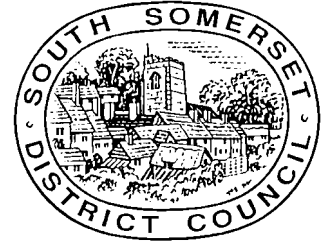


South Somerset District Council

Notice of Meeting



District Executive

Making a difference where it counts

Thursday 4th August 2016

9.30 am

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



Disabled access and a hearing loop are 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 27 July 2016.

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
Clare Aparicio Paul
Carol Goodall
Peter Gubbins
Henry Hobhouse
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 4 August 2016

Agenda

1. Minutes of Previous Meeting

To approve as a correct record the minutes of the District Executive meeting held on 7th July 2016.

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

Items for Discussion

6. Verbal Update on Recruitment of Chief Executive Officer

Councillor Ric Pallister, as Chairman of the Appointments Committee, will update Members on the progress the Committee have made in the recruitment of a new Chief Executive Officer.

7. Approval of South Somerset District Council's Contaminated Land Inspection Strategy 2016-2021 (Pages 5 - 35)

8. Draft Asset Management Plan 2016-17 (Pages 36 - 41)

9. Update on the Equality Objectives Action Plan (Pages 42 - 70)

10. 2016/17 Revenue Budget Monitoring Report for the period ending 30th June 2016 (Pages 71 - 96)

11. 2016/17 Capital Budget Monitoring Report for the period ending 30th June 2016 (Pages 97 - 118)

12. Draft Proposals of the Community Governance Review of Yeovilton Parish Council (Pages 119 - 122)

13. Monthly News Snapshot (Page 123)

14. District Executive Forward Plan (Pages 124 - 129)

15. Date of Next Meeting (Page 130)

16. Exclusion of Press and Public (Page 131)

17. Westland Leisure Complex - Urgent Executive Decision (Confidential) (Pages 132 - 149)

Agenda Item 7

Approval of South Somerset District Council's Contaminated Land Inspection Strategy 2016-2021

Executive Portfolio Holder: Carol Goodall, Environmental Health, Health & Safety
Strategic Director: Vega Sturgess, Operations and Customer Focus
Lead Manager: Alasdair Bell, Environmental Health Manager
Lead Officer: Sally Webster, Environmental Health Officer
Contact Details: Sally.webster@southsomerset.gov.uk or (01935) 462528

Purpose of the Report

To consider, approve and adopt as fit for purpose South Somerset District Council's Contaminated Land Inspection Strategy 2016-21 shown in Appendix 1.

Forward Plan

This report appeared on the Executive Forward Plan with an anticipated presentation date of August 2016.

Public Interest

The Contaminated Land Inspection Strategy 2016-21 in Appendix 1 explains how the council deals and will deal with contaminated land within the district. This is to demonstrate to the public and others concerned that the council addresses all contaminated land issues in a considered and responsible manner.

Recommendation

That the District Executive consider, approve as fit for purpose and agree to adopt as council policy the South Somerset District Council's Contaminated Land Inspection Strategy 2016-2021, as attached at Appendix 1.

Report

South Somerset District Council's Contaminated Land Inspection Strategy 2016-21 updates and replaces the previously existing strategy that was first published in 2001 and revised in 2005. It describes South Somerset District Council's progress to date in remediating contaminated land. It also reaffirms South Somerset District Council's commitment to the fulfilment of its statutory duties going forward, taking into account recent changes in statutory guidance, national policy and council policy as well as in scientific developments that lie behind the risk assessment of potentially contaminated land.

The requirement to produce a strategy was introduced by regulations which came into force in 2000 (the Environmental Protection Act 1990: Part IIA, hereafter referred to as Part 2A). The part 2A regime was introduced to deal with land that posed an unacceptable level of risk. In 2012 the Secretary of State issued revised statutory guidance to local authorities on the implementation of the regime in England, and the revised strategy incorporates this guidance. The revised guidance in particular emphasises the need to balance risks from pollution against other factors such as social, economic and other health considerations.

The new strategy sets out the overall approach to dealing with contaminated land, including not only the requirements of Part 2A, but also via development control processes, environmental permitting and incident control management. It explains when land may be considered contaminated and the process of assessing risk from such sites. This is all within the context of the particular characteristics of the district of South Somerset. The four aims of the strategy are:

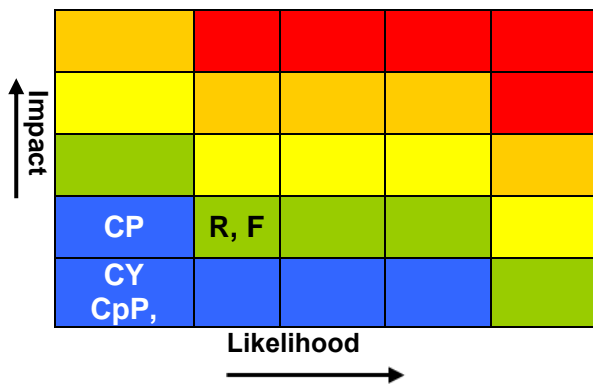
- Aim 1 – To address unacceptable risks to human health and the wider environment
- Aim 2 – To encourage regeneration and redevelopment
- Aim 3 – To fulfil the council's responsibilities with respect to implementing environmental legislation relating to Contaminated Land
- Aim 4 – To raise awareness and promote understanding of land contamination issues

What has changed since the last report?

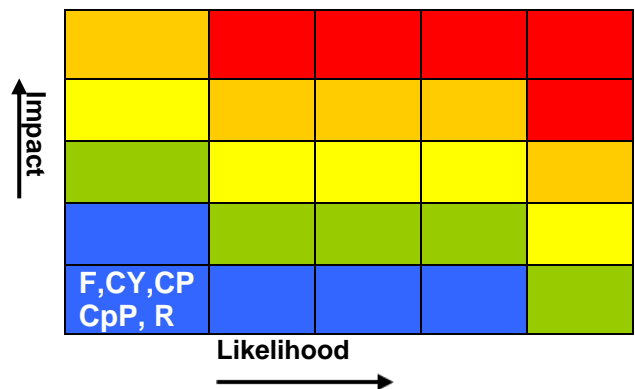
Since the last report there has been a significant reduction in the funding available for remediating contaminated land and a subtle change in Government policy towards such sites. Previously local authorities were encouraged to go out and actively look for contaminated sites and then take enforcement action to ensure they were remediated. At one time there was significant Government funding available for local authorities to bid for in order to achieve this but all such funding has now ceased. In the past SSDC received substantial grant funding for one such site but is unlikely to receive any more. In future therefore most contaminated land will only be remediated as part of the planning process unless there is a very serious situation requiring immediate action. The approach to dealing with contaminated land has therefore shifted from a proactive one to a reactive one, with emphasis being placed providing advice and information and utilising other mechanisms, mainly the planning regime to secure remediation where needed.

Risk Matrix

Risk Profile before officer recommendations



Risk Profile after officer recommendations



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

Financial / Other Implications

There are no direct financial implications to this report. Costs could arise if a contaminated site was found that needed to be remediated but no such action would be taken unless costs were agreed in advance by senior managers/members.

Council Plan Implications

This report seeks to meet the corporate aim of providing outward looking, accountable, and responsive services.

Carbon Emissions and Climate Change Implications

There are no direct climate change or carbon emission implications to this report.

Equality and Diversity Implications

This policy has undergone a full equality impact assessment.

Privacy Impact Assessment

There are no privacy implications to this report

Background Papers

SSDC Contaminated Land Strategy 2001(revised 2005).



South Somerset District Council

Contaminated Land Inspection Strategy

2016 – 2021

Issued by:

The Environmental Protection Unit

The Council Offices

Brympton Way

Yeovil

BA22 2HT

Tel: 01935 462439

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1. Introduction

The purpose of this report is to review and update the Council's Contaminated Land Strategy.

Historically, there have been few controls on the use of industrial land from the start of the Industrial Revolution until the early 1990's, when the Government proposed a regime of identifying and dealing with contaminated land (Environmental Protection Act 1990, s143 registers). However, fear of blight and a lack of technical and scientific guidance prevented the legislation being enacted at this time.

1.2 The Contaminated Land Regime

New regulations came into force on 1st April 2000 (Environmental Protection Act 1990: Part IIA, hereafter referred to as Part2A) requiring local authorities to inspect land in their area for the purpose of identifying contaminated land.

The Secretary of State issued revised statutory guidance to local authorities on the implementation of Part2A in England in 2012. This Statutory Guidance requires local authorities to take a "strategic approach" in inspecting their districts and reduced the requirements for inspection, and to decide and publish this in a written strategy.

1.3 Contaminated Land Strategy Review

This document reviews and replaces South Somerset District Council's original Contaminated Land Inspection Strategy, which was first published in 2001 and revised in 2005. It describes South Somerset District Council's progress to date in tackling contaminated land. It also reaffirms South Somerset District Council's intended approach to the fulfilment of its statutory duties going forward, taking into account important changes in Statutory Guidance, National and Council Policy as well as developments in the science and policy issues that lie behind the risk assessment of potentially contaminated land.

This document is South Somerset District Council's Contaminated Land Strategy 2016 – 2021 and is available on the Council's website at www.southsomerset.gov.uk

2. Legislative Context and National Policy

The Government has established policies and legal frameworks aimed at minimising the future incidence of contaminated land as well as dealing with contamination already in existence. The Part2A regime ensures that appropriate action is taken to deal with existing contamination where it poses unacceptable risks to human health or the environment; and encourages the reclamation and recycling of "brown field" land to bring it back into beneficial use.

Through the Government's commitment to the environmental principles of "sustainable development" and "the polluter pays principle", existing contamination which poses a threat to human health or to the environment is controlled and treated within the "suitable for use" approach, ensuring that land is suitable for its current use or intended future use if planning permission has been granted.

In the context of sustainable development, environmental and economic policy areas are key considerations in developing this revised Contaminated Land Inspection Strategy because they:

- Ensure unacceptable risks to human health or to the environment are reviewed: ensuring a cleaner and healthier environment for local people and wildlife;
- Encourage the prudent use of land and social resources; and
- Ensure that the cost burdens of undertaking remediation are proportionate, manageable and economically sustainable.

2.1 Regulation of Part2A

Local authorities are the primary regulators under Part2A. Their main duties are:

- To prepare and publish a strategy for inspecting their area for contaminated land
- To implement the strategy
- To determine which sites meet the definition of contaminated land and whether such sites should be designated as Special Sites
- To make sure appropriate remediation of contaminated land takes place
- To maintain a Public Register of Part2A regulatory action.

2.2 Other Regimes

In addition to Part2A there are a number of existing regulatory regimes which will continue to address and deal with land contamination issues.

The Planning System

"Land affected by contamination" or the possibility of it, is a material planning consideration and development or redevelopment during the planning or building control processes will continue to be the primary mechanism for ensuring remediation of contaminated sites within South Somerset. This means that the Local Planning Authority (LPA) has to consider the potential implications of contamination both when it is developing Local Plans (South Somerset District Council recently adopted the South Somerset Local Plan taking into account

all the agreed modifications required by the Planning Inspectorate) and when it is considering individual applications for planning permission.

For all new developments, it will be the responsibility of the developer to carry out any necessary site assessments and remediation. In most cases, the enforcement of any remediation requirements will be through planning conditions and building control, rather than through a remediation notice issued under Part 2A.

Further details of planning policy in relation to land contamination can be found at paragraphs 120 – 121 of the National Planning Policy Framework (NPPF)(ISBN 9781409834137), available at www.gov.uk.

The Building Regulations

In addition to the planning system, Building Regulations also require measures to be taken to protect new buildings, and their future occupants, from the effects of contamination. “Approved Document Part C (Site Preparation and Resistance to Moisture)” gives guidance on these requirements. Available at www.planningportal.gov.uk, ISBN: 978 1 85946509 7.

Environmental Permitting Enforced by Local Authorities

Through the provisions of the Environmental Damage (Prevention and Remediation) Regulations 2015 and Environmental Permitting regimes there are powers to deal with land contamination resulting from breaches of permits, authorisations and licences and other environmental incidents.

The Environment Agency

The Water Resources Act 1991, which gives the Environment Agency (EA) the power to serve a Works Notice where pollution of controlled waters is occurring, can also, be applied to deal with certain cases of water pollution not covered by Part2A.

It is the Government’s intention that Part2A should be complementary to these existing regulatory regimes. Remediation of contaminated land should be enforced preferentially through these means, with enforcement through Part2A only when no appropriate alternative solution exists.

2.3 Special Sites

The EA also has a supporting role in respect of contaminated land under Part 2A, including assisting Local Authorities with site-specific guidance, particularly in relation to water pollution. The EA acts as the enforcing authority for “Special Sites”. The EA also has a duty to prepare periodic reports on the state of contaminated land in England.

Special Sites are defined in full in the Contaminated Land (England) Regulations 2006. These are sites which meet the definition of contaminated land and fall within one of the descriptions given in the Regulations, which include:

- Certain water pollution cases
- Land owned by the Ministry of Defence
- All radioactive contaminated land
- Industrial cases

-Waste acid tar lagoons

-Oil refining

-Explosives

-Certain IPPC sites

-Nuclear sites

Regulation 2(2) of the Contaminated Land(England)(Amendment) Regulations 2012 amends the circumstances set out in Regulation 3 (Pollution of Controlled Waters) of the 2006 Regulations in which contaminated land affecting controlled waters is required to be designated as a Special Site.

2.4 Objectives of the Contaminated Land Regime

The key objectives of the Government’s policy on contaminated land and the Part2A regime are:

- (a) To identify and remove unacceptable risks to human health and the environment;
- (b) To seek to ensure that contaminated land is made suitable for its current use; and
- (c) To ensure that the burdens faced by individuals, companies and society as a whole are proportionate, manageable and compatible with the principles of sustainable development.

The Government considers the most effective way of delivering these objectives to be through the application of the “suitable for use” approach. This recognises how risks presented by land contamination vary depending on what the land is used for, as well as the environmental setting.

The main element of the “suitable for use” approach is to ensure that where unacceptable risks to human health or the environment are identified, remediation requirements should be set on the basis of the lands current use or its intended future use if planning permission has

been granted as well the circumstances of the land. Risks will therefore always need to be assessed on a site-specific basis.

The Government requires that a balance between precaution and over-precaution be struck to ensure that any necessary Part2A intervention is likely to achieve a net benefit.

2.5 What is contaminated land?

Part2A defines non- radioactive contaminated land as:

“any land which appears to the Local Authority in whose area it is situated to be in such a condition, by reason of substances in, on or under the land that:-

- (a) Significant harm being caused or there is significant possibility of such harm being caused: or
- (b) Significant pollution of controlled waters is being caused or there is significant possibility of such harm being caused”

And radioactive contaminated land as:

“any land which appears to the Local Authority in whose area it is situated to be in such a condition, by reasons of substances in, on or under the land that:

- (a) Harm is being caused
- (b) There is a significant possibility of such harm being caused.”

Any land meeting either of these definitions will hereafter be referred to as Contaminated Land. The terms, “Significant Harm”, “Harm”, “Significant Possibility” and “Significant Pollution of Controlled Waters” are all defined in the 2012 Statutory Guidance.

The definition reflects the “suitable for use approach” and is underpinned by the principles of risk assessment, where risk is a combination of two elements:

- (a) Probability (how likely is it that something will happen?)
- (b) Magnitude of the consequences (if it does happen, how serious will it be?)

This means that before a site can be classed as Contaminated Land, the contamination must have, or be very likely to have, a detrimental impact on human health or the environment.

It is important to realise that a site will **NOT** meet the definition of Contaminated Land just because contamination is present.

2.6 Identifying Contaminated Land – Contaminant Linkages

In line with established approaches to risk assessment, Part2A requires that the first step in determining whether a site is Contaminated Land is to identify “contaminant linkages” associated with that land.

A contaminant linkage is a connection between a contaminant and a receptor by means of a pathway.



A “contaminant” is a substance which is in, on or under the land and which has the potential to cause significant harm to a relevant receptor, or to cause significant pollution of controlled water.

A “pathway” is a route by which a receptor is or might be affected by a contaminant, for example a person, an organism, an ecosystem, property, or controlled waters.

Under the radioactive contaminated land regime, a “receptor” is limited to human beings only.

A contaminant linkage, and hence a risk to the receptor from the contaminant, can only exist if all three elements are present. A site cannot be considered as possible Contaminated Land unless at least one contaminant linkage is present.

The next step in deciding whether a site is Contaminated Land is to determine whether the contaminant linkage is “significant”, this means demonstrating that it:

- Is resulting in significant harm for non-radioactive contamination (or harm for radioactive contamination) being caused to the receptor in the contaminant linkage.
- Presents a Significant Possibility of Significant Harm for non-radioactive contamination (or significant possibility of harm for radioactive contamination) being caused to that receptor, or
- Is resulting in, or is likely to result in the significant pollution of the controlled waters which constitute the receptor for non-radioactive contamination only.

3. Corporate Objectives and Policies

This Contaminated Land Inspection Strategy will operate within the context of the Council Plan 2016 - 2021, as well as alongside other strategic plans such as the longer term Local Plan 2006 – 2028 (formerly known as the Core Strategy) and the South Somerset Local Development Framework (LDF)

3.1 Council Plan 2016 - 2021 & Local Plan 2006 - 2028

South Somerset District Council's plan is driven by the longer term Local Plan 2006 – 2028 priorities for the District and has focused on four key priorities:

- Health – Communities that are healthy, self-reliant and willing to help each other
- Homes – Decent homes for all residents
- Jobs – A strong economy which has low unemployment and thriving businesses
- Environment – An attractive environment to live in

This Contaminated Land Inspection Strategy will contribute to the achievement of a number of the Local Plan's corporate outcomes:

- Solid economic growth and development that is diverse, adaptable and provides jobs growth and inward investment that is evident across South Somerset
- A balanced housing market with a range of both general and affordable housing to meet the required growth and sited and built to support sustainable lifestyles
- A natural and built environment able to attract and retain visitors
- Protection and enhancement of our natural environment, historic environment and biodiversity retaining the distinctiveness of settlements and reflecting known environmental constraints including flood risks in locating growth
- Access to quality services and facilities designed around the needs of the community, enabling everyone to have fair and equitable access to what they need in their local area.

It is recognised that the links to these outcomes may not be readily apparent, however this strategy forms a small but significant part of what the Council is trying to achieve.

3.2 Local Development Framework

The Local Development Framework (LDF) can consist of a number of development plans, which can be prepared at different times and for different purposes, but all have to be prepared along the same lines as set out by Government legislation.

The Local Plan is the strategic development plan document in the LDF and sets out South Somerset District Council's spatial vision and strategic objectives and contains the spatial strategy for the District, core policies and a monitoring and implementation framework with clear objectives for achieving delivery.

http://www.southsomerset.gov.uk/media/707200/south_somerset_local_plan_2006-2028_adoption_version_march_2015.pdf

3.3 Shaping South Somerset. A Strategy for Sustainable Communities 2008 – 2026

The Strategy for Sustainable Communities is a master plan for how people in the district want to live and work, now and in the future. This strategy will guide the actions and provide the framework for how services and communities will work together to address issues and to create new opportunities.

http://www.southsomerset.gov.uk/media/15625/South_Somerset_Community_Strategy.pdf

3.4 Housing Strategy Implementation Plan

The Housing Strategy Implementation Plan sets out the long term objectives for housing in the District. These objectives have been established following consultation with our partners and residents of the District. Our vision for housing will help to achieve the wider priorities of the Council and our partners as set out in the Strategy for Sustainable Communities 2008 – 2026.

By enabling contaminated land to be reinstated, this strategy will contribute to all the above policies and aims.

3.5 Access to information

South Somerset District Council will operate within the statutory framework for disclosure and provision of information. So as not to compromise investigations or potential for criminal proceedings, information will be restricted to that necessary to discharge any statutory duty in relation to access to information. There should be no reason why information held by the Council should not be readily available to public in various different formats.

3.6 Enforcement Policy

One of the main functions of South Somerset District Council is to act as a regulator and an enforcement agency for a large range of legal duties and powers applied by Acts of Parliament and the Regulations and Orders made under them (including various bylaws).

South Somerset District Councils Enforcement Policy sets out the standards and guidance that will be applied by the Council when acting in the role as regulator and enforcement agency across a range of its relevant legal powers and duties. The policy applies to enforcement and

regulation affecting members of the public and businesses and has been developed following consultation.

South Somerset District Council's aim is to undertake its regulatory and enforcement role in a fair, open and consistent manner. This is in line with The Regulators Code, which was laid before Parliament in accordance with Section 23 of the Legislative and Regulatory Reform Act 2006. Further details can be found within The Regulators Code.

4. Characteristics of South Somerset District

The causes and impacts of land contamination in the UK vary greatly from region to region, depending largely on the different local industries, land use and environmental sensitivities. This chapter presents an overview of principle characteristics of South Somerset – its history, geography, geology, hydrology and land use.

4.1 General Description

South Somerset is a large and diverse area, extending nearly 65 kilometres (40 miles) from east to west, with an area of 960 square kilometres (370 square miles) and an estimated total population in 2013 of 163,900.

The District is predominately an area of small communities: some 45% of the population live in settlements of fewer than 2,500 people and the two main settlements of Yeovil and Chard have current populations of 45,000 and 14,000 consecutively.

Chard, Crewkerne, Ilminster, Wincanton and Yeovil are all defined by the Somerset Structure Plan Review Deposit Plan as "towns". These areas function as locations for employment and shopping, cultural, community and education services. The next tier of settlements are those defined as "rural centres". These are places which act as focal points for local employment and shopping, social and community activity in their areas. Rural centres can be distinguished from smaller villages by having populations of around 2,500 or more and additional facilities such as a good range of shops, medical facilities, a public library, and daily bus service.

4.2 Industrial History

South Somerset's industrial past can be attributed to the availability of readily accessible raw materials or factors such as the nearness of a swiftly flowing stream for the supply of power. In Victorian times the development of railway transport altered the conditions governing the establishment of industries and this has subsequently been superseded by the road networks.

As with many local authorities, South Somerset has a diverse history of land use, with a number of potentially hazardous land uses common throughout the district area. Such land

uses would include abattoirs, gasworks and coke works, motor engineers/petrol stations, coal storage/distribution sites, engineering works and wood treatment processes.

Additionally, there are known former landfill sites along with numerous other potential “in-filled” sites at former land-drains, ponds, pits and rail cuttings. The fill material in former landfill or in-filled sites is often unknown (or cannot be verified) since many of the sites operated before 1974 when controls were first brought in.

4.3 Ecology and Environment

The South Somerset area enjoys a rich and varied landscape which is largely rural in character. Within the area there are a large number of sensitive ecological sites forming a clear hierarchy of nature conservation designation.

International designation sites (Ramsar and Special Protection Areas (SPA)) include part of the Somerset Levels and Moor Ramsar and SPA site in the northwest of the area, as well as a number of national designation sites (National Nature Reserves (NNR) and Sites of Special Scientific Interest (SSSI) and local designation sites e.g. County Wildlife/Geological sites (CWS/CGS), Local Nature Reserves (LNR) and non-statutory Nature Reserves.

Of particular interest are the lowland wet grassland resource and freshwater ditch communities of the Somerset Levels and Moors, the largest remaining area of these habitats in Britain. Seven of the wetland Sites of Special Scientific Interest have been designated as a Special Protection Area for over-wintering wildfowl, and outstanding assemblages of aquatic invertebrate communities.

Other important protected locations include Environmentally Sensitive Areas and other sites which the Department of the Environment, Food and Rural Affairs (DEFRA) pays farmers to manage such as those under Countryside Stewardship arrangements.

Sites with International, National or Local designations are potential sensitive receptors in terms of contaminated land under PartIIA.

4.4 Natural Drainage

The area of land covered by South Somerset District Council fall within the catchments of the River Parrett, Brue, Dorset Stour and Devon Axe. The catchments of these rivers are predominately agricultural.

River Parrett

The River Parrett catchment, which dominates the South Somerset area, covers an area of approximately 1251sq km. Its source is near Chedington to the south of Crewkerne, from where it flows 59km to Stert Point, Bridgewater where it enters the Severn Estuary.

Flowing north, the River Parrett passes Martock, and is joined by the River Isle and River Yeo to the south of Langport, becoming tidal at Oath Sluice. The River Carey rises at Castle Cary and travels in a westerly direction before entering King's Sedgemoor Drain at Henley Corner, and continuing across the Somerset Moors to join the tidal River Parrett downstream of Bridgewater at Dunball Sluice.

Much of the Parrett Catchment in particular is a valued landscape reflected by both international and national designations. The Somerset Levels and Moors Environmentally Sensitive Area Scheme encourages farmers in the area to farm less intensively, with higher winter and spring water levels than over the past 50 years. Water levels are controlled by a system of rhynes, ditches and sluices, with pumping stations operated by the Environment Agency to return excess water to the rivers.

As a final measure of the importance and sensitivity of the River Parrett catchment area, the majority of the principle surface channels tested as fully compliant with the Environment Agency's River Quality Objectives.

River Brue

The River Brue catchment overlaps a small part of the South Somerset area, mostly around Castle Cary and Bruton to the north. The Brue, which rises in the clay uplands to the east of the catchment, passes through Bruton before flowing slowly through the flat lowlands of the Somerset Levels and Moors and is covered in the majority by Mendip and Sedgemoor District Councils to the north and west of South Somerset.

This catchment is also sensitive, with all principal channels in the South Somerset area broadly compliant with the Environment Agency's River Quality Objectives.

Dorset Stour

The Dorset Stour Catchment is another small overlap of the South Somerset area, mostly around Wincanton to the east.

The Dorset Stour dominates the County of Dorset, only a relatively small northeast corner of South Somerset includes this catchment.

Again, this catchment is sensitive, meeting River Quality Objectives for all principal channels in the South Somerset area.

River Axe and Yarty

The headwaters of the River Axe drain a small area of South Somerset to the south and west of Crewkerne and the south of Chard. Its tributary, the River Yarty drains another small area of South Somerset to the northwest of Chard. The upper reaches of the River Yarty pass through the Blackdown Hills AONB.

4.5 Geological Characteristics

Geology is a fundamental factor to consider when assessing contaminated land issues. When contamination enters the ground, its subsequent movement and storage is dependent on the physical nature of the rocks and soils at that location (along with associated factors such as hydrogeology).

The South Somerset area lies within the western part of the Wessex Basin, an east-west trending depositional centre, formed as a consequence of faulting of the crust in response to north-south extension (stretching) in early Permian times (approximately 280 million years ago).

4.6 Solid (Bedrock) Geology

Triassic Geology

Rocks belonging to the Triassic age Mercia Mudstone Group are the oldest sediments in the South Somerset area which comprise reddish brown, silty and sandy mudstones, locally calcareous or dolomitic. The deposits show a variation of thickness across the area. The deposits outcrop in some places to the far northwest and west of the district. This group is overlain by the Triassic Penarth Group which comprises shales, limestones, mudstones and siltstones. The Penarth Group is thought to have been deposited in marine or lagoonal environments.

Jurassic Geology

Subsequent to the deposition of the deposits mentioned above the Lower Jurassic Blue Lias Formation was formed. This comprises thinly bedded limestone beds with nodules and massive beds of limestone along with calcareous mudstone and siltstone. Blue Lias limestone has been widely quarried over many centuries and is evident in the fabric of many older buildings in South Somerset and sets the character of towns such as Somerton.

Cretaceous Geology

The only exposure of the Gault Formation is in the northeast of the district to the north of Penselwood, the formation comprises fine grained sandy clay. The Upper Greensand Formation overlies this deposit comprising sands and cemented sandstones. This formation crops out extensively in the southwest of the district around Chard and to the north east of the district east of Bruton.

4.7 Drift Geology

Quaternary geology is a term often used to describe deposits formed in the latest period of time in the stratigraphic column. This starts at the beginning of the glacial period and includes all deposits which have formed since this time.

The presence or absence and nature of such deposits are an important consideration when evaluating contaminated land. The presence of low permeability drift geology may inhibit contamination which is present at or near the ground surface from reaching underlying aquifers. Alternatively, a highly permeable granular river terrace deposit may act as preferential pathway for lateral contamination migration to streams and surrounding sites.

4.8 Hydrogeological Characteristics

Major and minor aquifers extend across the vast majority of the district. The presence of impermeable drift or solid geology overlying these aquifers significantly reduces groundwater vulnerability to contamination originating at the ground surface. Aquifers, in particular major aquifers, are important resources and must therefore be protected. In the context of Part2A and this Strategy, aquifers are considered as receptors. In addition, aquifers can act as contaminant migration pathways and can therefore enable contamination to reach other receptors such as surrounding sensitive sites, rivers and groundwater abstractions.

4.9 Water Resource Characteristics

The Council regularly inspects the quality of approximately 100 shared private drinking water supplies in the South Somerset area as a result of its obligations under the Private Water Supply Regulations 1991. These supplies are distributed widely across the District, and a further 300 single supplies exist across the district. In addition, there are numerous Environment Agency licensed abstractions across the district, which are mostly for non-potable requirements. The majority of private water supplies come from groundwater abstraction.

4.10 Natural Contamination

Radon

Radon is a naturally occurring radioactive gas which is emitted by certain rocks and soils and some of the largest emissions in the country originate from rocks present in the south west of England. Radon only becomes a hazard to health when it builds up in enclosed spaces. Prolonged exposure to elevated levels of radon can increase the risk of developing lung cancer.

Surveys conducted by the National Radiological Protection Board (NRPB) indicated that there are areas in the district where homes are likely to exceed the action level of 200 Bqm⁻³. The most significantly affected areas include Crewkerne, Penselwood, Castle Cary, Somerton, and areas to the north and west of Chard.

Methane

Methane can occur naturally from the degradation of organic rich soils. In the district, the most likely natural sources of contamination are likely to be peat deposits. These deposits

occur on West Sedge Moor (North West of Curry Rivel (and King's Sedgemoor (North West of Somerton).

5. Strategy Aims and Objectives

The Statutory Guidance issued by the Secretary of State in 2012 requires each Council to set out its aims, objectives and priorities with respect to a Contaminated Land Inspection Strategy. The previous chapters have outlined South Somerset District Council's duties under Part2A, how the Contaminated Land Inspection Strategy relates to existing Council functions and described the unique characteristics of South Somerset.

All these factors play a crucial part in determining South Somerset District Council's strategic approach to inspection and what it hopes to achieve from carrying it out. This chapter brings these factors together into a coherent set of aims, objectives and priorities.

Set out below is a list of 4 key aims that South Somerset District Council wishes to achieve through its management of land contamination issues. These are overall aims which interlink with, and are supported by, those existing internal council policies and strategies. They also reflect the council's statutory duties.

It is not intended that these aims will be achievable solely through the implementation of Part2A. Delivery of other South Somerset District Council's strategies and statutory functions may also contribute.

Against each aim is a set of objectives and priorities.

- Objectives are activities that can or must be achieved as a direct result of the implementation of the Strategy.
- Priorities are the key activities we wish to carry out in the course of fulfilling the objectives.

5.1 Aims and Objectives

The order in which the aims, objectives and priorities are presented is arbitrary. These are South Somerset District Council's current aims, objectives and priorities. They may be reviewed and revised as the Contaminated Land Inspection Strategy is implemented and targets are achieved.

AIM 1 – To address unacceptable risks to human health and the wider environment

Objective

- Ensure appropriate remediation for those sites where the land contamination is presenting a significant possibility of significant harm.

Priorities

- Act as statutory consultees throughout the planning process with a view to securing remediation wherever needed.
- Provide advice and guidance to developers of brownfield sites

AIM 2 – To encourage regeneration and redevelopment

Objective

- Enable informed decisions (by SSDC and third parties) regarding future land use.

Priorities

- Provide information for planning briefs
- Provide advice and guidance to developers of brownfield sites

AIM 3 – To fulfil the council's responsibilities with respect to implementing environmental legislation relating to Contaminated Land

Objective

- Ensure the Contaminated Land Inspection Strategy and its implementation meet the requirements of the Environmental Protection Act 1990, Part2A

Priorities

- Adopt a strategic approach to carrying out our statutory duties taking into account local and national circumstances.
- Balancing costs of taking action against potential benefits.

AIM 4 – To raise awareness and promote understanding of land contamination issues

Objective

- Encourage a proactive approach amongst landowners and potential polluters towards investigation of contamination and to encourage voluntary remediation

Priorities

- Carry out consultation on future reviews of the Contaminated Land Inspection Strategy with stakeholders as considered necessary;
- Adopt a transparent approach to implementing the Contaminated Land Inspection Strategy and to
- Develop effective procedures for communication, liaison and information exchange within the Council and with third parties.

South Somerset District Council will continue to investigate and encourage suitable remediation of sites within the district predominately through the planning process, which is deemed to be the most efficient and cost effective way of bringing potentially contaminated land back into beneficial and economic use.

The contaminated land regime is designed to deal with contamination problems that cannot be addressed under other legislation such as the planning system. Therefore, any sites that are brought to our attention and are unable to be dealt with under other legislation will be progressed in accordance with statutory guidance.

6. SSDC Strategy

6.1 Outline

Contaminated land cannot be addressed in isolation and like other environmental issues such as air pollution, any associated contamination strategies need to be sensitive to other broader issues.

The South Somerset Strategy for Sustainable Communities 2008 – 2026 recognises the need to offer greater opportunity for local residents by modernising the local economy thereby increasing the number and quality of jobs. However, this requirement for modernisation should be balanced against the quality of life of the Districts residents.

Taking into account sustainable development, the aim of the South Somerset Strategy for Sustainable Communities 2008 – 2026 is to improve competitiveness and encourage economic growth at the same time as protecting and enhancing South Somerset's diverse environment, using resources prudently, tackling the causes of social exclusion and recognising the needs and contributions of everyone.

The over-riding conclusion is that SSDC's Contaminated Land Inspection Strategy should be progressed without imposing unacceptable economic or social costs to our society as a whole. This will mean:

- Providing advice and information which assists inward and other new investment decisions as appropriate and in conjunction with our regulatory function;
- Introducing the strategy and legislation in a balanced manner which does not cause unnecessary alarm to our communities and damage our image; and
- Ensuring that remediation costs falling upon the Council taxpayers are kept to a minimum.

6.2 Progress to Date

The primary method of successfully investigating and remediating sites with the South Somerset District will continue to be through redevelopment under the planning regime.

For sites that are not to be redeveloped but that come to our attention as potentially contaminated land under Part2A, the aim of the Contaminated Land Inspection Strategy is to adopt a strategic approach, with priority given to particular areas of land that are considered most likely to pose the greatest risk to human health or the environment.

There will be a staged approach to risk assessments and site investigations in accordance with statutory guidance. Evidence of unacceptable risk reasonably existing should be identified before progressing through the next investigative stages.

To date, SSDC has identified 3400 potential sites of interest and of those, 1717 were discounted for further investigation as the source type was unlikely to produce gross pollution and/or there were no receptors to be impacted under the contaminant linkage rules explained in section 2.6 the sites were therefore considered unlikely to be contaminated.

The remaining sites of interest were then prioritised. A consultancy was appointed to undertake walk over site assessments and each site was assessed and received a ranking based on the source, pathway, receptor model.

A combination of the above measures has resulted in a total of 116 ranked sites which are of potential interest for further investigation as appropriate.

SSDC has also made 1 contaminated land determination. This determination reflects the confirmation of contaminant linkages.

6.3 Development Control

SSDC's broader approach of dealing with land contamination under the planning and building control system, to ensure land is made suitable for use when it is redeveloped, will normally be achieved by the use of standard planning conditions for the assessment and remediation of potentially contaminated land and/or landfill gas as part of a particular development

As part of compliance with the planning condition the applicant/developer will have a duty to investigate and remediate as necessary (in consultation and prior agreement with the Local Planning Authority) to ensure that the particular development is suitable for its intended use.

Remediated sites can then be removed from the Contaminated Land Database as appropriate.

Defra and the Environment Agency published the "Model Procedures for the Management of Land Contamination" (Contaminated Land Report CLR11, www.environment-agency.gov.uk) in 2004. CLR11 provides a technical framework for structured decision making about land contamination and identifies verification as a key part of the risk management process.

Developers will be expected to follow best practice and statutory guidance in addressing land contamination issues.

It is imperative that the applicant/developer undertakes appropriate verification of any remediation works and it is fundamental to making a request to discharge a contamination/landfill gas planning condition at the end of a development. Without appropriate verification a recommendation cannot be made to Development Management to discharge the condition(s). Failure to appropriately investigate, remediate (as necessary) and subsequently to verify the works will be in breach of a planning condition.

In addition NPPF states at Section 121 that "after remediation, as a minimum, land should not be capable of being determined as contaminated land under Part 2A of the Environmental

Protection Act 1990.” Therefore failure to appropriately satisfy the requirements of the planning condition may result in a future contaminated land investigation, taking into account the strategic objectives.

All decisions with regard to the need for and adequacy of any land remediation will be made with regard to the above principles.

In accordance with statutory guidance SSDC will look to ensure the “Polluter Pays Principle” is applied wherever possible and that voluntary remediation is secured as a first option.

6.5 Funding

Funding of site investigation and remediation works in the future, through the DEFRA Contaminated Land Capital Grants Scheme will no longer be possible as this is due to cease in 2017. To all Local Authorities in England in December 2013, the Parliamentary Under Secretary confirmed that “DEFRA will no longer be supporting the costs of investigating and remediating contaminated land under Part2A through the Contaminated Land Capital Grants Scheme.” “As currently, funding for local authorities to fulfil their statutory obligations under Part2A of the Environmental Protection Act will continue to be provided through the Revenue Support Grant provided by the Department for Communities and Local Government.)”

Any future investigations would therefore need to be funded through existing budgets and this will severely limit the extent/ability to actively progress site investigations.

6.6 Strategic Approach

Under Part2A a strategic approach will be taken with priority given to particular areas of land that are considered most likely to pose the greatest risk to human health or the environment.

Under Part 2A, risks should be considered only in relation to the current use of the land, which means;

- a) The use which is being made of the land currently;
- b) Reasonably likely future uses of the land that would not require a new or amended grant of planning permission;
- c) Any temporary use to which the land is put, or is likely to be put, from time to time within the bounds of current planning permission;
- d) Likely informal use of the land, for example children playing on the land, whether authorised by the owners or occupiers or not;
- e) In the case of agricultural land, the current agricultural use should not be taken to extend beyond the growing or rearing of the crops or animals which are habitually grown or reared on the land.

In accordance with the Statutory Guidance, when assessing risks any receptors which are not likely to be present given the current use of the land or other land which might be affected will be disregarded. In considering the timescale over which a risk should be assessed, SSDC should take into account any evidence that the current use of the land will cease in the relevant foreseeable future (e.g. within a period of exposure assumed for relevant receptors in a contaminant linkage). Contaminated Land Statutory Guidance, 2012.

The process of risk assessment involves understanding the risks presented by the land, and the associated uncertainties. In practice, this understanding is usually developed and communicated in the form of a “conceptual model”. The understanding of the risks is developed through a staged approach to risk assessment, often involving a preliminary risk assessment by desk-based study; a site visit and walkover; a generic quantitative risk assessment; and various stages of more detailed quantitative risk assessment. The process should normally continue until it is possible to decide:

- a) That there is insufficient evidence that the land might be contaminated land to justify further inspection and assessment; and/or
- b) Whether or not the land is contaminated land.

For land to proceed to the next stage of risk assessment there should be evidence that an unacceptable risk could reasonably exist. If there is little reason to consider that the land might pose an unacceptable risk, inspection activities should stop at that point. In such cases, SSDC will have regard to paragraphs 5.2 – 5.4 of the Statutory Guidance.

6.7 Detailed Inspection of Land

If particular areas of land are considered to have a reasonable possibility of having a significant contaminant linkage during the strategic inspection process, the land will go forward for detailed inspection. In doing so, SSDC will have regard to Section 3 of the Statutory Guidance along with its approach to prioritisation for detailed inspection.

If at any stage SSDC considers, on the basis of the information obtained from inspection activities, that there is no longer a reasonable possibility that a significant contaminant linkage exists on the land, SSDC will not carry out any further inspection in relation to that linkage.

In addition if SSDC identify land which SSDC consider (if the land were to be determined as contaminated land) would be likely to meet one or more of the descriptions of a special site set out in the Contaminated Land (England) Regulations 2006, SSDC will consult the Environment Agency and, subject to the Agency’s advice and agreement, arrange for the Agency to carry out any intrusive inspection of the land on behalf of SSDC, taking into account the provisions of the Statutory Guidance. (Contaminated Land Statutory Guidance, 2012)

6.8 “Normal” presence of contaminants

The Part 2A regime was introduced to deal with land that posed an unacceptable level of risk. It was not intended to apply to land with contaminant concentrations that are commonplace and widespread in particular areas, for example in areas with normally high “background” contaminant concentrations and for which in the very large majority of cases there is no reason to consider that there is an unacceptable risk,

‘Normal’ levels of contaminants in soil may result from:

a) The natural presence of contaminants (e.g. caused by soil formation processes and underlying geology) at levels that might reasonably be considered typical in a given area and have not been shown to pose an unacceptable risk to health or the environment.

b) The presence of contaminants caused by low level diffuse pollution and common human activity other than specific industrial processes.

For example, this would include diffuse pollution caused by historic use of leaded petrol and the presence of benzo(a)pyrene from vehicle exhausts, and the spreading of domestic ash in gardens at levels that might reasonably be considered typical.

In deciding whether land has normal levels of contaminants, consideration will be given to whether contamination is within the bounds of what might be considered typical or widespread. In making this decision SSDC will have regard to the relevant statutory guidance. (Contaminated Land Statutory Guidance, 2012, www.gov.uk.)

6.9 Risk Summaries

SSDC will produce risk summaries for any land where, on the basis of its risk assessment, it is considered likely that the land in question may be determined as contaminated land, in accordance with the statutory guidance.

The risk summary will aim to explain SSDC’s understanding of the risks and any other relevant factors associated with the land in question. This will be in a format that is understandable to the layperson.

6.10 Deciding that land is not contaminated land

The starting assumption of Part2A is that land is not contaminated land unless there is reason to consider otherwise. While undertaking our inspection duties it may become apparent that a) land does not meet the definition of contaminated land or b) SSDC may cease an inspection and assessment on the grounds that there is little or no evidence to suggest that it is contaminated land. In such cases SSDC will issue a written statement to that effect in accordance with statutory guidance. SSDC may however qualify such statements given its Part2A risk assessment may only be relevant to the current use of the land. Such statements

may also need to be reviewed as scientific understanding of risks evolve over time. (Contaminated Land Statutory Guidance, 2012, www.gov.uk).

6.11 Determining that land is contaminated land

Local authorities have the sole responsibility for determining whether any land appears to be contaminated land and cannot delegate this responsibility (except in accordance with section 101 of the Local Government Act 1972). In making such decisions local authorities may rely on information or advice provided by another body such as the Environment Agency, or a suitably qualified experienced practitioner appointed for that purpose. There are four possible grounds for the determination of land as contaminated land (with regard to non-radioactive contamination):

- a) Significant harm is being caused to a human or relevant non-human, receptor;
- b) There is a significant possibility of significant harm being caused to a human, or relevant non-human, receptor.
- c) Significant pollution of controlled waters is being caused.
- d) There is a significant possibility of significant pollution of controlled waters being caused.

Where SSDC is satisfied that one of these grounds exists, the determination process as set out in statutory guidance will be followed.

SSDC will ensure that a robust, appropriate, scientific and technical assessment of all the relevant and available evidence takes place.

In accordance with the statutory guidance, before SSDC makes a determination, SSDC will inform the owners and occupiers of the land and any other person who appears to be liable to pay for remediation, of the intention to determine the land (to the extent that SSDC are aware of these parties at the time) unless it is considered there is an overriding reason for not doing so.

In the case of any land which, following determination as contaminated land, would be likely to meet one or more of the descriptions of a 'Special Site' set out in the Contaminated Land Regulations 2006, SSDC will consult the Environment Agency before deciding whether or not to determine the land, providing the Environment Agency with a draft record of the determination. Local authorities should take the Environment Agency's views into full consideration and should strive to ensure it has the Environment Agency's agreement to its decision (although the decision is for the local authority to make, subject to the provisions of Part 2A. (Contaminated Land Statutory Guidance, 2012, www.gov.uk).

6.12 Postponing determination

SSDC may decide to postpone a determination of contaminated land if the landowner or another person undertakes to deal with the land in question without determination and if SSDC are satisfied that the remediation will be undertaken to an appropriate standard and timescale. Postponement does not affect the ability to determine the land in the future if works are not undertaken as agreed.

In addition SSDC may decide to postpone a determination of contaminated land if a significant contaminant linkage would only exist if the use of the land were to change in the future. Should this be the case then the site will be kept under review and take reasonable steps to ensure that a postponement does not create conditions under which significant risks could go unaddressed in the future. (Contaminated Land Statutory Guidance, 2012, www.gov.uk).

6.13 Record of the determination of contaminated land

Following a determination of contaminated land SSDC will prepare a written record in accordance with Sections 5.17 to 5.19 of the Statutory Guidance.

6.14 Reconsideration, revocation and variation of determinations

The introduction of the revised Statutory Guidance in April 2012 allows a local authority to reconsider any determination of contaminated land if it becomes aware of additional information, which it considers significantly alters the basis for its original decision, allowing for the retention, variation or revocation of the determination in accordance with Sections 5.21 and 5.22 of the Statutory Guidance. (Contaminated Land Statutory Guidance, 2012, www.gov.uk).

It should however be noted that this is only intended to apply to those determinations made after the introduction of the revised Statutory Guidance in April 2012 or to those sites that have not yet been remediated but were determined before April 2012.

6.15 Making determinations in urgent cases

If SSDC considers there is an urgent need to determine particular land, SSDC will make the determination in a timescale considered appropriate to the urgency of the situation.

6.16 Urgent action

Urgent action must be authorised where SSDC is satisfied that there is imminent danger of serious harm or serious pollution of controlled waters being caused as a result of contaminated land. In such circumstances the procedures identified in the statutory guidance.

6.17 Liability and Costs

The matter of appropriate persons must be considered for each significant contaminant linkage. Therefore where a site has had a series of contaminative uses over the years, each significant contaminant linkage will be identified separately and liability considered for each.

In identifying liabilities SSDC will have regard to the provisions set out in EPA 1990 Part 2A and Section 7 of the Statutory Guidance.

The cost of each remediation action will normally be apportioned between those who remain liable after any exclusion. SSDC will also have regard to its “Contaminated Land Costs Recovery and Hardship Policy” in this process.

6.18 Future commitments

The actions identified for the implementation of the Contaminated Land Inspection Strategy are:

- to continue to respond to the Council’s strategic management priorities;
- to progress the inspection and remediation of any sites identified as potentially contaminated, in order of priority; within the constraints of available resources
- to continually review progress to ensure that the Council’s objectives and strategic priorities are being fulfilled.

6.19 Contaminated Land Inspection Strategy review

The Council has a duty under Part 2A to keep its Contaminated Land Inspection Strategy under periodic review. The main reasons why SSDC will carry out a review are:

- to see how SSDC are progressing, i.e. to determine whether we are achieving our objectives and priorities;
- to revise and improve procedures;
- to take account of changes in legislation;
- to take account of the establishment of significant case law or precedent;
- to take account of changes in guidance for dealing with land contamination (in particular, risk assessment techniques, guideline values, etc.);
- to reflect changes in council policies and strategies.

6.20 When will SSDC review the Contaminated Land Inspection Strategy?

It is considered appropriate to carry out a review of this Contaminated Land Inspection Strategy within five full years of implementation, i.e. before April 2021. Thereafter, reviews will be carried out on a five yearly basis or less where necessary.

This is considered to be the most efficient and effective way of not only making sure the Contaminated Land Inspection Strategy is up to date and reflects current practice, but also that it is realistic and achievable.

6.21 How will SSDC review the Contaminated Land Inspection Strategy?

The review will be carried out by those implementing the Strategy, who will also consult with other Service's across SSDC as considered necessary. Consultation with external organisations and other interested parties will also be carried out as deemed necessary.

Discussions will also be held with the Environment Agency which, as part of its statutory duty under Part 2A, has to assess each local authority Contaminated Land Inspection Strategy and its effectiveness in its report on the state of Contaminated Land. Any suggested changes to the Strategy will then be reported, for approval, to the Council.

Details of all significant proposed changes will be sent to the various statutory and public authorities listed in Appendix A for consultation.

Following the consultation period, the Contaminated Land Inspection Strategy document will be revised and re-published. The changes to the Strategy will then be reported to the Council for adoption and implementation.

Appendix 1

Statutory and Regulatory Authorities

Environment Agency

North Wessex Office
Rivers House
East Quay
Bridgewater, Somerset BA6 4YS

Natural England

County Hall
Spetchley Road
Worcester, WR5 2NP

English Heritage

South West Region Office
29-30 Queen Square
Bristol, BS1 4ND

Public Health England

South of England Regional Office
2 Rivergate
Temple Quay
Bristol, BS1 6EH

Somerset County Council

Community Protection Department
County Hall
Taunton
Somerset, TA1 4DY

SSDC Internal Consultees

Planning
Legal Services
Property Services
Environmental Health Management Group
Environmental Health Portfolio Holder

Agenda Item 8

Draft Asset Management Plan 2016-17

Executive Portfolio Holders: Peter Seib and Henry Hobhouse
Strategic Director: Vega Sturgess. Operations and Customer Focus
Assistant Directors: Donna Parham, Finance and Corporate services
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Purpose of the Report

To seek District Executive approval for the proposed Asset Management Plan 2016-17, attached to this report.

Forward Plan

This report appeared on the District Executive Forward Plan with an anticipated Committee date initially of July 2016, subsequently moved to August 2016.

Public Interest

South Somerset District Council owns a range of properties and land assets. We aim to look after these in the most effective and efficient way and use them to further the objectives of the council.

Recommendations

That the District Executive:

- (1) Approve the draft Asset Management Plan 2016-17 attached to this report.
- (2) Note that detailed actions will be monitored by the Portfolio Holders and reported back to the Executive as part of the financial reporting process.

Background

Members will recall that the Asset Management Strategy (AMS) was adopted by Full Council in May 2014 on the understanding that the annual Asset Management Plan (AMP) was approved each year by District Executive. A summary of the strategy is included as Appendix 1 to this report.

Full Council endorsed the approach to develop the Asset Management Plan as being first prioritised by officers and then by Strategic Asset Steering Group (SASG), looking at where there was most financial gain as well as adding most value to the community. Having the Plan agreed by District Executive ensures that all portfolio holders have an opportunity to shape the work for the following year. SASG was a consultative group that steered the delivery of the plan but did not make decisions. Decisions are made by District Executive or Full Council in line with normal decision making processes. Changes to this approach for 2016/17 to take account of the development of the new Boards are described below.

Review of the 2015-16 Asset Management Plan

Appendix 2 shows the 2015-16 AMP and how well SSDC has delivered on the actions within in. It can be seen that good progress has been made against the Strategy and a wide range of projects have been delivered. It became apparent over 2015-16 that the number and complexity of potential projects is rising all the time and that a prioritisation process was needed to guide the delivery of future plans.

Development of the Draft Asset Management Plan 2016-17 (Appendix 3) and role of the new Boards as part of the consultation and decision making process

With the development of the Income Generation, Regeneration and Transformation Boards, it has been recognised that there are new mechanisms to provide the strategic steer for assets, and SASG is therefore less likely to be relevant over time. For this reason and also to avoid duplication, it has been decided not to have any further meetings of SASG for the time being, and to use the appropriate Board meetings for any consultation and development steer. The annual Asset Management Plan will remain at a high level, and focus on the strategic and not the operational issues which will be handled by normal service planning processes, involving portfolio holders where appropriate. The majority of actions will now be included in the service plan for the Property and Engineering service

Resources

It should be noted that agreeing the attached Plan will more than fully stretch existing resources. While asset projects can often stall for reasons outside our control, which eases capacity issues, there are no guarantees that this will happen. This will be monitored by the authors of this report, the Portfolio Holders for Finance and Legal Services and Property, Climate Change and Income Generation, and also Management Board as appropriate. Remedies for problems identified could include deprioritising another project temporarily, using resource from other teams or Directorates or engaging external resource.

This process therefore retains sufficient flexibility in order to capitalise on new, emerging opportunities whilst not losing sight of the main priorities that are agreed each year.

Financial Implications

The Asset Management Plan can be financed from existing resources with emerging financial implications being assessed if further projects emerge.

Corporate Priority Implications

None directly arising from the report.

Carbon Emissions and Climate Change Implications

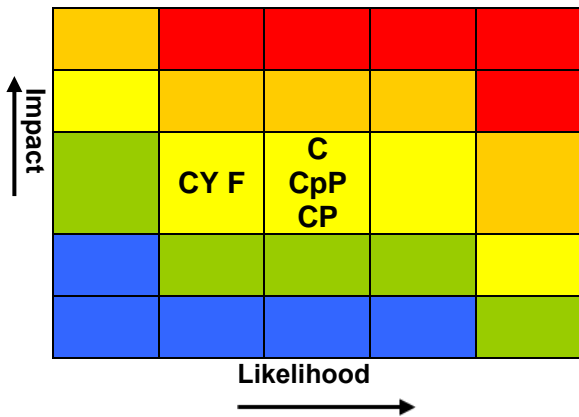
The strategy commits to continue to strive to reduce the organisation's energy use via its buildings.

Equality and Diversity Implications

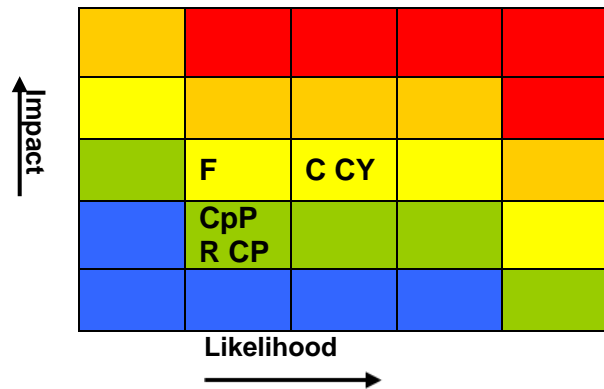
Full consideration to equalities has been given in producing the original Strategy, and individual assessments are prepared prior to the start of each individual project.

Risk Matrix

Risk Profile before officer recommendations



Risk Profile after officer recommendations



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

Background Papers

District Executive, May 2014
 Full Council, May 2014
 District Executive, October 2014
 District Executive, August 2015

Appendix 1: Asset Management Strategy on a page 2014-17 *(approved by Full Council, May 2014)*

Purpose: The Asset Strategy aligns SSDC's physical assets with the Council Plan goals, underpinning where resources allow the delivery of the Plan and key strategies. It ensures that the asset base of the council is optimised to meet wider public policies and future needs of the organisation, South Somerset residents and businesses.

Aims: The Asset Strategy will:

- Ensure the most economic and efficient use of property
- Align assets to council areas of focus and key strategies
- Achieve value for money from assets & optimise income generation opportunities
- Develop sustainable property management
- Explore further collaborative working arrangements
- Be responsive to customer need and service agendas

We will:

- Create an annual action plan aligned with corporate goals and resource available
- Use sound property data to challenge property utilisation and review maintenance backlog
- Dispose of unsuitable or inefficient properties, seek further shared use arrangements & income generation opportunities
- Focus on energy management and seek better performance from contractors
- Be mindful of accessibility, equalities, consultation requirements and data management and links to other council plans and strategies

Strategic Direction: Retain Brympton Way as head office, Petters Way as Yeovil Town Centre office, the Octagon Theatre, Yeovil Crematorium and Lufton Depot; provide an SSDC presence in Chard, Crewkerne, Ilminster, Langport, Wincanton and Yeovil; seek sharing opportunities with partners in office/depot accommodation, make retained buildings more energy efficient; dispose of or transfer buildings that do not contribute to the council's objectives, ensure business continuity, safety and accessibility for staff and

We will deliver asset related actions within the Council Plan and through the following strategies and policies where resources

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Corporate

Acquisition / Disposal Policy
Medium Term Financial Strategy
Capital Strategy
Area Review
ICT Strategy
Various lettings policies
Repairs & Maintenance Policy
Procurement Strategy
Car Park Strategy Review

With District Executive, Regeneration and Income boards, asset management Team, agency partners.

Jobs

Economic Development Strategy
Car park Strategy Review
Yeovil Vision
Chard Vision
South Somerset Market Town Vision

With Market Towns Investment Group, Chard Regeneration Scheme, Yeovil Vision, Yeovil Innovation Centre

Environment

Carbon Reduction & Climate Change Strategy
Open Space Strategy
Green Infrastructure Strategy (in production)
ICT Strategy
Countryside Management Plans
Contaminated Land Strategy
Car Park Strategy Review

With Regen & Income Boards, Birchfield Liaison Group, Friends of Country Parks, Cem and Crem Joint Committee.

Homes

Somerset Housing Strategy
Empty Homes Strategy
Homelessness & Temporary Accommodation Strategy

With Somerset Strategic Housing Officers Group

Health & Communities

Playing Pitch Strategy
Sport/Active Leisure Strategy
Area Review/Equality Objectives
Asset Transfer Policy
Response to the Localism Bill
Community Right to Buy
Play Strategy
Young People Strategy
Planning Policy Guidance 17

With Health & Wellbeing Boards, LED and the HUB, Area Committees, Parish and Town Councils, Community Groups

Outcomes

Improved value for money, quality of services delivered, well maintained buildings, good asset data, more shared use, compliance with legislation, good accessibility, strong alignment with corporate goals, good cross-service input, clarity about decision-making, release of capital, reduced running costs, improved productivity, improved community strength and delivery of the Council Plan.

Appendix 2: Asset Management Plan on a Page – Performance Update (2015-16) (approved by District Executive, 6 August 15). Purpose: The Asset Management Plan outlines agreed high level actions for each year. It will be updated annually, with progress monitored annually at District Executive along with a more detailed list of actions arising from service plans and area development plans.

Our plans for 2015-16

Corporate

- H** Keep key strategic buildings in reasonable condition. ✓ **on target**
- L** Review area and community office provision.
 - ✗ **not yet. Will form part of transformation project**
- H** Ensure efficient use of HQ at Brympton Way. ✓ **on target**
- H** Consider options for Petters House that increase efficiency and promote new opportunities. ✓ **on target**
- M** Dispose of, transfer or develop assets that do not contribute to the council's strategic outcomes or have an economic importance. ✓ **on target**
- H** Seek income generation potential from our assets (eg Crematorium, Petters, B'Way, Churchfields). ✓ **on target**
- H** Review misc properties and public conveniences. ✓
 - ✗ **not started. Re-programme for 16-17**

Jobs

- H** Provide property team support to the Chard Regeneration scheme- Boden Mill/ACI site. ✓ **on target**
- M** Support Yeovil Innovation Centre phase 2 and car park extension.
 - ✗ **not yet started Add to 2016-17 AMP**

Environment

- H** Continue to deal with SSDC sites where there is an identified risk from a former use (brownfield sites). ✓ **on target**
- M** Make retained buildings more energy efficient. ✓ **on target**
- H** Begin replacement of obsolete lighting systems with low energy alternatives. ✓ **on target**
- H** Design and implement any suitable PV schemes. ✓ ✓ **Complete**
- H** Review car parking options as outlined in Car Park Strategy. Less Maintenance on free car park. ✓ ✓ **Complete**
- M** Work to maintain listed buildings in our control. ✓ **on-going work**

Homes

- H** Continue to investigate housing opportunities from our assets ✓ **on target**
- Support teams that are acquiring housing for rental purposes. ✓ **on-going work**

Health & Communities

- M** Respond to community requests and opportunities as they arise (inc Churchfields, Castle Cary Market House, potential Yeovil Hub). ✓ **on target**
- H** Act in a supporting role with Crewkerne and Somerton Town Councils to find additional off-street spaces. ✓ **on target**
- M** Work to support and develop our leisure facilities and undertake essential property work due to contractual arrangements on our key buildings (inc Octagon, swimming pools etc). ✓ **on target**
- M** Support leisure schemes elsewhere in the district with professional support and advice. ✓ **on target**
- H** Review transport links in Yeovil relating to our assets
 - ✗ **bus shelter contract well advanced, but otherwise not yet started)**

Priority Levels

AMP delivery is designed to be flexible to allow urgent projects to be added mid-year. To aid flexibility, actions are prioritised as **H**igh, **M**edium and **L**ow. Lower priority actions or those in italics will start when capacity allows, when the opportunity arises or if external resource is identified within the project plan.

Appendix 3 : Draft Asset Management Plan on a Page for 2016-17 (for approval at District Executive, Aug 2016) Purpose: The Asset Management Plan outlines agreed high level actions for each year, prioritized on a 'traffic light' basis. It is updated annually, with progress monitored annually at District Executive along with a more detailed list of actions arising from service plans and area development plans.

Our plans for 2016-17

Corporate

H Keep key strategic buildings in reasonable condition.

L Review area and community office provision.

H Ensure efficient use of HQ at Brympton Way.

H Consider options for Petters House that increase efficiency or promote new opportunities.

M Dispose of, transfer or develop assets that do not contribute to the council's strategic outcomes or have an economic importance.

H Seek income generation potential from our assets (eg Crematorium, Petters, B'Way, Churchfields).

H Review misc properties and public conveniences.

Jobs

H Provide property team support to the Chard Regeneration scheme- Boden Mill/ACI site.

M Support Yeovil Innovation Centre phase 2 and car park extension.

Environment

H Continue to deal with SSDC sites where there is an identified risk from a former use (brownfield sites).

M Make retained buildings more energy efficient.

H Begin replacement of obsolete lighting systems with low energy alternatives.

M Work to maintain listed buildings in our control.

Homes

H Continue to investigate housing opportunities from our assets

M Support acquisition of properties for rent or development sites for income generation

Health & Communities

M Respond to community requests and opportunities as they arise

M Work to support and develop our leisure facilities and undertake essential property work due to contractual arrangements on our key buildings (inc Octagon, swimming pools etc).

M Support leisure schemes elsewhere in the district with professional support and advice.

H Review transport links in Yeovil relating to our assets

Priority Levels

AMP delivery is designed to be flexible to allow urgent projects to be added mid-year. To aid flexibility, actions are prioritised as **H**igh, **M**edium and **L**ow. Lower priority actions or those in italics will start when capacity allows, when the opportunity arises or if external resource is identified within the project plan.

Agenda Item 9

Update on the Equality Objectives Action Plan

Executive Portfolio Holder: Jo Roundell Greene, Environment & Economic Development
Strategic Director: Rina Singh, Interim Chief Executive
Assistant Director: Martin Woods, Assistant Director - Economy
Lead Officer: Jo Morgan, Equalities Officer
Contact Details: Jo.morgan@southsomerset.gov.uk or 01935 462297

Purpose of the Report

To provide District Executive committee with a progress update on the Equality Objectives action plan 2012-2106 for note and comment and to approve the Equality Objectives 2016 - 2018 and actions as amended.

Forward Plan

This report appeared the District Executive Forward Plan with an anticipated Committee date of August 2016.

Public Interest

Equality Objectives are required as a specific duty under the Equality Act 2010. They set out how we will deliver and achieve our equality aims through key tasks in our action plan.

Recommendations

That District Executive:

- (1) Note the progress of the current Equality Objectives 2012-2016 (Appendix1)
- (2) Approve the Equality Objectives 2016 – 2018 as amended
- (3) Approve the amended action plan (Appendix 1)

Background

Equality Objectives are required as a specific duty under the Equality Act 2010.

SSDC's Equality Objectives 2012-2016 set out how we were planning to deliver and achieve our equality aims and compliance with the general equality duty (S149), through key tasks in our action plan.

As well as being a legal requirement, setting objectives delivers an outcome approach to establishing challenging but measurable targets to improve service delivery and the way we employ our staff.

Equality Objectives 2016 -2018

It is proposed to extend the existing actions and introduce some new ones whilst retaining the current overarching Equality Objectives (with some minor word amendments to align with the Council Plan 2016):

1. Equality is at the heart of our decision making process

2. Accessibility – deliver services that meet the needs of the community
3. To build healthy and self-reliant communities

Legislation and statutory duties

Public Sector Equality Duty

The Public Sector Equality Duty (PSED), section 149(1) of the Equality Act 2010, requires SSDC to consider all individuals when carrying out our day- to- day work, in shaping our policies, in delivering services, and in relation to our staff.

Under the **general equality duty**, (GED), when carrying out our activities and functions, we are required to have due regard to the need to:

- Eliminate discrimination, harassment, victimisation and any other conduct prohibited by the Act;
- Advance equality of opportunity between persons who share a relevant protected characteristic and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

We are also required to put in place:

- ‘...steps to take account of disabled persons’ disabilities.’ S(149)(4)

The Equality Act 2010 identifies who is protected under the legislation and refers to them as Protected Characteristics. They are:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion or Belief
- Sex
- Sexual Orientation

When the original Equality Objectives were drawn up in 2010, SSDC also recognised the following to be taken into consideration:

- Armed Forces (Assessing the impact in local authority decision making in relation to Armed Forces personnel has also been an action within the Armed Forces Covenant)
- Carers
- Rurality

Specific equality duties

The **specific equality duties** help us to achieve the GED (Regulations 2 and 3). These comprise of preparing and publishing **equality information** and the setting of **equality objectives**. These statutory duties help us to analyse relevant evidence and information, and to ensure that we embed equalities into our normal business planning and decision-making processes.

The specific duties require the council to publish equality information annually and equality objectives at least every four years.

Consultation and engagement

The Equality Objectives 2016 – 2018 have been produced following consultation and engagement with service users, community representatives, partners and staff.

The Equality Objectives are consistent with SSDC's Council Plan 2016-2021

Monitoring and review

The Equality Steering Group (ESG) has representation from a number of protected characteristic groups and is chaired by the Portfolio Holder for Equality and Social Inclusion.

The ESG acts as a 'critical friend' in assessing the likely impact of proposed strategies, policies, services and functions on the promotion of equality of opportunity for staff and service users.

The Equality Steering Group has also overseen and approved the monitoring, review and updates within our Equality Objectives action plan on an annual basis since its implementation in 2012. This has meant that the actions have remained relevant and accurate, particularly in the light of new information and local changes, and has enabled us to make further refinements to our action plan to ensure continuing progress on delivery.

Scrutiny committee have also played an important role in monitoring performance, and considering equalities across all of the council's decisions.

Outcomes

There have been some notable successes since the Equality Objectives were implemented including:

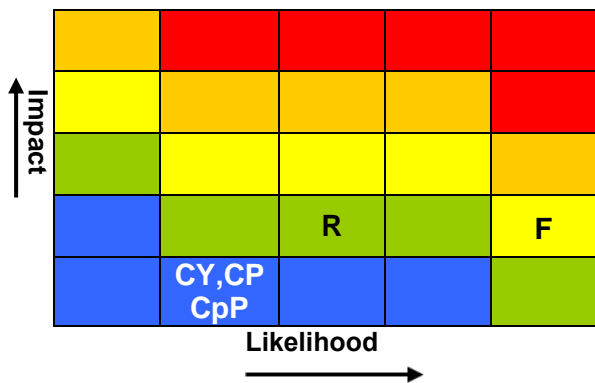
- Access reviews of our community and village hall buildings that have led to significant access improvements to local venues access the district
- Key policies, strategies and decisions are analysed for equality impacts with positive outcomes such as the review of car park charges for Blue Badge holders, the Hackney Carriage and Private Hire Policy with aims to improve availability of wheelchair accessible vehicles, and the production of Easy to Read consultation documents for changes to council tax.
- Our on-going work with our Deaf residents has begun to build up trust between the council and the Deaf community and has also resulted in new customers attending the Octagon Theatre for the British Sign Language (BSL) signed performances.
- SSDC received a commendation from the Government's Accessible Britain Challenge for reducing the barriers that deny people access to services and for our equalities work
- SSDC's Gypsy and Traveller Forum has been identified by a number of authorities as delivering best practice.
- Our engagement with local Carers is helping us to understand and put in place customer support needs

Financial Implications

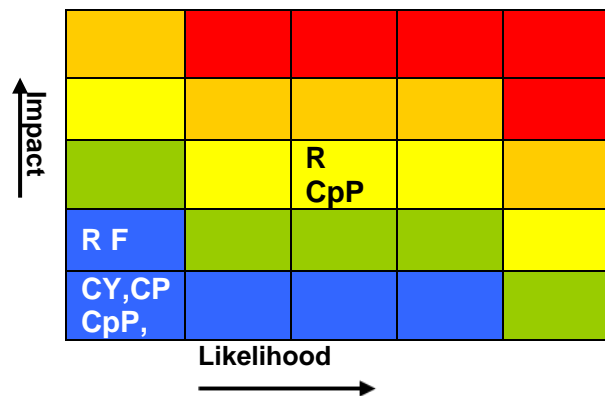
There are none that cannot be met from existing resources.

Risk Matrix

Risk Profile before officer recommendations



Risk Profile after officer recommendations



Key

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

Council Plan Implications

The Equality Objectives are aligned to the Council Plan 2016 - 2021

- Putting the customer first when developing plans and services
- Supporting people and communities, enabling them to help themselves
- Being open, transparent and with greater accessibility to those that need to use council services
- Working with partners to improve services, efficiencies, resilience and influence
- Embracing innovation and improved technology to improve customer service and access
- Empowering a confident, flexible workforce

Carbon Emissions and Climate Change Implications

Consideration has been given to climate change implications, and there is limited impact.

Equality and Diversity Implications

An Equality Analysis has been completed on the Equality Objectives and has demonstrated no adverse or negative impacts.

There has been consultation on the Equality Objectives in relation to the protected characteristics.

To increase access to information on SSDC’s website, ROK Talk service including a text to speech translator and British Sign Language YouTube information videos are available

Privacy Impact Assessment

Any personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.


Where consultations undertaken are not anonymous, personal and any sensitive data will be processed in accordance with the rights of data subjects under the Data Protection Act 1998.


Background Papers


- Appendix 1 Equality Objectives Action Plan Update
-

Equality Objective 1: Equality is at the heart of our decision making process

*To Note: Amends and new actions in **blue**


<p>Action 1.01 - When we make decisions that are likely to affect people we will assess the impact on equalities – Putting the customer first when developing plans and services</p> <p>Status: </p>	
Lead Officers:	Angela Cox, Jo Morgan, Assistant Directors
By when:	30/11/16 (for 6 monthly review and update)
Resources	Officer time
Outcome	<ul style="list-style-type: none"> • Key policies, strategies, practices, decisions, activities and actions are analysed for equalities • Officers and Councillors trained and understand the statutory due regard requirements • Demonstrates General Equality Duty s(149) • Guidance and training to be relaunched, particularly in light of new policies and decisions coming forward associated with Transformation and Project Boards
Performance Measure	<ul style="list-style-type: none"> • Number of Equality Analysis (EqAs) completed • Equality statements on committee reports • Number of EqAs scrutinised by the Equality Steering Group • Number of Officers and Councillors trained on their statutory equality duties and responsibilities, particularly in relation to decision making and due regard. • Guidance relaunched on Insite, through team meetings, Corporate Performance Team etc.
Progress	<ul style="list-style-type: none"> • Equality impact statements continue to be completed for most Committee reports and EqAs for policy documents. • 53 Equality impacts statements were completed for committee reports and full EqAs for policy documents (January – December 2015) • Training in statutory equalities responsibilities and duties for District Councillors is part of the councillor and staff induction programme and training sessions have been provided for Town & Parish councillors. • 55 District Councillors, 15 Town Councillors and 260 front line members of staff have received equalities training as part of an ongoing programme.

Action 1.02 – We will publish Equality Analysis on our website	
Status: 	
Lead Officer:	Jo Morgan
By when:	30/11/16 (for 6 monthly review and update)
Resources	Officer time
Outcome	<ul style="list-style-type: none"> • Key policies, strategies, practices, decisions, activities and actions are analysed for equalities • Officers and Councillors trained and understand the statutory due regard requirements • Demonstrates General Equality Duty s(149) • Guidance and training to be relaunched, particularly in light of new policies and decisions coming forward associated with Transformation and Project Boards.
Performance Measure	<ul style="list-style-type: none"> • Number of EqAs completed Number of EqAs scrutinised by the Equality Steering Group. • Number of EqAs and Summary Statements approved on our internal Performance Monitoring System (TEN) • Number of Equality statements on committee reports • Number of Officers and Councillors trained on EqA • Guidance relaunched on Insite, through team meetings, CPT, etc.
Progress	<ul style="list-style-type: none"> • SSDC has continued to look at equality impacts as part of its decision making process • 168 EqAs have been completed since the Equality Objectives were implemented in 2012 • The focus for EqAs has been on key policies, strategies and decisions e.g: Advertising Policy, Area Offices Review, Blue Badge Car Parking Charges, Budgets and Financial decisions, Car Parking Strategy Council Plan, Council Tax Reduction Scheme, Economic Development Strategy Hackney Carriage and Private Hire Policy, National Non-Domestic Rates (NNDR), Local Plan, Transformation, etc. • Since the Equality Objectives were implemented, 16 EqAs have been taken to the Equalities Steering Group

<p>Action 1.03 - We will use equality information to support the assessment of local needs and priorities, in particular Age, The Armed Forces, Carers, Black and Minority Ethnic, Gender Reassignment, People with Learning Disabilities, Religion or Belief, Sight Loss, and the Deaf community</p>	
<p>Status: </p>	
Lead Officer:	Jo Morgan, Performance Team
By when:	30/3/2017
Resources	Officer time
Outcome	<ul style="list-style-type: none"> • Information collected on the equality profile of our communities and changing needs identified. Robust, consistent and up-to-date information and customer analysis collated and made available. • Equality gaps identified to inform policy, strategy and decisions. Fair and transparent processes promoted. • Negative stereotyping challenged through current data and information, myths challenged around allocation of services • Work plan for 'equality gaps' identified - outcomes inform equality priorities in service plans • Improved and increased understanding of local needs • Partnership working with SEOG and Faith and Belief communities in Somerset to deliver joint statement of involvement and identify support actions. • Awareness training delivered to staff on relevant equality issues e.g. Dementia Awareness • Demonstrates General Equality Duty s(149)
Performance Measure	<ul style="list-style-type: none"> • Data and reports updated and published. Equality information produced and published as per specific statutory duty requirements. • Attendance at Armed Forces Covenant meetings, Somerset Equality Officers Group, (SEOG), South West Equality Network, (SWEN) and notes and actions shared. • Work in partnership with SEOG and Transgender representatives to identify how the community can be supported • Co-ordinate Gypsy and Traveller Forum, notes and actions published • Work with partners to tackle health issues such as diabetes and hypertension within the Gypsy and Traveller community • Engagement with different groups to identify 'equality gaps' and deliver outcomes Equalities actions within work plans. • Resettlement programme implemented. • Attendance and notes and actions from the Faith and Belief Dialogue sessions. • SSDC delivers Dementia Friends awareness sessions for staff, Councillors and Voluntary and Community sector – number of people attending sessions

Progress

- As part of our statutory duties the council are required to produce and publish equality information. From this information, it was identified that there were particular gaps in the support of specific groups within South Somerset.
- Engagement has been made with the Armed Forces, Carers, Black and Minority Ethnic (BME), Gypsies and Travellers, People with Learning Disabilities, Sight Loss, and the Deaf community. In addition, we have gathered information from a number of partnership equality engagements events, including Joint Equality Engagement Event (September 2015) and Aspirations and Challenges (January 2016).
- Officers and Councillors attend Armed Forces Covenant (AFC) meetings. AFC are monitoring the inclusion of Armed Forces within EqA documents countywide.
- Representatives from RNAS Yeovilton and Carers now attend the Equality Steering Group.
- Attendance at South West Migrant Workers Forum. Myth busting information shared with staff e.g. Migration and the South West
- The South Somerset Gypsy and Traveller Forum has been successfully running since 2010 and has bridged relationships with the different communities including Travelling Showpeople. The Forum brings together partners and agencies to identify issues and support solutions. The Forum is chaired by a resident from one of our sites. Health has been an identified issue and the Forum has included presentations and discussions in relation to Diabetes, (which is a documented health concern within the Gypsy and Traveller community) and end of life care. Dementia and mental health have been identified as future topics. Health checks from our healthy Lifestyles team have been carried out with members of the Gypsy and Traveller communities and will continue to be offered and provided.
- Data is continuously being added following availability e.g. demographic information from Somerset Intelligence network (Sine), Joint Strategic Needs assessment (JSNA), Census data.
- Equality Information has been uploaded annually, onto the website in compliance with legislation e.g. Equalities profile 2015 and equality information on our workforce:
<http://www.southsomerset.gov.uk/communities/equality-and-diversity/equalities-profile/>
<http://www.southsomerset.gov.uk/communities/equality-and-diversity/equality-information-ssdc-workforce/>
- Engagement meetings have been carried out with a local language school and BME communities, Access for All, Deaf Clubs and Deaf/Blind customers and Carers groups across South Somerset.
- Small projects have been undertaken with Cambian Lufton College students with learning disabilities who acted as consultees on a number of SSDC documents. Easy to read documents produced - Council Tax Reduction Scheme
- Partnership work and information gathered from the Somerset Equality Officers Group, (SEOG), Somerset Advisory Group (SEAG), the Sensory Loss Group and the South West Equalities Network (SWEN)

Action 1.04 – We will report progress on our Equality Objectives to our Overview and Scrutiny Committee and Equality Steering Group	
Status:	
Lead Officer:	Jo Morgan
By when:	31/10/16
Resources	Officer time
Outcome	Progress on Equality Objectives Action plan monitored corporately
Performance Measure	Reports to Overview and Scrutiny Committee and Equality Steering Group published
Progress	Update, monitoring and review reports presented to Equality Steering Group on an annual basis - March 2012, July 2013, January 2014, October 2015. Scrutiny review of Equality Objectives Action plan May 2016.

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Action 1.05 - We will co-ordinate support, advice and guidance on equality issues across the council through our Equality Champions Group	
Status: Completed	
Meetings replaced by sending out guidance and information which is filtered down through team meetings, Insite etc. e.g. Equalities and Procurement guidance, making PDFs accessible, how to communicate with customers with sensory loss.	

Action 1.06 - We will produce corporate guidance on the equality requirements for procurement and commissioning processes	
Status: Completed	
All documents have been updated and approved. Guidance on equalities and procurement produced and presented to ESG July 2013. Procurement Strategy has been amended to incorporate all changes in line with the Equality Act 2010.	

Action 1.07 - We will develop standard equality clauses for contracts

Status: Completed

All appropriate contracts have specific terms and conditions. These terms and conditions have been amended and guidance has been updated in line with the Equality Act 2010 requirements, e.g. Capita Standard equality clauses for contracts have been produced by Procurement Manager and all non-construction suppliers undertake the accreditation process before being awarded a contract, this includes equalities criteria. The Procurement Manager oversees all major commissioning projects to ensure equalities considerations have been included All strategic Procurement and Commissioning exercises undertake an Equality Analysis/equalities statement.

Action 1.08 - We will build monitoring requirements into contracts to ensure equality issues are addressed

Status: Completed


Contract monitoring is now a feature of the new Procurement Procedure Rules. The Procurement manager has delivered awareness training to Officers.

Action 1.09 - We will work with partners to try and minimise the impact to our residents of the proposed major Welfare Reforms changes and to Housing and Council Tax Support


Status: 



Lead Officer:	Ian Potter, Alice Knight, Jo Morgan, South Somerset Together (SST) Welfare Reforms Task Group
By when:	30/11/2016 (for 6 monthly review and update)
Resources	Officer time, Service Level Agreement (SLA)
Outcome	<ul style="list-style-type: none"> • Equality gaps identified to inform policy, strategy and decisions • Partnership approach to Digital and Financial inclusion • EqA inform decisions • Demonstrates General Equality Duty s(149)


<p>Performance Measure</p>	<ul style="list-style-type: none"> • EqAs completed to demonstrate due regard and identify issues • Housing and Benefits teams monitoring information and reporting back. • Scrutiny task and finish groups reports • SST Welfare reforms task group reports • Monitoring and review of applications to identify any patterns that may be disproportionately impacting on any particular groups. • Access for All monitor and report on issues raised from disability groups
<p>Progress</p>	<ul style="list-style-type: none"> • Council Tax Benefit Scheme - A Scrutiny Task and Finish Group was established in March 2012. An Option Appraisal and full Equality Analysis process was initiated that included comprehensive public consultation as well as specific engagement with Equality groups. An Easy to Read version of the consultation was produced by the Equality Officer. The EqA was presented and approved by the Equality Steering Group. Updates reported to Scrutiny committee and District Executive (DX) • Proposed revisions to the policy will be presented to members where monitoring highlights a need for reconsideration • Attendance at SST Welfare Reforms Task group. • Reports received from Access for All

<p>Action 1.10 Equalities will be embedded into all of our Service Plans</p> <p>Status: </p>	
<p>Lead Officer:</p>	<p>Assistant Directors</p>
<p>By when:</p>	<p>12/12/2016 (for review)</p>
<p>Resources</p>	<p>Officer time</p>
<p>Outcome</p>	<p>All service plans have equality actions embedded</p>
<p>Performance Measure</p>	<ul style="list-style-type: none"> • Number of service plans with equality actions • Monitoring of equality actions
<p>Progress</p>	<ul style="list-style-type: none"> • Some services have included equality actions in their service plans. It is expected that following the new Council Plan all service plans coming forward will embed equality actions which will be monitored.

Equality Objective 2 Accessibility - deliver services that meet the needs of the community

<p>Action 2.01 - We will carry out access reviews on local Village and Community Halls, Polling stations, SSDC car parks and recreation areas</p> <p>Status: </p>	
Lead Officer:	Jo Morgan, Streetscene
By when:	31/03/17
Resources	Officer time, Service Level Agreement (SLA) with Access for All from existing equalities budget
Outcome	<ul style="list-style-type: none"> • Local buildings and recreation areas more accessible to the public • Statutory compliance completed in relation to accessibility of Polling Stations • Previous access reviews updated Village and community hall committees receive report that indicates how any improvements could be made. Advice and guidance on accessibility provided to community, village hall committees • Installation of 4 km of paths within our open spaces to improve access. • Demonstrates General Equality Duty s(149)
Performance Measure	<ul style="list-style-type: none"> • Number of village, community halls, polling stations, parks, recreation areas and car parks that have received an access review • Advice and guidance on accessibility produced and provided to community, village hall committees, Town and Parish councillors etc. • 4 km of accessible paths installed within our open spaces
Progress	<ul style="list-style-type: none"> • 127 village and community halls have received an access review between March 2012 – April 2016 • 120 Polling Station buildings across the district have received an access review in compliance with statutory requirements • 53 parks and recreation areas across the district have received an access review, with some improvements made. • 58 Pay and display and non-charging car parks across the district were accessed reviewed and recommendations and improvements made • These Access Reviews have been particularly important in making significant access improvements to local venues and community resources across the district.

Action 2.02 - We will commit to producing easy to read documents	
Status: 	
Lead Officer:	Jo Morgan, Martin Hacker
By when:	31/03/2017
Resources	Officer time, Service Level Agreement from existing equalities budget
Outcome	<ul style="list-style-type: none"> • Easy to read style documents are used to make information more accessible to people with learning disabilities. They can also be useful for people with other communication difficulties including: - acquired brain injury - dyslexia – Deaf people whose first language is British Sign Language (BSL), people who do not speak English as their first language, people who find reading difficult etc. • Helps to fulfil our statutory duty under Section 20 of the Equality Act 2010 to provide information in an accessible format • Demonstrates General Equality Duty s(149) • Staff receive guidance on how to produce easy to read documents
Performance Measure	<ul style="list-style-type: none"> • Number of easy to read documents produced (at least three per year) • Guidance developed and produced for staff on how to produce easy to read documents • Consultation and engagement with people with Learning Disabilities to identify key information/documents to convert
Progress  easy read version v5 15 July (final).pdf	<ul style="list-style-type: none"> • Easy to read documents have included consultation for Council Tax Benefit reduction Scheme and follow up Council tax support scheme produced in 2015.

Action 2.03 - We will ensure that customer's access needs are considered at the first point of contact	
Status: 	
Lead Officer:	Jason Toogood, Ian Potter, Jo Morgan, Performance team
By when:	31/03/2017
Resources	Officer time, SLA
Outcome	<ul style="list-style-type: none"> • Develop both a Customer Relation Management System (CRM) process and a web form for capturing specific requirements of customers. • Access Guidance produced for staff. Staff trained. • Following the move by Somerset County Council to Brympton, a knowledge gap was identified in staff dealing with survivors of Domestic Violence and Abuse (DVA). DVA Training to be delivered. • Helps to fulfil our statutory duty under Section 20 of the Equality act 2010 to provide information in an accessible format and for those people who find reading difficult. • All SSDC events and meetings (including those groups providing and event, meeting or activity on behalf of the council) to only use accessible venues, including hearing loops. • Transform customer services through technology • Equality Analysis are completed throughout all stages and decisions of the Transformation process • SSDC works with partners and agencies on the Digital Inclusion agenda to understand what provision currently exists, • Demonstrates General Equality Duty s(149)
Performance Measure	<ul style="list-style-type: none"> • Customer alerts in place on the system • Number of customers requesting and receiving specific access requirements. • Number of Staff trained in Disability Awareness – how to communicate with customers who have sensory loss e.g. Deaf Awareness, Guided Sight training, Deaf/Blind communication techniques. • Guidance produced and published on Insite. Pack for frontline staff produced. • 100% Accessible events and meetings provided • Attendance at Digital Inclusion Group for Somerset (DIGS), the Heart of the South West Local Enterprise Partnership Digital Skills Task and Finish group and the Connected Communities event.

	<ul style="list-style-type: none"> • Recognise and take forward the needs identified by the Heart of the South West Local Enterprise Partnership in its Strategic Economic Plan under one of its priorities, Creating conditions for growth which looks to ‘Create an environment where businesses and individuals can reach their potential’ which include digital literacy for inclusion, progression and business growth.
<p>Progress</p>	<ul style="list-style-type: none"> • Electronic 'flagging' mechanism introduced by Revenues and Benefits service that can highlight specific access requirements of the customer e.g. preference to receive council tax bill in large print. • We currently have a number of relevant customer alerts: <ul style="list-style-type: none"> - Appointee – this ensures we contact the person who is looking after a customer’s affairs - Customer needs help to complete forms - Visually impaired and requires large print or Braille - Deaf or hearing loss requires British Sign Language (BSL) Interpreter, SMS text message, easy to read information • Historically, there have been low numbers of customers from sensory loss customers contacting the council. • Following our work with partners - the Somerset Equality Officers Group (SEOG) and the Somerset Sensory Loss group communication guidance is in the process of being produced for staff. An access information pack for frontline staff will be completed by August 2016. • SEOG have raised issues of access on the Homefinder system and policies and practices have been reviewed and improvements made. • Consultation has been undertaken by the Equalities Officer with the Deaf community at a local level and at engagement events. Following a request and consultation with the DeafPlus, the Yeovil Lipreaders and Hearing Loss Group, five different badges were designed and produced for individuals to wear that informs frontline staff that they are deaf, or lipreaders. In addition, 16 BSL videos have been produced and are on our website to provide information to our Deaf customers that include, How to register for Voting, How to contact the council, Paying Council Tax and How to Report Problems. This has resulted in the community becoming more comfortable in approaching the council and customer contact preference is now recorded and shared between services. E.g. Specific arrangements are made with Blind customers tailored to their requirements such as provision of documents in Braille as well as a hard copy, with a phone call to inform the customer that we are sending it. • Deaf customers are now directly contacting the council, communicating by fax, SMS text (introduced to improve customer contact preference particularly for those who are Deaf or with hearing loss/where English is not the first language), email and face to face. BSL Interpreters are provided when required e.g. Council tax and benefits, Housing etc. • Over 120 members of frontline staff have received Deaf awareness training. 30 members of staff have attended DVA training. • Many village and community halls have now made access improvements, not all have hearing loops installed. SSDC purchased a portable hearing loop for our meetings held in those halls in order to ensure that meetings are accessible and we comply with the Equality Act 2010

Action 2.04 - We will ensure that the General Equality Duty is incorporated into the annual reviews of all partnerships

Status: Completed


The General Equality Duty s(149) has been incorporated into the annual reviews of all partnerships and in all Service Level Agreements with District wide organisations reporting to District Executive (DX). All organisations that we have SLAs with have must have a relevant Equalities Policy.



Action 2.05 - Consider equalities in every Service Level Agreement and Grant Assessment

Status: Completed


New equalities guidance has been issued to all Managers for Partnership Agreements. All Partnerships are now being monitored by the Third Sector and Partnership Co-ordinator on the internal Performance Management System and managers are required to report on the General Equality Duty in their annual updates via TEN.

Grant forms have been reviewed and updated to incorporate Equality Act 2010 requirements.

Action 2.06 - Work with disability groups in South Somerset through the SLA with Access for All to deliver a Disability Forum and consultation event	
Status:	
Lead Officer:	Jo Morgan
By when:	31/01/2017
Resources	Officer time, Service Level Agreement (SLA) from existing equalities budget
Outcome	<ul style="list-style-type: none"> • Event that brings together individuals, groups, and representatives from the Voluntary and Community Sector and partner agencies to raise and discuss issues affecting people with disabilities and their Carers. • Consultation on council services. • Improvement to service delivery for Disabled customers, their families and Carers. • Demonstrates General Equality Duty s(149) and other duties under Equality Act 2010 such as s(20).
Performance Measure	<ul style="list-style-type: none"> • Event delivered • Number of attendees • Issues raised and service actions implemented.
Progress	<ul style="list-style-type: none"> • Aspirations and Challenges took place in January 2016 and was an event organised by Access for All, co-ordinated and funded by the council, for people with disabilities, service providers and campaigning groups to share experiences and ideas on making communities more inclusive. This was the first event of its kind in South Somerset and covered topics that included disability Hate Crime, 'Mate Crime' and online bullying, digital inclusion and challenges and experiences in accessing public services. • 45 people attended the event and raised a range of issues that affect people with disabilities in their daily lives such as; rurality, isolation, transport, access to services in appropriate formats, digital 'exclusion', accessible shared public spaces, and community safety. • The provision of a Changing Places facility was identified as an important need that is lacking in the district. People with profound and multiple learning disabilities, as well people with other physical disabilities such as spinal injuries, muscular dystrophy, Crohn's disease, multiple sclerosis and some older people often need extra facilities to allow them to use the toilets safely and comfortably. Changing Places toilets are different to standard accessible toilets as they have extra features and equipment to meet these needs. This includes a height adjustable changing bench, a hoist, and additional space to meet the needs of people who use them as well as their Carers. • With the Westlands project now going ahead, it is hoped that this would be the ideal opportunity for a Changing Places facility in the Yeovil area, particularly as the venue will attract high numbers of visitors. • The Aspirations and Challenges event was seen as a great success from all those involved, with the participants feedback unanimously requesting regular forum events to address and listen to the needs of people with disabilities and their Carers.

Action 2.07 - Work towards achieving the British Sign Language (BSL) Deaf Charter	
Status: 	
Lead Officer:	Jason Toogood, Jo Morgan, Ian Potter, Service Managers, Martin Hacker
By when:	31/03/2017
Resources	Officer time, equalities budget
Outcome	<ul style="list-style-type: none"> • Consultation with Deaf communities and communication and promotion of accessible service delivery. • Recognition of the needs of the Deaf community and the issues they face. • Issues addressed through improved service delivery and measures in place to improve support to our Deaf customers in accessing council services. Promote and communicate current service resources and facilities for Deaf, Hard of hearing and hearing loss customers. • All SSDC events to be accessible, including only using venues with a hearing loop (including those groups providing and event, meeting or activity on behalf of the council). • Demonstrates General Equality Duty s(149) and other duties under Equality Act 2010 s(20)
Performance Measure	<ul style="list-style-type: none"> • Attendance at consultation and engagement events. • Measures in place to improve support to our Deaf customers in accessing council services e.g. Number of BSL Interpreter sessions booked for customers, service requests from Deaf customers, number of BSL signed events, number of hits on the BSL signed videos on the website, number of staff trained. These resources communicated promoted. • All meetings and events carried out by SSDC or those carrying out services or functions on behalf of SSDC must use accessible venues that include a hearing loop. • Deaf Charter achieved.
 BSL Charter for Somerset - v2 Somers	<ul style="list-style-type: none"> • Attendance at the Yeovil Deaf Club, SEOG engagement event, Sensory loss Group, Aspirations and Challenges, and local consultations such as the V3 project (Ninesprings café and activities). • SMS text number has been made available • There have been 360 views of the BSL videos on the council's website. • BSL Interpreters have been provided for individual customers and consultation and engagement meetings. • The Octagon Theatre have provided a BSL Interpreter for six different performances including pantos - Jack and The Beanstalk and Sleeping Beauty, and children's shows such as 'Room on the Broom' and 'We're Going on a Bear Hunt'. These performances have been incredibly successful, and have received positive responses from both customers and audiences. • In recognition that not all of our village and community buildings have hearing loops, and to ensure that all of our meetings and events are fully accessible, SSDC have purchased a portable hearing loop.

	<ul style="list-style-type: none"> Following a request and consultation with the DeafPlus, the Yeovil Lipreaders and Hearing Loss Group, five different badges were designed and produced for individuals to wear that informs frontline staff that they are deaf, or lipreaders.
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Action 2.08 - Work with Somerset Sight to understand the issues and concerns that members of Blind and Partially Sighted community face in accessing council services
Status: 

Lead Officer:	Jo Morgan, Jason Toogood, Ian Potter, Martin Hacker
By when:	31/03/2017
Resources	Officer time
Outcome	<ul style="list-style-type: none"> Recognition and understanding of the needs of customers with sight loss and the issues that they face. Issues addressed through improved service delivery and measures in place to improve support to our customers with sight loss in accessing council services. SSDC Website meets accessible standards. All SSDC events and meetings to only use accessible venues, including hearing loop. Staff trained. Guidance produced and published on Insite. Pack for Reception and frontline staff produced. Publications produced by SSDC or by those on behalf of SSDC are in an accessible format. Helps to fulfil our statutory duty under Section 20 of the Equality act 2010 to provide information in an accessible format for those people who find reading difficult. Demonstrates General Equality Duty s(149) and other duties under Equality Act 2010
Performance Measure	<ul style="list-style-type: none"> Customer alerts in place on the system for those with specific needs. Number of customers requesting and receiving specific access requirements. Number of staff trained in Disability Awareness – how to communicate with customers who have sensory loss e.g. Blind, Deaf/Blind Awareness, Guided Sight training, Deaf/Blind communication techniques. Guidance produced and published on Insite. Pack for frontline staff produced. Website assessed for access. 100% accessible events and meetings provided by the council or partners who provide services or functions on behalf of the council. Publications produced by SSDC or by those on behalf of SSDC are in an accessible format. Number of issues raised directly with the council or through consultation and engagement. Service response examples to improving customer access.
Progress	<ul style="list-style-type: none"> Electronic 'flagging' mechanism introduced by Revenues and Benefits service that can highlight specific access requirements of the customer e.g. preference to receive council tax bill in large print. (please see 2.03 progress) Historically, there have been low numbers of customers from sensory loss groups contacting the council.

Appendix 1 - Equality Objectives Action Plan Update

	<ul style="list-style-type: none"> • Following our work with partners - the Somerset Equality Officers Group (SEOG) and the Somerset Sensory Loss group communication guidance has been produced for staff. An access information pack for frontline staff will be completed by September 2016. SEOG have raised issues of access on the Homefinder system and policies and practices have been reviewed and improvements made. • Consultation and engagement has been undertaken by the Equalities officer with customers and groups who have sight loss. This has resulted in the community becoming more comfortable in approaching the council and customer contact preference is now recorded and shared between services. E.g. Specific arrangements are made with Blind customers tailored to their requirements such as provision of documents in Braille as well as a hard copy, with a phone call to inform the customer that we are sending it • The council's website has an access tool ROK Talk that provides options for those with sight loss such as a text to speech screen reader, ability to change the size of font, background colour etc.
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New Action 2.09 – Work with Job Centre Plus to become a Two Ticks employer	
Status: New action	
Lead Officer:	Jo Morgan, HR Team, Service Managers
By when:	30/06/2017
Resources	Officer time, SLA with Access for All
Outcome	<ul style="list-style-type: none"> • SSDC work with Jobcentre Plus to become a Two Ticks employer to demonstrate that the council applications from people with disabilities • SSDC implement the 5 commitments: <ul style="list-style-type: none"> - to interview all disabled applicants who meet the minimum criteria for a job vacancy and to consider them on their abilities - to discuss with disabled employees, at any time but at least once a year, what you can both do to make sure they can develop and use their abilities - to make every effort when employees become disabled to make sure they stay in employment - to take action to ensure that all employees develop the appropriate level of disability awareness needed to make these commitments work - to review these commitments every year and assess what has been achieved, plan ways to improve on them and let employees and Jobcentre Plus know about progress and future plans


Appendix 1 - Equality Objectives Action Plan Update

	<ul style="list-style-type: none"> • Staff with disabilities discuss development issues and opportunities at annual appraisal • Disability Awareness training delivered to staff • Commitments monitored on an annual basis
Performance Measure	<ul style="list-style-type: none"> • 5 commitments initiated • SSDC receive Jobcentre Plus approval to implement Two Ticks system • Number of completed appraisals relating to staff with disabilities • Number of staff trained in Disability Awareness • Commitments reviewed and monitored with actions on improvement

<p>Action 2.10 – Improve Access to Council Services through the Transformation Programme</p> <p>Status: New Action</p>	
Lead Officer:	Andrew Gillespie, Charlotte Jones
By when:	2018/19
Resources	Resources for the transformation programme were agreed by Full Council in March 2016
Outcome	<ul style="list-style-type: none"> • Access to services to be digital by default • Customers continue to receive the face to face help if they need it, whether for complex needs or assistance at a place and time convenient to them. • Any potential impacts on protected groups identified and mitigation provided where relevant • Equality Analysis completed throughout all stages and decisions of the programme and embedded as a fundamental design principle of future change to service delivery
Performance Measure	<ul style="list-style-type: none"> • Delivery of the Transformation programme • EqAs completed on 100% of business processes

Equality Objective 3 – We want communities that are healthy, self-reliant, and have individuals who are willing to help each other

Equality Objective 3 – To build healthy and self-reliant communities (as amended 2016)


Action 3.01 We will work in partnership through attendance at the Independent Advisory Group, Strategic Partnership Against Hate Crime and Hate Crime Case Conferences	
Status: 	
Lead Officer:	Steve Brewer
By when:	31/03/2016
Resources	Officer time
Outcome	<ul style="list-style-type: none"> • SSDC has a strong understanding of the quality of relations between different communities and collectively monitor relations and tensions • Information and data on Hate Crime and Hate Crime incidents shared within SSDC and partner agencies, themes and actions, where relevant identified • SSDC can demonstrate success in working with partners in the public, private and voluntary sectors to foster good relations • Demonstrates General Equality Duty s(149)
Performance Measure	<ul style="list-style-type: none"> • Number of meetings attended • Reports, minutes and information shared • Themes and actions identified where relevant
Progress	<ul style="list-style-type: none"> • Attendance at past meetings with the Police Independent Advisory Group (IAG), Strategic Partnership Against Hate Crime (SPAHC), Hate Crime Case Reviews, monthly Anti-Social Behaviour (ASB) Steering Group • To note: The SPAHCs across the County were merged to become one group that supports and monitors the work of the 5 District wide Steering Groups following ratification from the Safer Somerset Partnership (2013) • The Hate crime meetings are no longer taking place as the police withdrew from this structure (January 2015)

Action 3.02 We will integrate equalities into the development of procedures and practices under the Localism Act

Status: Completed

- Information about and the processes for the three Community Rights established under the Localism Act i.e. Neighbourhood Plans; Community Right to Bid; and the Community Right to Challenge are all published on the Council’s website. This also includes providing links to the relevant published Statutory Guidance, local documentation (e.g. Expression of Interest, application and nomination forms) and to ‘My Community’ the specialist information, advice and support service run by Locality and funded by Central Government.
- Accuracy and accessibility of the information on the Community Rights provided by the council on the website is kept under review and amended where appropriate. For example the information on the Community Right to Bid webpage was updated in 2015.
- Internal processes along with any supporting documentation are also kept under review in order to ensure they remain ‘fit for purpose’. For example the process for the management of the Community Right to Bid has been subject to an internal review during the second half of 2015 into the first quarter of 2016. This has resulted in an improvement to a number of the documents, including the guidance, and is moving the key responsibility for managing the process from Land and Property Services to the Communities service to better reflect its status principally as a Community Right rather than a property issue.
- Community consultation that is an essential part of the Neighbourhood Plan process is governed by the council’s Statement of Community Involvement (SCI), the latest version of which was published in December 2015. The SCI sets out the council’s commitment to equalities and its responsibilities under the Equality Act 2010.
- Communities who embark on a Neighbourhood Plan are supported by Area Development staff who ensure that consultation is undertaken to ensure that all sections of the community are informed, engaged and involved.


Action 3.03 We will encourage wider participation in the democratic process by working with - schools and colleges

Status: 

Lead Officer:	Jo Gale, Angie Cox
By when:	12/12/2016
Resources	Officer time

Appendix 1 - Equality Objectives Action Plan Update

Outcome	<ul style="list-style-type: none"> • Councillors volunteer to deliver a presentation that includes interactive activities on the democratic process and the role of the council to local schools and college • Younger members of the South Somerset population have an understanding of the democratic process and the role of the council • Demonstrates General Equality Duty s(149)
Performance Measure	<ul style="list-style-type: none"> • Number of presentations delivered • Number of young people who participated in presentation • Completion of activity sheets by participants • Number of students who have attended Overview and Scrutiny Task and Finish Review
Progress	<ul style="list-style-type: none"> • Initial meetings have taken place with Councillors who have expressed an interest in being involved. • The process has begun to write and deliver the interactive presentation on the democratic process and the role of the council for implementation in the autumn term 2016

Action 3.04 Encourage more members of the public to attend and participate in public committees and meetings	
Status: 	
Lead Officer:	Angie Cox, Jo Gale, Jo Morgan, Martin Hacker
By when:	12/12/2016
Resources	Officer time
Outcome	<ul style="list-style-type: none"> • Members of the public understand the process involved in attending and participating in public committees and meetings • Easy to read information document produced to explain the democratic process and how to get involved • More members of the public to attend and participate in public committees and meetings • Simple guide on council services and how to get involved produced
Performance Measure	<ul style="list-style-type: none"> • Easy to read document produced • Number of people attending public committees and meetings • Guide produced and promoted
Progress	<ul style="list-style-type: none"> • Radio Ninesprings recorded and produced a podcast on the Westlands decision Full council decision • We regularly have between 30 – 50 public at Area Committees for planning application determination – this public attendance has increased recently.

	<ul style="list-style-type: none"> • Anyone who has submitted comments on a planning application automatically receive notification of the date and time if an application is to be determined at an Area Committee. • The public can sign up to receive automatic updates when Agendas, Decisions and Minutes are published through the Subscribe to Updates link on our website: http://modgov.southsomerset.gov.uk/ielogon.aspx?lp=1&RPID=500868414&HPID=500868414&Forms=1&META=mgSubscribeLogon • They can also download the Mod.Gov app (for i-pads and other tablets – not for mobile phones) to receive Agendas and Minutes delivered to their device when they are published. A search on any AppStore will locate this free to download app.
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<p>Action 3.05 Work to the strengths of our niche tourism market to increase the volume and value of tourism in South Somerset. Working with multi-agencies, market the wider incentives – cultural, tourism/leisure, family related etc.</p> <p>Status: </p>	
<p>Amended action 3.05 Capitalise on our high quality culture, leisure and tourism opportunities to bring people to South Somerset</p>	
Lead Officer:	Jo Morgan, Sam Wenden-de-Lira, Tourism, Economic Development
By when:	31/03/2017
Resources	Officer time. Service Level Agreement with Access for All
Outcome	<ul style="list-style-type: none"> • Access trail project - residents and visitors attracted to South Somerset areas of interest • Review and update of mapped health walks • Knitting project – inter generational community groups working together • Easy Access guide for people with Disabilities - Improving information and raising awareness of local attractions and hospitality locations across South Somerset produced and published. • Local businesses supported to provide appropriate services for people with disabilities – promotion of the economic benefits of the ‘Purple Pound’. • Demonstrates General Equality Duty s(149) and statutory duties under the Equality Act 2010
Performance Measure	<ul style="list-style-type: none"> • Access trail maps completed and published. • Mapped health walks reviewed, updated and published. • Disability Awareness training and events provided to local businesses to include the positive economic benefits.

Progress	<ul style="list-style-type: none"> • Access trail mapped routes have been produced for Yeovil Country Park and Ham Hill. The project was launched in July 2015 and the walks are suitable for wheelchair and mobility scooter users, as well as parents and carers who have children in buggies and people who may have some mobility difficulties. It is hoped that additional mapped routes will be completed for other areas in the district. • Mapped health walks - Working with the Healthy Lifestyles team, accessible walks have been reviewed and updated by Access for All. Leaflets awaiting completion by Healthy Lifestyles team. • Knitting project – A number of events have been successfully carried out including St John's Church Yeovil and Crewkerne. Working across a range of community groups and involving adults with Learning Disabilities from The Hub, retired women from the 'Knit and Natter' group, SSDC staff and Hobbycraft in Yeovil. • Easy Access guide for people with Disabilities is in process of completion

<p>Action 3.06 - We will monitor our Community Grant scheme for the level of applications from, and spend on, equalities specific groups/organisations and projects</p> <p>Status: New action</p>	
Lead Officer:	Helen Rutter, David Crisfield
By when:	30/06/2017
Resources	Officer time
Outcome	<ul style="list-style-type: none"> • Improved intelligence on the distribution of grants in relation to equalities specific groups/organisations and projects • Benchmark established against which future years monitoring can be compared • Targeted promotional activity to improve take up of the Community Grant scheme by under-represented groups, as required • Improved levels of spend on equalities specific groups/organisations and projects.
Performance Measure	<ul style="list-style-type: none"> • Equalities specific data capture incorporated within existing monitoring arrangements • Benchmark established - based on 2016/17 activity • Equalities specific data reported to District Executive annually as part of the Community Grants report, beginning with 2017

Action 3.07- Advise and support initiatives that ensure worker skills meet the employer’s needs, in particular women, people with disabilities, older population, those leaving the Armed Forces and their dependants and other equality groups.

Status: New action

Lead Officer:	Economic Development Team, Jo Morgan, David Crisfield
By when:	31/03/17
Resources	Officer time, SLA with Access for All
Outcome	<ul style="list-style-type: none"> • Instigate, attend, support, and inform activities to increase workforce participation and remove barriers to participation. • Instigate, attend, support, and inform activities to provide flexible, responsive and innovative education and training. • Work with industry to identify and remove barriers to workforce participation including under/unemployed, women, people with disabilities, older population and other equality groups.
Performance Measure	<ul style="list-style-type: none"> • An increase in the number of women, people with disabilities reported as being employed, or working increased hours. • An increase in the number of women, people with disabilities reported to have re-entered the workforce • Number of ex Armed Forces personnel (and dependants) in receipt of education, training, redeployed, re-entered the work force, set up businesses • Barriers to workforce participation identified and actions put in place to • Number of interns and apprentice placements • Attendance at County and Regional-wide skills and workforce meetings e.g. Increasing Employment Network.

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Action 3.08 – Help keep our communities safe

Status: New action

Lead Officer:	Tbc, Jo Morgan
By when:	31/03/17
Resources	Officer time, SLA with Access for All, partner agencies
Outcome	<ul style="list-style-type: none"> • Fulfils the council’s General Equality Duty compliance with section 149 of the Equality Act: <ul style="list-style-type: none"> - Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited under the Act. • Working in partnership with Stand Against Racism and Inequality (SARI) who are the Hate Crime support service provider, SEOG, Community and Voluntary Sector, partner agencies and Avon and Somerset Police, the reporting of hate crimes

	<p>across the protected characteristics is promoted.</p> <ul style="list-style-type: none"> • Joint information produced on 'mate crime' and communicated and published across Somerset. • Promotion of Safe Places Scheme - Safe Places is an existing scheme which helps vulnerable people deal with any incident that takes place while they are out and about; they can go to any shop, business or other location that displays the Safe Place sticker on their window. By showing their card to Safe Place staff, they will get help. <p>https://www.avonandsomerset.police.uk/safeplaces</p>
<p>Performance Measure</p>	<ul style="list-style-type: none"> • Collate and report on data for number of reported Hate Crimes and hate incidents (A hate incident is any incident (which may or may not be a crime) that the victim or any other person perceives to be motivated by hostility or prejudice towards any aspect of the victim's identity. Hate incidents can feel like crimes to those who suffer them and often escalate to crimes or tension in a community. Hate incidents should be reported just as hate crimes are). • Attendance and notes and actions from relevant meetings – Modern Slavery, Resettlement programme, Prevent • Information and awareness raising of 'Mate Crime', particularly with Housing Teams and Housing providers. (There is no statutory definition of Mate Crime in UK law. The term is generally understood to refer to the befriending of people, who are perceived by perpetrators to be vulnerable, for the purposes of taking advantage of, exploiting and/or abusing them. This can strongly be associated, but not exclusively associated, with people with a learning disability, learning difficulties or mental health conditions). Mate Crime awareness leaflet produced. • Information and awareness raising of Safe Places Scheme, number of new sign up to the scheme from businesses, shops etc. (This scheme is currently being reviewed by the Police)

Agenda Item 10

2016/17 Revenue Budget Monitoring Report for the period ending 30th June 2016

Executive Portfolio Holder: Peter Seib, Finance and Legal Services
Chief Executive: Rina Singh, Interim Chief Executive
Assistant Director: Donna Parham, Finance and Corporate Services
Service Manager: Catherine Hood, 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 30th June 2016.

Forward Plan

This report appeared on the District Executive Forward Plan with an anticipated Committee date of 4th August 2016.

Public Interest

This report gives an update on the revenue financial position and budgetary variations of the Council as at 30th June 2016.

1) Recommendations

Members are recommended to:

- a) note the current 2016/17 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.

2) Background

2.1 The 2016/17 original budget was approved by Council in February 2016. 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 2016/17 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 2016/17.

3.2 A summary by Directorate of the revenue position as at 30th June 2016 is as follows:

Directorate	Original Budget £'000	Revised Budget £'000	Y/E Forecast £'000	Variance £'000	Comments on Major Variances (+/- £50,000)
Strategic Management & Transformation	577.5	487.2	487.2	0.0	
Finance & Corporate Services	3,704.8	3,729.2	3,739.5	10.3	
Legal & Corporate Services	1,409.2	1,430.4	1,430.4	0.0	
Economy	1,330.2	1,336.3	1,436.3	100.0	Compensation payments for planning appeal costs exceed budget.
Communities	1,335.7	1,340.7	1,340.7	0.0	
Environment	6,572.0	6,602.5	6,666.5	64.0	Number plate recognition for car parking enforcement has not commenced leading to an estimated shortfall of £100k for pay & display income. This is somewhat offset by savings in Engineering Services.
Health & Wellbeing	2,361.9	2,367.4	2,365.3	(2.1)	
Total Overspend	17,291.3	17,293.7	17,465.9	172.2	

3.3 There is an expected net overspend on currently approved budgets of £172.2k by the end of the financial year. This will result in an overspend equivalent to 1% of the revised budget.

3.4 The table below shows the movement of revenue budgets since 1st April 2016 to 30th June 2016.

	£'000
Approved base budget as at April 2016	17,291.3
Rent allowance 80 South Street	2.4
Revised Budget as at 30th June 2016	17,293.7

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 2016/17 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)	2016/17 Budget Saving Target £'000	Estimated Actual Saving at Year-End £'000	(Shortfall) £'000
Closure of Resource Centre	47	47	0
Vacant Posts removed - Agreed by Management Board	144	144	0
Further Vacant Posts	112	112	0
Reduced Corporate Training Budget	26	26	0
Savings in Housing once EDM implemented. (This project is now part of transformation & will be delivered in a different way)	25	25	0
Waste-Increase in green bin take up	40	40	0
Additional income through Crematorium fee increase	100	100	0
Increase in Careline income	26	26	0
Octagon-Increased ticket sales	30	30	0
Yeovil Innovation Centre additional income	66	66	0
Increased income from planning fees	50	50	0
ANPR Scheme for car parks	200	100	(100)
Property management savings	25	25	0
Cessation of CEO contract	89	89	0
Total Major Savings	980	880	(100)

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.

Activity in the first quarter of 2016/17 has been positive, Community Transport has been able to replace some of its oldest vehicles with the purchase of 1 new vehicle and 4 second hand, 7 year old, vehicles. This will make a difference to maintenance costs and improve the

image of the fleet. Community Transport now has 9 school contracts with Somerset County Council giving it a sound financial footing.

The merger of VSS and Mendip Community Support has now taken place and both organisations are working well together. VSS has secured a new contract with Yeovil District Hospital in connection with the Symphony Project and has other opportunities in the pipeline. We are now able to offer a DBS checking service for local organisations and are also looking at other areas where we can work with local town councils and charities.

The furniture reuse project Furnicare is in talks with Somerset Care and Repair in Shepton Mallet with a view to a merger, this will provide Furnicare with much needed funds and also give it a larger operating area. It will continue to be based in Goldcroft and will continue to give support to Yeovil residents. The merger is expected to take place in September 2016.

7) Council Tax Reduction Scheme and Council Tax

- 7.1 The Council Tax Reduction Scheme commenced in April 2013. For 2016/17 the authority set a budget of £8.478 million for annual discounts. Of this sum £8.654 million has been allocated for the year, leaving a projected overspend of £176k. It is a reflection that the additional premium for Adult Social Care had not been decided by SCC and funding for the SRA was announced after the tax base was set.
- 7.2 The Hardship Scheme budget for 2016/17 is £30,000. At the end of June 2016 SSDC had processed 73 requests for hardship relief of which 61 were successful. The amount awarded by the end of June 2016 is £7,500.
- 7.3 The collection rate for Council Tax was 29.83% by the end of June 2016, a small improvement of 0.03% on the same time last year. This is despite an increase in the sum to be collected of £5.1 million (5.9%) compared with 2015/16. There are 9,990 households paying over 12 months compared with 7,300 at the same time last year. As a result of this and increased recovery activity, we anticipate further improvement in the collection rate through to the end of the financial year.

8) Non Domestic Rates

- 8.1 The collection rate for Non Domestic Rates was 33.95% at the end of June 2016 compared to 29.83% last year. This is 4.12% higher than last year. However there is a lot of volatility in performance from month to month so we expect performance comparisons to fluctuate throughout the year.

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 206 at the end of June 2016, down from 218 at the beginning of the financial year. 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 Government DHP funding allocation for 2016/17 is £217k. The Council is permitted to spend up to £326k of its own money on DHP awards. From the monitoring at the end of June 2016, £34k of DHP awards have been made and a further £39k is committed up to the end of this financial year. The total sum paid and committed (£73k) represents 33% of the government DHP grant. The additional payments will be met from the housing benefit reserve. We currently have 9 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 01/4/16 £'000	Transfers In/(Out) £'000	Balance at 30/6/16 £'000	Reason for Transfer
Capital Reserve	1,055	3	1,058	Repayment of PV April & May 16.
Yeovil Athletic Track Repairs Fund	118	(12)	106	Funding for track repairs transferred to revenue.
Transformation Reserve	411	1,300	1,711	Funding for transformation.
Revenues Grant Reserve	682	42	724	Funding for Family Support-£31k, Telecare grant-£2k & Public Health-£15k returned to revenue. In It Together-£31k & Personal Search-£58k funding transferred to reserve.
Council Tax/Housing Benefit Reserve	1,105	(559)	546	Funding for welfare reform-£27k, new burdens-£3k & universal credits-£1k. Trf to general fund-£591k.
NNDR Volatility Reserve	1,459	1,292	2,751	Additional funding.

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 2016	8,267

General Fund Balances	£'000
Area Balances	(139)
Support for 2016/17 budget	(1,615)
2016/17 Carryforwards	(266)
Commitments	(267)
Rent re 80 South Street	(2)
Trf from Housing Benefit Reserve	591
Trf to Transformation Reserve	(1,300)
Trf to NDR Volatility Reserve	(1,292)
Estimated overspend on Revenue Budget at out-turn for 2016/17	(172)
Estimated Unallocated General Fund Balance at 31st March 2017	3,805

11.3 The latest review of risks to SSDC balances shows that balances need to remain within the range of £3.1 to £3.4 million to meet current financial risks. Current balances as at 30th June are therefore adequate to meet current risks. Following a judicial review three years of SSDC accounts have now been signed off and it is now felt prudent to transfer funds held in the housing benefit overpayment reserve to general balances. This may be required to support the 2016/17 budget.

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

Reserve	Balance at 01/4/16 £'000	Transfers In/(Out) £'000	Balance at 30/6/16 £'000	Reason for Transfer
Non-Earmarked Balances	8,267.5	588.3	8,855.8	Trf of HB overpayment incentive funding-£590.7k. Loss of rent for 80 South Street-£2.4k.(To be built into 2017/18 MTFP)

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 £3.8 million.

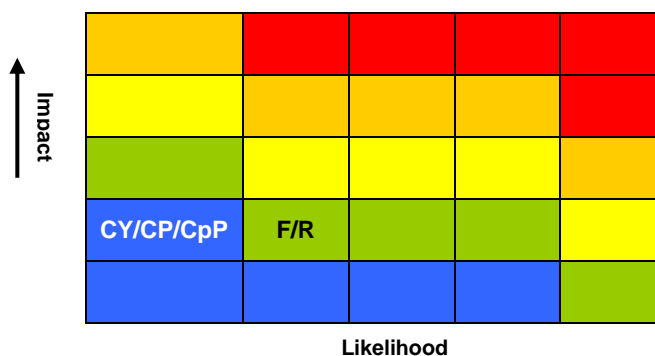
12.2 Details of the current key risks, as identified in the 2016/17 Budget Setting Report, are listed in the table below with an update from the responsible officer.

Current Risk	Responsible Officer	Officer's Update
Interest Rates	Assistant Director - Finance & Corporate Services	Current predictions are for the Treasury Management budget to be £47k over achieving on income. Bank rates were held at 0.5% by the Bank of England but a reduction to this is still anticipated.
Business Rate income	Assistant Director - Finance & Corporate Services	The collection rate is up by 4.12% on the previous year but volatility in performance throughout the year is expected.

Current Risk	Responsible Officer	Officer's Update
		There are a number of medium to longer term risks in that revaluation may affect income for 2017/18, there has been a request made by YDH for business rate relief, and a consultation paper has been released regarding 100% retention of business rates.
The Council Tax Reduction Scheme	Assistant Director - Finance & Corporate Services	The current figures show an increased requirement. This can be absorbed through the Collection Fund for 2016/17 but will impact on the 2017/18 budget if the upward trend continues. It is a reflection that the additional premium for Adult Social Care had not been decided by SCC and funding for the SRA was announced after the tax base was set.
Housing Benefit Subsidy	Assistant Director - Finance & Corporate Services	Current predictions are for the housing benefit subsidy to have a small shortfall at the year-end but the outcome will not be confirmed until the subsidy claim is externally audited in the Summer.
Planning Income	Assistant Director - Economy	Current predictions are for planning income to come in on budget.
Building Control Income	Assistant Director - Environment	Current predictions are that there will be a £38k shortfall in fee income.
Car parking Income	Assistant Director - Environment	Car Park income is predicted to be down by £100k.
New Homes Bonus	Assistant Director - Finance & Corporate Services	The results of a consultation document regarding amending the distribution of New Homes Bonus are awaited. Although this should not affect SSDC in the short to medium term it will impact on the budget longer term if the proposals to reduce the number of NHB payment years are implemented.
Devolution	Interim Chief Executive	SSDC are currently engaged in plans for Devolution. This may include joining some services and or joint funding. It may bring additional funding to the region as well as additional burdens.
The UKs Exit from the EU	Assistant Director - Finance & Corporate Services	It is likely in the short term that interest rates may reduce to 0.25 or 0%. SSDC has invested in a Property Fund and there has been an immediate drop in value of 4% - however yields are not expected to be impacted in the short to medium term. We do not yet know the impact in the medium to long term. If consumer confidence reduces there may be an impact on SSDC's income streams such as planning, licencing, theatre income, and car parking. A report will come forward in September asking members to

Current Risk	Responsible Officer	Officer's Update
		consider whether to accept the Government's four year settlement offer.
Land Charge Searches	Assistant Director - Legal & Corporate Services	The update from Land Registry is that any transfer of land charge searches will be phased in over 8 years. Currently they are still working on getting all authorities digitalised and then it is expected that the project will start with the South East region. So it is unlikely that there will be any change for SSDC in 16/17.

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

Revenue Quarterly Monitoring File

2016-17 Budget Detail

APPENDIX A

Group with Elements		a	b	c	d	e	e-d	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		Budget to 30th June £	Year to date Actual to 30th June £	Variance to 30th June £	Annual Budget £	Outturn Forecast Expected Total by Year End £	Variance expected 31/03/17 £	
CHIEF EXECUTIVE								
Chief Executive : Rina Singh								
STRATEGIC MANAGEMENT								
Chief Executive : Rina Singh								
CORPORATE INITIATIVES & CONTINGENCY	Expenditure	0	0	0	0	0	0	
Portfolio Holder : Cllr Ric Pallister	Income	0	0	0	0	0	0	
	TOTAL	0	0	0	0	0	0	
MANAGEMENT BOARD	Expenditure	121,800	116,193	(5,607)	487,200	487,200	0	<i>Underspend on training budgets.</i>
Portfolio Holder : Cllr Ric Pallister	Income	0	(214)	(214)	0	0	0	
	TOTAL	121,800	115,979	(5,821)	487,200	487,200	0	
TOTAL STRATEGIC MANAGEMENT	Expenditure	121,800	116,193	(5,607)	487,200	487,200	0	
	Income	0	(214)	(214)	0	0	0	
	TOTAL	121,800	115,979	(5,821)	487,200	487,200	0	
TRANSFORMATION								
Chief Executive : Rina Singh								
TRANSFORMATION	Expenditure	0	9,254	9,254	0	0	0	Costs are covered by approved budgets for the Transformation programme and monitored by the Transformation Board.
Portfolio Holder : Cllr Ric Pallister	Income	0	0	0	0	0	0	<i>Budget to be transferred from the Transformation Reserve.</i>
	TOTAL	0	9,254	9,254	0	0	0	
TOTAL TRANSFORMATION	Expenditure	0	9,254	9,254	0	0	0	
	Income	0	0	0	0	0	0	
	TOTAL	0	9,254	9,254	0	0	0	
TOTAL CHIEF EXECUTIVE	Expenditure	121,800	125,447	3,647	487,200	487,200	0	
	Income	0	(214)	(214)	0	0	0	
	TOTAL	121,800	125,233	3,433	487,200	487,200	0	

Group with Elements		Budget to 30th June	Actual to 30th June	Variance to 30th June	Annual Budget	Expected Total by Year End	Variance expected 31/03/17	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
FINANCE AND CORPORATE SERVICES								
Assistant Director : Donna Parham								
FINANCIAL SERVICES								
Service Manager : Catherine Hood								
AUDIT Portfolio Holder : Cllr Peter Seib	Expenditure	23,885	47,075	23,190	95,540	95,540	0	Audit work paid to the 30th September.
	Income	0	0	0	0	0	0	
	TOTAL	23,885	47,075	23,190	95,540	95,540	0	
CORPORATE COSTS Portfolio Holder : Cllr Peter Seib	Expenditure	743,158	533,206	(209,952)	1,785,360	1,822,360	37,000	The underspend is mainly due to pension fees not yet invoiced by SCC £190k. There is £112K built into the budget for vacant post savings, none have been taken at this stage. Postage savings of £25K are unlikely to materialise and drainage costs are £12K over budget. There is likely to be a shortfall of £18K of budgeted mortgage interest income.
	Income	(33,385)	(27,231)	6,154	(665,000)	(647,000)	18,000	
	TOTAL	709,773	505,975	(203,798)	1,120,360	1,175,360	55,000	
FINANCIAL SERVICES Portfolio Holder : Cllr Peter Seib	Expenditure	195,501	177,701	(17,800)	787,210	787,210	0	Underspend due to salary vacancy.
	Income	(4,262)	(60)	4,202	(35,380)	(35,380)	0	
	TOTAL	191,239	177,641	(13,598)	751,830	751,830	0	Budget on target for year end.
TREASURY MANAGEMENT Portfolio Holder : Cllr Peter Seib	Expenditure	33,925	28,968	(4,957)	60,220	60,220	0	Early indications are showing an overachievement of income to the value of £47k. This is assuming a return of 0.60% on all internal investments and that a dividend of 3p per unit held on the Property fund is achieved. Both of these are dependent on the economy and a reduction in either of these will affect the predicted return.
	Income	0	2,185	2,185	(496,020)	(543,080)	(47,060)	
	TOTAL	33,925	31,153	(2,772)	(435,800)	(482,860)	(47,060)	
TOTAL FINANCIAL SERVICES	Expenditure	996,469	786,950	(209,519)	2,728,330	2,765,330	37,000	
	Income	(37,647)	(25,106)	12,541	(1,196,400)	(1,225,460)	(29,060)	
	TOTAL	958,822	761,844	(196,978)	1,531,930	1,539,870	7,940	
ICT SERVICES								
Service Manager : Roger Brown								
INFORMATION SYSTEMS Portfolio Holder : Cllr Henry Hobhouse	Expenditure	370,593	318,666	(51,927)	1,014,090	1,014,090	0	Budget mainly on track, variation due to the Microsoft Enterprise Agreement slipping to July rather than June.
	Income	(3,415)	(3,489)	(74)	(16,770)	(16,770)	0	
	TOTAL	367,178	315,177	(52,001)	997,320	997,320	0	
TOTAL INFORMATION SYSTEMS	Expenditure	370,593	318,666	(51,927)	1,014,090	1,014,090	0	
	Income	(3,415)	(3,489)	(74)	(16,770)	(16,770)	0	
	TOTAL	367,178	315,177	(52,001)	997,320	997,320	0	
PROCUREMENT AND RISK MANAGEMENT								
Service Manager : Gary Russ								
PROCUREMENT AND RISK MANAGEMENT Portfolio Holder : Cllr Peter Seib	Expenditure	47,335	41,202	(6,133)	155,890	155,890	0	Expenditure on corporate budgets remains underspent mainly on IS purchases.
	Income	(4,848)	(3,634)	1,214	(19,390)	(19,390)	0	Income from mobile phone rebate was late in being processed in this period and should now correct in the next period.
	TOTAL	42,487	37,568	(4,919)	136,500	136,500	0	
TOTAL PROCUREMENT AND RISK MANAGEMENT	Expenditure	47,335	41,202	(6,133)	155,890	155,890	0	
	Income	(4,848)	(3,634)	1,214	(19,390)	(19,390)	0	
	TOTAL	42,487	37,568	(4,919)	136,500	136,500	0	

Group with Elements		Budget to 30th June	Actual to 30th June	Variance to 30th June	Annual Budget	Expected Total by Year End	Variance expected 31/03/17	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
REVENUES AND BENEFITS								
Service Manager : Ian Potter								
REVENUES & BENEFITS Portfolio Holder : Cllr Peter Seib	Expenditure	404,764	378,994	(25,770)	1,633,730	1,633,730	0	There are some small variances across the expenditure budget but none which are of concern for end of year outturn. We have sent 10% fewer summons in Q1 compared to 2015/16 which will affect income from costs. However, at that level of reduction we will still meet the expected income budget. This will be monitored closely.
	Income	(109,212)	(107,258)	1,954	(330,870)	(330,870)	0	
	TOTAL	295,552	271,736	(23,816)	1,302,860	1,302,860	0	
HOUSING BENEFIT SUBSIDY Portfolio Holder : Cllr Peter Seib	Expenditure	10,450,910	10,269,805	(181,105)	41,803,640	41,803,640	0	Our subsidy monitor is projecting a small adverse variation for end of year outturn. The projected variation is no cause for concern at this time. Subsidy is monitored monthly and the subsidy claim externally audited and finally adjusted next summer.
	Income	(10,758,947)	(10,778,566)	(19,619)	(42,499,800)	(42,499,800)	0	
	TOTAL	(308,037)	(508,761)	(200,724)	(696,160)	(696,160)	0	
TOTAL REVENUES AND BENEFITS	Expenditure	10,855,674	10,648,799	(206,875)	43,437,370	43,437,370	0	
	Income	(10,868,159)	(10,885,824)	(17,665)	(42,830,670)	(42,830,670)	0	
	TOTAL	(12,485)	(237,025)	(224,540)	606,700	606,700	0	
OPERATIONS AND CUSTOMER FOCUS								
Service Manager : Jason Toogood								
CUSTOMER SERVICES Portfolio Holder : Cllr Ric Pallister	Expenditure	125,472	122,261	(3,211)	473,780	472,000	(1,780)	There are no significant issues at end of quarter one. Expect to be broadly on budget by end of year outturn. Income to be received from cover of SCC reception functions.
	Income	0	(2,868)	(2,868)	0	(11,470)	(11,470)	
	TOTAL	125,472	119,393	(6,079)	473,780	460,530	(13,250)	
RESOLUTION AND PRINTING Portfolio Holder : Cllr Ric Pallister	Expenditure	19,260	16,144	(3,116)	77,040	72,500	(4,540)	Benefit of reduced leasing costs and copy charges for new machine leased. Printing continues to suffer from decreased use. New machine being installed from end of June which reduces leasing costs and also gives us more printing abilities.
	Income	(23,520)	(12,658)	10,862	(94,080)	(74,000)	20,080	
	TOTAL	(4,260)	3,486	7,746	(17,040)	(1,500)	15,540	
TOTAL OPERATIONS AND CUSTOMER FOCUS	Expenditure	144,732	138,405	(6,327)	550,820	544,500	(6,320)	
	Income	(23,520)	(15,526)	7,994	(94,080)	(85,470)	8,610	
	TOTAL	121,212	122,879	1,667	456,740	459,030	2,290	
TOTAL FINANCE AND CORPORATE SERVICES	Expenditure	12,414,803	11,934,022	(480,781)	47,886,500	47,917,180	30,680	
	Income	(10,937,589)	(10,933,579)	4,010	(44,157,310)	(44,177,760)	(20,450)	
	TOTAL	1,477,214	1,000,443	(476,771)	3,729,190	3,739,420	10,230	

Group with Elements		Budget to 30th June	Actual to 30th June	Variance to 30th June	Annual Budget	Expected Total by Year End	Variance expected 31/03/17	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	236,725	227,065	(9,660)	953,220	953,220	0	Budgets progressing as expected for this period. I will encourage Councillors to go paper-free for agendas & minutes to try to reduce the small overspend on printing costs. The electoral registration budget looks as it should at this time of year. Postage for £12,248 has been paid. This will be reclaimed from the Cabinet Office when the PCC election claim is submitted.
	Income	(2,355)	(17,228)	(14,873)	(9,420)	(9,420)	0	
	TOTAL	234,370	209,837	(24,533)	943,800	943,800	0	
TOTAL DEMOCRATIC & SUPPORT SERVICES	Expenditure	236,725	227,065	(9,660)	953,220	953,220	0	
	Income	(2,355)	(17,228)	(14,873)	(9,420)	(9,420)	0	
	TOTAL	234,370	209,837	(24,533)	943,800	943,800	0	
LEGAL SERVICES								
Service Manager : Angela Watson								
LEGAL SERVICES	Expenditure	130,203	122,882	(7,321)	525,550	525,550	0	I don't at the moment anticipate further expenditure on overtime – we had a particular spike in workload for the lawyers but this has settled down again. My only other comment is that income from s106 agreements has slowed down quite considerably at the moment, hence the adverse variance.
	Income	(18,195)	(10,213)	7,982	(73,880)	(73,880)	0	
	TOTAL	112,008	112,669	661	451,670	451,670	0	
LAND CHARGES	Expenditure	27,978	14,373	(13,605)	111,910	111,910	0	We have needed a couple of upgrades to the ldx system, both generally and specifically in relation to the new CON29 form, so spend on IS purchases is showing an adverse variance. There will also be further expenditure to come on training as part of staff SDR development. In relation to fees, SCC are behind with their invoicing. <i>Income shown is not reflective of actual income, as the system was closed early in the month to enable an upgrade to the Land Charge system.</i>
	Income	(109,543)	(112,500)	(2,957)	(438,170)	(438,170)	0	
	TOTAL	(81,565)	(98,127)	(16,562)	(326,260)	(326,260)	0	
RIGHTS OF WAY	Expenditure	8,890	8,192	(698)	35,560	35,560	0	The only issue is income. Two diversion orders will complete in the next few weeks and so some income should be received over the next couple of months.
	Income	(4,125)	0	4,125	(16,500)	(16,500)	0	
	TOTAL	4,765	8,192	3,427	19,060	19,060	0	
TOTAL LEGAL SERVICES	Expenditure	167,071	145,447	(21,624)	673,020	673,020	0	
	Income	(131,863)	(122,713)	9,150	(528,550)	(528,550)	0	
	TOTAL	35,208	22,734	(12,474)	144,470	144,470	0	

Group with Elements		Budget to 30th June	Actual to 30th June	Variance to 30th June	Annual Budget	Expected Total by Year End	Variance expected 31/03/17	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	20,790	20,370	(420)	62,540	62,540	0	
Portfolio Holder : Cllr Peter Seib	Income	0	0	0	0	0	0	
	TOTAL	20,790	20,370	(420)	62,540	62,540	0	
TOTAL FRAUD AND DATA MANAGEMENT	Expenditure	20,790	20,370	(420)	62,540	62,540	0	
	Income	0	0	0	0	0	0	
	TOTAL	20,790	20,370	(420)	62,540	62,540	0	
HUMAN RESOURCES								
Service Manager : Mike Holliday								
HUMAN RESOURCES	Expenditure	74,258	56,393	(17,865)	292,530	292,530	0	No concerns at this stage with budgets broadly on target. Underspend mainly relates to the corporate training budget.
Portfolio Holder : Cllr Ric Pallister	Income	(2,495)	(5,035)	(2,540)	(12,870)	(12,870)	0	
	TOTAL	71,763	51,358	(20,405)	279,660	279,660	0	
TOTAL HUMAN RESOURCES	Expenditure	74,258	56,393	(17,865)	292,530	292,530	0	
	Income	(2,495)	(5,035)	(2,540)	(12,870)	(12,870)	0	
	TOTAL	71,763	51,358	(20,405)	279,660	279,660	0	
TOTAL LEGAL AND CORPORATE SERVICES	Expenditure	498,844	449,275	(49,569)	1,981,310	1,981,310	0	
	Income	(136,713)	(144,976)	(8,263)	(550,840)	(550,840)	0	
	TOTAL	362,131	304,299	(57,832)	1,430,470	1,430,470	0	
ECONOMY								
Assistant Director : Martin Woods								
ECONOMIC DEVELOPMENT								
Service Manager : David Julian								
ECONOMIC DEVELOPMENT	Expenditure	153,950	141,833	(12,117)	615,800	615,800	0	
Portfolio Holder : Cllr Jo Roundell-Greene	Income	(369,314)	(352,796)	16,518	(449,400)	(449,400)	0	
	TOTAL	(215,364)	(210,963)	4,401	166,400	166,400	0	
TOURISM	Expenditure	44,430	30,810	(13,620)	201,210	201,210	0	
Portfolio Holder : Cllr Claire Aparicio Paul	Income	(20,262)	(14,943)	5,319	(81,050)	(81,050)	0	
	TOTAL	24,168	15,867	(8,301)	120,160	120,160	0	
HERITAGE	Expenditure	14,750	17,191	2,441	59,000	59,000	0	
Portfolio Holder : Cllr Nick Weeks	Income	(780)	(313)	467	(3,120)	(3,120)	0	
	TOTAL	13,970	16,878	2,908	55,880	55,880	0	
TOTAL ECONOMIC DEVELOPMENT	Expenditure	213,130	189,834	(23,296)	876,010	876,010	0	Budgets all on target for year end.
	Income	(390,356)	(368,052)	22,304	(533,570)	(533,570)	0	
	TOTAL	(177,226)	(178,218)	(992)	342,440	342,440	0	

Group with Elements		Budget to 30th June	Actual to 30th June	Variance to 30th June	Annual Budget	Expected Total by Year End	Variance expected 31/03/17	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
DEVELOPMENT CONTROL								
Service Manager : David Norris								
DEVELOPMENT CONTROL	Expenditure	385,088	462,248	77,160	1,540,350	1,640,350	100,000	Compensation payments are far higher than budget but this is due to appeal costs being agreed following a Planning Inquiry in Chard last summer. A further £25k will added next month in relation to another Chard appeal on the adjoining site.
Portfolio Holder : Cllr Angie Singleton	Income	(311,738)	(298,330)	13,408	(1,246,950)	(1,246,950)	0	Income is generally in accordance with budgeted amount.
	TOTAL	73,350	163,918	90,568	293,400	393,400	100,000	
TOTAL DEVELOPMENT CONTROL	Expenditure	385,088	462,248	77,160	1,540,350	1,640,350	100,000	
	Income	(311,738)	(298,330)	13,408	(1,246,950)	(1,246,950)	0	
	TOTAL	73,350	163,918	90,568	293,400	393,400	100,000	
SPATIAL POLICY								
Service Manager : Paul Wheatley								
PLANNING POLICY	Expenditure	68,745	60,354	(8,391)	303,350	303,350	0	Savings are being made from a vacant post. £20k examination fee will be paid in August.
Portfolio Holder : Cllr Angie Singleton	Income	(640)	0	640	(2,560)	(2,560)	0	
	TOTAL	68,105	60,354	(7,751)	300,790	300,790	0	Budget on track.
TRANSPORT	Expenditure	10,078	9,580	(498)	40,310	40,310	0	
Portfolio Holder : Cllr Henry Hobhouse	Income	0	0	0	0	0	0	
	TOTAL	10,078	9,580	(498)	40,310	40,310	0	Budget on track.
TOTAL SPATIAL POLICY	Expenditure	78,823	69,934	(8,889)	343,660	343,660	0	
	Income	(640)	0	640	(2,560)	(2,560)	0	
	TOTAL	78,183	69,934	(8,249)	341,100	341,100	0	
STRATEGIC HOUSING								
Service Manager : Martin Woods								
STRATEGIC HOUSING	Expenditure	39,655	33,729	(5,926)	194,770	194,770	0	
Portfolio Holder : Cllr Ric Pallister	Income	0	(16,901)	(16,901)	0	0	0	Partnership contributions and rents received in advance.
	TOTAL	39,655	16,828	(22,827)	194,770	194,770	0	
TOTAL STRATEGIC HOUSING	Expenditure	39,655	33,729	(5,926)	194,770	194,770	0	
	Income	0	(16,901)	(16,901)	0	0	0	
	TOTAL	39,655	16,828	(22,827)	194,770	194,770	0	

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Group with Elements		Budget to 30th June	Actual to 30th June	Variance to 30th June	Annual Budget	Expected Total by Year End	Variance expected 31/03/17	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
EQUALITIES								
Service Manager : Jo Morgan								
EQUALITIES & DIVERSITY	Expenditure	13,310	14,248	938	53,240	53,240	0	
Portfolio Holder : Cllr Jo Roundell Greene	Income	0	(4,130)	(4,130)	0	0	0	
	TOTAL	13,310	10,118	(3,192)	53,240	53,240	0	
TOTAL EQUALITIES	Expenditure	13,310	14,248	938	53,240	53,240	0	
	Income	0	(4,130)	(4,130)	0	0	0	
	TOTAL	13,310	10,118	(3,192)	53,240	53,240	0	
POLICY AND PERFORMANCE								
Service Manager : Charlotte Jones & Andrew Gillespie								
POLICY & PERFORMANCE	Expenditure	31,120	27,747	(3,373)	111,370	111,370	0	The current underspend is due to profiling of planned expenditure.
Portfolio Holder : Cllr Ric Pallister	Income	0	0	0	0	0	0	
	TOTAL	31,120	27,747	(3,373)	111,370	111,370	0	
TOTAL POLICY AND PERFORMANCE	Expenditure	31,120	27,747	(3,373)	111,370	111,370	0	
	Income	0	0	0	0	0	0	
	TOTAL	31,120	27,747	(3,373)	111,370	111,370	0	
TOTAL ECONOMY	Expenditure	761,126	797,740	36,614	3,119,400	3,219,400	100,000	
	Income	(702,734)	(687,413)	15,321	(1,783,080)	(1,783,080)	0	
	TOTAL	58,392	110,327	51,935	1,336,320	1,436,320	100,000	
COMMUNITIES								
Assistant Director : Helen Rutter & Kim Close								
COMMUNITIES, THIRD SECTOR AND PARTNERSHIPS								
Service Manager : Helen Rutter & Kim Close								
CENTRAL COMMUNITIES TEAM	Expenditure	35,503	42,194	6,691	142,010	142,010	0	There is an overspend on this budget due to the AD cover arrangements.
Portfolio Holder : Cllr Ric Pallister	Income	0	0	0	0	0	0	
	TOTAL	35,503	42,194	6,691	142,010	142,010	0	
COMMUNITY SAFETY	Expenditure	13,205	12,486	(719)	52,820	52,820	0	
Portfolio Holder : Cllr Peter Gubbins	Income	0	(10,000)	(10,000)	0	0	0	Home Office funding for Prevent Duty.
	TOTAL	13,205	2,486	(10,719)	52,820	52,820	0	
Service Manager : David Crisfield								
THIRD SECTOR AND PARTNERSHIPS	Expenditure	85,575	85,431	(144)	238,320	238,320	0	
Portfolio Holder : Cllr Sylvia Seal	Income	0	0	0	0	0	0	
	TOTAL	85,575	85,431	(144)	238,320	238,320	0	
TOTAL COMMUNITIES, THIRD SECTOR AND PARTNERSHIPS	Expenditure	134,283	140,111	5,828	433,150	433,150	0	
	Income	0	(10,000)	(10,000)	0	0	0	
	TOTAL	134,283	130,111	(4,172)	433,150	433,150	0	

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Group with Elements		Budget to 30th June	Actual to 30th June	Variance to 30th June	Annual Budget	Expected Total by Year End	Variance expected 31/03/17	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	7,385	7,595	210	36,290	36,290	0	
Portfolio Holder : Cllr Ric Pallister	Income	(6,073)	0	6,073	(24,290)	(24,290)	0	
	TOTAL	1,312	7,595	6,283	12,000	12,000	0	
TOTAL LOCAL STRATEGIC PARTNERSHIP	Expenditure	7,385	7,595	210	36,290	36,290	0	
	Income	(6,073)	0	6,073	(24,290)	(24,290)	0	
	TOTAL	1,312	7,595	6,283	12,000	12,000	0	
AREA EAST								
Service Manager : Tim Cook								
EAST AREA DEVELOPMENT	Expenditure	45,360	49,700	4,340	181,440	181,440	0	Underspend on ADM salary due to the AD cover arrangements. The overspend is due to retail support grants which are to be funded from community planning implementation budget held in Area East Reserve.
Area Chairman : Cllr Nick Weeks	Income	(1,127)	(810)	317	(4,510)	(4,510)	0	
	TOTAL	44,233	48,890	4,657	176,930	176,930	0	
EAST GRANTS	Expenditure	6,080	2,470	(3,610)	24,320	24,320	0	
Area Chairman : Cllr Nick Weeks	Income	0	0	0	0	0	0	
	TOTAL	6,080	2,470	(3,610)	24,320	24,320	0	
EAST PROJECTS	Expenditure	0	12,884	12,884	0	0	0	
Area Chairman : Cllr Nick Weeks	Income	0	(56,580)	(56,580)	0	0	0	<i>Partnership funding for Heart of Wessex Railway.</i>
	TOTAL	0	(43,696)	(43,696)	0	0	0	
TOTAL AREA EAST	Expenditure	51,440	65,054	13,614	205,760	205,760	0	
	Income	(1,127)	(57,390)	(56,263)	(4,510)	(4,510)	0	
	TOTAL	50,313	7,664	(42,649)	201,250	201,250	0	
AREA NORTH								
Service Manager : Sara Kelly								
NORTH AREA DEVELOPMENT	Expenditure	41,848	44,532	2,684	167,390	167,390	0	Overspend will be remedied when a virement is made from the BIS Flood Recovery Grant scheme.
Area Chairman : Cllr Clare Aparicio Paul	Income	0	(1,500)	(1,500)	0	0	0	
	TOTAL	41,848	43,032	1,184	167,390	167,390	0	
NORTH GRANTS	Expenditure	2,670	1,000	(1,670)	10,680	10,680	0	Budgets on course for nil variance at year end.
Area Chairman : Cllr Clare Aparicio Paul	Income	0	0	0	0	0	0	
	TOTAL	2,670	1,000	(1,670)	10,680	10,680	0	
TOTAL AREA NORTH	Expenditure	44,518	45,532	1,014	178,070	178,070	0	
	Income	0	(1,500)	(1,500)	0	0	0	
	TOTAL	44,518	44,032	(486)	178,070	178,070	0	

Group with Elements		Budget to 30th June	Actual to 30th June	Variance to 30th June	Annual Budget	Expected Total by Year End	Variance expected 31/03/17	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
AREA SOUTH								
Service Manager : Natalie Ross								
SOUTH AREA DEVELOPMENT Area Chairman : Cllr Peter Gubbins	Expenditure	69,245	59,356	(9,889)	276,980	276,980	0	Underspend due to salary savings.
	Income	(12,180)	(11,029)	1,151	(48,720)	(48,720)	0	
	TOTAL	57,065	48,327	(8,738)	228,260	228,260	0	
SOUTH GRANTS Area Chairman : Cllr Peter Gubbins	Expenditure	7,795	8,399	604	31,180	31,180	0	
	Income	0	0	0	0	0	0	
	TOTAL	7,795	8,399	604	31,180	31,180	0	
SOUTH PROJECTS Area Chairman : Cllr Peter Gubbins	Expenditure	0	5,435	5,435	0	0	0	Spend on Yeovil One project, funding to come from reserve.
	Income	0	0	0	0	0	0	
	TOTAL	0	5,435	5,435	0	0	0	
TOTAL AREA SOUTH	Expenditure	77,040	73,190	(3,850)	308,160	308,160	0	
	Income	(12,180)	(11,029)	1,151	(48,720)	(48,720)	0	
	TOTAL	64,860	62,161	(2,699)	259,440	259,440	0	
AREA WEST								
Service Manager : Zoe Harris								
WEST AREA DEVELOPMENT Area Chairman : Cllr Carol Goodall	Expenditure	56,125	51,159	(4,966)	224,500	224,500	0	
	Income	(878)	(667)	211	(3,510)	(3,510)	0	
	TOTAL	55,247	50,492	(4,755)	220,990	220,990	0	
WEST GRANTS Area Chairman : Cllr Carol Goodall	Expenditure	6,560	8,356	1,796	26,240	26,240	0	Programme to be fully committed by year end.
	Income	0	0	0	0	0	0	
	TOTAL	6,560	8,356	1,796	26,240	26,240	0	
WEST PROJECTS Area Chairman : Cllr Carol Goodall	Expenditure	5,497	4,439	(1,058)	23,470	23,470	0	Budget to be spent by year end.
	Income	(3,482)	(2,063)	1,419	(13,930)	(13,930)	0	
	TOTAL	2,015	2,376	361	9,540	9,540	0	
TOTAL AREA WEST	Expenditure	68,182	63,954	(4,228)	274,210	274,210	0	
	Income	(4,360)	(2,730)	1,630	(17,440)	(17,440)	0	
	TOTAL	63,822	61,224	(2,598)	256,770	256,770	0	
TOTAL COMMUNITIES	Expenditure	382,848	395,436	12,588	1,435,640	1,435,640	0	
	Income	(23,740)	(82,649)	(58,909)	(94,960)	(94,960)	0	
	TOTAL	359,108	312,787	(46,321)	1,340,680	1,340,680	0	

Group with Elements		Budget to 30th June	Actual to 30th June	Variance to 30th June	Annual Budget	Expected Total by Year End	Variance expected 31/03/17	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	57,230	59,223	1,993	228,920	228,920	0	Variance relates to housing standards grant payment made but budget not yet shown as part of carry forwards from 2015/16. Now agreed, so variance will then be favourable as small savings within Home Aid budget.
Portfolio Holder : Cllr Carol Goodall	Income	(16,862)	(16,274)	588	(67,450)	(67,450)	0	Income on Home Aid very slightly below budget at present, compensated by small income on Housing Standards. Expected to even out for year end.
	TOTAL	40,368	42,949	2,581	161,470	161,470	0	
ENVIRONMENTAL HEALTH & COMMUNITY PROTECTION	Expenditure	222,645	205,318	(17,327)	917,600	883,000	(34,600)	Variance largely relates to a vacant technical post, and small temporary vacant hours in the budget. Compensated by maternity costs and pay award back pay. Savings being made on equipment, tools & materials, travel and vehicle costs. Consultants' costs above budget, and burial supply costs also over budget but repayment of previous ones into the income budget counteracts this.
Portfolio Holder : Cllr Carol Goodall	Income	(38,438)	(19,876)	18,562	(78,660)	(58,660)	20,000	Variance shown mainly relates to pest control and pollution prevention & control. Pest control income has been down in previous years so is expected, and will likely remain at year end but weather related also. It is early days yet but with PPC income down, the income target at year end could be down. Several PPC processes such as waste oil burners have ceased operation due to recent legislative changes. This will be a permanent change and reduction in income.
	TOTAL	184,207	185,442	1,235	838,940	824,340	(14,600)	
ENFORCEMENT	Expenditure	29,168	28,377	(791)	124,260	124,260	0	Expenditure down slightly but still early in the year.
Portfolio Holder : Cllr Carol Goodall	Income	(750)	(1,653)	(903)	(3,000)	(3,000)	0	Income slightly up but not significant at this time.
	TOTAL	28,418	26,724	(1,694)	121,260	121,260	0	
TOTAL ENVIRONMENTAL HEALTH	Expenditure	309,043	292,918	(16,125)	1,270,780	1,236,180	(34,600)	
	Income	(56,050)	(37,803)	18,247	(149,110)	(129,110)	20,000	
	TOTAL	252,993	255,115	2,122	1,121,670	1,107,070	(14,600)	

Group with Elements		Budget to 30th June	Actual to 30th June	Variance to 30th June	Annual Budget	Expected Total by Year End	Variance expected 31/03/17	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
CIVIL CONTINGENCIES MANAGER								
Service Manager : Pam Harvey								
CIVIL CONTINGENCIES	Expenditure	33,565	25,218	(8,347)	134,260	134,260	0	Expenditure largely running as profiled. Underspends on overtime and payments to contractors are reason for variance, but not unusual at this time of year. Year end figures will depend on issues throughout the year.
Portfolio Holder : Cllr Nick Weeks	Income	(278)	0	278	(1,110)	(1,110)	0	
	TOTAL	33,287	25,218	(8,069)	133,150	133,150	0	
TOTAL CIVIL CONTINGENCIES	Expenditure	33,565	25,218	(8,347)	134,260	134,260	0	
	Income	(278)	0	278	(1,110)	(1,110)	0	
	TOTAL	33,287	25,218	(8,069)	133,150	133,150	0	
ENGINEERING AND PROPERTY SERVICES								
Service Manager : Garry Green								
PROPERTY MANAGEMENT	Expenditure	293,728	272,303	(21,425)	1,199,850	1,199,850	0	Across the board underspend on services, particularly public offices but likely this will change and be utilised as year progresses.
Portfolio Holder : Cllr Henry Hobhouse	Income	(353,468)	(321,383)	32,085	(792,590)	(792,590)	0	Commercial and Property income under profiled budgets. Expect to be on target for year end but could be small variance on public offices service charges.
	TOTAL	(59,740)	(49,080)	10,660	407,260	407,260	0	
PAY & DISPLAY PARKING	Expenditure	153,881	139,567	(14,314)	765,640	765,640	0	Variance relates to outstanding service charges waiting to be paid over. R&M costs over profile and NNDR also over budget which will remain for year end. With vacant enforcement officer hours anticipated that the budget will balance out at year end.
Portfolio Holder : Cllr Henry Hobhouse & Cllr Peter Seib	Income	(532,281)	(490,422)	41,859	(2,280,670)	(2,180,670)	100,000	Pay & display income down approx £31K already and season ticket income down £10K on budget. Budget 'uplift' on income from enforcement contract offer not yet in place, so variance always expected on pay and display.
	TOTAL	(378,400)	(350,855)	27,545	(1,515,030)	(1,415,030)	100,000	
ENGINEERING SERVICES	Expenditure	200,457	183,400	(17,057)	684,380	634,380	(50,000)	Savings on salaries and vacant hours, as well as reduced costs of cleaning of public conveniences. Underspends on land drainage and Birchfield are hidden in variance by backdated cost of CCTV monitoring.
Portfolio Holder : Cllr Henry Hobhouse	Income	(16,680)	(17,690)	(1,010)	(66,720)	(66,720)	0	Street Naming & Numbering' income slightly up on profiled budget.
	TOTAL	183,777	165,710	(18,067)	617,660	567,660	(50,000)	
TOTAL ENGINEERING AND PROPERTY SERVICES	Expenditure	648,066	595,270	(52,796)	2,649,870	2,599,870	(50,000)	
	Income	(902,429)	(829,495)	72,934	(3,139,980)	(3,039,980)	100,000	
	TOTAL	(254,363)	(234,225)	20,138	(490,110)	(440,110)	50,000	

Group with Elements		Budget to 30th June	Actual to 30th June	Variance to 30th June	Annual Budget	Expected Total by Year End	Variance expected 31/03/17	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
BUILDING CONTROL								
Service Manager : Dave Durrant								
BUILDING CONTROL	Expenditure	122,843	101,385	(21,458)	629,380	620,000	(9,380)	Expected B.Reg fee income of around £448k is estimated.
Portfolio Holder : Cllr Nick Weeks	Income	(139,054)	(120,605)	18,449	(661,240)	(623,240)	38,000	
	TOTAL	(16,211)	(19,220)	(3,009)	(31,860)	(3,240)	28,620	
TOTAL BUILDING CONTROL	Expenditure	122,843	101,385	(21,458)	629,380	620,000	(9,380)	
	Income	(139,054)	(120,605)	18,449	(661,240)	(623,240)	38,000	
	TOTAL	(16,211)	(19,220)	(3,009)	(31,860)	(3,240)	28,620	
STREETSCENE								
Service Manager : Chris Cooper								
HORTICULTURE & GROUNDS MAINTENANCE & STREETCLEANING	Expenditure	732,730	714,805	(17,925)	2,943,850	2,943,850	0	Expenditure overall is within normal levels. There are some profile issues this year on plant, tool & equipment spend however these are linked to works that we are undertaking earlier than usual to make the most of the good summer ground conditions. The year to date variation is mainly due to invoicing that needs bringing up to date - this will be rectified during July / Aug.
	Income	(202,825)	(155,697)	47,128	(1,292,670)	(1,292,670)	0	
Portfolio Holder : Cllr Jo Roundell Greene	TOTAL	529,905	559,108	29,203	1,651,180	1,651,180	0	
TOTAL STREETSCENE	Expenditure	732,730	714,805	(17,925)	2,943,850	2,943,850	0	
	Income	(202,825)	(155,697)	47,128	(1,292,670)	(1,292,670)	0	
	TOTAL	529,905	559,108	29,203	1,651,180	1,651,180	0	
WASTE & RECYCLING								
Assistant Director : Laurence Willis								
WASTE COLLECTION	Expenditure	1,439,217	1,394,500	(44,717)	5,769,100	5,769,100	0	At this early point in the year it is difficult to make accurate predictions about the waste budget as the main variations arise from uncertainty about income (recycling credit and garden waste) and container charges. However, there are no concerns at this stage about the budget – as we progress through the year the trends on recycling and garden waste subscriptions become clearer and more accurate forecasts can be made.
Portfolio Holder : Cllr Jo Roundell Greene & Cllr Claire Aparicio Paul	Income	(775,400)	(753,994)	21,406	(1,463,770)	(1,463,770)	0	
	TOTAL	663,817	640,506	(23,311)	4,305,330	4,305,330	0	
TOTAL WASTE COLLECTION	Expenditure	1,439,217	1,394,500	(44,717)	5,769,100	5,769,100	0	
	Income	(775,400)	(753,994)	21,406	(1,463,770)	(1,463,770)	0	
	TOTAL	663,817	640,506	(23,311)	4,305,330	4,305,330	0	

Group with Elements		Budget to 30th June	Actual to 30th June	Variance to 30th June	Annual Budget	Expected Total by Year End	Variance expected 31/03/17	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
LICENSING								
Service Manager : Nigel Marston								
LICENSING	Expenditure	63,120	62,442	(678)	252,480	252,480	0	
Portfolio Holder : Cllr Peter Gubbins	Income	(53,510)	(66,494)	(12,984)	(339,360)	(339,360)	0	
	TOTAL	9,610	(4,052)	(13,662)	(86,880)	(86,880)	0	
TOTAL LICENSING	Expenditure	63,120	62,442	(678)	252,480	252,480	0	
	Income	(53,510)	(66,494)	(12,984)	(339,360)	(339,360)	0	
	TOTAL	9,610	(4,052)	(13,662)	(86,880)	(86,880)	0	
TOTAL ENVIRONMENT	Expenditure	3,348,584	3,186,538	(162,046)	13,649,720	13,555,740	(93,980)	
	Income	(2,129,546)	(1,964,088)	165,458	(7,047,240)	(6,889,240)	158,000	
	TOTAL	1,219,038	1,222,450	3,412	6,602,480	6,666,500	64,020	
HEALTH AND WELL-BEING								
Assistant Director : Steve Joel								
ARTS AND ENTERTAINMENT								
Service Manager : Adam Burgan								
ARTS	Expenditure	506,045	564,297	58,252	2,041,180	2,105,180	64,000	A good start to the year with strong sales including a sold out week of The Mousetrap - strong takings on secondary spend. Key trading periods ahead but a positive outlook. <i>£126k relates to year end provisions.</i>
Portfolio Holder : Cllr Sylvia Seal	Income	(448,093)	(929,371)	(481,278)	(1,786,380)	(1,852,440)	(66,060)	
	TOTAL	57,952	(365,074)	(423,026)	254,800	252,740	(2,060)	
WESTLAND LEISURE COMPLEX	Expenditure	0	1,193	1,193	0	0	0	Budget to be transferred from General Fund Balances.
Portfolio Holder : Cllr Sylvia Seal	Income	0	(5,850)	(5,850)	0	0	0	
	TOTAL	0	(4,657)	(4,657)	0	0	0	
TOTAL ARTS	Expenditure	506,045	565,490	59,445	2,041,180	2,105,180	64,000	
	Income	(448,093)	(935,221)	(487,128)	(1,786,380)	(1,852,440)	(66,060)	
	TOTAL	57,952	(369,731)	(427,683)	254,800	252,740	(2,060)	
SPORT AND LEISURE FACILITIES								
Service Manager : Steve Joel								
GOLDENSTONES	Expenditure	64,108	18,994	(45,114)	256,430	256,430	0	<i>Underspent on ten year plan.</i>
Portfolio Holder : Cllr Sylvia Seal	Income	(31,178)	(15,802)	15,376	(124,710)	(124,710)	0	
	TOTAL	32,930	3,192	(29,738)	131,720	131,720	0	
SPORT FACILITIES	Expenditure	37,990	40,065	2,075	151,960	151,960	0	
Portfolio Holder : Cllr Sylvia Seal	Income	(15,250)	(13,715)	1,535	(61,000)	(61,000)	0	
	TOTAL	22,740	26,350	3,610	90,960	90,960	0	
TOTAL SPORT AND LEISURE FACILITIES	Expenditure	102,098	59,059	(43,039)	408,390	408,390	0	
	Income	(46,428)	(29,517)	16,911	(185,710)	(185,710)	0	
	TOTAL	55,670	29,542	(26,128)	222,680	222,680	0	

Group with Elements		Budget to 30th June	Actual to 30th June	Variance to 30th June	Annual Budget	Expected Total by Year End	Variance expected 31/03/17	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
COMMUNITY HEALTH AND LEISURE								
Service Manager : Lynda Pincombe								
COMMUNITY HEALTH & LEISURE	Expenditure	313,642	256,314	(57,328)	997,240	997,240	0	
Portfolio Holder : Cllr Sylvia Seal	Income	(110,855)	(78,407)	32,448	(303,640)	(303,640)	0	
	TOTAL	202,787	177,907	(24,880)	693,600	693,600	0	On budget for year end.
TOTAL COMMUNITY HEALTH AND LEISURE	Expenditure	313,642	256,314	(57,328)	997,240	997,240	0	
	Income	(110,855)	(78,407)	32,448	(303,640)	(303,640)	0	
	TOTAL	202,787	177,907	(24,880)	693,600	693,600	0	
HOUSING AND WELFARE								
Service Manager : Kirsty Larkins								
WELFARE	Expenditure	85,920	83,487	(2,433)	344,050	344,050	0	
Portfolio Holder : Cllr Sylvia Seal	Income	(336,346)	(357,761)	(21,415)	(404,970)	(404,970)	0	
	TOTAL	(250,426)	(274,274)	(23,848)	(60,920)	(60,920)	0	Budgets all fine.
HOUSING	Expenditure	327,325	220,074	(107,251)	1,341,900	1,341,900	0	Underspend mainly from the additional 16/17 funding for the P4A service yet to be paid. Payment of £32,500 has been made to Yeovil Community Church for floating support this will be funded from a carryforward approved by DX in July 16. There has been additional security costs at the Ilton site.
Portfolio Holder : Cllr Sylvia Seal	Income	(80,813)	(45,472)	35,341	(323,250)	(323,250)	0	
	TOTAL	246,512	174,602	(71,910)	1,018,650	1,018,650	0	
TOTAL HOUSING AND WELFARE	Expenditure	413,245	303,561	(109,684)	1,685,950	1,685,950	0	
	Income	(417,159)	(403,233)	13,926	(728,220)	(728,220)	0	
	TOTAL	(3,914)	(99,672)	(95,758)	957,730	957,730	0	
FAMILY SUPPORT PROGRAMME								
Service Manager : Steve Joel								
FAMILY SUPPORT PROGRAMME	Expenditure	25,000	30,500	5,500	30,560	30,560	0	
Portfolio Holder : Cllr Ric Pallister	Income	(30,560)	(30,560)	0	(30,560)	(30,560)	0	
	TOTAL	(5,560)	(60)	5,500	0	0	0	
TOTAL FAMILY SUPPORT PROGRAMME	Expenditure	25,000	30,500	5,500	30,560	30,560	0	
	Income	(30,560)	(30,560)	0	(30,560)	(30,560)	0	
	TOTAL	(5,560)	(60)	5,500	0	0	0	

Group with Elements		Budget to 30th June £	Actual to 30th June £	Variance to 30th June £	Annual Budget £	Expected Total by Year End £	Variance expected 31/03/17 £	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
COUNTRYSIDE								
Service Manager : Katy Menday								
COUNTRYSIDE	Expenditure	119,682	138,918	19,236	480,550	480,550	0	Expenditure on Ham Hill is so far as expected however the severe accident of Ham Hill Ranger will see extra costs on the wages line from July as causal staff are brought in to help cover the post on site. Expenditure on Chard is as expected. Both expenditure and income as expected on Yeovil Country Park. This is going to be skewed for the year as the scale of the Heritage Lottery project sees expenditure on many lines and claims made 6 monthly to recoup costs. The variance on expenditure for the Cafe is high however we have needed to purchase a high level of provisions to cover the high trade levels - trade has been good across the first quarter due to a huge number of park events delivered by the ranger team attracting business to the Cafe. The Cafe manager has worked hard to decrease costs across the wages line, and this coupled with excellent sales shows good net income of £8.1K for the first quarter.
	Income	(59,242)	(69,828)	(10,586)	(241,970)	(241,970)	0	
	TOTAL	60,440	69,090	8,650	238,580	238,580	0	
TOTAL COUNTRYSIDE	Expenditure	119,682	138,918	19,236	480,550	480,550	0	On track for year end. Café is performing well, the overall service variance is due to expenditure on Yeovil Country Park as part of the Lottery project that will be claimed in Aug / Sept time.
	Income	(59,242)	(69,828)	(10,586)	(241,970)	(241,970)	0	
	TOTAL	60,440	69,090	8,650	238,580	238,580	0	
TOTAL HEALTH AND WELL-BEING	Expenditure	1,479,712	1,353,842	(125,870)	5,643,870	5,707,870	64,000	
	Income	(1,112,337)	(1,546,766)	(434,429)	(3,276,480)	(3,342,540)	(66,060)	
	TOTAL	367,375	-192,924	-560,299	2,367,390	2,365,330	(2,060)	
TOTAL SSDC	Expenditure	19,007,717	18,242,300	(765,417)	74,203,640	74,304,340	100,700	
	Income	(15,042,659)	(15,359,685)	(317,026)	(56,909,910)	(56,838,420)	71,490	
	TOTAL	3,965,058	2,882,615	(1,082,443)	17,293,730	17,465,920	172,190	

Appendix B

The following virements should be noted:

Value £	To	From	Description
8,120	SWP Waste Management	Other Income & Expenditure	Adjustment to Waste Budget
410	Payroll	Personnel Services	Re-align income budgets
30,000	Octagon Front of House	Octagon Box Office	Re-align income budget
7,670	Octagon Theatre	Octagon Box Office	Re-align budgets
1,560	Payroll Adjustments	Economic Development	Staff turnover savings
3,200	Payroll Adjustments	Development Control	Staff turnover savings
6,610	Payroll Adjustments	Revenues	Staff turnover savings
6,120	Procurement & Risk Management	Central Support Services	Transfer IS budget

Appendix C

AREA RESERVES Quarter 1 2016/17

Allocation of Reserves	Approval Date	Approved Allocation	Balance 16/17	Transfer from Reserves during 2016/17
		£	£	£
Area East Balance B/fwd 1st April 2016			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 Unallocated Balance 30th June 2016			3,460	60,190
Area North Balance B/fwd 1st April 2016			26,600	
Support towards progressing affordable rural housing schemes	Mar-09	15,000	10,000	
Totals			10,000	0
QSP balance of Reserve Unallocated Balance 30th June 2016			16,600	26,600
Area West Balance B/fwd 1st April 2016			49,640	
Chard Hub	Jun-16		49,640	
Totals			49,640	0
QSP balance of Reserve Unallocated Balance 30th June 2016			0	49,640

(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 2016:

Reserves	Balance as at 01/04/16 £'000	Movement £'000	Balance as at 30/6/16 £'000
Usable Capital Receipts	34,984	4	34,988
Capital Reserve	1,055	3	1,058
Cremator Replacement Capital Reserve	663		663
Election Reserve	125		125
Risk Management Reserve	11		11
Wincanton Sports Centre Reserve	21		21
Local Plan Enquiry Reserve	82		82
Yeovil Athletic Track Repairs Fund	118	(12)	106
Planning Delivery Reserve	26		26
Bristol to Weymouth Rail Reserve	16		16
Save to Earn Schemes Reserve	50		50
Local Authority Business Growth Initiative Reserve	37		37
Yeovil Vision	110		110
Insurance Fund	53		53
Transformation Reserve	411	1,300	1,711
Treasury Management Reserve	247		247
Local Plan Implementation Fund	125		125
Revenue Grants Reserve	682	42	724
MTFP Support Fund	4,958		4,958
Council Tax/Housing Benefits Reserve	1,105	(559)	546
Closed Churchyards Reserve	10		10
Health Inequalities	31		31
Deposit Guarantee Claims Reserve	9		9
Park Homes Replacement Reserve	165		165
Planning Obligations Admin Reserve	35		35
LSP	91		91
Artificial Grass Pitch Reserve	62		62
Business Support Scheme	165		165
Flooding Reserve	80		80
Infrastructure Reserve	962		962
NNDR Volatility Reserve	1,459	1,292	2,751
Ticket Levy Reserve	4		4
Waste Reserve	96		96
Total Usable Reserves	48,048	2,070	50,118

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 11

2016/2017 Capital Budget Monitoring Report for the quarter ending 30th June 2016

Executive Portfolio Holder: Cllr Peter Seib, Finance and Corporate Services
Strategic Director: Rina Singh, Interim Chief Executive
Assistant Director: Donna Parham, Finance and Corporate Services
Service Manager: Catherine Hood, Finance Manager
Lead Officer: Nicola Hix, Corporate / Management Accountant
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 April 2016 to 30th June 2016.

Forward Plan

2. This report appeared on the District Executive Forward Plan with an anticipated Committee date of August 2016.

Public Interest

3. This report updates progress on capital expenditure in 2016/17.

Recommendation(s)

4. That the District Executive: -
 - a) approve the revised capital programme spend as detailed in paragraph 6;
 - b) note the slippage over £50,000 in the capital programme as detailed in paragraph 8;
 - c) approve the virements of £63,000 outline in paragraph 9;
 - d) approve the allocation of any additional funding to be used within the capital programme as detailed in paragraph 11;
 - e) note the current position with regard to funds held by the Wessex Home Improvement Loans as detailed in paragraph 15;
 - f) note the progress of individual capital schemes as detailed in Appendix A;
 - 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 paragraph 13;
 - i) note the schemes that were approved prior to 2011, as detailed in Appendix C, and confirm approval for those projects that they wish to remain in the programme;
 - j) note the post completion report outstanding from 15/16 in Appendix D.

Background

5. Full Council approved the Capital Programme in February 2016. Monitoring of the agreed programme has been delegated to District Executive.

Capital Programmes

6. The revised capital programme for this financial year and beyond is attached at Appendix A. The estimated spend for 2016/17 has been revised from **£8.738 million** to **£8.937 million** for the following reasons: -

	16/17 £'000	17/18 £'000	18/19 £'000	19/20 £'000	20/21 £'000
Capital Programme for 2016/17 onwards approved at Full Council February 2016	8,738	2,173	(16)	(345)	0
Plus projects added to Capital Programme:					
Grant to Huish Episcopi Swimming Pool	200				
Capital Salaries	50				
Transfer of Castle Cary Market House	45				
Bus Shelters in & around Yeovil	40				
Area East Reserve allocation to:					
Grant to South Barrow PCC	10				
Grant to Castle Cary Fair Field	8				
Grant to Horsington Parish Council	5				
Area West allocation to:					
Chard Business Hub Project	64				
Ashill Parish Council Outdoor Gym	5				
Plus RCCO from 15-16 to Goldenstones Locker Replacement	45				
Less project underspends returned to capital balances & reserves	(9)				
Add interest on loans added for future year					(345)
Less slippage from 2016/17 forecast to slip into 2017/18 and beyond (re-profiling)	(264)	212	52		
Revised Capital Programme for 2016/17 at 30th June 2016.	8,937	2,385	36	(345)	(345)

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

Capital Programme & Reserves

7. The current capital programme allocates £16,744 million to various schemes over the next five years. Further details are shown in Appendix A.

	£'000
Capital Programme (as detailed in paragraph 6)	10,668
Contingent Liabilities and Reserve Scheme	6,076
Total Programme to be Financed	16,744

Progress on various schemes

8. Progress on individual schemes is attached at Appendix A. Appendix A also incorporates responsible officer comments on slippage and performance against targets.

The actual net position as at 30th June 2016 is net income of £708,000. This is made up of actual expenditure being £396,000 less grants received in advance for various projects of £1,104,000.

The current forecast net spend by the year end is £8.897 million. Schemes which are expected to be delayed this year and are more than £50,000 and have slipped to 2017/18 include:

Project	Date Funding Originally Approved	Slippage to 2017/18 £'000	Reason for Delay
Affordable Housing - Rural exception, Misterton (Yarlington)	Oct 2015	198	Yarlington have not yet submitted planning permission so completion will not be until 2017/18.
New Car Parks	Feb 2008	100	Delay in progressing Millers Garage site.

(the figures shown above are included in the slippage figure at the bottom of the table in paragraph 6),

Virements between Capital Projects

9. The table below shows the requested budget virements between projects within the capital programme.

Amount £'000	From	To	Reason
40	Home Repairs Grants	HMO Grants	Funding moved to accommodate demand on HMO budget.
20	Car Park Enhancements	Intelligent Enforcement Car Park Adaptions	Delay in agreeing contract terms for project to proceed.
3	Community Play Schemes	Grant to Kingston View Play Area	Underspend used to assist completion of play area elsewhere.
63	Total Virement		

Projects agreed before 2010

10. 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.

Additional income

11. This section highlights any new funding or changes to external funding that have been received by the Council within the last quarter. All the income listed in the table below is S106 funding and the projects have been added to the capital programme.

Project	Additional funding received £'000
Huish Episcopi Swimming Pool	153
Grant to Donald Pither Memorial Ground, Castle Cary	16
Grant to Ilminster Football Club Cricket Square	15
Grant to Winterhay Lane Play Area Equipment	7

Disposals to Housing Associations

12. 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

13. S106 agreements are legal agreements between Local Authorities and developers that are linked to a planning permission. The total balance held is £3,259,863. 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)

14. 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.
15. The Council has £672,988 of capital invested with WHIL. As at the end of June 2016 there was £324,753 on the loan book and £348,235 as available capital.

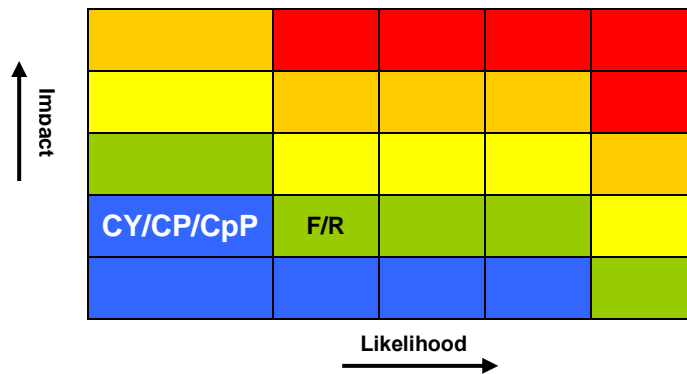
Financial Implications

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

Risk Matrix

17. 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

18. There are no specific implications in these proposals.

Carbon Emissions and Climate Change Implications

19. There are no specific implications in these proposals.

Equality and Diversity Implications

20. There are no specific implications in these proposals.

Background Papers

Revenue Quarterly Monitoring File
Capital Monitoring File

Revised District Executive Capital Programme 2016/17 - 2020/21

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
			2016/17 Est Spend £'000	Actual Spend to 30/06/16 £'000	2016/17 Remaining Balance £'000	Revised Future Est Spend £'000			
Chief Executive - Rina Singh									
STRATEGIC MANAGEMENT									
Transformation	March 16	0	329	0	329	986	1,315	A Gillespie / C Jones	This is an estimated profile. No financial commitments have yet been made for expenditure under the capital element of the programme.
Total Strategic Management		0	329	0	329	986	1,315		
FINANCE & CORPORATE SERVICES									
Assistant Director - Donna Parham									
FINANCIAL SERVICES									
Service Manager - Catherine Hood									
Portfolio Holder - Cllr Peter Seib									
Capital Salaries	Feb 2013	2,715	50	0	50	0	2,765	D Parham	Figure to be calculated the end of the financial year as dependant on officer time on projects.
Loan to Somerset Waste Partnership for Vehicles	October 14	0	1,629	0	1,629	-1,084	545	D Parham	Loan to be drawn upon during Qtr 2 of 2016/17.
Loan to Kingsdon Parish Council	April 15	0	22	0	22	-12	10	D Parham	Parish Council members have recently changed and SSDC will now re-negotiate with the new committee.
Loan to Hinton St. George & Locality Rural Comm Services - Repayment	October 15	-1	-8	-2	-6	-36	-45	D Parham	Loan repayments being made as agreed.
Total Finance & Corporate Services		2,714	1,693	-2	1,695	-1,132	3,275		
ECONOMY									
Assistant Director - Martin Woods									
STRATEGIC HOUSING									
Service Manager - Colin McDonald									
Portfolio Holder - Cllr Ric Pallister									

	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
			2016/17 Est Spend £'000	Actual Spend to 30/06/16 £'000	2016/17 Remaining Balance £'000	Revised Future Est Spend £'000			
Affordable Housing - Millfield, Chard	April 2013	0	98	0	98	0	98	C McDonald	Scheme reached practical completion March 2016 but Stonewater have delayed drawing down our funds whilst resolving and off-site matter.

	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	2016/17 Est Spend £'000	Actual Spend to 30/06/16 £'000	2016/17 Remaining Balance £'000	Revised Future Est Spend £'000			
Affordable Housing - Rural exception, Misterton (Yarlington)	Oct 2015	0	199	0	199	198	397	C McDonald	Despite being awarded funds by us almost a year ago, Yarlington have not yet submitted planning permission – subject to that scheme likely to commence during this financial year and complete in the following (2017/18). Scheme still subject to YHG bidding to HCA to fund the shared ownership units (HCA no longer fund for rent) which may release some of the grant SSDC is currently underwriting.
Affordable Housing - Furnham Road Phase II, Chard (Knightstone)	Oct 2015	0	120	0	120	0	120	C McDonald	Unlikely to happen, but update report will be taken to DX when confirmed.
Affordable Housing - 3 Bed Bungalows in Yeovil (Yarlington)	Oct 2015	0	315	0	315	0	315	C McDonald	Expecting invoice from Yarlington for the start on site very soon.
Affordable Housing - Queensway, Yeovil (Stonewater)	Oct 2015	0	139	0	139	0	139	C McDonald	Scheme may complete next financial year in April 2017, but currently site is well ahead of schedule so may complete this financial year. Unfortunately that makes profiling of draw down of grant difficult to be accurate about but our current default position remains 2017/18 for PC tranche.
Affordable Housing - Bought not built Allocation	Mar 2012	99	201	0	201	0	300	C McDonald	Earmarked contingency fund for any needs arising in 16/17.
Affordable Housing - Mortgage Rescue Contingency Fund	September 14	0	277	0	277	0	277	C McDonald	Earmarked contingency fund for any needs arising in 16/17.
Affordable Housing - West Hendford, Yeovil	April 15	0	374	0	374	374	748	C McDonald	Stonewater will primarily use HCA funding to complete the general needs element of this scheme but SSDC underwriting still required for the specialist LD unit which we are expecting County/Health monies to cover. Further detail on this will be included in the next full programme report to DX.
Purchase of 45-50 Lavers Oak, Martock	April 15	413	42	0	42	0	455	C McDonald	Remaining balance for enhancement works needed to properties which have now commenced.

	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	2016/17 Est Spend £'000	Actual Spend to 30/06/16 £'000	2016/17 Remaining Balance £'000	Revised Future Est Spend £'000			
ECONOMIC DEVELOPMENT									
Service Manager : David Julian									
Portfolio Holder - Cllr Jo Roundell-Greene									
Yeovil Innovation Centre Phase II	Feb 2016	0	292	0	292	1,000	1,292	D Julian	Awaiting confirmation of match funding from LEP - expected July 2016.
Yeovil Innovation Centre Car Park Facilities	Feb 2016	0	120	0	120	0	120	D Julian	Programme of work scheduled for July to September 2016.
Total Economy		512	2,177	0	2,177	1,572	4,261		
COMMUNITIES									
Assistant Directors - Helen Rutter & Kim Close									
AREA SOUTH									
Service Manager - Natalie Ross									
Area Chairman - Cllr Peter Gubbins									
Recreational Gyratory (Eastern Gateway)	Feb 2007	1,633	88	0	88	0	1,721	N Ross	Report to be submitted to Yeovil Vision Board to enable completion of this project.
Local Delivery Vehicle (linked to Yeovil Vision)	Feb 2009	66	34	0	34	0	100	N Ross	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 by County Council.
Foundry House	April 1999	879	4	0	4	0	883	N Ross	Project to be identified to spend remaining money in line with DCLG grant.
5 Additional CCTV Cameras in Yeovil	Aug 2014	18	11	0	11	0	29	S Brewer	Scheme completed but final invoices awaited.
Wyndham Park Community Facilities	Nov 2014	0	400	0	400	0	400	N Ross	Negotiations taking place with landowner adjacent to Wyndham Park.
Area South Committee Allocation		0	15	0	15	0	15	K Close	Updates reported to Area Committee.
AREA NORTH									
Service Manager - Sara Kelly									
Area Chairman - Cllr Clare Aparicio Paul									
Area North Committee Allocation		22	137	0	137	0	159	C Jones	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
			2016/17 Est Spend £'000	Actual Spend to 30/06/16 £'000	2016/17 Remaining Balance £'000	Revised Future Est Spend £'000			
AREA EAST									
Service Manager - Tim Cook									
Area Chairman - Cllr Nick Weeks									
Land Acquisition in Waterside Rd, Wincanton	Feb 2008	0	11	0	11	0	11	P Williams	Settlement negotiated with landowner. Updated DV valuation required ahead of referring to legal.
Enhancements to Waterside Rd, Wincanton	Feb 2008	0	24	0	24	0	24	P Williams	Programming to be revised following above.
Area East Committee Allocation		2	61	5	56	0	63	T Cook	Updates reported to Area Committee.
AREA WEST									
Service Manager - Zoe Harris									
Area Chairman - Cllr Carol Goodall									
Market Towns Visions	Feb 2006	368	64	0	64	0	432	H Rutter	See appx C.
Grant to Ilminster Sports Club	Apr 16	0	0	-2	2	0	0	Z Harris	Half of £5K grant paid over. Work in progress, rest of spend likely soon.
Grant to Merriott Village Hall	Apr 16	0	0	0	0	0	0	Z Harris	£10K grant fully paid over for project.
Area West Committee Allocation		5	96	12	84	0	101	Z Harris	Updates reported to Area Committee.
Total Communities		2,993	944	15	929	0	3,937		
ENVIRONMENT									
Assistant Director - Laurence Willis									
ENVIRONMENTAL HEALTH									
Service Manager - Alasdair Bell									
Portfolio Holder - Cllr Ric Pallister									
Disabled Facilities Grants (Expenditure)	Feb 2013	3,473	-138	-877	739	0	3,335	A Bell	Approx £984K external funding received from Better Care Fund. Spend of £107K so far this year. Expected to spend approx £600-700K this financial year and the remainder in the following year.
Empty Property Grants	Feb 2015	1,118	123	35	88	0	1,241	A Bell	On target to spend entire budget this financial year.

	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	2016/17 Est Spend £'000	Actual Spend to 30/06/16 £'000	2016/17 Remaining Balance £'000	Revised Future Est Spend £'000			
Home Repairs Assistance	Feb 2015	1,246	53	17	36	0	1,299	A Bell	On target at the monitoring but will be monitored to see if any re-profiling into future years is needed.
HMO Grants	Feb 2015	554	59	0	59	0	613	A Bell	On target to spend entire budget this financial year.
Loan Scheme for Somerset	Feb 2013	385	25	0	25	0	410	A Bell	Will be monitored and reallocated if needed.
Upgrade link of Civica, Indigo, ESG System	June 2015	27	0	0	0	0	27	V Dawson	Project complete - £6K underspend returned to balances.
ENGINEERING AND PROPERTY SERVICES									
Service Manager - Garry Green									
Portfolio Holder - Cllr Henry Hobhouse									
Car Park Enhancements	Feb 2014	97	37	0	37	0	134	G Green	Enhancement works to be scheduled for later in financial year.
Intelligent Enforcement Car Park Adaptions	May 2016	0	20	0	20	0	20	G Green	Delay in agreeing contract terms for project to proceed.
New Car Parks	Feb 2008	368	200	0	200	242	810	G Green	Delay in progressing Millers Garage site.
Capital Works to Councils Portfolio	Various	216	433	9	424	0	649	G Green	£100K carry over of projects from prior years. Largest project for 16/17 is the replacement of the Fire & Intruder Alarm across many sites - this has now started to progress.
Adaptions for lease of floor at Churchfields	Sept 2014	38	0	0	0	0	38	G Green	Project completed.
Gas Control System - Birchfield	Feb 2013	121	254	5	249	240	615	G Green	Investigation on dissolved leachate and gas extraction requirements is ongoing.
Transfer of Castle Cary Market House	Apr 2016	0	45	0	45	0	45	G Green	Transfer ongoing at present.
Tolbury Mill Roof		0	0	-4	4	0	0	G Green	Works completed, final assessment of costs to be checked through.
Yeovil Crematorium	Feb 2016 2012/	542	82	0	82	0	624	G Green	Individual items under review before works undertaken, ongoing monitoring and placing of orders where work necessary.

	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
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STREETSCENE									
Service Manager - Chris Cooper									
Portfolio Holder - Cllr Jo Roundell Greene									
Access all Areas Footpaths on Open Spaces	Feb 2016	0	127	30	97	0	127	S Fox	No slippage of project timescales despite inclement weather, project is on target for completion date.
Total Environment		8,185	1,320	-785	2,105	482	9,987		
HEALTH & WELL-BEING									
Assistant Director - Steve Joel									
ARTS AND ENTERTAINMENT									
Service Manager - Adam Burgan									
Portfolio Holder - Cllr Sylvia Seal									
Ocean Theatre - Upgrade to Toilets (Gents & Backstage)	June 15	59	4	0	4	0	63	A Burgan	Awaiting finishing touches with Property Services. Should be completed by end of August.
Ocean Theatre Stage Dimmer Lighting	Feb 2016	0	64	0	64	0	64	A Burgan	Technical Manager to work through procurement process with aim to have work completed by end of August.
Westland Leisure Complex	Oct 15	0	1,710	86	1,624	-248	1,462	S Joel	Contractors have started on site with mainly demolition works being carried out at present.
Westlands Sports	Oct 15	0	93	5	88	0	93	S Joel	
Westlands Sports Pavilion	Oct 15	0	0	1	-1	0	0	S Joel	
COMMUNITY HEALTH AND LEISURE									
Service Manager - Linda Pincombe									
Portfolio Holder - Cllr Sylvia Seal									
Community Play Schemes (Lavers Oak)	Feb 2007	477	6	3	3	0	483	R Parr	Remaining budget to be utilised in next qtr.
Multi Use Games Area	Feb 2008	310	70	0	70	0	380	R Parr	No movements apart from some informal discussions with Bruton.
Grants for Parishes with Play Area	Feb 2008	453	16	2	14	0	469	R Parr	Rickhayes, Wincanton is currently being constructed. No further movement at Ilton.
Grant to Kingston View Play Area	Feb 2015	2	11	0	11	0	13	R Parr	Construction work ordered, with start of site expected to be in the Autumn.

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Grant for Stoke Sub Hamdon Recreational Ground	Qtr 3 14/15	0	10	0	10	0	10	R Parr	No progress at this stage.
Grant for Skate Park at Horton	Qtr 3 14/15	0	5	0	5	0	5	R Parr	No progress at this stage.
Wyndham Park Play Area Equipment	S106	0	0	1	-1	0	0	R Parr	Small spend against this year against £35K budget for year. Next phase of construction starting the beginning of August.
Eastfields, Cuckhoo Hill Play Area Equipment	S106	0	0	0	0	0	0	R Parr	Budget of £55K. Sketch design produced. Public consultation completed. Final designs to be drawn up this summer.
Jarman Way, Chard - Play Area Equipment	S106	0	0	0	0	0	0	R Parr	Budget for year £36K. Awaiting site clearance.
Grass Royal Play Area	Feb 2016	0	0	0	0	10	10	R Parr	Reprofiled into 17/18 due to other site commitments this year.
Cavellier Way Play Area	S106	0	0	-2	2	0	0	R Parr	S106 funding of £5K. Half spend already, remainder to be spent next quarter.
Grant to Winterhay Lane Play Area Equipment	May 16	0	0	-7	7	0	0	R Parr	S106 funding of £7K. Grant anticipated to be paid out this financial year.
Synthetic Grass Pitch	Feb 2007	812	5	0	5	0	817	L Pincombe	Remaining budget to be utilised in quarter 4 for final drainage works.
Yeo Rec - Phase 2 Works (Pitch & Putt Fencing)	Feb 2005	31	7	0	7	0	38	L Pincombe	Earliest any surfacing works will be carried out would be quarter 4 of this year but may slip into 17/18.
Grant to Henhayes Sports & Community Centre	Feb 2010	252	0	0	0	14	266	L Pincombe	Delays experienced with change in administration at the Town Council and other projects taking priority. £14K budget reprofiled into 17/18.
Grant to Huish Episcopi Academy AGP	Mar 2015	0	0	-24	24	0	0	L Pincombe	Final payment for all S106 monies received to date has been made in Qtr 2.
Grant to Westfield AGP	Feb 2014	35	21	0	21	0	56	L Pincombe	Final payment withheld pending completion of community use agreement.
Grant to Milborne Port Rec Changing Rooms	March 2014	0	0	0	0	0	0	L Pincombe	S106 grant £5K remaining, anticipated to be paid over soon but still awaiting final claim.
Grant to Ilminster Football Club	Feb 2015	0	50	3	47	0	50	L Pincombe	Due to be paid over shortly.
Grant to Ilminster Football Club Cricket Square	June 2015	0	0	0	0	0	0	L Pincombe	S106 grant of £15K. Due to be paid over 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	2016/17 Est Spend £'000	Actual Spend to 30/06/16 £'000	2016/17 Remaining Balance £'000	Revised Future Est Spend £'000			
Upgrade Joanna France Building	Feb 2016	0	27	0	27	0	27	L Pincombe	Project failed to obtained sport England funding in current round, funding bid will be submitted again next time. Any changes will be reported to DX.
Grant for Chard Town Council Jocelyn Park	S106	0	0	0	0	0	0	L Pincombe	£6K S106 grant fully paid over for scheme.
Grant to Donald Pither Memorial Ground, Castle Cary	June 2016	0	0	-16	16	0	0	L Pincombe	S106 funding of £16K to be paid over imminent ally.
Grant to Babcary Playing Field Committee	June 2016	0	0	-1	1	0	0	L Pincombe	Small £1K S106 grant. Awaiting claim for funding.
Ham Hill Road Improvements	Feb 2016	0	20	13	7	0	20	K Menday	The poorest quality sections of Tarmac on the loop road were replaced by a contractor in April. The remaining balance will be used in the current financial year to repair the outstanding sections of roadway in poor repair. A small contribution from the Prince of Wales pub has been secured, with a further small amount from the Duchy of Cornwall.
Dual Use Sport Centre Grants	Feb 2005	213	0	0	0	47	260	S Joel	Claim for funding will not be made until 2017/18. Profiling amended to reflect this.
Wincanton Community Sports Centre 10 year plan	Sept 2012	108	70	0	70	0	178	S Joel	Delayed due to review of replacement lighting system being carried out as to whether LED appropriate.
Goldenstones 10 Year Plan	Mar 16	0	45	0	45	0	45	S Joel	Spend profiled for second half of the year.
Huish Episcopi Swimming Pool	Apr 16	0	200	0	200	0	200	S Joel	
Total Health & Well-being		2,752	2,434	64	2,370	-177	5,009		
Total Capital Programme		17,156	8,897	-708	9,605	1,731	27,784		

	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
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Reserve Schemes Awaiting new Appraisal but Approved in Principle

Old Town Station Reserve	0	0	0	321
Market Towns Vision	0	0	0	300
ICT Reserve	77	0	77	200
Affordable Housing - Unallocated	81	0	81	1,542
Affordable Housing - rural schemes	0	0	0	0
Investment in Market Housing	0	0	0	2,369
Transformation	0	0	0	1,185
Feasibility Fund - Unallocated	58	0	58	100
Contingency for Plant Failure	0	0	0	199
Home Farm, Somerton	0	0	0	98
Lufton 2000 - All Phases	0	0	0	-1,016
Sports Zone- Inc	0	0	0	-50
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
Total	216	0	216	5,352

Area Reserve Schemes Awaiting Allocation But Approved in Principle

North	30	0	30	155
South	0	0	0	191
East	18	0	18	31
West	6	0	6	77
Total	54	0	54	455

Capital Programme	8,897	-708	9,605	1,731
Contingent Liabilities and Reserve Schemes	270	0	270	5,807
Total Programme to be Financed	9,166	-708	9,874	7,538

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, BA00 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	25.09.2015	8,000
		<u>1,572,502</u>

Projects agreed before 2011

The table below highlights the schemes agreed before 2011, 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 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	442	Delay in progressing Millers Garage site. Awaiting purchase of Doctor's Surgery, Somerton.	The Council would not be able to meet its requirements under the car parking strategy.
Dual Use Sports Grants	Feb 2005	260	47	£40,000 is allocated for the Holyrood project, and an in-principle offer has been made to the Academy. Funding is unlikely to be paid out until 2017/18 and has been profiled as such.	The loss of the £40,000 grant allocated in principle 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 Gyrotory	Feb 2007	1,721	88	Report to be submitted to Yeovil Vision Board to enable completion of this project.	Commissioned traffic assessment for Wyndham Street/Reckleford area - awaiting results from SCC. Remaining budget still to be spent on traffic lights and associated remodelling of footways by County Council - see also comment below about unallocated funding.
Local Delivery Vehicle (Yeovil Vision)	Feb 2009	100	34	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 by County Council.	
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.

Project	Date Funding 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	64	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.	<p>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.</p> <p>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 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.</p>
Multi Use Games Area's	Feb 2008	370	70	<p>No movements apart from some informal discussions with Bruton.</p> <p>Assessment of allocation of remainder of funding to be carried out.</p>	<p>The Council would be unable to provide financial support MUGA projects it has promoted. The reputational damage would be high in both communities.</p> <p>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.</p>

Project	Date Funding Agreed	Original Budget £'000	Remaining Budget £'000	Reason for Delay (Update from Officer)	Risks of not retaining funding (Update from Officer)
Community Play Schemes	Feb 2007	539	3	Remaining budget will be fully spend in 2016/17.	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. The reputational damage would be high.
Grants for Parishes with play	Feb 2008	718	14	Rickhayes, Wincanton is currently being constructed. No further movement at Ilton.	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 contracts 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	Settlement negotiated with landowner. Updated DV valuation required ahead of referring to legal.	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.



Post Investment Appraisal Form

Project Number	
Project Name	Summerhouse View Play Area, Yeovil
Date Funding Approved	2015
Project Officer	Robert Parr

Project Duration Summary

	Original Estimated Date	Actual Date
Project Commenced	April 2014	February 2015
Project Completed	June 2014	June 2015

Project Budget & Actuals

	Original Budget £	Revised Budget (if applicable) £
SSDC Funding	10,000	
External Funding	10,000	
Total Budget	<u>20,000</u>	
Total Expenditure	£17,402	
Project under /overspend	UNDER	
% under / overspend	13%	

Project Milestones

Key Milestones	Estimated Date	Actual Date	Reasons for Difference
Project Completed	June 2014	June 2015	Clarification on land ownership

Revenue Implications (if applicable)

Key Categories	Original Estimate per capital appraisal	Estimate now project is completed	Reasons for Difference

Officer Time

Officer	Original Estimate per capital appraisal	Estimate of actual time spent on project	Reasons for Difference
Robert Parr	110	Unknown	Time recording to individual projects not maintained.

Objectives of the project_(per the capital appraisal)

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

How have the objectives been met?

The play area has been refurbished and accessed improved so it more fully complies with EN1176. This has been achieved by replacing swing seats, removing finger entrapments, providing access that is more visible and easier for all abilities to navigate.
Areas of the play area that were at the end of their useful life have been replaced, including new steel bow top fencing, accessible gateway, ramps to replace steps, retaining walls, barriers and general landscaping.
The overall improvement of the quality of this play area has ensured it will be an recreational asset to local people for many more years to come.
In places there were part of the play area that had come to the end of their life and if left aspects such as retaining walls could have become a serious hazard. These issues have now been rectified with this project and our health and safety obligations fulfilled.

Benefits resulting from the Project

The play area is now a much more accessible and inviting place to play. The improvements to the general layout with new ramp access to the lower part of the site have increased access and arguably play value.

In hindsight is there anything that you would have done differently?

With the site constraints and the budget available, no.

Summary

This should include explanations of:-

- any significant overspend (10%+)
- any significant delay in delivering the project
- best practice to share & lessons learnt

The only real unforeseen during the delivery of this project was the clarification around its ownership. However, our standard approach to checking tenure flagged up the potential issue before any financial or reputational exposure and apart from delaying the start of construction work it did not affect the final outcome. Apart from that the project went very much as intended and our partners Yeovil Town Council are pleased with the outcome.

Best Practice (this part will not be reported to committee)

Name of Main Contractor	How did you rate the performance of the contractor?				Overall would you recommend the Contractor to a colleague?	
	Excellent	Good	Adequate	Poor	Yes	No
Play UK Playgrounds Ltd	✓				✓	

External Funder

Name of Main External Funder	Did the funder offer any non financial support?	Were a large number of conditions imposed?
Yeovil Town Council	Yes, general project support such as organising and hosting project group meetings	No

Assistance within SSDC

- was the project adequately resourced?
- Did you require assistance that was unable to be provided within SSDC?

Agenda Item 12

Draft Proposals of the Community Governance Review of Yeovilton Parish Council

Executive Portfolio Holder: Carol Goodall, Area West Chairman
Assistant Director: Ian Clarke, Legal and Corporate Services
Lead Officer: Angela Cox, Democratic Services Manager
Contact Details: Angela.cox@southsomerset.gov.uk or (01935) 462148

Purpose of the Report

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

Public Interest

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

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

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

A valid request was received from Yeovilton Parish Council in May 2015, requesting that the District Council conduct a consultation (Community Governance Review) of all the electors and local interested groups to ask if they would be agreeable to increase the number of Parish Councillors from five to seven. Initial consultation within the parish has now taken place and this report details the outcome of that consultation.

Recommendation(s)

That District Executive recommend that Council:

1. note the results of the consultation;
2. note that the significant majority of the valid responses received were in favour of the original proposal by Yeovilton Parish Council and therefore the draft recommendation for further consultation to Council be: "To accept the majority vote from the people of Yeovilton and to agree to increase the number of Parish Councillors to seven".
3. agree to publish the results of the consultation;
4. note that a further period of consultation on the results of the initial consultation responses will take place;

5. note that a further report will be brought to Council in order that a decision may be made in respect of the final recommendations of the Review.

Background

Council at its meeting held on 16th July 2015 (Minute 29 refers) approved the commencement of a Community Governance Review for the parish of Yeovilton following the receipt of a valid request from the Parish Council.

Proposal

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

- At the 2015 Parish Council elections, an election was held as there were more candidates than vacancies.
- Two Councillors from the three areas of Yeovilton, Podimore and Bridgehampton would be a better balance and make it easier to guarantee a quorum at meetings.
- Future development of RNAS Yeovilton and its impact on the local community.

They had originally requested that the number of parish councillors be increased from five to six, however, they have since reconsidered this and now request that they be allowed to increase their number to seven. The public consultation has been conducted on this number.

Consultation

The initial consultation period was held from 1st June 2016 to 1st July 2016. Consultation leaflets were delivered to all registered electors within the two Parishes (a total of 345 people). Public comments were also invited by e-mail.

A total of 78 responses were received (27% of the total electorate). The responses were as follows:-

Proposal	In favour	Against
Increase Parish Councillors from five to seven	67	11

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

Having taken into account all consultation responses made during the first stage of consultation, and having regard to the need to ensure that Community Governance within the area reflects the identities and interests of the Community, and is effective and convenient, the draft recommendation of officers is: "To accept the majority vote from the people of Yeovilton and to agree to increase the number of Parish Councillors to seven".

Community Governance Review Timetable

The draft recommendation of the Council on the outcome of the review will be published by 19th August 2016, followed by the commencement of a further 4 week period of

consultation closing on 30th September 2016. Representations received on the draft recommendation will be submitted for consideration by South Somerset District Council at its meetings of District Executive on 6th October and Full Council on either 20th October or 17th November 2016 when the final decision on the review will be taken.

If the increase in Councillors is confirmed, Yeovilton Parish Council are considering effecting the increase at an earlier date than the next election in May 2019, by resigning and so creating an early election.

Financial Implications

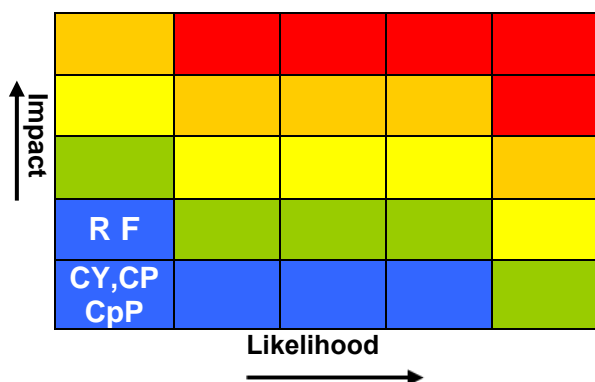
The cost of producing the consultation leaflets (360) and distributing by second class post was £309. There has been a cost in staff time in the production of the consultation leaflets and the analysis of the responses and these costs have been absorbed within existing budgets.

Given the majority support for the proposal, it is anticipated that the second consultation (as required) on the draft recommendations will be conducted at minimum cost through the SSDC Website, local press and posters. This cost is likely to be less than £50.

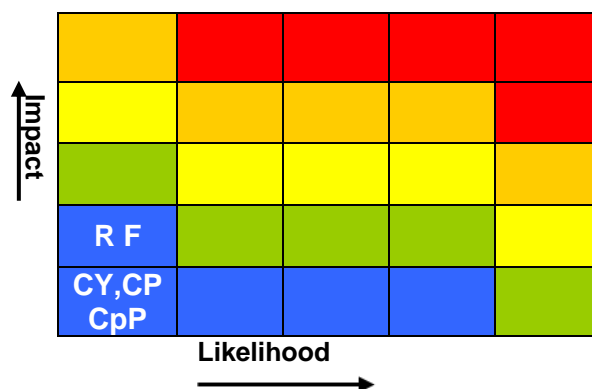
There is no specific budget for Community Governance Reviews and all costs have been absorbed within the existing Democratic Services budget for 2016/17. Additionally, there is no power to re-charge the cost of the review to any other Council, except by agreement. This is because the statutory power to conduct the review rests with this Council.

Risk Matrix

Risk Profile before officer recommendations



Risk Profile after officer recommendations



Key

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

Corporate Priority Implications

None at the current time.

Carbon Emissions and Climate Change Implications

None at the current time.

Equality and Diversity Implications

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

Background Papers

Local Government and Public Involvement in Health Act 2007

The Electoral Commission Guidance on Community Governance Reviews, April 2008

Terms of Reference of the Community Governance Review of the Parish Arrangements for Yeovilton as agreed by Council on 16th July 2015

Consultation responses provided by local residents



- Licensing recently took part in National Licensing Week (20th – 25th June) and had some great success in informing residents about the work they do. Nigel Marston (Licensing Manager) swapped jobs for the day and completed a shift at JD Wetherspoons as part of the initiative, featuring in the National Licensing press and forthcoming JD Wetherspoons news magazine as a result. The Institute of Licensing also thanked South Somerset District Council for getting on-board and embracing National Licensing Week so well.
- A campaign to secure the hoard of Roman coins found at Yeovil Recreation Centre has been launched by the Museum of Somerset. The hoard of 3,335 Roman coins was discovered in March 2013 while ground works were being carried out for the artificial grass pitch at the Yeovil Recreation Centre site. To find out more about the campaign, visit <http://goo.gl/FZefWE>.
- The Community Offices in Petters, Chard, Wincanton, Crewkerne, Ilminster and Langport are now able to receive Taxi Licencing documents over the front desk. The Community Support Assistants provided extra help with the increase in elector registration calls during the run up to the referendum.

Latest headlines:

- Ham Hill Country Park, Yeovil Country Park and Chard Reservoir Local Nature Reserve were amongst a record-breaking 1,686 parks and green spaces that were awarded a prestigious Green Flag Award this year. The Green Flag Award is the mark of quality for parks or green spaces. Find out more at <http://goo.gl/J5VUfD>.
- A Welfare Advice surgery has started in Chard. The advice surgery will run every Thursday from 9.30am to 2.00pm at the Forefront Centre on an appointment basis, offering benefit checks, “what if” calculations for potential changes in circumstances, help with applications and forms and advice about decisions and appeals. For more information, visit <http://goo.gl/ufHsur>.
- A project to build six flats in a former pub in Yeovil is providing more than just housing at the site. The project ran by Somerset Care & Repair is also providing training for young people or college students who want to pursue a career in the building trade. South Somerset District Council has provided some funding towards the scheme. Read more about the project at www.southsomerset.gov.uk/latest-news.

Agenda Item 14

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.

SSDC Executive Forward Plan

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
August 2016	Appointment of Chief Executive	Portfolio Holder for Strategy and Policy	Chief Executive Officer	Councillor Ric Pallister, Leader of Council	South Somerset District Council
August 2016	Yeovilton Community Governance Review - result of first consultation	Portfolio Holder for Area West	Assistant Director (Legal and Corporate Services)	Angela Cox, Democratic Services Manager	South Somerset District Council
September 2016	Presentation from Yarlinton Housing Group on Right to Buy receipts	Portfolio Holder for Strategy and Policy	Assistant Director (Health and Well-Being)	Colin McDonald, Corporate Strategic Housing Manager	District Executive
September 2016	Prevent Charter for Somerset	Portfolio Holder Leisure & Culture	Assistant Director (Health and Well-Being)	Angela Cox, Democratic Services Manager	District Executive
September 2016	Adoption of the Revised County Wide Tenancy Strategy	Portfolio Holder for Strategy and Policy	Assistant Director (Economy)	Colin McDonald, Corporate Strategic Housing Manager	District Executive South Somerset District Council
September 2016	Quarterly Performance and Complaints Monitoring Report	Portfolio Holder for Strategy and Policy	Strategic Director (Place & Performance)	Andrew Gillespie, Performance Manager	District Executive

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
September 2016	Removal of restrictive covenant, 9 Ham Lane, Compton Dundon (confidential)	Portfolio Holder for Property & Climate Change	Assistant Director (Finance and Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	District Executive
October 2016	Management of information requests (under the FOIA, EIR and RPSI regulations)	Portfolio Holder for Finance and Legal Services	Assistant Director (Legal and Corporate Services)	Lynda Creek, Fraud and Data Manager	District Executive
October 2016	Somerset Waste Partnership New Waste Collection Model	Portfolio Holder for Environment & Economic Development	Strategic Director (Operations & Customer Focus)	Vega Sturgess, Strategic Director (Operations & Customer Focus)	District Executive
October 2016	Charging for Mobile Home Sites	Portfolio Holder for Strategy and Policy	Assistant Director (Environment)	Alasdair Bell, Environmental Health Manager	District Executive
October 2016	Medium Term Financial Strategy & Medium Term Financial Plan for 2017/18 to 2019/20	Portfolio Holder for Finance and Legal Services	Assistant Director (Finance and Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	District Executive
October 2016	Community Right to Bid Quarterly update	Portfolio Holder for Strategic Planning (Place Making)	Assistant Directors (Communities)	David Crisfield, Third Sector & Partnerships Co-ordinator	District Executive

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
October 2016	Armed Forces Community Covenant Update	Portfolio Holder for Area West	Assistant Directors (Communities)	David Crisfield, Third Sector & Partnerships Co-ordinator	District Executive
November 2016	Capital & Revenue Budget monitoring reports for quarter 2	Portfolio Holder for Finance and Legal Services	Assistant Director (Finance and Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	District Executive
December 2016	Quarterly Performance and Complaints Monitoring Report	Portfolio Holder for Strategy and Policy	Strategic Director (Place & Performance)	Andrew Gillespie, Performance Manager	District Executive
December 2016	Local Strategic Partnership South Somerset Together (SST) Six Month Review	Portfolio Holder for Strategy and Policy	Strategic Director (Place & Performance)	Helen Rutter, Assistant Director (Communities)	District Executive
January 2017	Community Right to Bid Quarterly Update	Portfolio Holder for Strategic Planning (Place Making)	Assistant Directors (Communities)	David Crisfield, Third Sector & Partnerships Co-ordinator	District Executive
May 2017	Update report on Intelligent Enforcement Proposal for Council car parks	Portfolio Holder for Property & Climate Change	Assistant Director (Environment)	Garry Green, Engineering & Property Services Manager	District Executive

APPENDIX B - Current Consultations – August 2016

Purpose of Document	Portfolio	Director	Response to be agreed by	Contact	Deadline for response
<p>Avon & Somerset Police and Crime Plan - Consultation The Avon and Somerset Police and Crime Commissioner, is working to develop a new Avon and Somerset Police and Crime Plan. Feedback on the proposed priorities will be used to inform the first draft of the Avon and Somerset wide Police and Crime Plan. We aim to have a draft ready by early August, which we will then seek to share with you for comment. This will enable us to finalise the Plan by September. We will then begin to work on local Police and Crime Plans. We have previously discussed the opportunity to develop joint local plans. We would encourage you to submit your response via our online survey www.avonandsomerset-pcc.gov.uk/Take-Part/Your-policing-priorities-consultation.aspx.</p>	Area South Chairman (Yeovil Vision, Community Safety, Licensing & Crematorium)	Assistant Director (Communities)	Officers in consultation with Portfolio Holder and the SSDC PCC representative	Helen Rutter	30 th August 2016
<p>Energy Company Obligation – Help to Heat Consultation The Energy Company Obligation (ECO) is a programme to deliver energy efficiency measures in homes across Great Britain in order to reduce carbon emissions and improve the ability of low income and vulnerable consumers to heat their homes to comfortable levels. ECO was launched in January 2013 and is currently in its second obligation period, which is due to end on 31 March 2017. The Government’s Spending Review 2015 announced plans for a supplier obligation to run for 5 years from April 2017 at an estimated level of £640</p>	Property & Climate Change	Assistant Director (Environment)	Officers in consultation with Portfolio Holder	Alasdair Bell	17 th August 2016

Purpose of Document	Portfolio	Director	Response to be agreed by	Contact	Deadline for response
million per year.					
<p>Self-sufficient local government: 100% business rates retention</p> <p>This consultation seeks views on the government's commitment to allow local government to retain 100% of the business rates that they raise locally. Specifically this consultation seeks to identify some of the issues that should be kept in mind when designing the reforms.</p> <p>The government has announced it will undertake a fair funding review of what the needs assessment formula should be following the implementation of 100% business rates retention. As a first step, alongside this consultation, the government has issued a call for evidence which sets out the key questions that will need to be addressed as part of this review.</p> <p>https://www.gov.uk/government/consultations/self-sufficient-local-government-100-business-rates-retention</p>	Finance and Legal Services	Assistant Director (Finance and Corporate Services)	Officers in consultation with Portfolio Holder	Donna Parham / Ian Potter	26 th September 2016

Agenda Item 15

Date of Next Meeting

Members are asked to note that the next scheduled meeting of the District Executive will take place on **Thursday, 1st September 2016** in the Council Chamber, Council Offices, Brympton Way, Yeovil commencing at 9.30 a.m.

Agenda Item 16

Exclusion of Press and Public

The Committee is asked to agree that the following item (agenda item 6) be considered in Closed Session by virtue of the Local Government Act 1972, Schedule 12A under paragraph 3:

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

It is considered that the public interest in maintaining the exemption from the Access to Information Rules outweighs the public interest in disclosing the information.

Agenda Item 17

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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