximum Members attendance.

6. Future IT Proposals for Councillors

6.1 At the last District Council elections in 2011, Members were offered SSDC owned laptop computers to enable them to access their Council emails. Since then, technology has advanced and the use of mobile devices to access the internet and emails are commonplace. Because of the wide variety of devices available, it is proposed to offer a one off sum of £320 to each newly elected Member to purchase a device which they are comfortable to use to include associated running costs. This could be a laptop computer or tablet device capable of fulfilling the Statement of Requirement for Councillors IT as detailed at Appendix B

6.2 It is also recognised that many of our existing Members use their own IT equipment, including printing and ink, and so the £320 will also be offered to them in acknowledgement of this.

6.3 Re-elected Members currently using SSDC issued equipment will be offered the opportunity to purchase it for private use for a nominal sum of £50 if they wish, however, the equipment will no longer be supported by SSDC IT staff. Otherwise, this equipment should be returned to SSDC for recycling after 7th May 2015.

6.4 The Local Government (Electronic Communications) (England) Order 2015 comes into force on 30th January 2015 which amends Schedule 12 to the Local

Government Act 1972, enabling Councils where a member has given consent, to send Agendas and Minutes in an electronic form.

6.5 From May 2015, Members will be encouraged to operate within a paperless system receiving, viewing and managing agenda papers and other circulated documents digitally.

6.6 Democratic Services recently implemented Modern.Gov software which is the leading committee decisions management system. This software includes a tablet app (for both android and IOS) which downloads meeting papers for committees and automatically keeps updated with all the latest meeting papers including the full agenda pack. The app is primarily aimed at Members and allows them to highlight sections of the pack and make annotations just as they would with a paper copy. Document navigation is made quick and simple via bookmarking and intuitive controls.

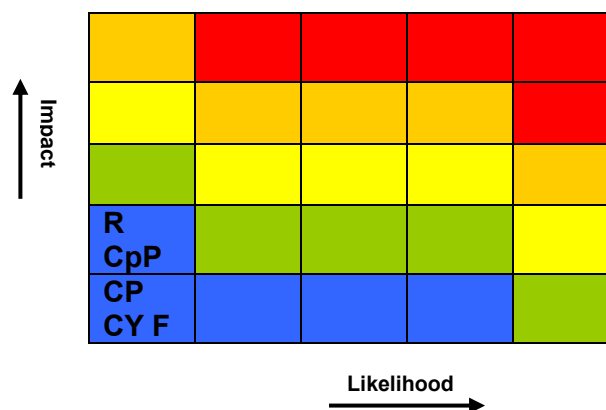
6.7 It is anticipated that Democratic Services staff will conduct one to one training on the Modern.Gov app to enable Members to access minutes and agendas electronically and so reduce the volume of paper agendas and minutes in the future.

6.8 It should be noted that whilst the Councils IT staff are always willing to help Members with their IT issues, they cannot be expected to be familiar with every device available on the market and in such circumstances they will do their best endeavours to assist with any issues. At the time of purchase, Members are recommended to ensure that they have their own satisfactory support arrangements in place.

7. Financial Implications

7.1 The Member Induction Programme can be delivered from within the existing Member Training budget. The offer of £320 per Member towards their IT provision will cost £19,200 if taken up by all Councillors. This will be funded from the Democratic Representation budget and savings within the Printing and Stationery budget.

8. Risk Matrix



Key

Categories	Colours (for further detail please refer to Risk management strategy)
R = Reputation	Red = High impact and high probability
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F = Financial	

	Blue	=	Insignificant impact and insignificant probability
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9. Implications for Corporate Priorities

9.1 The provision of development and support for members is essential in helping the Council to achieve the aims and objectives set out in the Corporate Plan.

10. Carbon Emissions and Climate Change Implications

10.1 If any course raises councillor awareness of carbon and climate change issues it could have an impact on future decisions made by councillors and therefore the effectiveness of the council's dealing with these issues. For external training courses councillors are always recommended to car share when possible or use public transport. By encouraging Members to receive meeting papers and other circulated documents digitally we will reduce the amount of paper used and printing costs within the District Council.

11. Equality and Diversity Implications

11.1 South Somerset District Council is committed to taking effective active action to eliminate discrimination and to promote equality of opportunity and diversity in all that it does with regards to offering learning and development opportunities to councillors. We believe that all councillors are entitled to be treated with dignity and respect and we are determined to ensure that councillors receive fair and equitable treatment.

12. Privacy Impact Assessment

12.1 Two Data Protection training sessions for Councillors have been arranged which will raise their awareness of personal data collection, use, storage, disclosure and disposal.

13. Background Papers

13.1 Member Induction Programme Report 2011 – District Executive in March 2011.

13.2 The Local Government (Electronic Communications) (England) Order 2015.

Appendix A - Induction & Refresher programme for all Councillors following the May 2015 elections

Date	Event	Time	Venue	Delivered by
Fri 8 th May	The Count Legal signing Photographs	10.00am onwards	Westlands Leisure Complex	Democratic Services staff
Week 1				
Tues 12 th May (am)	About the Council (including Area working) Welcome to SSDC and a general overview of our services, departments and responsibilities (recommended for new Councillors) Break SSDC Constitution – Ethics/Probity (recommended for new Councillors)	9.30am – 11.00am 11.00am – 11.15am 11.15 am – 12.15pm	Council Chamber B	Mark Williams / Rina Singh / Vega Sturgess Ian Clarke
Wed 13 th May (am)	Introduction to equalities issues and safeguarding children and vulnerable adults (essential for all Councillors)	9.00am – 11.00am	Council Chamber	Jo Morgan / Mike Holliday
Thurs 14 th May (am)	Introduction to Local Government Finance & Audit (recommended for new Councillors) Break Using the council website Email and IT queries (recommended for new Councillors)	9.30am – 11.00am 11.00am - 11.15am 11.15am – 1.00pm	Council Chamber	Donna Parham IT & Democratic Services Staff
Thurs 14 th May (evening)	About the Council (including Area working) Welcome to SSDC and a general overview of our services, departments and responsibilities (repeat session) Break SSDC Constitution – Ethics/Probity (repeat session) (recommended for new Councillors)	6.00 pm – 7.30 pm 7.30 pm – 7.45 pm 7.45pm - 8.45pm	Council Chamber	Mark Williams / Rina Singh / Vega Sturgess Ian Clarke

Date	Event	Time	Venue	Delivered by
Week 2				
Mon 18th May (evening)	Introduction to Local Government Finance & Audit (repeat session)	6.00pm - 7.30pm	Council Chamber	Donna Parham
Tues 19th May (am)	Introduction to Development Control for new councillors (determination of planning applications) including equalities issues relating to Development Control (compulsory for new Councillors)	9.00am – 1.00pm	Council Chamber	Martin Woods / David Norris/ Jo Morgan
Weds 20th May (evening)	Introduction to Development Control for new Councillors (determination of planning applications) including equalities issues relating to Development Control (repeat session) (compulsory for new Councillors)	4.00pm – 8.00pm	Main Committee Room	Martin Woods / David Norris/ Jo Morgan
Thurs 21st May (pm)	Using the council website Email and IT queries (repeat session)	2.00pm – 4.00pm	Council Chamber	IT & Democratic Services Staff
Thurs 21st May (pm)	Displays of SSDC Services and Partnerships and tour of Brympton Way offices	4.00pm – 6.00pm	Canteen area / Foyer	All services
Thurs 21st May (evening)	Political Group Meetings	6.00pm – 7.00pm	Council Chamber / Main Committee Room	Political Group Leaders
Thurs 21st May (evening)	Full Council Annual General Meeting (all Councillors)	7.30pm onwards	Council Chamber	All Councillors

Date	Event	Time	Venue	Delivered by
Week 3				
Tues 26th May (evening)	Area Working and Membership of Outside Bodies (including Performance Management) (recommended for new Councillors)	5.00pm – 8.00pm	Council Chamber	Helen Rutter/ Kim Close/ Charlotte Jones/ Andrew Gillespie
Wed 27th May (pm)	Area Working and Membership of Outside Bodies (including Performance Management) (repeat session) (recommended for new Councillors)	2.00pm – 5.00pm	Council Chamber	Helen Rutter/ Kim Close/ Charlotte Jones/ Andrew Gillespie
Wed 27th May (evening)	Introduction to equalities issues and safeguarding children & vulnerable adults (repeat session) (essential for all Councillors)	6.00pm – 8.00pm	Council Chamber	Jo Morgan / Mike Holliday
Thurs 28th May (am)	Audit Committee Members training – including Treasury Management and the Council's Statement of Accounts	10.00am - 1.00pm	Main Committee Room	Donna Parham / Karen Gubbins
Thurs 28th May (pm)	Development Control and Spatial Planning (including Section 106 Obligations towards Community Health and Leisure facilities) (compulsory for all Councillors)	2.00pm – 6.00pm	Council Chamber	Martin Woods / David Norris/ Paul Wheatley/ Lynda Pincombe

Week 4				
Date	Event	Time	Venue	Delivered by
Mon 1st June (all day)	Licensing – all Licensing Committee members (compulsory for Licensing Committee Councillors)	9.30am – 3.00pm	Council Chamber	James Button, Solicitor specialising in Licensing Law.
Tues 2nd June (am)	Scrutiny Committee training – all Scrutiny Committee members	9.30am – 12.00pm	Main Committee Room	Emily McGuinness
Tues 2nd June (evening)	Development Control and Spatial Planning (including Section 106 Obligations towards Community Health and Leisure facilities) (repeat session) (compulsory for all Councillors)	5.00pm - 9.00pm	Council Chamber	Martin Woods / David Norris/ Paul Wheatley/ Lynda Pincombe
Thurs 4th June (am)	District Executive Committee meeting	9.30am onwards	Council Chamber	Executive Committee members and officers
Thurs 4th June (pm)	CEO/Leader briefing	2.00pm – 3.00pm	Council Chamber	Mark Williams, CEO
Thurs 4th June (evening)	Chairing Meetings Skills Training	5.00pm – 7.30pm	Council Chamber	Graham Russell
Fri 5th June (am)	Chairing Meetings Skills Training (repeat session)	10.00am – 12.30pm	Council Chamber	Graham Russell

Week 5 and beyond				
Date	Event	Time	Venue	Delivered by
Mon 8th June (all day)	Licensing Training at East Devon DC (compulsory for any Councillor appointed to the Licensing Committee who is unable to attend on Monday 1 st June)	9.30am – 3.00pm	East Devon DC offices, Sidmouth	Philip Kolvin QC Cornerstone Barristers
Tues 9th June (evening)	Press and media awareness; how to deal with the press (recommended for new Councillors)	6.00pm – 7.30pm	Main Committee Room	Martin Hacker / Mary Ostler / Local reporter
Thurs 11th June (pm and evening)	Data Protection for Councillors (recommended for all Councillors)	2.00pm – 4.30pm and 5.30pm – 8.00pm (repeat session)	Council Chamber	Gill Smith DP Assist
Mon 15th June (am)	Press and media awareness; how to deal with the press (repeat session) (recommended for new Councillors)	9.30am – 11.00am	Main Committee Room	Martin Hacker / Mary Ostler / Local reporter
Thursday 25th June (am)	Debating Skills (recommended for new Councillors)	9.30am – 12.30pm	Council Chamber B	Charles Tipping Rhodes Training & Development Ltd
Thursday 25th June (pm)	Public Speaking (recommended for new Councillors)	1.30pm – 4.30pm	Council Chamber B	Charles Tipping Rhodes Training & Development Ltd
Fri 3rd July (all day)	Developing your Questioning Skills (recommended for Scrutiny Councillors)	11.00am – 4.00pm	Main Committee Room	Helen Watson Public Sector Training & Consultancy
Sept/Oct/Nov TBA	Making Social Media work for Councillors	tba		Excela Interim Management & Consultancy Ltd
Sept/Oct/Nov TBA	Speed Reading	tba		

Statement of Requirement for Councillors IT

South Somerset District Council will:

1. Provide Councillors with an SSDC e-mail address for Council business use (@southsomerset.gov.uk)
2. Allow Councillors to store e-mail and attachments relating to Council business for up to 12 months.
3. Provide information to Councillors in the most popular formats (Microsoft Office, Adobe PDF etc).
4. Provide access to SSDC email via Outlook Web App.
5. Facilitate the purchase of an appropriate piece of equipment/software (where a Councillor does not have the facility) to access documents in the most popular formats (Microsoft Office, Adobe PDF files etc) required to carry out their role as a Councillor.

Councillors will:

1. Be expected to have a separate private e-mail address for political / non-council use.
2. Have separate storage of personal data (photos etc on discs or memory stick or other devices).
3. Have Broadband access at their home address.
4. Have the ability to access documents in the most popular formats (Microsoft Office, Adobe PDF files etc) required to carry out their role as a Councillor.
5. Have the ability to access the SSDC website to view planning applications and the internet for research purposes.

Agenda Item 16

Family Focus Programme Update

Executive Portfolio Holder: Cllr Ric Pallister, Strategy and Policy
Lead Member: Cllr Cathy Bakewell
Strategic Director: Vega Sturgess, Strategic Director (Operations and Customer Focus)
Assistant Director: Steve Joel, Assistant Director (Health and Well-Being)
Service Manager: Kirsty Larkins, Housing and Welfare Manager
Lead Officer: Alice Knight, Welfare & Careline Manager
Contact Details: Alice.Knight@southsomerset.gov.uk or 01935 462943

Purpose of the Report

The purpose of this report is to update Members on progress of the South Somerset Family Focus Programme for supporting families with multiple and complex issues in the District.

Forward Plan

This report appeared on the District Executive Forward Plan for February 2015 following the last update report to District Executive in August 2014.

Public Interest

Through its Troubled Families Programme 2012-15, the Government committed to turning around the lives of over 120,000 families across the country by April 2015. The programme aims to reduce the overall cost to agencies, such as frequent, acute interventions, custodial sentences and children being looked after by the state.

This report provides an update on the delivery of Family Focus in South Somerset, and sets out the next steps for the programme.

Recommendation

That Members note the progress made in delivering South Somerset Family Focus, the multi-agency family support programme in the District.

Background

In 2012, the Government's Troubled Families Programme challenged Local Authorities to deliver multi-agency support to families meeting DCLG's criteria around anti-social behaviour and criminality, poor attendance at school, worklessness and other locally agreed criteria which have a high impact on people's health or have a high impact on public services/costs.

DCLG has two objectives for the programme: to help families with escalating needs and reduce the cost of public services.

DCLG set Somerset a target to support and change the lives of **870** families by April 2015; in South Somerset our target was **243** families. Phase 1 of the programme runs over three years from 2012-15, finishing on 31 March 2015.

Somerset

Family Focus Phase 1 was co-ordinated by SCC with delivery devolved to each district. The programme was overseen by the Somerset Troubled Families Programme Board which is responsible for co-ordinating the local delivery and reporting back on success to central Government.

Across the county the offer to the family is normally based on a family being allocated a support worker who works with the family for around 13 months, understanding their needs and advocating on their behalf with a range of agencies, helping the family to address their own issues and feeling more empowered to navigate the world around them.

In August 2014, Somerset met its target of 'turning around' 870 families (i.e. meeting successful outcomes identified in the initial criteria). These were all families where crime/anti-social behaviour, school attendance and worklessness were an ongoing issue within the family and they were receiving interventions from a wide range of public agencies. To achieve 'success', these problems were no longer an issue in the family, for example ASB stopped, school attendance rose to consistently above 85% for all children in the household, and one adult in the household secured continuous employment or training.

The Government has acknowledged the successful model adopted in Somerset which is the 5th best achieving Local Authority area for Troubled Families in the country.

South Somerset

Phase 1 of Family Focus in South Somerset is being delivered by Yeovil4Family, a project of Yeovil Community Church based at the GateWay in Yeovil. Yeovil4Family provide family support for (on average) 15 months per family, through trained Link Workers and in many cases Volunteer Mentors. By providing the family with a dedicated worker who understands their concerns, can assist them to bring more structure to their family lives and can advocate on their behalf with other agencies, the family can build up a relationship with their worker and make progress on the specific challenges that they face. The model has proved very effective and families have shown to make significant changes in their lives, well beyond the Government 'success measures.'

By September 2014, South Somerset had achieved successful outcomes for **239** families. In these cases families were identified as being 'turned around' for crime, anti-social behaviour, education and employment.

Programme outcomes in South Somerset

- Since the beginning of the programme (in 2012), 239 families have been 'turned around' achieving the government criteria for ASB, education and worklessness.
- Since February 2013, **127** families have been 'attached' and received direct support through Yeovil4Family with a dedicated Link Worker; of these **39** have also had support from a volunteer mentor.
- There are currently **84** families in the programme being supported by **7** Link Workers (5.3 full time equivalents) and **16** volunteer mentors.
- The majority of families receive support for at least a year. However in the order of 2/3rds of families have received support for 17 months. Y4F assess the progress

made by each family on a monthly basis to determine whether a family is ready to 'exit' the programme.

- As well as the 3 Government measures around ASB, school attendance and employment, other achievements for families include 'stepping down' from Children's Social Care (Child Protection Plan), securing more suitable housing, engagement with mental health services, engaging with a youth group, sorting out benefits, volunteering, training, addressing alcohol and drug problems, improved family relationships, children's counselling, moving on from school to college avoiding NEET status.
- Some other things families have been supported with which are hard to measure as a success but where the Link Worker has advocated for the family are attending court cases, supporting families through relationship breakdown, working with CSC and the family when children are taken in to care, establishing processes for reporting concerns of sexual abuse, working with Housing as a family are evicted.
- To date, a total of **58** families have been approved for exit from the programme. These families are considered to have made considerable progress and have received a suitable level of support from Y4F before supporting them on their onward journey through other agencies. Exiting families is undertaken by a multi-agency group to ensure that all possible support is being accessed by the family as they continue their journey beyond Family Focus.
- All families participating in the programme complete a Family Journey Mapping tool and a well-being survey, to monitor progress and achievements made.
- Since September 2014, when reward funding for Family Focus finished, a further **32** families have been referred in to the programme. With new referrals still being accepted until March 2015 we estimate overall approximately **150** families in South Somerset will receive intensive Link Worker support and **285** families overall will benefit from the programme in South Somerset.
- The breakdown of results across the 5 districts is shown at **Appendix 1**

Case study

Kelly lives in Yeovil with her 3 children Lucy, Megan and Tia. Kelly was physically abused in a previous relationship and the father showed signs of violence towards the children; there were several separations. Lucy has lived with her Dad on and off but has lived at home with Mum since October 2012. Kelly was caring for her sick parents in another home. Lucy and Megan were both on the radar of mental health services and Children's Social Care but engagement was sporadic, and Megan's behaviour in and out of school had been brought to the attention of the police on a number of occasions. There was often tension in the household and due to Kelly's depression the home had slipped into a poor state of repair. Tia's school attendance was erratic. There is an older child who does not live in the household and has minimal contact with the family.

Yeovil4Family began working with the family in July 2013, providing dedicated Link Worker support and a Volunteer Mentor who met weekly with Kelly. Lucy engaged with a Youth Mentor. There were 54 home visits (only 2 of which failed). Yeovil4Family liaised and advocated for the family with a range of agencies including help with benefits, attending SSDC and support with form filling/phone calls, liaising with schools and attending meetings, liaising with CAMHS, with Yarlington and Children's Social Care.

The family is much more stable. Kelly is now a Carer for her parents as well as working part-time 8 hours a week. She is in receipt of Carer's Allowance and Income Support. It has been agreed that mainstream education is not suitable for Megan and she now has a place at the Pupil Referral Unit where she receives support and is progressing well. Lucy is receiving support through the school PFSA and is keen to move on to college after school. There have been no incidents of ASB since October 2013. Children's Social Care no longer have any concerns about the family. Tia's school attendance is at 98%.

Kelly is engaging with mental health services and is more able to cope with her responsibilities. Sorting out her finances has meant they no longer have rent arrears and a volunteer team has assisted her to clear the garden. There is more routine in the household and the family are better empowered to navigate the world around them.

Yeovil4Family reduced their support over a few months and the family were exited from the programme in December 2014.

Names have been changed to protect confidentiality

Next Steps

Due to the success of the Troubled Families Programme, Government has announced there will be a second phase from April 2015 to 2020. It is expected that more than 400,000 families will be identified nationally against broader criteria and that these families will be turned around during this period. The target is **3,000** further families in Somerset. All local authority areas are expected to implement detailed plans of redesigned services for families that will evidence public savings and improved outcomes.

During 2014 SCC has taken the decision to directly deliver the service, and redesigned its Childrens Centre service structure to introduce a new early help service known as **getset** which pulls all existing children's services together in a district-based hub offered in Children Centres, satellite locations, outreach or home-based work.

Phase 2 of Family Focus will be delivered as part of **getset** services from April 2015. Posts are currently being appointed, with 8 new Family Focus Support Workers and 1 new Early Help Officer being recruited into **getset** for South Somerset. Recruitment to the South Somerset posts has proved challenging for SCC and there is concern that there will be insufficient staff to enable the new Family Focus Phase 2 services to be operational from April 2015 in South Somerset.

All Government funding for Family Focus in Somerset will go into **getset** and therefore there will be no funds to continue with the existing model offering family support through Yeovil4Family. Any new referrals received from agencies from April 2015 will be referred to **getset**.

SCC has established a South Somerset Getset Advisory Board, a multi agency partnership which will help design services around the new **getset** model. SSDC is represented by Cllr Ric Pallister and Family Focus Co-ordinator Alice Knight. Cathy Bakewell has been appointed as Chair of the Board.

When SSDC and SST considered the new **getset** model in August and September 2014 there was concern that good practice from the existing programme would be lost and families may experience disruption in support. Members asked that we look at how SSDC and Yeovil4Family could continue to support families in South Somerset through the transition into Family Focus Phase 2 and the emerging **getset** service.

Through re-profiling our remaining resources we are able to continue to work with Yeovil4Family to provide family support until December 2015.

The existing Family Focus Programme has continued to be promoted with local partners and taking referrals from schools, doctors, social workers, housing associations, police and other agencies. This model is proving successful for this stage of the programme as information is up to date and families are likely to engage if they are already working with another agency. For example, Children's Social Care are now referring families to us as they 'step down' from a Child Protection Plan – they may no longer have serious concerns but acknowledge that the family still need support, to ensure their situation does not revert to the critical stage again.

At this stage, the existing programme will continue to take referrals until March 2015 and families will be offered support up until December 2015 or as long as financial resources allow. From April 2015 any new families referred to Family Focus will be referred to **getset**.

Through this arrangement we are able to:

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

Links to SSDC's Corporate Plan (2012-2015)

Focus 1: Jobs: Work with partners, to contribute to tackling youth unemployment;

Focus 4: Health & Communities: Ensure that the strategic priorities of the Somerset Health and Well-Being Board reflect local needs and align council resources to deliver projects to address those needs.

Focus 4: Health & Communities: Ensure, with partners, that we respond effectively to community safety concerns raised by local people and that the strategic priorities for policing and crime reduction in South Somerset reflect local needs;

Equality and Diversity Implications

No new implications

Carbon Emissions and Climate Change Implications

No new implications

Background Papers

1. *Somerset County Council (2011): Total Somerset pilot High Contact families Project in Highbridge, Somerset: Bath Spa University Synopsis*
2. *DCLG (2012): Troubled Families Financial Framework*
3. *South Somerset Together (2012): Family Support Programme Management Guideline Document*
4. *SSDC DX Report & Minutes August 2014*
5. *SST Report Family Focus July 14*
6. *SCC getset report*

Appendix 1 Family Focus outcomes across Somerset

Family Focus Report - South Somerset

Progress Overview - South Somerset

Progress Overview	Cumulative Figures		
	2012-13 (Yr1)	2013-14 (Yr2)	2014-15 (Yr3) AUG 2014
Families Identified	243	268	285
Families Actively Engaged	52	88	104
Families supported via existing provision	191	180	181
Total Successful Outcomes (1+2)	24	159	239
Target Turn Around	80	202	243
Crime, Anti Social Behaviour & Education (1)	24	159	232
Continuous Employment	0	0	9
Of which counting towards target (2)	0	0	7
Progress to Work	3	9	14

Total successful claims
includes those families turned around for Crime/ASBEducation and any additional households turned around for continuous employment

Family Focus Report - Taunton & West Somerset

Progress Overview - Taunton & West Somerset

Progress Overview	Cumulative Figures		
	2012-13 (Yr1)	2013-14 (Yr2)	2014-15 (Yr3) AUG 2014
Families Identified	262	259	277
Families Actively Engaged	0	124	143
Families supported via existing provision	262	135	135
Total Successful Outcomes (1+2)	2	166	236
Target Turn Around	86	217	262
Crime, Anti Social Behaviour & Education (1)	0	164	227
Continuous Employment	2	2	11
Of which counting towards target (2)	2	2	9
Progress to Work	4	7	20

Total successful claims
includes those families turned around for Crime/ASBEducation and any additional households turned around for continuous employment

Family Focus Report - Sedgemoor

Progress Overview - Sedgemoor

Progress Overview	Cumulative Figures		
	2012-13 (Yr1)	2013-14 (Yr2)	2014-15 (Yr3) AUG 2014
Families Identified	205	215	229
Families Actively Engaged	69	101	127
Families supported via existing provision	136	114	103
Total Successful Outcomes (1+2)	19	132	183
Target Turn Around	68	170	205
Crime, Anti Social Behaviour & Education (1)	19	132	182
Continuous Employment	0	0	1
Of which counting towards target (2)	0	0	1
Progress to Work	3	11	20

Total successful claims
includes those families turned around for Crime/ASB/Education and any additional households turned around for continuous employment

Family Focus Report - Mendip

Progress Overview - Mendip

Progress Overview	Cumulative Figures		
	2012-13 (Yr1)	2013-14 (Yr2)	2014-15 (Yr3) AUG 2014
Families Identified	160	192	203
Families Actively Engaged	53	86	107
Families supported via existing provision	107	106	96
Total Successful Outcomes (1+2)	14	123	212
Target Turn Around	53	133	160
Crime, Anti Social Behaviour & Education (1)	14	123	207
Continuous Employment	0	0	8
Of which counting towards target (2)	0	0	5
Progress to Work	1	3	10

Total successful claims
includes those families turned around for Crime/ASB/Education and any additional households turned around for continuous employment

Agenda Item 17

Access from Memorial Hall car park to land at the rear of the Dolphin Hotel, Wincanton

Executive Portfolio Holder: Councillor Henry Hobhouse, Property and Climate Change
Strategic Director: Vega Sturgess, Operations and Customer Focus
Assistant Director: Donna Parham, Corporate and Financial Services
Lead Officers: Diane Layzell, Senior Land and Property Officer
Contact Details: diane.layzell@southsomerset.gov.uk or 01935 462058

Purpose of the Report

The purpose of this report is to seek the Committee's approval to formalise an access to land at the rear of the Dolphin Hotel, Wincanton on the terms outlined in the recommendations below.

Forward Plan

This report appeared on the District Executive Forward Plan with an anticipated Committee date of 5 February 2015.

Public Interest

This report outlines the consideration and conditions to be met to formalise an access to land at the rear of the Dolphin Hotel, Wincanton. Officers have concluded the preliminary discussions with the applicant and secured what they believe to be acceptable terms for the District Council, the residents of Wincanton and users of Memorial Hall car park.

Recommendations

That District Executive approve the formalisation of an access to land at the rear of the Dolphin Hotel, Wincanton by way of an access easement. On the following terms;

1. Payment of the consideration of £105,000 for the above rights. An additional £10,500 per residential unit will be payable should planning be obtained for more than 10 residential units.
2. Payment of all the Council's legal and professional costs incurred as a result of these negotiations.
3. Terms of the easement:
 - a) rights – access and egress with or without vehicles linked to the use of the Dolphin Hotel and/or the possible future development for a maximum of 10 residential units.
 - b) the creation of a new access route to the existing gap in the wall as identified in Plan B attached to this report. The creation of the new access will not commence until legal completion has taken place.
 - c) there will be no rights for objection against the Council developing its land, should it so desire, or redesigning the car park as a result of the rights granted in this easement.
 - d) the easement must be legally completed by Friday 27 March 2015.
 - e) contribution towards future maintenance of the access road and surface of the car park used in relation to the easement, capped at 20% of the cost.
4. That compensation is paid to Wincanton Town Council for any car parking spaces that are out of use while the car park is being reconfigured.

Background

In 1997 the Council received a request from Hopkins Developments for access to its land at the rear of the Dolphin Hotel, Wincanton. Unfortunately, these negotiations were unsuccessful and a gap was created in the listed wall of the property. Since then there have been ongoing discussions and requests and in 2008 the Council erected a steel structure across the gap to prevent any continued acts of trespass by unauthorised access to the site from its car park.

In May 2014, Mr Hopkins removed the steel structure, erected by the Council to conduct improvement works within the Dolphin site. He was granted a licence to complete these works, on the condition that the fencing was reinstated once works were concluded. Unfortunately this has not happened and an application to formalise the access has been received from Mr Hopkins. It was agreed that a temporary licence would be granted whilst this access request is considered.

Formalising the Access

Since 1997 the Council has been in discussions with the applicant regarding an access to his land at the rear of the Dolphin Hotel in Wincanton. It is felt that this is an ideal opportunity to conclude this matter, taking into account the needs of the applicant, the residents of Wincanton and users of the Memorial Hall car park.

Whilst the applicant has only requested access to the land at the rear of the Dolphin Hotel for Hotel use, the land is a separate Title from the Dolphin and apart from its location has no direct relationship with the Dolphin Title. With this in mind, and with the historical planning requests submitted to our Planners, Officers felt that granting an access solely for use linked to the Dolphin would only result in additional negotiations and costs in the future. It is therefore proposed that the access rights, if approved, would include use linked to the Dolphin Hotel and potential redevelopment capped at 10 residential units. There would also be a condition that should planning permission be granted for more than 10 residential units, a further consideration would be payable for each additional unit.

The existing access route to the gap in the wall has been used, on and off, from 1997 to 2008 and whilst there have been no reported incidents between car park users and the accessing traffic, the existing route to the gap in the wall is not ideal. When the Memorial Hall car park was originally designed it was proposed that the roadway through the car park would be adopted by County Highways which restricted what the Council could design and heavily influenced the existing layout. It is agreed by all parties that the existing "snaked" access depicted in Plan A is not suitable for the volume of traffic which is likely to use this access, if granted. The roadway is no longer being considered for adoption by Highways and, as a result, there are no longer any external restrictions regarding the car park layout or permitted accesses. This has enabled the Engineering and Property Manager to devise an alternative, safer route to the existing gap in the wall. The new route is shown on Plan B and also sees the creation of 4 additional car parking spaces. Members did ask if a new access could be created at the bottom of the site leading directly out onto the access road, but the Engineering and Property Manager ruled this out for the following health and safety reasons:

"The issue coming out at the bottom of the site is that there is no visibility splay and you will be straight onto the 1.8m wide footpath so a danger to any pedestrians walking along there as the wall is quite high. When you consider there is a nursery nearby and this footpath is used by mothers and children I would be against it.

Also vehicles would have to nudge out onto the access road to be able to see and again potential conflict with other vehicles applies.

I assume the new access would be gated and made secure and if this is the case vehicles will be parked on the road, drivers would have to get out open the gate and then return to their car, holding up traffic in the process. If larger vehicles are to access the site I can also see that a fair

section of the listed wall would have to be demolished to allow for turning movements and the planners may be against this. None of the above issues would occur with the proposed new route."

An access at the bottom of the site would also not enable the creation of additional car parking spaces.

It is Officers belief that the new access, shown on Plan B, is the most suitable. The new access can be created for approximately £5,000, which would be taken from the consideration payment. It should be noted that any works on the new access will not commence until legal completion of the easement. This will ensure that the Council incurs no cost unless the easement is agreed.

There will also be conditions within the agreement which states that there will be no right for the applicant to raise an objection to any future plans the Council may have for Memorial Hall car park and another allowing Council to alter the access route, to the gap in the wall, in the future.

The District Valuer has assessed the consideration value at £105,000 for the access rights linked to the use of the Dolphin Hotel and a residential development of up to 10 residential units. A further £10,500 is payable for any additional unit over the 10, should planning permission be obtained for a larger development. The District Valuer's fee has already been paid by the applicant and an additional condition of the easement is that he pays any legal costs the Council incurs as a result of this agreement.

The applicant has agreed to the terms as set out in the recommendations pending Members approval. It should be noted that, as Officers have been unable to resolve this matter historically, the process has been time bound. One of the key conditions is that, subject to District Executive approval, the easement must complete by 27 March 2015. If not, the gap in the wall will be permanently blocked off and the Council will not enter into any future discussions with the applicant in relation to this access. This will ensure that no further acts of trespass can occur in the future.

If the above action were to be taken by the Council, then any future attempts to reopen the gap, by removal of the new fencing, would result in the Council taking legal action for criminal damage and trespass against the offending party.

Consultation with Wincanton Town Council

As part of the consultation for this report Wincanton Town Council responded to "strongly object to any permanent or temporary vehicular access from the Memorial Hall to any property in that area." The Council outlined the safety issues and also felt that this would render the land worthless and also set a precedent for others.

Wincanton Town Council and SSDC entered into an agreement in 2012 for a simple revenue compensation scheme where WTC reimburse SSDC for the predicted income expected from charging for car parking. The expected amount of compensation for 2014/15 is £24,155. Under the agreement there was an acknowledgement that there could be access agreements sought and that WTC would be offered a seat at the table when these were negotiated.

As part of its response WTC has requested that the charge for 2014/15 be reduced to £20,000 from £24,155. It is proposed that compensation is made to WTC for the number of spaces that are temporarily out of use while the car park is reconfigured. This can be made from the capital receipt and will be calculated and paid once work has been completed.

The District Valuer has addressed the issues outlined by WTC and these will be included in the terms of the easement to rearrange the access to improve safety and to also ensure that the access can be moved in future to ensure development can take place. The agreement will also require ongoing contributions to the upkeep of the car park.

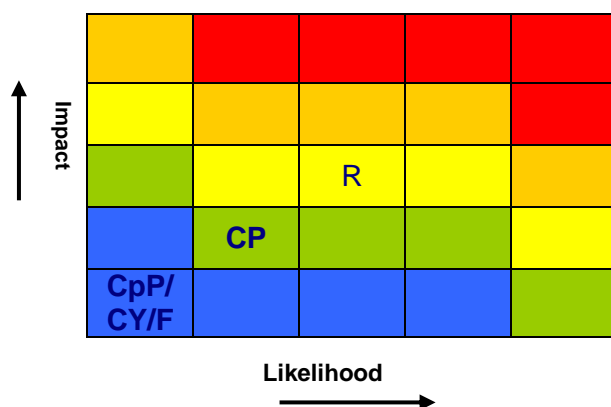
The capital receipt will be returned to central funds for future bids. A joint funding bid would be welcomed from WTC for possible regeneration projects that would benefit Wincanton town centre.

Financial Implications

The Council would receive a consideration of £105,000 for the rights granted, with approximately £5,000 spent on the creation of the new access route and compensation.

The Financial Procedure Rules outline that all capital receipts are retained centrally to be bid for as part of the capital programme. £100,000 will be returned to Useable Capital Receipts for future use. If set aside the annual interest that could be earned over the medium term would be £3,000.

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

This proposal poses no change to the existing car park use and therefore there no implications under this legislation

Equality and Diversity Implications

This proposal does not impact on the car park or its users and as result there are no implications under this legislation.

Background Papers

District Valuers report

The Dolphin Hotel

EI Sub Sta

Station House

4

WCs

Markings removed and 4 no. additional bays created

Verge and footpaths removed and Level access created.

2

4

22

1

Monthly Snapshot

Published by SSSC Communications –
22 Jan 2015



- In the past month, Careline has enabled 27 patients to be discharged from hospital by installing a Careline alarm as part of their hospital discharge package.
- Over 25,000 people came to see 'Jack and the Beanstalk' at The Octagon – breaking all box office records and raising £4,599 for St Margaret's Hospice.
- The Area Development teams have successfully supported community groups to develop bids to the Somerset Armed Forces Community Covenant Grants Scheme bringing just under £300k to fund local projects in South Somerset.
- In a recent consultation survey carried out by the Environmental Health Team, 100% of businesses surveyed strongly agreed or agreed that contact from our Food Safety Team was helpful. 99% felt that the information or advice given was very easy or fairly easy to understand.

Latest headlines:

- The Community Health and Leisure team launched another new Sport50 session in Tatworth during December as part of their Active Communities programme. Sport50 offers anyone over the age of 50 the opportunity to try a range of adapted sports in a local venue, thus making access to physical activity opportunities easier. Over 140 people regularly attend Sport50 sessions across the district every week.
- On the 8th January 2015, South Somerset District Council received the Inspector's Report into the South Somerset Local Plan (2006 - 2028). The report, written by Inspector David Hogger, concludes that the plan is 'sound', subject to the Council making a series of modifications. The next step is for the Council to make the proposed changes and present the final Local Plan to a meeting of Full Council on the 5th March 2015. Councillors will be asked to approve and adopt the plan and allow the policies to come into full effect.
- South Somerset residents are being given the opportunity to improve their home for free, thanks to grant funding which is immediately available. Supported by South Somerset District Council, the Home Energy Team offer free and impartial energy saving advice and are on hand to give the latest information about the grants available. Both South Somerset District Council and the Home Energy Team support the aim of the initiative to offer free insulation to everyone.
- Filming for the new TV drama series Wolf Hall, which debuted on Wednesday 21st January, was extensively filmed within Somerset. A lot of the filming was shot at a couple of South Somerset locations - Montacute House and Barrington Court.

Agenda Item 19

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
March 2015	Adoption of the South Somerset Local Plan	Finance and Spatial Planning	Assistant Director (Economy)	Paul Wheatley, Principal Spatial Planner	Scrutiny, District Executive, Council	Yes	March 2015	Yes
March 2015	District-wide 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	Corporate Grants Awarded during 2013/14	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	Loan to Kingsdon Parish Council	Finance and Spatial Planning	Assistant Director (Finance & Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	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		
March 2015	Establishment of the Somerset Growth Board	Environment and Economic Development	Strategic Director (Place and Performance)	David Julian, Economic Development Manager	Scrutiny and District Executive	No		
March 2015	Somerset Armed Forces Community Covenant Partnership Update report	Leisure and Culture	Assistant Director (Communities)	Kim Close, Assistant Director (Communities)	Scrutiny and District Executive	No		
March 2015	Huish Academy AGP Project	Leisure and Culture	Assistant Director (Health and Well-Being)	Steve Joel, Assistant Director (Health and Well-Being)	Scrutiny, District Executive	No		

Date of Decision	Decision	Portfolio	Service Director	Contact	Committees	Approval of Council Required	Date of Council	Consultation
March 2015	Disposal of the workshop in Helliars Road, Chard (Confidential)	Property and Climate Change/ Finance and Spatial Planning	Assistant Director (Finance & Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	Scrutiny and District Executive	No		
March 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		
March 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		
April 2015	Presentation from Highways Agency on flood prevention works on the A303	Environment and Economic Development	Strategic Director (Operations and Customer Focus)	Vega Sturgess, Strategic Director (Operations and Customer Focus)	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	Annual Review of SSDC Partnerships	Strategy and Policy	Strategic Director (Place and Performance)	Helen Rutter, Assistant Director (Communities)	Scrutiny and District Executive	No		
April 2015	Adoption of a Balanced Rural Lettings Policy	Strategy and Policy	Assistant Director (Health and Well-Being)	Colin McDonald, Corporate Strategic Housing Manager	Scrutiny and District Executive			
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	
April 2015	Honorary Aldermen – Agreement to extend the criteria and rights	Regulatory and Democratic Services	Assistant Director (Legal and Corporate Services)	Angela Cox, Democratic Services Manager	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 County-Wide Tenancy Strategy	Strategy and Policy	Assistant Director (Health and Well-Being)	Colin McDonald, Corporate Strategic Housing Manager	Scrutiny and District Executive	No		
July 2015	Adoption of a Revised Private Sector Housing Strategy	Strategy and Policy	Assistant Director (Health and Well-Being)	Alasdair Bell, Environmental Health 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 – February 2015

Purpose of Document	Portfolio	Director	Response to be agreed by	Contact	Deadline for response
<p>Consultation on the future shape of the English Housing Survey</p> <p>The Department for Communities and Local Government is planning to make changes to the English Housing Survey as part of its on-going need to make administrative savings.</p> <p>The department has identified a number of possible approaches for achieving cost savings on the survey. This publication invites users to comment on those approaches as well as to provide alternative suggestions for achieving the same outcome or for improving the survey or its outputs.</p>	Strategy and Policy	Strategic Director (Operations and Customer Focus)	Alasdair Bell, Environmental Health Manager in consultation with the Portfolio Holder	01935 462056	17 Feb 2015
<p>Preventing ‘backdoor’ charging at household waste recycling centres</p> <p>We are inviting views on how household waste recycling centres can stay open without councils charging residents for disposal.</p>	Environment & Economic Development	Strategic Director (Operations and Customer Focus)	Somerset Waste Partnership	01935 462200	18 Feb 2015

Agenda Item 20

Date of Next Meeting

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