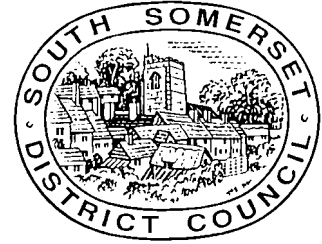


# South Somerset District Council

*Notice of Meeting*



## District Executive

*Making a difference where it counts*

**Thursday 2nd August 2018**

**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.

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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 contact the Democratic Services Specialist on 01935 462148 or [democracy@southsomerset.gov.uk](mailto:democracy@southsomerset.gov.uk)

This Agenda was issued on Wednesday 25 July 2018.

**Alex Parmley**, *Chief Executive Officer*

This information is also available on our website  
[www.southsomerset.gov.uk](http://www.southsomerset.gov.uk) and via the mod.gov app



# District Executive Membership

Ric Pallister  
Peter Gubbins  
Henry Hobhouse  
Val Keitch  
Graham Middleton  
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](http://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.

Questions, statements or comments from members of the public are welcome at the beginning of each meeting of the Council. 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. Each individual speaker shall be restricted to a total of three minutes. 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 Committee at that meeting.

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

# District Executive

## Thursday 2 August 2018

### Agenda

#### 1. Minutes of Previous Meeting

To approve as a correct record the minutes of the District Executive meeting held on 5<sup>th</sup> July 2018.

#### 2. Apologies for Absence

#### 3. Declarations of Interest

In accordance with the Council's current Code of Conduct (as amended 26 February 2015), 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.

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. 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.

#### 4. Public Question Time

#### 5. Chairman's Announcements

##### Items for Discussion

#### 6. Corporate Grants report 2017 - 2018 (Pages 4 - 10)

#### 7. 2018/19 Revenue Budget Monitoring Report for the Period Ending 30th June 2018 (Pages 11 - 31)

#### 8. 2018/19 Capital Budget Monitoring Report for the quarter ending 30th June 2018 (Pages 32 - 49)

#### 9. Corporate Performance Report 2018-19: 1st Quarter (Pages 50 - 63)

#### 10. District Executive Forward Plan (Pages 64 - 69)

#### 11. Date of Next Meeting (Page 70)

# Agenda Item 6

## Corporate Grants report 2017 - 2018

*Executive Portfolio Holder:* Cllr Sylvia Seal, Leisure and Culture  
*Strategic Director:* Netta Meadows, Strategy and Commissioning  
*Service Manager:* Helen Rutter  
*Lead Officer:* David Crisfield – Third Sector and Equalities Co-ordinator  
*Contact Details:* [Helen.rutter@southsomerset.gov.uk](mailto:Helen.rutter@southsomerset.gov.uk) or 01963 435012

### Purpose of the Report

1. To inform members of the overall spend awarded on voluntary sector grants in 2017/2018

### Public Interest

2. Our successful grants programme supports voluntary and charitable organisations, not-for-profit groups, parish or town councils and other organisations with ideas to improve local quality of life. This can include anything from covering the cost of hiring a room/pitch or equipment to help to start new activities, to creating or improving local recreation facilities and refurbishment of community halls and meeting.

### Recommendation

3. That members note the report.

### Background

4. Each year SSDC supports a wide range of voluntary and community sector organisations through both on-going partnership funding (via Service Level Agreements) as well as one-off grants. Area Community Grants are agreed by either the Area Development Team Lead and Ward Member(s) or the Area Committees, and District-Wide funding by District Executive. This report details the community grants awarded for the financial year 2017/2018 and not the final payment made, which can vary due to project costs being reduced and therefore payment being less. South Somerset District Council award community grants on a % basis of the final project value ensuring that it pays the minimum funding necessary for a project to succeed thus representing value for money.

### Total grant funding for 2017/2018

5. Table 1 below provides a breakdown of the total number and value of grants awarded by SSDC in 2017/2018.

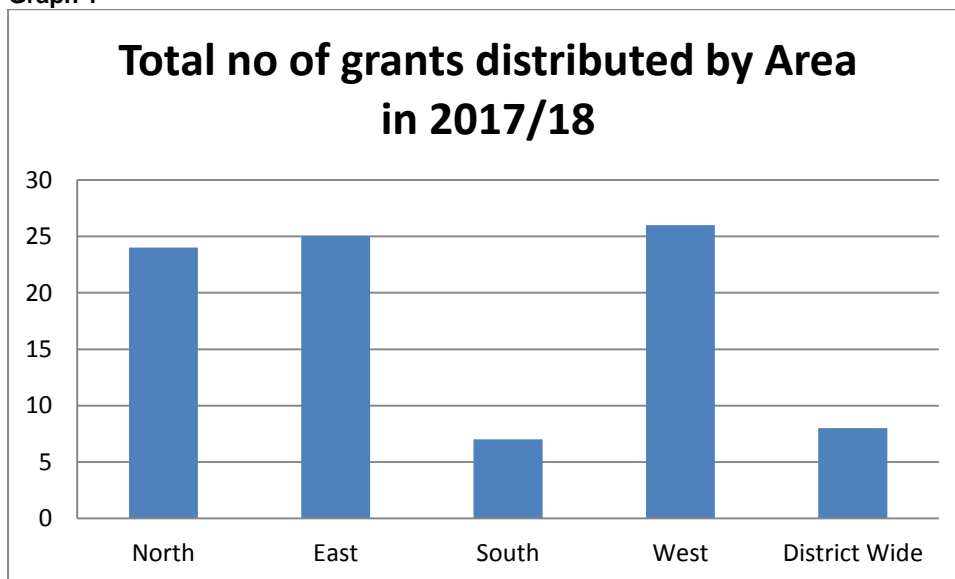
Table 1

|   | Total no of grants awarded | Total £ amount of grant awarded |
|---|----------------------------|---------------------------------|
| Area Community grants (Area Development & Community Leisure)  | 82                         | 149,870                         |
| District Wide Voluntary Sector funding (SPARK & SSCAB)  | 2                          | 195,990                         |
| District Wide Funding for Health & Well-being – Arts (Action Track, Take Art, Somerset Art Works & Somerset Film) | 4                          | 18,000                          |

|   |           |                |
|---|-----------|----------------|
| District Wide Equalities & Diversity funding (Access for All)                                     | 1         | 9,000          |
| District wide Community Health & Leisure Youth Development funding (Somerset Rural Youth Project) | 1         | 8,000          |
| <b>TOTAL</b>  | <b>90</b> | <b>380,860</b> |

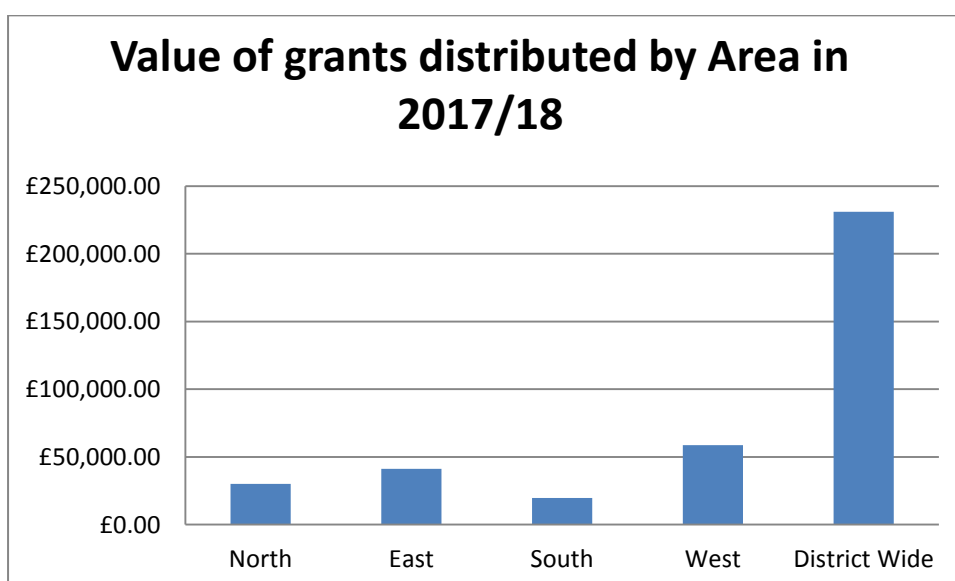
6. Graph 1 below shows the number of community grants (by area) and districtwide grants awarded in 2017/2018.

Graph 1



7. Graph 2 below shows the total value of the community grants (by area) and districtwide awarded in 2017/2018.

Graph 2



## Grant funding comparisons - 2017/2018 against 2016/2017

8. In 2017/18 grants of over £10,000 were awarded for 2 community facility projects.

**Table 2**

|   | 2016/2017                  |                                 | 2017/2018                  |                                 |
|---|----------------------------|---------------------------------|----------------------------|---------------------------------|
|   | Total no of grants awarded | Total £ amount of grant awarded | Total no of grants awarded | Total £ amount of grant awarded |
| Area Community grants (Area Development & Community Leisure)  | 67                         | 157,716                         | 82                         | 147,790                         |
| District Wide Voluntary Sector funding (SPARK & SSCAB)  | 2                          | 195,990                         | 2                          | 195,990                         |
| District Wide Funding for Health & Well-being – Arts (Action Track, Take Art, Somerset Art Works & Somerset Film) | 4                          | 18,000                          | 4                          | 18,000                          |
| District Wide Equalities & Diversity funding (Access for All)   | 1                          | 9,000                           | 1                          | 9,000                           |
| District wide Community Health & Leisure Youth Development funding (Somerset Rural Youth Project)                 | 1                          | 8,000                           | 1                          | 8,000                           |
| <b>TOTAL</b>  | <b>75</b>                  | <b>388,706</b>                  | <b>89</b>                  | <b>380,860</b>                  |

## Area Community grants

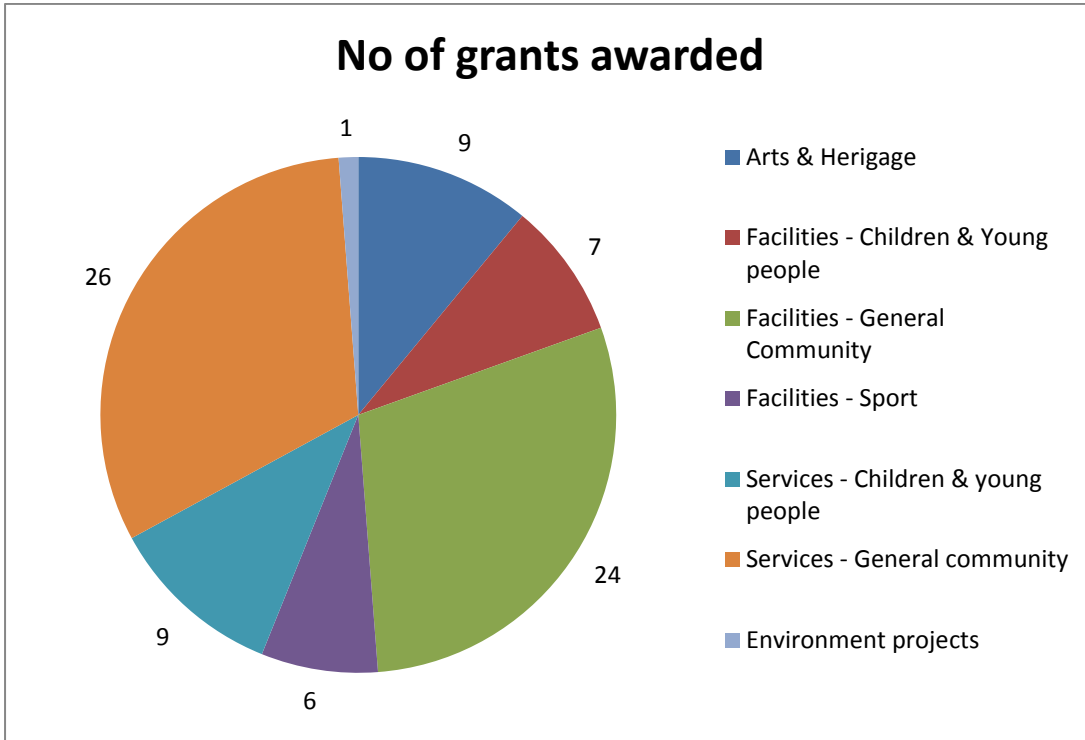
9. The total project costs supported from the Area community grants budget was **£757,829** indicating that for every **£1** invested, **£5** of external funding is secured for the voluntary sector and community projects in South Somerset. Community grants are either for one-off grants or funding agreed under a Service Level Agreement.

**Table 3**

| By Area             | Total no of grants awarded | Total £ awarded | Total £ project costs | % awarded against project costs | Total £ Parish & Town council contribution |
|---------------------|----------------------------|-----------------|-----------------------|---------------------------------|--|
| North (35 parishes) | 24                         | 30,149          | 201,511               | 15                              | 114,414                                    |
| East (38 parishes)  | 25                         | 41,190          | 248,755               | 17                              | 42,126                                     |
| South (9 parishes)  | 7                          | 19,735          | 70,173                | 28                              | 7,500                                      |
| West (33 parishes)  | 26                         | 58,796          | 237,390               | 25                              | 32,671                                     |
|                     | <b>82</b>                  | <b>149,870</b>  | <b>757,829</b>        |                                 | <b>196,711</b>                             |

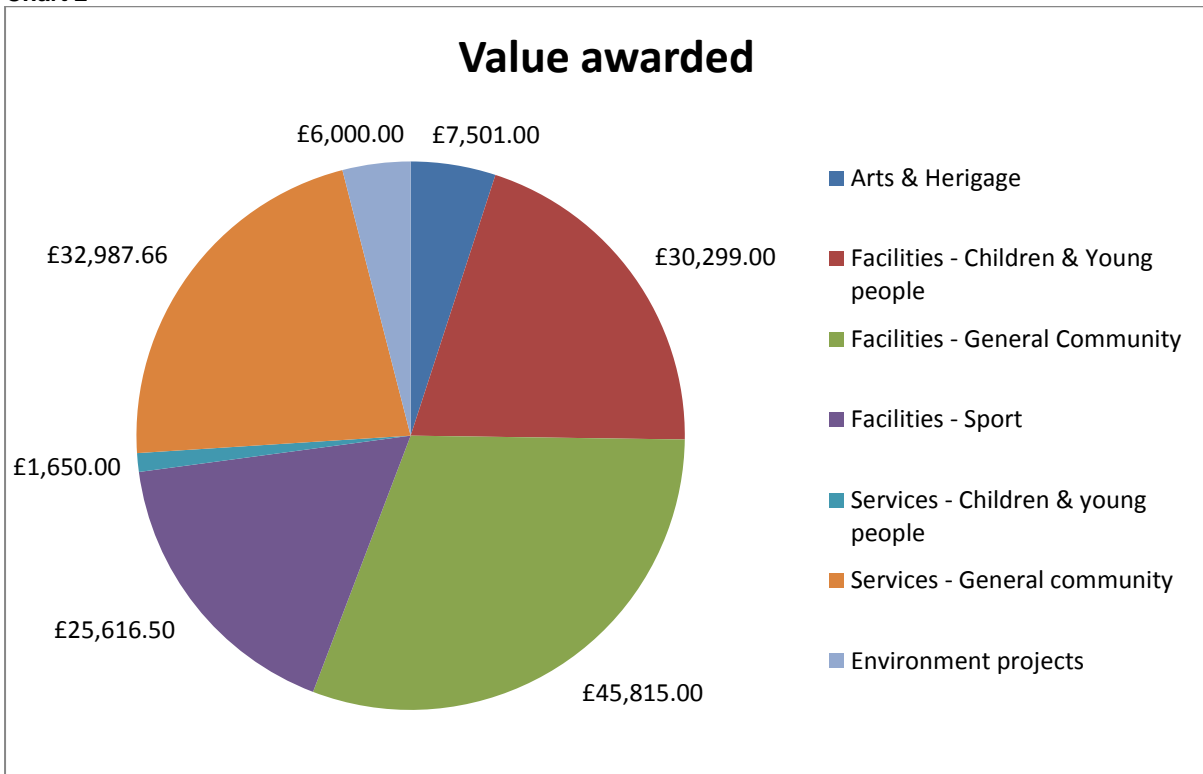
10. Chart 1 provides a breakdown of the total number of grants awarded across the areas in 17/18, by theme:

Chart 1



11. Chart 2 provides a breakdown of the total £ funding awarded across the areas in 17/18, by theme:

Chart 2



### **District wide funding**

- Service Level Agreements awarded - £74,260 to SPARK, £121,730 to Citizen Advice South Somerset (CASS) and £8,000 to Somerset Rural Youth Project (SRYP).
- SSDC supports SPARK and CASS to ensure that both voluntary organisations and people across South Somerset are able to access free, impartial and expert advice; to deliver services to some of the people most in need and to meet a range of objectives in our Corporate Plan.
- SSDC works in partnership with SRYP to provide additional services for young people aged 11-25 in rural Somerset. SRYP provides stimulating things to do and places to go, target those who are disadvantaged and encourage positive contributions and supporting choices for young people living in rural areas of South Somerset.
- The 2017/18 annual performance data for Somerset Rural Youth Project was presented to members at the March 2018 District Executive meeting in support of the request for funding in 2018/19.
- The 2017/18 monitoring data for SPARK and CASS was presented to members at the February 2018 District Executive meeting in support of the request for two-year funding for 2018/20.

### **Funding for Health & Well-being (Arts organisations)**

- Four Arts organisations (Actiontrack, Take Art, Somerset Art Works & Somerset Film) were awarded Service Level Agreements amounting to £18,000.
- The 2017/18 annual performance data for Actiontrack, Take Art, Somerset Art Works and Somerset Film was presented to members at the March 2018 District Executive meeting in support of the request for funding in 2018/19.

### **Equalities & Diversity funding**

- Service Level Agreement awarded - £9,000 to Access for All to provide specific services and expertise and ensures compliance with our Public Sector Equality Duties under the Equality Act 2010.
- The 2017/18 annual performance data for Access for All was presented to members at the February 2018 District Executive meeting in support of the request for two-year funding for 2018/20.

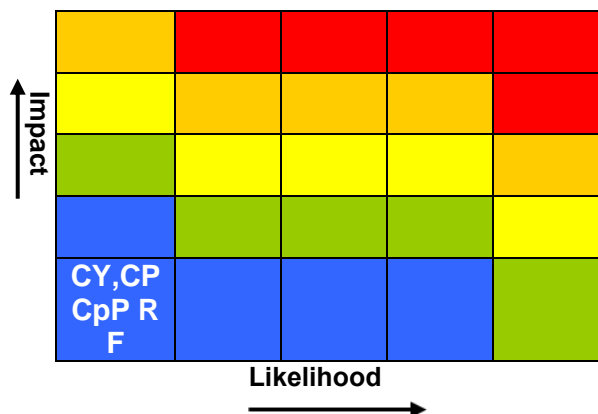
### **Financial Implications**

None for this report.

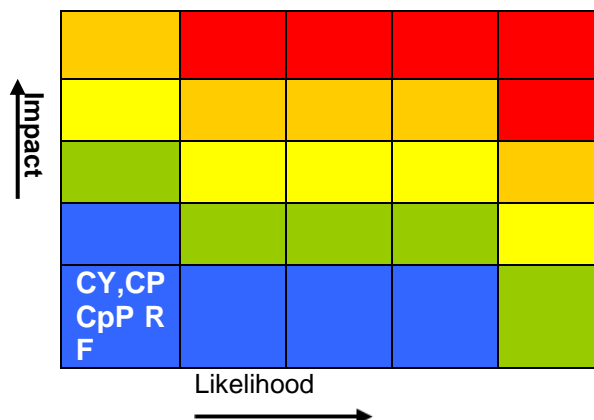


## Risk Matrix

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

Funding the Voluntary and Community Sector through its various grants programmes helps the Council deliver on the following values and priorities in the 2016-21 Council Plan:

### Values

- Supporting people and communities, enabling them to help themselves
- Working with partners to improve services, efficiencies, resilience and influence priorities

### Priorities

- High Quality Cost Effective Services
  - Work with partners to achieve economies, resilience and influence
- Economy
  - Capitalise on our high quality culture, leisure and tourism opportunities to bring people to South Somerset
- Environment
  - Support communities to develop local, parish and neighbourhood plans.
- Health and Communities
  - Support communities so that they can identify their needs and develop local solutions
  - Target support to areas of need
  - Help people to live well by enabling quality cultural, leisure, play, sport & healthy lifestyle facilities & activities

- Work with partners to tackle health issues such as diabetes and hypertension
- Help keep our communities safe

### **Carbon Emissions and Climate Change Implications**

If community facilities are not provided close to where people live or shop, traffic movements and traffic congestion will increase with subsequent increases in carbon emissions.

### **Equality and Diversity Implications**

None from this report.

### **Privacy Impact Assessment**

N/A

### **Background Papers**

- District-wide Strategic Grants Proposal for two-year funding agreements with Access for All, CASS and SPARK 2018-2020 - DX report February 1<sup>st</sup> 2018;
- District-wide voluntary sector grants 2018/19 DX report 1st March 2018;
- Area Committee grant reports.

# Agenda Item 7

## **2018/19 Revenue Budget Monitoring Report for the Period Ending 30<sup>th</sup> June 2018**

*Executive Portfolio Holder:* Peter Seib, Finance and Legal Services  
*Director:* Netta Meadows  
*S151 Officer:* Paul Fitzgerald  
*Lead Specialist:* Nicola Hix  
*Contact Details:* Nicola.hix@southsomerset.gov.uk or (01935) 462612

### **Purpose of the Report**

1. The purpose of this report is to provide Members with an early projection of the forecast spending and income (“outturn”) against the Council’s approved Revenue Budget for the financial year, and to explain projected variations against budget.

### **Forward Plan**

2. This report appeared on the District Executive Forward Plan with an anticipated Committee date of 2<sup>nd</sup> August 2018.

### **Public Interest**

3. This report gives an update on the forecast revenue financial position and budgetary variations of the Council for the financial year 2018/19, as at 30<sup>th</sup> June 2018. Maintaining the financial health of the organisation is important in ensuring the ongoing delivery of priority services in our community.

### **Recommendations**

4. That the District Executive:
  - a. Note the current 2018/19 financial position of the Council
  - b. Note the reasons for variations to the previously approved Directorate Budgets as detailed in paragraph 8, Table 1;
  - c. Note the transfers made to and from reserves outlined in paragraph 26, Table 4 and the position of the Area Reserves as detailed in Appendix B and the Corporate Reserves as detailed in Appendix C;

### **Background**

5. The 2018/19 original budget was approved by Council in February 2018. 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 and expenditure has a responsible budget holder who is managing only items within their control.
6. As this is the first forecast for the year, which is completed at the end of Quarter 1 (1<sup>st</sup> April to 30<sup>th</sup> June 2018), the projected position should be regarded as an early indication of possible differences between actual and budgeted spend and income for the year. Experience shows that the position at the end of the year can vary, sometimes significantly, from early forecasts with time for management to take corrective action and manage risks and opportunities before the end of the financial year.

## Summary of the Current Revenue Financial Position and Forecast Outturn

7. Managers have been asked to forecast spending and income to provide an early indication of the expected outturn for the year and the reasons for projected underspend or overspend. Appendix A to this report sets out the detail of the current position on Council spending and the forecasted outturn for 2018/19.
8. A summary by Directorate of the revenue position as at 30<sup>th</sup> June 2018 is as follows:

**Table 1 – Revenue Budget Position**

| Directorate   | Original Budget<br>£'000 | Revised Budget<br>£'000 | Y/E Forecast<br>£'000 | Variance<br>£'000 | Comments on Major Variances (+/- £50,000)  |
|---|--------------------------|-------------------------|-----------------------|-------------------|--|
| Chief Executive                                       | -284.0                   | 100.7                   | 100.7                 | 0                 |  |
| Director of Support Services                          | 5,465.8                  | 5,555.6                 | 5,633.6               | 78                | Under achievement of income budget, £60K on external printing and £18K on mobile phone rebates.  |
| Director of Service Delivery                          | 2,547.3                  | 2,356.1                 | 2,356.1               | 0                 |  |
| Communities Lead                                      | 1,301.6                  | 1,229.7                 | 1,229.7               | 0                 |  |
| Director of Commercial Services and Income Generation | 7,452.5                  | 7,159.6                 | 7,272.1               | 112.5             | Under achievement of car parking income but this is in line with prior year income. Although income for Westlands has improved this financial year a small shortfall of income is anticipated. |
| <b>Total Overspend</b>                                | <b>16,483.3</b>          | <b>16,401.8</b>         | <b>16,592.2</b>       | <b>190.5</b>      |  |

(Negative figures = income, positive figures = costs)

9. There is currently a forecast net overspend for the year of £190,519 (1.16%). This reflects early concerns raised by budget managers in respect of four income budgets. No other significant variances are being reported at this stage.
10. Whilst it is a concern that such income shortfalls are projected, these areas will be closely monitored and there is quite a long time for management action to manage the financial implications of these forecasts within the overall budget total for the year. In addition, experience shows that budget holders can be cautious in their early forecasts. It is also worth noting that there were significant excess of income over budget reported at the end of the last financial year across a number of budget areas. A detailed review of all income base budgets and in year forecasts will be undertaken in the next 2-3 months to inform Quarter 2 budget monitoring and early estimates for 2019/20 base budgets.

11. Overall, management's view is that this overspend will be mitigated through close budget management before the end of the financial year. If this level of confidence changes this will be reported to Members through normal reporting arrangements.
12. As part of the Revenue Outturn Report for 2017/18 viewed by District Executive in July, Members approved carry forwards to the value of £118,648. These were not processed through the finance system until July therefore these do not appear in the figures above or the detailed appendices. None of the carry forwards agreed will affect the adverse variances above.

## Budget Virements

13. Under the Financial Procedure Rules, providing that the S151 Officer has been notified in advance, Directors/Assistant Directors/Managers may authorise any virements for an individual cost centre within their responsibility. Directors and 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. There are no virements for District Executive to note that require approval by the S151 Officer in this quarter.
14. All virements outside of the criteria set out above need the approval of District Executive and are detailed in the table below.

**Table 2 – Virements over £25,000**

| Amount<br>£ | From                   | To           | Details  |
|-------------|------------------------|--------------|--|
| 61,610      | Economic Development   | Regeneration | Regeneration budgets for Chard, Wincanton and Yeovil now within a separate budget. |
| 164,040     | Revenue Grants Reserve | Housing      | Transfer Flexible Homelessness Support Grant                                       |

## Delivery of Savings

15. As part of effective financial planning and control it is important to monitor that savings proposed in the 2018/19 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.

**Table 3 – 2018/19 Budgeted Major Savings (over £25,000)**

| Description  | 2018/19<br>Budget Saving<br>Target<br>£'000 | Estimated<br>Actual Saving<br>at Year-End<br>£'000 | Shortfall<br>£'000 |
|--|---|--|--------------------|
| Transformation   | 1,222.7                                     | 1,222.7  | 0                  |
| Sales, Fees and Charges - Planning                         | 120.0                                       | 120.0  | 0                  |
| Garden Waste income price and demand increases             | 63.6  | 63.6   | 0                  |
| Sales, Fees and Charges - Horticulture/Grounds/StreetScene | 40.0  | 40.0   | 0                  |
| Private Sector Leasing and Letting Service                 | 34.6  | 0  | -34.6              |
| <b>Total Major Savings</b>                                 | <b>1,480.9</b>                              | <b>1,446.3</b>                                     | <b>-34.6</b>       |

(Negative figures = shortfall)

16. Table 3 shows that there is a shortfall of projected income against one of the budgeted savings. This will be carefully monitored during Quarter 2 and Quarter 3 to clarify whether the base budget expectation is realistic, and any changes to underlying trend will be addressed through the 2019/20 budget setting process. The projected shortfall on its own is not material to the overall financial performance for the year, and as reported at the end of 2017/18 there were a number of underspends last year that were not included in original savings targets. At this stage in the financial year it is anticipated the impact of this shortfall can be managed within the overall budget total and be offset by underspends in other areas.

### **Council Tax Support and Council Tax**

17. The Council Tax Scheme (CTS) commenced in April 2013. The authority has set a budget for 2018/19 of £8.410 million for annual CTS discounts. A total of £8.787 million has been allocated as at 30<sup>th</sup> June 2018. Although this is currently above budget the sum allocated has fallen in each month. The cost of CTS is allocated through the Council Tax Collection Fund and is shared between the preceptors in proportion to their relative shares of council tax due for the year (SSDC share is c14.5% for 2018/19).

18. The Hardship Scheme is in place for extreme circumstances with a budget of £30,000 for the year. By the end of Quarter 1 SSDC had received 44 requests for hardship relief of which 36 were successful. The amount awarded to the end of Quarter 1 was £6,014.61.

19. The in-year collection rate for Council Tax is 29.48% for 2018/19 compared to 28.82% for Quarter 1 last year. In monetary terms we have collected £1.63 million more than in the same period last year. At the end of Quarter 1 we had reduced total outstanding debt relating to previous years of £6.394 million by £886k.

### **Non Domestic Rates**

20. The in-year collection rate for Non Domestic Rates at the end of Q1 was 32.58% for 2018/19 compared to 28.20% for last year. At the end of Q1 we had reduced total outstanding debt relating to previous years of £2.112 million by £575k.

21. Non Domestic Rates income that we collect is distributed between Government, SSDC, the County Council, and Fire and Rescue Authority under the Business Rates Retention funding system.

### **Council Tax Reforms**

22. Members agreed to amend some discounts to Council Tax from 1<sup>st</sup> April 2013, one of which relates to long term empty properties (unfurnished and unoccupied for 2 years or more). There were 208 at the end of June 2018. There is a natural turnover of properties with some becoming occupied and others reaching the two year trigger for inclusion in this statistic. At the same point last year there were 187.

23. Members will be aware that the Government is currently considering changes in the rate of premium that local authorities can charge for long term empty properties. If passed through to legislation, the Council will have the opportunity to consider possible changes to its own policy in this regard.

## Discretionary Housing Payments

24. The Government DHP funding allocation for 2018/19 is £281k. In addition to this the Council is permitted to spend up to £422k of its own money on DHP awards. By the end of Quarter 1 we had processed 101 DHP applications, 81 of which were successful with a total award value £32k. A further £22k is committed up to the end of this financial year. The total sum paid and committed (£55k) represents 20% of the government DHP grant. We have also allocated £50k to be used by the Housing Team to help with rent in advance and deposits to secure tenancies. Credit recipients have their housing cost support paid directly by DWP, however they are still able to apply to SSDC for a DHP. The number of Universal Credit recipients in the district is increasing each month and as a result it is difficult to project the end of year spending on DHP's. We will continue to monitor closely this area of spend. We currently have 20 outstanding DHP applications.

## Reserves & Balances

25. 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 B. The complete list of specific Corporate Reserves and the current balance on each one is provided at Appendix C. The Appendix shows all movements of each one that has been actioned under the authority delegated in the Financial Procedure Rules.

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

**Table 4 – Reserves Movements**

| Reserve                                  | Balance at 01/04/2018<br>£'000 | Transfers In/Out<br>£'000 | Balance at 30/06/2018<br>£'000 | Reason for Transfer  |
|--|--------------------------------|---------------------------|--------------------------------|--|
| Usable Capital Receipts                  | -24,611                        | -12                       | -24,623                        | Payment to DCLG of Pooling of Housing receipts and sale of Burlingham Barn.  |
| Capital Reserve                          | -1,274                         | -2                        | -1,276                         | Repayment of Photovoltaics   |
| Revenue Grants Reserve                   | -788                           | -47                       | -835                           | Transfer from reserve:<br>Funding for smoke detectors to Careline £5K, Homeless New Burdens to Housing £58K, Preventing Repossessions to Housing £83K<br><br>Transfer into reserve:<br>Personal Searches New Burdens Grant £29K, Homelessness Flex Grant £164K |
| Council Tax/<br>Housing Benefits Reserve | -625                           | -56                       | -681                           | New burdens Grant from DWP for Welfare Reforms and Universal Credits £56k  |
| Infrastructure Reserve                   | -803                           | 4                         | -799                           | Brimsmore grant funding to Development Control   |
| Ticket Levy Reserve                      | -35                            | -12                       | -47                            | Transfer of ticket levies to reserve   |

(Negative figures = income, positive figures = costs)

27. **General Fund Balance** represents the accumulated revenue surpluses that are held to mitigate financial risks and unforeseen costs. Within the total, however, are amounts that have been

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

**Table 5 - General Fund Balance**

|  | <b>£'000</b>  |
|--|---------------|
| Balance at 1 April 2018  | -4,361        |
| Area & Economic Development Balances                                 | 121           |
| 2017/18 Carry Forwards   | 119           |
| Commitments  | 78            |
| Current Estimated overspend in 2018/19                               | 190           |
| <b>Unallocated General Fund Balance at 30<sup>th</sup> June 2018</b> | <b>-3,853</b> |

(Negative figures = income, positive figures = costs)

28. The Latest review of risks to SSDC balances shows that balances need to remain within the range of £2.8 to £3.1 million to meet current financial risks. Current balances as at 30<sup>th</sup> June are therefore adequate to meet current risks.

### Financial Implications

29. 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 30<sup>th</sup> June 2018 is estimated to be £3.86 million.

30. Details of the current key risks, as identified in the 2018/19 Budget Setting Report, are listed in the table below with an update from the responsible officer.

**Table 6 - Risks**

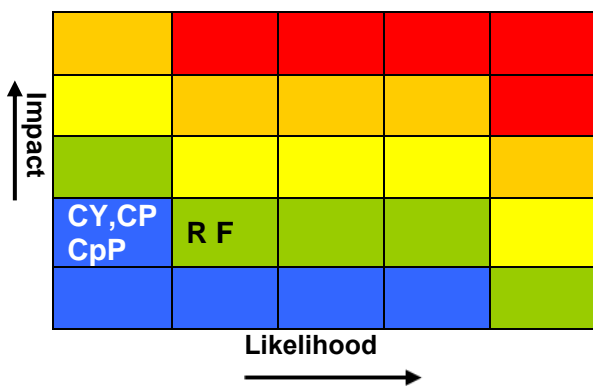
| <b>Current Risk</b>            | <b>Responsible Officer</b>                         | <b>Officer's Update</b>  |
|--------------------------------|--|--|
| Interest Rates                 | S151 Officer                                       | Current predictions are for the Treasury Management income to achieve budget.  |
| Business Rate income           | Director-Service Delivery                          | The collection rate is up by 5.29% on the previous year's Quarter 1; NDR collection can be quite volatile from quarter to quarter, and year to year. One factor affecting collection is the timing of a payment from a business with a large rates bill. If they pay a few days before the end of the quarter in one year but a few days after the end of the quarter in another year this can significantly change the % collected in that quarter. |
| Transformation                 | Chief Executive                                    | The blueprint has confirmed that the £2.5 million savings are forecast to be achievable. One-off and ongoing spend related to the project is being closely monitored.  |
| Westland Leisure Centre        | Director – Commercial Services & Income Generation | A full business plan revision was brought before District Executive in December 2017 in line with the forward plan. Sales and bookings for 2018/19 so far are good.  |
| The Council Tax Support Scheme | Director-Service Delivery                          | Current monitoring shows that 104.47% of the budget has been allocated by 30 <sup>th</sup> June 2018.  |



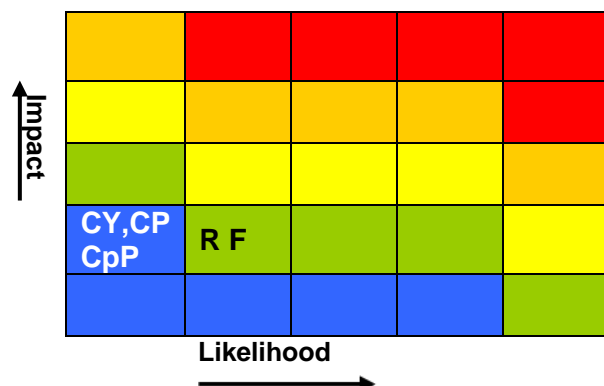
| Current Risk             | Responsible Officer                                | Officer's Update  |
|--------------------------|--|---|
| Housing Benefit Subsidy  | Director-Service Delivery                          | Current predictions are for the housing benefit subsidy to be on budget at the year-end but the outcome will not be confirmed until the subsidy claim is externally audited.  |
| Planning Income          | Director-Service Delivery                          | Current predictions are for Planning income to exceed the budgeted amount by at least £100k   |
| Building Control Income  | Director-Service Delivery                          | Current predictions are that there will be a £60k shortfall in fee income.  |
| Car parking Income       | Director – Commercial Services & Income Generation | Car Park income is currently predicted to be below budget estimates by at least £55k.   |
| New Homes Bonus          | S151 Officer                                       | New Homes Bonus in 2018/19 is in line with budget.  |
| The UKs Exit from the EU | S151 Officer                                       | We still 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, although this is considered a low risk at this stage.    |
| Land Charge Searches     | Director-Support Services                          | The update from Land Registry is that they are currently 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 until 2019/20. |

## 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**

31. The budget is closely linked to the Council Plan, and maintaining financial resilience and effective resource planning is important to enable the council to continue to fund its priorities for the local community.

### **Carbon Emissions and Climate Change Implications**

32. There are no implications currently in approving this report

### **Equality and Diversity Implications**

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

### **Privacy Impact Assessment**

34. There is no personal information included in this report.

### **Background Papers**

35. Budget Setting reports to Full Council in February 2018.

## 2018-19 Budget Detail

| Service with Elements                    |             | Year to date        |                     |                       | Outturn Forecast |                            |                            | Budget Holders' Comments on Variances to Profiled Budgets & Outturn<br><i>Accountants' Comments in Italics</i>      |
|--|-------------|---------------------|---------------------|-----------------------|------------------|----------------------------|----------------------------|---|
|  |             | Budget to 30th June | Actual to 30th June | Variance to 30th June | Annual Budget    | Expected Total by Year End | Variance expected 31/03/19 |   |
|  |             | £                   | £                   | £                     | £                | £                          | £                          |   |
| <b>STRATEGIC MANAGEMENT</b>              |             |                     |                     |                       |                  |                            |                            |   |
| Chief Executive : Alex Parmley           |             |                     |                     |                       |                  |                            |                            |   |
| MANAGEMENT BOARD                         | Expenditure | 184,858             | 78,756              | (106,102)             | 739,430          | 739,430                    | 0                          | <i>Provisions for pensions yet to be paid over. Full training budget held here awaiting allocation.</i>             |
|  | Income      | 0                   | 0                   | 0                     | 0                | 0                          | 0                          |   |
| Portfolio Holder : Cllr Ric Pallister    | TOTAL       | 184,858             | 78,756              | (106,102)             | 739,430          | 739,430                    | 0                          |   |
| STRATEGIC POLICIES                       | Expenditure | 31,810              | 32,307              | 497                   | 127,240          | 127,240                    | 0                          | <i>No variance anticipated.</i>   |
|  | Income      | 0                   | 0                   | 0                     | 0                | 0                          | 0                          |   |
| Portfolio Holder : Cllr Ric Pallister    | TOTAL       | 31,810              | 32,307              | 497                   | 127,240          | 127,240                    | 0                          |   |
| TRANSFORMATION                           | Expenditure | (222,710)           | 39,368              | 262,078               | (890,840)        | (890,840)                  | 0                          | <i>No variance anticipated.</i>   |
|  | Income      | 0                   | 0                   | 0                     | 0                | 0                          | 0                          |   |
| Portfolio Holder : Cllr Ric Pallister    | TOTAL       | (222,710)           | 39,368              | 262,078               | (890,840)        | (890,840)                  | 0                          |   |
| TOTAL STRATEGIC MANAGEMENT               | Expenditure | (6,042)             | 150,431             | 156,473               | (24,170)         | (24,170)                   | 0                          |   |
|  | Income      | 0                   | 0                   | 0                     | 0                | 0                          | 0                          |   |
|  | TOTAL       | (6,042)             | 150,431             | 156,473               | (24,170)         | (24,170)                   | 0                          |   |
| <b>POLICY &amp; PERFORMANCE</b>          |             |                     |                     |                       |                  |                            |                            |   |
| Service Manager : Charlotte Jones        |             |                     |                     |                       |                  |                            |                            |   |
| POLICY & PERFORMANCE                     | Expenditure | 34,507              | 27,840              | (6,667)               | 124,920          | 124,920                    | 0                          | <i>Variance due to profiling of a subscription and an underspend on salaries, while staff budgets are adjusted.</i> |
|  | Income      | 0                   | 0                   | 0                     | 0                | 0                          | 0                          |   |
| Portfolio Holder : Cllr Ric Pallister    | TOTAL       | 34,507              | 27,840              | (6,667)               | 124,920          | 124,920                    | 0                          |   |
| TOTAL POLICY & PERFORMANCE               | Expenditure | 34,507              | 27,840              | (6,667)               | 124,920          | 124,920                    | 0                          |   |
|  | Income      | 0                   | 0                   | 0                     | 0                | 0                          | 0                          |   |
|  | TOTAL       | 34,507              | 27,840              | (6,667)               | 124,920          | 124,920                    | 0                          |   |
| TOTAL CHIEF EXECUTIVE                    | Expenditure | 28,465              | 178,271             | 149,806               | 100,750          | 100,750                    | 0                          |   |
|  | Income      | 0                   | 0                   | 0                     | 0                | 0                          | 0                          |   |
|  | TOTAL       | 28,465              | 178,271             | 149,806               | 100,750          | 100,750                    | 0                          |   |
| <b>PROCUREMENT &amp; RISK MANAGEMENT</b> |             |                     |                     |                       |                  |                            |                            |   |
| Service Manager : Netta Meadows          |             |                     |                     |                       |                  |                            |                            |   |
| PROCUREMENT & RISK MANAGEMENT            | Expenditure | 2,905               | 3,416               | 511                   | 6,590            | 6,590                      | 0                          | <i>The small budget will be fully utilised this year.</i>   |
|  | Income      | 0                   | 0                   | 0                     | 0                | 0                          | 0                          |   |
| Portfolio Holder : Cllr Peter Seib       | TOTAL       | 2,905               | 3,416               | 511                   | 6,590            | 6,590                      | 0                          |   |
| TOTAL PROCUREMENT & RISK MANAGEMENT      | Expenditure | 2,905               | 3,416               | 511                   | 6,590            | 6,590                      | 0                          |   |
|  | Income      | 0                   | 0                   | 0                     | 0                | 0                          | 0                          |   |
|  | TOTAL       | 2,905               | 3,416               | 511                   | 6,590            | 6,590                      | 0                          |   |

| Service with Elements                        |                    | Budget to<br>30th June | Actual to<br>30th June | Variance to<br>30th June | Annual<br>Budget    | Expected<br>Total by Year<br>End | Variance<br>expected<br>31/03/19 | Budget Holders' Comments on Variances to Profiled Budgets & Outturn<br><i>Accountants' Comments in Italics</i>   |
|--|--------------------|------------------------|------------------------|--------------------------|---------------------|----------------------------------|----------------------------------|--|
|  |                    | £                      | £                      | £                        | £                   | £                                | £                                |  |
| <b>REVENUES &amp; BENEFITS</b>               |                    |                        |                        |                          |                     |                                  |                                  |  |
| <b>Service Manager : Ian Potter</b>          |                    |                        |                        |                          |                     |                                  |                                  |  |
| REVENUES & BENEFITS                          | Expenditure        | 420,493                | 407,367                | (13,126)                 | 1,625,010           | 1,625,010                        | 0                                |  |
|  | Income             | (132,190)              | (88,405)               | 43,785                   | (534,420)           | (534,420)                        | 0                                | Summons cost income is around £25k below expectation due to fewer summons being issued in Q1. Otherwise we are broadly on budget outturn expectation.  |
| <b>Portfolio Holder : Cllr Peter Seib</b>    | TOTAL              | 288,303                | 318,962                | 30,659                   | 1,090,590           | 1,090,590                        | 0                                |  |
| HOUSING BENEFIT SUBSIDY                      | Expenditure        | 8,439,243              | 7,911,447              | (527,796)                | 33,756,970          | 33,756,970                       | 0                                |  |
|  | Income             | (3,861,495)            | (8,734,458)            | (4,872,963)              | (34,331,430)        | (34,331,430)                     | 0                                | There is a profiling error in the DWP Benefit subsidy grant line which has created a large variance. Our latest subsidy monitoring shows no significant variance from budget.  |
| <b>Portfolio Holder : Cllr Peter Seib</b>    | TOTAL              | 4,577,748              | (823,011)              | (5,400,759)              | (574,460)           | (574,460)                        | 0                                |  |
| <b>TOTAL REVENUES AND BENEFITS</b>           | <b>Expenditure</b> | <b>8,859,736</b>       | <b>8,318,814</b>       | <b>(540,922)</b>         | <b>35,381,980</b>   | <b>35,381,980</b>                | <b>0</b>                         |  |
|  | <b>Income</b>      | <b>(3,993,685)</b>     | <b>(8,822,863)</b>     | <b>(4,829,178)</b>       | <b>(34,865,850)</b> | <b>(34,865,850)</b>              | <b>0</b>                         |  |
|  | <b>TOTAL</b>       | <b>4,866,051</b>       | <b>(504,049)</b>       | <b>(5,370,100)</b>       | <b>516,130</b>      | <b>516,130</b>                   | <b>0</b>                         |  |
| <b>OPERATIONS &amp; CUSTOMER FOCUS</b>       |                    |                        |                        |                          |                     |                                  |                                  |  |
| <b>Service Manager : Sharon Jones</b>        |                    |                        |                        |                          |                     |                                  |                                  |  |
| CUSTOMER SERVICES                            | Expenditure        | 111,190                | 108,087                | (3,103)                  | 416,650             | 416,650                          | 0                                |  |
|  | Income             | 0                      | (2,868)                | (2,868)                  | 0                   | 0                                | 0                                | Current underspend in our salaries will be used to recruit temporary staff to help deal with the telephone demand so we can continue to give support to other teams such as Housing, Careline and Planning.  |
| <b>Portfolio Holder : Cllr Ric Pallister</b> | TOTAL              | 111,190                | 105,219                | (5,971)                  | 416,650             | 416,650                          | 0                                |  |
| <b>TOTAL OPERATIONS &amp; CUSTOMER FOCUS</b> | <b>Expenditure</b> | <b>111,190</b>         | <b>108,087</b>         | <b>(3,103)</b>           | <b>416,650</b>      | <b>416,650</b>                   | <b>0</b>                         |  |
|  | <b>Income</b>      | <b>0</b>               | <b>(2,868)</b>         | <b>(2,868)</b>           | <b>0</b>            | <b>0</b>                         | <b>0</b>                         |  |
|  | <b>TOTAL</b>       | <b>111,190</b>         | <b>105,219</b>         | <b>(5,971)</b>           | <b>416,650</b>      | <b>416,650</b>                   | <b>0</b>                         |  |
| <b>LEGAL SERVICES</b>                        |                    |                        |                        |                          |                     |                                  |                                  |  |
| <b>Service Head : Angela Watson</b>          |                    |                        |                        |                          |                     |                                  |                                  |  |
| RIGHTS OF WAY                                | Expenditure        | 972                    | 0                      | (972)                    | 3,890               | 3,890                            | 0                                |  |
|  | Income             | (4,125)                | 0                      | 4,125                    | (16,500)            | (16,500)                         | 0                                | As previously mentioned, this role is temporarily covered by one the of the Legal Specialists and although progress is being made, it has to be in addition to all their other work, so no matters have completed in this financial year. This still remains an area of work that is likely to be re-assigned in due course, which should allow better focus on the work and, consequently, more income. |
| <b>Portfolio Holder : Cllr Peter Seib</b>    | TOTAL              | (3,153)                | 0                      | 3,153                    | (12,610)            | (12,610)                         | 0                                |  |
| LAND CHARGES                                 | Expenditure        | 48,638                 | 41,573                 | (7,065)                  | 109,020             | 109,020                          | 0                                |  |
|  | Income             | (138,053)              | (138,208)              | (155)                    | (466,680)           | (466,680)                        | 0                                | Consultants fees budget underspent to date due to invoices not being received for May & June searches (SCC)  |
| <b>Portfolio Holder : Cllr Peter Seib</b>    | TOTAL              | (89,415)               | (96,635)               | (7,220)                  | (357,660)           | (357,660)                        | 0                                |  |
| <b>TOTAL LEGAL SERVICES</b>                  | <b>Expenditure</b> | <b>49,610</b>          | <b>41,573</b>          | <b>(8,037)</b>           | <b>112,910</b>      | <b>112,910</b>                   | <b>0</b>                         |  |
|  | <b>Income</b>      | <b>(142,178)</b>       | <b>(138,208)</b>       | <b>3,970</b>             | <b>(483,180)</b>    | <b>(483,180)</b>                 | <b>0</b>                         |  |
|  | <b>TOTAL</b>       | <b>(92,568)</b>        | <b>(96,635)</b>        | <b>(4,067)</b>           | <b>(370,270)</b>    | <b>(370,270)</b>                 | <b>0</b>                         |  |

| Service with Elements   |              | Budget to 30th June | Actual to 30th June | Variance to 30th June | Annual Budget    | Expected Total by Year End | Variance expected 31/03/19 | Budget Holders' Comments on Variances to Profiled Budgets & Outturn<br><i>Accountants' Comments in Italics</i>  |
|---|--------------|---------------------|---------------------|-----------------------|------------------|----------------------------|----------------------------|---|
|   |              | £                   | £                   | £                     | £                | £                          | £                          |   |
| <b>SUPPORT SERVICES</b>   |              |                     |                     |                       |                  |                            |                            |   |
| <b>Director : Netta Meadows</b>   |              |                     |                     |                       |                  |                            |                            |   |
| SUPPORT SERVICES LEAD SPECIALISTS   | Expenditure  | 90,420              | 75,009              | (15,411)              | 361,680          | 361,680                    | 0                          | <i>Underspend due to vacant post which will now be fully utilised as no longer vacant.</i>  |
|   | Income       | 0                   | 0                   | 0                     | 0                | 0                          | 0                          |   |
| <b>Portfolio Holder : Cllr Peter Seib, Ric Pallister &amp; Henry Hobhouse</b> | <b>TOTAL</b> | <b>90,420</b>       | <b>75,009</b>       | <b>(15,411)</b>       | <b>361,680</b>   | <b>361,680</b>             | <b>0</b>                   |   |
| <b>Service Manager: Lisa Davis</b>  |              |                     |                     |                       |                  |                            |                            |   |
| SUPPORT SERVICES SPECIALISTS  | Expenditure  | 207,090             | 187,379             | (19,711)              | 828,360          | 828,360                    | 0                          | There is a slight underspend on this budget due to a couple of vacant posts within the team. However agency costs charged elsewhere need to be recoded here.  |
|   | Income       | 0                   | 0                   | 0                     | 0                | 0                          | 0                          |   |
| <b>Portfolio Holder : Cllr Peter Seib, Ric Pallister &amp; Henry Hobhouse</b> | <b>TOTAL</b> | <b>207,090</b>      | <b>187,379</b>      | <b>(19,711)</b>       | <b>828,360</b>   | <b>828,360</b>             | <b>0</b>                   |   |
| FINANCE CORPORATE COSTS   | Expenditure  | 736,195             | 709,186             | (27,008)              | 2,499,370        | 2,499,370                  | 0                          | Variance due to lack of profiling of treasury management income budget. This has now been amended and will be reflected in the next monitoring report.  |
|   | Income       | (7,281)             | (69,922)            | (62,641)              | (1,260,160)      | (1,260,160)                | 0                          |   |
| <b>Portfolio Holder : Cllr Peter Seib</b>                                     | <b>TOTAL</b> | <b>728,914</b>      | <b>639,264</b>      | <b>(89,650)</b>       | <b>1,239,210</b> | <b>1,239,210</b>           | <b>0</b>                   |   |
| <b>Service Manager: Sara Kelly</b>  |              |                     |                     |                       |                  |                            |                            |   |
| SUPPORT SERVICES CASE OFFICERS  | Expenditure  | 229,568             | 223,398             | (6,170)               | 918,270          | 918,270                    | 0                          | <i>Underspend due to vacant post which will now be fully utilised as no longer vacant.</i>  |
|   | Income       | 0                   | 0                   | 0                     | 0                | 0                          | 0                          |   |
| <b>Portfolio Holder : Cllr Peter Seib, Ric Pallister &amp; Henry Hobhouse</b> | <b>TOTAL</b> | <b>229,568</b>      | <b>223,398</b>      | <b>(6,170)</b>        | <b>918,270</b>   | <b>918,270</b>             | <b>0</b>                   |   |
| SUPPORT SERVICES FUNCTION   | Expenditure  | 614,170             | 781,157             | 166,987               | 1,885,680        | 1,885,680                  | 0                          | Specific comments were received regarding the elections budget which is on track for this time of year, and also the democratic services budget which has a very small overspend on printing & stationery due to larger than usual Committee agendas which will hopefully even out throughout the year.<br><br><i>Budget is the amalgamation of support service function (Finance, Legal, IT etc.). Work is currently underway to establish actual budget required for this service. The variance shown is largely due to incorrect profiling of budget, but also due to high volume of purchases on IT hardware &amp; software. An element of this spend relates to future financial years, the expenditure will be moved to the correct year.</i> |
|   | Income       | (55,328)            | (19,654)            | 35,674                | (246,740)        | (168,740)                  | 78,000                     |   |

| Service with Elements  |                    | Budget to<br>30th June<br>£ | Actual to<br>30th June<br>£ | Variance to<br>30th June<br>£ | Annual<br>Budget<br>£ | Expected<br>Total by Year<br>End<br>£ | Variance<br>expected<br>31/03/19<br>£ | Budget Holders' Comments on Variances to Profiled Budgets & Outturn<br><i>Accountants' Comments in Italics</i>  |
|--|--------------------|-----------------------------|-----------------------------|-------------------------------|-----------------------|---------------------------------------|---------------------------------------|---|
| Portfolio Holder : Cllr Peter Seib, Ric Pallister & Henry Hobhouse | TOTAL              | 558,842                     | 761,503                     | 202,661                       | 1,638,940             | 1,716,940                             | 78,000                                |   |
| <b>TOTAL SUPPORT SERVICES</b>                                      | <b>Expenditure</b> | <b>1,877,443</b>            | <b>1,266,943</b>            | <b>98,687</b>                 | <b>6,493,360</b>      | <b>6,493,360</b>                      | <b>0</b>                              |   |
|  | <b>Income</b>      | <b>(62,609)</b>             | <b>(89,576)</b>             | <b>(26,967)</b>               | <b>(1,506,900)</b>    | <b>(1,428,900)</b>                    | <b>78,000</b>                         |   |
|  | <b>TOTAL</b>       | <b>1,814,834</b>            | <b>1,177,367</b>            | <b>71,719</b>                 | <b>4,986,460</b>      | <b>5,064,460</b>                      | <b>78,000</b>                         |   |
| <b>TOTAL DIRECTOR OF SUPPORT SERVICES</b>                          | <b>Expenditure</b> | <b>10,900,884</b>           | <b>9,738,833</b>            | <b>(452,864)</b>              | <b>42,411,490</b>     | <b>42,411,490</b>                     | <b>0</b>                              |   |
|  | <b>Income</b>      | <b>(4,198,472)</b>          | <b>(9,053,515)</b>          | <b>(4,855,043)</b>            | <b>(36,855,930)</b>   | <b>(36,777,930)</b>                   | <b>78,000</b>                         |   |
|  | <b>TOTAL</b>       | <b>6,702,412</b>            | <b>685,318</b>              | <b>(5,307,908)</b>            | <b>5,555,560</b>      | <b>5,633,560</b>                      | <b>78,000</b>                         |   |
| <b>ECONOMIC DEVELOPMENT</b>  |                    |                             |                             |                               |                       |                                       |                                       |   |
| Service Manager : David Julian / Peter Paddon                      |                    |                             |                             |                               |                       |                                       |                                       |   |
| ECONOMIC DEVELOPMENT   | Expenditure        | 61,438                      | 47,412                      | (14,026)                      | 245,750               | 245,750                               | 0                                     | Budget is underspent due to vacant posts.   |
|  | Income             | 0                           | 0                           | 0                             | 0                     | 0                                     | 0                                     |   |
| Portfolio Holder : Cllr Jo Roundell-Greene                         | TOTAL              | 61,438                      | 47,412                      | (14,026)                      | 245,750               | 245,750                               | 0                                     |   |
| <b>TOTAL ECONOMIC DEVELOPMENT</b>                                  | <b>Expenditure</b> | <b>61,438</b>               | <b>47,412</b>               | <b>(14,026)</b>               | <b>245,750</b>        | <b>245,750</b>                        | <b>0</b>                              |   |
|  | <b>Income</b>      | <b>0</b>                    | <b>0</b>                    | <b>0</b>                      | <b>0</b>              | <b>0</b>                              | <b>0</b>                              |   |
|  | <b>TOTAL</b>       | <b>61,438</b>               | <b>47,412</b>               | <b>(14,026)</b>               | <b>245,750</b>        | <b>245,750</b>                        | <b>0</b>                              |   |
| <b>TOURISM &amp; HERITAGE</b>                                      |                    |                             |                             |                               |                       |                                       |                                       |   |
| Service Manager : Katy Menday                                      |                    |                             |                             |                               |                       |                                       |                                       |   |
| TOURISM  | Expenditure        | 44,080                      | 31,989                      | (12,091)                      | 194,530               | 194,530                               | 0                                     | No issues, the underspend on Tourist Information Centre is due to vacant post since April. The post has now been filled.  |
|  | Income             | (21,012)                    | (14,892)                    | 6,120                         | (84,050)              | (84,050)                              | 0                                     |   |
| Portfolio Holder : Cllr Graham Middleton                           | TOTAL              | 23,068                      | 17,097                      | (5,971)                       | 110,480               | 110,480                               | 0                                     |   |
| HERITAGE   | Expenditure        | 14,595                      | 12,769                      | (1,826)                       | 58,380                | 58,380                                | 0                                     | Slight underspend due to vacant post, changes to the staffing structure under phase 4 will realign salary spend for Heritage. Part of staffing underspend (£10K) offered towards Transformation budget overspend. |
|  | Income             | (780)                       | (452)                       | 328                           | (3,120)               | (3,120)                               | 0                                     |   |
| Portfolio Holder : Cllr Nick Weeks                                 | TOTAL              | 13,815                      | 12,317                      | (1,498)                       | 55,260                | 55,260                                | 0                                     |   |
| <b>TOTAL TOURISM &amp; HERITAGE</b>                                | <b>Expenditure</b> | <b>58,675</b>               | <b>44,758</b>               | <b>(13,917)</b>               | <b>252,910</b>        | <b>252,910</b>                        | <b>0</b>                              |   |
|  | <b>Income</b>      | <b>(21,792)</b>             | <b>(15,344)</b>             | <b>6,448</b>                  | <b>(87,170)</b>       | <b>(87,170)</b>                       | <b>0</b>                              |   |
|  | <b>TOTAL</b>       | <b>36,883</b>               | <b>29,414</b>               | <b>(7,469)</b>                | <b>165,740</b>        | <b>165,740</b>                        | <b>0</b>                              |   |
| <b>REGENERATION</b>  |                    |                             |                             |                               |                       |                                       |                                       |   |
| Service Manager : Martin Woods                                     |                    |                             |                             |                               |                       |                                       |                                       |   |
| REGENERATION   | Expenditure        | 15,400                      | 4,151                       | (11,249)                      | 61,600                | 61,600                                | 0                                     | Funding from the Infrastructure Reserve to fund initial project start up.   |
|  | Income             | 0                           | 0                           | 0                             | 0                     | 0                                     | 0                                     |   |
| Portfolio Holder : Cllr Jo Roundell-Greene                         | TOTAL              | 15,400                      | 4,151                       | (11,249)                      | 61,600                | 61,600                                | 0                                     |   |
| <b>TOTAL REGENERATION</b>  | <b>Expenditure</b> | <b>15,400</b>               | <b>4,151</b>                | <b>(11,249)</b>               | <b>61,600</b>         | <b>61,600</b>                         | <b>0</b>                              |   |
|  | <b>Income</b>      | <b>0</b>                    | <b>0</b>                    | <b>0</b>                      | <b>0</b>              | <b>0</b>                              | <b>0</b>                              |   |
|  | <b>TOTAL</b>       | <b>15,400</b>               | <b>4,151</b>                | <b>(11,249)</b>               | <b>61,600</b>         | <b>61,600</b>                         | <b>0</b>                              |   |

| Service with Elements                       |                    | Budget to<br>30th June | Actual to<br>30th June | Variance to<br>30th June | Annual<br>Budget   | Expected<br>Total by Year<br>End | Variance<br>expected<br>31/03/19 | Budget Holders' Comments on Variances to Profiled Budgets & Outturn<br><i>Accountants' Comments in Italics</i>   |
|---|--------------------|------------------------|------------------------|--------------------------|--------------------|----------------------------------|----------------------------------|--|
|   |                    | £                      | £                      | £                        | £                  | £                                | £                                |  |
| <b>INCOME OPPORTUNITY DEVELOPMENT</b>       |                    |                        |                        |                          |                    |                                  |                                  |  |
| Service Manager : James Dival               |                    |                        |                        |                          |                    |                                  |                                  |  |
| INCOME OPPORTUNITY DEVELOPMENT              | Expenditure        | 126,233                | 115,523                | (10,710)                 | 408,630            | 408,630                          | 0                                |  |
|   | Income             | (395,914)              | (329,641)              | 66,273                   | (478,630)          | (478,630)                        | 0                                |  |
| Portfolio Holder : Cllr Jo Roundell-Greene  | TOTAL              | (269,681)              | (214,118)              | 55,563                   | (70,000)           | (70,000)                         | 0                                |  |
| <b>TOTAL INCOME OPPORTUNITY DEVELOPMENT</b> | <b>Expenditure</b> | <b>126,233</b>         | <b>115,523</b>         | <b>(10,710)</b>          | <b>408,630</b>     | <b>408,630</b>                   | <b>0</b>                         |  |
|   | <b>Income</b>      | <b>(395,914)</b>       | <b>(329,641)</b>       | <b>66,273</b>            | <b>(478,630)</b>   | <b>(478,630)</b>                 | <b>0</b>                         |  |
|   | <b>TOTAL</b>       | <b>(269,681)</b>       | <b>(214,118)</b>       | <b>55,563</b>            | <b>(70,000)</b>    | <b>(70,000)</b>                  | <b>0</b>                         |  |
| <b>DEVELOPMENT CONTROL</b>                  |                    |                        |                        |                          |                    |                                  |                                  |  |
| Service Manager : Simon Fox                 |                    |                        |                        |                          |                    |                                  |                                  |  |
| DEVELOPMENT CONTROL                         | Expenditure        | 338,808                | 314,171                | (24,637)                 | 1,343,230          | 1,343,230                        | 0                                |  |
|   | Income             | (351,987)              | (488,977)              | (136,990)                | (1,395,950)        | (1,395,950)                      | 0                                | Assessment of April/May figures show a below profile trend. A better assessment will be made at the end of July when Q1 figures will be available                              |
| Portfolio Holder : Cllr Angie Singleton     | TOTAL              | (13,179)               | (174,806)              | (161,627)                | (52,720)           | (52,720)                         | 0                                |  |
| <b>TOTAL DEVELOPMENT CONTROL</b>            | <b>Expenditure</b> | <b>338,808</b>         | <b>314,171</b>         | <b>(24,637)</b>          | <b>1,343,230</b>   | <b>1,343,230</b>                 | <b>0</b>                         |  |
|   | <b>Income</b>      | <b>(351,987)</b>       | <b>(488,977)</b>       | <b>(136,990)</b>         | <b>(1,395,950)</b> | <b>(1,395,950)</b>               | <b>0</b>                         |  |
|   | <b>TOTAL</b>       | <b>(13,179)</b>        | <b>(174,806)</b>       | <b>(161,627)</b>         | <b>(52,720)</b>    | <b>(52,720)</b>                  | <b>0</b>                         |  |
| <b>SPATIAL POLICY</b>                       |                    |                        |                        |                          |                    |                                  |                                  |  |
| Service Manager : Jo Wilkins                |                    |                        |                        |                          |                    |                                  |                                  |  |
| PLANNING POLICY                             | Expenditure        | 63,127                 | 69,309                 | 6,182                    | 280,880            | 280,880                          | 0                                | Recruited agency staff to cover staff vacancies and to enable continued progress on Local Plan Review. Additionally, no consultancy budget identified for the year.            |
|   | Income             | (640)                  | 0                      | 640                      | (2,560)            | (2,560)                          | 0                                |  |
| Portfolio Holder : Cllr Angie Singleton     | TOTAL              | 62,487                 | 69,309                 | 6,822                    | 278,320            | 278,320                          | 0                                |  |
| TRANSPORT                                   | Expenditure        | 10,440                 | 10,215                 | (225)                    | 41,760             | 41,760                           | 0                                | Spend in line with budget.   |
|   | Income             | 0                      | 0                      | 0                        | 0                  | 0                                | 0                                |  |
| Portfolio Holder : Cllr Henry Hobhouse      | TOTAL              | 10,440                 | 10,215                 | (225)                    | 41,760             | 41,760                           | 0                                |  |
| <b>TOTAL SPATIAL POLICY</b>                 | <b>Expenditure</b> | <b>73,567</b>          | <b>79,524</b>          | <b>5,957</b>             | <b>322,640</b>     | <b>322,640</b>                   | <b>0</b>                         |  |
|   | <b>Income</b>      | <b>(640)</b>           | <b>0</b>               | <b>640</b>               | <b>(2,560)</b>     | <b>(2,560)</b>                   | <b>0</b>                         |  |
|   | <b>TOTAL</b>       | <b>72,927</b>          | <b>79,524</b>          | <b>6,597</b>             | <b>320,080</b>     | <b>320,080</b>                   | <b>0</b>                         |  |
| <b>STRATEGIC HOUSING</b>                    |                    |                        |                        |                          |                    |                                  |                                  |  |
| Service Manager : Colin McDonald            |                    |                        |                        |                          |                    |                                  |                                  |  |
| STRATEGIC HOUSING                           | Expenditure        | 39,928                 | 40,629                 | 701                      | 195,860            | 195,860                          | 0                                | Variance should show an underspends due to vacant posts, however expenditure on Community Led Housing project which is to be reimbursed from reserve has offset this variance. |
|   | Income             | 0                      | (13,187)               | (13,187)                 | 0                  | 0                                | 0                                | Income is from Housing Development Partnership Levy and rental income.   |
| Portfolio Holder : Cllr Ric Pallister       | TOTAL              | 39,928                 | 27,442                 | (12,486)                 | 195,860            | 195,860                          | 0                                |  |
| <b>TOTAL STRATEGIC HOUSING</b>              | <b>Expenditure</b> | <b>39,928</b>          | <b>40,629</b>          | <b>701</b>               | <b>195,860</b>     | <b>195,860</b>                   | <b>0</b>                         |  |
|   | <b>Income</b>      | <b>0</b>               | <b>(13,187)</b>        | <b>(13,187)</b>          | <b>0</b>           | <b>0</b>                         | <b>0</b>                         |  |
|   | <b>TOTAL</b>       | <b>39,928</b>          | <b>27,442</b>          | <b>(12,486)</b>          | <b>195,860</b>     | <b>195,860</b>                   | <b>0</b>                         |  |

| Service with Elements                          |                    | Budget to<br>30th June | Actual to<br>30th June | Variance to<br>30th June | Annual<br>Budget | Expected<br>Total by Year<br>End | Variance<br>expected<br>31/03/19 | Budget Holders' Comments on Variances to Profiled Budgets & Outturn<br><i>Accountants' Comments in Italics</i>   |
|--|--------------------|------------------------|------------------------|--------------------------|------------------|----------------------------------|----------------------------------|--|
|  |                    | £                      | £                      | £                        | £                | £                                | £                                |  |
| <b>ENVIRONMENTAL HEALTH</b>                    |                    |                        |                        |                          |                  |                                  |                                  |  |
| <b>Service Manager : Vicki Dawson</b>          |                    |                        |                        |                          |                  |                                  |                                  |  |
| HOUSING STANDARDS                              | Expenditure        | 59,508                 | 44,054                 | (15,454)                 | 238,030          | 238,030                          | 0                                | <i>Variance due to vacant post within the team.<br/>Income is from new HMO licences required as a result of legislative changes.<br/>Income will increase as more licence applications received – will be one off this year (renewal every 5 years).<br/>Income due to DFGs completed in Q1 – anticipated this will meet target over year.</i>   |
|  | Income             | (16,862)               | (13,427)               | 3,435                    | (67,450)         | (67,450)                         | 0                                |  |
| <b>Portfolio Holder : Cllr Val Keitch</b>      | <b>TOTAL</b>       | <b>42,646</b>          | <b>30,627</b>          | <b>(12,019)</b>          | <b>170,580</b>   | <b>170,580</b>                   | <b>0</b>                         |  |
| ENVIRONMENTAL HEALTH & COMMUNITY PROTECTION    | Expenditure        | 196,160                | 178,611                | (17,549)                 | 818,310          | 818,310                          | 0                                | <i>Underspend on travelling due to staff sickness and annual leave. Savings made on burial supplies due to the use of a new funeral director who are more proactive at helping families access DWP funding – this could result in less funeral costs being met by us but too early to be sure at this stage – will monitor over the course of the year. Spend here tends to be higher in winter.<br/><br/>Income down against year to date – next income is from wasps and wasps nest treatments. Will monitor income over next few months, also dependant on wasp activity which is determined by weather.<br/>Income from annual subsistence fees, bills sent out in May. An element of this income is still outstanding and is being recovered as per the debt recovery policy.</i> |
|  | Income             | (28,728)               | (22,406)               | 6,322                    | (71,660)         | (71,660)                         | 0                                |  |
| <b>Portfolio Holder : Cllr Val Keitch</b>      | <b>TOTAL</b>       | <b>167,432</b>         | <b>156,205</b>         | <b>(11,227)</b>          | <b>746,650</b>   | <b>746,650</b>                   | <b>0</b>                         |  |
| ENFORCEMENT                                    | Expenditure        | 21,423                 | 18,472                 | (2,951)                  | 93,280           | 93,280                           | 0                                | <i>Underspend is fluctuation on stray dog kennelling costs.</i>  |
|  | Income             | (750)                  | (21)                   | 729                      | (3,000)          | (3,000)                          | 0                                |  |
| <b>Portfolio Holder : Cllr Val Keitch</b>      | <b>TOTAL</b>       | <b>20,673</b>          | <b>18,451</b>          | <b>(2,222)</b>           | <b>90,280</b>    | <b>90,280</b>                    | <b>0</b>                         |  |
| <b>TOTAL ENVIRONMENTAL HEALTH</b>              | <b>Expenditure</b> | <b>277,091</b>         | <b>241,137</b>         | <b>(35,954)</b>          | <b>1,149,620</b> | <b>1,149,620</b>                 | <b>0</b>                         |  |
|  | <b>Income</b>      | <b>(46,340)</b>        | <b>(35,854)</b>        | <b>10,486</b>            | <b>(142,110)</b> | <b>(142,110)</b>                 | <b>0</b>                         |  |
|  | <b>TOTAL</b>       | <b>230,751</b>         | <b>205,283</b>         | <b>(25,468)</b>          | <b>1,007,510</b> | <b>1,007,510</b>                 | <b>0</b>                         |  |
| <b>BUILDING CONTROL</b>                        |                    |                        |                        |                          |                  |                                  |                                  |  |
| <b>Service Manager : Dave Durrant</b>          |                    |                        |                        |                          |                  |                                  |                                  |  |
| BUILDING CONTROL                               | Expenditure        | 165,853                | 124,763                | (41,090)                 | 645,800          | 645,800                          | 0                                |  |
|  | Income             | (139,054)              | (106,015)              | 33,039                   | (661,240)        | (661,240)                        | 0                                |  |
| <b>Portfolio Holder : Cllr Nick Weeks</b>      | <b>TOTAL</b>       | <b>26,799</b>          | <b>18,748</b>          | <b>(8,051)</b>           | <b>(15,440)</b>  | <b>(15,440)</b>                  | <b>0</b>                         |  |
| <b>TOTAL BUILDING CONTROL</b>                  | <b>Expenditure</b> | <b>165,853</b>         | <b>124,763</b>         | <b>(41,090)</b>          | <b>645,800</b>   | <b>645,800</b>                   | <b>0</b>                         |  |
|  | <b>Income</b>      | <b>(139,054)</b>       | <b>(106,015)</b>       | <b>33,039</b>            | <b>(661,240)</b> | <b>(661,240)</b>                 | <b>0</b>                         |  |
|  | <b>TOTAL</b>       | <b>26,799</b>          | <b>18,748</b>          | <b>(8,051)</b>           | <b>(15,440)</b>  | <b>(15,440)</b>                  | <b>0</b>                         |  |
| <b>LICENSING</b>                               |                    |                        |                        |                          |                  |                                  |                                  |  |
| <b>Service Manager : Nigel Marston</b>         |                    |                        |                        |                          |                  |                                  |                                  |  |
| LICENSING                                      | Expenditure        | 60,805                 | 54,998                 | (5,807)                  | 243,220          | 243,220                          | 0                                | <i>Expenditure being closely monitored.<br/>Income budget showing an increase due to income in advance.</i>  |
|  | Income             | (44,342)               | (97,909)               | (53,567)                 | (310,610)        | (310,610)                        | 0                                |  |
| <b>Portfolio Holder : Cllr Angie Singleton</b> | <b>TOTAL</b>       | <b>16,463</b>          | <b>(42,911)</b>        | <b>(59,374)</b>          | <b>(67,390)</b>  | <b>(67,390)</b>                  | <b>0</b>                         |  |
| <b>TOTAL LICENSING</b>                         | <b>Expenditure</b> | <b>60,805</b>          | <b>54,998</b>          | <b>(5,807)</b>           | <b>243,220</b>   | <b>243,220</b>                   | <b>0</b>                         |  |
|  | <b>Income</b>      | <b>(44,342)</b>        | <b>(97,909)</b>        | <b>(53,567)</b>          | <b>(310,610)</b> | <b>(310,610)</b>                 | <b>0</b>                         |  |
|  | <b>TOTAL</b>       | <b>16,463</b>          | <b>(42,911)</b>        | <b>(59,374)</b>          | <b>(67,390)</b>  | <b>(67,390)</b>                  | <b>0</b>                         |  |



| Service with Elements                                     |                    | Budget to 30th June | Actual to 30th June | Variance to 30th June | Annual Budget      | Expected Total by Year End | Variance expected 31/03/19 | Budget Holders' Comments on Variances to Profiled Budgets & Outturn<br><i>Accountants' Comments in Italics</i>   |
|---|--------------------|---------------------|---------------------|-----------------------|--------------------|----------------------------|----------------------------|--|
|   |                    | £                   | £                   | £                     | £                  | £                          | £                          |  |
| <b>HOUSING &amp; WELFARE</b>                              |                    |                     |                     |                       |                    |                            |                            |  |
| Service Manager: Kirsty Larkins/Alice Knight              |                    |                     |                     |                       |                    |                            |                            |  |
| HOUSING   | Expenditure        | 484,700             | 384,000             | (100,700)             | 1,323,040          | 1,323,040                  | 0                          | Vacant post funding being used on agency staff needed to support the service. Agreed most of the SLAs now with agencies delivering aspects of the HRA.   |
|   | Income             | (249,745)           | (364,105)           | (114,360)             | (439,060)          | (439,060)                  | 0                          |  |
| Portfolio Holder : Cllr Sylvia Seal                       | TOTAL              | 234,955             | 19,895              | (215,060)             | 883,980            | 883,980                    | 0                          |  |
| WELFARE   | Expenditure        | 99,185              | 87,684              | (11,501)              | 343,420            | 343,420                    | 0                          | Small variances on both expenditure and income.  |
|   | Income             | (354,775)           | (372,746)           | (17,971)              | (416,500)          | (416,500)                  | 0                          |  |
| Portfolio Holder : Cllr Sylvia Seal                       | TOTAL              | (255,590)           | (285,062)           | (29,472)              | (73,080)           | (73,080)                   | 0                          |  |
| <b>TOTAL HOUSING &amp; WELFARE</b>                        | <b>Expenditure</b> | <b>583,885</b>      | <b>471,684</b>      | <b>(112,201)</b>      | <b>1,666,460</b>   | <b>1,666,460</b>           | <b>0</b>                   |  |
|   | <b>Income</b>      | <b>(604,520)</b>    | <b>(736,851)</b>    | <b>(132,331)</b>      | <b>(855,560)</b>   | <b>(855,560)</b>           | <b>0</b>                   |  |
|   | <b>TOTAL</b>       | <b>(20,635)</b>     | <b>(265,167)</b>    | <b>(244,532)</b>      | <b>810,900</b>     | <b>810,900</b>             | <b>0</b>                   |  |
| <b>TOTAL DIRECTOR OF SERVICE DELIVERY</b>                 | <b>Expenditure</b> | <b>1,740,245</b>    | <b>1,491,338</b>    | <b>(248,907)</b>      | <b>6,289,970</b>   | <b>6,289,970</b>           | <b>0</b>                   |  |
|   | <b>Income</b>      | <b>(1,604,589)</b>  | <b>(1,823,778)</b>  | <b>(219,189)</b>      | <b>(3,933,830)</b> | <b>(3,933,830)</b>         | <b>0</b>                   |  |
|   | <b>TOTAL</b>       | <b>135,656</b>      | <b>(332,440)</b>    | <b>(468,096)</b>      | <b>2,356,140</b>   | <b>2,356,140</b>           | <b>0</b>                   |  |
| <b>COMMUNITIES, THIRD SECTOR &amp; PARTNERSHIPS</b>       |                    |                     |                     |                       |                    |                            |                            |  |
| Service Manager : Helen Rutter                            |                    |                     |                     |                       |                    |                            |                            |  |
| CENTRAL COMMUNITIES TEAM                                  | Expenditure        | 94,238              | 147,038             | 52,800                | 376,950            | 376,950                    | 0                          |  |
|   | Income             | 0                   | (27,500)            | (27,500)              | 0                  | 0                          | 0                          |  |
| Portfolio Holder : Cllr Ric Pallister                     | TOTAL              | 94,238              | 119,538             | 25,300                | 376,950            | 376,950                    | 0                          |  |
| COMMUNITY SAFETY  | Expenditure        | 12,087              | 4,754               | (7,333)               | 48,350             | 48,350                     | 0                          |  |
|   | Income             | 0                   | 0                   | 0                     | 0                  | 0                          | 0                          |  |
| Portfolio Holder : Cllr Peter Gubbins                     | TOTAL              | 12,087              | 4,754               | (7,333)               | 48,350             | 48,350                     | 0                          |  |
| <b>TOTAL COMMUNITIES, THIRD SECTOR &amp; PARTNERSHIPS</b> | <b>Expenditure</b> | <b>106,325</b>      | <b>151,792</b>      | <b>45,467</b>         | <b>425,300</b>     | <b>425,300</b>             | <b>0</b>                   |  |
|   | <b>Income</b>      | <b>0</b>            | <b>(27,500)</b>     | <b>(27,500)</b>       | <b>0</b>           | <b>0</b>                   | <b>0</b>                   |  |
|   | <b>TOTAL</b>       | <b>106,325</b>      | <b>124,292</b>      | <b>17,967</b>         | <b>425,300</b>     | <b>425,300</b>             | <b>0</b>                   |  |
| <b>AREA EAST</b>  |                    |                     |                     |                       |                    |                            |                            |  |
| Service Manager : Tim Cook                                |                    |                     |                     |                       |                    |                            |                            |  |
| EAST AREA DEVELOPMENT                                     | Expenditure        | 44,385              | 24,870              | (19,515)              | 177,540            | 177,540                    | 0                          |  |
|   | Income             | (1,127)             | (1,229)             | (102)                 | (4,510)            | (4,510)                    | 0                          |  |
| Area Chairman : Cllr Nick Weeks                           | TOTAL              | 43,258              | 23,641              | (19,617)              | 173,030            | 173,030                    | 0                          |  |
| EAST GRANTS   | Expenditure        | 6,080               | 10,040              | 3,960                 | 24,320             | 24,320                     | 0                          | The underspend currently occurring in all four area budgets relate to salary budgets which continue to be impacted by vacancies as a result of Transformation. We continue to attempt to backfill where possible but anticipate this trend continuing. |
|   | Income             | 0                   | 0                   | 0                     | 0                  | 0                          | 0                          |  |
| Area Chairman : Cllr Nick Weeks                           | TOTAL              | 6,080               | 10,040              | 3,960                 | 24,320             | 24,320                     | 0                          |  |
| EAST PROJECTS   | Expenditure        | 0                   | 18,779              | 18,779                | 0                  | 0                          | 0                          |  |
|   | Income             | 0                   | (67,078)            | (67,078)              | 0                  | 0                          | 0                          |  |
| Area Chairman : Cllr Nick Weeks                           | TOTAL              | 0                   | (48,299)            | (48,299)              | 0                  | 0                          | 0                          |  |
| <b>TOTAL AREA EAST</b>                                    | <b>Expenditure</b> | <b>50,465</b>       | <b>53,689</b>       | <b>3,224</b>          | <b>201,860</b>     | <b>201,860</b>             | <b>0</b>                   |  |
|   | <b>Income</b>      | <b>(1,127)</b>      | <b>(68,307)</b>     | <b>(67,180)</b>       | <b>(4,510)</b>     | <b>(4,510)</b>             | <b>0</b>                   |  |
|   | <b>TOTAL</b>       | <b>49,338</b>       | <b>(14,618)</b>     | <b>(63,956)</b>       | <b>197,350</b>     | <b>197,350</b>             | <b>0</b>                   |  |



| Service with Elements                                |                    | Budget to<br>30th June | Actual to<br>30th June | Variance to<br>30th June | Annual<br>Budget   | Expected<br>Total by Year<br>End | Variance<br>expected<br>31/03/19 | Budget Holders' Comments on Variances to Profiled Budgets & Outturn<br><i>Accountants' Comments in Italics</i>   |
|--|--------------------|------------------------|------------------------|--------------------------|--------------------|----------------------------------|----------------------------------|--|
|  |                    | £                      | £                      | £                        | £                  | £                                | £                                |  |
| <b>CIVIL CONTINGENCIES MANAGER</b>                   |                    |                        |                        |                          |                    |                                  |                                  |  |
| Service Manager : Pam Harvey                         |                    |                        |                        |                          |                    |                                  |                                  |  |
| CIVIL CONTINGENCIES                                  | Expenditure        | 29,543                 | 24,389                 | (5,154)                  | 119,160            | 119,160                          | 0                                | <i>Spend on budget linked to out of hours services required and weather conditions. More call on budget in winter months. Recharge to EDDC yet to be made for 17/18.</i>   |
|  | Income             | (1,250)                | (206)                  | 1,044                    | (6,110)            | (6,110)                          | 0                                |  |
| Portfolio Holder : Cllr Nick Weeks                   | TOTAL              | 28,293                 | 24,183                 | (4,110)                  | 113,050            | 113,050                          | 0                                |  |
| <b>TOTAL CIVIL CONTINGENCIES</b>                     | <b>Expenditure</b> | <b>29,543</b>          | <b>24,389</b>          | <b>(5,154)</b>           | <b>119,160</b>     | <b>119,160</b>                   | <b>0</b>                         |  |
|  | <b>Income</b>      | <b>(1,250)</b>         | <b>(206)</b>           | <b>1,044</b>             | <b>(6,110)</b>     | <b>(6,110)</b>                   | <b>0</b>                         |  |
|  | <b>TOTAL</b>       | <b>28,293</b>          | <b>24,183</b>          | <b>(4,110)</b>           | <b>113,050</b>     | <b>113,050</b>                   | <b>0</b>                         |  |
| <b>ENGINEERING &amp; PROPERTY SERVICES</b>           |                    |                        |                        |                          |                    |                                  |                                  |  |
| Service Manager : Caroline White                     |                    |                        |                        |                          |                    |                                  |                                  |  |
| ENGINEERING SERVICES                                 | Expenditure        | 188,835                | 158,241                | (30,594)                 | 595,190            | 595,190                          | 0                                | <i>£15k y/e Provision for Birchfield yet to receive matching cost. Various minor underspends for Repairs and Maintenance to Buildings. Some quarterly recharges not yet done.</i>  |
|  | Income             | (21,180)               | (16,137)               | 5,043                    | (84,720)           | (84,720)                         | 0                                |  |
| Portfolio Holder : Cllr Henry Hobhouse               | TOTAL              | 167,655                | 142,104                | (25,551)                 | 510,470            | 510,470                          | 0                                |  |
| PROPERTY MANAGEMENT                                  | Expenditure        | 472,648                | 440,710                | (31,938)                 | 1,165,930          | 1,165,930                        | 0                                | <i>General underspend across range of services although wages are up £6k. Public office service charges down £17k. Various other general income deficits.</i>  |
|  | Income             | (124,885)              | (102,592)              | 22,293                   | (606,900)          | (606,900)                        | 0                                |  |
| Portfolio Holder : Cllr Henry Hobhouse               | TOTAL              | 347,763                | 338,118                | (9,645)                  | 559,030            | 559,030                          | 0                                |  |
| COMMERCIAL PROPERTY                                  | Expenditure        | 32,075                 | 21,604                 | (10,471)                 | 98,690             | 98,690                           | 0                                | <i>Variance largely relates to R&amp;M budget being underspend but this can fluctuate depending on works needed. Property income above budget due to annual invoices being raised for most properties. Income should remain at this level unless a tenant vacates and there is a void period..</i> |
|  | Income             | (246,673)              | (250,593)              | (3,920)                  | (277,640)          | (277,640)                        | 0                                |  |
| Portfolio Holder : Cllr Henry Hobhouse               | TOTAL              | (214,598)              | (228,989)              | (14,391)                 | (178,950)          | (178,950)                        | 0                                |  |
| INVESTMENT PROPERTY                                  | Expenditure        | 188,175                | 80,620                 | (107,555)                | 752,700            | 752,700                          | 0                                | <i>Project expenditure underspent, expected to pick up now that there is a defined plan of expenditure. MRP payments for Capital Financing will shortly be done removing some of the variance.</i>   |
|  | Income             | (231,500)              | (327,356)              | (95,856)                 | (926,000)          | (926,000)                        | 0                                |  |
| Portfolio Holder : Cllr Henry Hobhouse               | TOTAL              | (43,325)               | (246,736)              | (203,411)                | (173,300)          | (173,300)                        | 0                                |  |
| CAR PARKING  | Expenditure        | 456,228                | 340,939                | (115,289)                | 804,860            | 804,860                          | 0                                | <i>£108k y/e provision for Service Charge for Waitrose not yet had matching cost. Once recieved this will rectify this 'underspend'. Pay and Display income down by £49k on budget, Season Ticket income down £10k, Excess Charges down £5k, along with other rental payments due.</i>             |
|  | Income             | (501,198)              | (434,900)              | 66,298                   | (2,130,670)        | (2,075,670)                      | 55,000                           |  |
| Portfolio Holder : Cllrs Henry Hobhouse & Peter Seib | TOTAL              | (44,970)               | (93,961)               | (48,991)                 | (1,325,810)        | (1,270,810)                      | 55,000                           |  |
| <b>TOTAL ENGINEERING &amp; PROPERTY SERVICES</b>     | <b>Expenditure</b> | <b>1,337,961</b>       | <b>1,042,114</b>       | <b>(295,847)</b>         | <b>3,417,370</b>   | <b>3,417,370</b>                 | <b>0</b>                         |  |
|  | <b>Income</b>      | <b>(1,125,436)</b>     | <b>(1,131,578)</b>     | <b>(6,142)</b>           | <b>(4,025,930)</b> | <b>(3,970,930)</b>               | <b>55,000</b>                    |  |
|  | <b>TOTAL</b>       | <b>212,525</b>         | <b>(89,464)</b>        | <b>(301,989)</b>         | <b>(608,560)</b>   | <b>(553,560)</b>                 | <b>55,000</b>                    |  |

| Service with Elements                      |                    | Budget to<br>30th June | Actual to<br>30th June | Variance to<br>30th June | Annual<br>Budget   | Expected<br>Total by Year<br>End | Variance<br>expected<br>31/03/19 | Budget Holders' Comments on Variances to Profiled Budgets & Outturn<br><i>Accountants' Comments in Italics</i>  |
|--|--------------------|------------------------|------------------------|--------------------------|--------------------|----------------------------------|----------------------------------|---|
|  |                    | £                      | £                      | £                        | £                  | £                                | £                                |   |
| <b>STREETSCENE</b>                         |                    |                        |                        |                          |                    |                                  |                                  |   |
| Service Manager : Chris Cooper             |                    |                        |                        |                          |                    |                                  |                                  |   |
| HORTICULTURE & GROUNDS MAINTENANCE         | Expenditure        | 770,145                | 720,768                | (49,377)                 | 3,021,930          | 3,021,930                        | 0                                | The budget currently shows a positive variance, this is primarily due to profiling of lease payments which as yet haven't been taken from the budget. However there is a considerable volume of work that currently requires invoicing and when taken into consideration against commitments it indicates that the overall budget position at this time is a small but positive variance against profile. |
| & STREETCLEANING                           | Income             | (213,585)              | (211,187)              | 2,398                    | (1,359,000)        | (1,359,000)                      | 0                                |   |
| Portfolio Holder : Cllr Jo Roundell Greene | TOTAL              | 556,560                | 509,581                | (46,979)                 | 1,662,930          | 1,662,930                        | 0                                |   |
| <b>TOTAL STREETSCENE</b>                   | <b>Expenditure</b> | <b>770,145</b>         | <b>720,768</b>         | <b>(49,377)</b>          | <b>3,021,930</b>   | <b>3,021,930</b>                 | <b>0</b>                         |   |
|  | <b>Income</b>      | <b>(213,585)</b>       | <b>(211,187)</b>       | <b>2,398</b>             | <b>(1,359,000)</b> | <b>(1,359,000)</b>               | <b>0</b>                         |   |
|  | <b>TOTAL</b>       | <b>556,560</b>         | <b>509,581</b>         | <b>(46,979)</b>          | <b>1,662,930</b>   | <b>1,662,930</b>                 | <b>0</b>                         |   |
| <b>WASTE &amp; RECYCLING</b>               |                    |                        |                        |                          |                    |                                  |                                  |   |
| Assistant Director :                       |                    |                        |                        |                          |                    |                                  |                                  |   |
| WASTE & RECYCLING                          | Expenditure        | 1,515,849              | 1,549,476              | 33,627                   | 6,073,360          | 6,073,360                        | 0                                | Broadly speaking the waste budget is within reasonable variation against profile. There is no reason to expect this small variance not to balance out throughout the course of the financial year and we have no projected additional expenditure forecast at this time.  |
|  | Income             | (894,494)              | (913,839)              | (19,345)                 | (1,616,360)        | (1,616,360)                      | 0                                |   |
| Portfolio Holder : Cllr Jo Roundell Greene | TOTAL              | 621,355                | 635,637                | 14,282                   | 4,457,000          | 4,457,000                        | 0                                |   |
| <b>TOTAL WASTE COLLECTION</b>              | <b>Expenditure</b> | <b>1,515,849</b>       | <b>1,549,476</b>       | <b>33,627</b>            | <b>6,073,360</b>   | <b>6,073,360</b>                 | <b>0</b>                         |   |
|  | <b>Income</b>      | <b>(894,494)</b>       | <b>(913,839)</b>       | <b>(19,345)</b>          | <b>(1,616,360)</b> | <b>(1,616,360)</b>               | <b>0</b>                         |   |
|  | <b>TOTAL</b>       | <b>621,355</b>         | <b>635,637</b>         | <b>14,282</b>            | <b>4,457,000</b>   | <b>4,457,000</b>                 | <b>0</b>                         |   |
| <b>ARTS &amp; ENTERTAINMENT</b>            |                    |                        |                        |                          |                    |                                  |                                  |   |
| Service Manager : Adam Burgan              |                    |                        |                        |                          |                    |                                  |                                  |   |
| ARTS                                       | Expenditure        | 537,283                | 425,835                | (111,448)                | 2,075,300          | 2,144,866                        | 69,566                           | A solid start to the year for The Octagon and Arts Development. Nationally ticket sales at regional theatre are seeing a slight decline with high street sales dropping and Brexit concerns seeming to affect customer spending. Through prudent and careful programming we remain on course to achieve a balanced budget.  |
|  | Income             | (463,313)              | (693,532)              | (230,219)                | (1,822,600)        | (1,894,499)                      | (71,899)                         |   |
| Portfolio Holder : Cllr Sylvia Seal        | TOTAL              | 73,970                 | (267,697)              | (341,667)                | 252,700            | 250,367                          | (2,333)                          |   |
| WESTLANDS LEISURE COMPLEX                  | Expenditure        | 336,945                | 360,190                | 23,245                   | 1,364,880          | 1,232,483                        | (132,397)                        | Westlands is making good progress with the number of conference, meetings and functions increasing and strong number of repeat bookers. Utilities are currently very high with costs for the whole site being borne by the complex. This is being reviewed and we expect costs will be apportioned out that will reduce expenditure and bring figures inline with the Westlands Business Plan.            |
|  | Income             | (285,103)              | (339,377)              | (54,274)                 | (1,217,510)        | (1,025,261)                      | 192,249                          |   |
| Portfolio Holder : Cllr Sylvia Seal        | TOTAL              | 51,842                 | 20,813                 | (31,029)                 | 147,370            | 207,222                          | 59,852                           |   |
| <b>TOTAL ARTS</b>                          | <b>Expenditure</b> | <b>874,228</b>         | <b>786,025</b>         | <b>(88,203)</b>          | <b>3,440,180</b>   | <b>3,377,349</b>                 | <b>(62,831)</b>                  |   |
|  | <b>Income</b>      | <b>(748,416)</b>       | <b>(1,032,909)</b>     | <b>(284,493)</b>         | <b>(3,040,110)</b> | <b>(2,919,760)</b>               | <b>120,350</b>                   |   |
|  | <b>TOTAL</b>       | <b>125,812</b>         | <b>(246,884)</b>       | <b>(372,696)</b>         | <b>400,070</b>     | <b>457,589</b>                   | <b>57,519</b>                    |   |

| Service with Elements  |                    | Budget to<br>30th June | Actual to<br>30th June | Variance to<br>30th June | Annual<br>Budget    | Expected<br>Total by Year<br>End | Variance<br>expected<br>31/03/19 | Budget Holders' Comments on Variances to Profiled Budgets & Outturn<br><i>Accountants' Comments in Italics</i>   |
|--|--------------------|------------------------|------------------------|--------------------------|---------------------|----------------------------------|----------------------------------|--|
|  |                    | £                      | £                      | £                        | £                   | £                                | £                                |  |
| <b>SPORT &amp; LEISURE FACILITIES</b>                                |                    |                        |                        |                          |                     |                                  |                                  |  |
| Service Manager : Lynda Pincombe                                     |                    |                        |                        |                          |                     |                                  |                                  |  |
| GOLDENSTONES   | Expenditure        | 64,670                 | 22,158                 | (42,512)                 | 256,430             | 256,430                          | 0                                | <i>Invoice now issued for SSDC's share of surplus which accounts for some of this variance.</i>  |
|  | Income             | (42,428)               | 34,364                 | 76,792                   | (169,710)           | (169,710)                        | 0                                |  |
| Portfolio Holder : Cllr Sylvia Seal                                  | TOTAL              | 22,242                 | 56,522                 | 34,280                   | 86,720              | 86,720                           | 0                                |  |
| SPORT FACILITIES   | Expenditure        | 38,378                 | 41,532                 | 3,154                    | 153,510             | 153,510                          | 0                                |  |
|  | Income             | (15,250)               | 5,039                  | 20,289                   | (61,000)            | (61,000)                         | 0                                |  |
| Portfolio Holder : Cllr Sylvia Seal                                  | TOTAL              | 23,128                 | 46,571                 | 23,443                   | 92,510              | 92,510                           | 0                                |  |
| WESTLAND SPORT FACILITIES  | Expenditure        | 17,783                 | (19,894)               | (37,677)                 | 71,130              | 71,130                           | 0                                |  |
|  | Income             | (2,288)                | (167)                  | 2,121                    | (9,150)             | (9,150)                          | 0                                |  |
| Portfolio Holder : Cllr Sylvia Seal                                  | TOTAL              | 15,495                 | (20,061)               | (35,556)                 | 61,980              | 61,980                           | 0                                |  |
| <b>TOTAL SPORT &amp; LEISURE FACILITIES</b>                          | <b>Expenditure</b> | <b>120,831</b>         | <b>43,796</b>          | <b>(77,035)</b>          | <b>481,070</b>      | <b>481,070</b>                   | <b>0</b>                         |  |
|  | <b>Income</b>      | <b>(59,966)</b>        | <b>39,236</b>          | <b>99,202</b>            | <b>(239,860)</b>    | <b>(239,860)</b>                 | <b>0</b>                         |  |
|  | <b>TOTAL</b>       | <b>60,865</b>          | <b>83,032</b>          | <b>22,167</b>            | <b>241,210</b>      | <b>241,210</b>                   | <b>0</b>                         |  |
| <b>COMMUNITY HEALTH &amp; LEISURE</b>                                |                    |                        |                        |                          |                     |                                  |                                  |  |
| Service Manager : Lynda Pincombe                                     |                    |                        |                        |                          |                     |                                  |                                  |  |
| COMMUNITY HEALTH & LEISURE   | Expenditure        | 224,369                | 250,820                | 26,451                   | 790,530             | 790,530                          | 0                                | <i>Expenditure as expected for the period taking into account project expenditure. A number of the management codes need re-profiling to take into account spend and funds from reserves need releasing into revenue to cover expenditure.</i> |
|  | Income             | (46,944)               | (68,489)               | (21,545)                 | (191,560)           | (191,560)                        | 0                                |  |
| Portfolio Holder : Cllr Sylvia Seal                                  | TOTAL              | 177,425                | 182,331                | 4,906                    | 598,970             | 598,970                          | 0                                |  |
| <b>TOTAL COMMUNITY HEALTH &amp; LEISURE</b>                          | <b>Expenditure</b> | <b>224,369</b>         | <b>250,820</b>         | <b>26,451</b>            | <b>790,530</b>      | <b>790,530</b>                   | <b>0</b>                         | <i>Income needs re-profiling for AGP code as sinking fund needs taking into account.</i>   |
|  | <b>Income</b>      | <b>(46,944)</b>        | <b>(68,489)</b>        | <b>(21,545)</b>          | <b>(191,560)</b>    | <b>(191,560)</b>                 | <b>0</b>                         |  |
|  | <b>TOTAL</b>       | <b>177,425</b>         | <b>182,331</b>         | <b>4,906</b>             | <b>598,970</b>      | <b>598,970</b>                   | <b>0</b>                         |  |
| <b>COUNTRYSIDE</b>   |                    |                        |                        |                          |                     |                                  |                                  |  |
| Service Manager : Katy Menday  |                    |                        |                        |                          |                     |                                  |                                  |  |
| COUNTRYSIDE  | Expenditure        | 146,075                | 171,072                | 24,997                   | 579,900             | 579,900                          | 0                                | <i>Variances are due to grant expenditure on Yeovil Country Park with income due in August to cover the spend. Other countryside management codes on track and Café at Nine Springs performing well due to good weather.</i>                   |
|  | Income             | (69,992)               | (41,005)               | 28,987                   | (284,970)           | (284,970)                        | 0                                |  |
| Portfolio Holder : Cllr Sylvia Seal                                  | TOTAL              | 76,083                 | 130,067                | 53,984                   | 294,930             | 294,930                          | 0                                |  |
| <b>TOTAL COUNTRYSIDE</b>   | <b>Expenditure</b> | <b>146,075</b>         | <b>171,072</b>         | <b>24,997</b>            | <b>579,900</b>      | <b>579,900</b>                   | <b>0</b>                         | <i>Income from HLF and Armed Forces Fund due in the autumn to cover grant expenditure and to resolve variances.</i>  |
|  | <b>Income</b>      | <b>(69,992)</b>        | <b>(41,005)</b>        | <b>28,987</b>            | <b>(284,970)</b>    | <b>(284,970)</b>                 | <b>0</b>                         |  |
|  | <b>TOTAL</b>       | <b>76,083</b>          | <b>130,067</b>         | <b>53,984</b>            | <b>294,930</b>      | <b>294,930</b>                   | <b>0</b>                         |  |
| <b>TOTAL DIRECTOR OF COMMERCIAL SERVICES &amp; INCOME GENERATION</b> | <b>Expenditure</b> | <b>5,019,001</b>       | <b>4,588,460</b>       | <b>(430,541)</b>         | <b>17,923,500</b>   | <b>17,860,669</b>                | <b>(62,831)</b>                  |  |
|  | <b>Income</b>      | <b>(3,160,083)</b>     | <b>(3,359,977)</b>     | <b>(199,894)</b>         | <b>(10,763,900)</b> | <b>(10,588,550)</b>              | <b>175,350</b>                   |  |
|  | <b>TOTAL</b>       | <b>1,858,918</b>       | <b>1,228,483</b>       | <b>(630,435)</b>         | <b>7,159,600</b>    | <b>7,272,119</b>                 | <b>112,519</b>                   |  |
| <b>TOTAL SSDC</b>  | <b>Expenditure</b> | <b>18,010,524</b>      | <b>16,342,787</b>      | <b>(958,550)</b>         | <b>67,989,100</b>   | <b>67,926,269</b>                | <b>(62,831)</b>                  |  |
|  | <b>Income</b>      | <b>(8,971,556)</b>     | <b>(14,332,028)</b>    | <b>(5,360,472)</b>       | <b>(51,587,310)</b> | <b>(51,333,960)</b>              | <b>253,350</b>                   |  |
|  | <b>TOTAL</b>       | <b>9,038,968</b>       | <b>2,010,759</b>       | <b>(6,319,023)</b>       | <b>16,401,790</b>   | <b>16,592,309</b>                | <b>190,519</b>                   |  |

Appendix B

**AREA RESERVES**  
**Quarter 1 2018/19**

| Allocation of Reserves                                       | Approval Date | Approved Allocation | Balance 2018/19 | Transfer from Reserves during 2018/19 |
|--|---------------|---------------------|-----------------|---------------------------------------|
|  |               | £                   | £               | £                                     |
| <b>Area East</b>   |               |                     |                 |                                       |
| <b>Balance B/fwd 1st April 2018</b>                          |               |                     | <b>-49,190</b>  |                                       |
| Community Planning - Project Spend                           | Apr-05        | 50,000              | 15,930          |                                       |
| Derelict Sites Castle Cary                                   | Jun-05        | 4,000               | 4,000           |                                       |
| Rural Business Units   | Nov-05        | 25,000              | 5,800           |                                       |
| Retail Support Initiative                                    | May-09        | 10,000              | 10,000          |                                       |
| Wincanton Retail Support Initiative                          | Jul-14        | 10,000              | 10,000          |                                       |
| Totals   |               |                     | 45,730          | 0                                     |
| <b>Balance of reserve</b>                                    |               |                     |                 | <b>-49,190</b>                        |
| <b>Unallocated Balance 31st March 2019</b>                   |               |                     | <b>-3,460</b>   |                                       |
| <b>Area North</b>  |               |                     |                 |                                       |
| <b>Balance B/fwd 1st April 2018</b>                          |               |                     | <b>-23,900</b>  |                                       |
| Support towards progressing affordable rural housing schemes | Mar-09        | 15,000              | 10,000          |                                       |
| Totals   |               |                     | 10,000          | 0                                     |
| <b>Balance of reserve</b>                                    |               |                     |                 | <b>-23,900</b>                        |
| <b>Unallocated Balance 31st March 2019</b>                   |               |                     | <b>-13,900</b>  |                                       |
| <b>Area West</b>   |               |                     |                 |                                       |
| <b>Balance B/fwd 1st April 2018</b>                          |               |                     | <b>-46,220</b>  |                                       |
| Totals   |               |                     | 0               | 0                                     |
| <b>Balance of reserve</b>                                    |               |                     |                 | <b>-46,220</b>                        |
| <b>Unallocated Balance 31st March 2019</b>                   |               |                     | <b>-46,220</b>  |                                       |

(Negative Figures = income, Positive figures = costs)

(Area South has no reserve remaining)

## Appendix C Summary of Usable Reserves

The following table shows the current balance on each usable reserve and the movements since 1 April 2018

| Reserves   | Balance as at<br>01/04/2018 | Movement    | Balance as at<br>30/06/2018 |
|--|-----------------------------|-------------|-----------------------------|
|  | £'000                       | £'000       | £'000                       |
| Usable Capital Receipts                            | -24,611                     | -12         | -24,623                     |
| Internal Borrowing Reserve                         | -657                        | 0           | -657                        |
| Capital Reserve                                    | -1,274                      | -2          | -1,276                      |
| Cremator Replacement Capital Reserve               | -549                        | 0           | -549                        |
| Internal Borrowing Repayments                      | -59                         | 0           | -59                         |
| Election Reserve                                   | -190                        | 0           | -190                        |
| Wincanton Sports Centre Reserve                    | -21                         | 0           | -21                         |
| Local Plan Enquiry Reserve                         | -71                         | 0           | -71                         |
| Yeovil Athletic Track Repairs Fund                 | -151                        | 0           | -151                        |
| Planning Delivery Reserve                          | -16                         | 0           | -16                         |
| Bristol to Weymouth Rail Reserve                   | -26                         | 0           | -26                         |
| Local Authority Business Growth Initiative Reserve | -14                         | 0           | -14                         |
| Yeovil Vision                                      | -122                        | 0           | -122                        |
| IT Replacement Reserve                             | -10                         | 0           | -10                         |
| Insurance Fund                                     | -50                         | 0           | -50                         |
| Transformation Reserve                             | -2,265                      | 0           | -2,265                      |
| Treasury Management Reserve                        | -100                        | 0           | -100                        |
| Local Plan Implementation Fund                     | -124                        | 0           | -124                        |
| Revenue Grants Reserve                             | -788                        | -47         | -835                        |
| MTFP Support Fund                                  | -6,012                      | 0           | -6,012                      |
| Council Tax/Housing Benefits Reserve               | -625                        | -56         | -681                        |
| Closed Churchyards Reserve                         | 2                           | 0           | 2                           |
| Health Inequalities                                | -31                         | 0           | -31                         |
| Deposit Guarantee Claims Reserve                   | -5                          | 0           | -5                          |
| Park Homes Replacement Reserve                     | -165                        | 0           | -165                        |
| Planning Obligations Admin Reserve                 | -35                         | 0           | -35                         |
| LSP  | -8                          | 0           | -8                          |
| Artificial Grass Pitch Reserve                     | -108                        | 0           | -108                        |
| Business Support Scheme                            | -139                        | 0           | -139                        |
| Infrastructure Reserve                             | -803                        | 4           | -799                        |
| NNDR Volatility Reserve                            | -3,955                      | 0           | -3,955                      |
| Ticket Levy Reserve                                | -35                         | -12         | -47                         |
| Waste Reserve                                      | -215                        | 0           | -215                        |
| Community Housing Fund                             | -211                        | 0           | -211                        |
| <b>Total Usable Reserves</b>                       | <b>-43,443</b>              | <b>-125</b> | <b>-43,568</b>              |

(Negative Figures = income, Positive figures = costs)

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 8

## **2018/19 Capital Budget Monitoring Report for the quarter ending 30th June 2018**

|                                    |  |
|------------------------------------|--|
| <i>Executive Portfolio Holder:</i> | <i>Peter Seib, Finance and Legal Services</i>          |
| <i>Director:</i>                   | <i>Netta Meadows, Strategy &amp; Commissioning</i>     |
| <i>Service Manager:</i>            | <i>Nicola Hix, Lead Specialist</i>                     |
| <i>Lead Officer:</i>               | <i>Ross Eaton, Management Accountant</i>               |
| <i>Contact Details:</i>            | <i>ross.eaton@southsomerset.gov.uk or 01935 462274</i> |

### **Purpose of the Report**

1. The purpose of this report is to provide Members with an early projection in 2018/19 of the forecast spending (“outturn”) against the Council’s approved Capital Programme Budget, and to explain projected variations against individual projects and the Programme as a whole.

### **Forward Plan**

2. This report appeared on the District Executive Forward Plan with an anticipated Committee date of August 2018.

### **Public Interest**

3. This report gives an update on the forecast capital financial position and budgetary variations for the financial year 2018/19, as at 30<sup>th</sup> June 2018. Maintaining effective control over capital spending within approved budgets helps to ensure capital investment is affordable and meets agreed priorities.

### **Recommendations**

4. That the District Executive:
  - a. Note the content of the report;
  - b. Approve the revised capital programme spend as detailed in paragraph 6, Table 1

### **Background**

5. Full Council approved the Capital Programme in February 2017. 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 in Appendix A. The estimated spend for 2018/19 has been revised from **£8.908 million** to **£15.241 million** for the following reasons: -

#### **Table 1 – Revised Capital Programme Q1 2018/19**

(negative figures = income/reduction in budget, positive figures = costs)



|  | 18/19<br>£'000 | 19/20<br>£'000 | 20/21<br>£'000 | 21/22<br>£'000 | 22/23<br>£'000 |
|--|----------------|----------------|----------------|----------------|----------------|
| <b>Capital Programme for Quarter 1 of 2018/19 onwards approved by DX in February 2018</b>        | <b>7,451</b>   | <b>2,307</b>   | <b>2,680</b>   | <b>(867)</b>   | <b>0</b>       |
| <b>Plus: Capital projects approved</b>   |                |                |                |                |                |
| Investment in Property   | 9,480          |                |                |                |                |
| Investment in Land & Property - Capital Repayment  | -492           | -1,968         | -1,968         | -1,968         | -1,968         |
| <b>Less: Projects moved to Reserves list</b>   |                |                |                |                |                |
| Market Towns Visions   | -55            |                |                |                |                |
| <b>Plus: Allocations from Reserves</b>   |                |                |                |                |                |
| Yeovil Rec (Synthetic Grass Pitch & Pitch & Put)   | 12             |                |                |                |                |
| Refurbishment of Petters Way   | 250            |                |                |                |                |
| Affordable Housing – Magna at South St, Crewkerne  | 175            | 175            |                |                |                |
| <b>Plus: Area projects approved</b>  |                |                |                |                |                |
| Area North - Purchase of Fitness Equipment for Recreation Ground next to Barrington Village Hall | 2              |                |                |                |                |
| Area North - Purchase of a section of Langport Cycleway  | 10             |                |                |                |                |
| Area East - Award to A Bishop Electricals, Castle Cary   | 2              |                |                |                |                |
| Area East - Upgrade of Cucklington Village Hall Car Park   | 6              |                |                |                |                |
| Area East - Upgrade of Milborne Port Village Hall Car Park                                       | 4              |                |                |                |                |
| Area East - Purchase of Allotment Area in Ilchester  | 7              |                |                |                |                |
| <b>Less: Area projects moved to Reserves</b>   |                |                |                |                |                |
| Area West - Chard Business Hub   | -64            |                |                |                |                |
| <b>Plus: Slippage from 2018/19 forecast to slip into 2019/20 &amp; beyond (re-profiling)</b>     | <b>-1,909</b>  | <b>1,904</b>   | <b>2</b>       | <b>2</b>       | <b>1</b>       |
| <b>Revised Capital Programme for 2018/19 at 30<sup>th</sup> June 2018.</b>                       | <b>15,241</b>  | <b>2,418</b>   | <b>714</b>     | <b>-2,833</b>  | <b>-1,967</b>  |

7. Following the completion of the financial statement of accounts audit by Grant Thornton, a change was required to remove the budget and expenditure on the Marlborough investment initially accounted for as capital in our draft accounts for 2017/18. This has resulted in a revision needed to the 2017/18 capital outturn figures previously reported. These are shown in the table below.

**Table 2 – Revision to 2017/18 Capital Outturn figures**

|                                      | <b>Outturn Report to July DX<br/>£'000</b> | <b>Revised Outturn<br/>£'000</b> |
|--------------------------------------|--|----------------------------------|
| Net spend for 2017/18                | 16,424                                     | 14,495                           |
| 2018/19 budget before slippage added | 8,119                                      | 6,662                            |
| Slippage to carry forward to 2018/19 | 1,447                                      | 789                              |
| Revised 2018/19 Budget               | 9,566                                      | 7,451                            |

(negative figures = income/reduction in budget, positive figures = costs)

### Capital Programme & Reserves

- The current capital programme, contingent liabilities and reserves allocates £80.816 million to various schemes over the next five years. Further details are shown in Appendix A.

**Table 3 – Capital Programme and Reserves for 2018/19 - 2022/23**

|  | <b>£'000</b>  |
|--|---------------|
| Capital Programme (as detailed in paragraph 6) | 13,573        |
| Contingent Liabilities and Reserve Scheme      | 67,831        |
| <b>Total Programme to be Financed</b>          | <b>81,404</b> |

(negative figures = income/reduction in budget, positive figures = costs)

### Progress on various schemes

- Progress on individual schemes is attached at Appendix A. Appendix A also incorporates responsible officer comments on slippage and performance against targets. At this stage the total projected capital investment within the programme remains on budget for all schemes.
- The actual net position as at 30<sup>th</sup> June 2018 is net expense of £5.991 million. This is made up of actual expenditure being £6.055 million less grants received in advance for various projects of £64,000.
- The current forecast net spend by the year end is £15.241 million. Schemes which are expected to be delayed this year and are more than £50,000 and have slipped to 2019/20 include:

**Table 4 – Capital Project over £50k delayed into 2019/20**

| <b>Project</b>                      | <b>Date Funding Approved</b> | <b>Slippage to 2019/20 £'000</b> | <b>Reason for Delay</b>  |
|-------------------------------------|------------------------------|----------------------------------|--|
| Confidential Projects               | June 2017                    | 1,542                            | Tenders due in July 2018. Start date for works provisionally estimated as March/April 2019, thus is prudent to re-profile construction costs to 2019/20.   |
| Capital Works to Councils Portfolio | Feb 2016                     | 120                              | Some works are planned to be undertaken later this year with a few elements pending waiting for outcome decisions on buildings so 120k moved to next year.   |
| Gas Control System - Birchfield     | Feb 2013                     | 218                              | The project is awaiting thorough consideration of the overarching site assessment report. Following this the project will be re-scoped to continue the effective management of the site. This will not be addressed fully until later in the year and therefore the spending has been re-profiled accordingly. |

(negative figures = income/reduction in budget, positive figures = costs)

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

### **Projects agreed at or before February 2014**

12. Schemes that were agreed before 2014 that have not yet completed are detailed on Appendix B. Appendix B also incorporates responsible officer comments on the reason for the delay, and the risks of not retaining the funding.

### **Additional Income**

13. This section highlights any new S106 funding that have been received by the Council and added to the capital programme within the last quarter. It is recommended the capital programme budget is increased and funded by the amounts shown in the table below:

**Table 5 – Additional Capital funding received Q1 2018/19**

| <b>Project</b>                | <b>Additional funding received £'000</b> |
|-------------------------------|--|
| Castle Cary Fairfield Project | -2                                       |
| <b>Total</b>                  | <b>-2</b>                                |

(negative figures = income/reduction in budget, positive figures = costs)

## **Flexible Use of Capital Receipts**

14. Since the efficiency strategy was agreed, capital receipts that have been received so far from the sale of property that can be utilised for the revenue costs of the transformation programme, remains at £204,000. The strategy has identified a funding requirement of £500,000 to be delivered through new capital receipts between 2016/17 and 2018/19 financial years. Without the income from asset sales, additional revenue resources will be needed to provide the necessary funding of transformation costs.

## **Disposals to Housing Associations**

15. Since the last quarter there have been no further disposals of surplus/non-strategic land at less than best consideration to Housing Associations as agreed under the delegated authority awarded to the appropriate portfolio holder in conjunction with the S151 Officer. The total disposals/leases of this nature agreed, since the policy began, remains at £1.573 million.

## **Section 106 (S106) Deposits by Developers**

16. S106 agreements are legal agreements between local authorities and developers that are linked to a planning permission. The total balance held is £3,975,007. This is purely a South Somerset District Council financial summary, more detail on S106's is given to Area Committees on an annual basis.

## **Wessex Home Improvement Loans (WHIL)**

17. WHIL works in partnership with the Council to provide finance to homeowners for essential maintenance and improvement works to their property. Loans are increasingly replacing grants allowing the Council to re-circulate funds.
18. The District Executive previously agreed a loan (outside the original policy) for Wessex Home Improvement Loans (Wessex Resolutions CIC) to provide a loan of £200,000 to Somerset Care and Repair Ltd at a 4.5% fixed interest rate, with capital and interest being repayable over 15 years. This loan is to go towards completing the conversion of the Milford Inn, Yeovil into six flats, and to enable the building of three housing units in the grounds. To date £95,000 of this loan has been drawn down.
19. The Council has £672,988 of capital invested with WHIL. As at the end of June 2018 there was £393,819 on the loan book and £279,170 as available capital.

## **Financial Implications**

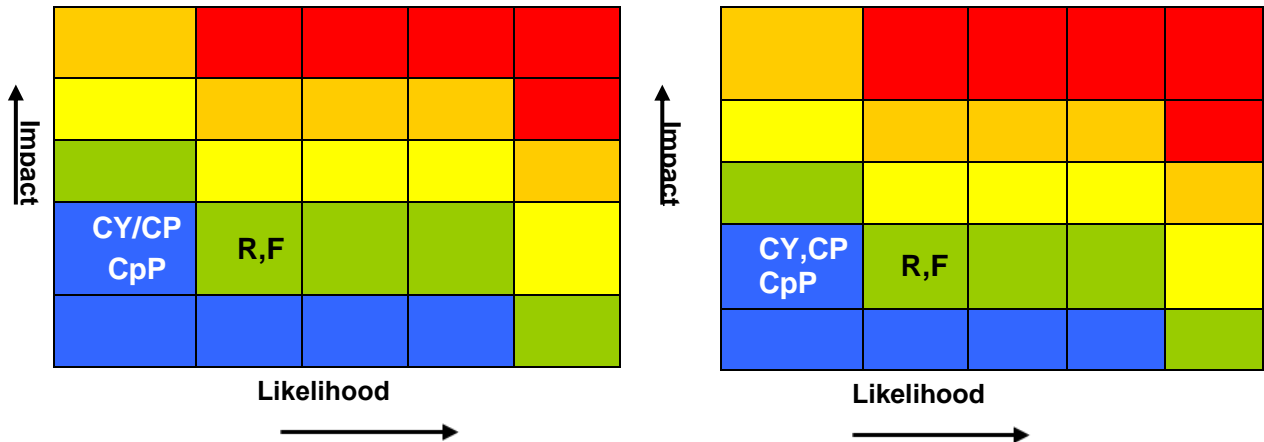
20. These are contained in the body of the report.

## **Risk Matrix**

21. 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.

**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**

22. The budget is closely linked to the Council Plan and any capital bids are scored accordingly.

**Carbon Emissions and Climate Change Implications**

23. There are no specific implications in these proposals.

**Equality and Diversity Implications**

24. There are no specific implications in these proposals.

**Privacy Impact Assessment**

25. There is no personal information included within this report.

**Background Papers**

26. Capital Programme Budget report to Council in February 2018.

|   | Original Date of Project Approval | Previous Years Spend £'000 | 2018/19 Est Spend £'000 | Actual Spend to 30/06/2018 £'000 | Revised Future Est Spend £'000 | Original Budget Allocation £'000 | Project Officer     | Responsible Officers comments on action on slippage and performance against targets   |
|---|-----------------------------------|----------------------------|-------------------------|----------------------------------|--------------------------------|----------------------------------|---------------------|---|
| <b>STRATEGIC MANAGEMENT</b>   |                                   |                            |                         |                                  |                                |                                  |                     |   |
| Chief Executive - Alex Parmley<br>Strategic Lead for Transformation - Caron Starkey |                                   |                            |                         |                                  |                                |                                  |                     |   |
| Transformation  | March 16                          | 897                        | 894                     | 212                              | 0                              | 1,791                            | C Starkey / D Chubb | Individual slippage of the component projects of the Transformation Programme Workstreams are managed at a local level by the respective project managers, Project Manager for Transformation and the Strategic Lead for Transformation. The performance against original targets and milestones has been monitored and adjusted with approval from the Strategic Lead for Transformation and the Transformation Board. Currently, the projects, workstreams and the Transformation Programme are set to deliver to time, cost and quality. |
| <b>Total Strategic Management</b>   |                                   | <b>897</b>                 | <b>894</b>              | <b>212</b>                       | <b>0</b>                       | <b>1,791</b>                     |                     |   |
| <b>SUPPORT SERVICES</b>   |                                   |                            |                         |                                  |                                |                                  |                     |   |
| S151 Paul Fitzgerald  |                                   |                            |                         |                                  |                                |                                  |                     |   |
| <b>FINANCE</b>  |                                   |                            |                         |                                  |                                |                                  |                     |   |
| Lead Specialist - Nicola Hix<br>Portfolio Holder - Cllr Peter Seib                  |                                   |                            |                         |                                  |                                |                                  |                     |   |
| Capital Salaries  |                                   | 0                          | 2,921                   | 25                               | 0                              | 2,946                            | N Hix               | Figure to be calculated the end of the financial year as dependant on officer time on projects.   |
| Repayment of Loan from Somerset Waste Partnership                                   | Oct 14                            |                            | -333                    | -216                             | -54                            | -678                             | N Hix               | Loan repayments being made as agreed.   |
| Loan to Somerset Waste Partnership for Vehicles                                     | Feb 17                            |                            | 0                       | 0                                | 0                              | 3,500                            | N Hix               | Drawn down of loan profiled for 2020/21.  |
| Repayment of Loan from Somerset Waste Partnership                                   | Feb 17                            |                            | 0                       | 0                                | 0                              | -1,045                           | N Hix               |   |
| Loan to Hinton St. George & Locality Rural Comm Services - Repayment                | Oct 15                            |                            | -25                     | -8                               | -8                             | -24                              | N Hix               | Loan repayments being made as agreed.   |
| <b>ICT</b>  |                                   |                            |                         |                                  |                                |                                  |                     |   |
| Lead Specialist - David Chubb<br>Portfolio Holder - Cllr Henry Hobhouse             |                                   |                            |                         |                                  |                                |                                  |                     |   |
| ICT Infrastructure Replacement  | Feb 17                            |                            | 167                     | 4                                | 0                              | 171                              | D Chubb             | Remaining balance to be spent in 2018/19.   |
| <b>Total Finance &amp; Corporate Services</b>                                       |                                   |                            | <b>2,730</b>            | <b>-195</b>                      | <b>-62</b>                     | <b>1,753</b>                     |                     |   |

|  | Original Date of Project Approval | Previous Years Spend £'000 | 2018/19 Est Spend £'000 | Actual Spend to 30/06/2018 £'000 | Revised Future Est Spend £'000 | Original Budget Allocation £'000 | Project Officer | Responsible Officers comments on action on slippage and performance against targets  |
|--|-----------------------------------|----------------------------|-------------------------|----------------------------------|--------------------------------|----------------------------------|-----------------|--|
| <b>ECONOMY</b>   |                                   |                            |                         |                                  |                                |                                  |                 |  |
| <b>STRATEGIC HOUSING</b>   |                                   |                            |                         |                                  |                                |                                  |                 |  |
| Service Manager - Colin McDonald                                       |                                   |                            |                         |                                  |                                |                                  |                 |  |
| Portfolio Holder - Cllr Ric Pallister                                  |                                   |                            |                         |                                  |                                |                                  |                 |  |
| Affordable Housing - Rural exception, Misterton (Yarlington)           | Oct 15                            | 0                          | 198                     | 0                                | 199                            | 397                              | C McDonald      | District Executive have now put a time limit on this allocation.   |
| Affordable Housing - Furnham Road Phase II, Chard (Knightstone)        | Oct 15                            | 0                          | 120                     | 0                                | 0                              | 120                              | C McDonald      | This is the same scheme as 'Jarman Way'.   |
| Affordable Housing - Bought not built Allocation                       | Sept 14                           | 99                         | 101                     | 0                                | 100                            | 300                              | C McDonald      | Contingency fund which may roll over into 2019/20.   |
| Affordable Housing - Mortgage Rescue Contingency Fund                  | Sept 14                           | 0                          | 277                     | 0                                | 0                              | 277                              | C McDonald      | Contingency fund which may roll over into 2019/20.   |
| Affordable Housing - North Street, Crewkerne                           | Sept 16                           | 0                          | 520                     | 0                                | 520                            | 1,040                            | C McDonald      | This scheme has been delayed pending the outcome of a planning appeal which has now been found in Stonewaters favour. The scheme is likely to go ahead this financial year with the SoS tranche claimable as soon as works commence - however Stonewater are still working on the alternative access arrangements and may yet return with a new parallel planning application to better reflect the concerns expressed by opponents when the original scheme was refused. in any event the scheme is underwritten and some or all of our funding may be rescinded if Stonewater are sucessful in securing funding through Homes England. |
| Affordable Housing - Jarman Way, Chard (Knightstone)                   | Jan 17                            | 0                          | 80                      | 0                                | 0                              | 80                               | C McDonald      | This is the same scheme as 'Furnham Road'.   |
| Affordable Housing - West End Close, South Petherton (Stonewater)      | Nov 17                            | 0                          | 199                     | 0                                | 199                            | 398                              | C McDonald      | This scheme is due to commence imminently, hence SoS tranche will be claimed this financial year. However it is possible that Stonewater and/or SPCLT will secure funds via Homes Engalnd thus releasing some or all of our underwritten amount.   |
| Affordable Housing - 4 Properties Chard Working Mens Club (Stonewater) | May 17                            | 0                          | 216                     | 0                                | 0                              | 216                              | C McDonald      | This scheme has been delayed due to site conditions but Stonewater are now out to contract and we sexpect the SoS tranche to be claimed this financial year.   |

|   | Original Date of Project Approval | Previous Years Spend £'000 | 2018/19 Est Spend £'000 | Actual Spend to 30/06/2018 £'000 | Revised Future Est Spend £'000 | Original Budget Allocation £'000 | Project Officer | Responsible Officers comments on action on slippage and performance against targets  |   |
|---|-----------------------------------|----------------------------|-------------------------|----------------------------------|--------------------------------|----------------------------------|-----------------|--|---|
| Affordable Housing - 5 Bought not Built (BCHA)      | Jul 17                            | 0                          | 92                      | 56                               | 0                              | 92                               | C McDonald      | This scheme is co-funded with the bulk being paid over by Homes Engalnd. It consists of 5 x individual bought not built properties of which three have been completed and two are yet to be purchased.   |   |
| Affordable Housing - Magna at South St, Crewkerne   |                                   | 0                          | 0                       | 175                              | 0                              | 175                              | 350             | C McDonald   | Newly approved scheme where we expect SoS tranche to be claimed this year. it remains possible that Magna will obtain Homes Engalnd funding but probably not to the full extent of the underwriting so our current expectation is that some of this funding can be rescinded at some stage in the future. |
| <b>SPATIAL POLICY</b>                               |                                   |                            |                         |                                  |                                |                                  |                 |  |   |
| Service Manager : Nigel Collins                     |                                   |                            |                         |                                  |                                |                                  |                 |  |   |
| Portfolio Holder : Cllr Angie Singleton             |                                   |                            |                         |                                  |                                |                                  |                 |  |   |
| Page 40<br>Lyde Road Pedestrian & Cycle Way, Yeovil | Feb 17                            | 0                          | 250                     | 0                                | 0                              | 250                              | N Collins       | It's anticipated that work on this project will now commence in 2018/19. However this will be dependent on SCC's Highway Improvement Schemes Programme Board (HISP) confirming when both the final design work and actual construction work can be scheduled in to their work programme. The various road works that have either recently taken place or are scheduled for the near future in both the Sherborne Road and Lyde Road areas and the resultant publicity over traffic delays have meant that the HISP are giving consideration to this project later than originally envisaged. |   |
| <b>ECONOMIC DEVELOPMENT</b>                         |                                   |                            |                         |                                  |                                |                                  |                 |  |   |
| Service Manager : David Julian                      |                                   |                            |                         |                                  |                                |                                  |                 |  |   |
| Portfolio Holder - Cllr Jo Roundell-Greene          |                                   |                            |                         |                                  |                                |                                  |                 |  |   |
| Yeovil Innovation Centre Phase II                   | Feb 16                            | 226                        | 1,088                   | 348                              | 0                              | 1,314                            | D Julian        | Project on target and to budget. Final LEP income due July 2018.   |   |
| Yeovil Innovation Centre Photovoltaics              | Dec 16                            | 0                          | 16                      | 0                                | 0                              | 16                               | D Julian        | Fit-out expected once main project is complete.  |   |
| Purchase Land at Boden St, Chard                    | Dec 17                            | 0                          | 50                      | 51                               | 0                              | 50                               | D Julian        | Completed.   |   |
| <b>Total Economy</b>                                |                                   | <b>325</b>                 | <b>3,382</b>            | <b>455</b>                       | <b>1,193</b>                   | <b>4,900</b>                     |                 |  |   |



|  | Original Date of Project Approval | Previous Years Spend £'000 | 2018/19 Est Spend £'000 | Actual Spend to 30/06/2018 £'000 | Revised Future Est Spend £'000 | Original Budget Allocation £'000 | Project Officer | Responsible Officers comments on action on slippage and performance against targets  |
|--|-----------------------------------|----------------------------|-------------------------|----------------------------------|--------------------------------|----------------------------------|-----------------|--|
| <b>COMMUNITIES</b>                           |                                   |                            |                         |                                  |                                |                                  |                 |  |
| <b>AREA SOUTH</b>                            |                                   |                            |                         |                                  |                                |                                  |                 |  |
| Locality Team Manager - Tim Cook             |                                   |                            |                         |                                  |                                |                                  |                 |  |
| Area Chairman - Cllr Peter Gubbins           |                                   |                            |                         |                                  |                                |                                  |                 |  |
| Reckleford Gyrotory (Eastern Gateway) Yeovil | Feb 07                            | 1,637                      | 14                      | 0                                | 0                              | 1,651                            | N Fortt         | Licence being agreed with Somerset County Council Legal Team. Retention of £12,000 to be paid in Q2.                       |
| Area South Committee Allocation              |                                   | 0                          | 115                     | 0                                | 0                              | 115                              | N Fortt         | Updates reported to Area Committee.  |
| <b>AREA NORTH</b>                            |                                   |                            |                         |                                  |                                |                                  |                 |  |
| Locality Team Manager - Tim Cook             |                                   |                            |                         |                                  |                                |                                  |                 |  |
| Area Chairman - Cllr Graham Middletons       |                                   |                            |                         |                                  |                                |                                  |                 |  |
| Area North Committee Allocation              |                                   | 50                         | 49                      | 0                                | 0                              | 99                               | T Cook          | Updates reported to Area Committee.  |
| <b>AREA EAST</b>                             |                                   |                            |                         |                                  |                                |                                  |                 |  |
| Locality Team Manager - Tim Cook             |                                   |                            |                         |                                  |                                |                                  |                 |  |
| Area Chairman - Cllr Nick Weeks              |                                   |                            |                         |                                  |                                |                                  |                 |  |
| Land Acquisition in Waterside Rd, Wincanton  | Feb 08                            | 4                          | 7                       | 0                                | 0                              | 11                               | P Williams      | Liaising about enhancement programme including car park improvements, tree management scheme and possible transfer to WTC. |
| Enhancements to Waterside Rd, Wincanton      | Feb 08                            | 0                          | 24                      | 0                                | 0                              | 24                               | P Williams      |  |
| Castle Cary Fairfield Project                |                                   | 0                          | 0                       | 0                                | -2                             | 0                                | P Williams      | Project largely complete. Launch event scheduled September.  |
| Area East Committee Allocation               |                                   | 11                         | 73                      | 9                                | 0                              | 84                               | P Williams      | Updates reported to Area Committee.  |
| <b>AREA WEST</b>                             |                                   |                            |                         |                                  |                                |                                  |                 |  |
| Locality Team Manager - Tim Cook             |                                   |                            |                         |                                  |                                |                                  |                 |  |
| Area Chairman - Cllr Val Keitch              |                                   |                            |                         |                                  |                                |                                  |                 |  |
| Market Towns Visions                         | Feb 06                            | 377                        | 0                       | 0                                | 0                              | 377                              | H Rutter        | This has been moved to reserves until a project imoves forward.  |
| Area West Committee Allocation               |                                   | 0                          | 18                      | 13                               | 0                              | 18                               | T Cook          | Updates reported to Area Committee.  |
| <b>Total Communities</b>                     |                                   | <b>2,079</b>               | <b>299</b>              | <b>19</b>                        | <b>0</b>                       | <b>2,378</b>                     |                 |  |

|  | Original Date of Project Approval | Previous Years Spend £'000 | 2018/19 Est Spend £'000 | Actual Spend to 30/06/2018 £'000 | Revised Future Est Spend £'000 | Original Budget Allocation £'000 | Project Officer | Responsible Officers comments on action on slippage and performance against targets  |
|--|-----------------------------------|----------------------------|-------------------------|----------------------------------|--------------------------------|----------------------------------|-----------------|--|
| <b>ENVIRONMENT</b>   |                                   |                            |                         |                                  |                                |                                  |                 |  |
| <b>ENVIRONMENTAL HEALTH</b>                                      |                                   |                            |                         |                                  |                                |                                  |                 |  |
| Lead Specialist - Vicki Dawson                                   |                                   |                            |                         |                                  |                                |                                  |                 |  |
| Portfolio Holder - Cllr Val Keitch                               |                                   |                            |                         |                                  |                                |                                  |                 |  |
| Disabled Facilities Grant - Expenditure                          | Feb 17                            | 3,473                      | -138                    | 110                              | 0                              | 3,335                            | V Dawson        | £40k removed from budget for contribution to SCC Housing Ots   |
| Empty Property Grants  | Feb 17                            | 1,239                      | 77                      | 0                                | 0                              | 1,316                            | V Dawson        | Some projects in the pipeline ready to progress.   |
| Home Repairs Assistance  | Feb 17                            | 1,350                      | 50                      | 11                               | 0                              | 1,400                            | V Dawson        | On target.   |
| HMO Grants   | Feb 17                            | 661                        | 52                      | -8                               | 0                              | 713                              | V Dawson        | Provisions to be match when invoices received for 17/18 expense. We anticipate spending all monies in 18/19  |
| <b>ENGINEERING AND PROPERTY SERVICES</b>                         |                                   |                            |                         |                                  |                                |                                  |                 |  |
| Commercial Land, Property & Development Manager - Caroline White |                                   |                            |                         |                                  |                                |                                  |                 |  |
| Portfolio Holder - Cllr Henry Hobhouse                           |                                   |                            |                         |                                  |                                |                                  |                 |  |
| Investment in Land & Property                                    | Jul 17                            | 11,923                     | 9,348                   | 5,100                            | -7,872                         | 13,399                           | C White         | Purchase of investment property as per update report taken to DX in June 18.   |
| Car Park Enhancements  | Feb 17                            | 207                        | 28                      | 0                                | 0                              | 235                              | C White         | Car Park review currently being undertaken by Nigel Collins to determine what is required between new car parks and enhancing old car parks to meet our car parking strategy.  |
| New Car Parks  | Feb 08                            | 570                        | 232                     | 0                                | 8                              | 810                              | C White         |  |
| Capital Works to Councils Portfolio                              | Various                           | 320                        | 178                     | 23                               | 120                            | 618                              | C White         | Some works are planned to be undertaken later this year with a few elements pending waiting for outcome decisions on buildings so 120k moved to next year.   |
| Gas Control System - Birchfield                                  | Feb 13                            | 130                        | 100                     | 0                                | 385                            | 615                              | C White         | The project is awaiting thorough consideration of the overarching site assessment report. Following this the project will be re-scoped to continue the effective management of the site. This will not be addressed fully until later in the year and therefore the spending has been re-profiled accordingly. |
| Transfer of Castle Cary Market House                             | Apr 16                            | 20                         | 25                      | 0                                | 0                              | 45                               | C White         | Negotiations are ongoing and it is hoped to complete this by the end of the year.  |
| Yeovil Crematorium 5 Year Plan                                   | Feb 16 2012/13                    | 561                        | 47                      | 0                                | 4                              | 612                              | C White         | Works ongoing as part of the Crematorium plan.   |
| Confidential Schemes   | Jun 17                            | 114                        | 534                     | 56                               | 2,925                          | 3,556                            | P Biggenden     | Works commenced and project board updated as necessary.  |

|   | Original Date of Project Approval | Previous Years Spend £'000 | 2018/19 Est Spend £'000 | Actual Spend to 30/06/2018 £'000 | Revised Future Est Spend £'000 | Original Budget Allocation £'000 | Project Officer | Responsible Officers comments on action on slippage and performance against targets   |
|---|-----------------------------------|----------------------------|-------------------------|----------------------------------|--------------------------------|----------------------------------|-----------------|---|
| Petters Way Refurbishment                           | Jun 18                            | 0                          | 250                     | 0                                | 0                              | 250                              | P Biggenden     | Tenders due in July 2018. Start date for works provisionally estimated as March/April 2019, thus is prudent to profile construction costs as being all in 2019/20.  |
| <b>STREETSCENE</b>                                  |                                   |                            |                         |                                  |                                |                                  |                 |   |
| Environment Services Manager - Chris Cooper         |                                   |                            |                         |                                  |                                |                                  |                 |   |
| Portfolio Holder - Cllr Jo Roundell Greene          |                                   |                            |                         |                                  |                                |                                  |                 |   |
| Access all Areas Footpaths on Open Spaces           | Feb 16                            | 116                        | 11                      | 0                                | 0                              | 127                              | S Fox           | These funds will be used towards to installing the next path this financial year.   |
| Purchase of Road Sweeper                            | Feb 17                            | 0                          | 145                     | 0                                | 0                              | 145                              | C Cooper        | Road Sweeper scheduled to be purchased in Q2.   |
| Internal Lease for Isuzu Easyshift E6 Truck         |                                   | 0                          | 51                      | -51                              | 0                              | 0                                | C Cooper        | Truck purchased in Q4 17/18 but internal lease payments to start in 18/19.  |
| Lufton Depot Artillery Rd - MOT Centre, Yeovil      |                                   |                            | 23                      | -17                              | 17                             | 6                                | C Cooper        | Contribution from revenue processed to align spend on project against budget. MOT station now in use.   |
| <b>Total Environment</b>                            |                                   | <b>20,758</b>              | <b>10,871</b>           | <b>5,310</b>                     | <b>-4,430</b>                  | <b>27,182</b>                    |                 |   |
| <b>HEALTH &amp; WELL-BEING</b>                      |                                   |                            |                         |                                  |                                |                                  |                 |   |
| <b>ARTS AND ENTERTAINMENT</b>                       |                                   |                            |                         |                                  |                                |                                  |                 |   |
| Arts & Entertainment Venues Manager - Adam Burgan   |                                   |                            |                         |                                  |                                |                                  |                 |   |
| Portfolio Holder - Cllr Sylvia Seal                 |                                   |                            |                         |                                  |                                |                                  |                 |   |
| Octagon Theatre Stage Dimmer Lighting, Yeovil       | Feb 16                            | 0                          | 64                      | 0                                | 0                              | 64                               | A Burgan        | Work will start on the 6th Aug and they have allowed up to the 17th but should be done before that.   |
| Westlands Entertainment Venue, Yeovil               | Oct 15                            | 2,493                      | -512                    | -74                              | -180                           | 1,801                            | A Burgan        | Retention on site paid our during quarter one. Internal loan repayments being made in line with original agreement.   |
| Westlands Sports & Pavilion, Yeovil                 | Oct 15                            | 152                        | -2                      | -8                               | 0                              | 150                              | J Hannis        | Project is complete. End of defects liability was on 22nd June 2018. Now awaiting contractor EBC to carry out snags/defects before retention payment is paid. Final retention grant payment of £14k from Sport England can now be claimed following the end of defects liability, and this will be claimed in the next quarter. |
| Yeovil Rec (Synthetic Grass Pitch and Pitch & Putt) | Feb 07                            | 0                          | 12                      | 7                                | 0                              | 12                               | J Hannis        | New lighting was completed at end of June and awaiting invoices from Abbey Electrical.  |

|  | Original Date of Project Approval | Previous Years Spend £'000 | 2018/19 Est Spend £'000 | Actual Spend to 30/06/2018 £'000 | Revised Future Est Spend £'000 | Original Budget Allocation £'000 | Project Officer | Responsible Officers comments on action on slippage and performance against targets  |
|--|-----------------------------------|----------------------------|-------------------------|----------------------------------|--------------------------------|----------------------------------|-----------------|--|
| <b>COMMUNITY HEALTH AND LEISURE</b>                  |                                   |                            |                         |                                  |                                |                                  |                 |  |
| <b>Service Manager - Lynda Pincombe</b>              |                                   |                            |                         |                                  |                                |                                  |                 |  |
| <b>Portfolio Holder - Cllr Sylvia Seal</b>           |                                   |                            |                         |                                  |                                |                                  |                 |  |
| Multi Use Games Area                                 | Feb 08                            | 360                        | 20                      | 81                               | 0                              | 380                              | R Parr          | The last MUGA project at Ilton is now complete.  |
| Grants for Parishes with Play Area - Ilton           | Feb 08                            | 467                        | 2                       | 0                                | 0                              | 469                              | R Parr          | Retention sum being paid and remaining funds reallocated to Ilton Playing Field.   |
| Westfield Rec Grd Play & Youth Facility, Curry Rivel | S106                              | 0                          | 0                       | 0                                | 0                              | 0                                | R Parr          | Retention sum being held as capital award conditions still outstanding.  |
| Grant to West Coker Recreation Ground Play Area      | S106                              | 6                          | -6                      | 0                                | 0                              | 0                                | R Parr          | Complete.  |
| Grant for Stoke Sub Hamdon Recreational Ground       | Qtr 3 14/15                       | 0                          | 10                      | 0                                | 0                              | 10                               | R Parr          | Capital Award Offer made and Accepted.   |
| Grant for Youth Facilities                           | Qtr 3 14/15                       | 0                          | 5                       | 0                                | 0                              | 5                                | R Parr          |  |
| Wyndham Park Play Area Equipment, Yeovil             | S106                              | 0                          | -47                     | 0                                | 47                             | 0                                | R Parr          | Complete.  |
| Cuckhoo Hill Play Area Equipment, Bruton             | S106                              | 0                          | 0                       | 0                                | 0                              | 0                                | R Parr          | Remaining funds are contractor retention.  |
| Jarman Way, Chard - Play Area Equipment              | S106                              | 0                          | 0                       | 0                                | 0                              | 0                                | R Parr          | Awaiting project group meeting.  |
| Grass Royal Play Equipment                           | S106                              | 0                          | -10                     | 1                                | 0                              | -10                              | R Parr          | Complete.  |
| Snowden Park Play Area Equipment, Chard              | S106                              | 0                          | 0                       | 6                                | 0                              | 0                                | R Parr          | Construction work started and ongoing.   |
| Harbinfields, Yeovil - Play Area Equipment           | S106                              | 0                          | 0                       | 21                               | 0                              | 0                                | R Parr          | Construction work started and ongoing.   |
| Canal Way, Ilminster Play Area Equipment             | S106                              | 0                          | 0                       | 0                                | 0                              | 0                                | R Parr          | Design stage about to start.   |
| Old Keyways Play Area, Langport                      | S106                              | 0                          | 0                       | 10                               | 0                              | 0                                | R Parr          | Construction work almost complete.   |
| Flagship Play Area                                   | Feb 18                            | 0                          | 142                     | 0                                | 0                              | 142                              | R Parr          | Tender has been issued for the design and supply of a new Play Ship.   |
| Donald Pither Memorial Ground                        | S106                              | 0                          | 0                       | 0                                | 0                              | 0                                | R Parr          | Construction work started and ongoing.   |
| Milford Adventure Park                               | S106                              | -18                        | 16                      | 8                                | 0                              | -2                               | R Parr          | Floodlights installed and awaiting completion of electrical work.  |
| Riverside Park Planting Scheme                       | S106                              | 0                          | -8                      | 5                                | 8                              | 0                                | R Whaites       | Procurement of benches & dog bins and works to path completed. New map panels, noticeboards and welcome signs still to be delivered in 2018/19. Some plug planting has also taken place.   |
| Grant to Milborne Port Rec Changing Rooms            | March 14                          | 0                          | 0                       | 0                                | 0                              | 0                                | L Pincombe      | Milborne Port Parish Council are relooking at options and feel that this remaining money would be best spent on the feasibility of new changing provision for football. A group has been established to take forward. A progress report will be requested. |

|   | Original Date of Project Approval | Previous Years Spend £'000 | 2018/19 Est Spend £'000 | Actual Spend to 30/06/2018 £'000 | Revised Future Est Spend £'000 | Original Budget Allocation £'000 | Project Officer | Responsible Officers comments on action on slippage and performance against targets   |
|---|-----------------------------------|----------------------------|-------------------------|----------------------------------|--------------------------------|----------------------------------|-----------------|---|
| Upgrade Joanna France Building                      | Feb 16                            | 0                          | 27                      | 0                                | 0                              | 27                               | L Pincombe      | The project has been scaled back and therefore a further report to DX will be required to approve project changes. A revised heads of terms document in relation to future mangement arrangements is currently being discussed with YOAC in line with the requirements of the original capital award. |
| Dual Use Sport Centre Grants                        | Feb 05                            | 258                        | 5                       | 0                                | 0                              | 263                              | L Pincombe      | Holyrood AGP have been paid £45k out of £50k (90%) awarded. Awaiting compliance on all aspects of the funding award before final payment made but will be 2018/19.  |
| Wincanton Community Sports Centre 10 year plan      | Sept 12                           | 136                        | 21                      | 0                                | 21                             | 178                              | L Pincombe      | A review of future spending priorities is currently being undertaken and future maintenance requirements will be prioritised when capacity allows.  |
| Goldenstones 10 Yr Plan Changing Rm's Refurbishment | Mar 17                            | 228                        | 31                      | 1                                | -80                            | 90                               | L Pincombe      | Project nearing completion. Disabled changing room improvements have been completed. Toilets improvement specification nearly agreed and final improvements expected to be undertaken this summer once aged with Sport England. funding.  |
| Huish Episcopi Swimming Pool                        | Apr 16 /Aug 17                    | 1                          | 224                     | 0                                | 0                              | 225                              | L Pincombe      | Second interim claim paid July 2018. Facility now open to the public and there is already significant demand for community sessions, particularly the new year round swim school programme.   |
| Grant to Bruton Comm Playing Pitches                | Aug 16                            | 7                          | -7                      | 0                                | 0                              | 0                                | L Pincombe      |   |
| Langport Memorial Ground New Changing Facilities    | S106                              | 0                          | 0                       | 0                                | 0                              | 0                                | L Pincombe      | First payment towards design fees made. Scope of project now being considered along with funding options although a progress update will be sought prior to Q2.   |
| Forton Playing Pitches, Chard                       | S106                              | 0                          | 0                       | 0                                | 0                              | 0                                | L Pincombe      | Conveyancing process underway.  |
| Babcary Playing Field                               | S106                              | 0                          | 3                       | 0                                | 0                              | 3                                | L Pincombe      | Final claim has been submitted and is expected to be paid in July 2018.   |
|   |                                   |                            |                         |                                  |                                |                                  |                 |   |
| <b>Total Health &amp; Well-being</b>                |                                   | <b>4,090</b>               | <b>-11</b>              | <b>57</b>                        | <b>-184</b>                    | <b>3,807</b>                     |                 |   |
| <b>Total Capital Programme</b>                      |                                   | <b>30,879</b>              | <b>15,241</b>           | <b>5,991</b>                     | <b>-1,668</b>                  | <b>44,346</b>                    |                 |   |

|  | Original Date of Project Approval | Previous Years Spend £'000 | 2018/19 Est Spend £'000 | Actual Spend to 30/06/2018 £'000 | Revised Future Est Spend £'000 | Original Budget Allocation £'000 | Project Officer | Responsible Officers comments on action on slippage and performance against targets |
|--|-----------------------------------|----------------------------|-------------------------|----------------------------------|--------------------------------|----------------------------------|-----------------|---|
|--|-----------------------------------|----------------------------|-------------------------|----------------------------------|--------------------------------|----------------------------------|-----------------|---|

**Reserve Schemes Approved in Principle**

|  |            | 2018/19 Est Spend £'000 | Revised Future Est Spend £'000 |
|--|------------|-------------------------|--------------------------------|
| Old Town Station   | 0          | 0                       | 321                            |
| Yeovil Delivery Vehicle                                  | 0          | 0                       | 108                            |
| Wyndham Park Community Facilities                        | Mar 17     | 0                       | 400                            |
| Market Towns Vision                                      | Feb 06     | 0                       | 355                            |
| Investment in Land, Property & Renewables                | 0          | 0                       | 63,077                         |
| Affordable Housing - Unallocated                         | Feb 2014   | 0                       | 558                            |
| Affordable Housing - Yeovil                              | Feb 2014   | 0                       | 72                             |
| Affordable Housing - Rural Contingency Fund              | Sep 16     | 0                       | 500                            |
| Investment in Market Housing                             | Feb 15     | 0                       | 1,931                          |
| ICT Replacement  | 0          | 0                       | 277                            |
| Transformation   | March 16   | 0                       | 459                            |
| Contingency for Plant Failure                            | 0          | 0                       | 199                            |
| Home Farm, Somerton                                      | 0          | 0                       | 98                             |
| Lufton 2000, Yeovil - All Phases                         | April 1999 | 0                       | -1,166                         |
| Sports Zone - Inc S106                                   | Feb 2008   | 0                       | -50                            |
| Gypsy & Traveller Acquisition Fund                       | Feb 2009   | 0                       | 50                             |
| Infrastructure & Park Homes, Ilton - £60K Grant for MUGA | Sept 2009  | 0                       | 0                              |
| Infrastructure & Park Homes Contingency                  | Sept 2009  | 0                       | 54                             |
|  |            | <b>0</b>                | <b>67,243</b>                  |

**Area Reserve Schemes Awaiting Allocation**

|              | 2018/19 Est Spend £'000 | Revised Future Est Spend £'000 |
|--------------|-------------------------|--------------------------------|
| North        | 0                       | 177                            |
| South        | 0                       | 236                            |
| East         | 0                       | 28                             |
| West         | 0                       | 146                            |
| <b>Total</b> | <b>0</b>                | <b>588</b>                     |

|  | Original Date of Project Approval | Previous Years Spend £'000 | 2018/19 Est Spend £'000 | Actual Spend to 30/06/2018 £'000 | Revised Future Est Spend £'000 | Original Budget Allocation £'000 | Project Officer | Responsible Officers comments on action on slippage and performance against targets |
|--|-----------------------------------|----------------------------|-------------------------|----------------------------------|--------------------------------|----------------------------------|-----------------|---|
|  |                                   |                            | 2018/19 Est Spend £'000 | Actual Spend to 43,281 £'000     | Revised Future Est Spend £'000 |                                  |                 |   |
| Capital Programme                          |                                   |                            | 15,241                  | 5,991                            | -1,668                         |                                  |                 |   |
| Contingent Liabilities and Reserve Schemes |                                   |                            | 0                       |                                  | 67,831                         |                                  |                 |   |
| <b>Total Programme to be Financed</b>      |                                   |                            | <b>15,241</b>           | <b>5,991</b>                     | <b>66,163</b>                  |                                  |                 |   |

### Projects agreed before 2014

The table below highlights the schemes agreed before 2014, 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)  |
|--|---------------------|-----------------------|------------------------|--|---|
| Reckleford Gyratory                              | Feb 07              | 1,651                 | 14                     | Licence being agreed with Somerset County Council Legal Team. Retention of £12,000 to be paid in Q2 of 2018/19.  | Retention will not be able to be paid.  |
| Land Acquisition & Enhancement at Waterside Road | Feb 08              | 35                    | 31                     | Land now acquired. Liaising about enhancement programme including car park improvements, tree management scheme and possible transfer to Wincanton Town Council.   | 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. |
| New Car Parks                                    | Feb 08              | 810                   | 240                    | Car Park review currently being undertaken by Nigel Collins to determine what is required between new car parks and enhancing old car parks to meet our car parking strategy.  | The Council would not be able to meet its requirements under the car parking strategy.  |
| Gas Control System - Birchfield                  | Feb 13              | 615                   | 485                    | The project is awaiting thorough consideration of the overarching site assessment report. Following this the project will be re-scoped to continue the effective management of the site. This will not be addressed fully until later in the year and therefore the spending has been re-profiled accordingly. | It is a statutory requirement that this project goes ahead to ensure that local environmental and public health is not negatively impacted.   |
| Dual Use Sports Grants                           | Feb 05              | 263                   | 5                      | Holyrood AGP have been paid £45k out of £50k (90%) awarded. Awaiting compliance on all aspects of the funding award before final payment made but will be 2018/19.   | The reputational damage would be extremely detrimental to the future dual use provision at this site. SSDC has made them a definite offer of funding which we need to honour providing they meet the necessary conditions.  |



| <b>Project</b>                                 | <b>Date Funding Agreed</b> | <b>Original Budget £'000</b> | <b>Remaining Budget £'000</b> | <b>Reason for Delay (Update from Officer)</b>  | <b>Risks of not retaining funding (Update from Officer)</b>  |
|--|----------------------------|------------------------------|-------------------------------|--|--|
| Grants for Parishes with play area - Ilton     | Feb 08                     | 469                          | 2                             | Retention sum being paid and remaining funds to be reallocated to Ilton Playing Field.   | No risk but funds could not then be used to help fund Ilton Multi Use Games Area.  |
| Wincanton Community Sports Centre 10 year plan | Sep 12                     | 178                          | 42                            | A review of future spending priorities is currently being undertaken and future maintenance requirements will be prioritised when capacity allows. | A recently updated 10 year plan until 2027 highlights that the council should plan for repairs and renewals over this period. If this budget were removed then finance would not be available for planned maintenance. |

# Agenda Item 9

## Corporate Performance Report 2018-19: 1<sup>st</sup> Quarter

|                                    |  |
|------------------------------------|--|
| <i>Executive Portfolio Holder:</i> | <i>Ric Pallister, Strategy and Policy</i>                    |
| <i>Director:</i>                   | <i>Netta Meadows, Director of Strategy and Commissioning</i> |
| <i>Lead Specialist:</i>            | <i>Charlotte Jones, People, Performance and Change lead</i>  |
| <i>Lead Officer:</i>               | <i>Zac Tredger, Specialist - Performance</i>                 |
| <i>Contact Details:</i>            | <i>Zac.tredger@southsomerset.gov.uk or (01935) 462205</i>    |

### Purpose of the Report

1. This report sets out the current position of the Council's agreed Key Performance Indicators and covers the period from April to June 2018 (quarter 1).

### Forward Plan

2. This report appeared on the District Executive Forward Plan with an anticipated Committee date of August 2018.

### Public Interest

3. The Council is accountable for its performance to the local community. We publish performance monitoring information to demonstrate outcomes and to highlight areas for learning and improve in the future.

### Recommendation

4. The District Executive is asked to note and comment on the report.

### Background

5. SSDC is creating a new framework for performance management as part of the Transformation Programme and therefore our current approach to corporate performance management is in transition. This report is the first report using a new style of presenting information and reflecting the suite of performance indicators agreed by Full Council in February 2018. We propose to further develop these reports during the year, alongside other elements of the new performance framework, and we welcome feedback.
6. The Council's framework for performance management will place the customer at the heart of everything we do, focusing on continuous improvement, data quality, customer insight and user experience.

### Key Performance Indicators

7. The Council currently has 36 performance indicators of which 25 will be published on a quarterly basis and 11 will only be published annually.
8. Monitoring and responding to change is daily practice in all services, and is the responsibility of named officers. In particular, the current impact of the Transformation Programme and other external pressures form part of regular and timely reporting to the Director for Service Delivery. Reports are made by the customer contact centre, planning, housing, council tax collection, environmental health and benefit services.

9. A report to the Scrutiny Committee on Tuesday 3 July explained these arrangements in more detail. The purpose of the reporting is it to keep under review the balance of organisational resources needed to deliver the Transformation Programme whilst keeping services at acceptable performance levels. This work identifies impacts, risks and mitigations, to ensure council business continues to operate according to statutory provision and the priorities set out in the council plan.
10. We are trialling new ways of presenting performance data, and we welcome feedback on this. This report shows the current position of 'work in progress' using principles considered with the Scrutiny Committee in July. Not all of the points below will be appropriate for every indicator. The report should:
- be visually informative and clear
  - use RAG ratings to indicate risk or tolerance levels
  - indicate direction of travel compared with past performance
  - compare current performance with local and national targets
  - benchmark performance against comparable organisations
  - include feedback from customers to help us learn and improve
11. This is a year of transition to new ways of using insight and intelligence to inform decision making and service improvement. There are 5 quarterly indicators that are not yet ready to report on. These are listed in the document, but the table below provides additional information on two of the indicators.

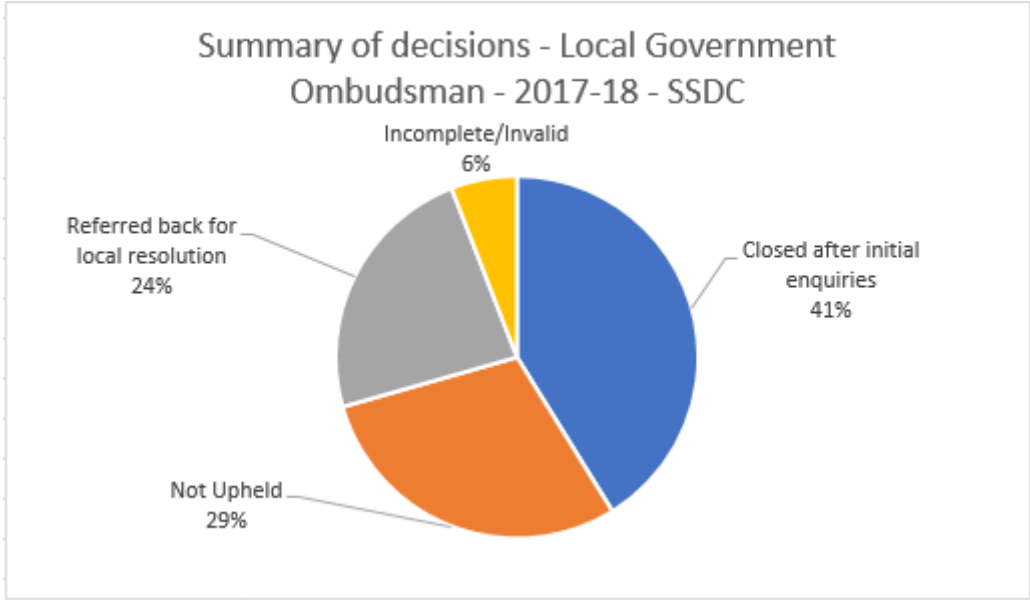
| <b>KPI</b>  | <b>Update</b>  | <b>Performance lead</b>                           |
|---|--|---|
| % increase in net yield by income generating services – target 5% per year (circa £250,000) | Work is in hand to provide accurate baseline data before progress can be measured.<br>We note also that aligning budgets to the new operating model will cause complexity.                             | James Divall – Income and Opportunities Manager   |
| Digital services – availability and take up.  | A full picture is not possible until the completion of the service redesign programme and new technology platform is in place early in 2019. However, case studies can be provided at a service level. | Ian Potter – Lead Specialist Vulnerable Customers |

### **Local Government and Social Care Ombudsman – Complaints**

12. The Local Government and Social Care Ombudsman has provided information for 2017-18 for the numbers of enquiries and outcomes of investigations relating to SSDC. During 2017-18 there were 22 enquiries and 17 decisions. The table below shows the service area linked to the 22 enquiries received during the year.

|   |    |
|---|----|
| Planning & Development                                  | 15 |
| Education & Children's Services                         | 1  |
| Environmental Services & Public Protection & Regulation | 3  |
| Highways & Transport                                    | 1  |
| Corporate & Other Services                              | 1  |

The chart below explains the outcomes of the 17 decisions:

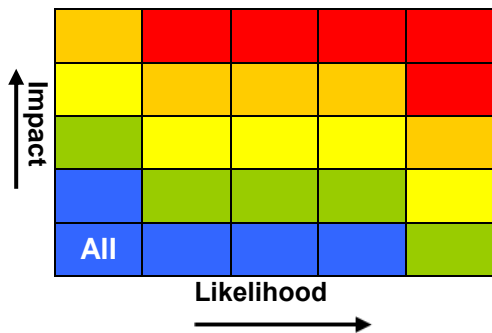


**Financial Implications**

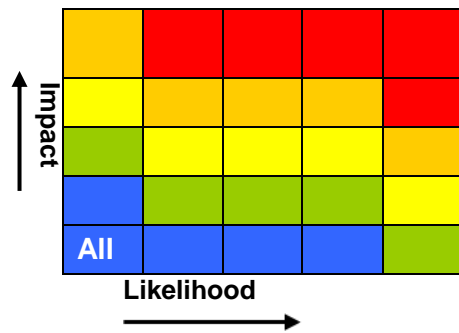
13. There are no direct financial implications related to this report.

**Risk Matrix – this report is for information only – no risk profile.**

**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**

14. This report is consistent with the Council Plan 2016 – 2021

### **Carbon Emissions and Climate Change Implications**

15. There are no direct implications

### **Equality and Diversity Implications**

16. There are no direct implications

### **Privacy Impact Assessment**

17. There are no direct implications

### **Background Papers**

Council Plan 2016-2021 & Annual Action Plan 2018/19

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# High quality cost effective services

## Focus on: Customer service and satisfaction



1.06

### Calls answered within target time (%)

The number of calls answered within 120 seconds, expressed as a percentage of all calls answered.

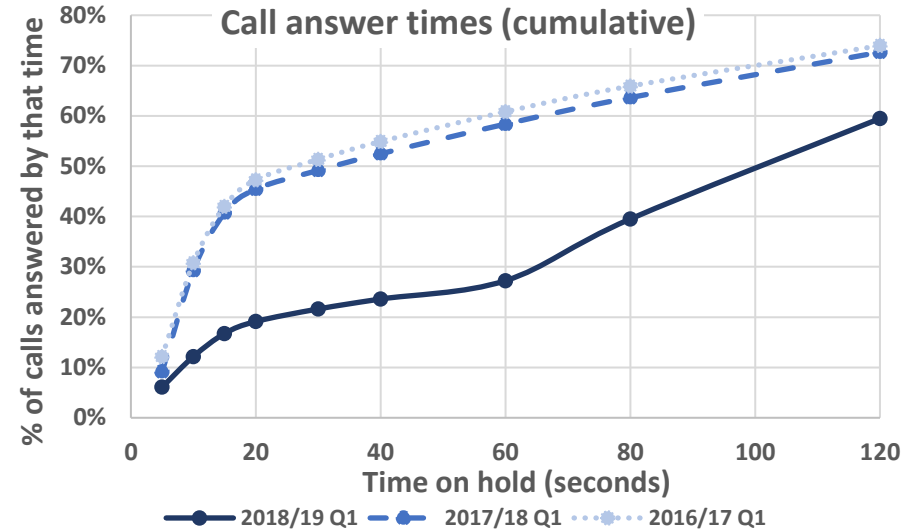
Compared to

Past performance  
(82.6%)

59.5%



This quarter, we introduced a 60 second wait for all customers to hear messages promoting online self-service. The graph shows the effect of this. To fit this strategy, we changed the target time from 80 to 120 seconds.



### Performance challenges:

- Two team members have left and we've often been short-staffed during the Transformation selection process.
- The team have been supporting Housing and Careline.



### How we've improved things:

- Extra hours to team members. Return of an experienced advisor on a casual contract
- Team leader and advisers in other services took calls when the wait time reached certain levels
- Reduced Brympton Way reception cover to 1 officer in quiet periods
- Introduced an on-hold message that tells customers what they can do online. Callers wait 1 minute, hearing channel shift messages. 2 customers made negative comments about the wait time. Others complimented us on answering faster than other organisations.



### We also plan to:

- Introduce option to leave a message if queues are long.
- Recruit two members of staff on temporary contracts.
- Introduce 'news on-hold messages' to tell customers on hold about current issues that have standard responses.



1.07

### Customer service calls abandoned by the customer (%)

The number of customers ending their call before it is connected, expressed as a percentage of all calls.

Compared to

Past performance  
(5.2%)

10.2%



We think our channel shift messages are encouraging many of these customers to abandon to self-serve online. We're testing this hypothesis.

### We are developing methods to measure these indicators:

1.04

### Take up of digital services (%)

- Availability - the % of services available by a digital channel
- Take up – the % of service requests that are made digitally

1.05

### Calls resolved at 1st point of contact (%)

- Resolved on the line – the user need is met during the phone call
- Resolved without 2nd contact – without the customer calling back

A representative random sample will be taken across the quarter.



### 1.01 Council Tax collection rates %



The amount of Council Tax collected from the start of the year to the end of the quarter, as a percentage of the estimated amount that would be collected by the end of the year if everyone liable paid what they were supposed to.

Compared to

Past performance  
(29.26%)

28.68%



### 1.02 NNDR (business rates) collection rates (%)



The amount of business rates collected from the start of the year to the end of the quarter, as a percentage of the estimated amount that would be collected by the end of the year if everyone liable paid what they were supposed to.

Compared to

Past performance  
(30.27%)

33.49%



### 1.08 Speed of processing - Housing Benefit - new claims



The (mean) average number of days between validation and decision for new housing benefit claims that were decided during the quarter.

Compared to

Past performance  
(30)

Local target  
(21)

33



The Q1 data will be revised when DWP release the official data



# High quality cost effective services

## Q1 2018/19

### 1.09 Speed of processing - Housing Benefit - changes of circumstances



The (mean) average number of days between validation and decision for change of circumstances notifications about housing benefit claimants that were decided during the quarter.

#### Compared to

Past performance  
(4)

Local target  
(7)

5



The Q1 data will be revised when DWP release the official data

### 1.10 Speed of processing - Council Tax support - new claims



The (mean) average number of days between validation and decision for new Council Tax Support claims that were decided during the quarter.

#### Compared to

Past performance  
(36)

Local target  
(30)

41



### 1.11 Speed of processing - Council Tax Support - changes of circumstance



The (mean) average number of days between validation and decision for change of circumstances notifications about Council Tax Support claimants that were decided during the quarter.

#### Compared to

Past performance  
(7)

Local target  
(7)

7







### 1.12 Speed of processing – % of major planning applications determined in target time



The percentage of all valid major\* applications determined in the quarter, that were determined within 13 weeks or within a period agreed with the developer.

\*'Majors' have a building footprint over 1000 m<sup>2</sup>, at least 10 dwellings, 10 or more gypsy/traveller pitches, or a site area over 1 hectare (half an acre for dwellings).

#### Compared to

Past performance  
(88%)

Risk of hitting national limit  
(60%)

88%



There is a current backlog of applications to process and additional staff are being recruited. We are also making use of extension of time agreements through good relationships with agents and applicants. Both measures should sustain our current good performance.

### 1.13 Speed of processing – % of minor planning applications determined in target time



The percentage of all valid minor\* applications determined in the quarter, that were determined within 8 weeks or within a period agreed with the developer.

\*'Minors' do not meet the definition of major, but are for new dwellings or gypsy or traveller pitches, or relate to industrial or retail sites.

#### Compared to

Past performance  
(92%)

Risk of hitting national limit  
(70%)

88%



### 1.14 Speed of processing – % of 'other' planning applications determined in target time



The percentage of all valid 'other'\* applications determined in the quarter, that were determined within 8 weeks or within a period agreed with the developer.

\*'Others' do not meet the definition of major or minor. They include householder applications (eg extensions), changes of use, listed building alterations, etc.

#### Compared to

Past performance  
(95%)

Risk of hitting national limit  
(80%)

93%





### 1.15 Household waste & recycling – missed collections



Number of bin collections missed per 1000 households.



We will work with Somerset Waste Partnership to derive accurate metrics for South Somerset, but this data is not available yet.

### 1.16 Annual average yield increase of business services



The additional net income (yield) across all income generating services, compared to the previous quarter. Targets will be set for specific services as part of monitoring arrangements for the Commercial Strategy.



Baseline data was not available for previous years, so it is being collected now. We aim to generate a 5% increase in net yield (equal to £250,000) each year.

### 1.17 % of SSDC-owned properties with a performance assessment in place



A complete performance assessment for a property is made up of a number of factors, such as income and energy efficiency. These assessments will be kept up to date and used to make decisions about properties, such as disposal.

Compared to

**Past performance**

**34%**

Not available



This metric considers only the 137 'built' assets. Most carparks are excluded from this category, for example. We aim to reach 100% in this metric this year.



### 2.01 Claimant count % of working age population



The percentage of the working age population (15 to 64 years) claiming benefits mainly because they are unemployed. (Seasonally adjusted by the Office for National Statistics)

Compared to

Past performance  
(1338)

1622



SSDC finished the phased introduction of Universal Credit in April 2017. We expected this metric to rise because the claimant count under Universal Credit includes unemployed claimants who are not required to seek work. Prior to Universal Credit, these claimants were not counted.

### 2.02 Employment rate % of working age population



Number of people in employment, expressed as a percentage of the total working age population (15 to 64 years).

Compared to

Past performance  
(77.9)

\*

The Office for National Statistics has not released the quarter 1 dataset. Their quarterly datasets are usually released 2 months after the quarter ends. For this reason we recommend reporting this indicator annually instead of quarterly in future.



### 3.01 % of fly-tips cleared within 5 days



The number of reported fly-tips cleared within 5 days, expressed as a percentage of all fly-tips.

#### Compared to

| Past performance | Local target (90%) |
|------------------|--------------------|
| Not available    |                    |

100%

Not available



Past performance is not yet available for this metric. Until this quarter we measured the (mean) average time taken to clear fly-tips.

### 3.02 Number of fly-tips reported



The number of unique reports of fly-tips in South Somerset

#### Compared to

Past performance (243)

249



### 3.03 Household recycling rates



The weight of household waste that was sent for reuse, recycling, composting or anaerobic digestion, expressed as a percentage of the weight of all waste collected.

#### Compared to

Past performance

52.85%

Not available



### 4.01 Number of households in temporary accommodation



The number of households who we have placed in hostels, registered social landlord properties or bed and breakfasts to discharge our homelessness duties, and who were living there on the last day in the quarter.

Compared to

Past performance  
(44)

24



### 4.02 Average length of stay in temporary accommodation (weeks)



Considering only the households who, to discharge our homelessness duties, we placed in hostels, registered social landlord properties or bed and breakfasts, and who left that accommodation during the quarter. This is the (mean) average total amount of time (in weeks) that they spent in that accommodation.

Compared to

|                           |                     |
|---------------------------|---------------------|
| Past performance<br>(0.4) | Local target<br>(1) |
|---------------------------|---------------------|

1



This quarter, we accommodated a group of five families fleeing violence. This skewed the results. Excluding these families, the average length of stay was 0.2 weeks.

### 4.03 Assessment of applications to join Somerset Homefinder



The percentage of valid Homefinder applications made by South Somerset residents, that received a banding decision within 21 days.

Compared to

Past performance  
(62%)

52%



We are improving things by extending opening hours at the Housing Advice Centre to allow staff to catch up with case work.



# Homes

## Q1 2018-19

### 4.04 Number of cases of homelessness prevented or helped



The total number of households who either:

- thought they were at risk of homelessness, but were able to stay in their home for at least 6 more months
- were homeless, but secured accommodation

And, in either case, the improvement was due to positive action taken by the council

#### Compared to

**Past performance**  
(51)

**Local target**  
(2.4% increase per quarter)

39



Although the demand has not increased from previous quarters, the cases have generally become increasingly complex and time consuming.



# Health and Communities

## Q1 2018-19

### 5.03 Number of reports of anti-social behaviour



Includes abandoned vehicles, noise, littering, dog complaints, smoke, dangerous waste and fly posts, but not fly tips or dead animals.

#### Compared to

**Past performance**  
(522)

491



Despite efforts to clean it, the dataset still contains some duplicates. We are developing a process to remove all duplicates in future.

# Annual key performance indicators

These indicators are reported after the 4th quarter

## 1.03 Customer satisfaction (all channels) (%)

The percentage of participants who agree or strongly agree with factors that make up satisfaction.

## 2.03 Town centre health checks (a mix of indicators)

Definition to be determined. Various indicators combined to establish consistent measure for town centres, eg vacancies, footfall, employment

## 2.04 Small Medium Enterprises demographics

New registrations for VAT and PAYE (births), cessation of trading (deaths), and duration of trading (lifetimes).

## 2.05 Measure of productivity

The ratio of output (such as gross value added) divided by the labour input used to create it.

## 2.06 % coverage broadband services

Expressed as the number of premises with access to broadband speeds of at least 24Mbps, as a percentage of the total number of premises.

## 3.04 Quality of decision making (planning) - appeals lost as a % of all decisions.

The number of refusal of planning permission overturned by the Planning Inspectorate at appeal, expressed as a percentage of all decisions made.

## 4.05 % affordable homes completed on qualifying sites

Affordable homes completed (for occupation) as a % of all new housing completions on all sites with 11 or more dwellings, or a combined internal floor area over 1000m<sup>2</sup>.

## 4.06 Number of additional affordable homes

Number of additional affordable homes through enabling work.

## 4.07 % of new dwellings completed against targets in the Local Plan

Expressed as a % of homes completed, compared with targets set in the Local Plan

## 4.08 Number of vacant dwellings returned to occupation

The number of dwelling that returned to occupation during the year, after being empty for 6 months.

## 5.01 Measure of financial inclusion in South Somerset

This measure lacks definition at present.

## 5.02 Resident satisfaction – local facilities / neighbourhood environment - %

The percentage of participants who agree or strongly agree with factors contributing to satisfaction.

# Agenda Item 10

## **District Executive Forward Plan**

*Executive Portfolio Holder:* Ric Pallister, Leader, Strategy and Policy

*Lead Officer:* Angela Cox, Democratic Services Specialist

*Contact Details:* [angela.cox@southsomerset.gov.uk](mailto:angela.cox@southsomerset.gov.uk) or (01935) 462148

### **1. Purpose of the Report**

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

### **2. Public Interest**

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

### **3. Recommendations**

3.1 The District Executive is asked to:-

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

### **4. Executive Forward Plan**

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

### **5. Consultation Database**

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

### **6. Background Papers**

6.1 None.



## APPENDIX A - SSDC Executive Forward Plan – August 2018

| Date of Decision | Decision   | Portfolio  | Service Director                                 | Contact  | Committee(s)       |
|------------------|--|--|--|--|--------------------|
| September 2018   | Update regarding Broadband in South Somerset                   | Portfolio Holder for Property & Climate Change and Income Generation | Director Service Delivery                        | Peter Paddon, Lead Specialist (Economy)                          | District Executive |
| September 2018   | Financial Strategy review                                      | Portfolio Holder for Finance and Legal Services                      | Director Strategy and Commissioning              | Paul Fitzgerald, Section 151 Officer                             | District Executive |
| September 2018   | SSDC Commercial Strategy                                       | Portfolio Holder for Property & Climate Change and Income Generation | Director Commercial Services & Income Generation | Caroline White, Commercial Property, Land and Development Manger | District Executive |
| September 2018   | Statement of Community Involvement for Neighbourhood Plans     | Portfolio Holder for Strategic Planning (Place Making)               | Director Strategy and Commissioning              | David Clews, Policy Planner (Spatial Policy)                     | District Executive |
| September 2018   | East Coker Neighbourhood Plan Examiner's report                | Portfolio Holder for Strategic Planning (Place Making)               | Director Service Delivery                        | David Clews, Policy Planner (Spatial Policy)                     | District Executive |
| September 2018   | Designation of Herne Hill, Ilminster as a Local Nature Reserve | Portfolio Holder Leisure & Culture                                   | Director Commercial Services & Income Generation | Katy Menday, Leisure & Recreation Manager                        | District Executive |
| September 2018   | South Petherton Neighbourhood Plan Referendum result           | Portfolio Holder for Strategic Planning (Place Making)               | Director Service Delivery                        | David Clews, Policy Planner (Spatial Policy)                     | District Executive |

| Date of Decision               | Decision   | Portfolio  | Service Director                                 | Contact  | Committee(s)  |
|--------------------------------|--|--|--|--|---|
| October 2018                   | Transformation Project Progress Report   | Portfolio Holder for Strategy and Policy                                   | Chief Executive                                  | Caron Starkey, Strategic Lead for Transformation                 | District Executive                                    |
| November 2018                  | Economic Development Strategy  | Portfolio Holder for Environment & Economic Development and Transformation | Director Service Delivery                        | Peter Paddon, Lead Specialist (Economy)                          | District Executive                                    |
| November 2018                  | Capital & Revenue Budget monitoring reports for Quarter 2                        | Portfolio Holder for Finance and Legal Services                            | Director Support Services                        | Nicola Hix, Lead Specialist (Finance)                            | District Executive                                    |
| November 2018                  | Quarterly Performance and Complaints Monitoring Report                           | Portfolio Holder for Strategy and Policy                                   | Director Strategy and Commissioning              | Zac Tredger, Specialist (Performance)                            | District Executive                                    |
| December 2018<br>December 2018 | South Somerset Local Plan Review, approval of Preferred Options for consultation | Portfolio Holder for Strategic Planning (Place Making)                     | Director Strategy and Commissioning              | Jo Wilkins, Acting Principal Spatial Planner                     | District Executive<br>South Somerset District Council |
| December 2018                  | Commercial Assets and Investments  | Portfolio Holder for Property & Climate Change and Income Generation       | Director Commercial Services & Income Generation | Caroline White, Commercial Property, Land and Development Manger | District Executive                                    |

| Date of Decision               | Decision  | Portfolio                                       | Service Director                    | Contact  | Committee(s)  |
|--------------------------------|---|---|-------------------------------------|--|---|
| December 2018                  | Annual review of the Regulation of Investigatory Powers Act 2000 (RIPA) | Portfolio Holder for Finance and Legal Services | Director Strategy and Commissioning | Paula Goddard, Legal Specialist                    | District Executive                                    |
| January 2019                   | Transformation Project Progress Report                                  | Portfolio Holder for Strategy and Policy        | Chief Executive                     | Caron Starkey, Strategic Lead for Transformation   | District Executive                                    |
| February 2019<br>February 2019 | 2019/20 Budget and Medium Term Financial Strategy                       | Portfolio Holder for Finance and Legal Services | Director Support Services           | Paul Fitzgerald, Section 151 Officer               | District Executive<br>South Somerset District Council |
| February 2019                  | Capital & Revenue Budget monitoring reports for Quarter 3               | Portfolio Holder for Finance and Legal Services | Director Support Services           | Nicola Hix, Lead Specialist (Finance)              | District Executive                                    |
| February 2019<br>February 2019 | Review of SSDC Council Plan   | Portfolio Holder for Strategy and Policy        | Director Strategy and Commissioning | Netta Meadows, Director (Strategy & Commissioning) | District Executive<br>South Somerset District Council |
| February 2019                  | Quarterly Performance and Complaints Monitoring Report                  | Portfolio Holder for Strategy and Policy        | Director Strategy and Commissioning | Zac Tredger, Specialist (Performance)              | District Executive                                    |
| April 2019                     | Transformation Project Progress Report                                  | Portfolio Holder for Strategy and Policy        | Chief Executive                     | Caron Starkey, Strategic Lead for Transformation   | District Executive                                    |

| Date of Decision | Decision                                     | Portfolio  | Service Director                    | Contact                                    | Committee(s)       |
|------------------|--|--|-------------------------------------|--|--------------------|
| TBC              | Leisure Contracts                            | Portfolio Holder Leisure & Culture                     | Director Service Delivery           |  | District Executive |
| TBC              | Dualling of A303 from Sparkford to Ilchester | Portfolio Holder for Strategic Planning (Place Making) | Director Strategy and Commissioning | Jo Manley, Specialist (Strategic Planning) | District Executive |
|                  |  |  |                                     |  |                    |
|                  |  |  |                                     |  |                    |

**APPENDIX B - Current Consultations – August 2018**

| Purpose of Document   | Portfolio           | Director                              | Response to be agreed by                       | Contact   | Deadline for response |
|---|---------------------|---------------------------------------|--|-----------|-----------------------|
| <p><b>Overcoming the barriers to longer tenancies in the private rented sector</b></p> <p>The government is committed to increasing security for tenants in the private rented sector while balancing landlords’ needs to regain their properties when their circumstances change. This consultation invites view and comments on the benefits and barriers of landlords offering longer tenancies. We are also seeking views on our proposed model for a 3 year tenancy with a 6 month break clause, and the options for implementing this. The model is designed to give tenants certainty over rents, and retains the flexibility that many desire.</p> <p><a href="https://www.gov.uk/government/consultations/overcoming-the-barriers-to-longer-tenancies-in-the-private-rented-sector?utm_source=7b367414-4ed1-4427-be64-0b1f7d10e4af&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily">https://www.gov.uk/government/consultations/overcoming-the-barriers-to-longer-tenancies-in-the-private-rented-sector?utm_source=7b367414-4ed1-4427-be64-0b1f7d10e4af&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily</a></p> | Strategy and Policy | Director – Strategy and Commissioning | Officers in consultation with Portfolio Holder | Jan Gamon | 26 August 2018        |
|   |                     |                                       |  |           |                       |

# Agenda Item 11

## **Date of Next Meeting**

Members are asked to note that the next scheduled meeting of the District Executive will take place on **Thursday, 6<sup>th</sup> September 2018** in the Council Chamber, Council Offices, Brympton Way, Yeovil commencing at 9.30 a.m.