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## District Executive

**Thursday 4th July 2019**

**9.30 am**

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

(disabled access and a hearing loop are available at this meeting venue)



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

The public and press are welcome to attend.

If you would like any further information on the items to be discussed, please contact the Democratic Services Specialist on 01935 462148 or [democracy@southsomerset.gov.uk](mailto:democracy@southsomerset.gov.uk)

This Agenda was issued on Wednesday 26 June 2019.

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



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

# District Executive Membership

Jason Baker  
Mike Best  
John Clark  
Adam Dance  
Sarah Dyke  
Peter Gubbins  
Henry Hobhouse  
Val Keitch  
Tony Lock  
Peter Seib

## Information for the Public

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

Members of the Public are able to:-

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

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

The Executive Forward Plan and copies of executive reports and decisions are published on the Council's web site - [www.southsomerset.gov.uk](http://www.southsomerset.gov.uk).

The Council's Constitution is also on the web site and available for inspection in Council offices. The Council's corporate priorities which guide the work and decisions of the Executive are set out below.

Questions, statements or comments from members of the public are welcome at the beginning of each meeting of the Council. If a member of the public wishes to speak they should advise the committee administrator and complete one of the public participation slips setting out their name and the matter they wish to speak about. Each individual speaker shall be restricted to a total of three minutes. Answers to questions may be provided at the meeting itself or a written reply will be sent subsequently, as appropriate. Matters raised during the public question session will not be debated by the Committee at that meeting.

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

# District Executive

**Thursday 4 July 2019**

## Agenda

### 1. Minutes of Previous Meeting

To approve as a correct record the minutes of the District Executive meeting held on Thursday 6<sup>th</sup> June 2019.

### 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. Allowenshay Private Water Supply (Pages 4 - 9)

### 7. Revenue Budget Outturn Report for 2018/19 (Pages 10 - 35)

### 8. Capital Budget Outturn Report for 2018/19 (Pages 36 - 46)

### 9. SSDC Transformation Programme - Progress report (Pages 47 - 53)

### 10. Notification of an Urgent Executive Decision - Purchase of a property in South Somerset to meet Housing Need (Pages 54 - 55)

### 11. District Executive Forward Plan (Pages 56 - 59)

### 12. Date of Next Meeting (Page 60)

# Agenda Item 6

## **Allowenshay Private Water Supply**

*Executive Portfolio Holder:* Cllr Mike Best, Health & Well-Being  
*Ward Member:* Sue Osborne  
*Director:* Martin Woods, Service Delivery Director  
*Service Manager:* Nigel Marston, Specialist Team Manager, Service Delivery  
*Lead Officer:* Vicki Dawson, Lead Specialist, Environmental Health  
*Contact Details:* Vicki.dawson@southsomerset.gov.uk or 01935 462546

### **Purpose of the Report**

1. To agree financial support that the Council can provide to residents of Allowenshay, Dinnington and Hinton St George in relation to improvements required to their private water supply (PWS).

### **Forward Plan**

2. This report appeared on the District Executive Forward Plan for July 2019.

### **Public Interest**

3. One of the statutory functions of the Council is to regulate private water supplies within the district. This falls under the Council's public health responsibilities in ensuring that private water supplies are healthy for users and do not pose any health risks, which includes actual risks and potential risks that may arise. A private water supply may come from a spring, well or borehole and will be under the control of private individuals or companies. Where such a supply provides water to more than one dwelling, or commercial premises, the Council has duties and powers to ensure it is wholesome, sufficient and safe for use.

To achieve this Environmental Health staff routinely sample water from such supplies and carry out risk assessments of such supplies. Where problems are identified, notices can be served on the persons responsible for the provision of the water requiring them to carry out work needed to improve the supply.

This report relates to the private water supplies in Allowenshay where there have been ongoing concerns with the supply over a number of years. Most recently a Notice was served requiring works to improve the supply. Due to the extensive works required this is causing financial difficulties and concerns for residents who will need to meet the costs of improving the supply. The Council has been asked to consider if there is any assistance that can be provided to the residents given the critical public health need for them to have a safe water supply.

### **Recommendations**

4. That the District Executive:
  - a. Approve the provision of a one-off capital grant of £26,100 towards the infrastructure cost of providing mains water to Allowenshay village to support those who have been the subject of the Notice requiring improvements to be made.
  - b. Approve the Supplementary Budget addition of £26,100 (rounded) to the Capital Programme, to be funded from the Capital Receipts Reserve, for "Water Infrastructure Improvement Grants" to provide the necessary budget approval for recommendation (a).

- c. To note that a further request may come forward from other residents subject to the same Notice, for assistance with the cost of remedial works in future, and to agree to consider such a request if received.

## **Background**

5. The Allowenshay PWS is fed by a number of spring features that originate some distance south of the village of Allowenshay in Somerset. The water from the spring features flows via various storage and distribution arrangements to feed some properties in Dinnington and Allowenshay. Over time, several properties within Allowenshay have chosen to seek alternative private supplies of water and as a result, only some of the properties within the village are still on the Allowenshay PWS. Additionally, the Allowenshay PWS was previously supplemented by a borehole that was sunk in 1990; since 2017 this has no longer been the case. The supply consists of 5 wells in Halcombe Copse on Windwhistle Hill from which water is piped 3km to Allowenshay via Hill Farm. At Hill Farm the water is held in a reservoir tank with the overflow filling a second reservoir that feeds Allowenshay.
6. The Council are the regulatory authority responsible for ensuring that private water supplies do not pose a risk to health in accordance with the Private Water Supply (England) Regulations 2016. The Council also has powers under the Water Industry Act 1991, to deal with a private water supply which is failing or unwholesome.
7. Following issues of insufficiency and unwholesomeness the Council served a Notice requiring improvements in 2015. There was only partial compliance with the Notice and further enforcement was considered by District Executive in February 2017. The decision at the time was to take no further action.
8. Following ongoing issues with the supply the matter was considered again and a further Notice served in 2018. For legal reasons this Notice was served on consumers of the supply as well as the company considered to exercise management and maintenance of the supply. Numerous representations were made against this Notice and it was considered by the Drinking Water Inspectorate (DWI). The conclusion was that a Notice was appropriate for this supply to ensure the water is wholesome and sufficient. The Notice was therefore confirmed with modifications in February 2019. Following discussions with the DWI a further Notice was also served on the same persons due to a potential danger to health of the consumers.

## **Action to date**

9. The confirmed Notice gave the relevant persons three options for compliance:
  - a. Source water from the public supply by way of a connection to mains water; or
  - b. Connect to the other private water supply operated by the Allowenshay Water Company once the Council has confirmed the supply is wholesome; or
  - c. Source a sufficient and wholesome supply of water from a private water supply and implement a programme of ongoing and appropriate maintenance of that supply to ensure the supply continues to remain sufficient and wholesome.
10. DWI also recommended that the Council supports the relevant persons as a collective, so much as is possible, to ensure the delivery of the outcome of the Confirmed (with modifications) Notice to secure wholesome and sufficient water.
11. Officers from the Council held a public meeting on 27<sup>th</sup> March 2019 to which all "relevant persons" (users and the company considered to exercise management competence over the water supply) were invited. This allowed discussion of the situation along with some initial dialogue regarding what

further support the Council may be able to provide. A query was raised regarding any financial help that may be possible and an undertaking was given to look into this possibility.

12. The relevant persons have been considering their options and a number have decided their wish is to follow option a) to connect to mains water. They have explored various ways to keep the costs as low as possible but the total cost is still significant. The residents involved in this scheme, many of whom no longer work, are struggling to fully finance this and there is currently a shortfall on this scheme of £26,100.
13. There are other relevant persons who live some distance from Allowenshay village itself and connection to mains water is unlikely to be viable for those persons due to the distance and cost involved. These residents are therefore still to determine what course of action they wish to take. There may be other costs for other schemes yet to come forward over the next four to six months.
14. The case has been very involved with complicated legalities. The DWI have been involved giving advice and guidance to all parties in addition to their role in considering representations made against the Notices. They have commented on how complex this case has been and its unusual nature, and they have had to dedicate considerable time themselves to considering all the factors involved.
15. It is in this context that officers have discussed the situation and, with the agreement of this Committee, believe that given the circumstances of the case a one-off grant to cover the shortfall of £26,100 should be provided towards the cost of the infrastructure allowing essential works to go ahead and ensuring compliance with the Notice. Officers also believe a further amount should be made available to the remaining residents, if requested, once a suitable scheme has been agreed.
16. Whilst the Council has no statutory obligation to fund improvements to private water supplies, provision of such a grant is in accordance with the Councils functions and legal powers of both the Water Industry Act 1991 and the Private Water Supply Regulations 2016. In addition provisions of The Local Government Act 1972 and The Localism Act 2011 support the allowance of this expenditure.
17. Should the Notice not be complied with the Council will have to consider again its enforcement options and further action that may be required to ensure a safe and wholesome supply of water. These options would include the carrying out of works in default of the Notice and recovering costs from relevant persons. Such a route could entail considerable cost and time resource and so it is the officers view that a preferable route would be to support residents in meeting the requirements of the notice.

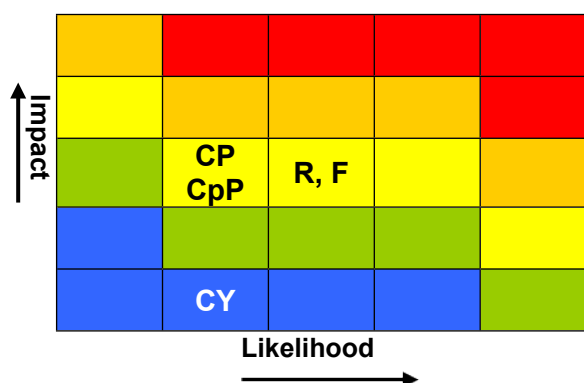
## **Financial Implications**

18. For the scheme currently being considered there are 12/15 houses within Allowenshay village who would wish to connect to the public supply. With this scheme there is a funding shortfall of £26,100 that the residents are unable to meet with their own funds.
19. There are a further 12 households that are yet to confirm their proposed course of action to comply with the notice. Further schemes may still come forward from these relevant persons. Costs of these schemes are not yet known
20. Should Members agree all the recommendations in this report, the total grant of £26,100 will be allocated from the useable capital receipt reserve and added to the capital programme for monitoring.

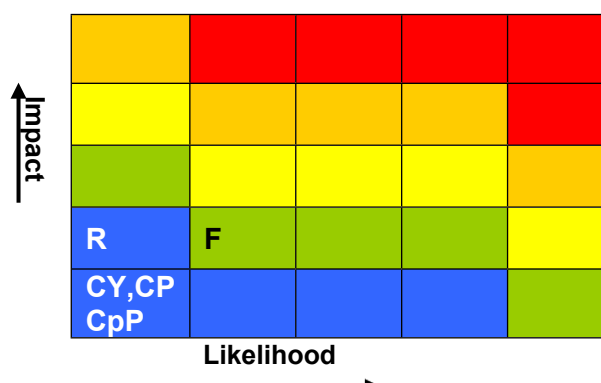
## Risk Matrix

The risk matrix shows risk relating to the Council Plan 2016-21 headings.

**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

21. This links to the Council Plan 2016 – 2021 focus area: Healthy, self-reliant communities - To enable healthy communities which are cohesive, sustainable and enjoy a high quality of life

## Carbon Emissions and Climate Change Implications

22. There are no specific carbon emission implications. The provision of a public water supply will significantly reduce the risk of lack of water supply should the spring water sufficiency be affected by climate change.

## Equality and Diversity Implications

23. An Equality Impact Relevance Check Form has been completed for this proposal which has identified that there are no negative impacts for anyone from the Protected Characteristics in view of the positive benefits it will bring. To this end a full Equality Impact Assessment is not required. A copy of the Equality Impact Relevance Check Form is appended to this report.

## Privacy Impact Assessment

24. The Council already holds non-sensitive personal data of the majority of the residents effected by this water supply issue, which was obtained with the consent of those residents. In implementing this decision of the District Executive, Council staff will need to process personal data for purposes that may include informing residents of the decision, the serving of further notices, and other related

activities. Only staff in the Environmental Health and Legal services are able to access, control and process the personal data. This data will be retained until no longer required in relation to the Allowenshay water supply issue, where after it will be destroyed in accordance with Council policy

## **Background Papers**

25. District Executive Report on the Allowenshay Private Water Supply - 2nd February 2017

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# Equality Impact Relevance Check Form



The Public Sector Equality Duty requires us to eliminate discrimination, advance equality of opportunity and foster good relations with protected groups. This tool will identify the equalities relevance of a proposal, and establish whether a full Equality Impact Assessment will be required.

What is the proposal?	
Name of the proposal	Improvements to Allowenshay PWS
Type of proposal (new or changed Strategy, policy, project, service or budget):	Budget
Brief description of the proposal:	To provide funding to help residents improve a private water supply
Name of lead officer:	Vicki Dawson

You should consider whether the proposal has the potential to negatively impact on citizens or staff in the following ways:

- Access to or participation in a service,
- Levels of representation in our workforce, or
- Reducing quality of life (i.e. health, education, standard of living)

A negative impact is any change that could be considered detrimental. If a negative impact is imposed on any citizens or staff with protected characteristics, the Council has a legal duty to undertake a full Equality Impact Assessment.

Could your proposal negatively impact citizens with protected characteristics? (This includes service users and the wider community)	<b>NO</b>
Could your proposal negatively impact staff with protected characteristics? (i.e. reduction in posts, changes to working hours or locations, changes in pay)	<b>NO</b>

<b>Is a full Equality Impact Assessment required?</b>	<b>NO</b>
<b>If Yes,</b> Please provide a brief description of where there may be negative impacts, and for whom. Then complete a full Equality Impact assessment Form	
<b>If No,</b> Please set out your justification for why not.	
The proposal will improve the quality of life of the residents concerned and will not be detrimental to anyone with protected characteristics	
Service Director / Manager sign-off and date	Vicki Dawson 13 <sup>th</sup> June 2019
Equalities Officer sign-off and date	David Crisfield 13 <sup>th</sup> June 2019

# Agenda Item 7

## Revenue Budget Outturn Report for 2018/19

*Executive Portfolio Holder:* Peter Seib, Finance, Legal and Democratic Services  
*Director:* Netta Meadows, Strategy and Support Services  
*Section 151 Officer:* Paul Fitzgerald, Section 151 Officer  
*Lead Specialist:* Nicola Hix, Lead Specialist - Finance  
*Contact Details:* Nicola.hix@southsomerset.gov.uk or (01935) 462612

### Purpose of Report

1. To inform Members of the actual spend against budgets for the 2018/19 financial year.

### Forward Plan

2. This report appeared on the District Executive Forward Plan with an anticipated Committee date of July 2019.

### Public Interest

3. The Council is accountable to the public for its financial performance, and this report demonstrates the financial management performance for the last financial year (2018/19), describing larger differences between planned and actual net spending during the year, and summarises the end of year position for reserves and balances.

### Recommendations

4. The District Executive is recommended to:
  - (a) Note the net spending for the year of £16,347,586, an underspend of £259,564 (1.6%) compared to final budget, and explanations of variances from budget holders for the 2018/19 financial year as shown in paragraphs 7-10;
  - (b) Approve budget carry forwards of £170,282 into the 2018/19 budgets (as shown in Appendix B);
  - (c) Approve the transfer of £500,000 to the Regeneration Fund from Business Rates Retention funding (as detailed in paragraph 26);
  - (d) Approve the allocation of £350,000 to a new Climate Change and Environment Initiatives Fund, and support the commitment of £40,000 from this Fund towards supporting strategy development for the District and County (as detailed in paragraph 27);
  - (e) Approve the transfer of £378,857 to the Transformation Reserve to fund transitional resources whilst changes are fully implemented.
  - (f) Approve individual service overspends are funded from general balances and the net underspend of £89,282 after carry forwards is returned to general balances.
  - (g) Note the use of the specific reserves in paragraph 33 and the transfers to and from balances outlined in the General Fund table paragraph 34;
  - (h) Note the position of the Area Committee balances in paragraph 39;

## Background

5. Full Council approved the original 2018/19 budget 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. District Executive has received regular budget monitoring reports throughout the year that have highlighted variances from budgets and comments from the budget holder.

## Summary of Revenue Outturn Position

7. Overall the outturn position for the year shows a net underspend against approved budget. The main reason for the underspend is the achievement of surplus income from treasury investments which has significantly exceeded the budget and helped to offset some in year spending pressures. The treasury income performance reflects the diversification into long-term strategic (pooled) investments, which return a higher yield.
8. The table below shows a high level summary by Directorate of the revenue outturn position. It shows the overall outturn for SSDC Services in 2018/19 was £259,564 underspent (or 1.6%) against the final budget.

**Table 1 – Revenue Budget Outturn 2018/19**

Directorate	Original Budget £'000	/Movement During the Year £'000	Final Budget £'000	Actual Spend £'000	Variation on Spend £'000	Variation on Spend after Carry Forwards
Chief Executive	-284	950	666	715	49	57
Strategy and Support Services	5,529	1,170	6,699	6,163	-536	-471
Service Delivery	2,547	-1,005	1,542	1,825	283	310
Communities	1,302	-275	1,027	986	-41	11
Commercial Services & Income Generation	7,390	-717	6,673	6,658	-15	4
<b>Total</b>	<b>16,484</b>	<b>-123</b>	<b>16,607</b>	<b>16,347</b>	<b>-260</b>	<b>-89</b>

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

9. Managers have been asked to provide an explanation of the variance on their service, giving reasons for the overall under or overspend. Appendix A to this report sets out the detail of the outturn position on Council spending and the carry forwards requested under the financial procedure rules.
10. The Services with significant variations (over £100,000) after carry forwards are as follows:

**Table 2 – Significant Differences Between Outturn and Budget**

Service	Service Manager	Variance £'000		Budget Holders' Comments
Strategic Polices	Jan Gamon	271.2	A	The Strategy & Commissioning team commenced new roles in July 18, providing an early start in this area ahead of other Phase 2 changes.

Service	Service Manager	Variance £'000		Budget Holders' Comments
Housing Benefit Subsidy	Ian Potter	-211.0	F	Housing Benefit & Discretionary Housing Payments being below estimate for year and subsidy payments received from DWP have exceeded budget. Bad debt provision reduced due to falling caseload and improved collection against new debt created.
Finance Corporate Costs	Lisa Davis	-717.5	F	Income from treasury investments has significantly exceeded the budget, due to the diversification into long term strategic (pooled) investments which return a higher yield.
Support Services Function – Information Technology	Lisa Davis	128.4	A	Software and hardware maintenance costs along with network connectivity have been centralised, however this was not reflected in the budget and remained in individual Service budgets. This resulted in an adverse variance shown on this budget, but hidden underspends across other service variances. Virements to correct this going forward will be completed in 19/20.
Building Control	Nigel Marston	191.0	A	Pay budgets were overspent due the use of Agency staff employed to meet the resource requirements. Income from Building Control Application fees was less than the budget partially due to competition from approved inspectors, the fee income budget has been revised in 2019/20
Property Management	Robert Orrett	101.8	A	Overspend on Agency staff due to vacancies, and various utilities for the Depots & Public Offices largely offset by a net underspend in Consultant & Professional Fees. Service charge income £59k under income target, Catering sales £20k under income target. Rental income also down by £8k against income target.
Car Parking	Robert Orrett	149.4	A	Significant overspends on service charges and NNDR somewhat offset by underspends on salary costs and payments to Contractors. Income 1% down on previous year with no increase in charges, yet income target increased by £70k from 2018/19.

F = Favourable (underspent and/or income surplus), A = Adverse (overspent and/or income shortfall)

## Delivery of Savings

11. 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	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 / Street Scene	40.0	40.0	0
Private Sector Leasing and Letting Service	34.6	0	-34.6
<b>Total Major Savings</b>	<b>1,480.9</b>	<b>1,446.3</b>	<b>-34.6</b>

(Negative figures = excess, positive figures = shortfall)

12. This table shows the main savings for 2018/19 was for continued implementation of the Transformation programme, which has been delivered through a full year saving from Phase 1 and Phase 2 and 3 implemented from January 2019.

### Carry Forwards

13. In the Financial Procedure Rules, Managers can request that specific underspends (within a minimum of £5,000 for any specific purpose) may be carried forward to the following year. However, those rules also state that District Executive may waive this depending on corporate need.
14. The accounting rules require that grants need to be accounted for in the year they are actually paid/received and not when committed. Therefore, the carry forward on the grant budgets reflects the commitments to pay grants that have been made by the various committees.
15. Specific carry forward requests amounting to £170,282 are shown in Appendix B and the Executive is recommended to approve these. This would effectively result in a net underspend after carry forwards of £87,282.
16. Under the Council's Financial Procedure Rules, District Executive can approve an overspend of a maximum of £25,000 to be carried forward into the following year unless District Executive agree that they are funded from General Balances. The service areas that would need to carry the overspend forward would have difficulty finding savings to compensate and, in considering also the fact the overall outturn is below budget, it is recommended that no overspends are carried forward to individual services in 2018/19 on this occasion.

### Transformation Reserve

17. In April 2017 the Council approved an update to the Transformation Programme which included the potential for greater up-front investment and leading to greater ongoing savings. As previously reported, good progress has been made in contributing towards this target. To bring the programme to a conclusion there is a need for a one-off additional funding to support ongoing service resilience and transition costs during 2019/20 as the Council continues to progress changes under Transformation. It is recommended £378,857 is transferred from the business rates surplus, as detailed in paragraph 26 below, to fund these resilience and transition costs.

### Council Tax Scheme

18. The Council Tax Support Scheme (CTS) provides for discounted tax charges to households with lower income. The Council set a budget for 2018/19 of £8.410 million for annual CTS discounts. A total of £8.781 million has been allocated as at 31<sup>st</sup> March 2019, 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 14.5% for 2018/19). For information, the budget for 2019/20 is £9.042 million.
19. A Hardship Scheme is in place for extreme circumstances with a budget of £30,000 for the year. By the end of 2018/19 the Council had received 124 requests for hardship relief of which

97 were successful. The amount awarded for the financial year was £14,330 compared to 90 successful claims at a value of £14,904 in 2017/18.

20. The in-year collection rate for Council Tax was 97.38% for 2018/19 compared to 97.80% for 2017/18. In monetary terms we have collected £4.9 million more than in the same period last year. At the end of 2018/19 we had reduced the total of £6.394 million outstanding debt relation to previous years by £2.2 million.

## Non Domestic Rates

21. The in-year collection rate for Non Domestic Rates at 31 March 2019 was 97.49% for 2018/19 compared to 97.87% for 2017/18. At the end of 2018/19 we had reduced the total of £2.112 million outstanding debt relating to previous years by £929k.

22. 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.

23. The final business rates funding end of the year position for 2018/19 has delivered positive news regarding the resources available to SSDC both from our individual in year income position and the gain due as a 'dividend' from the Somerset Business Rates Pool. For 2018/19 we are reporting a total surplus of £1.7m:

**Table 4 – Business Rates Surplus for 2018/19**

	£'000s
Net Business Rates Income Surplus for the Year	591
2018/19 Pooling Dividend	1,138
Total Income Surplus	1,729

24. The surplus results from a number of factors including business rates net growth and variances in reliefs/discounts awarded and non-collection losses (bad debts), and one-off grants from Government compensating calculation errors from the previous years.

25. A significant factor is a revision to the provision for assumed losses from appeals, which has been reduced as volumes are much lower than compared to historic trends. This reflects the impact of the new 'Check, Challenge, Appeal' regime implemented by the Valuation Office, and potentially the scale of discounts awarded through Government policy has also dampened the number appeals.

26. In May 2018 Full Council agreed to allocate £500k from the 2018/19 Pooling Gain towards the Regeneration Fund as part of the funding of the £5.5m approved Regeneration Net Budget. This leaves £1.229m of the business rates funding surplus to be allocated. It is recommended that this balance is allocated to regeneration and also to provide a new funding to provide investment under a 'green agenda'. This recognises the emerging priorities for the new Council following elections in May. Together with the one-off additional funding to support the Transformation programme detailed in paragraph 17 above it is recommended that the remaining surplus is allocated:

**Table 5 – Allocation of Business Rates Surplus**

	£,000s
Regeneration Fund - Additional Funding Allocation	500
Regeneration Fund - Green Agenda/Climate Change Fund	350
Transformation Reserve - transition/resilience capacity funding	379
Total	1,229

27. It is further recommended that of the £350K allocated to the Green Agenda / Climate Change Fund, £40k of this is allocated to Environment to support strategy development for the District and County. This supports the decision of Full Council in May 2019, which was an agreement to look at how it can work with councils and other partners in Somerset to develop collaboration, joint approaches and share resources in tackling climate change and protecting the environment.
28. The Summary of Revenue Outturn Position, reflect these transfers on the proviso they are agreed by the Executive through this report.

### **Council Tax Reforms**

29. 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 such properties at the end of March 2019. 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 190.

### **Discretionary Housing Payments (DHP)**

30. 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 the year we had processed 407 DHP applications, 346 of which were successful with a total award value of £201k. The total sum paid represents 72% of the government DHP grant.
31. Universal Credit recipients have their housing cost support paid directly by DWP, however they are still able to apply to SSDC for a DHP and the number of Universal Credit recipients in the district is increasing each month. Universal Credit related DHP's are included in the figures in paragraph 30 above.

### **Reserves, Balances and Contingency**

32. In addition to the funds available in the Revenue Budget, the Council also holds funds in reserves and balances.
33. Reserves are amounts that have been set aside from annual revenue budgets to meet specific known events that will happen in the future. An example of such a reserve is the amount set aside annually to cover the cost of South Somerset District Council elections that occur every four years. The complete list of specific Reserves and the current balance on each one is provided at Appendix D.
34. The table below shows all transfers in or out of each one that has been actioned under the authority delegated in the Financial Procedure Rules during the last quarter. Transfers out of specific reserves that require reporting to District Executive for noting are as follows:

**Table 6 – Reserves Movements and Balances**

<b>Reserve</b>	<b>Balance at 01/01/18 £'000</b>	<b>Transfers In/ Out £'000</b>	<b>Balance at 31/03/19 £'000</b>	<b>Reason for Transfer</b>
Capital Reserve	-1,337	60	-1,277	Release of Capital Contributions to fund capital schemes in 18/19 £186k; Repayment of Solar PV -£6k; Repayment of Westland's loan -£65k; Revenue Contributions to Capital Outlay: Area East -£5k Changing Rooms -£50k
Elections Reserve	-190	-40	-230	Contribution from revenue for 2019 Local Elections
Sports Facilities Reserve	-21	-10	-31	Contribution from revenue for facilities maintenance
Local Plan Enquiry Reserve	-71	71	0	Moved to new consolidated Spatial Policy Reserve
Yeovil Athletic Track Fund	-169	2	-167	Funding for new loudspeakers at Athletic track
Bristol to Weymouth Rail Reserve	-26	-2	-28	Surplus on partnership spend for 2018/19
LABGI Reserve	-14	14	0	Funding for the HIVE refurbishment at Yeovil Innovation Centre
Transformation Reserve	-2,265	2,036	-229	Transfers to fund Transformation Programme costs during 2018/19 and allocation of 2018/19 surplus as detailed in paragraphs 17 and 26
Local Plan Implementation Fund	-125	125	0	Moved to new consolidated Spatial Policy Reserve
Revenue Grants Reserve	-691	187	-504	Grants moved to new specific reserves: £41k to Community Safety Fund, £104k to Spatial Policy Reserve, £264k to Housing and Homelessness Reserve  Release of grants for expenditure in 2018/19 totalling £62k  Various new grants and residual unspent balances of previous grants returned to reserve at year end £284K
MTFP Support Fund	-6,012	993	-5,019	New Homes Bonus not used to support 2018/19 budget
Council Tax/Housing Benefits Reserve	-782	-40	-822	Additional Revenue and Benefits grants and contributions received in 2018/19 £143k; Release of reserves to fund staffing and IT software £103k
Closed Churchyards	-12	1	-11	Additional contributions towards work in closed churchyards



<b>Reserve</b>	<b>Balance at 01/01/18 £'000</b>	<b>Transfers In/ Out £'000</b>	<b>Balance at 31/03/19 £'000</b>	<b>Reason for Transfer</b>
Park Homes Replacement Reserve	-165	-61	-226	Contribution from revenue towards Park Homes future replacements
Planning Obligations Admin Reserve	-35	5	-30	Contribution towards Community Infrastructure Levy IT software
Artificial Grass Pitch Reserve	-123	-5	-128	Contribution from revenue towards Artificial Grass Pitch future maintenance
Regeneration Fund	-654	-1,440	-2,094	Transfers to fund Regeneration programmes costs during 2018/19 in Chard, Wincanton and Yeovil and allocation of 2018/19 surplus as detailed in paragraph
Ticket Levy Reserve	-96	32	-64	Release of ticket levy funds
Waste Reserve	-215	-79	-294	Surplus from Somerset Waste Partnership for Recycle-more project
Community Safety Fund	0	-79	-79	Grants reallocated from revenue grants reserve £41k and contributions from the Community Safety revenue budget £28k
Housing & Homelessness Reserve	0	-458	-458	Grants reallocated from revenue grants reserve £264k and various new grants and residual unspent balances of previous grants returned to reserve at year end £194k
Commercial Investment Risk Reserve	0	-132	-132	Contribution from additional income achieved from commercial investment purchases set aside to mitigate future risks that may occur
Spatial Policy Reserve	0	-334	-334	Consolidation of funded held in the Local Plan Enquiry Reserve £71k, Local Plan Implementation Fund £125 and Revenue Grants Reserve £104k. Various Spatial policy grants received during 2018/19 net of expenditure £34k
YIC Maintenance Reserve	0	-20	-20	Contribution from YIC surplus to facilities maintenance

(Negative figures = income / balance available, positive figures = costs / use of funds available)

35. **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 7 – General Fund Balance**

<b>General Fund Balances</b>	<b>£'000</b>
Balance at 1 April 2018	-4,361
2018/19 Carry forwards	119

<b>General Fund Balances</b>	<b>£'000</b>
Cocklemoor Bridge	5
Underspend on Revenue Budget at out-turn for 2018/19	-259
<b>General Fund Balance at 31<sup>st</sup> March 2019</b>	<b>-4,496</b>
Area Balances	119
Economic Development	2
Commitments	157
<b>Unallocated General Fund Balance at 31<sup>st</sup> March 2019</b>	<b>4,218</b>
Recommended carry forwards (appendix B) if approved	170
<b>Final Unallocated General Fund Balance</b>	<b>4,048</b>

(Negative figures = Balances held and transfers in, positive figures = transfers from balances / funding allocations)

36. Within the Financial Strategy the current assessment for a minimum balance to be maintained in the General Fund Balance is in the range £2.8m to £3.1m. The current balance is therefore comfortably above this minimum which provides added financial resilience if needed to meet unplanned costs in future.
37. A memorandum account has now been set up to record Building Control surpluses and deficits on the chargeable work. On a rolling three year basis, taking into account the below the line costs, Building Control has made a deficit of £88,679.

### Area and Group Balances

38. Each Area Committee has balances of funds that can be used during the year based on accumulated budget allocations set aside but not yet spent. The table below summarised the movement and balances for each area for 2018/19 financial year:

**Table 8 – Area Balances**

	<b>Area East £</b>	<b>Area North £</b>	<b>Area West £</b>	<b>Area South £</b>	<b>Total £</b>
Position at start of financial year	-49,190	-23,900	-46,220	0	<b>-119,310</b>
Allocations to/from reserve during year	0	0	0	0	<b>0</b>
Position at end of financial year	-49,190	-23,900	-46,220	0	<b>-119,310</b>
Less commitments not yet spent	45,730	10,000	0	0	<b>55,730</b>
<b>Unallocated balance available</b>	<b>-3,460</b>	<b>-13,900</b>	<b>-46,220</b>	<b>0</b>	<b>63,580</b>

(Negative figures = income / balance available, positive figures = costs / use of funds available)

39. The table shows that area balances have not reduced during the year. There remains an overall uncommitted balance of £63,580. Allocations of the Area Reserves are detailed in Appendix C.

### Efficiency Plan and Flexible Use of capital Receipts

40. In October 2016 the Council approved an Efficiency Plan for the period 2016/17 to 2019/20. This was a pre-requisite to taking up the 'offer' of a multiyear funding settlement from Government for the same period. Within the Efficiency Plan the Council has taken advantage of the temporary flexible use of capital receipts to fund revenue costs of transformation.

41. The table below shows the original capital receipts target within the Efficiency Plan, and the actual receipts received for each financial year.

**Table 7 – Flexible Use of Capital Receipts**

	2016/17 £	2017/18 £	2018/19 £	Total £
Original Target	100,000	200,000	200,000	500,000
Actual to Date	99,000	105,000	296,000	500,000
			Further asset sales income required	0

42. During 2018/19 this total receipt of £500,000 has been allocated to the funding of the transformation programme as previously agreed by Full Council.

### Budget Transfers (“Virements”)

43. Under the Financial Procedure Rules, providing that the Section 151 Officer has been notified in advance, Directors and Managers may authorise any virements for an individual cost centre within their responsibility. Directors and Managers 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 the table below for District Executive to note and have been approved during the last quarter by the Section 151 Officer. There are no virements over £25,000 requiring District Executive approval.

**Table 8 – Virements for District Executive to note**

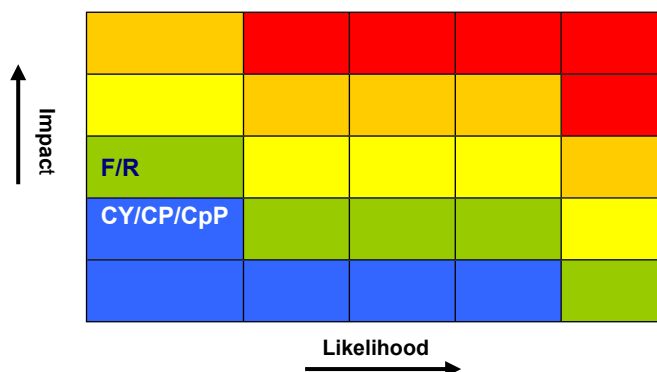
Amount £	From	To	Details
2,400	Strategic Management	Horticulture Yeovil Innovation Centre	Funding of Training
9,300	Horticulture	Street Cleansing	Funding of purchase of Transit vans

### Stock Write Offs

44. Under the Financial Procedure Rules any adjustments to stock or stores accounts exceeding £1,000 shall be reported to Committee. Following stock checks on the 31st March 2019 no adjustments exceeding £1,000 has been written off of stock values.

### Risk Matrix

45. The risk matrix below represents the risk assessment of the financial health of the Council based on performance during 2017/18 and the end of year balances position.



### Key

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

## **Background Papers**

Appendix A - District Executive detailed budgets out turn position 2018/19

Appendix B – Carry forwards 2018/19

Appendix C - Area Reserves

Appendix D - Usable Reserves

Appendix E - Major Efficiency Savings 2018/19

## 2018-19 Budget Detail

Service with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Submitted	Carry Forwards Recommended by Senior Leadership Team	Variance expected 31/03/19	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
<b>STRATEGIC MANAGEMENT</b>								
<b>Chief Executive : Alex Parmley</b>								
MANAGEMENT BOARD	Expenditure	626,170	612,356	(13,814)	8,000	8,000	(5,814)	
	Income	(17,480)	(18,157)	(677)	0	0	(677)	The majority of the underspend is in respect of the training budget
	<b>TOTAL</b>	<b>608,690</b>	<b>594,199</b>	<b>(14,491)</b>	<b>8,000</b>	<b>8,000</b>	<b>(6,491)</b>	
TRANSFORMATION	Expenditure	2,486,020	2,549,962	63,942	0	0	63,942	The transformation spend was funded from the transformation budget in line with the project plan and in year updates. The overspend is a result of phase 4 costs, which will be covered by overall Council underspends from 2018/19.
	Income	(2,428,700)	(2,428,707)	(7)	0	0	(7)	
	<b>TOTAL</b>	<b>57,320</b>	<b>121,255</b>	<b>63,935</b>	<b>0</b>	<b>0</b>	<b>63,935</b>	
<b>TOTAL STRATEGIC MANAGEMENT</b>	<b>Expenditure</b>	<b>3,112,190</b>	<b>3,162,318</b>	<b>50,128</b>	<b>8,000</b>	<b>8,000</b>	<b>58,128</b>	
	<b>Income</b>	<b>(2,446,180)</b>	<b>(2,446,864)</b>	<b>(684)</b>	<b>0</b>	<b>0</b>	<b>(684)</b>	
	<b>TOTAL</b>	<b>666,010</b>	<b>715,454</b>	<b>49,444</b>	<b>8,000</b>	<b>8,000</b>	<b>57,444</b>	
<b>TOTAL CHIEF EXECUTIVE</b>	<b>Expenditure</b>	<b>3,112,190</b>	<b>3,162,318</b>	<b>50,128</b>	<b>8,000</b>	<b>8,000</b>	<b>58,128</b>	
	<b>Income</b>	<b>(2,446,180)</b>	<b>(2,446,864)</b>	<b>(684)</b>	<b>0</b>	<b>0</b>	<b>(684)</b>	
	<b>TOTAL</b>	<b>666,010</b>	<b>715,454</b>	<b>49,444</b>	<b>8,000</b>	<b>8,000</b>	<b>57,444</b>	
<b>STRATEGY &amp; COMMISSIONING</b>								
<b>Director: Netta Meadows</b>								
<b>PEOPLE PERFORMANCE &amp; CHANGE</b>								
<b>Service Manager : Charlotte Jones</b>								
POLICY & PERFORMANCE	Expenditure	98,290	106,544	8,254	0	0	8,254	The overspend is due to salary adjustments during transformation
	Income	0	0	0	0	0	0	
	<b>TOTAL</b>	<b>98,290</b>	<b>106,544</b>	<b>8,254</b>	<b>0</b>	<b>0</b>	<b>8,254</b>	
<b>TOTAL PEOPLE PERFORMANCE &amp; CHANGE</b>	<b>Expenditure</b>	<b>98,290</b>	<b>106,544</b>	<b>8,254</b>	<b>0</b>	<b>0</b>	<b>8,254</b>	
	<b>Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>TOTAL</b>	<b>98,290</b>	<b>106,544</b>	<b>8,254</b>	<b>0</b>	<b>0</b>	<b>8,254</b>	
<b>COMMUNICATIONS, MARKETING &amp; MEDIA</b>								
<b>Lead Specialist: Richard Birch</b>								
COMMUNICATIONS	Expenditure	28,900	18,086	(10,814)	0	0	(10,814)	The underspend is due to a post being vacant for part of the year
	Income	0	0	0	0	0	0	
	<b>TOTAL</b>	<b>28,900</b>	<b>18,086</b>	<b>(10,814)</b>	<b>0</b>	<b>0</b>	<b>(10,814)</b>	
<b>TOTAL COMMUNICATIONS, MARKETING &amp; MEDIA</b>	<b>Expenditure</b>	<b>28,900</b>	<b>18,086</b>	<b>(10,814)</b>	<b>0</b>	<b>0</b>	<b>(10,814)</b>	
	<b>Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>TOTAL</b>	<b>28,900</b>	<b>18,086</b>	<b>(10,814)</b>	<b>0</b>	<b>0</b>	<b>(10,814)</b>	
<b>STRATEGIC PLANNING</b>								
<b>Service Manager : Jan Gamon</b>								
STRATEGIC POLICIES	Expenditure	400,900	675,054	274,154	0	0	274,154	The Strategy & Commissioning team commenced new roles in July 18, providing an early start in this area ahead of other Phase 2 changes. It was anticipated that costs overall would be met through vacancy savings during the year.
	Income	0	(2,988)	(2,988)	0	0	(2,988)	Income in respect of Data Protection Officer Services to TBDC
	<b>TOTAL</b>	<b>400,900</b>	<b>672,066</b>	<b>271,166</b>	<b>0</b>	<b>0</b>	<b>271,166</b>	

Service with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Submitted	Carry Forwards Recommended by Senior Leadership Team	Variance expected 31/03/19	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
PROCUREMENT & RISK MANAGEMENT	Expenditure	6,590	14,377	7,787	0	0	7,787	Additional expenditure on consultants fees in respect of Procurement Advice, expenditure on training to be funded from Corporate training budget.
	Income	0	0	0	0	0	0	
	TOTAL	6,590	14,377	7,787	0	0	7,787	
CIVIL CONTINGENCIES	Expenditure	115,260	110,668	(4,592)	0	0	(4,592)	Underspends on overtime, travel and equipment budgets Income above budget due to worked completed and recharged to East Devon District Council.
	Income	(6,110)	(7,035)	(925)	0	0	(925)	
	TOTAL	109,150	103,633	(5,517)	0	0	(5,517)	
PLANNING POLICY	Expenditure	263,150	272,599	9,449	0	0	9,449	Additional expenditure on consultants fees , the majority of this expenditure has been funded by transfers from earmarked reserves.
	Income	(76,250)	(89,429)	(13,179)	0	0	(13,179)	
	TOTAL	186,900	183,170	(3,730)	0	0	(3,730)	
TRANSPORT	Expenditure	30,260	30,675	415	0	0	415	Minor overspend on pay budgets
	Income	0	0	0	0	0	0	
	TOTAL	30,260	30,675	415	0	0	415	
STRATEGIC HOUSING	Expenditure	223,030	223,892	862	0	0	862	The income variance is due to income in respect of a number of housing properties that are tenanted, no budget was included for these properties. The 19/20 budgets have been amended and include an income budget in respect of these properties
	Income	(86,890)	(134,451)	(47,561)	0	0	(47,561)	
	TOTAL	136,140	89,441	(46,699)	0	0	(46,699)	
GOLDENSTONES	Expenditure	256,430	232,537	(23,893)	0	0	(23,893)	Reduced property management capacity within the property team during the last 12 months has also led to some planned replacement works not being programmed and the associated maintenance budget being underspent  The additional income is due to the profit share at the centre being higher than anticipated
	Income	(169,710)	(184,463)	(14,753)	0	0	(14,753)	
	TOTAL	86,720	48,074	(38,646)	0	0	(38,646)	
SPORT FACILITIES	Expenditure	153,510	230,796	77,286	0	0	77,286	A provision for the dilapidation payment in respect of St Michael's Hall has resulted in additional expenditure The additional income is due to the profit share at the Wincanton Sports Centre being higher than anticipated
	Income	(61,000)	(79,066)	(18,066)	0	0	(18,066)	
	TOTAL	92,510	151,730	59,220	0	0	59,220	
WESTLAND SPORT FACILITIES	Expenditure	66,130	40,420	(25,710)	6,350	6,350	(19,360)	The additional income is due to the profit share at the centre being higher than anticipated
	Income	(9,150)	(84,672)	(75,522)	0	0	(75,522)	
	TOTAL	56,980	(44,252)	(101,232)	6,350	6,350	(94,882)	
<b>TOTAL STRATEGIC PLANNING</b>	<b>Expenditure</b>	<b>1,515,260</b>	<b>1,831,018</b>	<b>315,758</b>	<b>6,350</b>	<b>6,350</b>	<b>322,108</b>	
	<b>Income</b>	<b>(409,110)</b>	<b>(582,104)</b>	<b>(172,994)</b>	<b>0</b>	<b>0</b>	<b>(172,994)</b>	
	<b>TOTAL</b>	<b>1,106,150</b>	<b>1,248,914</b>	<b>142,764</b>	<b>6,350</b>	<b>6,350</b>	<b>149,114</b>	
<b>TOTAL STRATEGY &amp; COMMISSIONING</b>	<b>Expenditure</b>	<b>1,642,450</b>	<b>1,955,648</b>	<b>313,198</b>	<b>6,350</b>	<b>6,350</b>	<b>319,548</b>	
	<b>Income</b>	<b>(409,110)</b>	<b>(582,104)</b>	<b>(172,994)</b>	<b>0</b>	<b>0</b>	<b>(172,994)</b>	
	<b>TOTAL</b>	<b>1,233,340</b>	<b>1,373,544</b>	<b>140,204</b>	<b>6,350</b>	<b>6,350</b>	<b>146,554</b>	
<b>REVENUES &amp; BENEFITS</b>								
<b>Service Manager : Ian Potter</b>								
REVENUES & BENEFITS	Expenditure	1,685,310	1,697,239	11,929	0	0	11,929	There has been a small overspend on postages and legal fees incurred for collection of benefit debt. In addition as identified throughout the year there has been an income shortfall from summons and liability order costs due to reduced activity in this area. At end of year the shortfall was £82k
	Income	(778,620)	(698,014)	80,606	0	0	80,606	
	TOTAL	906,690	999,225	92,535	0	0	92,535	

Service with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Submitted	Carry Forwards Recommended by Senior Leadership Team	Variance expected 31/03/19	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
HOUSING BENEFIT SUBSIDY	Expenditure	33,756,970	31,761,160	(1,995,810)	0	0	(1,995,810)	Our latest subsidy monitor shows that we are owed a small further payment from DWP. Subsidy has been monitored monthly and the subsidy claim will be externally audited and finally adjusted autumn 2019. The actual outturn will not be known until then. Bad debt provision reduced due to falling caseload and improved collection against new debt created.
	Income	(34,331,430)	(32,546,665)	1,784,765	0	0	1,784,765	
	TOTAL	(574,460)	(785,505)	(211,045)	0	0	(211,045)	
<b>TOTAL REVENUES AND BENEFITS</b>	<b>Expenditure</b>	<b>35,442,280</b>	<b>33,458,399</b>	<b>(1,983,881)</b>	<b>0</b>	<b>0</b>	<b>(1,983,881)</b>	
	<b>Income</b>	<b>(35,110,050)</b>	<b>(33,244,679)</b>	<b>1,865,371</b>	<b>0</b>	<b>0</b>	<b>1,865,371</b>	
	<b>TOTAL</b>	<b>332,230</b>	<b>213,720</b>	<b>(118,510)</b>	<b>0</b>	<b>0</b>	<b>(118,510)</b>	
<b>OPERATIONS &amp; CUSTOMER FOCUS</b>								
<b>Service Manager : Sharon Jones</b>								
CUSTOMER SERVICES	Expenditure	415,250	431,989	16,739	0	0	16,739	The overspend is was due to expenditure on agency staff and overtime exceeding the budget. Additional income in respect of provision of reception services to SCC.
	Income	0	(11,470)	(11,470)	0	0	(11,470)	
	TOTAL	415,250	420,519	5,269	0	0	5,269	
<b>TOTAL OPERATIONS &amp; CUSTOMER FOCUS</b>	<b>Expenditure</b>	<b>415,250</b>	<b>431,989</b>	<b>16,739</b>	<b>0</b>	<b>0</b>	<b>16,739</b>	
	<b>Income</b>	<b>0</b>	<b>(11,470)</b>	<b>(11,470)</b>	<b>0</b>	<b>0</b>	<b>(11,470)</b>	
	<b>TOTAL</b>	<b>415,250</b>	<b>420,519</b>	<b>5,269</b>	<b>0</b>	<b>0</b>	<b>5,269</b>	
<b>LEGAL SERVICES</b>								
<b>Service Head : Angela Watson</b>								
RIGHTS OF WAY	Expenditure	3,890	0	(3,890)	0	0	(3,890)	The work in this area has been outsourced to an external consultant due to Legal Services not having the resources to carry out the work. There is no cost associated with this but it does mean that no income is received as the fees charged are retained by the consultant. A plan to bring this work back in house is being progressed.
	Income	(16,500)	0	16,500	0	0	16,500	
	TOTAL	(12,610)	0	12,610	0	0	12,610	
LAND CHARGES	Expenditure	109,020	86,455	(22,565)	0	0	(22,565)	The expenditure in respect of the search requests work that is carried out by Somerset County Council was less than the budget.  The actual income received was less than the budget, this is dependant on the number of searches received and processed in the year. Data indicates that the number of searches received was less than the previous year.
	Income	(466,680)	(404,387)	62,293	0	0	62,293	
	TOTAL	(357,660)	(317,932)	39,728	0	0	39,728	
<b>TOTAL LEGAL SERVICES</b>	<b>Expenditure</b>	<b>112,910</b>	<b>86,455</b>	<b>(26,455)</b>	<b>0</b>	<b>0</b>	<b>(26,455)</b>	
	<b>Income</b>	<b>(483,180)</b>	<b>(404,387)</b>	<b>78,793</b>	<b>0</b>	<b>0</b>	<b>78,793</b>	
	<b>TOTAL</b>	<b>(370,270)</b>	<b>(317,932)</b>	<b>52,338</b>	<b>0</b>	<b>0</b>	<b>52,338</b>	
<b>SUPPORT SERVICES</b>								
<b>Director : Netta Meadows</b>								
SUPPORT SERVICES LEAD SPECIALISTS	Expenditure	362,780	363,403	623	0	0	623	
	Income	0	0	0	0	0	0	
	TOTAL	362,780	363,403	623	0	0	623	
<b>Service Manager: Lisa Davis</b>								
SUPPORT SERVICES SPECIALISTS	Expenditure	919,140	912,041	(7,099)	25,630	25,630	18,531	
	Income	0	0	0	0	0	0	
	TOTAL	919,140	912,041	(7,099)	25,630	25,630	18,531	
FINANCE CORPORATE COSTS	Expenditure	2,599,980	2,731,680	131,700	0	0	131,700	Interest on borrowing and expenditure on investment management fees in respect of pooled fund investments have been incurred, partially offset by an underspend on insurance budgets

Service with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Submitted	Carry Forwards Recommended by Senior Leadership Team	Variance expected 31/03/19	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
	Income	(1,349,920)	(2,199,152)	(849,232)	0	0	(849,232)	Income from treasury investments has significantly exceeded the budget, this is due to the diversification into long term strategic (pooled) investments which return a higher yield.
	TOTAL	1,250,060	532,528	(717,532)	0	0	(717,532)	
SUPPORT SERVICES CASE OFFICERS	Expenditure	920,400	928,468	8,068	0	0	8,068	
	Income	0	0	0	0	0	0	
	TOTAL	920,400	928,468	8,068	0	0	8,068	
SUPPORT SERVICES FUNCTION - CASE WORK	Expenditure	367,530	294,352	(73,178)	0	0	(73,178)	New equipment has been funded out of transformation budgets and therefore the need for replacement items has reduced this year, underspend on telephones and copier related charges
	Income	(113,470)	(51,407)	62,063	0	0	62,063	Income target against the central printing budget was not achieved given the drive for digital services reducing printing demand and our prices now being brought into line with commercial prices meaning the customer base has reduced. The mobile phone rebate income budget was also not achieved.
	TOTAL	254,060	242,945	(11,115)	0	0	(11,115)	
SUPPORT SERVICES FUNCTION - FINANCE	Expenditure	93,820	91,715	(2,105)	0	0	(2,105)	
	Income	(18,330)	(25,312)	(6,982)	0	0	(6,982)	
	TOTAL	75,490	66,403	(9,087)	0	0	(9,087)	
SUPPORT SERVICES FUNCTION - HUMAN RESOURCES	Expenditure	79,260	34,181	(45,079)	17,800	17,800	(27,279)	Underspend on the training and development budget and the software licences budget. The expenditure in respect of the software licence has been coded to Information Technology, the budget will be moved vired to IT in 19/20.
	Income	(12,870)	(6,044)	6,826	0	0	6,826	
	TOTAL	66,390	28,137	(38,253)	17,800	17,800	(20,453)	
SUPPORT SERVICES FUNCTION - INFORMATION TECHNOLOGY	Expenditure	489,430	616,864	127,434	0	0	127,434	Software and hardware maintenance costs along with network connectivity have been centralised, however this was not reflected in the budget and remained in individual Service budgets. This resulted in an adverse variance shown on this budget, but hidden underspends across other service variances. Virements to correct this going forward will be completed in 19/20.
	Income	(21,770)	(20,831)	939	0	0	939	
	TOTAL	467,660	596,033	128,373	0	0	128,373	
SUPPORT SERVICES FUNCTION - ELECTIONS	Expenditure	167,830	199,113	31,283	0	0	31,283	Overspend due to a combination of the IER grant reduction and increased costs of printing and postage.
	Income	(8,020)	(30,045)	(22,025)	0	0	(22,025)	
	TOTAL	159,810	169,068	9,258	0	0	9,258	
SUPPORT SERVICES FUNCTION - DEMOCRATIC SERVICES	Expenditure	596,710	579,246	(17,464)	15,600	15,600	(1,864)	The majority of this underspend is in respect of the training budget for members
	Income	(1,400)	(2,075)	(675)	0	0	(675)	
	TOTAL	595,310	577,171	(18,139)	15,600	15,600	(2,539)	
SUPPORT SERVICES FUNCTION - LEGAL	Expenditure	91,600	93,413	1,813	0	0	1,813	The reduced amount of Specialist resource within the service has meant legal work has had to be outsourced to external solicitors. The reduction in resource has also resulted in the income from Legal costs recovered being less than the budget.
	Income	(73,880)	(36,349)	37,531	0	0	37,531	
	TOTAL	17,720	57,064	39,344	0	0	39,344	
<b>TOTAL SUPPORT SERVICES</b>	<b>Expenditure</b>	<b>6,688,480</b>	<b>6,844,476</b>	<b>155,996</b>	<b>59,030</b>	<b>59,030</b>	<b>215,026</b>	
	<b>Income</b>	<b>(1,599,660)</b>	<b>(2,371,215)</b>	<b>(771,555)</b>	<b>0</b>	<b>0</b>	<b>(771,555)</b>	
	<b>TOTAL</b>	<b>5,088,820</b>	<b>4,473,261</b>	<b>(615,559)</b>	<b>59,030</b>	<b>59,030</b>	<b>(556,529)</b>	
<b>TOTAL DIRECTOR OF STRATEGY &amp; SUPPORT SERVICES</b>	<b>Expenditure</b>	<b>44,301,370</b>	<b>42,776,967</b>	<b>(1,524,403)</b>	<b>65,380</b>	<b>65,380</b>	<b>(1,459,023)</b>	
	<b>Income</b>	<b>(37,602,000)</b>	<b>(36,613,855)</b>	<b>988,145</b>	<b>0</b>	<b>0</b>	<b>988,145</b>	
	<b>TOTAL</b>	<b>6,699,370</b>	<b>6,163,112</b>	<b>(536,258)</b>	<b>65,380</b>	<b>65,380</b>	<b>(470,878)</b>	



Service with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Submitted	Carry Forwards Recommended by Senior Leadership Team	Variance expected 31/03/19	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
<b>ECONOMIC DEVELOPMENT</b>								
<b>Service Manager : Peter Paddon</b>								
ECONOMIC DEVELOPMENT	Expenditure	239,650	233,933	(5,717)	0	0	(5,717)	The budget variance is in respect of employment budgets, this is as a result of vacancies in year.
	Income	0	0	0	0	0	0	
	<b>TOTAL</b>	<b>239,650</b>	<b>233,933</b>	<b>(5,717)</b>	<b>0</b>	<b>0</b>	<b>(5,717)</b>	
<b>TOTAL ECONOMIC DEVELOPMENT</b>	<b>Expenditure</b>	<b>239,650</b>	<b>233,933</b>	<b>(5,717)</b>	<b>0</b>	<b>0</b>	<b>(5,717)</b>	
	<b>Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>TOTAL</b>	<b>239,650</b>	<b>233,933</b>	<b>(5,717)</b>	<b>0</b>	<b>0</b>	<b>(5,717)</b>	
<b>TOURISM &amp; HERITAGE</b>								
<b>Service Manager : Katy Menday</b>								
TOURISM	Expenditure	194,530	147,887	(46,643)	0	0	(46,643)	For the majority of the year a vacant post explains the underspend, this has been resolved through Phase 4 for 2019/20. Ticket sales, and therefore purchase of tickets, are down as a result of customers moving online to buy direct from attractions instead of through the Tourist Information Centre. Underspend of £13,000 mainly due to vacant post for most of year.
	Income	(84,050)	(50,476)	33,574	0	0	33,574	
	<b>TOTAL</b>	<b>110,480</b>	<b>97,411</b>	<b>(13,069)</b>	<b>0</b>	<b>0</b>	<b>(13,069)</b>	
HERITAGE	Expenditure	58,380	48,470	(9,910)	0	0	(9,910)	Underspend on Heritage salaries due to vacant post for part of the year, this £9,000 was offered to the transformation budget for the year. Post has been filled as part of Phase 4 for 2019/20. Income generation was on track with increased levels of donations generated through CHAC tours and events.
	Income	(3,120)	(2,591)	529	0	0	529	
	<b>TOTAL</b>	<b>55,260</b>	<b>45,879</b>	<b>(9,381)</b>	<b>0</b>	<b>0</b>	<b>(9,381)</b>	
<b>TOTAL TOURISM &amp; HERITAGE</b>	<b>Expenditure</b>	<b>252,910</b>	<b>196,357</b>	<b>(56,553)</b>	<b>0</b>	<b>0</b>	<b>(56,553)</b>	
	<b>Income</b>	<b>(87,170)</b>	<b>(53,067)</b>	<b>34,103</b>	<b>0</b>	<b>0</b>	<b>34,103</b>	
	<b>TOTAL</b>	<b>165,740</b>	<b>143,290</b>	<b>(22,450)</b>	<b>0</b>	<b>0</b>	<b>(28,167)</b>	
<b>REGENERATION</b>								
<b>Service Manager : Natalie Fortt</b>								
REGENERATION	Expenditure	247,350	247,350	0	0	0	0	
	Income	(185,750)	(185,750)	0	0	0	0	
	<b>TOTAL</b>	<b>61,600</b>	<b>61,600</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL REGENERATION</b>	<b>Expenditure</b>	<b>247,350</b>	<b>247,350</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>Income</b>	<b>(185,750)</b>	<b>(185,750)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>TOTAL</b>	<b>61,600</b>	<b>61,600</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>INCOME OPPORTUNITY DEVELOPMENT</b>								
<b>Service Manager : James Dival</b>								
INCOME OPPORTUNITY DEVELOPMENT	Expenditure	381,810	373,183	(8,627)	0	0	(8,627)	The year end position is a slight underachievement against budget, a transfer to a newly created reserve maintenance reserve was agreed in year which was not budgeted. If the transfer is excluded there true trading position was a surplus of £16k.
	Income	(450,610)	(438,601)	12,009	0	0	12,009	
	<b>TOTAL</b>	<b>(68,800)</b>	<b>(65,418)</b>	<b>3,382</b>	<b>0</b>	<b>0</b>	<b>3,382</b>	
<b>TOTAL INCOME OPPORTUNITY DEVELOPMENT</b>	<b>Expenditure</b>	<b>381,810</b>	<b>373,183</b>	<b>(8,627)</b>	<b>0</b>	<b>0</b>	<b>(8,627)</b>	
	<b>Income</b>	<b>(450,610)</b>	<b>(438,601)</b>	<b>12,009</b>	<b>0</b>	<b>0</b>	<b>12,009</b>	
	<b>TOTAL</b>	<b>(68,800)</b>	<b>(65,418)</b>	<b>3,382</b>	<b>0</b>	<b>0</b>	<b>3,382</b>	

Service with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Submitted	Carry Forwards Recommended by Senior Leadership Team	Variance expected 31/03/19	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
<b>DEVELOPMENT CONTROL</b>								
<b>Service Manager : Simon Fox</b>								
DEVELOPMENT CONTROL	Expenditure	1,220,070	1,612,061	391,991	0	0	391,991	The majority of the overspend (£369k) is due to spend on agency staff needed to maintain service. Income exceeded target by £292k due to increased fee income from both applications and pre-application fees
	Income	(1,395,950)	(1,689,699)	(293,749)	0	0	(293,749)	
	TOTAL	(175,880)	(77,638)	98,242	0	0	98,242	
<b>TOTAL DEVELOPMENT CONTROL</b>	<b>Expenditure</b>	<b>1,220,070</b>	<b>1,612,061</b>	<b>391,991</b>	<b>0</b>	<b>0</b>	<b>391,991</b>	
	<b>Income</b>	<b>(1,395,950)</b>	<b>(1,689,699)</b>	<b>(293,749)</b>	<b>0</b>	<b>0</b>	<b>(293,749)</b>	
	<b>TOTAL</b>	<b>(175,880)</b>	<b>(77,638)</b>	<b>98,242</b>	<b>0</b>	<b>0</b>	<b>98,242</b>	
<b>ENVIRONMENTAL HEALTH</b>								
<b>Service Manager : Vicki Dawson</b>								
HOUSING STANDARDS	Expenditure	195,440	170,848	(24,592)	0	0	(24,592)	As expected underspend on salary and travel costs. Additional income received from new HMO licence requirements. Income covers a 5yr licence so will need to be treated as income in advance over this period
	Income	(67,450)	(62,866)	4,584	0	0	4,584	
	TOTAL	127,990	107,982	(20,008)	0	0	(20,008)	
ENVIRONMENTAL HEALTH & COMMUNITY PROTECTION	Expenditure	715,500	675,244	(40,256)	17,000	17,000	(23,256)	Underspend on salary (due to vacancies) and travel costs
	Income	(71,660)	(69,675)	1,985	0	0	1,985	
	TOTAL	643,840	605,569	(38,271)	17,000	17,000	(21,271)	
ENFORCEMENT	Expenditure	78,380	81,891	3,511	0	0	3,511	Overspend due to having to outsource dog warden service to cover a period of long term sickness.
	Income	(3,000)	(461)	2,539	0	0	2,539	
	TOTAL	75,380	81,430	6,050	0	0	6,050	
<b>TOTAL ENVIRONMENTAL HEALTH</b>	<b>Expenditure</b>	<b>989,320</b>	<b>927,983</b>	<b>(61,337)</b>	<b>17,000</b>	<b>17,000</b>	<b>(44,337)</b>	
	<b>Income</b>	<b>(142,110)</b>	<b>(133,002)</b>	<b>9,108</b>	<b>0</b>	<b>0</b>	<b>9,108</b>	
	<b>TOTAL</b>	<b>847,210</b>	<b>794,981</b>	<b>(52,229)</b>	<b>17,000</b>	<b>17,000</b>	<b>(35,229)</b>	
<b>BUILDING CONTROL</b>								
<b>Service Manager : Dave Durrant</b>								
BUILDING CONTROL	Expenditure	601,240	713,905	112,665	0	0	112,665	Pay budgets were overspent due the use of agency staff employed to meet the resource requirements Income from Building Control Application fees was less than the budget
	Income	(661,240)	(582,927)	78,313	0	0	78,313	
	TOTAL	(60,000)	130,978	190,978	0	0	190,978	
<b>TOTAL BUILDING CONTROL</b>	<b>Expenditure</b>	<b>601,240</b>	<b>713,905</b>	<b>112,665</b>	<b>0</b>	<b>0</b>	<b>112,665</b>	
	<b>Income</b>	<b>(661,240)</b>	<b>(582,927)</b>	<b>78,313</b>	<b>0</b>	<b>0</b>	<b>78,313</b>	
	<b>TOTAL</b>	<b>(60,000)</b>	<b>130,978</b>	<b>190,978</b>	<b>0</b>	<b>0</b>	<b>190,978</b>	
<b>LICENSING</b>								
<b>Service Manager : Nigel Marston</b>								
LICENSING	Expenditure	215,850	251,495	35,645	0	0	35,645	Additional expenditure as a result of requiring additional staffing capacity via agency. Income has exceeded budget due to an increase in applications and increased fees
	Income	(310,610)	(340,632)	(30,022)	0	0	(30,022)	
	TOTAL	(94,760)	(89,137)	5,623	0	0	5,623	
<b>TOTAL LICENSING</b>	<b>Expenditure</b>	<b>215,850</b>	<b>251,495</b>	<b>35,645</b>	<b>0</b>	<b>0</b>	<b>35,645</b>	
	<b>Income</b>	<b>(310,610)</b>	<b>(340,632)</b>	<b>(30,022)</b>	<b>0</b>	<b>0</b>	<b>(30,022)</b>	
	<b>TOTAL</b>	<b>(94,760)</b>	<b>(89,137)</b>	<b>5,623</b>	<b>0</b>	<b>0</b>	<b>5,623</b>	



Service with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Submitted	Carry Forwards Recommended by Senior Leadership Team	Variance expected 31/03/19	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
<b>TOTAL AREA EAST</b>	<b>Expenditure</b>	<b>152,170</b>	<b>213,627</b>	<b>61,457</b>	<b>20,500</b>	<b>20,500</b>	<b>81,957</b>	
	<b>Income</b>	<b>(12,510)</b>	<b>(88,516)</b>	<b>(76,006)</b>	<b>0</b>	<b>0</b>	<b>(76,006)</b>	
	<b>TOTAL</b>	<b>139,660</b>	<b>125,111</b>	<b>(14,549)</b>	<b>20,500</b>	<b>20,500</b>	<b>5,951</b>	
<b>AREA NORTH</b>								
Service Manager : Tim Cook								
NORTH AREA DEVELOPMENT	Expenditure	102,500	102,659	159	0	0	159	Minor salary overspend in Neighbourhood Development offset by very similar overspend in Area Development salaries.
	Income	(18,090)	(18,484)	(394)	0	0	(394)	Advertising income slightly over target.
	<b>TOTAL</b>	<b>84,410</b>	<b>84,175</b>	<b>(235)</b>	<b>0</b>	<b>0</b>	<b>(235)</b>	
NORTH GRANTS	Expenditure	10,680	6,348	(4,332)	2,000	2,000	(2,332)	£2,000 carry forward for grants awarded but project not yet completed.
	Income	0	0	0	0	0	0	
	<b>TOTAL</b>	<b>10,680</b>	<b>6,348</b>	<b>(4,332)</b>	<b>2,000</b>	<b>2,000</b>	<b>(2,332)</b>	
<b>TOTAL AREA NORTH</b>	<b>Expenditure</b>	<b>113,180</b>	<b>109,007</b>	<b>(4,173)</b>	<b>2,000</b>	<b>2,000</b>	<b>(2,173)</b>	
	<b>Income</b>	<b>(18,090)</b>	<b>(18,484)</b>	<b>(394)</b>	<b>0</b>	<b>0</b>	<b>(394)</b>	
	<b>TOTAL</b>	<b>95,090</b>	<b>90,523</b>	<b>(4,567)</b>	<b>2,000</b>	<b>2,000</b>	<b>(2,567)</b>	
<b>AREA SOUTH</b>								
Service Manager : Tim Cook								
SOUTH AREA DEVELOPMENT	Expenditure	185,450	188,396	2,946	0	0	2,946	Overspend in Neighbourhood Development wages of £16k largely offset by underspend in Markets wages.
	Income	(11,700)	(20,388)	(8,688)	0	0	(8,688)	Income overachieved due to Milford Road recharges.
	<b>TOTAL</b>	<b>173,750</b>	<b>168,008</b>	<b>(5,742)</b>	<b>0</b>	<b>0</b>	<b>(5,742)</b>	
SOUTH GRANTS	Expenditure	45,480	34,241	(11,239)	8,500	8,500	(2,739)	£8,500 carry forward for awarded grants and projects not yet completed.
	Income	0	0	0	0	0	0	
	<b>TOTAL</b>	<b>45,480</b>	<b>34,241</b>	<b>(11,239)</b>	<b>8,500</b>	<b>8,500</b>	<b>(2,739)</b>	
SOUTH PROJECTS	Expenditure	22,760	22,803	43	0	0	43	Budget fully spent in year.
	Income	(22,760)	(22,762)	(2)	0	0	(2)	
	<b>TOTAL</b>	<b>0</b>	<b>41</b>	<b>41</b>	<b>0</b>	<b>0</b>	<b>41</b>	
<b>TOTAL AREA SOUTH</b>	<b>Expenditure</b>	<b>253,690</b>	<b>245,440</b>	<b>(8,250)</b>	<b>8,500</b>	<b>8,500</b>	<b>250</b>	
	<b>Income</b>	<b>(34,460)</b>	<b>(43,150)</b>	<b>(8,690)</b>	<b>0</b>	<b>0</b>	<b>(8,690)</b>	
	<b>TOTAL</b>	<b>219,230</b>	<b>202,290</b>	<b>(16,940)</b>	<b>8,500</b>	<b>8,500</b>	<b>(8,440)</b>	
<b>AREA WEST</b>								
Service Manager : Tim Cook								
WEST AREA DEVELOPMENT	Expenditure	131,410	144,083	12,673	0	0	12,673	Overspend largely due to use of Agency workers to backfill vacant posts due to Transformation, however not expected to happen in 2019/20 with the new post-transformation staff structure.
	Income	(3,510)	(6,584)	(3,074)	0	0	(3,074)	Income variance due to Crewkerne Town Council joint funding contribution.
	<b>TOTAL</b>	<b>127,900</b>	<b>137,499</b>	<b>9,599</b>	<b>0</b>	<b>0</b>	<b>9,599</b>	
WEST GRANTS	Expenditure	44,950	30,187	(14,763)	13,750	13,750	(1,013)	£12,750 carry forward for grants awarded and projects not yet completed.
	Income	0	0	0	0	0	0	
	<b>TOTAL</b>	<b>44,950</b>	<b>30,187</b>	<b>(14,763)</b>	<b>13,750</b>	<b>13,750</b>	<b>(1,013)</b>	
WEST PROJECTS	Expenditure	39,970	32,408	(7,562)	0	0	(7,562)	Income under-achieved due to loss of property rental income and reduction in room hire at the Boden Centre in Chard.
	Income	(31,950)	(17,441)	14,509	0	0	14,509	
	<b>TOTAL</b>	<b>8,020</b>	<b>14,967</b>	<b>6,947</b>	<b>0</b>	<b>0</b>	<b>6,947</b>	
<b>TOTAL AREA WEST</b>	<b>Expenditure</b>	<b>216,330</b>	<b>206,678</b>	<b>(9,652)</b>	<b>13,750</b>	<b>13,750</b>	<b>4,098</b>	
	<b>Income</b>	<b>(35,460)</b>	<b>(24,025)</b>	<b>11,435</b>	<b>0</b>	<b>0</b>	<b>11,435</b>	
	<b>TOTAL</b>	<b>180,870</b>	<b>182,653</b>	<b>1,783</b>	<b>13,750</b>	<b>13,750</b>	<b>15,533</b>	

Service with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Submitted	Carry Forwards Recommended by Senior Leadership Team	Variance expected 31/03/19	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
<b>TOTAL COMMUNITIES</b>	<b>Expenditure</b>	<b>1,127,870</b>	<b>1,163,107</b>	<b>35,237</b>	<b>51,395</b>	<b>51,395</b>	<b>86,632</b>	
	<b>Income</b>	<b>(100,520)</b>	<b>(176,675)</b>	<b>(76,155)</b>	<b>0</b>	<b>0</b>	<b>(76,155)</b>	
	<b>TOTAL</b>	<b>1,027,350</b>	<b>986,432</b>	<b>(40,918)</b>	<b>51,395</b>	<b>51,395</b>	<b>10,477</b>	
<b>ENGINEERING &amp; PROPERTY SERVICES</b>								
<b>Service Manager : Robert Orrett</b>								
ENGINEERING SERVICES	Expenditure	575,410	488,739	(86,671)	0	0	(86,671)	Repairs & Maintenance underspent by £75k across the service, Technical Services salaries underspent by £7k.
	Income	(84,720)	(95,387)	(10,667)	0	0	(10,667)	Fees & Charges up £9k over target, CCTV contributions £2k over target. Bus Station charges down £2k against last year.
	<b>TOTAL</b>	<b>490,690</b>	<b>393,352</b>	<b>(97,338)</b>	<b>0</b>	<b>0</b>	<b>(97,338)</b>	
PROPERTY MANAGEMENT	Expenditure	1,142,250	1,155,736	13,486	0	0	13,486	Overspend on Agency staff due to Transformation vacancies (£18k), and various utilities for the Depots & Public Offices (£28k) largely offset by an underspend in Consultant & Professional Fees (£38k).
	Income	(620,600)	(532,272)	88,328	0	0	88,328	Service charge income £59k under income target, Catering sales £20k under income target. Rental income also down by £8k against income target.
	<b>TOTAL</b>	<b>521,650</b>	<b>623,464</b>	<b>101,814</b>	<b>0</b>	<b>0</b>	<b>101,814</b>	
COMMERCIAL PROPERTY	Expenditure	47,240	37,983	(9,257)	0	0	(9,257)	No particular reason for variance, just general underspends across the budget.
	Income	(61,130)	(64,922)	(3,792)	0	0	(3,792)	Income target in line with that expected for the year.
	<b>TOTAL</b>	<b>(13,890)</b>	<b>(26,939)</b>	<b>(13,049)</b>	<b>0</b>	<b>0</b>	<b>(13,049)</b>	
INVESTMENT PROPERTY	Expenditure	936,540	859,945	(76,595)	0	0	(76,595)	Anticipated savings at year end due to vacant posts within team throughout the year.
	Income	(1,274,900)	(1,280,116)	(5,216)	0	0	(5,216)	Additional income in relation to recent completions added a favourable surplus of £132K into budget for year end. However, this is not all shown here as prudent decision taken to move this income into the Commercial Investment Risk Reserve set up to assist with possible rent voids in the future.
	<b>TOTAL</b>	<b>(338,360)</b>	<b>(420,171)</b>	<b>(81,811)</b>	<b>0</b>	<b>0</b>	<b>(81,811)</b>	
CAR PARKING	Expenditure	793,750	808,690	14,940	0	0	14,940	Significant overspends on service charges (£30k) and NNDR (34k) somewhat offset by underspends on salary costs (£6k), payments to Contractors (£13k) and other minor underspends.
	Income	(2,130,670)	(1,996,212)	134,458	0	0	134,458	Income 1% down on previous year with no increase in charges, yet income target increased by £70k from 2018/19. Normal car parking fees down £67k against income target, season tickets down £46k against income target.
	<b>TOTAL</b>	<b>(1,336,920)</b>	<b>(1,187,522)</b>	<b>149,398</b>	<b>0</b>	<b>0</b>	<b>149,398</b>	
<b>TOTAL ENGINEERING &amp; PROPERTY SERVICES</b>	<b>Expenditure</b>	<b>3,495,190</b>	<b>3,351,093</b>	<b>(144,097)</b>	<b>0</b>	<b>0</b>	<b>(144,097)</b>	
	<b>Income</b>	<b>(4,172,020)</b>	<b>(3,968,909)</b>	<b>203,111</b>	<b>0</b>	<b>0</b>	<b>203,111</b>	
	<b>TOTAL</b>	<b>(676,830)</b>	<b>(617,816)</b>	<b>59,014</b>	<b>0</b>	<b>0</b>	<b>59,014</b>	
<b>STREETSCENE</b>								
<b>Service Manager : Chris Cooper</b>								
HORTICULTURE & GROUNDS MAINTENANCE	Expenditure	3,101,280	3,300,665	199,385	0	0	199,385	The overall underspend of £26k represents 1.6% of the budget. Within the service street cleaning income was up due to development of void property related works and horticultural income was up on projection due progression with commercial works. Fleet management was over spent due to completion of the MOT station and staffing costs and the nursery was over budget due to staffing issues affecting sales.
& STREETCLEANING	Income	(1,437,150)	(1,662,480)	(225,330)	0	0	(225,330)	
	<b>TOTAL</b>	<b>1,664,130</b>	<b>1,638,185</b>	<b>(25,945)</b>	<b>0</b>	<b>0</b>	<b>(25,945)</b>	
<b>TOTAL STREETSCENE</b>	<b>Expenditure</b>	<b>3,101,280</b>	<b>3,300,665</b>	<b>199,385</b>	<b>0</b>	<b>0</b>	<b>199,385</b>	

Service with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Submitted	Carry Forwards Recommended by Senior Leadership Team	Variance expected 31/03/19	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
	Income	(1,437,150)	(1,662,480)	(225,330)	0	0	(225,330)	
	<b>TOTAL</b>	<b>1,664,130</b>	<b>1,638,185</b>	<b>(25,945)</b>	<b>0</b>	<b>0</b>	<b>(25,945)</b>	
<b>WASTE &amp; RECYCLING</b>								
Service Manager : Chris Cooper								
WASTE & RECYCLING	Expenditure	6,152,110	6,203,355	51,245	0	0	51,245	Expenditure on the Somerset Waste Partnership budget was £43k greater than budgeted due to higher garden waste costs as a result of increased take up of the service and a reduction in recycling credits offset by savings in other areas including head office costs and container costs. Income exceeded budget by £125k for garden waste due to increased take up and increased special waste collections of £11K.
	Income	(1,695,110)	(1,831,404)	(136,294)	0	0	(136,294)	
	<b>TOTAL</b>	<b>4,457,000</b>	<b>4,371,951</b>	<b>(85,049)</b>	<b>0</b>	<b>0</b>	<b>(85,049)</b>	
<b>TOTAL WASTE COLLECTION</b>	<b>Expenditure</b>	<b>6,152,110</b>	<b>6,203,355</b>	<b>51,245</b>	<b>0</b>	<b>0</b>	<b>51,245</b>	
	<b>Income</b>	<b>(1,695,110)</b>	<b>(1,831,404)</b>	<b>(136,294)</b>	<b>0</b>	<b>0</b>	<b>(136,294)</b>	
	<b>TOTAL</b>	<b>4,457,000</b>	<b>4,371,951</b>	<b>(85,049)</b>	<b>0</b>	<b>0</b>	<b>(85,049)</b>	
<b>ARTS &amp; ENTERTAINMENT</b>								
Service Manager : Adam Burgan								
ARTS	Expenditure	2,188,650	2,314,029	125,379	0	0	125,379	Staff shortages have contributed to the overspend in expenditure due to usage of Agency staff, however the increased costs have been largely offset by the increase in ticket and refreshment sales
	Income	(1,921,100)	(2,036,253)	(115,153)	0	0	(115,153)	
	<b>TOTAL</b>	<b>267,550</b>	<b>277,776</b>	<b>10,226</b>	<b>0</b>	<b>0</b>	<b>10,226</b>	
WESTLANDS LEISURE COMPLEX	Expenditure	1,400,830	1,394,878	(5,952)	0	0	(5,952)	Building work and maintenance are overspent reflecting the need for essential works on the complex. Due to an error we have paid two years of rates in this financial year.  Income from Ticket sales has increased and we sold an additional 10,000 tickets on the previous year. Income from room hire has doubled. Secondary spend has shown tremendous growth increasing profitability by £184K as more events drive food and drink sales and an increase in party bookings.
	Income	(1,248,460)	(1,175,858)	72,602	0	0	72,602	
	<b>TOTAL</b>	<b>152,370</b>	<b>219,020</b>	<b>66,650</b>	<b>0</b>	<b>0</b>	<b>66,650</b>	
<b>TOTAL ARTS</b>	<b>Expenditure</b>	<b>3,589,480</b>	<b>3,708,907</b>	<b>119,427</b>	<b>0</b>	<b>0</b>	<b>119,427</b>	
	<b>Income</b>	<b>(3,169,560)</b>	<b>(3,212,111)</b>	<b>(42,551)</b>	<b>0</b>	<b>0</b>	<b>(42,551)</b>	
	<b>TOTAL</b>	<b>419,920</b>	<b>496,796</b>	<b>76,876</b>	<b>0</b>	<b>0</b>	<b>76,876</b>	
<b>COMMUNITY HEALTH &amp; LEISURE</b>								
Service Manager : Katy Menday								
COMMUNITY HEALTH & LEISURE	Expenditure	779,898	1,028,250	248,352	0	0	248,352	Expenditure higher than anticipated due to the delivery of a range of grant funded projects across the Service area. In It Together and Swim Local both secured grant income to cover 100% of costs and is reflected in income below.  Significant grant income secured for a range of projects including the conclusion of the swim local project. Overall underspend linked to impacts of transformation on officer work programmes.
	Income	(266,288)	(537,686)	(271,398)	0	0	(271,398)	
	<b>TOTAL</b>	<b>513,610</b>	<b>490,564</b>	<b>(23,046)</b>	<b>0</b>	<b>0</b>	<b>(23,046)</b>	
<b>TOTAL COMMUNITY HEALTH &amp; LEISURE</b>	<b>Expenditure</b>	<b>779,898</b>	<b>1,028,250</b>	<b>248,352</b>	<b>0</b>	<b>0</b>	<b>248,352</b>	
	<b>Income</b>	<b>(266,288)</b>	<b>(537,686)</b>	<b>(271,398)</b>	<b>0</b>	<b>0</b>	<b>(271,398)</b>	
	<b>TOTAL</b>	<b>513,610</b>	<b>490,564</b>	<b>(23,046)</b>	<b>0</b>	<b>0</b>	<b>(23,046)</b>	

Service with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Submitted	Carry Forwards Recommended by Senior Leadership Team	Variance expected 31/03/19	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
<b>COUNTRYSIDE</b>								
<b>Service Manager : Katy Menday</b>								
COUNTRYSIDE	Expenditure	579,900	748,966	169,066	18,802	18,802	187,868	Main variance is due to Heitage Lottery funded project work, offset by the funding. Main Variance is due to the Heritage Lottery funding. Overall small over spend on Countryside sites off set by the profits at Ninesprings Café bringing service to £16,586 underspend. Plans to extend the Café aim to grow the business to further improve sales and profits.
	Income	(284,970)	(470,623)	(185,653)	0	0	(185,653)	
	<b>TOTAL</b>	<b>294,930</b>	<b>278,343</b>	<b>(16,587)</b>	<b>18,802</b>	<b>18,802</b>	<b>2,215</b>	
<b>TOTAL COUNTRYSIDE</b>	Expenditure	<b>579,900</b>	<b>748,966</b>	<b>169,066</b>	<b>18,802</b>	<b>18,802</b>	<b>187,868</b>	
	Income	<b>(284,970)</b>	<b>(470,623)</b>	<b>(185,653)</b>	<b>0</b>	<b>0</b>	<b>(185,653)</b>	
	<b>TOTAL</b>	<b>294,930</b>	<b>278,343</b>	<b>(16,587)</b>	<b>18,802</b>	<b>18,802</b>	<b>2,215</b>	
<b>TOTAL DIRECTOR OF COMMERCIAL SERVICES &amp; INCOME GENERATION</b>	Expenditure	<b>17,697,858</b>	<b>18,341,236</b>	<b>643,378</b>	<b>18,802</b>	<b>18,802</b>	<b>662,180</b>	
	Income	<b>(11,025,098)</b>	<b>(11,683,213)</b>	<b>(658,115)</b>	<b>0</b>	<b>0</b>	<b>(658,115)</b>	
	<b>TOTAL</b>	<b>6,672,760</b>	<b>6,658,023</b>	<b>(14,737)</b>	<b>18,802</b>	<b>18,802</b>	<b>4,065</b>	
<b>TOTAL SSDC</b>	Expenditure	<b>72,339,628</b>	<b>71,886,232</b>	<b>(453,396)</b>	<b>170,282</b>	<b>170,282</b>	<b>(283,114)</b>	
	Income	<b>(55,732,478)</b>	<b>(55,538,646)</b>	<b>193,832</b>	<b>0</b>	<b>0</b>	<b>193,832</b>	
	<b>TOTAL</b>	<b>16,607,150</b>	<b>16,347,586</b>	<b>(259,564)</b>	<b>170,282</b>	<b>170,282</b>	<b>(89,282)</b>	

Carry Forward Requests 2018/19				Appendix B		
Directorate	Service	Description	Code	Carry Forwards Submitted £	Carry Forwards Recommended by SLT £	
Chief Executive		Aerospace entrepreneurs programme	DS651 3395	8,000	8,000	
Service Delivery	Locality	Community Grant - Langport and Huish Episcopi Memorial Field Pavilion AN1805 - awarded March 2019	NG900 3500	1,000	1,000	
		Community Grant - Kingsbury Episcopi May Festival AN1807 - awarded March 2019	NG900 3500	1,000	1,000	
		Community Grant - Crewkerne Mens Shed AW1808 - awarded January 2019	WG900 3503	1,000	1,000	
		Community Grant - Crewkerne Food Festival AW1809 - - awarded February 2019	WG900 3503	1,000	1,000	
		Speke Hall Improvements AW18/10 - agreed February 2019	WG900 3503	10,000	10,000	
		Community Grant - Merriott Village Hall - replacement of chairs AW1811 - awarded March 2019	WG900 3503	1,000	1,000	
		Community Grant - Ilminster Information Boards Hearne Hill - AW1718 - awarded February 2018	WG900 3511	750	750	
		Community Grant - South Cadbury/Sutton Montis - defibrillator EA1807 - awarded June 2018	EG902 3500	1,000	1,000	
		Community Grant - Friends of Castle Cary Community Library partnership AE1814 - awarded November 2018	EG902 3500	1,000	1,000	
		Area East plan priorities - Members Discretionary - agreed March 2019	EG902 3500	18,500	18,500	
		Yeovil Town Centre Events Project AS1803 - agreed November 2018	SG902 3500	7,500	7,500	
		Community Grant - St Mary's Magdalene Church, Barwick AS1802 - - awarded August 2018	SG902 3500	1,000	1,000	
		Env Health	Contracting of specialist external contractor to undertake a backlog of outstanding food safety inspections	HE409 3240	8,000	8,000
			Match funding of SW Councils funding for a student EHO from June 2019 to May 2020.	HE409 0100	9,000	9,000
			Housing	Traveller sites - costs of employing horse bailiff and associated fees	HH130 4000	9,705
Strategy & Commissioning	Communities	Digital Inclusion	CC621 3240	5,445	5,445	
		Grants to Vol Bods/Comm Activity	CC621 3503	1,200	1,200	
	Sports Facilities	Remedial repairs to Westlands Sport and Fitness Centre - leaking roof resulting in damage to the squash court flooring.	GW352 1000	6,350	6,350	
Support Services	People	Upgrade & development of learning management system	CH635 0500	17,800	17,800	
		People Specialist (S Lewis) - Temp contract funded from 17/18 Directors Post	RS200 0100	25,630	25,630	
	Democratic Services	Possible external investigation of a complaint during 2019	LM672 3645	5,000	5,000	
		Councillors Conference / Training - Extensive training programme planned for new Councillors in 2019/20	LM673 3434	10,600	10,600	
Commercial Services	Countryside	Ninesprings Café - Replacement of equipment	GC167 1000	18,802	18,802	
<b>Total underspend to carry forward</b>				<b>170,282</b>	<b>170,282</b>	



## Appendix C

### AREA RESERVES 2018/19

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

(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	Movement	Balance as at
	01/04/2018		31/03/2019
	£'000	£'000	£'000
Usable Capital Receipts	-24,611	2,343	-22,268
Internal Borrowing Reserve	-657	103	-554
Internal Borrowing Repayments	-59	-59	-118
Capital Reserve	-1,274	-3	-1,277
Cremator Replacement Capital Reserve	-549	0	-549
Election Reserve	-190	-40	-230
Sports Facilities Reserve	-21	-10	-31
Local Plan Enquiry Reserve	-71	71	0
Yeovil Athletic Track Repairs Fund	-151	-16	-167
Planning Delivery Reserve	-16	0	-16
Bristol to Weymouth Rail Reserve	-26	-2	-28
Local Authority Business Growth Initiative Reserve	-14	14	0
Yeovil Refresh Reserve	-122	10	-112
IT Replacement Reserve	-10	0	-10
Insurance Fund	-50	0	-50
Transformation Reserve	-2,265	2,036	-229
Treasury Management Reserve	-100	-50	-150
Local Plan Implementation Fund	-125	125	0
Revenue Grants Reserve	-788	284	-504
Medium Term Financial Plan Support Fund	-6,012	993	-5,019
Council Tax/Housing Benefits Reserve	-625	-197	-822
Closed Churchyards Reserve	2	-13	-11
Health Inequalities	-31	0	-31
Deposit Guarantee Claims Reserve	-5	0	-5
Park Homes Replacement Reserve	-165	-61	-226
Planning Obligations Admin Reserve	-35	5	-30
LSP	-8	8	0
Artificial Grass Pitch Reserve	-108	-20	-128
Business Support Scheme (Flooding)	-139	17	-122
Regeneration Fund	-803	-1,291	-2,094
NNDR Volatility Reserve	-3,955	0	-3,955
Ticket Levy Reserve	-35	-29	-64
Waste Reserve	-215	-79	-294
Community Housing Fund	-211	0	-211
Community Safety Reserve	0	-79	-79
Housing & Homelessness Reserve	0	-458	-458
Commercial Inv Risk Reserve	0	-132	-132
Spatial Policy Reserve	0	-334	-334
YIC Maintenance Reserve	0	-20	-20
<b>Total Usable Reserves</b>	<b>-43,444</b>	<b>3,116</b>	<b>-40,328</b>

(Negative Figures = income, Positive figures = costs)

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

## Budget Savings

	2018/19 Budget Saving Target	Actual Saving at Year- End	Excess/ Shortfal I
	£'000	£'000	£'000
<b>Operational Savings \ Economic Changes \ Legislation Changes</b>			
External Audit Fees	-8.9		
<b>Transformation</b>			
Transformation-blueprint savings - Staff	-1,228.7		
Transformation-blueprint savings - IT	6.0		
<b>Income</b>			
Private Sector Leasing and Letting Service	-34.6		
Garden Waste income price and demand increases	-63.6		
Bulky Waste collections income exceeding budget for last three years	-5.0		
Sales, Fees and Charges - Tourism	-0.5		
Sales, Fees and Charges - Planning	-120.0		
Sales, Fees and Charges - Licensing	-9.0		
Sales, Fees and Charges - Welfare/Careline	-12.0		
Sales, Fees and Charges - Horticulture/Grounds/Streetscene	-40.0		
Sales, Fees and Charges - Countryside	-5.0		
<b>TOTALS</b>	<b>-1,521.3</b>		

Note: Minus figures = increased savings, positive figures = reduction in savings

# Agenda Item 8

## Capital Budget Outturn Report for 2018/19

*Executive Portfolio Holder:* Peter Seib, Finance, Legal and Democratic Services  
*Director:* Netta Meadows, Strategy and Support Services  
*S151 Officer:* Paul Fitzgerald, Section 151 Officer  
*Lead Specialist:* Nicola Hix, Lead Specialist - Finance  
*Lead Officer:* Ross Eaton, Finance Specialist  
*Contact Details:* ross.eaton@southsomerset.gov.uk or 01935 462274

### Purpose of the Report

1. The purpose of this report is to inform Members of the outturn of the capital programme of the Council for 2018/19 i.e. the total spend for the year and how this compares with the agreed budget for the year, with explanations for the main differences. It also summarises what has been delivered through the capital invested and how this has been funded.

### Forward Plan

2. This report appeared on the District Executive Forward Plan with an anticipated Committee date of July 2019.

### Public Interest

3. This report sets out details of capital expenditure incurred in 2018/19 and the performance against the approved budgets for projects and the overall Capital Programme.

### Recommendation(s)

4. That the District Executive: -
  - a) note the content of the report including the total spend of **£26.478m** on capital schemes during 2018/19; and small variance of only **£4k** overspend across 41 completed schemes.
  - b) approve the revised Capital Programme spend as detailed in paragraph 10.

### Background

5. Full Council approves the Capital Programme in February each year. Monitoring of the agreed programme has been delegated to District Executive.

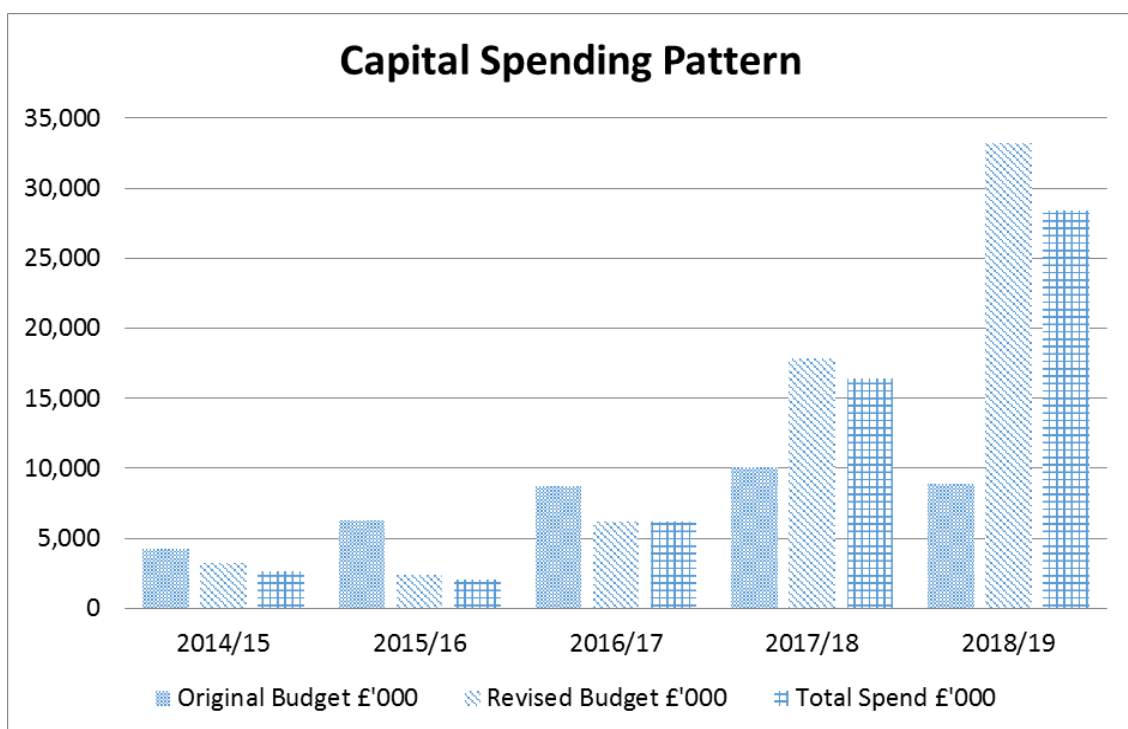
### Overall Outturn Position

6. The overall position for the Capital Budget for 2018/19 is that total spending amounted to **£28.414m**; this was £19.506m (319%) more than the original planned expenditure of £8.908m, reflecting approved additions to the Programme since the initial budget was approved.
7. The position on the Capital Budget for 2018/19 at Quarter 4 showed revised planned expenditure of **£33.251m**. The total spend of £28.414m was £4.837m (14.55%) less than planned. This is mainly due to the purchase of an Investment property not completing by 31st March 2019 and is therefore due to timing differences rather than large variations in costs. A final report on 2018/19 spend by scheme/project is attached at Appendix A. The main areas of expenditure during the year included:

- £22.1m Investment property acquisition – generating income to fund services to our communities
- £1.48m Transformation implementation costs – investing in improving customer service and efficiency
- £0.40m Affordable housing scheme contributions – enabling delivery of affordable housing in the District
- £0.72m Disabled Facilities Grants – enabling aids and adapting to support living at home
- £1.16m Yeovil Innovation Centre Phase 2 enhancement – supporting local economy and business incubation
- £0.60m Sports, Leisure and Play facilities – improving facilities healthy living and enjoyment in the community

### Capital Spending Pattern

8. The graph below shows the actual spend compared to revised budget for the last 5 years. The graph clearly shows the increase in capital spending in the last 2 years, which reflects significant progress in the acquisition of investment property, in line with the Commercial Strategy approved by Council in 2017. The total 2018/19 spend represented 85% of the revised budgeted spend for the year, compared to 92% in 2017/18.



9. The original budget of **£8.908m** increased by **£24.343m** in 2018/19 to the revised budget of **£33.251m**. This was mainly due to District Executive agreed funding and approvals by CEO in consultation with the Leader under delegated powers, for the purchase of investment properties in 2018/19. The approach to investment property budgeting is to include the balance of approved funding within the 'Reserved Schemes' list, which sits outside the Programme approved budget total, until each individual acquisition is approved. This trend of in year changes to budget is likely therefore to continue in 2019/20 as further acquisitions are made.

## Revised Capital Programme

10. Some amendments have been requested since Quarter 3. A summary of those amendments are outlined below and members are requested to approve the revised Capital Programme shown in Appendix B. The budget for 2018/19 was revised from £24.043m to £33.251m for the following reasons: -

	18/19 £'000	19/20 £'000	20/21 £'000	21/22 £'000	22/23 £'000
<b>Capital Programme for Quarter 3 approved by District Executive in February 2018</b>	<b>24,043</b>	<b>13,351</b>	<b>49</b>	<b>2</b>	<b>1</b>
Profiling amendments to capital programme	174	-170	-1	-2	-1
Plus S106 funded projects	13	54			
Less projects moved to reserve list:					
Affordable Housing - Rural Exception Misterton		-397			
Disabled Facilities Grant	-216	-350			
Plus allocations from reserve list:					
Market Towns Vision	5				
Transformation	95				
Investment in Property	7,906				
Yeovil Refresh		429			
Less projects removed from Area schemes:	-33				
Plus projects added to Capital Programme:					
Transformation (Flexible Use of Receipts)	500				
Capital Salaries	11				
Disabled Facilities Grant		1,274			
Chard Regeneration	437	724			
Yeovil Refresh		375			
Land at Schuldham Ham Hill	281				
Castle Cary Fairfield Project	8				
Affordable Housing - Day Care Centre	4				
Yeovil Arena - Car Park Improvements	21				
ICT Replacement	2				
<b>Revised Capital Programme for Q4 2018/19</b>	<b>33,251</b>	<b>15,290</b>	<b>48</b>	<b>0</b>	<b>0</b>

(Negative figures = income / balance available, positive figures = costs / use of funds available)

## Additional Income

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

Project	Additional funding received 2018/19 £'000	Additional funding Received 2019/20 £'000
S106 Income		
Stoke Sub-Hamdon Rec Ground		-30
South Petherton Cricket Club		-34
Sparkford Cricket Club	-6	
The Octagon, House Lights		-7
Disabled Facilities Grant		-1,274

## Completed schemes (including feasibility)

12. The table below shows the projects/schemes completed in the period with a value over £25k.

<b>Scheme</b>	<b>Revised Net Budget £'000</b>	<b>Actual Spend £'000</b>	<b>Within acceptable limits?</b>	<b>Responsible Officer</b>
Purchase Land at Boden St, Chard	50	51	Y	P Biggenden
Grant to Westfield Community Centre	95	95	Y	T Cook
Investment in Property – Land at Dunball Trading Estate	3,000	2,996	Y	R Orrett
Investment in Property – Imperial House	4,986	4,986	Y	R Orrett
Investment in Property – The Jacobs Building	2,912	2,912	Y	R Orrett
Land at Schuldham Ham Hill	281	281	Y	K Munday
Multi Use Games Area	87	90	Y	R Parr
Milford Adventure Park	28	31	N	R Parr

13. In order for an over/under spend to be within acceptable limits, the variation on budget should be within £10,000 or 5% (whichever is greater) of revised budget. On this basis, 40 of the total 41 of the completed schemes (including those below £25k) are within an acceptable margin of the overall budget. These are identified as the schemes shaded in green in Appendix A, whilst the 1 completed scheme outside of the acceptable margin is shaded in yellow. In terms of financial impact, the variation of £3k on the one scheme outside of the benchmark is not significant to the overall Capital Programme.

	<b>Area East £'000</b>	<b>Area North £'000</b>	<b>Area South £'000</b>	<b>Area West £'000</b>	<b>Totals £'000</b>
Position at start of financial year	45	189	236	82	552
Additional resources approved by DX for 18/19	25	25	25	25	100
Allocations to/(from) reserve during year	-36	-73	-24	23	-110
<b>Position at end of financial year</b>	<b>34</b>	<b>141</b>	<b>237</b>	<b>130</b>	<b>542</b>

14. Each Area Committee was allocated an additional £25,000 in February 2018 for schemes in 2018/19. The table shows that following these approvals Area unallocated capital balances have decreased by £10,000.

### Financing of the Capital Programme

15. The gross spend of £28.414m is the total capital expenditure that needs to be financed either through cash resources or borrowing. Members are recommended to approve the final financing of the capital programme from the following sources: -

<b>Resources Used</b>	<b>£'000</b>
Useable Capital Receipts	4,324
Borrowing	22,104
External Contributions from funding partners	805
Capital Fund	186
Internal Service Loan Reserve	51
Capital Grants from Central Government	720
Loan Repayments (capital receipts)	224
<b>Total Resources Used</b>	<b>28,414</b>

16. We contributed £26.478m towards the £28.414m we spent last year with the balance utilising external funding/contributions. This means, for every £1 of our capital resources we contributed, we received 7p from external organisations.

### Outstanding Loans

17. As part of the agreed loans policy the amount of any outstanding loans at the end of each financial year must be reported to this committee. As at 31st March 2019 the following loans were outstanding:

<b>Borrower</b>	<b>Original Sum Lent £</b>	<b>Fixed Interest Rate</b>	<b>Amount Outstanding at 31 March 19 £</b>	<b>Period of Loan</b>	<b>Final Repayment Date</b>
Hinton St George Shop	190,000	2.67%	156,829	20 years	February 2036
Somerset Waste Partnership	1,567,216	2.22%	1,017,294	7 years	August 2023
<b>Total Outstanding</b>			<b>1,174,123</b>		

18. There is also £7,612 outstanding in sale of council house mortgages, and £25,965 in car and bike loans.

19. Wessex Home Improvement Loans (WHIL) works in partnership with the Council to provide finance to home owners for essential maintenance and improvement works to their property. Loans are increasingly replacing grants allowing the Council to re-circulate funds. The Council has £672,988 of capital invested with WHIL. As at 31 March 2019 there was £486,921 on the loan book and £186,067 as available capital.

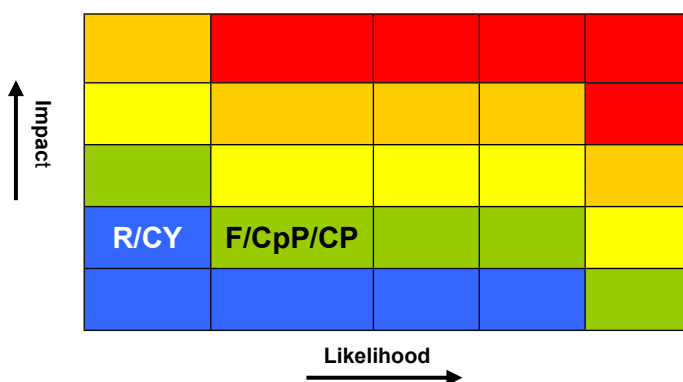
### Section 106 Agreements

20. S106 agreements are legal agreements between Local Authorities and developers that are linked to a planning permission. The total balance held as at 31 March 2019 was £3,722,646. This is purely a South Somerset District Council financial summary, more detail on S106's is given to Area Committees on a quarterly basis.

### Financial Implications

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

### Risk Matrix





## Key

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

### Corporate Priority Implications

22. There are no specific implications in these proposals.

### Carbon Emissions Climate Change Implications

23. There are no specific implications in these proposals.

### Equality and Diversity Implications

24. There are no specific implications in these proposals.

### Background Papers

25. Capital Monitoring Quarter 1 to 3 Reports to District Executive

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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
<b>STRATEGIC MANAGEMENT</b>												
Chief Executive - Alex Parmley												
Transformation	Mar-16	2,386	897	1,489	1,482	7	0	2,386	0	0%	N Meadows /	Capital spend for the year was in line with original prediction. This budget remains open going forward into 2019/20 as linked to some transitional resources needed. Close budget monitoring will continue by the future state board and the updates provided to DX.
<b>Subtotal for Strategic Management</b>		<b>2,386</b>	<b>897</b>	<b>1,489</b>	<b>1,482</b>	<b>7</b>	<b>0</b>	<b>2,386</b>	<b>0</b>			
<b>STRATEGY &amp; COMMISSIONING</b>												
Director - Netta Meadows												
<b>STRATEGIC PLANNING</b>												
Service Manager - Jan Gamon												
<b>STRATEGIC HOUSING</b>												
Portfolio Holder - Cllr Val Keitch												
Affordable Housing - Rural Exception, Misterton (Yarlington)	Oct-15	0	0	0	0	0	0	0	0	0%	J Calvert	Time Limited Allocation - DX Decision - Agreed 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. Funding to now come from Homes England. SSDC funding to return to Unallocated Housing Reserves
Affordable Housing - Furnham Road Phase II/Jarmin Way, Chard (Knightstone)	Oct-15	200	0	100	100	0	100	200	0	0%	J Calvert	This has commenced and LiveWest will be requesting the agreed 50% Start-on-Site tranche imminently
Affordable Housing - Bought not built Allocation	Sep-14	99	99	0	0	0	0	99	0	0%	J Calvert	Contingency funding now moved to a reserve until required.
Affordable Housing - Mortgage Rescue Contingency Fund	Sep-14	0	0	0	0	0	0	0	0	0%	J Calvert	Contingency funding now moved to a reserve until required.
Affordable Housing - North Street, Crewkerne	Sep-16	1,040	0	0	0	0	1,040	1,040	0	0%	J Calvert	The Start-on-Site tranche claimable as soon as works commence in Q1 2019/20 - Stonewater have now arranged the alternative access arrangements.
Affordable Housing - West End Close, South Petherton (Stonewater)	Nov-17	995	0	398	218	181	597	995	0	0%	J Calvert	Start-on-Site now due in Q1 of 2019/20 - it is likely that all of the funding allocated will be required due to a low level of HE funding for the CLT units.
Affordable Housing - 4 Properties Chard Working Mens Club (Stonewater)	May-17	216	0	0	0	0	216	216	0	0%	J Calvert	Scheme delayed as contamination on site, expecting to Start-on-Site this year but no claims to be made this financial year.
Affordable Housing - 5 Bought not Built (BCHA)	Jul-17	92	0	92	74	18	0	92	0	0%	J Calvert	This scheme is co-funded with the bulk being paid over by Homes England. It consists of 5 x individual bought-not-built properties, of which three have been completed and purchased. Balance of funding to be spent in Q1 2019/20.
Affordable Housing - Magna at South St, Crewkerne		350	0	0	0	0	350	350	0	0%	J Calvert	Expectation for Start-on-Site tranche to be claimed Q1 2019/20. It remains possible that Magna will obtain Homes England funding, but probably not to the full extent of the underwriting, so the current expectation is that some of this funding can be rescinded at some stage in the future.
Affordable Housing - Day Care Centre		6	0	6	6	-0	0	6	0	0%	A Knight	Funded from the capital grants unapplied reserve.
<b>GOLDENSTONES</b>												
Portfolio Holder - Cllr Sylvia Seal												
Goldenstones 10 Yr Plan Changing Rm's Refurbishment	Mar-17	285	228	21	21	0	36	285	0	0%	L Pincombe	Required to deliver planned preventative maintenance as per 2018 ten year plans. Property services are responsible for organising maintenance works.
<b>SPORT FACILITIES</b>												
Portfolio Holder - Cllr Sylvia Seal												
Wincanton Community Sports Centre 10 year plan	Sep-12	178	136	0	0	0	42	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.
<b>WESTLANDS SPORT FACILITIES</b>												
Portfolio Holder - Cllr Sylvia Seal												
Westlands Sports & Pavilion	Oct-15	1,284	1,262	22	1	21	0	1,284	0	0%	J Hannis	Need to make retention claim to Sport England, once post grant conditions have been met.
<b>SPATIAL POLICY</b>												
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%	L Pincombe	SCC as the highway authority has now set up a Project Board, which includes SSDC officer representation, to progress the delivery of this scheme. The actual spend will now occur in 2019/20.
<b>Subtotal for Strategy &amp; Commissioning</b>		<b>4,995</b>	<b>1,725</b>	<b>639</b>	<b>420</b>	<b>219</b>	<b>2,631</b>	<b>4,995</b>				
<b>SUPPORT SERVICES</b>												
Director - Netta Meadows												
<b>FINANCIAL SERVICES</b>												
Lead Specialist - Nicola Hix												
Portfolio Holder - Cllr Peter Seib												
Capital Salaries		2,957	2,921	36	36	0	0	2,957	0	0%	N Hix	Allocation of budget made in line with time spent on various capital projects.
Loan to Somerset Waste Partnership - Repayment (1)	Oct-14	0	0	0	0	0	0	0	0	0%	N Hix	Loan repayments being made as agreed.
Loan to Somerset Waste Partnership for Vehicles (2)	Feb-17	5,000	0	0	0	0	5,000	5,000	0	0%	N Hix	Drawn down of loan now profiled for 2020/21. Repayment schedule will then be agreed.
Loan to Somerset Waste Partnership - Repayment (2)	Feb-17	0	0	0	0	0	0	0	0	0%	N Hix	

## 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
Loan to Hinton St George Shop - Repayment	Oct-15	0	0	0	0	0	0	0	0	0%	N Hix	Loan repayments being made as agreed.
<b>ICT SERVICES</b>												
Lead Specialist - Dave Chubb												
Portfolio Holder - Cllr Henry Hobhouse												
ICT Infrastructure Replacement	Feb-17	173	167	6	6	0	0	173	0	0%	D Chubb	Project complete.
<b>Subtotal for Support Services</b>		<b>8,130</b>	<b>3,088</b>	<b>42</b>	<b>41</b>	<b>1</b>	<b>5,000</b>	<b>8,130</b>				
<b>SERVICE DELIVERY</b>												
Director - Martin Woods												
<b>ECONOMIC DEVELOPMENT</b>												
Service manager: David Julian/Peter Paddon												
Portfolio Holder - Cllr Jo Roundell-Greene												
Yeovil Innovation Centre Phase II	Feb-16	1,747	515	1,194	1,165	29	38	1,747	0	0%	P Biggenden	Project completed. 2019/20 expenditure to be £37,375 retention from main contractor contract.
Yeovil Innovation Centre Photovoltaics		16	0	0	0	0	16	16	0	0%	P Biggenden	Works due to go ahead in 2019/20.
Purchase Land at Boden St, Chard	Dec-17	50	0	50	51	-1	0	50	0	0%	P Biggenden	Purchase of land completed at £51k.
Chard Regeneration		1,161	0	437	437	-0	724	1,161	0	0%	P Paddon / J Fa	Alliance Leisure Services now co-ordinating the pre-construction of the project, with the current forecast spend based on their forecast of works.
Yeovil Refresh		804	0	0	0	0	804	804	0	0%	P Paddon / I Ti	Design work due to start in April 2019.
Market Towns Vision	Feb-06	5	0	5	5	0	0	5	0	0%	P Paddon	Spend as expected.
<b>ENVIRONMENTAL HEALTH</b>												
Service Manager - Vicky Dawson												
Portfolio Holder - Cllr Val Keitch												
Disabled Facilities Grants	Mar-18	12,901	10,907	720	720	0	1,274	12,901	0	0%	V Dawson	Slippage of £566k moved into reserves. Budget is for statutory DFGs under referral from Social Services. SSDC are dependant on their processing of work but are supporting SCC in making this as efficient as possible. Also supports other prevention work and looking at options for this with County partners.
Empty Property Grants	Feb-17	1,304	1,239	40	40	0	25	1,304	0	0%	V Dawson	Spend on target.
Home Repairs Assistance	Feb-17	1,412	1,350	62	48	14	0	1,412	0	0%	V Dawson	Grant spend to keep properties wind and weatherproof. Some enquiries didn't proceed to grants near year-end so full allocation not spent.
HMO Grants	Feb-17	713	661	52	54	-2	0	713	0	0%	V Dawson	Increased work this year due to new licensing regime requiring upgrade to some HMOs. Increased demand likely to continue.
<b>Subtotal for Service Delivery</b>		<b>20,113</b>	<b>14,672</b>	<b>2,560</b>	<b>2,520</b>	<b>40</b>	<b>2,881</b>	<b>20,113</b>				
<b>COMMERCIAL SERVICES &amp; INCOME GENERATION</b>												
Director - Clare Pestell												
<b>COMMUNITIES</b>												
Service Manager - Helen Rutter												
Portfolio Holder - Cllr Val Keitch												
Reckleford Gyrotory (Eastern Gateway) Yeovil	Feb-07	1,651	1,637	14	12	2	0	1,651	0	0%	T Cook	Retention now paid, so the project is complete. Re-allocate remaining budget to reserves.
Land Acquisition in Waterside Rd, Wincanton	Feb-08	4	4	0	0	0	0	4	0	0%	T Cook	Project completed.
Enhancements to Waterside Rd, Wincanton	Feb-08	31	0	31	0	31	0	31	0	0%	T Cook	Liaising about enhancement programme including car park improvements, tree management scheme and possible transfer to Wincanton Town Council.
Castle Cary Fairfield Project		10	0	10	10	0	0	10	0	0%	T Cook	Opening event 01/09/18. Grant paid.
Area North Committee Allocation		110	50	60	31	29	0	110	0	0%	T Cook	Updates reported to Area Committee. 7 of 12 schemes completed.
Area South Committee Allocation		114	0	114	107	7	0	114	0	0%	T Cook	Updates reported to Area Committee. 2 of 4 schemes completed.
Area East Committee Allocation		70	6	64	23	42	0	70	0	0%	T Cook	Updates reported to Area Committee. 6 of 15 schemes completed.
Area West Committee Allocation		34	0	34	18	16	0	34	0	0%	T Cook	Updates reported to Area Committee. 2 of 5 schemes completed.
<b>ENGINEERING AND PROPERTY SERVICES</b>												
Service Manager - Clare Pestell												
Portfolio Holder - Cllr Henry Hobhouse												
Investment in Property	Jul-17	38,716	11,923	26,793	22,103	4,690	0	38,716	0	0%	R Orrett	3 of 6 schemes completed.
Car Park Enhancements	Feb-17	235	207	0	0	0	28	235	0	0%	R Orrett	Activity delayed due to transformation. Re-profiled to 2019/20.
New Car Parks	Feb-08	810	570	0	0	-0	240	810	0	0%	R Orrett	Activity delayed due to transformation. Re-profiled to 2019/20.
Enhanc to SSDC Bldgs	Feb-16	618	320	39	39	-0	259	618	0	0%	R Orrett	Activity delayed due to transformation. Re-profiled to 2019/20.
Transfer of Castle Cary Market House	Apr-16	45	20	25	0	25	0	45	0	0%	R Orrett	Balance paid over in April 2019.
Lufton 2000, Yeovil - All Phases	May-16	1,280	1,280	0	0	0	0	1,280	0	0%	R Orrett	0.00
Yeovil Crematorium 5 year plan	Feb-16	686	626	43	42	1	17	686	0	0%	P Biggenden	Re-profiled all into 2019/20 as additional works aside from the refurbishment. Fire alarm upgrade planned for next year.
Confidential Schemes	Jul-17	4,000	114	382	382	0	3,504	4,000	0	0%	P Biggenden	Current tenders being considered, although the scope of works may be reduced to stay within budget.
Petters Way Refurbishment	Jun-18	250	0	132	132	-0	118	250	0	0%	P Biggenden	Awaiting decision regarding expenditure of remaining budget.
Manor Farm, Forton	Jul-18	98	0	98	86	12	0	98	0	0%	M Hicks	Final invoices from Quality House Builders expected in Q1 of 2019/20 when project will then be complete.
<b>STREETSCENE</b>												
Service Manager - Chris Cooper												
Portfolio Holder - Cllr Jo Roundell-Greene												
Access all Areas Footpaths on Open Spaces	Feb-16	127	116	11	11	-0	0	127	0	0%	S Fox	Project completed.

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
Purchase of Road Sweeper	Feb-17	145	0	0	0	0	145	145	0	0%	C Cooper	The vehicle is on order but was not collected until April 2019, therefore expenditure will need to carry over to 2019/20.
Internal Lease for Isuzu Easyshift E6 Truck		51	51	0	0	0	0	51	0	0%	C Cooper	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	No further spend in 2018/19.
<b>ARTS AND ENTERTAINMENT</b>												
Service Manager - Adam Burgen												
Portfolio Holder - Cllr Sylvia Seal												
Octagon Dimmers/LED Lighting	Feb-16	71	0	64	41	23	7	71	0	0%	A Burgan	Works to be completed by August 2019.
Westland Entertainment Venue	Oct-15	2,407	2,859	-452	-21	-431	0	2,407	0	0%	A Burgan	Retention on site paid out during Q1 2018/19. Internal loan repayments being made in line with original agreement.
Yeovil Rec Centre - Golf Improvements	Feb-07	12	0	12	12	0	0	12	0	0%	J Hannis	Project completed on time and on budget.
Yeovil Arena - Car Park Improvements	Aug-18	21	0	21	21	0	0	21	0	0%	K Munday	Project completed on time and on budget. Fully funded by Yeovil College.
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. HOT's drafted by legal, awaiting sign off.
<b>COUNTRYSIDE</b>												
Service Manager - Katy Munday												
Portfolio Holder - Cllr Sylvia Seal												
Land at Schuldhams Ham Hill	Jan-00	281	0	281	281	0	0	281	0	0%	K Munday	Purchase completed March 2019.
<b>COMMUNITY HEALTH AND LEISURE</b>												
Service Manager - Katy Munday												
Portfolio Holder - Cllr Sylvia Seal												
Multi Use Games Area	Feb-08	457	370	87	90	-3	0	457	0	0%	R Parr	Projects completed.
Grants for Parishes with Play Area - Ilton	Feb-08	770	753	5	5	-0	12	770	0	0%	R Parr	Parish are developing their playing field in phases and this project will take some time.
Grants for Parishes with Play Area - Curry Rivel	S106	22	20	0	0	0	2	22	0	0%	R Parr	Retention sum remaining as outstanding award conditions not yet fulfilled.
Milford Adventure Park	S106	27	-1	28	31	-3	0	27	0	0%	R Parr	Project Completed, slightly overspent.
Grant to West Coker Recreation Ground Play Area	S106	10	11	1	0	1	0	10	0	0%	R Parr	Project Completed.
Grant for Stoke Sub Hamdon Recreational Ground	Qtr 3 14/15	30	0	4	4	0	26	30	0	0%	R Parr	Fixed floodlighting provision made in 2018/19.
Grant for Youth Facilities	Qtr 3 14/15	5	0	0	0	0	5	5	0	0%	R Parr	Awaiting project to come forward for capital award.
Wyndham Park Play Area Equipment	S106	130	79	0	0	0	51	130	0	0%	R Parr	Awaiting land adoption.
Cuckoo Hill Play Area Equipment	S106	55	54	1	0	1	0	55	0	0%	R Parr	Project Completed.
Jarman Way, Chard - Play Area Equipment	S106	42	14	0	0	0	28	42	0	0%	R Parr	Project under development. Now under Adrian Moore.
Grass Royal Play Equipment	Feb-16	19	19	0	1	-1	0	19	0	0%	R Parr	Project Completed.
Snowden Park Play Area Equipment, Chard	S106	69	19	22	22	0	28	69	0	0%	R Parr	One final item of play equipment required and is currently being sourced.
Harbin Fields, Yeovil - Play Area Equipment	S106	61	3	41	41	-0	17	61	0	0%	R Parr	The majority of this project is complete. Small improvements can still be done with remaining funds.
Canal Way, Ilminster Play Area Equipment	S106	96	1	36	36	0	59	96	0	0%	R Parr	Project nearing completion for June 2019.
Old Kelwais Play Area, Langport	S106	54	22	19	19	-0	13	54	0	0%	R Parr	The majority of this project is complete. Small improvements can still be done with remaining funds. Project now under Adrian Moore
Flagship Play Area	Feb-18	142	0	4	4	-0	138	142	0	0%	R Parr	New Play Ship expected in July 2019.
Grant to Donald Pilther Memorial Ground, Castle Cary	S106	11	0	11	11	0	0	11	0	0%	R Parr	Project Completed.
Grant for Merriott Rec Ground	S106	29	0	15	15	0	14	29	0	0%	R Parr	Project Completed and final payment to be made.
Curry Mallet Play Area	S106	7	0	7	7	0	0	7	0	0%	R Parr	Project Completed.
Riverside Park Planting Scheme	S106	23	1	16	16	0	6	23	0	0%	R Whaites	Some extra works done in 2018/19, reducing need for future works on the scheme. All reprofiled according to the new plan.
Grant to Milborne Port Rec Changing Rooms	Mar-14	41	36	5	0	5	0	41	0	0%	L Pincombe	Locality team are working with Milborne Port Parish Council to spend this outstanding money and progress other S106 related projects.
Dual Use Sport Centre Grants	Feb-05	258	258	0	0	0	0	258	0	0%	L Pincombe	Project Completed.
Huish Episcopi Swimming Pool	Apr-16 /Aug-17	509	168	270	270	-0	71	509	0	0%	L Pincombe	Spend on target for year. £5k moved into 2019/20 estimate from unspent Dual Use Sports Centre budget.
Langport Memorial Ground New Changing Facilities	S106	7	3	0	0	0	4	7	0	0%	L Pincombe	Still at feasibility stage, the Locality team will be picking up this project in 2019/2020 with a view to moving it forward.
Forton Playing Pitches, Chard	S106	85	0	85	0	85	0	85	0	0%	L Pincombe	The conveyance of land relating to this project has been difficult and lengthy. It is believed that there is one further matter to resolved in order for this transaction to be concluded.
Babcary Playing Field	S106	4	0	4	4	-0	0	4	0	0%	L Pincombe	Project complete.
Holyrood Sports Pavilion	S106	14	0	14	0	14	0	14	0	0%	L Pincombe	Awaiting the completion of a Community Use Agreement before money is released. Currently being progressed by our legal team.
Somerton Playing Field	S106	22	0	22	22	-0	0	22	0	0%	L Pincombe	Project complete.
Chard Swimming Pool	S106	0	0	0	0	0	0	0	0	0%	L Pincombe	All S106 available now drawn down for the development of a new pool for Chard.
Sparkford Cricket Club	S106	6	0	6	6	0	0	6	0	0%	L Pincombe	Project complete.
South Petherton Cricket Club	S106	34	0	0	0	0	34	34	0	0%	L Pincombe	Project due to complete in Q1 of 2019/20.
<b>Total for Commercial Services &amp; Income Generation</b>		<b>54,983</b>	<b>21,636</b>	<b>28,521</b>	<b>23,951</b>	<b>4,570</b>	<b>4,826</b>	<b>54,983</b>	<b>0</b>			
<b>Total Gross Capital Programme</b>		<b>90,607</b>	<b>42,018</b>	<b>33,251</b>	<b>28,414</b>	<b>4,836</b>	<b>15,338</b>	<b>90,607</b>	<b>0</b>			

CAPITAL PROGRAMME FUNDING 2018/19 - 2022/23

Scheme	2018/19 Est Funding
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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
		£000s										
External Grants & Contributions - Assets		587										
External Grants & Contributions - REFCUS		938										
Repayment Loans		224										
Internal Borrowing Repayments		0										
Capital Fund		186										
Unallocated Capital Reserve		0										
Internal Borrowing Reserve		51										
Usable Capital Receipts		4,324										
Internally Borrowed not Usable Capital Receipts		22,103										
<b>Total Capital Programme Financing</b>		<b>28,414</b>										

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 31 Dec 2018 £000s	Future Est Spend £000s
Wyndham Park Community Facilities	Mar-17	0	0	0	400
Market Towns Vision	Feb-06	377	0	0	350
Investment in Land, Property & Renewables		0	0	0	46,124
Gas Control System - Birchfield	Feb-13	130	0	0	485
Affordable Housing - Unallocated	Feb-14	0	0	0	955
Affordable Housing - Yeovil (117 Sherborne Rd)	Feb-14	0	0	0	72
Affordable Housing - Rural Contingency Fund	Sep-16	0	0	0	500
Affordable Housing - Bought not built Allocation			0	0	201
Affordable Housing - Mortgage Rescue Contingency Fund			0	0	277
Investment in Market Housing	Feb-15	0	0	0	1,931
ICT Replacement		0	0	0	275
Transformation	Mar-16	0	0	0	364
Contingency for Plant Failure		0	0	0	199
Home Farm, Somerton		0	0	0	298
Lufton 2000, Yeovil - All Phases	Apr-99	1,280	0	0	240
Sports Zone	Feb-08	0	0	0	0
Gypsy & Traveller Acquisition Fund	Feb-09	17	0	0	133
Infrastructure & Park Homes Contingency	Sep-09	0	0	0	91
<b>Total Reserve Schemes Approved in Principle</b>		<b>1,804</b>	<b>0</b>	<b>0</b>	<b>52,895</b>

AREA RESERVE SCHEMES AWAITING ALLOCATION

Scheme	2018/19 Est Spend £000s	Actual Spend to 31 Dec 2018 £000s	Future Est Spend £000s
North	0	0	141
South	0	0	237
East	0	0	34
West	0	0	130
<b>Total</b>	<b>0</b>	<b>0</b>	<b>542</b>

Scheme	2018/19 Est Spend £000s	Actual Spend to 31 Dec 2018 £000s	Future Est Spend £000s	Total Est Spend £000s
Capital Programme	33,251	28,414	15,338	48,589
Contingent Liabilities and Reserve Schemes	0	0	53,437	53,437
<b>Total Capital Programme to be Financed</b>	<b>33,251</b>	<b>28,414</b>	<b>68,775</b>	<b>102,026</b>

### Projects agreed before Nov 2014

The table below highlights the schemes agreed before Nov 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 & Enhancements 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	The majority of the scheme has been delivered in previous years. With the remaining element there have been delays with obtaining planning consent and also releasing the legal covenant. This is now resolved so we can progress to tender and construction next financial year.	There has been significant expenditure to purchase the land. This funding is required to finish construction of this car park. Without it the site would remain unusable.
Grant to Milborne Port Rec Changing Rooms	Mar 14	41	5	The PC is now working proactively with the new Locality team to prioritise use of this money and other unallocated S106 funding.	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	Remaining funds reallocated to Ilton Playing Field project, which is under development.	Ilton Parish Council would find they have a shortfall for any elements of their project that have assumed this funding would be forthcoming.
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 spent 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 9

## **SSDC Transformation Programme – Progress report**

*Executive Portfolio Holder:* Tony Lock, Protecting Core Services incl Transformation  
*Director:* Alex Parmley, Chief Executive  
*Lead Officers:* Netta Meadows, Director – Strategy & Support Services  
Martin Woods, Director – Service Delivery  
*Report Author:* Sara Kelly, Project Lead  
*Contact Details:* Sara.kelly@southsomerset.gov.uk or 01935 462249

### **Purpose of the Report**

1. This progress report has been prepared in accordance with the Transformation Programme Governance arrangements agreed by Full Council in April 2017 where it was agreed that the District Executive would receive quarterly updates on the progress of the council's Transformation Programme.

### **Forward Plan**

2. This report appeared on the District Executive Forward Plan with an anticipated Committee date of July 2019.

### **Public Interest**

3. The Council has been delivering an ambitious programme to totally transform the way it operates to ensure an improved experience for the customers and communities it serves, whilst at the same time reducing the cost to the tax payer. The programme is transforming the Council into a modern, more efficient, effective and commercially minded organisation. We have radically changed the way our services are structured to support service delivery and we are making more use of digital technology to support new ways of working and delivery.

Implementation of the agreed business case has delivered;

- Recurring net annual savings of £2,483,925 from an investment of up to £7,698,155
- A 'fit for purpose' organisation that will be in a position not only to drive continuous improvement but also to generate additional income to fund and support the council's future priorities.

### **Recommendations**

4. The District Executive is recommended to:
  - a) Note and comment on the report and progress to date;
  - b) Approve once off additional resources of £494,990 in 2019/20 and £240,230 in 2020/21, to support service delivery to customers during the extended transition period from old to new ways of working, to be funded from the additional business rate retention funds, reserves, income targets and next year's Budget as set out in the Financial Implications section of the report.

## **Background**

5. The previous quarterly progress report was made to District Executive in January 2019. There was no meeting in April due to the elections.
6. Transformation is a complex programme of organisational change to reposition the council financially and operationally so that it can deliver services within budget and meet modern customer expectations of accessibility and convenience. Essentially it is a technology driven programme that improves all aspects of people, process and systems to provide significant efficiencies and greater customer experience.
7. The organisation has now been restructured around the new operating model and the financial benefits of the programme have been realised from the large scale repositioning of the workforce. A phased selection process based on a behaviours framework ran from June 2017 to January 2019. The selection outcomes have secured the required £2,483,925 per annum net savings from the core staffing establishment, as set out in the Business Case and these are reflected in the Medium Term Financial Plan (MTFP) and in the 2019/20 budget.
8. A total of 368 employees attended selection centres across 43 days. 64 workshops were delivered to support staff to prepare for selection centres. These workshops covered how to complete an expression of interest form, interview skills and techniques and change resilience. Planning and resourcing these activities was a substantial undertaking that used a significant amount of organisational resource and effort. This had to be balanced against demanding workloads and transition planning.
9. The projected annual recurring revenue savings comprise salaries and on-costs only. Associated non-pay savings, other efficiencies from supplies and services made possible by the programme and the enhanced capacity for income generation are not included.
10. The challenge for the council is to maintain the financial benefits in the revenue budget by embedding and sustaining the new ways of working and achieving the behavioural changes in customers that provide the degree of “channel shift” required (that is ensuring those who can, use the on line and self-service options as the main means of accessing our services).

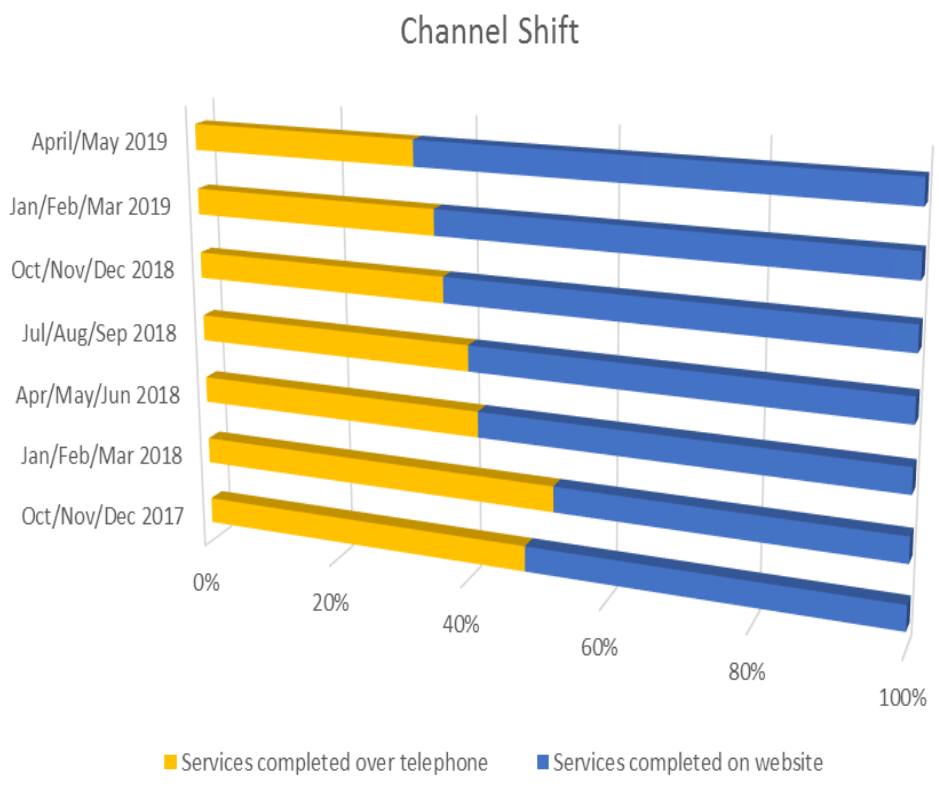
## **Current Position**

11. Our new website is live and enabling customers to interact with us in a way that they have never been able to before. Customers are now able to sign up for a personal account allowing them to make applications and report issues 24/7 as well as track progress of their requests. Customers signing up for an upgraded account are also able to view information about their council tax account or benefits claim, something that they have never been able to do before. This supports our demand management approach that seeks to prevent demand for service provision through providing information and resources so that customers can obtain solutions to their own questions and issues without the need to contact us in person either by phone or by visiting us. Additional services will go online progressively as the service redesign element of the programme gathers pace.
12. There is now a ‘Report It’ function on the new website allowing customers to report a range of issues online such as fly tipping, abandoned vehicles and dog fouling. To assist with identifying accurate locations, we have for the first time enabled a “drop a pin” functionality which allows customers to specify a point on a web based map to identify the location of the issue that they are reporting.
13. Following the launch of our new website, an external channel shift campaign commenced on 13<sup>th</sup> May 2019 promoting the enhanced functionality available and encouraging customers to self-serve. This campaign included radio advertisements, posters on buses and in bus stops and a promotional



video for use on our social media channels. This has been supported by automated messages on the Council's main phone line which has led to a higher rate of abandoned calls, in significant part, as customers decide to utilise the on line channels to access our services. In addition, staff have been informing customers of self-serve options and supporting them in how to access services for themselves.

14. Channel shift is critical to sustaining the financial benefits and achieving our non-financial benefits and therefore, moving forward our communications team will use customer insight to deliver ongoing targeted campaigns aimed at specific demographics and customer groups which will be timed to be undertaken as additional functionality becomes available. Customer focused officers will also work with customers who phone and visit our offices to help them to serve themselves wherever possible. In addition, work has commenced with staff in the back office, to review procedures to ensure that at every opportunity, we are encouraging those customers who can do, to utilise our on line and self-service channels. This will enable us to provide more support to those who are unable to self-serve, more vulnerable customers and those customers with more complex service requests.
15. Whilst we are still very early in our work with customers, we are already starting to see a significant shift in customer behaviour with over 3,000 customer accounts now set up and more customers serving themselves on line rather than phoning, as set out in the chart below.



16. Customer Access Points (CAPs) are now available in Crewkerne, Wincanton, Chard and Brympton Way. These access points provide a variety of functionality such as making applications, making payments, uploading evidence and reporting issues. Essentially, it gives customers access to the full range of services available on our website. For customers who require assistance using the CAPs, they will be able to call through from the access point and connect with a customer-focussed officer who will be able to view the screen the customer has in front of them and assist the customer to complete their enquiry. Additional CAPs will be introduced in a phased approach as we move

forward. A pilot will be undertaken in Langport library commencing in August and providing this is successful, additional locations will be agreed.

17. Our new Front of House will officially launch in July allowing customers to access all council services in one place. Based at Petters House, the newly redesigned office will provide a much more welcoming feel to customers. It provides a technology enabled space to support customers to self-serve along with flexible meeting spaces in a bright and modern environment. Full support will continue to be provided for vulnerable customers unable to use the technology. Customers visiting Petters House will initially be triaged by a Customer Focussed Officer and then either directed to self-serve, with assistance where required, or an appointment will be booked for them to meet with a member of the team for more detailed support.
18. The Localities Team have been provided with new devices allowing them to work remotely across the District and eventually, be able to provide help and support to customers across the range of the Council's services, where ever they are in the district. Mobile telephones carried by Localities Officers roam across all major mobile networks providing the best possible coverage and a Wi-Fi hotspot for the new devices enabling officers to access digital work trays and complete processes without the need to visit an office.
19. The council has commenced development of a Digital Strategy that will set out the ambitions for developing a digital organisation. An important part of this work will be to ensure that service redesign becomes a business as usual (BAU) activity moving forward beyond the end of the Transformation Programme to support continuous improvement. To this end, a number of BAU resources are working full time in the redesign team to ensure that the required skills remain within the organisation.

## **Service Redesign and Transition Capacity**

20. Service Redesign is a crucial work stream within the transformation programme. By following a set of twelve design principles, new processes are created using technology and integrated systems to automate the movement of work around teams, thus producing efficiencies throughout the organisation to balance the reduction in headcount. This element of the programme has been challenging and has not delivered to the timetable originally planned. In the original Transformation Programme plan the new front office system (Connect 360) and a number of newly designed processes should have gone live progressively from end of January 2019 through to the end of June 2019. However, it became apparent in late January that the technology and processes were not going to be ready to the original timetable. Taking the lessons from why the programme was behind schedule, a revised programme and approach was adopted including bringing in some new skills to the team. However, there have been considerable challenges in getting service processes that work effectively in the test environment, to work as effectively when they are placed live on our website, utilising the new technology.
21. As a result, there are many high volume service processes not yet complete and which cannot be completed until our staff have confidence that they will work for our customers. The transition from the old ways of working to the new model was scheduled to take place in the period from the end of January to the end of June 2019, by which time most of the high volume service processes were due to be in place. Whilst some are in place and more customers are serving themselves through on line channels, the new ways of working and delivering services have not been fully embedded. Therefore, whilst the financial benefits of Transformation have been secured and are reflected in the budget, the non-financial benefits of the programme, such as more efficient service processes and better levels of customer service compared to pre-transformation, are yet to be fully realised.

22. SSDC is the first Authority to use the Connect 360 module and we have been working alongside our technology partner, Civica, to design this to our requirements and to find solutions to the technical issues we have encountered. We have predominantly used our own staff to undertake this work, which has been a learning journey for all. Inevitably, using internal resource will take longer as staff get up to speed with the technical elements of the platform but the benefit is that these skills are retained within the organisation to support our future change initiatives.
23. A number of lessons have been learned over the past 12 months and actions have been put in place to address these moving forward. This will place the organisation in a great position for the undoubted changes that still lie ahead for local government. A new delivery model has been introduced and additional resource has been brought into the programme to increase the speed of delivery of service redesign.
24. The amount of time required for robust testing of new systems and processes was underestimated, as was the amount of involvement required in this process by subject matter experts (SMEs) – those people who know the services and customers well. SME's will now be more heavily involved in redesign activities to ensure delivery cycles are effectively prioritised, new processes meet customer and service requirements and maximum efficiency is achieved. This will need to be managed carefully as it will add additional pressure at a time when workloads are already very challenging. Therefore it is important that this is properly resourced so that people are freed to engage in the service redesign. Without an increased level of user involvement there is a risk that newly designed processes will not be delivered quickly enough or to the required quality standard.
25. The reduction in headcount by 23% in those areas in scope (the majority of services), largely took place at the end of December 2018. This reduction and its timing was effectively “locked in”, in September 2018 when the technology and service redesign elements of the transformation programme were reported to be on track. It was always known that there would be pressures on services in the early part of the year as new technology and service processes were due to come on line progressively from the end of January 2019 with the majority of the high volume processes being completed by the end of June 2019. A transition plan was in place to manage the process of changing the way services are delivered including the pressures during this time. This plan included putting additional temporary resources in to some areas, e.g. planning. In addition, as outlined in briefings and previous reports to District Executive, the Council was prepared for potential dips in service performance in some areas for a limited period.
26. As a result of the technology and service redesign aspects of the programme having not kept to timetable there has been a sustained period of pressure on services and staff that was never envisaged in the programme delivery. This has been despite the Council putting additional temporary resources in to services and teams in key areas. During this period staff have shown outstanding commitment to the Council and its customers and have worked extremely hard to deliver good services to them. Nevertheless, customers are having to wait longer for many services than is desirable and pressure on services and staff at this level is not sustainable given it will still be a number of months before some of the services feel the full benefit of the new technology and redesigned service processes.
27. It is imperative that customers and front line staff are not unduly impacted during the period of transition and therefore to manage the impact currently being felt, more resource is required. Key areas of pressure are Planning, Revenues and Benefits.
28. Plans have been developed with managers and staff to relieve the pressures and reduce service waiting and processing times. In addition to changes in the way some work and service requests are handled, the majority of the plan is to provide additional staffing capacity for a temporary period utilising a mixture of existing staff and where necessary, external staff and support. District Executive are therefore requested to support the funding of an extended transition period beyond

that originally set out in the Transformation Programme. The funding request is for £494,990 in 2019/20 and £240,230 in 2020/21 to be funded from additional business rate income existing reserves, increased income targets, and a commitment against the 2020/21 budget. The funding of the extended transition period will:

- Put additional resources in to the areas where staff are under the most pressure
- support improved levels of customer service including a reduction in waiting and processing times for key services
- provide capacity to sustain a better level of service whilst introducing the new technology and service processes which will realise the customer and efficiency benefits of transformation and ensure the £2.5m financial savings already secured are sustainable in the long term

## Financial Implications

29. Spend against budget has been monitored through the life of the programme and reported through the programme board and previous District Executive reports. The Programme spend has remained close to budget, however a small overspend is now reported in terms of the costs of implementing the changes. The current position is reported total spend of £7.806m against the Programme Budget of £7.698m, resulting in an estimated overspend of £108K (1.4%).

30. The operating model design has delivered the expected financial savings within the underlying base budget. However, as described in this and previous reports, some temporary transition resources are required to maintain sufficient service capacity and resilience as the changes are phased in and benefits are fully realised. The total estimated cost of transitional resources is summarised in the table below together with the proposed funding, of (up to) £735,220. The use of resources will be carefully managed so that costs are kept to a necessary minimum. The table does not include £232,000 of transitional resources within the Planning function, utilising Planning Fees income, and agreed through Portfolio Holder decision in February 2019.

31. The additional transitional resources will primarily be focus on activities covering Planning, Revenues and Benefits, Land Charges, Licensing, Street Naming and Numbering, Careline, and frontline Customer Service. Part of the solution will include updating the income targets in charged-for services with the costs recovered from the users of those services. Expenditure requirements will be reflected in 2020/21 fee setting as appropriate.

	2019/20 £	2020/21 £	Total £
Total Transitional Resources Budget Requirement	494,990	240,230	735,220
Proposed to be funded by:			
Earmarked Reserves	150,220	67,850	218,070
Business Rates Retention Funds	150,000	0	150,000
Service Income Budget Targets Increase	44,770	22,380	67,150
Treasury Income Budget Increase	150,000	150,000	300,000
<b>Total Proposed Funding</b>	<b>494,990</b>	<b>240,230</b>	<b>735,220</b>

## Risk Matrix

32. The Transformation Programme risk register is undergoing review to ensure that it reflects the current position and therefore there is no risk matrix contained within this report. The original risks were identified at the start of the programme and many had become redundant as the programme

progressed. Revised risks have been identified and will undergo scoring against the new corporate risk model in due course. Risks will be monitored by the Transformation Board which meets four weekly and the board will agree an appropriate risk appetite.

### **Council Plan Implications**

33. Our Council Plan 2016/21 includes an annual action plan for 2019/20 identifying 5 key themes and areas of focus. The theme most relevant to the transformation programme is;

- Protecting core services

Within this, priority project 1 is to complete and fully realise the benefits of Transformation and implement the Commercial Strategy

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

34. There are no implications arising from this report

### **Equality and Diversity Implications**

35. There are no implications arising from this report.

36. An Equality Impact Assessment was undertaken in 2017 prior to commencing the selection process for the repositioning of roles in the organisation. This deemed there was no inequitable impact for any group as a result of the reorganisation proposals as sufficient measures had been taken to address any potential areas of risk.

### **Privacy Impact Assessment**

37. There are no implications arising from this report.

### **Background Papers**

Quarterly reports to District Executive

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# Agenda Item 10

## **Notification of an Urgent Executive Decision - Purchase of a property in South Somerset to meet Housing Need**

*Executive Portfolio Holder:* Val Keitch, Leader & Strategic Housing  
*Director:* Martin Woods, Service Delivery  
*Service Manager:* Ian Potter, Lead Specialist Vulnerable People  
Jan Gamon, Lead Specialist Strategic Planning  
*Lead Officer:* Alice Knight, Specialist Housing  
Jo Calvert, Specialist Housing  
*Contact Details:* alice.knight@southsomerset.gov.uk 01935 462943  
jo.calvert@southsomerset.gov.uk 01935 462040

### **Purpose of the Report**

1. This report reflects an urgent decision taken by the Chief Executive in consultation with the Leader of Council, to use £67,620 to purchase a 27.6% share in an SSDC part-owned property, for the Council to help accommodate people at risk of homelessness in South Somerset.

### **Public Interest**

2. South Somerset District Council has a statutory duty under homelessness legislation to assess and provide people with suitable accommodation. One aspect of this is to assist people with complex needs who may require adapted accommodation but are unable to access anything within existing stock.

SSDC owns a 72.4% share of a 3-bedroom bungalow in Yeovil, which has recently become vacant and we have the opportunity to purchase the remaining 27.6%, to ensure the property can be used for another family in the future.

An urgent decision has been taken due to the timescales of sale and purchase, to meet the need of the current occupant to complete a purchase on another property.

### **Recommendation**

3. That the District Executive note the urgent decision taken by the Chief Executive, in consultation with the Leader, to use £67,620 from the Affordable Housing Capital Programme Reserve for the purchase of the remaining leasehold interest (27.6%) of a 3 bedroom adapted bungalow in Yeovil, to enable the Council to provide accommodation to people with complex needs where they are unable to access suitable accommodation from existing housing stock.

### **Background**

4. South Somerset District Council has a statutory duty under the Housing Act 2002 to assist people in accessing accommodation if they are homeless or threatened with homelessness. SSDC successfully works with customers to prevent homelessness through a number of measures, including, where appropriate, purchasing and adapting properties to meet specific needs.
5. In 2015/16, SSDC purchased a 72.4% share in a property in Yeovil to assist a family who required an adapted property. The family owned the other 27.6% share. SSDC also awarded a Disabled Facilities Grant to enable the specific alterations required for the family, including disabled adaptations in one of the bedrooms and the bathroom

6. The family are now moving out of the area and wish to sell their remaining share. The property has been valued at £245,000. These properties are few and far between and there is a high demand, in particular for adapted properties. There are several families in South Somerset with complex needs who would be able to be directly matched to this property. These families have been identified by their Occupational Therapists liaising with SSDC Housing Specialists.
7. Once purchased, SSDC would arrange for the property to be managed by a social landlord but would have first option on allocating the property. We currently have several properties in Yeovil which are SSDC owned, and managed by one of our 4 Main Affordable Housing Partners very successfully.
8. SSDC would be purchasing the tenant's current leasehold interest in the property of which there are 96 years left of a 99 year lease.

### **Financial Implications**

9. There is currently £955,000 in the Affordable Housing Capital Programme budget. These funds were agreed by District Executive in 2013. If Members approve the allocation of £67,620, this will leave a balance of £887,380.
10. SSDC has the powers to acquire land (which includes buildings and parts of) for the purposes of housing under s17 of the Housing Act 1985; in addition under the Local Government Act 1972 SSDC has the power to acquire any interest in land.

### **Council Plan Implications**

- Reduce homelessness and rough sleeping
- Match life long independent living with appropriate property solutions

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

None

### **Equality and Diversity Implications**

Through the ownership and adaptation of high demand properties SSDC is able to provide accommodation to people with disabilities who may otherwise become homeless

### **Privacy Impact Assessment**

No implications

### **Background Papers**

Somerset Homelessness Strategy 2018-19

# Agenda Item 11

## **District Executive Forward Plan**

*Executive Portfolio Holder:* Val Keitch, Leader, Housing and Strategy  
*Lead Officer:* Angela Cox, Democratic Services Specialist  
*Contact Details:* [angela.cox@southsomerset.gov.uk](mailto:angela.cox@southsomerset.gov.uk) or (01935) 462148

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

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

### **2. Public Interest**

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

### **3. Recommendations**

3.1 The District Executive is asked to:-

- a) approve the updated Executive Forward Plan for publication as attached at Appendix A

### **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. At the current time there are no outstanding consultation documents.

### **6. Background Papers**

6.1 None.



## Appendix A - SSDC Executive Forward Plan

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
August 2019	Commercial Strategy 2017-2021 - mid term review and update	Portfolio Holder - Economic Development including Commercial Strategy	Director Commercial Services & Income Generation	Clare Pestell, Director (Commercial Services & Income Generation)	District Executive
August 2019	SSDC Financial Strategy 2020/21	Portfolio Holder - Finance, Legal & Democratic Services	Director Strategy and Support Services	Paul Fitzgerald, Section 151 Officer	District Executive
August 2019	Capital & Revenue Budget monitoring reports for Quarter 1	Portfolio Holder - Finance, Legal & Democratic Services	Director Strategy and Support Services	Nicola Hix, Lead Specialist (Finance)	District Executive
August 2019	Quarterly Performance Report	Portfolio Holder - Strategy & Housing	Director Strategy and Support Services	Cath Temple, Specialist (Performance)	District Executive
October 2019 October 2019	Environment Strategy	Portfolio Holder - Environment	Director Commercial Services & Income Generation	Clare Pestell, Director (Commercial Services & Income Generation)	District Executive South Somerset District Council
November 2019	Capital & Revenue Budget monitoring reports for Quarter 2	Portfolio Holder - Finance, Legal & Democratic Services	Director Strategy and Support Services	Nicola Hix, Lead Specialist (Finance)	District Executive
November 2019	Quarterly Performance Report	Portfolio Holder - Strategy & Housing	Director Strategy and Support Services	Cath Temple, Specialist (Performance)	District Executive

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
December 2019	Homelessness and Rough Sleepers Strategy	Portfolio Holder - Strategy & Housing	Director Strategy and Support Services	Leisa Kelly, Specialist (Strategic Planning)	District Executive
December 2019	Commercial Asset Update Report	Portfolio Holder - Economic Development including Commercial Strategy	Director Commercial Services & Income Generation	Robert Orrett, Commercial Property Manager	District Executive
December 2019	Draft 2020/21 Budget Update	Portfolio Holder - Finance, Legal & Democratic Services	Director Strategy and Support Services	Paul Fitzgerald, Section 151 Officer	District Executive
February 2020	Capital & Revenue Budget monitoring reports for Quarter 3	Portfolio Holder - Finance, Legal & Democratic Services	Director Strategy and Support Services	Nicola Hix, Lead Specialist (Finance)	District Executive
February 2020	Quarterly Performance Report	Portfolio Holder - Strategy & Housing	Director Strategy and Support Services	Cath Temple, Specialist (Performance)	District Executive
February 2020 February 2020	2020/21 Revenue and Capital Budget	Portfolio Holder - Finance, Legal & Democratic Services	Director Strategy and Support Services	Paul Fitzgerald, Section 151 Officer	District Executive South Somerset District Council
February 2020 February 2020	2020/21 Capital Strategy	Portfolio Holder - Finance, Legal & Democratic Services	Director Strategy and Support Services	Paul Fitzgerald, Section 151 Officer	District Executive South Somerset District Council

<b>Date of Decision</b>	<b>Decision</b>	<b>Portfolio</b>	<b>Service Director</b>	<b>Contact</b>	<b>Committee(s)</b>
February 2020 February 2020	2020/21 Investment Strategy	Portfolio Holder - Finance, Legal & Democratic Services	Director Strategy and Support Services	Paul Fitzgerald, Section 151 Officer	District Executive South Somerset District Council
TBC	Leisure Contracts	Portfolio Holder - Health & Well-Being	Director Service Delivery	Lynda Pincombe, Specialist (Strategic Planning)	District Executive
TBC	Dualling of A303 from Sparkford to Ilchester	Portfolio Holder - Protecting Core Services	Director Strategy and Support Services	Specialist (Strategic Planning)	District Executive

# 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, 1<sup>st</sup> August 2019** in the Council Chamber, Council Offices, Brympton Way, Yeovil commencing at 9.30 a.m.