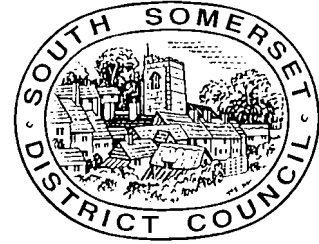


South Somerset District Council

Notice of Meeting



District Executive

Making a difference where it counts

Thursday 1st November 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.

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

This Agenda was issued on Wednesday 24 October 2018.

Alex Parmley, *Chief Executive Officer*

This information is also available on our website
www.southsomerset.gov.uk and via the mod.gov app



District Executive Membership

Jason Baker
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.

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 1 November 2018

Agenda

1. Minutes of Previous Meeting

To approve as a correct record the minutes of the District Executive meeting held on 4th October 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 Performance Report 2018-19: 2nd Quarter (Pages 4 - 23)

7. Loan to Queen Camel Community Land Trust for the purchase of the Old School site, Queen Camel (Pages 24 - 27)

8. 2018/19 Revenue Budget Monitoring Report for the Period Ending 30th September 2018 (Pages 28 - 49)

9. 2018/19 Capital Budget Monitoring Report for the Period Ending 30th September 2018 (Pages 50 - 63)

10. Notification of an Urgent Executive Decision: Lease between SSDC and Somerset County Council (SCC) - in relation to the first floor of Brympton Way Offices, Yeovil (Pages 64 - 65)

11. District Executive Forward Plan (Pages 66 - 70)

12. Date of Next Meeting (Page 71)

Agenda Item 6

Corporate Performance Report 2018-19: 2nd Quarter

Executive Portfolio Holder: Val Keitch, Strategy and Policy
Director: Netta Meadows, Director of Strategy and Commissioning
Lead Specialist: Charlotte Jones, People, Performance and Change lead
Lead Officer: Zac Tredger, Specialist - Performance
Contact Details: zac.tredger@southsomerset.gov.uk or (01935) 462205

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 July to September 2018 (Q2). The report also includes a six-month update on the council's 'priority projects', as part of the Council Plan 2018-19.

Forward Plan

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

Public Interest

3. The council is accountable to the local community for its performance. We publish performance monitoring information to demonstrate outcomes and to highlight opportunities to learn and improve for the future.

Recommendation

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

Background

5. The Council currently has 37 key performance indicators, of which 26 will be published on a quarterly basis and 11 annually. In this report, we present data on 22 of the quarterly indicators, and we are developing methodology to measure the remaining 4.
6. We are continuing to develop a framework for performance management as part of the Transformation Programme and therefore our current approach to corporate performance management is in transition. We propose to further develop these reports during the year alongside other elements of the new performance framework, and we welcome feedback.
7. The Council's framework for performance management will place the customer at the heart of everything we do, and focus on continuous improvement, data quality, customer insight and user experience.

Current performance and recent achievements

8. The attached report includes our performance from June to September 2018 measured against a number of agreed key indicators as well as our achievements since April for our eight Priority Projects included in this year's Annual Action Plan.

9. The last 18 months have seen significant activity and change across the whole of South Somerset District Council (SSDC). We have delivered many key parts of our Transformation programme, at pace and with significant staff changes, whilst ensuring that our key business areas continue to deliver for the communities we serve. This has not been without its challenges, but we are on schedule to deliver not only the financial benefits required, but also new ways of working (in terms of processes and systems) within a completely new organisational model.
10. We have a committed group of leaders, managers and staff who are working hard to deliver services to our residents whilst also transforming what we do. We are now entering the transition phase of the Transformation Programme looking forward to our new ways of working, and are continuing to support staff into their new roles. Transition presents some challenges, yet our teams have demonstrated commendable professionalism, dedication and hard work, and should be justifiably proud of all we have achieved over the past months.
11. The changes we have to make are not yet complete and we have a good awareness of the considerable work that remains ahead for us as an organisation. This includes completing the redesign of our services and supporting our customers to take up new digital channels, together with embedding new ways of working within the 'One Team'.
12. We continue to monitor the delivery of services and the impact of transformation and whilst we have noticed some dips in performance, which we expected and have responded to mitigate, the attached report shows that overall our key areas are still delivering, and improving in their direction of travel. 7 out of 12 of our key performance indicators with targets set are either on or above target. We will continue to monitor these closely and take action as appropriate.
13. We have ensured that our focus is not exclusively on the internal issues and have started to move forward important external objectives, not least our regeneration ambitions for our towns. This is highlighted in the attached report with a summary of our progress over the past six months (April to September) for milestones identified for each of our eight Priority Projects for 2018-19.
14. **In addition** we have continued to meet the ambitions of the Council Plan by Councillors and staff working together, with outstanding commitment to the communities we serve. Some of these wider achievements from June to September include: -
 - Engagement event with businesses held to develop Economic Development Strategy
 - Held one of the most successful playdays to date (at Yeovil Recreation Ground) together with a series of community playdays which attracted 12,795 visitors
 - 24 new affordable homes were delivered in partnership with Stonewater in Jacobs Court and Fosse Park Road.
 - Hosted social business networking events and launched a programme of workshops for small businesses to improve profiles on the internet, eg Digital Strategy, SEO and Web Design.
 - Yeovil achieved a Gold from the South West in Bloom awards for the second Year running.
 - Official opening of Fair View – SSDC's new temporary accommodation hostel, 11 self-contained bedsits providing private facilities for homeless families.
 - We have continued to support over 30 regular health walks in South Somerset that are held either weekly, bi-weekly or monthly, led by 100+ volunteers.

Financial Implications

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

Risk Matrix

16. This report is for information only – no risk profile.

Council Plan Implications

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

Carbon Emissions and Climate Change Implications

18. There are no direct implications

Equality and Diversity Implications

19. There are no direct implications

Privacy Impact Assessment

20. There are no direct implications

Background Papers

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

Corporate Performance Report

Q2 2018/19

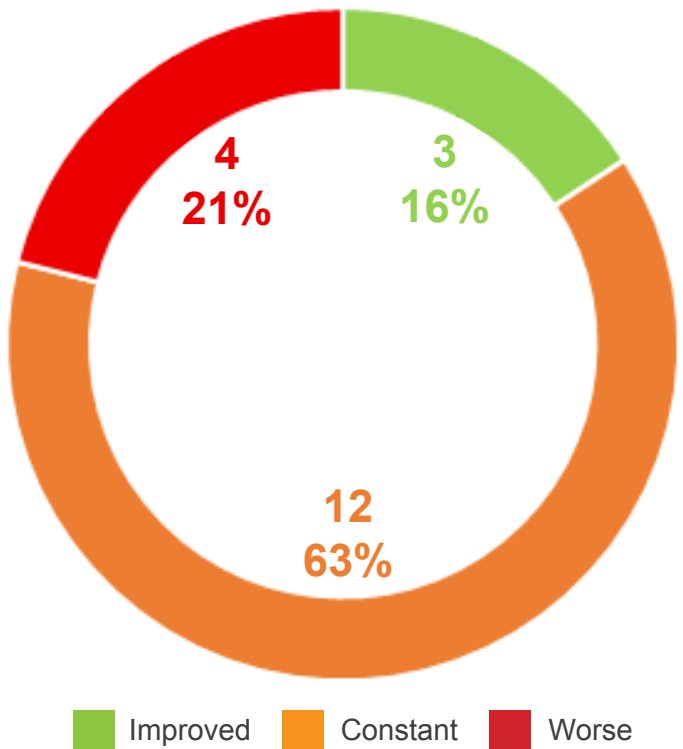


Direction of travel overview

This quarter our performance has been largely consistent with our historic performance.

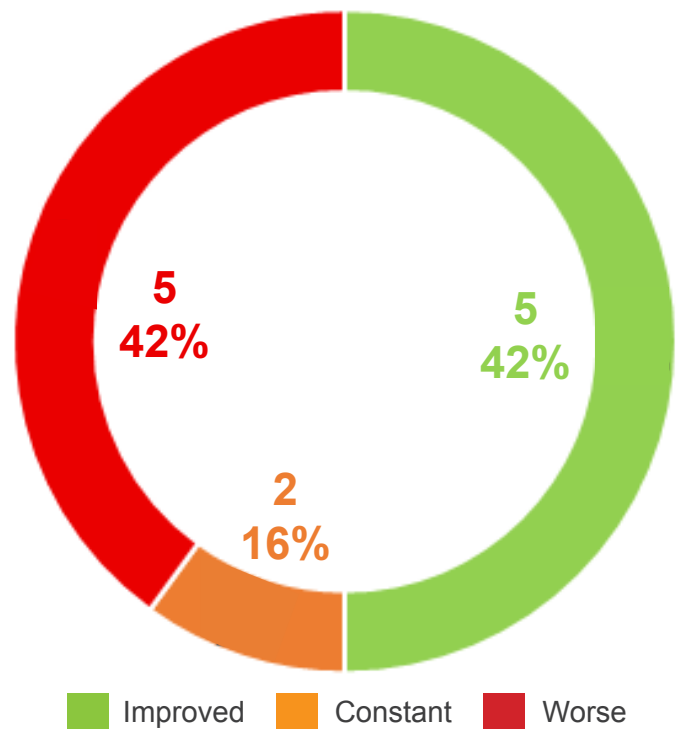
Our performance has declined in some areas, notably in high volume services such as Customer Focussed and Revenues and Benefits.

Meanwhile, our Housing service has performed better this quarter. This is evidence that increased funding following the Homelessness Reduction Act has enabled improvements.



Target overview

10 of our 12 KPIs were either below or above target this quarter. We attribute this to there being no formal target-setting process in place at the beginning of this year. Therefore some of the targets outlined in this report will need consideration next year, when a proper process is in place. We intend to work with service leads to set evidence-based, achievable targets.



Corporate Performance Report

Q2 2018/19

Methodology

We typically use 2 methods to assess how we're doing: we compare our performance with our target, and with our past performance. Sometimes this means that a KPI has 2 different colours. This might mean, for instance, that although we're above target, we have not improved.

Throughout this report for quarter 2, many KPIs show "no significant change". This highlights "green" KPIs as genuine successes and improvements.

Direction of travel

This compares the quarter's performance with our performance over recent quarters.

- We use a statistical test to compare whether the KPI value for this quarter was significantly better or worse than the past performance.
- Where possible, we use tests that compare the dataset for the quarter with a dataset of all recent data points. This prevents unusual recent values from skewing the results.
- We apply a RAG (red, amber, green) icon to the data, to indicate both the direction of travel, and whether it is better, worse, or not significantly different:



	Better	No significant Change	Worse
Increase			
Decrease			

Targets

We compare each KPI with a performance target. Targets have not been set for some KPIs, but we will be working with service leads to develop these.

- When the quarter ends, we use a statistical test to compare whether this quarter was significantly better or worse than the target.
- We apply a RAG (red, amber, green) icon to the data, to indicate whether it is above target, on target, or below target



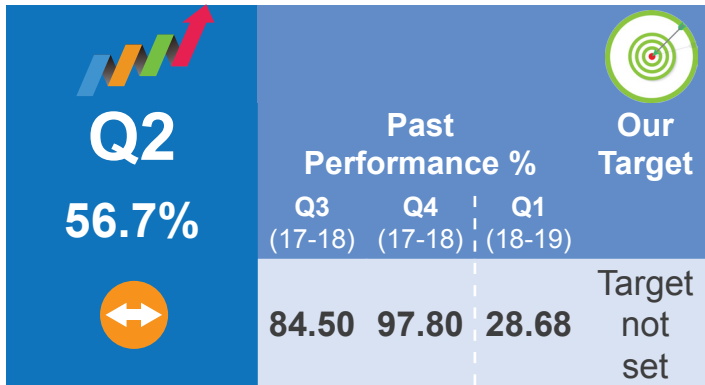
Above target	On Target	Below Target



High quality cost effective services

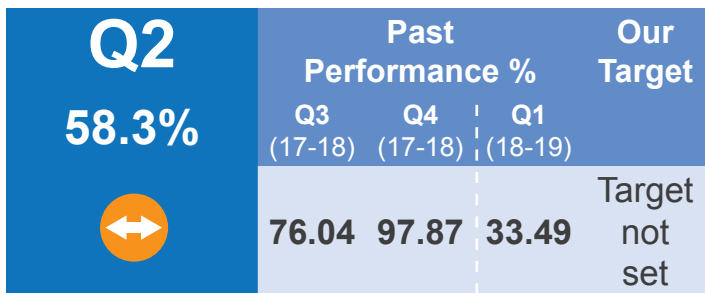
Q2 2018/19

1 Council Tax collection rates (%)



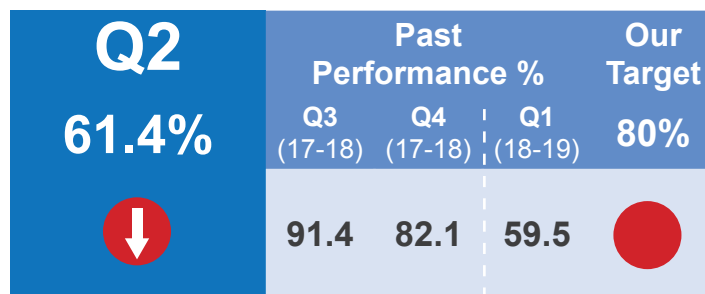
The amount of Council Tax collected from the start of the year to the end of the quarter, as a percentage of the estimated amount that would be collected by the end of the year if everyone liable paid what they were supposed to.

2 NNDR (business rates) collection rates (%)



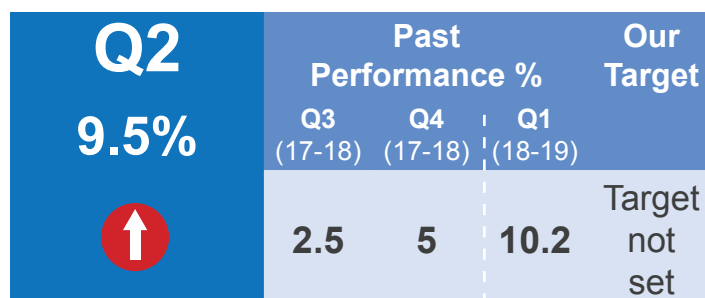
The amount of business rates collected from the start of the year to the end of the quarter, as a percentage of the estimated amount that would be collected by the end of the year if everyone liable paid what they were supposed to.

3 Calls to Customer Focussed Team answered within 120 seconds (%)



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



4 Calls to Customer Focussed Team abandoned by customer (%)



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





5 Speed of processing of new Housing Benefit claims

Q2 28 	Past Performance			Our Target
	Q3 (17-18)	Q4 (17-18)	Q1 (18-19)	21
	28	26	33	



The (mean) average number of days between receipt of the claim and the decision, for all new housing benefit claims decided during the quarter.

6 Speed of processing of Housing Benefit changes of circumstances

Q2 6 	Past Performance			Our Target
	Q3 (17-18)	Q4 (17-18)	Q1 (18-19)	7
	6	1	5	

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

7 Speed of processing of new Council Tax Support claims

Q2 47 	Past Performance			Our Target
	Q3 (17-18)	Q4 (17-18)	Q1 (18-19)	30
	37	35	41	

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



8 Speed of processing of Council Tax Support changes of circumstances

Q2 9 	Past Performance			Our Target
	Q3 (17-18)	Q4 (17-18)	Q1 (18-19)	7
	8	6	7	

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.

We are undertaking 2 months of notified changes in a single assessment, which is simpler for customers. We are monitoring the impact of this and may recommend a change to the target performance as a result.

9 Major planning applications determined within target time (%)

Q2 91.3% 	Past Performance %			Our Target*
	Q3 (17-18)	Q4 (17-18)	Q1 (18-19)	60
	88	95	88	

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 m² at least 10 dwellings, 10 or more gypsy/traveller pitches, or a site area over 1 hectare (half an acre for dwellings).
 *Our Target is the national minimum service level

10 Minor planning applications determined within target time (%)

Q2 90.2% 	Past Performance %			Our Target
	Q3 (17-18)	Q4 (17-18)	Q1 (18-19)	70
	94	92	88	

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.



11 Speed of processing – % of ‘other’ planning applications determined within target time

Q2 95.4% 	Past Performance %			Our Target
	Q3 (17-18)	Q4 (17-18)	Q1 (18-19)	80
	94	95	93	

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.

12 Household waste & recycling – missed collections

Current Performance (Q1) 1122 	Past Performance			Our Target
	Q2 (17-18)	Q3 (17-18)	Q4 (17-18)	500
	925	700	881	

Number of times a household legitimately reported a missed bin collection, per million collections.

This data relates to Q1. The indicator lags a quarter behind, due to Somerset Waste Partnership’s reporting schedule.

13 % of SSDC owned properties with a performance assessment in place

Q2 34%	Past Performance			Our Target
	Q3 (17-18)	Q4 (17-18)	Q1 (18-19)	Target not set
	n/a	n/a	34	

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.

We have had a lack of capacity this quarter, with two roles vacant until recently. But now that the team has expanded we should be able to process these assessments more quickly.



14 Annual average income 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.

“ We are not currently able to report on this indicator. But we expect that in Q4 when we've moved into new service structures we'll be able to baseline these measures. Improvements to the financial monitoring system will also make this easier.

15 Take up of digital services (%)

This is measured in 2 ways:

- i) availability - services available through digital platform(s), expressed as a percentage of all services that can be delivered digitally
- ii) take up - the number of service requests submitted digitally, as a percentage of all service requests (by any channel)

“ The data measures for digital take-up (channel shift) are not yet complete; we expect to be able to report them for Q3, which will be the final full quarter before the new website and personal online accounts are launched.

16 Calls to Customer Focussed Team resolved at the first point of contact (%)

- i) Resolved on the line – the user need is met during the phone call
 - ii) Resolved without 2nd contact – without the customer calling back
- A representative random sample will be taken across the quarter.

“ We are developing methods to measure this indicator.



17 Working age population claiming unemployment benefits (%)

Q2 1.78%	Past Performance			Our Target
	Q3 (17-18)	Q4 (17-18)	Q1 (18-19)	
	1.29	1.58	1.85	Target not set

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)

As we mentioned last quarter, the rollout of Universal Credit has caused this metric to rise because more claimants are required to seek work than under Job Seeker's Allowance

18 Working age population in employment (%)

The percentage of the working age population (15 to 64 years) in employment

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.



19 Fly-tips cleared within 5 days (%)

Q2 95.35%	Past Performance			Our Target
	Q3 (17-18)	Q4 (17-18)	Q1 (18-19)	90
	-	-	100	

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

Past performance is available before Q1. Previously we measured the (mean) average time taken to clear fly-tips.

20 Number of fly-tips reported

Q2 215 	Past Performance			Our Target
	Q3 (17-18)	Q4 (17-18)	Q1 (18-19)	
	220	232	249	Target not set

The number of unique reports of fly-tips in the District.

21 Household recycling rates

Current Performance (Q1) 55.1 	Past Performance			Our Target
	Q3 (17-18)	Q4 (17-18)	Q1 (18-19)	
	55.1	53.6	52.85	Target not set

The weight of household waste sent for reuse, recycling, composting or anaerobic digestion, expressed as a percentage of the weight of all waste collected. The data for this metric is for the whole county because Somerset Waste Partnership cannot derive this data at the district level.

This data relates to Q1. The indicator lags a quarter behind due to Somerset Waste Partnership's reporting schedule



22 Number of households in temporary accommodation

Q2 42 	Past Performance			Our Target
	Q3 (17-18)	Q4 (17-18)	Q1 (18-19)	
	36	57	24	Target not set

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.

23 Average length of stay in temporary accommodation (days)

Q2 2 days 	Past Performance			Our Target
	Q3 (17-18)	Q4 (17-18)	Q1 (18-19)	
	n/a	6	7	

The (mean) average total amount of time (in days) spent in bed and breakfasts by households who we placed there to discharge our homelessness duties, and who left that accommodation during the quarter.

24 Assessment of applications to join Somerset Homefinder (%)

Q2 71.0% 	Past Performance			Our Target
	Q3 (17-18)	Q4 (17-18)	Q1 (18-19)	
	69	51	52	Target not set

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

25 Number of cases of homelessness helped or prevented

Q2 61 	Past Performance			Our Target
	Q3 (17-18)	Q4 (17-18)	Q1 (18-19)	
	59	47	39	10% annual increase

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 where, in either case, the council took positive action to improve the situation.



26

Number of reports of anti-social behaviour

Q2	Past Performance			Our Target
	Q3 (17-18)	Q4 (17-18)	Q1 (18-19)	
566				
	442	548	491	Target not set

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

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 1000m².

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.

Priority Projects

The following section is an update on our 8 Priority Projects, which are part of this year's Council Plan. For each project we have highlighted progress against the project plan, and have also outlined other achievements.

1 To implement the Transformation Programme and Commercial Strategy

What we committed to do and our progress

Milestone 1:

- Phase 2 and 3 selection outcomes completed by July - 2018 – we achieved this milestone with over 200 staff taking part in a recruitment process. Services included planning, housing, licensing, council tax and benefits, environmental health – with staff teams now creating new digital and face to face services in tune with customer needs and preferences.

Milestone 2:

- Phase 2 'goes live' in September 2018 - Our Strategy & Commissioning team took up their new roles in July – two months earlier than planned. This area includes our Strategic Planning function, together with performance management and communications.

Milestone 3:

- Secure £2.2m additional annual income from Council investment and service innovation by 2020. We are making good progress towards our target to secure an additional £2.2m of income per year from Council investment, service yield improvements, treasury decisions, grant funding and cost reductions etc. For example in the past year we have purchased four investment properties, with a combined investment of over £26m, which delivers a gross annual income of over £1.16m Our latest Financial reports can be viewed on our website.

What we plan to do next

Our service delivery (Phase 3) teams will start in their new roles from January 2019, together with the introduction of a new customer portal and website. We will also complete phase 4 of the Transformation Programme for our Commercial Services teams.

Our Commercial team will continue to progress work to achieve our financial targets in relation to commercial property, investments and income generation

[You can read more detail about our Transformation Programme in our regular reports. Click here for the latest information.](#) Page 19

[For further information on our Commercial Strategy click here](#)

To complete the 'Yeovil Refresh' for Yeovil Town Centre and progress implementation

2

What we committed to do and our progress

Milestone 1:

- Appointment of Project Lead - Our new project lead Natalie Fortt commenced July 2018

Milestone 2:

- Public Consultation - We held a public consultation for the Yeovil Refresh programme in March to better understand community priorities for their town.

Milestone 3:

- Agree Priority Schemes - We committed to commence at least 3 'early wins' and have identified 3 schemes: the Yeovil Access Strategy, a Car Park Review and public realm improvements to Middle Street.



Natalie Fortt,
Project Leader

What we plan to do next

- **Car Park Review**- The successful contractor was appointed on 4th October 2018 and the work is expected to be completed by the end of January 2019.
- **Yeovil Access Strategy**- The first piece of work undertaken will be the Local Cycling and Walking Infrastructure Plan and this is due to be completed by the end of quarter 1 2019/2020.
- **Public Realm improvements to Middle Street**- The first part of the initial consultation with local business owners is almost complete. The next step is to consult with the wider community with the aim of achieving any necessary consents and preparing detailed plans by May 2019.

For more information on the Yeovil Refresh project please [click here](#)

3

To develop proposals for the regeneration of Chard and progress implementation

What we committed to do and our progress

Milestone 1:

- Community consultation - A very successful event was held in June, with over 500 residents and other stakeholders attending to express their views and ideas for the regeneration of Chard.

Milestone 2:

- Commence Phase 1 regeneration works by March 2019 - Preparation for a planning application for initial site operations has begun.

We have also:

- Held a networking event for local businesses in Chard to meet and get involved in the regeneration.

500

Residents attended



What we plan to do next

Our main milestone is to commence the first phase of construction work by March 2019.

Page 20

To create a town centre action plan for Wincanton and progress implementation

4

What we committed to do and our progress

Milestone 1:

- Receive a consultant's report on the town centre by June 2018. There were some delays to commissioning the report but we have worked to get things back on track, with a revised target of December 2018.

Milestone 2:

- Agreed resource plan with Area East Committee by September 18. As above the delay to the start of the project means we will agree actions and a resource plan with the Area East Committee early in the New Year

Milestone 3:

- Commence activities through the action plan. As above the delay to the start of the project means this milestone is likely to be towards Summer 2019.

What we plan to do next

We will agree actions and a resource plan with the Area East Committee early in the New Year, and start activities in support of the town centre action plan. This is likely to be towards Summer 2019.

5 To deliver Phase 2 of the Yeovil Innovation Centre

What we committed to do and our progress

Milestone 1:

- Completion of construction works by August 2018 - Keys handed over September 2018, we are preparing for the opening event planned for Nov 2018.

Milestone 2:

- Start of new tenancies by September 2018 - 3 businesses have expressed interest in moving into new wing. However occupation is delayed for final work to be completed.

We have also:

- Created a comprehensive marketing plan to develop the marketing of Yeovil Innovation Centre and to promote the new extension.



What we plan to do next

Our marketing strategy involves us working with key partners to focus on targeting start-ups as well as encouraging existing businesses to develop and grow.

To facilitate appropriate local development to ensure that local housing and infrastructure needs are met

6

What we committed to do and our progress

Milestone 1:

- Support the progress of Western Corridor - Due for completion June 2019.

Milestone 2:

- Support the progress of Brimsmore development - Following the awarding of the Housing Infrastructure Fund bid (£1.98m), we are working with the developer and Somerset County Highways to ensure we achieve the delivery of new road layouts and additional homes.

Milestone 3:

- Support the Commencement of the iAero project - Full planning permission has been granted and the terms of the lease of land for the iAero Centre is currently being finalised.

What we plan to do next

To hold a public consultation on preferred Local Plan options before March 2019.

7 To support our small and medium sized businesses across the District, including internet access, to meet their needs

What we committed to do and our progress

Milestone 1:

- Respond to phase 2 Connecting Devon & Somerset programme - An update report was provided at District Executive Committee in September 2018 where it was agreed that officer time and resource be allocated to working with relevant partners to clarify and promote their voucher schemes to maximise coverage of Superfast Broadband across the District.

We have also:

- Supported a programme of networking events and digital marketing training sessions for local businesses.

What we plan to do next

We will continue to monitor the delivery of this programme, and gather information for members to take a decision on committing any SSDC funding to 'top-up' such a superfast broadband voucher scheme.

15

different digital events offered in 2018. Including Cyber Security, Cloud Computing & Basic Web Design.

What we committed to do and our progress

Milestone 1:

- Service to meet new duties in place by 1st April 2018 - We provided staff with extensive training, reviewed and updated all our standard letters and forms, engaged with other services to help us with other prevention work (including embedding a Citizens Advice worker within our team), and adapted to a new reporting system. In accordance with the 'duty to refer', we also set up systems to receive and act on referrals from all our partner agencies.

What we plan to do next

- Now that our new service is in place we will continue to monitor outcomes from our work to prevent homelessness in South Somerset.

Agenda Item 7

Loan to Queen Camel Community Land Trust for the purchase of the Old School site, Queen Camel

Executive Portfolio Holder: Peter Seib, Finance and Legal Services
Area Chairman: Nick Weeks
Director: Netta Meadows, Strategy and Support Services
Lead Officer: Paul Fitzgerald, S151 Officer
Contact Details: Paul.fitzgerald@southsomerset.gov.uk or 01935 462226

Purpose of the Report

1. That District Executive request that full Council approves the principle of a loan of up to £250,000 to Queen Camel Community Land Trust (QCCLT) for the acquisition of the Old School site at Queen Camel.

Recommendation

2. That District Executive recommend full Council approve in principle to provide a loan of up to £250,000 to Queen Camel Community Land Trust (QCCLT), funded from the Capital Receipts Reserve to be repaid in full within 1 year, and under the terms of SSDC's loans policy, subject to due diligence.
3. The Council delegates authority to the S151 Officer in consultation with the Portfolio Holder and Area East Chair to agree final terms of conditions and approve a loan following satisfactory completion of necessary due diligence.

Forward Plan

4. This report was not previously included on the Forward Plan.

Public Interest

5. SSDC has received a request for a short-term bridging loan from QCCLT to enable them to acquire the Old School site at Queen Camel. The Council has a Loans Policy which supports loans at affordable rates to local community groups.

Background

6. After extensive flooding in the village in 2008, the Queen Camel School moved to new premises in June 2016, leaving the old site empty. Somerset County Council (SCC) then declared the site as surplus to requirements and began marketing the site (excluding the playing field) at a value of £400,000.
7. Following a nomination, the premises were placed on the register of Assets of Community Value held by SSDC and in response to this SCC took the property off the market for the six month moratorium period. During this period, QCCLT submitted an Expression of Interest to SCC (early 2017), under SCC's own community asset transfer policy. The six-month moratorium period ended in February 2017.

8. SCC and QCCLT have continued to discuss the potential acquisition and SCC are seeking to obtain an acceptable value in receipt, which is currently less than the initial marketing price. There is a time restriction for QCCLT to progress with their planned acquisition of the site. Our understanding is that SCC have requested a formalised offer from QCCLT by the end of 2018 otherwise the site will be auctioned in March 2019. This is why the request is being brought forward at this relatively early stage, to provide a safety net to help the project move forward.
9. QCCLT have obtained their own independent valuation of the site, which has been shared as commercially confidential to officers within SSDC. The valuation obtained takes into account a covenant for education use and advice from Planners, Conservation and the Environment Agency on the Zone 3 flood plain location.
10. In spring 2018 SCC requested that a formal offer be made. They indicated their intention to recommence marketing in May 2018. Due to the difficulties in securing external funding exceeding the valuation which QCCLT held, they were unable to present SCC with an acceptable offer. A second six week moratorium was triggered at 4 May at the end of which SCC were free to market. The site was placed on an auction listing for June 2018 but was subsequently withdrawn. A meeting between QCCLT and SCC in June re-affirmed SCC's position that an offer should be formalised by the end of 2018 otherwise the site would be auctioned in March 2019.
11. QCCLT wishes to acquire these premises and to develop them into a 'Community Enterprise & Education Centre' with a primary focus on a mix of micro artisan-type or similar business enterprises with training opportunities, health & well-being services (clinic/therapy and activity rooms) and potentially incorporating a café. The challenge is to balance social enterprise objectives with a non-loss business.
12. Prudent occupancy and rental income assumptions are being considered in the CLT's draft business planning for the site. An 'enterprise management committee' supported by paid staff will be tasked with actively seeking tenants, managing fundraising, and developing PR and social media opportunities to promote the enterprise.
13. QCCLT is committed to achieving this project. In the last few months QCCL has secured small scale funding to enable some of the professional advice and guidance elements which are vital to the project progressing including legal advice, building surveys, demand assessment and business planning. This work is live and in progress. A condition report is due at the end of October which will inform more detailed service specific surveys.
14. A number of QCCLT's funding applications are currently pending, see below, and other funding sources are being actively pursued:
 - Lottery Power to Change Community Business Fund - submitted for £187,500 - In the week beginning 19 November QCCLT will be informed if this has got through stage 1, and by mid-December QCCLT will be notified if awarded the grant or not.
 - Heritage Lottery Fund £62,500 (specifically towards the Grade II building) will be submitted for their next round of bids.
 - Viridor - £50,858 for refurbishment. This is in the process of being submitted. Closing date is 31 October 2018. QCCLT are also preparing to launch a Share Option Scheme in January, the proceeds from which will go towards refurbishment.

Proposed Loan Arrangement

15. SSDC's Loans Policy was set up to provide affordable loans to local community groups at affordable rates linked to the Public Works Loans Board (i.e. the rate at which SSDC could borrow funds from

central Government). This policy is aimed at providing small loans to outside bodies where alternative forms of borrowing are not available or at prohibitive costs. The Group has approached SSDC to request a loan of up to £250,000 over no more than 1 year. This value is outside of the loans policy that has been delegated to District Executive which limits the delegation to a maximum loan of £150,000 and loan duration to 10 years and therefore the loan needs full Council approval.

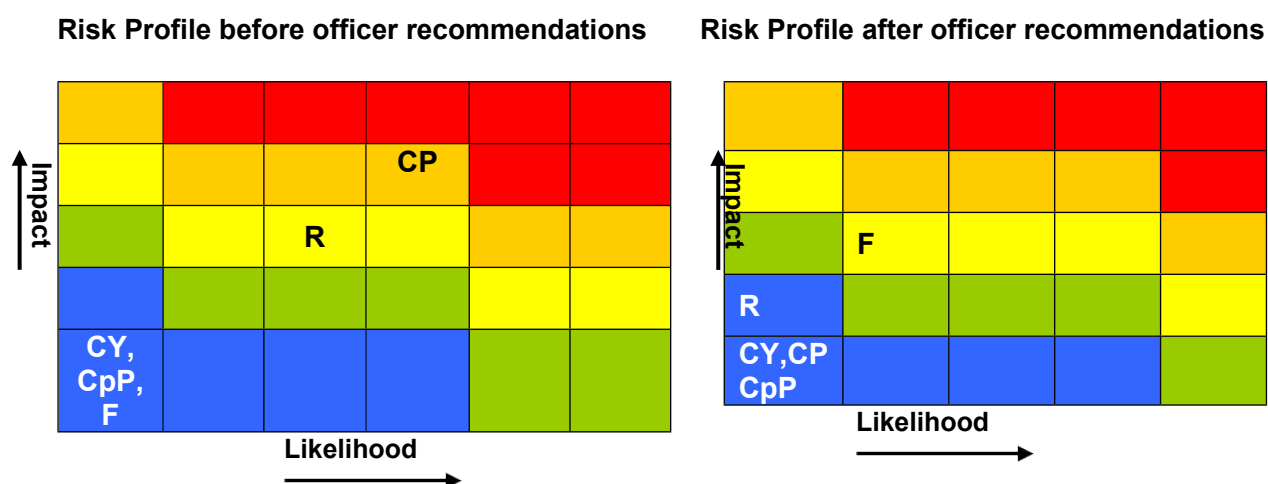
16. The QCCLT is constitutionally and legally set up for just such a social enterprise as the Old School site would provide. The vision the QCCLT has for the site has been endorsed through letters from the County, District and Parish Councils. The QCCLT wish to acquire the Old School site in perpetuity for the local community, and to develop it into a vibrant, self-sustaining, community enterprise.
17. The proposed timescale of the acquisition payments are:
 - By 21 Dec 2018: Exchange contract, 10% payable = £25,000
 - By 31 March 2019: Contract completion, 50% payable = £125,000
 - By 30 September 2019: within 6 months of completion, 40% payable = £100,000
18. It may therefore be in SSDC and QCCLT's best interest to structure the loan in two stages: £25,000 in December 2018, £125,000 in March 2019, together with the balance in the event of unexpected delays in acquiring grant funding. This would affect the interest payments dependent on the length and amount borrowed.
19. It is recommended that Executive and Full Council delegate authority to the S151 officer in consultation with the Portfolio Holder and Area Chairman to agree the detailed terms of the loan agreement in line with the principles set out in this report and the Council's Loan Policy. It is proposed that the loan would be offered as a 'maturity' loan, i.e. the loan is paid back in full at the end of the loan term, rather than by monthly/quarterly instalments, as this aligns with the principle of QCCLT repaying when other grant funding is received (see below). SSDC would also seek to recover its loan arrangement costs, in terms of the legal and administrative costs, costs of securing the loan, and the PWLB loan arrangement fees. This is estimated to be in the region of £500.
20. QCCLT have indicated that the loan repayment would be immediate upon receipt of grants and therefore a flexible loan term is requested. The repayment of the loan upon receipt of grant funding can be included in the loan agreement.

Financial Implications

21. The proposal is to provide short term bridging finance to enable the CLT to obtain the asset, with the loan repaid when requisite grant funding is received. The intent is to seek appropriate security for the loan against the value of the asset ultimately acquired. Any funds provided in advance of completion would need to be returned to the Council in the event the acquisition is not completed by SSDC. The detail of such security will need to be addressed through completion of due diligence.
22. In the event of QCCLT acquiring the asset but not successfully covering the full costs through grants there is a risk to some or all of the loan being repaid on a timely basis. The loan agreement will need to also cover such an eventuality. For example, whilst not the intent of this arrangement, this *could* result in SSDC taking the asset in lieu of loan. This would lead to SSDC incurring an asset, but also the risk and potential liability in respect of subsequent use and costs. Alternatively the Council may wish to consider a longer term loan arrangement if there is sufficient confidence QCCLT could meet the loan obligations. The terms of such an arrangement would need to be considered in that context.

23. Whilst SCC's initial valuation of the site was £400,000, CLT have obtained independent professional valuation, which is lower than the initial marketing price reflecting its use and restrictive covenants. SSDC may wish to get its own independent valuation of the site in case of the grant funding not being awarded, in order to be able to hold the asset at its fair value and not the discounted freehold sale price. This valuation may mean that the asset is held for less than the current valuation.
24. The loan would be advanced in stages, as there is a 3-4 month period between the £25,000 deposit and the contract completion. If the contract were, for whatever reason, not to complete, the grant funding would therefore not be awarded, which would leave QCCLT owing SSDC the deposit. The sum would need to be deposited securely with solicitors in line with normal practice.
25. It is proposed the loan would be funded from the Council's Capital Receipts Reserve. There will be marginal impact on the Council's Revenue Budget as the interest receivable on the loan will mitigate the loss of investment income available on the Council's investment of reserve balances. The loan principal repayments from QCCLT are accounted for as capital receipts and will therefore replenish the Capital Receipts Reserve upon receipt. The interest will be payable from the start of the loan and the interest rate fixed at PWLB rates on that date. The likely interest rate will be approximately 1.8% (the current cost of Public Works Loans Board borrowing for 1 year). Interest due on the loan will vary according to the amount, timing and duration of the loan. It is estimated the interest costs will range from £1,300 to £2,500.

Risk Matrix



Key

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

Council Plan Implications

26. No direct implications, however the CLT's plans will enhance local community asset provision.

Other Implications

27. None.

Agenda Item 8

2018/19 Revenue Budget Monitoring Report for the Period Ending 30th September 2018

Executive Portfolio Holder: Peter Seib, Finance and Legal Services
Director: Netta Meadows, Strategy and Support Services
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 mid-year 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 1st November 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 30th September 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 9, Table 1;
 - c. Note the virements made under delegated authority as detailed in Appendix B
 - d. Note the transfers made to and from reserves outlined in paragraph 27, Table 4 and the position of the Area Reserves as detailed in Appendix C and the Corporate Reserves as detailed in Appendix D;

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. This is the second forecast for the year, which is completed at the end of Quarter 2 (1st April to 30th September 2018). The projected position should be regarded as a reasonable 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 forecast expenditure and income for the year in order that the expected outturn and the projected variances are identified and reported. Appendix A to this report sets out the position as at the end of quarter 2 and details the forecast outturn for 2018/19.
8. There is currently a net underspend of £215,840 (1.3%) forecast for 2018/19, this is a movement of £406,359 from the Quarter 1 projected overspend of £190,519.
9. The summary of the revenue position by Directorate as at 30th September 2018 is detailed in table 1:

Table 1 – Revenue Budget Position

Directorate	Original Budget £'000	Revised Budget £'000	Y/E Forecast £'000	Variance £'000	Comments on Major Variances (+/- £50,000)
Chief Executive	-284.0	-213.8	-213.8	0	
Director of Strategy and Support Services	5,465.8	6,881.7	6,704.1	-177.5	Under achievement of income budget in some areas of support service, but reduced by anticipated treasury income above that budgeted.
Director of Service Delivery	2,547.3	1,919.5	1,830.7	-88.7	Income on planning fees above that budgeted for the year.
Communities Lead	1,301.6	1,258.8	1,258.8	0	
Director of Commercial Services and Income Generation	7,452.5	6,761.0	6,811.4	50.4	Under achievement of income against budget anticipated for both car parking (in line with prior year income), and venue income for Westlands which has improved this financial year but a small shortfall of income is anticipated.
Total Overspend	16,483.3	16,607.2	16,391.3	-215.8	

(Negative figures = underspend / surplus income, positive figures = overspend / income shortfall)

10. Income trends compared to budget remains a concern for managers in some areas as reported last quarter. Managers in the areas concerned are continually monitoring income trends and, if required, plans will be implemented to bring spending and income in line with the approved budgets.
11. A key financial risk is the delivery of phased savings as the implementation of the transformation continues. There are both adverse and favourable variances in relation to salaries and agency costs across different cost centres. However, confidence remains high that the full year savings are on track for 2019/20 (when the new operating model will be embedded before the start of the year) and the phased savings target for 2018/19 will be achieved. It may be necessary to cover some

transitional costs from earmarked reserves set aside for this purpose, this is being carefully monitored. During quarter 3 Finance will be looking to move some of the variances from the individual service budgets and allocating the variances to the transformation savings target.

12. The table below shows the movements on revenue budgets between 1st April 2018 and the 30th September 2018.

	£'000
Approved base budget as at April 2018	16,483.50
2018/19 Carry forwards	118.65
Cocklemoor Bridge from general balances approved February 16	5.00
Revised Budget as at 30th September 2018	16,607.15

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. These virements are listed in Appendix B for District Executive to note and have been approved by the S151 Officer.
14. All virements outside of the criteria set out above require the approval of District Executive and, such virements are detailed in the table below.

Table 2 – Virements over £25,000

Amount	From	To	Details
£165,060	Commercial Properties	Commercial Land and Properties Project	Transfer Investment Properties budget to meet accounting reporting requirements
£273,660	All Directorates	Strategy & Commissioning	Transfer of salary budgets due to the creation of Strategy & Commissioning
£97,110	Support Service Function - Various	Support Service – Lead Specialist, Specialist & Case Work	Transfer of travel and subsistence budgets to new Specialist and Case Worker management codes

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 Budget Saving Target £'000	Estimated Actual Saving at Year-End £'000	Shortfall £'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
Total Major Savings	1,480.9	1,446.3	-34.6

(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 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 more than offset by underspends in other areas, as noted with higher savings/income forecast in planning and garden waste as per Appendix A.

Council Tax Support and Council Tax

17. The Council Tax Support Scheme (CTS) provides for discounted tax charges to households with lower income. The authority has set a budget for 2018/19 of £8.410 million for annual CTS discounts. A total of £8.760 million has been allocated as at 30th September 2018, therefore exceeding the estimate included in the tax base. 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). The forecast position in January 2019 will be part of the estimated surplus/deficit on the Collection Fund that will impact the 2019/20 budget.
18. The Hardship Scheme is in place for extreme circumstances with a budget of £30,000 for the year. By the end of Quarter 2 SSDC had received 73 requests for hardship relief of which 59 were successful. The amount awarded to the end of Quarter 2 was £10,454.
19. The in-year collection rate for Council Tax is 56.22% for 2018/19 compared to 56.67% for Quarter 2 last year, indicating that collection performance remains fairly consistent. In monetary terms we have collected £2.95 million more than in the same period last year. At the end of Quarter 2 we had reduced the total of £6.394 million outstanding debt relating to previous years by £1.388 million.

Non Domestic Rates

20. The in-year collection rate for Non Domestic Rates at the end of Q2 was 58.27% for 2018/19 compared to 53.31% for last year, indicating collection performance has improved. At the end of Q2 we had reduced the total of £2.112 million outstanding debt relating to previous years by £751k.
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 1st 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 September 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 179.
23. Legislation has been approved in Parliament to give councils the power to increase the Council Tax premium on empty homes. During the final debate on the Rating (Property in Common Occupation) and Council Tax (Empty Homes Premium) Bill, MPs approved an amendment to enable councils to levy up to 200 per cent council tax premium on homes that have been empty for between five and 10 years and up to 300 per cent premium on homes that have been empty for 10 years or more. This is in addition to existing plans to allow councils to double the council tax premium for homes that have been empty for two years or more, and will further strengthen councils' ability to incentivise owners of long-term empty homes to bring them back into use. The intention is for a report to come before Members in December to consider this and other related matters related to council tax policies.

Discretionary Housing Payments

24. The Government DHP funding allocation for 2018/19 is up to £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 2 we had processed 230 DHP applications, 199 of which were successful with a total award value of £80k. A further £16k is committed up to the end of this financial year. The total sum paid and committed (£96k) represents 34% of the government DHP grant. We currently have 18 outstanding DHP applications.
25. Universal 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.

Reserves & Balances

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

Table 4 – Reserves Movements

Reserve	Balance at 01/07/2018 £'000	Transfers In/Out £'000	Balance at 30/09/2018 £'000	Reason for Transfer
Usable Capital Receipts	-24,623	-6	-24,629	Payment to MHCLG of Pooling of Housing receipts, repayment of a Private Sector Housing grant and sale of The Follies.

Reserve	Balance at 01/07/2018 £'000	Transfers In/Out £'000	Balance at 30/09/2018 £'000	Reason for Transfer
Capital Reserve	-1,276	-38	-1,314	Revenue Contributions to Capital Outlay: MOT Station £1.5k, refurbishment of changing rooms £29k and Car Parks improvements £7k
Yeovil Athletic Track Repair Fund	-151	-18	-169	Contribution to sinking fund from Revenue.
Revenue Grants Reserve	-835	77	-758	Transfer from reserve: Funding for Chard Regeneration Sports Consultant £6k, Click into Activity funding returned to revenue £71k.
Council Tax/ Housing Benefits Reserve	-681	-92	-773	New burdens Grant from DWP for Welfare Reforms and Universal Credits £92k
Artificial Grass Pitch Reserve	-108	-16	-124	Contribution to sinking fund from Revenue.
Infrastructure Reserve	-799	13	-786	Funding of Chard Regeneration staff costs
Ticket Levy Reserve	-47	-24	-71	Transfer of ticket levies to reserve

(Negative figures = income, positive figures = costs)

28. **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

	£'000
Balance at 1 April 2018	-4,361
Area & Economic Development Balances	121
2018/19 Carry Forwards	119
Cocklemoor Bridge	5
Commitments (including A303)	173
Current Estimated underspend in 2018/19	-215
Unallocated General Fund Balance at 30th September 2018	-4,158

(Negative figures = income, positive figures = costs)

29. 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 30th September exceed this minimum requirement providing added financial resilience to address financial risks if required.

Financial Implications

30. 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 30th September 2018 is estimated to be £4.1 million.

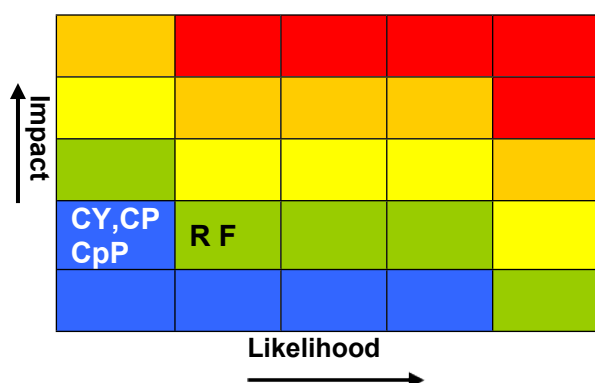
31. Details of the current key risks, as identified in the 2018/19 Budget Setting Report, are listed in the table below with an update from the responsible officer.

Table 6 - Risks

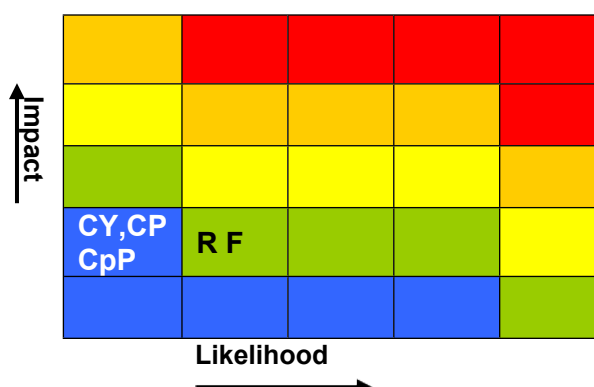
Current Risk	Responsible Officer	Officer's Update
Interest Rates	S151 Officer	Current predictions are for the Treasury Management income to exceed budget.
Business Rate income	Director-Service Delivery	The collection rate is up by 4.96% on the previous year's Quarter 2; NDR collection can be quite volatile 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 104.16% of the budget has been allocated by 30th September 2018.
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. A large surplus was reported at the end of 2017/18.
Planning Income	Director-Service Delivery	Current predictions are for Planning income to exceed the budgeted amount by at least £150k
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 £100k.
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. Financing / treasury costs and income may be affected.
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

32. 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

33. There are no implications currently in approving this report.

Equality and Diversity Implications

34. 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

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

Background Papers

36. Budget Setting reports to Full Council in February 2018, Quarter 1 Budget Monitoring to Executive in August 2018.

2018-19 Budget Detail

Service with Elements		Year to date			Outturn Forecast			Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		Budget to 30th September £	Actual to 30th September £	Variance to 30th September £	Annual Budget £	Expected Total by Year End £	Variance expected 31/03/19 £	
STRATEGIC MANAGEMENT								
Chief Executive : Alex Parmley								
MANAGEMENT BOARD	Expenditure	341,545	216,470	(125,075)	683,090	683,090	0	No variance projected.
	Income	0	0	0	0	0	0	
Portfolio Holder : Cllr Val Keitch	TOTAL	341,545	216,470	(125,075)	683,090	683,090	0	
TRANSFORMATION	Expenditure	(448,420)	583,353	1,031,773	(896,840)	(896,840)	0	<i>Expenditure will be funded from the Transformation Reserve, therefore this variance is not expected at year end. Salary savings have started to be identified across service budgets as the Transformation phase 2 and 3 changes are implemented.</i>
	Income	0	(2,000)	(2,000)	0	0	0	
Portfolio Holder : Cllr Val Keitch	TOTAL	(448,420)	581,353	1,029,773	(896,840)	(896,840)	0	
TOTAL STRATEGIC MANAGEMENT	Expenditure	(106,875)	799,823	906,698	(213,750)	(213,750)	0	
	Income	0	(2,000)	(2,000)	0	0	0	
	TOTAL	(106,875)	797,823	904,698	(213,750)	(213,750)	0	
TOTAL CHIEF EXECUTIVE	Expenditure	(106,875)	799,823	906,698	(213,750)	(213,750)	0	
	Income	0	(2,000)	(2,000)	0	0	0	
	TOTAL	(106,875)	797,823	904,698	(213,750)	(213,750)	0	
STRATEGY & COMMISSIONING								
Director: Netta Meadows								
PEOPLE PERFORMANCE & CHANGE								
Service Manager : Charlotte Jones								
POLICY & PERFORMANCE	Expenditure	55,768	44,743	(11,025)	98,290	98,290	0	No variance projected.
	Income	0	0	0	0	0	0	
Portfolio Holder : Cllr Val Keitch	TOTAL	55,768	44,743	(11,025)	98,290	98,290	0	
TOTAL PEOPLE PERFORMANCE & CHANGE	Expenditure	55,768	44,743	(11,025)	98,290	98,290	0	
	Income	0	0	0	0	0	0	
	TOTAL	55,768	44,743	(11,025)	98,290	98,290	0	
COMMUNICATIONS, MARKETING & MEDIA								
Service Manager : Richard Birch								
COMMUNICATIONS	Expenditure	19,023	15,029	(3,994)	28,900	28,900	0	No variance projected.
	Income	0	0	0	0	0	0	
Portfolio Holder : Cllr Val Keitch	TOTAL	19,023	15,029	(3,994)	28,900	28,900	0	
TOTAL COMMUNICATIONS, MARKETING & MEDIA	Expenditure	19,023	15,029	(3,994)	28,900	28,900	0	
	Income	0	0	0	0	0	0	
	TOTAL	19,023	15,029	(3,994)	28,900	28,900	0	

Service with Elements		Budget to 30th September	Actual to 30th September	Variance to 30th September	Annual Budget	Expected Total by Year End	Variance expected 31/03/19	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
STRATEGIC PLANNING								
Service Manager : Jan Gamon								
STRATEGIC POLICIES	Expenditure	154,840	232,442	77,602	400,900	400,900	0	No variance projected.
	Income	0	0	0	0	0	0	
Portfolio Holder : Cllr Val Keitch	TOTAL	154,840	232,442	77,602	400,900	400,900	0	
PROCUREMENT & RISK MANAGEMENT	Expenditure	5,810	10,586	4,776	6,590	6,590	0	No variance projected.
	Income	0	0	0	0	0	0	
Portfolio Holder : Cllr Peter Seib	TOTAL	5,810	10,586	4,776	6,590	6,590	0	
CIVIL CONTINGENCIES	Expenditure	59,333	70,716	11,383	119,160	119,160	0	Small amount of additional income in respect of emergency planning work.
	Income	(2,500)	(206)	2,294	(6,110)	(7,610)	(1,500)	
Portfolio Holder : Cllr Nick Weeks	TOTAL	56,833	70,510	13,677	113,050	111,550	(1,500)	
PLANNING POLICY	Expenditure	98,148	106,750	8,602	196,560	196,560	0	Agency staff costs incurred to cover staff vacancies and to enable progress on Local Plan Review. Printing and postal expenditure over budget to date due to costs associated with Local Review Issues and Options consultation, but no variance is projected at year end.
	Income	(1,280)	0	1,280	(2,560)	(2,560)	0	
Portfolio Holder : Cllr Angie Singleton	TOTAL	96,868	106,750	9,882	194,000	194,000	0	
TRANSPORT	Expenditure	20,880	20,293	(587)	41,760	41,760	0	No variance projected.
	Income	0	0	0	0	0	0	
Portfolio Holder : Cllr Henry Hobhouse	TOTAL	20,880	20,293	(587)	41,760	41,760	0	
STRATEGIC HOUSING	Expenditure	85,466	77,716	(7,750)	185,580	185,580	0	No variance projected.
	Income	0	(13,187)	(13,187)	0	0	0	
Portfolio Holder : Cllr Val Keitch	TOTAL	85,466	64,529	(20,937)	185,580	185,580	0	
GOLDENSTONES	Expenditure	128,590	87,859	(40,731)	256,430	243,000	(13,430)	The Sports facilities as a whole are currently operating within existing budget parameters (see Westland Sport Facility and Sports Facilities).
	Income	(84,855)	(44,978)	39,877	(169,710)	(152,000)	17,710	
Portfolio Holder : Cllr Sylvia Seal	TOTAL	43,735	42,881	(854)	86,720	91,000	4,280	
SPORT FACILITIES	Expenditure	76,755	83,821	7,066	153,510	219,140	65,630	The Sports facilities as a whole are currently operating within existing budget parameters (see Westland Sport Facility and Goldenstones). However, there is an overspend anticipated in respect of dilapidations at St Michael's Hall.
	Income	(30,500)	(18,459)	12,041	(61,000)	(61,000)	0	
Portfolio Holder : Cllr Sylvia Seal	TOTAL	46,255	65,362	19,107	92,510	158,140	65,630	
WESTLAND SPORT FACILITIES	Expenditure	30,565	(10,412)	(40,977)	66,130	55,000	(11,130)	The Sports facilities as a whole are currently operating within existing budget parameters (see Westland Sport Facility and Sports Facilities).
	Income	(4,575)	(167)	4,408	(9,150)	(5,000)	4,150	
Portfolio Holder : Cllr Sylvia Seal	TOTAL	25,990	(10,579)	(36,569)	56,980	50,000	(6,980)	
TOTAL STRATEGIC PLANNING	Expenditure	660,387	679,771	19,384	1,426,620	1,467,690	41,070	
	Income	(123,710)	(76,997)	46,713	(248,530)	(228,170)	20,360	
	TOTAL	536,677	602,774	66,097	1,178,090	1,239,520	61,430	
TOTAL STRATEGY & COMMISSIONING	Expenditure	660,387	679,771	19,384	1,426,620	1,467,690	41,070	
	Income	(123,710)	(76,997)	46,713	(248,530)	(228,170)	20,360	
	TOTAL	895,022	(693,943)	(1,588,965)	1,694,220	1,755,650	61,430	

Service with Elements		Budget to 30th September	Actual to 30th September	Variance to 30th September	Annual Budget	Expected Total by Year End	Variance expected 31/03/19	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
REVENUES & BENEFITS								
Service Manager : Ian Potter								
REVENUES & BENEFITS	Expenditure	983,118	947,991	(35,127)	1,731,370	1,731,370	0	The area of concern is the summons and liability order fee income, currently £51k below the profiled budget due to fewer summons being issued than anticipated. The number of summons issued will be closely monitored over the next quarter as will the impact income budgets.
	Income	(299,793)	(231,113)	68,680	(640,780)	(640,780)	0	
Portfolio Holder : Cllr Peter Seib	TOTAL	683,325	716,878	33,553	1,090,590	1,090,590	0	
HOUSING BENEFIT SUBSIDY	Expenditure	15,934,645	15,287,131	(647,514)	31,869,290	31,869,290	0	The latest subsidy monitor indicates that there will be no variance at year end. Subsidy is monitored monthly and the subsidy claim externally audited and finally adjusted autumn 2019. The current variance is linked to the profiling of the budget.
	Income	(16,259,625)	(17,300,726)	(1,041,101)	(32,443,750)	(32,443,750)	0	
Portfolio Holder : Cllr Peter Seib	TOTAL	(324,980)	(2,013,595)	(1,688,615)	(574,460)	(574,460)	0	
TOTAL REVENUES AND BENEFITS	Expenditure	16,917,763	16,235,122	(682,641)	33,600,660	33,600,660	0	
	Income	(16,559,418)	(17,531,839)	(972,421)	(33,084,530)	(33,084,530)	0	
	TOTAL	358,345	(1,296,717)	(1,655,062)	516,130	516,130	0	
OPERATIONS & CUSTOMER FOCUS								
Service Manager : Sharon Jones								
CUSTOMER SERVICES	Expenditure	228,010	201,105	(26,905)	431,650	429,770	(1,880)	Income received in respect of reception services provided to Somerset County Council.
	Income	0	(5,735)	(5,735)	0	(11,470)	(11,470)	
Portfolio Holder : Cllr Val Keitch	TOTAL	228,010	195,370	(32,640)	431,650	418,300	(13,350)	
TOTAL OPERATIONS & CUSTOMER FOCUS	Expenditure	228,010	201,105	(26,905)	431,650	429,770	(1,880)	
	Income	0	(5,735)	(5,735)	0	(11,470)	(11,470)	
	TOTAL	228,010	195,370	(32,640)	431,650	418,300	(13,350)	
LEGAL SERVICES								
Service Head : Angela Watson								
RIGHTS OF WAY	Expenditure	1,945	0	(1,945)	3,890	3,890	0	A Legal Specialist is covering an element of this work. This is an area of work that will be re-assigned in due course, this will allow better focus on the rights of way work and will result in income being received.
	Income	(8,250)	0	8,250	(16,500)	(16,500)	0	
Portfolio Holder : Cllr Peter Seib	TOTAL	(6,305)	0	6,305	(12,610)	(12,610)	0	
LAND CHARGES	Expenditure	68,765	53,531	(15,234)	109,020	109,020	0	No variance projected.
	Income	(247,595)	(240,577)	7,018	(466,680)	(466,680)	0	
Portfolio Holder : Cllr Peter Seib	TOTAL	(178,830)	(187,046)	(8,216)	(357,660)	(357,660)	0	
TOTAL LEGAL SERVICES	Expenditure	70,710	53,531	(17,179)	112,910	112,910	0	
	Income	(255,845)	(240,577)	15,268	(483,180)	(483,180)	0	
	TOTAL	(185,135)	(187,046)	(1,911)	(370,270)	(370,270)	0	
SUPPORT SERVICES								
Director : Netta Meadows								
SUPPORT SERVICES LEAD SPECIALISTS	Expenditure	181,390	170,939	(10,451)	362,780	362,780	0	No variance projected.
	Income	0	0	0	0	0	0	
Portfolio Holder : Cllr Peter Seib, Val Keitch & Henry Hobhouse	TOTAL	181,390	170,939	(10,451)	362,780	362,780	0	
Service Manager: Lisa Davis								
SUPPORT SERVICES SPECIALISTS	Expenditure	414,620	425,024	10,404	829,240	829,240	0	No variance projected.
	Income	0	0	0	0	0	0	
Portfolio Holder : Cllr Peter Seib, Val Keitch & Henry Hobhouse	TOTAL	414,620	425,024	10,404	829,240	829,240	0	
FINANCE CORPORATE COSTS	Expenditure	1,344,657	1,340,465	(4,192)	2,499,310	2,499,310	0	The profile in respect of treasury management income amended to reflect income trends. Income expected to exceed the budget due to diversifying into higher yielding investments.
	Income	(366,320)	(404,014)	(37,694)	(1,260,160)	(1,460,160)	(200,000)	
Portfolio Holder : Cllr Peter Seib	TOTAL	978,337	936,451	(41,886)	1,239,150	1,039,150	(200,000)	

Service with Elements		Budget to 30th September £	Actual to 30th September £	Variance to 30th September £	Annual Budget £	Expected Total by Year End £	Variance expected 31/03/19 £	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
	TOTAL	122,875	107,186	(15,689)	245,750	245,750	0	
TOURISM & HERITAGE								
Service Manager : Katy Menday								
TOURISM	Expenditure	91,098	74,235	(16,863)	194,530	194,530	0	Expenditure as expected for period with exception of pay budgets, where a vacant post earlier in the year left a small underspend. Income will increase in second half of the year when advertising space sold in 2019 publications.
	Income	(42,025)	(31,490)	10,535	(84,050)	(84,050)	0	
	TOTAL	49,073	42,745	(6,328)	110,480	110,480	0	
Portfolio Holder : Cllr Graham Middleton								
HERITAGE	Expenditure	29,190	21,283	(7,907)	58,380	58,380	0	Underspend on salaries due to existing vacant current post. This is due to be revised as part of Lesiure and Recreation restructure As expected for time of year, income from grant funded projects for research work and sale of monograph. Calendar income due for third quarter.
	Income	(1,560)	(985)	575	(3,120)	(3,120)	0	
	TOTAL	27,630	20,298	(7,332)	55,260	55,260	0	
Portfolio Holder : Cllr Nick Weeks								
TOTAL TOURISM & HERITAGE								
	Expenditure	120,288	95,518	(24,770)	252,910	252,910	0	
	Income	(43,585)	(32,475)	11,110	(87,170)	(87,170)	0	
	TOTAL	76,703	63,043	(13,660)	165,740	165,740	0	
REGENERATION								
Service Manager : Natalie Fortt								
REGENERATION	Expenditure	50,170	49,481	(689)	80,970	80,970	0	Projects have recently commenced and the funds have yet to be drawn down from the infrastructure reserve fund to cover the spend.
	Income	(19,370)	(19,377)	(7)	(19,370)	(19,370)	0	
	TOTAL	30,800	30,104	(696)	61,600	61,600	0	
Portfolio Holder : Cllr Jo Roundell Greene								
TOTAL REGENERATION								
	Expenditure	50,170	49,481	(689)	80,970	80,970	0	
	Income	(19,370)	(19,377)	(7)	(19,370)	(19,370)	0	
	TOTAL	30,800	30,104	(696)	61,600	61,600	0	
INCOME OPPORTUNITY DEVELOPMENT								
Service Manager : James Divall								
INCOME OPPORTUNITY DEVELOPMENT	Expenditure	220,365	175,981	(44,384)	408,630	408,630	0	No variance projected.
	Income	(423,486)	(346,196)	77,290	(478,630)	(478,630)	0	
	TOTAL	(203,121)	(170,215)	32,906	(70,000)	(70,000)	0	
Portfolio Holder : Cllr Henry Hobhouse								
TOTAL INCOME OPPORTUNITY DEVELOPMENT								
	Expenditure	220,365	175,981	(44,384)	408,630	408,630	0	
	Income	(423,486)	(346,196)	77,290	(478,630)	(478,630)	0	
	TOTAL	(203,121)	(170,215)	32,906	(70,000)	(70,000)	0	
DEVELOPMENT CONTROL								
Service Manager : Simon Fox								
DEVELOPMENT CONTROL	Expenditure	673,615	670,035	(3,580)	1,343,230	1,343,230	0	<i>Income from planning applications expected to be above budget at year end.</i>
	Income	(699,975)	(904,526)	(204,551)	(1,395,950)	(1,545,950)	(150,000)	
	TOTAL	(26,360)	(234,491)	(208,131)	(52,720)	(202,720)	(150,000)	
Portfolio Holder : Cllr Angie Singleton								
TOTAL DEVELOPMENT CONTROL								
	Expenditure	673,615	670,035	(3,580)	1,343,230	1,343,230	0	
	Income	(699,975)	(904,526)	(204,551)	(1,395,950)	(1,545,950)	(150,000)	
	TOTAL	(26,360)	(234,491)	(208,131)	(52,720)	(202,720)	(150,000)	

Service with Elements		Budget to 30th September	Actual to 30th September	Variance to 30th September	Annual Budget	Expected Total by Year End	Variance expected 31/03/19	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
ENVIRONMENTAL HEALTH								
Service Manager : Vicki Dawson								
HOUSING STANDARDS	Expenditure	119,015	87,377	(31,638)	238,030	238,030	0	
	Income	(33,725)	(36,182)	(2,457)	(67,450)	(67,450)	0	No variance projected.
Portfolio Holder : Cllr Sylvia Seal	TOTAL	85,290	51,195	(34,095)	170,580	170,580	0	
ENVIRONMENTAL HEALTH & COMMUNITY PROTECTION	Expenditure	384,428	347,585	(36,843)	790,870	790,870	0	
	Income	(39,425)	(37,047)	2,378	(71,660)	(71,660)	0	No variance projected.
Portfolio Holder : Cllr Jason Baker	TOTAL	345,003	310,538	(34,465)	719,210	719,210	0	
ENFORCEMENT	Expenditure	43,388	43,602	214	93,280	93,280	0	
	Income	(1,500)	(261)	1,239	(3,000)	(3,000)	0	No variance projected.
Portfolio Holder : Cllr Jason Baker	TOTAL	41,888	43,341	1,453	90,280	90,280	0	
TOTAL ENVIRONMENTAL HEALTH	Expenditure	546,831	478,564	(68,267)	1,122,180	1,122,180	0	
	Income	(74,650)	(73,490)	1,160	(142,110)	(142,110)	0	
	TOTAL	472,181	405,074	(67,107)	980,070	980,070	0	
BUILDING CONTROL								
Service Manager : Dave Durrant								
BUILDING CONTROL	Expenditure	243,525	270,290	26,765	645,800	645,800	0	
	Income	(278,107)	(213,786)	64,321	(661,240)	(600,000)	61,240	Shortfall of income anticipated in respect of building regulation charges
Portfolio Holder : Cllr Nick Weeks	TOTAL	(34,582)	56,504	91,086	(15,440)	45,800	61,240	
TOTAL BUILDING CONTROL	Expenditure	243,525	270,290	26,765	645,800	645,800	0	
	Income	(278,107)	(213,786)	64,321	(661,240)	(600,000)	61,240	
	TOTAL	(34,582)	56,504	91,086	(15,440)	45,800	61,240	
LICENSING								
Service Manager : Nigel Marston								
LICENSING	Expenditure	121,610	120,811	(799)	243,220	243,220	0	
	Income	(94,223)	(155,914)	(61,691)	(310,610)	(310,610)	0	No variance projected.
Portfolio Holder : Cllr Angie Singleton	TOTAL	27,387	(35,103)	(62,490)	(67,390)	(67,390)	0	
TOTAL LICENSING	Expenditure	121,610	120,811	(799)	243,220	243,220	0	
	Income	(94,223)	(155,914)	(61,691)	(310,610)	(310,610)	0	
	TOTAL	27,387	(35,103)	(62,490)	(67,390)	(67,390)	0	
HOUSING & WELFARE								
Service Manager: Alice Knight/Barbie Markey								
HOUSING	Expenditure	737,350	608,380	(128,970)	1,348,660	1,348,660	0	Additional expenditure in respect of temporary staff, this is unavoidable due to
	Income	(477,510)	(370,638)	106,872	(603,720)	(603,720)	0	Transformation. It is anticipated that the spend can be covered from underspends
Portfolio Holder : Cllr Sylvia Seal	TOTAL	259,840	237,742	(22,098)	744,940	744,940	0	elsewhere.
WELFARE	Expenditure	179,210	160,562	(18,648)	348,420	348,420	0	
	Income	(380,350)	(389,888)	(9,538)	(421,500)	(421,500)	0	No variance projected
Portfolio Holder : Cllr Sylvia Seal	TOTAL	(201,140)	(229,326)	(28,186)	(73,080)	(73,080)	0	
TOTAL HOUSING & WELFARE	Expenditure	916,560	768,942	(147,618)	1,697,080	1,697,080	0	
	Income	(857,860)	(760,526)	97,334	(1,025,220)	(1,025,220)	0	
	TOTAL	58,700	8,416	(50,284)	671,860	671,860	0	
TOTAL DIRECTOR OF SERVICE DELIVERY	Expenditure	3,015,839	2,736,808	(279,031)	6,039,770	6,039,770	0	
	Income	(2,491,256)	(2,506,290)	(15,034)	(4,120,300)	(4,209,060)	(88,760)	
	TOTAL	524,583	230,518	(294,065)	1,919,470	1,830,710	(88,760)	

Service with Elements		Budget to 30th September	Actual to 30th September	Variance to 30th September	Annual Budget	Expected Total by Year End	Variance expected 31/03/19	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
COMMUNITIES, THIRD SECTOR & PARTNERSHIPS								
Service Manager : Helen Rutter								
CENTRAL COMMUNITIES TEAM	Expenditure	186,568	170,523	(16,045)	354,110	354,110	0	Salary underspend is due to changes in the team as a result of Transformation.
	Income	0	(27,500)	(27,500)	0	0	0	
Portfolio Holder : Cllr Val Keitch	TOTAL	186,568	143,023	(43,545)	354,110	354,110	0	
COMMUNITY SAFETY	Expenditure	32,965	7,057	(25,908)	57,140	57,140	0	Salary underspend is due to changes in the team as a result of Transformation.
	Income	0	0	0	0	0	0	
Portfolio Holder : Cllr Peter Gubbins	TOTAL	32,965	7,057	(25,908)	57,140	57,140	0	
TOTAL COMMUNITIES, THIRD SECTOR & PARTNERSHIPS	Expenditure	219,533	177,580	(41,953)	411,250	411,250	0	
	Income	0	(27,500)	(27,500)	0	0	0	
	TOTAL	219,533	150,080	(69,453)	411,250	411,250	0	
AREA EAST								
Service Manager : Tim Cook								
EAST AREA DEVELOPMENT	Expenditure	88,770	53,623	(35,147)	177,540	177,540	0	Salary underspend is due to changes in the team as a result of Transformation. Backfilling arrangements will reduce the current underspend in Area East.
	Income	(2,255)	(2,843)	(588)	(4,510)	(4,510)	0	
Area Chairman : Cllr Nick Weeks	TOTAL	86,515	50,780	(35,735)	173,030	173,030	0	
EAST GRANTS	Expenditure	32,490	11,370	(21,120)	44,650	44,650	0	
	Income	0	0	0	0	0	0	No variance projected.
Area Chairman : Cllr Nick Weeks	TOTAL	32,490	11,370	(21,120)	44,650	44,650	0	
EAST PROJECTS	Expenditure	0	32,800	32,800	0	0	0	
	Income	0	(67,078)	(67,078)	0	0	0	No variance projected.
Area Chairman : Cllr Nick Weeks	TOTAL	0	(34,278)	(34,278)	0	0	0	
TOTAL AREA EAST	Expenditure	121,260	97,793	(23,467)	222,190	222,190	0	
	Income	(2,255)	(69,921)	(67,666)	(4,510)	(4,510)	0	
	TOTAL	119,005	27,872	(91,133)	217,680	217,680	0	
AREA NORTH								
Service Manager : Tim Cook								
NORTH AREA DEVELOPMENT	Expenditure	67,162	60,591	(6,571)	124,230	124,230	0	Salary underspend is due to changes in the team as a result of Transformation.
	Income	0	(200)	(200)	0	0	0	
Area Chairman : Cllr Graham Middleton	TOTAL	67,162	60,391	(6,771)	124,230	124,230	0	
NORTH GRANTS	Expenditure	5,340	3,790	(1,550)	10,680	10,680	0	
	Income	0	0	0	0	0	0	No variance projected.
Area Chairman : Cllr Graham Middleton	TOTAL	5,340	3,790	(1,550)	10,680	10,680	0	
TOTAL AREA NORTH	Expenditure	72,502	64,381	(8,121)	134,910	134,910	0	
	Income	0	(200)	(200)	0	0	0	
	TOTAL	72,502	64,181	(8,321)	134,910	134,910	0	
AREA SOUTH								
Service Manager : Tim Cook								
SOUTH AREA DEVELOPMENT	Expenditure	128,415	79,355	(49,060)	252,060	252,060	0	Salary underspend is due to changes in the team as a result of Transformation. This is likely to reduce as a result of backfilling arrangements.

Service with Elements		Budget to 30th September £	Actual to 30th September £	Variance to 30th September £	Annual Budget £	Expected Total by Year End £	Variance expected 31/03/19 £	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
	Income	(5,850)	(8,925)	(3,075)	(11,700)	(11,700)	0	
Area Chairman : Cllr Peter Gubbins	TOTAL	122,565	70,430	(52,135)	240,360	240,360	0	
SOUTH GRANTS	Expenditure	29,890	2,370	(27,520)	45,480	45,480	0	A number of grant applications are expected meaning the current underspend should be resolved over the remaining part of the financial year.
	Income	0	0	0	0	0	0	
Area Chairman : Cllr Peter Gubbins	TOTAL	29,890	2,370	(27,520)	45,480	45,480	0	
SOUTH PROJECTS	Expenditure	0	13,532	13,532	0	0	0	The overspend to date is due to funds needing to be drawn down from reserves.
	Income	0	0	0	0	0	0	
Area Chairman : Cllr Peter Gubbins	TOTAL	0	13,532	13,532	0	0	0	
TOTAL AREA SOUTH	Expenditure	158,305	95,257	(63,048)	297,540	297,540	0	
	Income	(5,850)	(8,925)	(3,075)	(11,700)	(11,700)	0	
	TOTAL	152,455	86,332	(66,123)	285,840	285,840	0	
AREA WEST								
Service Manager : Tim Cook								
WEST AREA DEVELOPMENT	Expenditure	79,805	87,695	7,890	159,610	159,610	0	The salary budget is over spent due to removal of Area Team Lead salary and the ongoing cost of backfilling the Neighbourhood Development work. Ongoing underspends in other area salary budgets will offset the overspend in this area.
	Income	(1,755)	(858)	897	(3,510)	(3,510)	0	
Area Chairman : Jason Baker	TOTAL	78,050	86,837	8,787	156,100	156,100	0	
WEST GRANTS	Expenditure	31,830	17,935	(13,895)	44,950	44,950	0	No variance projected.
	Income	0	0	0	0	0	0	
Area Chairman : Jason Baker	TOTAL	31,830	17,935	(13,895)	44,950	44,950	0	
WEST PROJECTS	Expenditure	12,150	13,502	1,352	21,950	21,950	0	No variance projected.
	Income	(6,965)	1,227	8,192	(13,930)	(13,930)	0	
Area Chairman : Jason Baker	TOTAL	5,185	14,729	9,544	8,020	8,020	0	
TOTAL AREA WEST	Expenditure	123,785	119,132	(4,653)	226,510	226,510	0	
	Income	(8,720)	369	9,089	(17,440)	(17,440)	0	
	TOTAL	115,065	119,501	4,436	209,070	209,070	0	
TOTAL COMMUNITIES	Expenditure	695,385	554,143	(141,242)	1,292,400	1,292,400	0	
	Income	(16,825)	(106,177)	(89,352)	(33,650)	(33,650)	0	
	TOTAL	678,560	447,966	(230,594)	1,258,750	1,258,750	0	
ENGINEERING & PROPERTY SERVICES								
Service Manager : Clare Pestell								
ENGINEERING SERVICES	Expenditure	317,510	257,294	(60,216)	595,190	595,190	0	The repairs & maintenance budget in respect of Land Drainage unlikely to be spent before year end due to resources and weather. A refund payment may be required in respect of a dispute with an energy provider.
	Income	(42,360)	(42,282)	78	(84,720)	(84,720)	0	
Portfolio Holder : Cllr Henry Hobhouse	TOTAL	275,150	215,012	(60,138)	510,470	510,470	0	
PROPERTY MANAGEMENT	Expenditure	702,019	667,957	(34,062)	1,169,430	1,169,430	0	Expenditure at the expected level for this point in the year. There is continued pressure on the Public Offices budget to support the various works that are in progress.
	Income	(239,356)	(186,813)	52,543	(608,900)	(608,900)	0	
Portfolio Holder : Cllr Henry Hobhouse	TOTAL	462,663	481,144	18,481	560,530	560,530	0	

Service with Elements		Budget to 30th September	Actual to 30th September	Variance to 30th September	Annual Budget	Expected Total by Year End	Variance expected 31/03/19	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
COMMERCIAL PROPERTY	Expenditure	2,830	19,510	16,680	47,240	47,240	0	No variance projected.
	Income	(55,130)	(44,737)	10,393	(61,130)	(61,130)	0	
Portfolio Holder : Cllr Henry Hobhouse	TOTAL	(52,300)	(25,227)	27,073	(13,890)	(13,890)	0	
INVESTMENT PROPERTY	Expenditure	405,771	273,456	(132,315)	804,150	754,150	(50,000)	Anticipated small saving at year end due to vacant posts within team. However, the final variance will be dependent on investment schemes bought forward in the coming months. Income above profile to date but not anticipated to exceed the annual budget target.
	Income	(664,227)	(693,846)	(29,619)	(1,142,510)	(1,142,510)	0	
Portfolio Holder : Cllr Henry Hobhouse	TOTAL	(258,456)	(420,390)	(161,934)	(338,360)	(388,360)	(50,000)	
CAR PARKING	Expenditure	541,109	444,812	(96,297)	804,860	789,860	(15,000)	The variance is in respect of two income sharing payments. Pay and Display income is anticipated to be £88k less than the budget, Season Ticket income is expected to be £23k less and Excess Charges £11k less than the respective budgets. Income from rental payments expected to be less than budgeted.
	Income	(1,048,905)	(927,225)	121,680	(2,130,670)	(1,988,670)	142,000	
Portfolio Holder : Cllrs Henry Hobhouse & Peter Seib	TOTAL	(507,796)	(482,413)	25,383	(1,325,810)	(1,198,810)	127,000	
TOTAL ENGINEERING & PROPERTY SERVICES	Expenditure	1,969,239	1,663,029	(306,210)	3,420,870	3,355,870	(65,000)	
	Income	(2,049,978)	(1,894,903)	155,075	(4,027,930)	(3,885,930)	142,000	
	TOTAL	(80,739)	(231,874)	(151,135)	(607,060)	(530,060)	77,000	
STREETSCENE								
Service Manager : Chris Cooper								
HORTICULTURE & GROUNDS MAINTENANCE & STREETCLEANING	Expenditure	1,479,158	1,626,451	147,293	3,021,930	3,021,930	0	No variance projected.
	Income	(571,760)	(733,144)	(161,384)	(1,359,000)	(1,359,000)	0	
Portfolio Holder : Cllr Jo Roundell Greene	TOTAL	907,398	893,307	(14,091)	1,662,930	1,662,930	0	
TOTAL STREETSCENE	Expenditure	1,479,158	1,626,451	147,293	3,021,930	3,021,930	0	
	Income	(571,760)	(733,144)	(161,384)	(1,359,000)	(1,359,000)	0	
	TOTAL	907,398	893,307	(14,091)	1,662,930	1,662,930	0	
WASTE & RECYCLING								
Service Manager : Chris Cooper								
WASTE & RECYCLING	Expenditure	3,032,897	3,067,442	34,545	6,073,360	6,073,360	0	Additional income anticipated in respect of Garden Waste Services
	Income	(1,146,628)	(1,167,241)	(20,613)	(1,616,360)	(1,736,360)	(120,000)	
Portfolio Holder : Cllr Jo Roundell Greene	TOTAL	1,886,269	1,900,201	13,932	4,457,000	4,337,000	(120,000)	
TOTAL WASTE COLLECTION	Expenditure	3,032,897	3,067,442	34,545	6,073,360	6,073,360	0	
	Income	(1,146,628)	(1,167,241)	(20,613)	(1,616,360)	(1,736,360)	(120,000)	
	TOTAL	1,886,269	1,900,201	13,932	4,457,000	4,337,000	(120,000)	

Service with Elements		Budget to 30th September	Actual to 30th September	Variance to 30th September	Annual Budget	Expected Total by Year End	Variance expected 31/03/19	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
ARTS & ENTERTAINMENT								
Service Manager : Adam Burgan								
ARTS	Expenditure	1,079,596	835,209	(244,387)	2,111,150	2,114,635	3,485	Small overspend due to prediction of casual worker wages for the year, though this should be offset by higher ticket sales. A solid first half of the year at The Octagon against a slow down in consumer spending. Ticket sales are up on last year at the same point and the key festive period and Literature Festival advance sales look positive.
	Income	(931,709)	(1,087,066)	(155,357)	(1,838,300)	(1,883,134)	(44,834)	
Portfolio Holder : Cllr Sylvia Seal	TOTAL	147,887	(251,857)	(399,744)	272,850	231,501	(41,349)	
WESTLANDS LEISURE COMPLEX	Expenditure	647,638	668,124	20,486	1,378,110	1,271,693	(106,417)	There is currently a projected overspend against budget but work is progressing on increasing the number of events which will increase user numbers. It is anticipated that the building and developing of the programme of events, and the key Christmas period will improve the anticipated year end position.
	Income	(574,185)	(548,749)	25,436	(1,225,740)	(964,774)	260,966	
Portfolio Holder : Cllr Sylvia Seal	TOTAL	73,453	119,375	45,922	152,370	306,919	154,549	
TOTAL ARTS	Expenditure	1,727,234	1,503,333	(223,901)	3,489,260	3,386,328	(102,932)	
	Income	(1,505,894)	(1,635,815)	(129,921)	(3,064,040)	(2,847,908)	216,132	
	TOTAL	221,340	(132,482)	(353,822)	425,220	538,420	113,200	
COMMUNITY HEALTH & LEISURE								
Service Manager : Katy Menday								
COMMUNITY HEALTH & LEISURE	Expenditure	414,135	524,687	110,552	789,830	877,913	88,083	Expenditure as expected for period. Income due in respect of Click into Activity to fund the expenditure to date. Yeovil Recreation Centre will have small over spend due to College car park works this quarter, income receivable will partially offset this. Play Area/Youth Facility Development will have an end of year underspend if winter works are delayed or suspended due to transformation. A transfer from reserves will be made to cover the expenditure to date on In it Together. Income in respect of Yeovil AGP and Young People and Play anticipated from pitch hire over the winter period and a grant from the Town Council. Income at Yeovil Recreation Centre was higher than profiled for the period due to the favourable weather.
	Income	(137,995)	(270,022)	(132,027)	(261,880)	(369,703)	(107,823)	
Portfolio Holder : Cllr Sylvia Seal	TOTAL	276,140	254,665	(21,475)	527,950	508,210	(19,740)	
TOTAL COMMUNITY HEALTH & LEISURE	Expenditure	414,135	524,687	110,552	789,830	877,913	88,083	
	Income	(137,995)	(270,022)	(132,027)	(261,880)	(369,703)	(107,823)	
	TOTAL	276,140	254,665	(21,475)	527,950	508,210	(19,740)	

Service with Elements		Budget to 30th September £	Actual to 30th September £	Variance to 30th September £	Annual Budget £	Expected Total by Year End £	Variance expected 31/03/19 £	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
COUNTRYSIDE								
Service Manager : Katy Menday								
COUNTRYSIDE	Expenditure	289,532	338,932	49,400	579,900	579,900	0	Increased fleet management charges at Ham Hill due to repeated vehicle breakdowns. Summer spending on events and on safety fencing required at Chard Reservoir in response to the dam inspection report.
	Income	(125,190)	(173,434)	(48,244)	(284,970)	(284,970)	0	Grant income is due from the Heritage Lottery in respect of expenditure at Yeovil Country Park, £15k income is due in respect grazing licences and grants for Ham Hill. The Ninesprings café continues to exceed the business plan targets.
Portfolio Holder : Cllr Sylvia Seal	TOTAL	164,342	165,498	1,156	294,930	294,930	0	
TOTAL COUNTRYSIDE	Expenditure	289,532	338,932	49,400	579,900	579,900	0	
	Income	(125,190)	(173,434)	(48,244)	(284,970)	(284,970)	0	
	TOTAL	164,342	165,498	1,156	294,930	294,930	0	
TOTAL DIRECTOR OF COMMERCIAL SERVICES & INCOME GENERATION	Expenditure	8,912,195	8,723,874	(188,321)	17,375,150	17,295,301	(79,849)	
	Income	(5,537,445)	(5,874,559)	(337,114)	(10,614,180)	(10,483,871)	130,309	
	TOTAL	3,374,750	2,849,315	(525,435)	6,760,970	6,811,430	50,460	
TOTAL SSDC	Expenditure	33,902,581	33,726,170	(176,410)	66,696,420	66,612,101	(84,319)	
	Income	(25,462,224)	(26,823,011)	(1,360,787)	(50,089,270)	(50,220,791)	(131,521)	
	TOTAL	8,440,357	6,903,160	(1,537,197)	16,607,150	16,391,310	(215,840)	

Appendix B

The following virements should be noted:

Value £	To	From	Description
5,500	Crematorium & Other SSDC Properties	Asset Management	Merger of budget following Transformation Phase 1 reporting changes
5,000	Westlands Sports Facilities	Westlands Leisure Complex	Correction of Utility budgets
20,150	Arts Development	District Wide Grants	Transfer Arts Grant budget

Appendix C

AREA RESERVES Quarter 2 2018/19

Allocation of Reserves	Approval Date	Approved Allocation	Balance 2018/19	Transfer from Reserves during 2018/19
		£	£	£
Area East Balance B/fwd 1st April 2018			-49,190	
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
Balance of reserve Unallocated Balance 31st March 2019			-3,460	-49,190
Area North Balance B/fwd 1st April 2018			-23,900	
Support towards progressing affordable rural housing schemes	Mar-09	15,000	10,000	
Totals			10,000	0
Balance of reserve Unallocated Balance 31st March 2019			-13,900	-23,900
Area West Balance B/fwd 1st April 2018			-46,220	
Totals			0	0
Balance of reserve Unallocated Balance 31st March 2019			-46,220	-46,220

(Negative Figures = income, Positive figures = costs)

(Area South has no reserve remaining)

Appendix D
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 01/04/2018	Movement	Balance as at 30/09/2018
	£'000	£'000	£'000
Usable Capital Receipts	-24,611	-18	-24,629
Internal Borrowing Reserve	-657	0	-657
Internal Borrowing Repayments	-59	0	-59
Capital Reserve	-1,274	-40	-1,314
Cremator Replacement Capital Reserve	-549	0	-549
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	-18	-169
Planning Delivery Reserve	-16	0	-16
Bristol to Weymouth Rail Reserve	-26	0	-26
Local Authority Business Growth Initiative Reserve	-14	0	-14
Yeovil Refresh	-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	-125	0	-125
Revenue Grants Reserve	-788	30	-758
MTFP Support Fund	-6,012	0	-6,012
Council Tax/Housing Benefits Reserve	-625	-148	-773
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	-16	-124
Business Support Scheme	-139	0	-139
Infrastructure Reserve	-803	17	-786
NNDR Volatility Reserve	-3,955	0	-3,955
Ticket Levy Reserve	-35	-36	-71
Waste Reserve	-215	0	-215
Community Housing Fund	-211	0	-211
Total Usable Reserves	-43,444	-229	-43,673

(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 9

2018/19 Capital Budget Monitoring Report for the Period Ending 30th September 2018

Executive Portfolio Holder: Peter Seib, Finance and Legal Services
Director: Netta Meadows, Strategy & Support Services
S151 Officer: Paul Fitzgerald
Lead Specialist: Nicola Hix
Specialist: Ross Eaton
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Purpose of the Report

1. The purpose of this report is to provide Members with a mid-year 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.
2. This report has been modified this quarter to show the gross amount of capital spend on both the approved capital programme and the contingent liabilities and reserve schemes, instead of the net capital programme after receipt of any external grants & contributions, loan repayments and RCCOs (Revenue Contributions to Capital Outlay).

Forward Plan

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

Public Interest

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

Recommendations

5. That the District Executive:
 - a. Note the content of the report;
 - b. Approve the revised Capital Programme spend profile as detailed in paragraph 7, Table 1.
 - c. Approve the projects listed on Appendix B remain in the capital programme.

Background

6. Full Council approved the Capital Programme in February 2018. Monitoring of the agreed programme has been delegated to District Executive.

Capital Programmes

7. The revised gross Capital Programme for this financial year and beyond is attached in Appendix A. The forecast spend during 2018/19 has been revised from **£15.241 million** to **£18.126 million** as shown in Table 1 below. The S151 Officer has requested that the monitoring of the Capital Programme is tracked against Gross Expenditure to provide consistency of monitoring against total approved spending on capital projects regardless of the funding source. This reflects the accountability for all capital spending that is incurred by the Council. Additional information is included to show the various sources of planned funding for the Programme.

Table 1 – Revised Gross Capital Programme Q2 2018/19

	18/19 £'000	19/20 £'000	20/21 £'000	21/22 £'000	22/23 £'000	Total £'000
Net Capital Programme for Quarter 1 of 2018/19 onwards approved by DX in August 2018	15,241	2,418	714	-2,833	-1,967	13,573
Add back: Capital Funding to arrive at Gross Capital Expenditure	3,081	2,701	2,789	2,840	1,968	13,379
Gross Capital Programme for Quarter 1 of 2018/19 onwards approved by DX in August 2018	18,321	5,119	3,502	7	1	26,944
Plus capital projects approved:						
Affordable Housing - West End Close, South Petherton (Stonewater)	597					597
Plus S106 Projects Approved:						
Holyrood Sports Pavilion	14					14
Somerton Playing Field	22					22
Babcary Playing Field	1					1
Grant for Merriott Rec Ground	29					29
Curry Mallett Play Area	7					7
Less projects moved to reserve list:						
Gas Control System - Birchfield	-100	-385				-485
Plus allocations from the reserve list:						
Infrastructure & Park Homes, Ilton	60					60
Plus area projects approved:						
Area South - Radio Ninesprings contribution to set-up costs	12					12
Area West - Avishayes Junior Football Club	4					4
Area West - Speedwell Hall, Crewkerne	13					13
Re-profiling of forecast spending between financial years	-871	825	46			0
Revised Gross Capital Programme for 2018/19 at 30th September 2018	18,126	5,559	3,548	7	1	27,241

8. As Table 1 shows the total planned capital investment in the approved programme 2018/19 to 2022/23 has increased from £26.9m to £27.2m. This is primarily due to the addition of affordable housing, S106 and Area Committee projects, offset by removal of the gas control system scheme to the reserve projects list.

9. The detail of the Capital Programme showing all the projects included in the approved budget is shown in Appendix A.

Table 2 – Proposed Capital Programme Funding 2018/19

	18/19 £'000	19/20 £'000	20/21 £'000	21/22 £'000	22/23 £'000	Total £'000
External Grants & Contributions - Assets	457	423	7	0	0	880
External Grants & Contributions – REFCUS*	1,795	58	0	0	0	1,853
Capital Receipts - Repayment of Loans	803	2,284	2,789	2,839	1,968	10,682
Internal Borrowing Repayments	0	0	0	0	0	0
Capital Fund Earmarked Reserve	517	3,017	41	0	0	3,575
Internal Borrowing Reserve	0	0	0	0	0	0
Capital Receipts Reserve	5,207	-223	712	-2,832	-1,967	897
Borrowing	9,348	0	0	0	0	9,348
Total Capital Programme Financing	18,126	5,559	3,548	7	1	27,241

*REFCUS = Revenue Expenditure Financed as Capital Under Statute. This is for costs of a capital nature that do not create assets for the council e.g. capital grants to the other entities.

Progress on various schemes

10. The forecast spend against approved schemes remains on track.
11. Progress on individual schemes is attached at Appendix A. Appendix A also incorporates responsible officer comments on forecast spending profile between financial years and performance against targets. There are a small number of capital projects reporting minor variations to budget overall, which combined report an insignificant £26,000 underspend for the programme as a whole.
12. Within the current financial year £7.676m has been spent up to the mid-year point, of the total of £18.126 million projected for the year. The most significant areas of spend so far this year include:
- More than £5m acquiring investment properties, with the purpose of generating income to pay for council services
 - £1m at the Yeovil Innovation Centre
 - £0.45m on play areas, play equipment and other leisure schemes
 - £0.25m on disabled facilities grants for adaptations in homes
13. Schemes which are expected to be delayed this year and are more than £50,000 and have slipped to 2019/20 include:

Table 3 – Capital Project over £50k delayed into 2019/20

Project	Date Funding Approved	Slippage to 2019/20 £'000	Reason for Delay
Confidential Projects	July 2017	104	Project due to start in early 2019, re-profiled according to revised schedule. Retention due to be paid in 2020/21.
Lyde Road Pedestrian and Cycle Way, Yeovil	Feb 2017	250	SCC as the highway authority has now set up a Project Board, which includes SSDC officer representation, to progress the delivery of this scheme. WSP, SCC's retained consultants, are

			working on the final design and further safety audits. Once this is complete SCC will be able to factor into their work programme. However the timing for that also needs to allow for consultation on the final design, the works package preparation and contractor mobilisation and procurement. This means that there is strong possibility that the actual spend will now occur in 2019/20.
Petters Way Refurbishment	Jun 2018	150	Re-profiled due to revised plan being done in phases. Phase 1 due to complete in 2018/19. Phase 2 still in detailed design phase and due to happen in 2019/20.
Affordable Housing - North Street, Crewkerne	Sep 2016	130	Awaiting decision of parallel planning application. 75% of the allocation to be claimed this financial year at Start-on-site, 25% to be carried forward into the next financial year to be claimed at practical completion.
Affordable Housing - 4 Properties Chard Working Mens Club (Stonewater)	May 2017	54	Start-on-site expected this year, expect to need all of the allocation due to significant site issues and the resulting increase in costs.75% to be claimed this financial year with 25% to be carried forward to 2019/20

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

Capital Programme & Reserves

14. The total current capital programme, contingent liabilities and reserves allocates a total gross spend of some £97.305 million to various schemes over the next five years. This includes significant approved funding commitments that are held in reserve schemes pending individual projects moving into the operational programme, including for example investment properties, regeneration schemes, affordable housing schemes. Further details are shown in Appendix A, and summarised below in Table 4.

Table 4 – Capital Programme and Reserve Schemes for 2018/19 - 2022/23

	£'000
Capital Programme (as detailed in paragraph 6)	27,241
Contingent Liabilities and Reserve Schemes	70,064
Total Programme to be Financed	97,305

Projects agreed at or before May 2014

15. Schemes that were agreed before May 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

16. This section highlights any new S106 funding that has 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 Q2 2018/19

Project	Additional funding received £'000
Grant for Merriott Recreation Ground	29
Curry Mallet Play Area	7
Babcary Playing Field	1
Holyrood Sports Pavilion	14
Somerton Playing Field	22
Total	73

Flexible Use of Capital Receipts

17. 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

18. 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

19. S106 agreements are legal agreements between local authorities and developers that are linked to a planning permission. The total balance held is £3,853,616. 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)

20. 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.

21. 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.

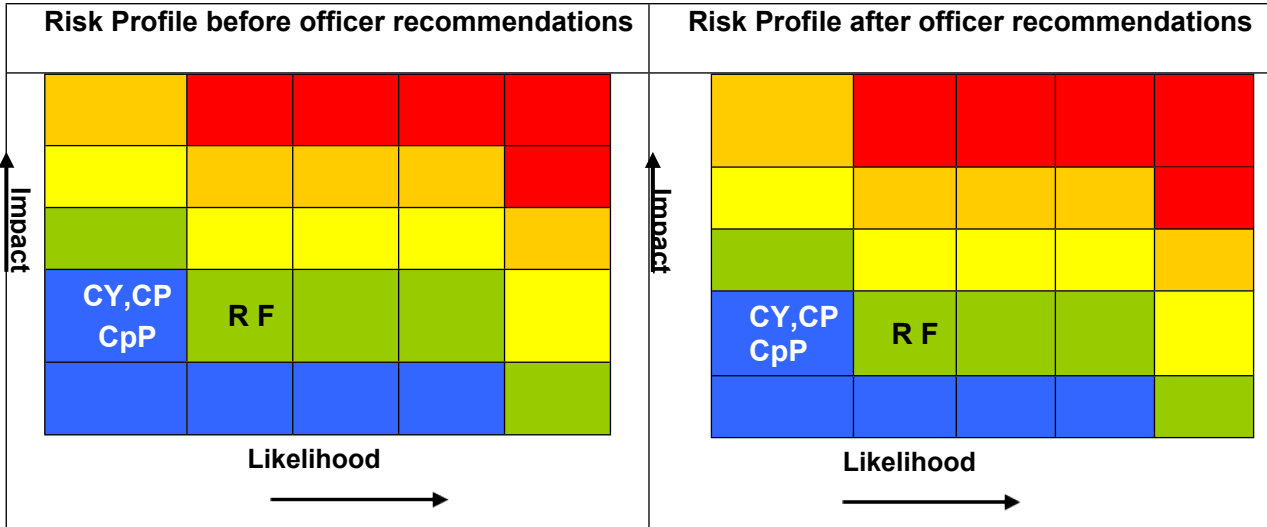
22. The Council has £672,988 of capital invested with WHIL. As at the end of September 2018 there was £447,353 on the loan book and £225,635 as available capital.

Financial Implications

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

Risk Matrix

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



Key

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

Council Plan Implications

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

Carbon Emissions and Climate Change Implications

26. There are no specific implications in these proposals.

Equality and Diversity Implications

27. There are no specific implications in these proposals.

Privacy Impact Assessment

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

Background Papers

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

REVISED CAPITAL PROGRAMME 2018/19 - 2022/23

CAPITAL PROGRAMME GROSS EXPENDITURE 2018/19 - 2022/23

Scheme	Original Approval Date	Current Approved Budget £000s	Spend in Previous Years £000s	2018/19 Estimated Spend £000s	2018/19 Actual Spend to Date £000s	2018/19 Projected Further Spend £000s	Future Years Estimated Spend £000s	Total Forecast Project Spend £000s	Forecast Underspend (-) / Overspend (£000s)	Forecast Underspend (-) / Overspend %	Project Officer	Comments
STRATEGIC MANAGEMENT												
Chief Executive - Alex Parmley												
Transformation	Mar-16	1,791	897	894	410	484	0	1,791	0	0%	C Starkey / D Chubb	Project remains to continue within profiled budget allocated. A review is currently taking place to assess funding requirements for the full year, and also ensuring the split between capital and revenue is correct for the project.
Subtotal for Strategic Management		1,791	897	894	410	484	0	1,791	0			
STRATEGY & COMMISSIONING												
Director - Netta Meadows												
STRATEGIC PLANNING												
Service Manager - Jan Gamon												
STRATEGIC HOUSING												
Portfolio Holder - Cllr Val Keitch												
Affordable Housing - Rural exception, Misterton (Yarlington)	Oct-15	397	0	198	0	198	199	397	0	0%	J Gamon	This allocation is still in place - DX have decided to withdraw the award of £396,661 grant to Yarlington for the proposed scheme at Misterton in the event that suitable planning permission is not in place before 5th July 2019.
Affordable Housing - Furnham Road Phase II, Chard (Knightstone)	Oct-15	120	0	120	0	120	0	120	0	0%	J Gamon	Awaiting pre-site condition sign off, but expect to claim the grant this financial year.
Affordable Housing - Bought not built Allocation	Sep-14	300	99	101	0	101	100	300	0	0%	J Gamon	Contingency fund which may roll over into 2019/20.
Affordable Housing - Mortgage Rescue Contingency Fund	Sep-14	277	0	277	0	277	0	277	0	0%	J Gamon	Contingency fund which may roll over into 2019/20.
Affordable Housing - North Street, Crewkerne	Sep-16	1,040	0	390	0	390	650	1,040	0	0%	J Gamon	Awaiting decision of parallel planning application. 75% of the allocation to be claimed this financial year at start-on-site, 25% to be carried forward into the next financial year to be claimed at practical completion.
Affordable Housing - Jarman Way, Chard (Knightstone)	Jan-17	80	0	80	0	80	0	80	0	0%	J Gamon	Awaiting presite condition sign off but expect to claim the grant this financial year.
Affordable Housing - West End Close, South Petherton (Stonewater)	Nov-17	995	0	796	0	796	199	995	0	0%	J Gamon	Currently bidding to Homes England for 10 Community Land Trust units on site. Minimum claim this financial year to be £320,000 with the remainder to be carried forward to 2019/20.
Affordable Housing - 4 Properties Chard Working Mens Club (Stonewater)	May-17	216	0	162	0	162	54	216	0	0%	J Gamon	Start-on-site expected this year, expect to need all of the allocation due to significant site issues and the resulting increase in costs. 75% to be claimed this financial year with 25% to be carried forward to 2019/20
Affordable Housing - 5 Bought not Built (BCHA)	Jul-17	92	0	92	56	37	0	92	0	0%	J Gamon	Possibility that some of the acquisitions will fall into 2018/19 and therefore some pro-rata slippage
Affordable Housing - Magna at South St, Crewkerne		350	0	175	0	175	175	350	0	0%	J Gamon	Newly approved scheme where we expect start-on-site tranche to be claimed this year. It remains possible that Magna will obtain Homes England 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.
GOLDENSTONES												
Portfolio Holder - Cllr Sylvia Seal												
Goldenstones 10 Yr Plan Changing Rm's Refurbishment	Mar-17	285	228	57	0	57	0	285	0	0%	L Pincombe	Required to deliver planned preventative maintenance as per 2018 ten year plans, and for repayment of changing room improvements. Property services are responsible for organising maintenance works.
SPORT FACILITIES												
Portfolio Holder - Cllr Sylvia Seal												
Wincanton Community Sports Centre 10 year plan	Sep-12	178	136	21	0	21	21	178	0	0%	L Pincombe	Required to deliver planned preventative maintenance as per 2018 ten year plans. Property services are responsible for organising maintenance works.
WESTLANDS SPORT FACILITIES												
Portfolio Holder - Cllr Sylvia Seal												
Westlands Sports & Pavilion	Oct-15	1,284	1,262	22	-7	29	0	1,284	0	0%	J Hannis	Final claim to Sport England now to be made following payment of retention.

CAPITAL PROGRAMME GROSS EXPENDITURE 2018/19 - 2022/23

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SPATIAL POLICY												
Service Manager: Jo Wilkins												
Portfolio Holder - Cllr Angie Singleton												
Lyde Road Pedestrian & Cycle Way, Yeovil	Feb-17	250	0	0	0	0	250	250	0	0%	N Collins	SCC as the highway authority has now set up a Project Board, which includes SSDC officer representation, to progress the delivery of this scheme. WSP, SCC's retained consultants, are working on the final design and further safety audits. Once this is complete SCC will be able to factor into their work programme. However the timing for that also needs to allow for consultation on the final design, the works package preparation and contractor mobilisation and procurement. This means that there is strong possibility that the actual spend will now occur in 2019/20.
Subtotal for Strategy & Commissioning		5,864	1,725	2,491	48	2,443	1,648	5,864	0			
SUPPORT SERVICES												
Director - Netta Meadows												
FINANCIAL SERVICES												
Lead Specialist - Nicola Hix												
Portfolio Holder - Cllr Peter Seib												
Capital Salaries		2,946	2,921	25	0	25	0	2,946	0	0%	N Hix	Figure to be calculated the end of the financial year as dependant on officer time on projects.
Loan to Somerset Waste Partnership - Repayment (1)	Oct-14	0	0	0	0	0	0	0	0	0%	N Hix	Repayment plan anticipated as planned.
Loan to Somerset Waste Partnership for Vehicles (2)	Feb-17	3,500	0	0	0	0	3,500	3,500	0	0%	N Hix	Loan remains allocated as profiled for draw down in 2020/21.
Loan to Somerset Waste Partnership - Repayment (2)	Feb-17	0	0	0	0	0	0	0	0	0%	N Hix	Repayment plan anticipated as planned.
Loan to Hinton St George Shop - Repayment	Oct-15	0	0	0	0	0	0	0	0	0%	N Hix	Repayment plan anticipated as planned.
ICT SERVICES												
Lead Specialist - Dave Chubb												
Portfolio Holder - Cllr Henry Hobhouse												
ICT Infrastructure Replacement	Feb-17	171	167	4	0	4	0	171	0	0%	D Chubb	To be spent in 2018/19.
Subtotal for Support Services		6,617	3,088	29	0	29	3,500	6,617	0			
SERVICE DELIVERY												
Director - Martin Woods												
ECONOMIC DEVELOPMENT												
Service Manager: David Julian/Peter Paddon												
Portfolio Holder - Cllr Jo Roundell Greene												
Yeovil Innovation Centre Phase II	Feb-16	1,747	515	1,232	996	236	0	1,747	0	0%	D Julian	Project completed with retention (12months) of approx £50k for snagging.
Yeovil Innovation Centre Photovoltaics		16	0	16	0	16	0	16	0	0%	D Julian	Photovoltaic fit due in 2018/19.
Purchase Land at Boden St, Chard	Dec-17	50	0	50	51	0	0	51	1	2%	D Julian	Purchase of land completed at £51k.
ENVIRONMENTAL HEALTH												
Service Manager - Vicky Dawson												
Portfolio Holder - Cllr Val Keitch												
Disabled Facilities Grants		12,193	10,907	1,286	254	1,032	0	12,193	0	0%	V Dawson	On target to be spent in 2018/19.
Empty Property Grants	Feb-17	1,316	1,239	77	14	63	0	1,316	0	0%	V Dawson	Currently underspent on this budget due to lack of resource to work on this area.
Home Repairs Assistance	Feb-17	1,400	1,350	50	25	25	0	1,400	0	0%	V Dawson	Budget due to spend due to increased referrals on hard to treat grants.
HMO Grants	Feb-17	713	661	52	-3	55	0	713	0	0%	V Dawson	Underspent at present but several grants in the pipeline and expected to be on target by year end.
Subtotal for Service Delivery		17,435	14,672	2,763	1,336	1,428	0	17,436	1			

CAPITAL PROGRAMME GROSS EXPENDITURE 2018/19 - 2022/23

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COMMERCIAL SERVICES & INCOME GENERATION												
Director - Clare Pestell												
COMMUNITIES												
Service Manager - Helen Rutter												
Portfolio Holder - Cllr Val Keitch												
Reckleford Gyrotory (Eastern Gateway) Yeovil	Feb-07	1,651	1,637	14	12	2	0	1,649	-2	0%	N Fortt	Retention now paid, so the project is complete and under budget.
Land Acquisition in Waterside Rd, Wincanton	Feb-08	4	4	0	0	0	0	4	0	0%	P Williams	Completed.
Enhancements to Waterside Rd, Wincanton	Feb-08	31	0	31	0	31	0	31	0	0%	P Williams	Liaising about possible transfer to WTC. Awaiting costing for tree management works, pending enhancement programme .
Castle Cary Fairfield Project		2	0	2	0	2	0	2	0	0%	P Williams	Opening event 01/09/18. Grant paid.
Area North Committee Allocation		99	50	49	2	47	0	99	0	0%	T Cook	Updates reported to Area Committee.
Area South Committee Allocation		126	0	126	5	121	0	126	0	0%	N Fortt	Updates reported to Area Committee.
Area East Committee Allocation		84	11	73	17	56	0	84	0	0%	P Williams	Updates reported to Area Committee.
Area West Committee Allocation		34	0	34	18	16	0	34	0	0%	T Cook	Updates reported to Area Committee.
ENGINEERING AND PROPERTY SERVICES												
Service Manager - Clare Pestell												
Portfolio Holder - Cllr Henry Hobhouse												
Investment in Property	Jul-17	21,763	11,923	9,840	5,100	4,740	0	21,763	0	0%	C Pestell	Following update report taken to DX in June 18, no further actual spend during Qtr 2.
Car Park Enhancements	Feb-17	235	207	28	0	28	0	235	0	0%	C Pestell	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
New Car Parks	Feb-08	810	570	232	0	232	8	810	0	0%	C Pestell	Spend profile remains as is for the current period although will need to be reviewed at the end of the next quarter once the impact on available resources becomes clearer as a result of changes to the team, and the current phases of transformation refurbishment works that are currently ongoing.
Enhanc to SSSC Bldgs	Feb-16	618	320	178	39	139	120	618	0	0%	C Pestell	These costs have been moved to revenue as are not capital costs.
Gas Control System - Birchfield	Feb-13	130	130	0	0	-0	0	130	0	0%	C Pestell	Negotiations are ongoing and should be completed by the end of the year.
Transfer of Castle Cary Market House	Apr-16	45	20	25	1	24	0	45	0	0%	C Pestell	Installation of new cremators and start of main project.
Yeovil Crematorium 5 year plan	Feb-16	686	626	55	36	19	5	686	0	0%	P Biggenden	Project due to start in early 2019, re-profiled according to revised schedule. Retention due to be paid in 2020/21.
Confidential Projects	Jul-17	4,000	114	450	147	303	3,436	4,000	0	0%	P Biggenden	Reprofiled due to revised plan being done in phases. Phase 1 due to complete in 2018/19. Phase 2 still in detailed design phase and due to happen in 2019/20.
Petters Way Refurbishment	Jun-18	250	0	100	3	97	150	250	0	0%	P Biggenden	
STREETSCENE												
Service Manager - Chris Cooper												
Portfolio Holder - Cllr Jo Roundell Greene												
Access all Areas Footpaths on Open Spaces	Feb-16	127	116	11	0	11	0	127	0	0%	S Fox	These remaining funds will be spent during the winter work period.
Purchase of Road Sweeper	Feb-17	145	0	145	0	145	0	145	0	0%	C Cooper	This replacement vehicle will purchased in the coming months.
Internal Lease for Isuzu Easyshift E6 Truck		51	51	0	0	0	0	51	0	0%	C Cooper	To be funded through an internal loan which will be repaid from the revenue budget.
Lufton Depot Artillery Rd - MOT Centre, Yeovil		40	23	17	17	0	0	40	0	0%	C Cooper	This will be funded from this years fleet management budget through an RCCO. No further expense expected this year.
ARTS AND ENTERTAINMENT												
Service Manager - Adam Burgan												
Portfolio Holder - Cllr Sylvia Seal												
Octagon Dimmer Lighting	Feb-16	64	0	64	41	23	0	41	-23	-35%	A Burgan	The Dimmers have now been installed and work is complete, and under budget.
Westland Entertainment Venue	Oct-15	2,407	2,859	-452	-21	-431	0	2,407	0	0%	A Burgan	Retention on site paid our during quarter one. Internal loan repayments being made in line with original agreement.
Yeovil Rec Centre	Feb-07	12	0	12	12	-0	0	12	0	0%	J Hannis	Project completed on time and on budget.
Upgrade Joanna France Building	Feb-16	27	0	27	0	27	0	27	0	0%	J Hannis	Need to complete new lease arrangements before progressing with building work

CAPITAL PROGRAMME GROSS EXPENDITURE 2018/19 - 2022/23

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COMMUNITY HEALTH AND LEISURE												
Service Manager - Katy Menday												
Portfolio Holder - Cllr Sylvia Seal												
Multi Use Games Area	Feb-08	440	360	80	90	-10	0	440	0	0%	R Parr	Projects completed. Some funding coded to the incorrect place in 2017/18 that covers the overspend.
Grants for Parishes with Play Area - Ilton	Feb-08	770	753	17	5	12	0	770	0	0%	R Parr	Remaining funding for Ilton on hold while Parish decide on next phase of plans.
Grants for Parishes with Play Area - Curry Rivel	S106	21	20	1	0	1	0	21	0	0%	R Parr	Final payment to Curry Rivel on hold pending completion of outstanding grant conditions.
Milford Adventure Park	S106	27	-1	28	26	2	0	25	-2	-8%	R Parr	Project Completed.
Grant to West Coker Recreation Ground Play Area	S106	10	11	-1	0	-1	0	11	1	10%	R Parr	Project Completed.
Grant for Stoke Sub Hamdon Recreational Ground	Qtr 3 14/15	10	0	10	0	10	0	10	0	0%	R Parr	Recreation Trust are fundraising.
Grant for Youth Facilities	Qtr 3 14/15	5	0	5	0	5	0	5	0	0%	R Parr	Projects under development.
Wyndham Park Play Area Equipment	S106	130	79	4	0	4	47	130	0	0%	R Parr	Awaiting land adoption.
Cuckoo Hill Play Area Equipment	S106	55	54	1	0	1	0	54	-1	-2%	R Parr	Project Completed.
Jarman Way, Chard - Play Area Equipment	S106	42	14	28	0	28	0	42	0	0%	R Parr	Project group being established.
Grass Royal Play Equipment	Feb-16	0	0	0	1	-1	0	0	0	0%	R Parr	Project complete, issuing final invoice to Yeovil Town Council.
Snowden Park Play Area Equipment, Chard	S106	57	19	38	18	20	0	57	0	0%	R Parr	Part way through construction, expected to complete in 2018/19.
Harbin Fields, Yeovil - Play Area Equipment	S106	61	3	58	33	25	0	61	0	0%	R Parr	Construction almost completed.
Canal Way, Ilminster Play Area Equipment	S106	96	1	95	0	95	0	96	0	0%	R Parr	Public consultation planned for end of October 2018. Expect approx £50k spend in 2019/20.
Old Kelways Play Area, Langport	S106	54	22	32	18	14	0	54	0	0%	R Parr	Part way through construction, expected to complete in 2018/19.
Flagship Play Area	Feb-18	142	0	5	0	5	137	142	0	0%	R Parr	£137k to move into 2019/20. Procurement work well underway, construction of equipment will take 10 weeks from order date.
Grant to Donald Pither Memorial Ground, Castle Cary	S106	11	0	11	11	0	0	11	-0	-4%	R Parr	Project Completed.
Grant to Bruton Comm Playing Pitches	Aug-16	17	10	7	0	7	0	17	0	0%	R Parr	This project has completed and needs to be removed from this list as some of the Bruton MUGA funding was incorrectly coded here in 2017/18.
Grant for Merriott Rec Ground	S106	29	0	29	15	14	0	29	0	0%	R Parr	New project for 2018/19, expected to complete on target.
Curry Mallet Play Area	S106	7	0	7	5	2	0	7	0	0%	R Parr	New project for 2018/19, expected to complete on target.
Riverside Park Planting Scheme	S106	23	1	14	8	6	8	23	0	0%	R Whaites	Re-profiled spend for remaining years. Less spent in 2018/19 due to additional pressures on staff capacity.
Grant to Milborne Port Rec Changing Rooms	Mar-14	41	36	5	0	5	0	41	0	0%	L Pincombe	Milborne Port to formally review how this funding is to be used at their November 2018 parish council meeting.
Dual Use Sport Centre Grants	Feb-05	263	258	5	0	5	0	263	0	0%	L Pincombe	Holyrood artificial grass pitch has received £45k out of £50k (90%) awarded. Awaiting compliance on all aspects of the funding award before final payment made but will be 2018/19.
Huish Episcopi Swimming Pool	Apr-16 /Aug-17	504	168	280	221	59	56	504	0	0%	L Pincombe	Facility now complete and open to the public. Claims paid up to date. A final claim expected at the end of the retention period which will be paid as S106 funding becomes available.
Langport Memorial Ground New Changing Facilities	S106	7	3	4	0	4	0	7	0	0%	L Pincombe	Project update requested from Langport Town Council. Still at feasibility stage.
Forton Playing Pitches, Chard	S106	85	0	85	0	85	0	85	0	0%	L Pincombe	Conveyance of land nearly completed.
Babcary Playing Field	S106	4	0	4	4	-0	0	4	0	5%	L Pincombe	Project completed.
Holyrood Sports Pavilion	S106	14	0	14	0	14	0	14	0	0%	L Pincombe	Provisional funding offer made for sports hall improvements at Holyrood Academy. Money will not be released until community usage is assured.
Somerton Playing Field	S106	22	0	22	0	22	0	22	0	0%	L Pincombe	Claim submitted, awaiting copy invoices before payment can be released. New temporary changing has already been installed and is in use.
Total for Commercial Services & Income Generation		36,388	20,472	11,949	5,882	6,067	3,967	36,361	-27			
Total Gross Capital Programme		68,095	40,854	18,126	7,676	10,451	9,115	68,069	-26	0%		

CAPITAL PROGRAMME GROSS EXPENDITURE 2018/19 - 2022/23

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CAPITAL PROGRAMME FUNDING 2018/19

Scheme	2018/19 Est Funding £000s
External Grants & Contributions - Assets	457
External Grants & Contributions - REFCUS	1,795
Repayment Loans	803
Internal Borrowing Repayments	0
Capital Fund	517
Internal Loan Reserve	0
Usable Capital Receipts	5,207
Borrowing	9,348
Total Capital Programme Financing	18,126

REFCUS = Revenue Expenditure Funded by Capital Under Statute. This is expenditure on assets not owned by the authority e.g. parish play areas funded through S106.

RESERVE SCHEMES APPROVED IN PRINCIPLE

Scheme	Original Date of Project Approval	Previous Year's Spend £000s	2018/19 Est Spend £000s	Actual Spend to 30 Sept 2018 £000s	2018/19 Variance against Budget £000s	Future Est Spend £000s
Yeovil Refresh		0	0	0	0	429
Wyndham Park Community Facilities	Mar-17	0	0	0	0	400
Market Towns Vision	Feb-06	377	0	0	0	355
Investment in Land, Property & Renewables		0	0	0	0	63,077
Gas Control System - Birchfield	Feb-13	130	0	0	0	485
Affordable Housing - Unallocated	Feb-14	0	0	0	0	558
Affordable Housing - Yeovil	Feb-14	0	0	0	0	72
Affordable Housing - Rural Contingency Fund	Sep-16	0	0	0	0	500
Investment in Market Housing	Feb-15	0	0	0	0	1,931
ICT Replacement		0	0	0	0	277
Transformation	Mar-16	0	0	0	0	459
Contingency for Plant Failure		0	0	0	0	199
Home Farm, Somerton		0	0	0	0	298
Lufton 2000, Yeovil - All Phases	Apr-99	1,280	0	0	0	240
Sports Zone	Feb-08	0	0	0	0	0
Gypsy & Traveller Acquisition Fund	Feb-09	17	0	0	0	133
Infrastructure & Park Homes Contingency	Sep-09	0	0	0	0	91
Total Reserve Schemes Approved in Principle		1,804	0	0	0	69,504

CAPITAL PROGRAMME GROSS EXPENDITURE 2018/19 - 2022/23

Scheme	Original Approval Date	Current Approved Budget £000s	Spend in Previous Years £000s	2018/19 Estimated Spend £000s	2018/19 Actual Spend to Date £000s	2018/19 Projected Further Spend £000s	Future Years Estimated Spend £000s	Total Forecast Project Spend £000s	Forecast Underspend (-) / Overspend £000s	Forecast Underspend (-) / Overspend %	Project Officer	Comments
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AREA RESERVE SCHEMES AWAITING ALLOCATION

Scheme	2018/19 Est Spend £000s	Actual Spend to 30 Sept 2018 £000s	2018/19 Variance against Budget £000s	Future Est Spend £000s
North	0	0	0	177
South	0	0	0	225
East	0	0	0	28
West	0	0	0	130
Total	0	0	0	560

Scheme	2018/19 Est Spend £000s	Actual Spend to 30 Sept 2018 £000s	2018/19 Variance against Budget £000s	Future Est Spend £000s
Capital Programme	18,126	7,676	10,450	9,115
Contingent Liabilities and Reserve Schemes	0	0	0	70,064
Total Capital Programme to be Financed	18,126	7,676	10,450	79,179

Projects agreed before May 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)
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.	Having acquired the land, a significant programme of tree management works is required to address the long-term decline of this amenity area. By minimising the likelihood of urgent, unplanned, un-budgeted works in the future it will reduce the liability for SSDC (or WTC if they accept the transfer of the land) going forward
New Car Parks	Feb 08	810	240	Car Park review currently being undertaken by the Transport Strategy Officer 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	The Business Manager at Holyrood Academy has verbally confirmed that this outstanding funding is no longer required	The remaining budget can be returned to central reserves.

Project	Date Funding Agreed	Original Budget £'000	Remaining Budget £'000	Reason for Delay (Update from Officer)	Risks of not retaining funding (Update from Officer)
Grant to Milborne Port Rec Changing Rooms	Mar 14	41	5	The PC Clerk has agreed to discuss at their November meeting how they intend to spend this remaining money, which should either be spent on the changing rooms or equipped play.	The funding was originally secured via a S106 Agreement and must be spent in accordance with that agreement or returned to the developer if no longer required.
Grants for Parishes with play area – Ilton	Feb 08	770	12	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	New 10 year plans for our sports facilities were completed during 2018 and highlight that this money is still required. It will be spend on the agreed maintenance programmes by the Property Service team.	If this budget were removed then finance would not be available for planned preventative maintenance.

Agenda Item 10

Notification of an Urgent Executive Decision: Lease between SSDC and Somerset County Council (SCC) - in relation to the first floor of Brympton Way Offices, Yeovil

Executive Portfolio Holder: Val Keitch, Strategy & Policy
Director: Clare Pestell, Director – Commercial Services & Income Generation
Lead Officer: Angela Watson, Monitoring Officer
Contact Details: angela.watson@southsomerset.gov.uk or 01935 462183

Purpose of the Report

1. The purpose of this report is to notify Members of an urgent executive decision made by the Chief Executive in consultation with the Council Leader and Portfolio Holder for Property, Climate Change and Income Generation to vary the lease with Somerset County Council for the first floor of Brympton Way offices (by way of deed of variation) to include a mutual rolling break clause, being one exercisable by either party at any time from 1 April 2019 during the remainder of the lease term from April 2019. The notice period of 12 months to remain.

Forward Plan

2. This report did not appear on the District Executive Forward Plan due to the urgency of the decision to be taken.

Background

3. The lease between SSDC as Landlord and SCC as tenant for the first floor of Brympton Way offices provided for a break option which could be exercised by either party up to 2nd October 2018. After such date the option to break would be lost by both parties.

Recommendation

4. That District Executive note the urgent executive decision made by the Chief Executive in consultation with the Council Leader and Portfolio Holder for Property, Climate Change and Income Generation to vary the lease with Somerset County Council for the first floor of Brympton Way offices (by way of deed of variation) to include a mutual rolling break clause, being one exercisable by either party at any time from 1 April 2019 during the remainder of the lease term from April 2019. The notice period of 12 months to remain

Report

5. Discussions between SSDC and SCC took place in the immediate run up to 2 October 2018 and it was concluded that neither party wished to end the lease at this time, but that both parties wished to have the ability to do so at some point during the remaining six years which the lease otherwise has to run. It was noted that the lease continues to work for both parties in all other respects and should continue, but that in the absence of the break clause being exercised, going forward neither party would have individual flexibility to end the lease before the expiry of the remaining 6 years of the term; though the lease

could be determined by mutual agreement in the future in the event of a change in one parties circumstances and if the other party were willing. This would mean that both parties would be held to the remainder of the lease term, apart from that SSDC could potentially terminate if SCC were in breach of the lease provisions. It was therefore agreed in principle between the parties that having the ability to terminate on notice could be of benefit to each party, removing the need to rely on future negotiations with one another and therefore providing certainty.

6. As the ability to break was lost as at 2 October 2018, and it having been noted by the S151 Officer and Monitoring Officer that there is no delegation in our Financial Procedure Rules to officers to vary a lease of this value, it was considered that, given the timing of the expiry of the break, the current mutual agreement between SSDC and SCC and the need to formalise such agreement to provide future flexibility, an urgent decision by the Chief Executive in consultation with Council Leader and the Portfolio Holder was required. An urgent decision was therefore taken by the Chief Executive in consultation with the Council Leader and the Portfolio Holder to vary the lease (by way of deed of variation) to include a mutual rolling break clause, being one exercisable by either party at any time from 1 April 2019 during the remainder of the lease term from April 2019. The notice period of 12 months to remain. A short period of 7 days from 2 October was agreed for completion of the variation to allow respective parties to draft, negotiate and conclude the variation. The variation to the lease has now been completed.

Financial Implications

7. There are no direct immediate financial implications resulting from this amendment, as SCC will continue as tenant for the first floor of Brympton Way office.
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Agenda Item 11

District Executive Forward Plan

Executive Portfolio Holder: Val Keitch, Leader, Strategy and Policy
Lead Officer: Angela Cox, Democratic Services Specialist
Contact Details: 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

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
December 2018	Economic Development Strategy	Portfolio Holder for Environment & Economic Development and Transformation	Director Service Delivery	Peter Paddon, Lead Specialist (Economy)	District Executive
December 2018	Commercial Assets and Investments	Portfolio Holder for Property & Climate Change and Income Generation	Director Commercial Services & Income Generation	Robert Orrett, Commercial Property Manager	District Executive
December 2018	Annual review of the Regulation of Investigatory Powers Act 2000 (RIPA)	Portfolio Holder for Finance and Legal Services	Director Strategy and Support Services	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
January 2019 February 2019	Approval of Council Plan 2019/2020	Portfolio Holder for Strategy and Policy	Director Strategy and Support Services	Netta Meadows, Director (Strategy & Support Services)	District Executive South Somerset District Council
January 2019	Presentation on the work of SPARK	Portfolio Holder Leisure & Culture	Director Strategy and Support Services	David Crisfield, Third Sector and Equalities Co-ordinator	District Executive

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
February 2019 February 2019	South Somerset Local Plan Review, approval of Preferred Options for consultation	Portfolio Holder for Strategic Planning (Place Making)	Director Strategy and Support Services	Jo Wilkins, Acting Principal Spatial Planner	District Executive South Somerset District Council
February 2019 February 2019	2019/20 Budget and Medium Term Financial Strategy	Portfolio Holder for Finance and Legal Services	Director Strategy and Support Services	Paul Fitzgerald, Section 151 Officer	District Executive South Somerset District Council
February 2019	Capital & Revenue Budget monitoring reports for Quarter 3	Portfolio Holder for Finance and Legal Services	Director Strategy and Support Services	Nicola Hix, Lead Specialist (Finance)	District Executive
February 2019	Quarterly Performance and Complaints Monitoring Report	Portfolio Holder for Strategy and Policy	Director Strategy and Support Services	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
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 Support Services	Jo Manley, Specialist (Strategic Planning)	District Executive

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
TBC	Local Industrial Strategy	Portfolio Holder for Strategy and Policy	Director Strategy and Support Services	Netta Meadows, Director (Strategy & Support Services)	District Executive

APPENDIX B - Current Consultations – November 2018

Purpose of Document	Portfolio	Director	Response to be agreed by	Contact	Deadline for response
<p>Rents for social housing from 2020-21</p> <p>We are seeking views on a proposed direction to the Regulator of Social Housing on social housing rents from 1 April 2020 onwards.</p> <p>https://www.gov.uk/government/consultations/rents-for-social-housing-from-2020-to-2021?utm_source=b5801e8d-b9b7-4297-ba1d-9dab39fb7612&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily</p>	<p>Strategy & Policy</p>	<p>Director – Strategy and Support Services</p>	<p>Officers in consultation with Portfolio Holder</p>		<p>08 November 2018</p>

Agenda Item 12

Date of Next Meeting

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