
District Executive

Thursday 1st August 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)



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

The public and press are welcome to attend.

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

This Agenda was issued on Wednesday 24 July 2019.

Alex Parmley, *Chief Executive Officer*



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

District Executive Membership

Jason Baker
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.

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

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

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

District Executive

Thursday 1 August 2019

Agenda

1. Minutes of Previous Meeting

To approve as a correct record the minutes of the District Executive meeting held on Thursday 4th July 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. Corporate Performance Report 2019-20: 1st Quarter (Pages 4 - 14)

7. 2019/20 Capital Budget Monitoring Report for the Period Ending 30th June 2019 (Pages 15 - 26)

8. 2019/20 Revenue Budget Monitoring Report for the Period Ending 30th June 2019 (Pages 27 - 46)

9. District Executive Forward Plan (Pages 47 - 52)

10. Date of Next Meeting (Page 53)

Agenda Item 6

Corporate Performance Report 2019-20: 1st Quarter

Executive Portfolio Holder: Val Keitch, Strategy and Policy
Director: Netta Meadows, Director of Strategy and Commissioning
Service Manager: Charlotte Jones, Lead Specialist People, Performance and Change
Lead Officer: Cath Temple, Specialist - Performance
Contact Details: Cath.temple@southsomerset.gov.uk or (01935) 462587

Purpose of the Report

1. This report sets out the current position of the Council's agreed key performance indicators and covers the period from April to June 2019 (Q1).

Forward Plan

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

Public Interest

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

Recommendations

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

Background

5. The Council monitors a set of key performance indicators (KPIs) which are published on our [website](#).

Quarter 1 Performance

6. The attached report includes our performance from April to June 2019 with KPIs for each theme of the Council Plan. The format of the report has been redesigned for 2019-20 and feedback on ease of reading is welcome.
7. The KPIs have been revised to align more closely with the areas of focus within the Council Plan 2019/20. Some measures are annual or bi-annual and so there is no data to report in this quarter.
8. The last two years has seen significant activity and change across the whole of South Somerset District Council (SSDC). We have delivered many key parts of our Transformation programme, at pace and with significant staff changes, while working hard to ensure that our key business areas continue to deliver for the communities we serve. This has included significant financial benefits, alongside the implementation of new ways of working (in terms of processes and systems) within a completely new organisational model. This has not been without its challenges, and we fully recognise that at times customer service has been affected.
9. We have a committed group of leaders, managers and staff who are working hard to deliver services to our residents whilst also transforming what we do. Moving to our new ways of working presents

some challenges, yet our teams have demonstrated commendable professionalism, dedication and hard work, and should be justifiably proud of all we have achieved over the past two years.

10. The changes we have to make are not yet complete and we have a good awareness of the considerable work that remains ahead for us as an organisation. This includes completing the redesign of our services and supporting our customers to take up new digital channels, together with embedding new ways of working within the 'One Team'.
11. The attached report shows that in certain key areas, in quarter 1, there were some dips in performance below targets or agreed service levels. Additional resources have been agreed to support these key areas. Overall 11 KPIs are either showing a steady position or are improving and 12 KPIs are either on or above target. Comments are included from the relevant lead officer or Performance Specialist. We will continue to monitor performance closely and take action as appropriate.

Financial Implications

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

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

Council Plan Implications

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

Carbon Emissions and Climate Change Implications

14. There are no direct implications

Equality and Diversity Implications

15. There are no direct implications

Privacy Impact Assessment

16. There are no direct implications

Background Papers

Council Plan 2016-2021 & Annual Action Plan 2019/20



South Somerset District Council

Corporate Performance Monitoring

Page 6
Quarter 1 report: April – June 2019-20



**Protecting
Core Services**



Economy



Environment



Housing



**Healthy, Self-reliant
Communities**



Protecting
Core Services

Economy

Environment

Housing

Healthy, Self-reliant
Communities

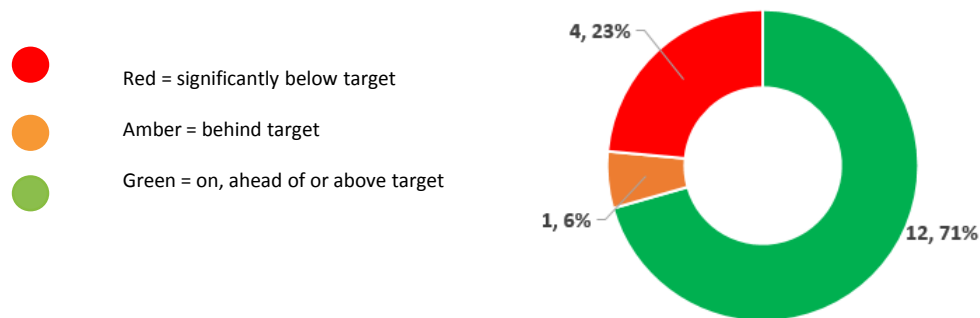
This is our first quarterly report for the 2019-20 Council Plan annual action plan. There are two sets of comparisons for the data within the report. One compares performance against the agreed target and the other compares the current result with past performance to give a direction of travel.

For targets this quarter 12 measures were above target (green), 1 was on target (amber) and 4 were below target (red)

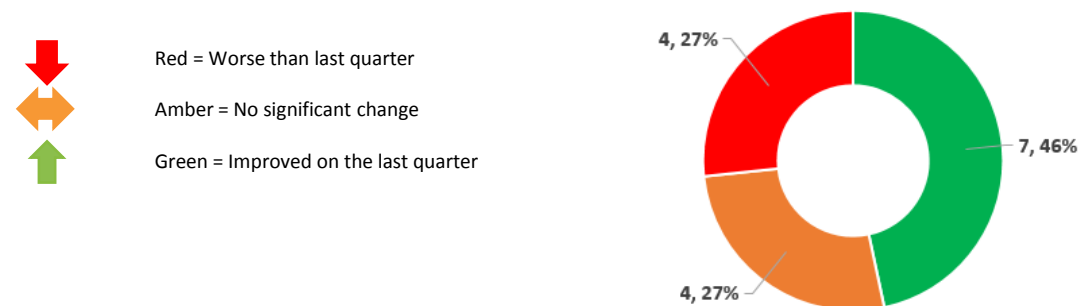
For direction of travel this quarter, 7 improved (green), 4 stayed the same as the last quarter (amber) and 4 are worse (red) than the previous quarter.

Page 7 There is commentary included within the report which explains the current position in more detail, this commentary has been provided by the Lead Specialists/Specialists within the appropriate areas










Progress against targets - summary for this quarter



Direction of travel - summary for this quarter



Protecting Core Services

Ref	Measure (frequency of reporting)	Description	Target 19/20	Q4 (18/19)	Q1	Q2	Q3	Perf against target	Direction of travel	Supporting information
PCS1	Number of on-line accounts activated – Household & Business (Quarterly)	The number of new Customer accounts during the quarter	10,000	New for 19/20	3482					New measure following the creation of our new Customer portal and “my account” function
PCS2	Number of accounts active at 6 month point – Household & Business (Quarterly)	The percentage of customer accounts in active use within the last 6 months	50%	NEW for 19/20	*				New Measure	*“My account” has not been live for 6 months therefore we do not have 6 months worth of data at this point.
PCS3	Service requests through on-line forms as a % of all requests (Quarterly)	% of transactions being completed using online service forms instead of other channels, for the same service e.g. phone/letter	70%	New for 19/20	67%				New Measure	The potential for this target to be increased is being explored given the high levels already achieved since the launch of the customer portal
PCS4	% of property portfolio with a performance assessment (Quarterly)	The number of SSDC owned properties with an assessment in place	95%	50%	50%					Due to loss of team members the team are re-planning resource/tasks
PCS5	Council Tax Collection (Quarterly)	The % of council tax collected at 31 st March	98% (for the year, for Q1, aim for 25%)	98%	28.11%					The profile of collection rates is changing with more people choosing to pay over 12 months rather than 10
PCS6	NNDR collection (Quarterly)	The % of National Non Domestic Rates collected at 31 st March	97% (for the year, for Q1 aim for 25%)	97.4%	33%					



Red = significantly below target



Amber = behind target



Green = on, ahead of or above target



Red = worse than last quarter











Amber = no significant change



Green = improved on the last quarter

Protecting Core Services

Ref	Measure	Description	Target 19/20	Q4 (18/19)	Q1	Q2	Q3	Perf against target	Direction of travel	Supporting information
PCS7	Speed of processing - Housing Benefit new claims (Quarterly)	The average (mean) number of days taken from receipt of application from the customer to notification of decision	29.5	30 days	37 days					It has been agreed to provide additional temporary resource across Service Delivery to reduce the backlogs. It should be noted that DWP form part of this process and their SLA is 30 days.
PCS8	Speed of processing - Housing benefit change of circumstance (Quarterly)	The average (mean) number of days taken from notification of change by the customer to notification of adjustment	5	4	8					It has been agreed to employ some additional temporary resource across Service Delivery to reduce the backlogs
PCS9	Speed of processing - Council tax new claims (Quarterly)	The average (mean) number of days taken from receipt of application from the customer to notification of decision	44.5	45	67					It has been agreed to employ some additional temporary resource across Service Delivery to reduce the backlogs
PCS10	Speed of processing – Council tax change of circumstance (Quarterly)	The average (mean) number of days taken from notification of change by the customer to notification of adjustment	8.5	7	15					It has been agreed to employ some additional temporary resource across Service Delivery to reduce the backlogs

DWP = Department of Work and Pensions
SLA = Service Level Agreement



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Protecting Core Services

Ref	Measure	Description	Target 19/20	Q4 (18/19)	Q1	Q2	Q3	Perf against target	Direction of Travel	Supporting information
PCS11	Speed of processing – planning applications – major (Quarterly)	The % of valid major planning applications determined within 13 weeks	60%	100%	100%					Target set at the Government's minimum standards
PCS12	Speed of processing – planning applications – minor (Quarterly)	The % of valid minor planning applications determined within 8 weeks	70%	93.7%	97%					Target set at the Government's minimum standards
PCS13	Speed of processing – planning applications – other (Quarterly)	The % of all valid other planning applications determined within 8 weeks	80%	96.4%	99%					Target set at the Government's minimum standards
PCS14	Planning appeals lost as a % of all decisions (Quarterly)	The number of appeals to the Planning Inspector lost (ie decision overturned) expressed as a % of all decisions	10% (maximum threshold)	7.3%	3.52%					This measure is monitored by the Government (as a measure of the quality of decision making) on a two year rolling period. The 10% target is a maximum threshold, so the lower the % the better the performance.
PCS15	Commercial property income yield (Annual)	The annual income from SSDC commercial property investments	£449k	*	Annual measure					A verbal update will be provided on the outturn for 19-20.
PCS16	Annual average yield increase of business services (%) (Annual)	The % and numerical value of income (yield) across all income generating services	5% or £250k	*	Annual measure					*The Q4 (end of year) figure for 2018/19 is not yet available



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Ref	Measure	Description	Target 19/20	Q4 (18/19)	Q1	Q2	Q3	Perf against target	Direction of travel	Supporting information
E1	% spend with local SMEs (bi-annual)	The proportion of SSDC purchasing through local SME suppliers (within the SSDC postcode area), as a % of total spend for goods and services.	10%	New for 2019/20	[bi-annual]					This target and approach is an initial benchmark which will be reviewed as part of the working currently being undertaken on our Procurement Strategy.
E2	Delivery of the Economic Development Strategy (EDS) (Quarterly)	The number of actions and priority projects which are in progress, aligned to the EDS delivery plan.	30 in progress	New for 2019/20	17 on target				New Measure	The 6 areas of priority within the EDS are: 1. Business Support, Retention, Innovation & Inward investment 2. Transport & Communications Infrastructure 3. Economic Inclusion 4. Land, Sites & Workspaces 5. Supporting Urban Economies 6. Supporting Rural Economies



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Environment

Ref	Measure	Description	Target 19/20	Q4 (18/19)	Q1	Q2	Q3	Perf against target	Direction of travel	Supporting information
EN1	% of household waste recycled (Quarterly)*	The % of all household waste recycled (Somerset wide)	53%	52.41% (18/19)	*					*there will be a delay of one quarter (data provided by the Somerset Waste Partnership - SWP)
EN2	Residual waste sent to landfill (Quarterly)*	The % of residual waste volume going to landfill (Somerset wide)	46%	46.4%	*					*There will be a delay of one quarter (data provided by the SWP). SWP predict a decrease from 46% when waste starts to go through the new Resource Recovery Centre at Avonmouth
EN3	Waste recycled in the UK (Quarterly)*	The % of all waste collected which is recycled in the UK (Somerset wide)	90%	90%	*					*there will be a delay of one quarter (data provided by the SWP)

*SSDC is part of the Somerset Waste Partnership. At present the performance data relating to waste services is supplied by SWP and is not available at a district level. The opportunity to create a district level picture is being explored. Currently targets for the new financial year are not available, our targets will track performance against last year.



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Housing



Ref	Measure	Description	Target 19/20	Q4 (18/19)	Q1	Q2	Q3	Perf against target	Direction of travel	Supporting information
H1	Number of households in temporary accommodation (Quarterly)	The number of households in temporary accommodation as at the final day of the quarter	30	42	34					
H2	Length of stay in temporary accommodation (Quarterly)	The average (mean) number of days spent in temporary accommodation (B&B)	7 days	6	1					A huge improvement on the last quarter
H3	Number of cases of homelessness prevented/helped (Quarterly)	The number of households assisted by SSDC to prevent or relieve homelessness	30 per Quarter	70	68					This is another measure that is in the main beyond our control. We want to prevent as many cases as possible and whilst we do we are unable to predict future numbers
H4	Affordable housing completed (Annual)	The number of affordable homes completed for occupation	254 pa	121 (annual)	Annual measure					The target is calculated from the current 5 year land supply target at 35%. Achieving this figure is highly dependent on the amount of qualifying developments and actual completions.
H5	Affordable housing as a % of all housing completed (Annual)	Number of affordable homes completed as a % of all new housing completions	35%*	18.6% (annual)	Annual measure					* On all qualifying developments



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Healthy, Self Reliant Communities

The Council's area of focus for 'Healthy, Self-Reliant Communities' relies significantly on our work with partners through the design and delivery of a range of community based programmes. A small number of Key Performance Indicators are included below.

Ref	Measure	Description	Target	Q4 (18/19)	Q1	Q2	Q3	Perf against target	Direction of travel	Supporting information
HSC1	Participation in Health Walks (Annual)	The number of residents participating in health walks supported by SSDC	10,500	10,440 (annual)	Annual measure					At the start of 2019/20 walkers are being supported by 105 trained walk leaders leading 22 health walks.
HSC2	Volunteering at SSDC (Annual)	The number of days provided through volunteering at SSDC	2300	2277 (annual)	Annual measure					
HSC3	Investment into local communities facilities (Annual)	The value of investment by SSDC into local facilities enabling cultural, leisure and sports activities	£464k	£679k (annual)	Annual measure					The target is the planned spend within the 2019-20 SSDC capital programme for sports and leisure schemes



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Agenda Item 7

2019/20 Capital Budget Monitoring Report for the Period Ending 30th June 2019

<i>Executive Portfolio Holder:</i>	<i>Peter Seib, Finance, Legal & Democratic Services</i>
<i>Director:</i>	<i>Netta Meadows, Strategy & Support Services</i>
<i>S151 Officer:</i>	<i>Paul Fitzgerald</i>
<i>Lead Specialist:</i>	<i>Nicola Hix</i>
<i>Specialist:</i>	<i>Ross Eaton</i>
<i>Contact Details:</i>	<i>ross.eaton@southsomerset.gov.uk or (01935) 462274</i>

Purpose of the Report

1. The purpose of this report is to provide Members with an early in-year projection in 2019/20 of the forecast spending (“outturn”) against the Council’s approved Capital Programme Budget, and to explain projected variations against individual projects and the Programme as a whole.

Forward Plan

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

Public Interest

3. This report gives an update on the forecast capital financial position and budgetary variations for the financial year 2019/20, as at 30th June 2019. Maintaining effective control over capital spending within approved budgets helps to ensure capital investment is affordable and meets agreed priorities.

Recommendations

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

Background

5. Full Council approved the Capital Programme in February 2019. Monitoring of the agreed programme has been delegated to District Executive.

Capital Programmes

6. The revised gross Capital Programme for this financial year and beyond is attached in Appendix A. The forecast spend for 2019/20 has been revised from **£20.130 million** to **£36.235 million** as shown in Table 1 below. Additional information is included to show the various sources of planned funding for the programme, shown on Table 2.

Table 1 – Revised Gross Capital Programme Q1 2019/20 – 2023/24

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

	19/20 £'000	20/21 £'000	21/22 £'000	22/23 £'000	23/24 £'000	Total £'000
Capital Programme for Quarter 1 of 2019/20 onwards approved by DX in February 2019	20,130	48	0	0	0	20,178

Plus Capital Bids approved Feb 19:

Goldenstones Sports Centre - 10 Yr Maintenance Plan	260	50	105	25		440
Wincanton Sports Centre - 10 Year Maintenance Plan	286	21	125	45		476
E5 Upgrade	30					30
Mobile Devices for Council Members	33					33
Firewalls & Security	25					25
Empty Property Grants	60					60
Home Repairs Assistance	60					60
HMO Grants	60					60
Capital Works to Council Portfolio	139					139
Octagon Electricity Upgrade & Air Cooling	86					86
Ninesprings Café Extension		100				100
Yeovil Rec - J O'Donnell Pavilion upgrade	100					100

Plus Projects approved since 1st April 19:

Yeovil Innovation Centre – 1 st Floor Fit-Out	320					320
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Plus S106 Projects approved since 1st April 19:

Sparkford Cricket Club	6					6
Stoke Sub Hamdon Rec Ground	10					10

Plus Internally Leased Vehicles:

Purchase of Road Sweeper	141					141
Double-cab Tipper	14					14
Iseki Tractor with cab	30					30
Wessex 4.3m Hedge Cutter	13					13
Wessex 410 Roller Mower	18					18

Plus Allocations from the Reserves:

Affordable Housing - Refurbishment of SSDC owned property	55					55
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	19/20 £'000	20/21 £'000	21/22 £'000	22/23 £'000	23/24 £'000	Total £'000
Affordable Housing - Yeovil (117 Sherborne Rd)	72					72
Affordable Housing - 23 Southway Drive, Yeovil	68					68
Transformation	52					52
Investment in Property	15,158					7,592

Plus Projects agreed at Area Committee:

Area East - Skate Park, Cale Park	13					13
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Re-profiling of forecast spending between financial years	-1,005	1,003	1	1		0
Revised Gross Capital Programme for 2019/20 at 30th June 2019	36,235	1,221	231	71	0	37,758

- As Table 1 shows the total planned capital investment in the approved programme 2019/20 to 2023/24 has increased from **£20.178 million** to **£37.758 million**. This is primarily due to the addition of Investment Property purchases, and an increase of the loan to Somerset Waste Partnership.
- The detail of the Capital Programme showing all the projects included in the approved budget is shown in Appendix A.

Table 2 – Capital Programme Sources of Funding 2019/20 – 2023/24

	19/20 £'000	20/21 £'000	21/22 £'000	22/23 £'000	23/24 £'000	Total £'000
External Grants & Contributions - Assets	385	5	0	0	0	390
External Grants & Contributions – REFCUS*	1,375	5	0	0	0	1,380
Capital Receipts	11,321	1,170	231	71	0	12,793
Capital Fund Earmarked Reserve	3,094	41	0	0	0	3,135
Internal Borrowing Reserve	216	0	0	0	0	216
Borrowing	19,844	0	0	0	0	19,844
Total Capital Programme Financing	36,235	1,221	231	71	0	37,758

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

Progress on various schemes

- Progress on individual schemes is attached on Appendix A, including responsible officer comments on forecast spending profile between financial years and performance against targets.
- Within the current financial year £4.930 million has been spent up to the end of Q1, of the total of £36.235 million projected for the year. The most significant areas of spend so far this year include:
 - £3.034m acquiring investment properties, with the purpose of generating income to pay for council services.
 - £867k on Affordable Housing schemes.
 - £294k on Regeneration projects.

- £283k on 2 x Road Sweepers.
- £137k on play areas, play equipment and other leisure schemes.
- £99k on disabled facilities grants for adaptations in homes.

11. Schemes which are expected to be delayed this year and are more than £50,000 and have slipped to 2020/21 are shown on Table 3:

Table 3 – Capital Project over £50k delayed into 2020/21

Project	Date Funding Approved	Slippage to 2020/21 £'000	Reason for Delay
Loan to Somerset Waste Partnership for Vehicles	Feb 2017	1,000	As part of the procurement of a new waste contract, commencing in April 2020, the up-front capital costs will be phased over 2-3 years. Early indications are that part of the SSDC loan funding will not be needed until 2020/21, and this will be confirmed later in 2019.

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

Capital Programme & Reserves

12. The total capital reserve schemes approved in principle currently has a forecast gross spend of £38.316 million over the period 2020/21 to 2023/24, with a further £0.63 million across the Area capital reserves that are currently awaiting allocation. Detail of these reserve schemes can be found on page 4 of Appendix A.
13. The total current capital programme, contingent liabilities and reserves allocates a total gross spend of some £76.704 million to various schemes over the next five years. This includes significant approved funding commitments that are held in the “reserve schemes” list pending individual projects moving into the operational programme, including for example investment properties, regeneration schemes, affordable housing schemes. Further details are shown in Appendix A, and summarised below in Table 4.

Table 4 – Capital Programme and Reserve Schemes for 2019/20 - 2023/24

	£'000
Capital Programme (as detailed in paragraph 7)	37,758
Contingent Liabilities and Reserve Schemes	38,946
Total Programme to be Financed	76,704

Projects agreed at or before February 2015

14. Schemes that were agreed before February 2015 that have not yet completed are detailed on Appendix B. Appendix B also incorporates responsible officer comments on the reason for the delay, and the risks of not retaining the funding.

Additional Income

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

Table 5 – Additional Capital funding received Q1 2019/20

Project	Additional funding received £'000
Equipped Play - Merriott Rec Ground	14
Ilton PC - Ilton Rec Ground	35
Total	49

Section 106 (S106) Deposits by Developers

16. S106 agreements are legal agreements between local authorities and developers that are linked to a planning permission. The total balance held is £3,678,792. This is purely a whole district South Somerset District Council financial summary, more detail on S106's is given to Area Committees on an annual basis.

Wessex Home Improvement Loans (WHIL)

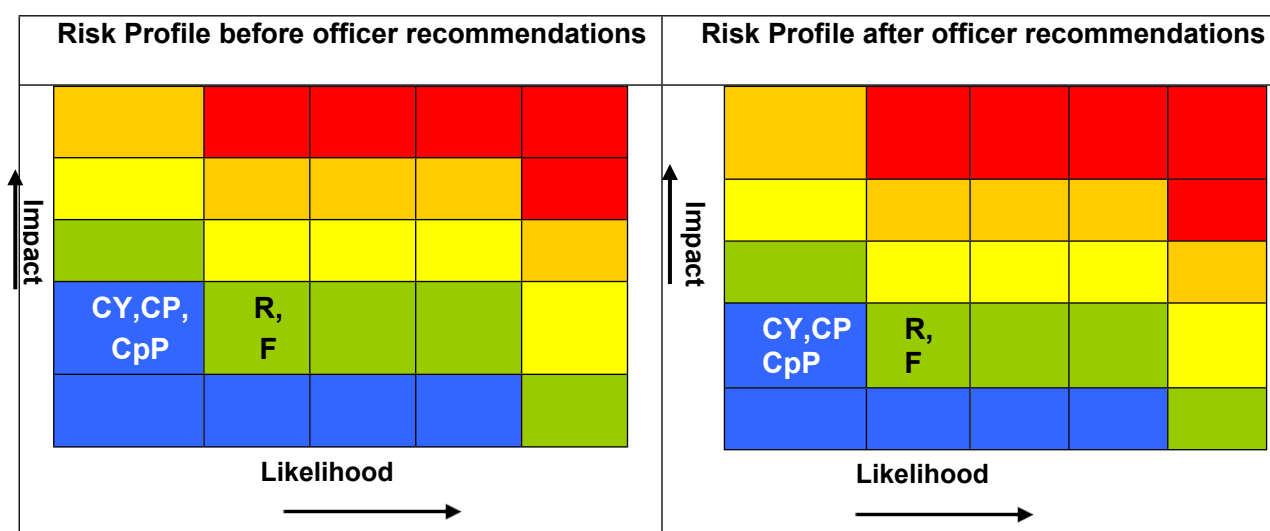
17. WHIL works in partnership with the Council to provide finance to homeowners for essential maintenance and improvement works to their property. Loans are increasingly replacing grants allowing the Council to re-circulate funds.
18. The District Executive previously agreed a loan (outside the original policy) for Wessex Home Improvement Loans (Wessex Resolutions CIC) to provide a loan of £200,000 to Somerset Care and Repair Ltd at a 4.5% fixed interest rate, with capital and interest being repayable over 15 years. This loan is to go towards completing the conversion of the Milford Inn, Yeovil into six flats, and to enable the building of three housing units in the grounds. All of the £200,000 has now been drawn-down and the conversion of Milford Inn has now been finished.
19. The Council has £672,988 of capital invested with WHIL. As at the end of June 2019 there was £497,105 on the loan book and £175,883 as available capital.

Financial Implications

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

Risk Matrix

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



Key

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

Council Plan Implications

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

Carbon Emissions and Climate Change Implications

23. There are no specific implications in these proposals.

Equality and Diversity Implications

24. There are no specific implications in these proposals.

Privacy Impact Assessment

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

Background Papers

26. Capital Programme Budget report to Council in February 2019.

REVISED CAPITAL PROGRAMME 2019/20 - 2023/24

CAPITAL PROGRAMME GROSS EXPENDITURE 2019/20 - 2023/24

Scheme	Original Approval Date	Current Approved Budget £000s	Spend in Previous Years £000s	2019/20 Estimated Spend £000s	2019/20 Actual Spend to Date £000s	2019/20 Projected Further Spend £000s	Future Years Estimated Spend £000s	Total Forecast Project Spend £000s	Forecast Underspend (-) / Overspend £000s	Forecast Underspend (-) / Overspend %	Project Officer	Comments
STRATEGIC MANAGEMENT												
Chief Executive - Alex Parmley												
Portfolio Holder - Cllr Val Keitch												
Transformation	Mar-16	2,433	2,379	54	54	-0	0	2,433	0	0%	S Kelly	Remaining spend largely relates to final transitional resources. Close budget monitoring will continue by the future state board and the updates provided to DX. Spend expected to be under remaining Transformation reserve funding.
Subtotal for Strategic Management		2,433	2,379	54	54	-0	0	2,433	0			
COMMERCIAL SERVICES & INCOME GENERATION												
Director - Clare Pestell												
ARTS AND ENTERTAINMENT												
Service Manager - Adam Burgan												
Portfolio Holder - Cllr John Clarke												
Portfolio Holder - Cllr Val Keitch												
Octagon Dimmers/LED Lighting	Feb-16	71	41	30	23	7	0	71	0	0%	A Burgan	Works scheduled to take place August 2019.
Octagon Electricity Upgrade & Air Cooling	Feb-19	86	0	86	0	86	0	86	0	0%	A Burgan	Electricity upgrade scheduled to take place over the summer of 2019. Project being managed by Property Services.
Westland Entertainment Venue	Oct-15	2,407	2,838	-431	0	-431	0	2,407	0	0%	A Burgan	Internal loan repayments being made in line with original agreement.
Upgrade Joanna France Building	Feb-16	27	0	27	0	27	0	27	0	0%	J Hannis	New lease with YOAC has been approved and legal are currently preparing this. Work expected to start later this year.
ENVIRONMENTAL SERVICES												
STREETSCENE												
Service Manager - Chris Cooper												
Portfolio Holder - Cllr Sarah Dyke												
Purchase of Road Sweeper	Feb-17	145	0	145	141	4	0	145	0	0%	C Cooper	Sweeper now purchased.
Purchase of Road Sweeper	Apr-19	141	0	141	141	-0	0	141	0	0%	C Cooper	Sweeper now purchased. Internally funded.
Double cab Tipper	Apr-19	14	0	14	14	1	0	14	0	0%	C Cooper	Vehicle on order. Will be internally funded.
Iseki Tractor with cab	May-19	30	0	30	0	30	0	30	0	0%	C Cooper	Vehicle on order. Will be internally funded.
Wessex 43m Hedge Cutter	May-19	13	0	13	0	13	0	13	0	0%	C Cooper	Vehicle on order. Will be internally funded.
Wessex 410 Roller Mower	May-19	18	0	18	0	18	0	18	0	0%	C Cooper	Vehicle on order. Will be internally funded.
LEISURE, RECREATION & TOURISM												
COUNTRYSIDE												
Service Manager - Katy Munday												
Portfolio Holder - Cllr Mike Best												
Riverside Park Planting Scheme		23	17	4	0	4	2	23	0	0%	R Whaites	All reprofiled according to the new plan. A recent spate of vandalism means that spend is currently on hold but still forecast to be as profiled.
Land at Schuldham Ham Hill		286	281	5	5	-0	0	286	0	0%	K Munday	Purchase completed March 2019.
Ninesprings Café Extension	Feb-19	100	0	0	0	0	100	100	0	0%	K Munday	Planning approved. Project delivery phase planned for 2020/21, currently fundraising to fund remainder of project costs.
YEOVIL REC												
Service Manager - Katy Munday												
Portfolio Holder - Cllr Mike Best												
Yeovil Rec - J O'Donnell Pavilion upgrade		100	0	100	0	100	0	100	0	0%	K Munday	Planning submitted and currently fundraising to fund remainder of project costs. Aim for early 2020 start to construction.
PROPERTY, LAND & DEVELOPMENT												
ENGINEERING AND PROPERTY SERVICES												
Service Manager - Robert Orrett												
Portfolio Holder - Cllr Sarah Dyke												
Investment in Property - OPIUM	Jul-17	34,034	34,026	8	0	8	0	34,034	0	0%	R Orrett	Final works to complete Phase 1 currently being delivered.
Investment in Property - D1 Christchurch Bus Pk	Dec-18	7,592	0	7,592	0	7,592	0	7,592	0	0%	R Orrett	Purchase completed in July 2019.
Investment in Property - Bell House, Milton Keynes	May-19	3,034	0	3,034	3,034	0	0	3,034	0	0%	R Orrett	Purchase completed in May 2019.
Investment in Property - Reevesland Ind. Est, Newport	Jun-19	2,880	0	2,880	0	2,880	0	2,880	0	0%	R Orrett	Purchase due diligence in progress.
Investment in Property - 10b Viscount Way, Swindon	Jun-19	6,330	0	6,330	1	6,329	0	6,330	0	0%	R Orrett	Purchase due diligence in progress.
Yeovil Innovation Centre - 1st Floor Fit-Out	May-19	320	0	320	0	320	0	320	0	0%	R Orrett	Legal work is progressing ready for the fit-out.
Car Park Enhancements	Feb-17	235	207	28	0	28	0	235	0	0%	R Orrett	Surfacing works to be implemented in 2019/20.
New Car Parks	Feb-08	810	570	240	0	240	0	810	0	0%	R Orrett	Millers Garage site works to be completed 2019/20.
Enhancement to SSDC Bldgs	Feb-16	618	359	259	0	259	0	618	0	0%	R Orrett	Petters House works being completed.

REVISED CAPITAL PROGRAMME 2019/20 - 2023/24

CAPITAL PROGRAMME GROSS EXPENDITURE 2019/20 - 2023/24

Scheme	Original Approval Date	Current Approved Budget £000s	Spend in Previous Years £000s	2019/20 Estimated Spend £000s	2019/20 Actual Spend to Date £000s	2019/20 Projected Further Spend £000s	Future Years Estimated Spend £000s	Total Forecast Project Spend £000s	Forecast Underspend (-) / Overspend £000s	Forecast Underspend (-) / Overspend %	Project Officer	Comments
Capital Works to Council Portfolio	Feb-19	139	0	139	0	139	0	139	0	0%	R Orrett	Works to be delivered in 2019/20.
Transfer of Castle Cary Market House	Apr-16	45	20	25	29	-4	0	45	0	0%	R Orrett	Transfer now concluded.
Lufton 2000, Yeovil - All Phases	Jan-00	1,280	1,280	0	0	0	0	1,280	0	0%	R Orrett	No current works identified.
Yeovil Crematorium 5 year plan	Feb-16	686	668	18	0	18	0	686	0	0%	P Biggenden	Fire alarm upgrade planned.
Confidential Schemes	Jul-17	4,000	496	3,458	7	3,451	46	4,000	0	0%	P Biggenden	Contract yet to be signed.
Petters Way Refurbishment	Jun-18	250	132	118	25	93	0	250	0	0%	P Biggenden	Awaiting decision regarding additional works on first floor.
Manor Farm, Forton	S106	98	86	12	12	-0	0	98	0	0%	M Hicks	Project completed.
Subtotal for Commercial Services & Income Generation		65,812	41,021	24,643	3,432	21,211	148	65,812	0			
SERVICE DELIVERY												
Director - Martin Woods												
SERVICE DELIVERY FUNCTIONS												
ENVIRONMENTAL HEALTH												
Service Manager - Nigel Marston												
Portfolio Holder - Cllr Val Keitch												
Disabled Facilities Grants	Apr-19	12,901	11,627	1,274	99	1,175	0	12,901	0	0%	V Dawson	Predicted to fully spend by year end - work in progress to facilitate more DFG work.
Empty Property Grants	Feb-19	1,324	1,239	85	0	85	0	1,324	0	0%	V Dawson	More work planned on empty properties so planned to fully spend by year end.
Home Repairs Assistance	Feb-19	1,422	1,350	72	5	67	0	1,422	0	0%	V Dawson	Predicted to spend fully by year end.
HMO Grants	Feb-19	721	661	60	3	57	0	721	0	0%	V Dawson	Ongoing work with HMOs and licensing so predicted to fully spend by year end.
ECONOMIC DEVELOPMENT												
Service Manager: Nigel Marston												
Portfolio Holder - Cllr John Clarke												
Yeovil Innovation Centre Phase II	Feb-16	1,747	1,680	67	1	66	0	1,747	0	0%	P Biggenden	Retention sum due to be paid October 2019.
Yeovil Innovation Centre Photovoltaics		16	0	16	0	16	0	16	0	0%	P Biggenden	There is the possibility that this funding will be used for PV panels on another building at Yeovil Rec.
Chard Regeneration		724	0	724	205	519	0	724	0	0%	P Paddon / R McElliot	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	804	89	715	0	804	0	0%	P Paddon / I Timms	Design work started April 2019.
LOCALITIES												
AREA EAST												
Service Manager - Tim Cook												
Area Chairman - Cllr Henry Hobhouse												
Area East Committee Allocation		59	5	54	0	54	0	59	0	0%	T Cook	Updates reported to Area Committee. 6 of 15 schemes completed.
AREA NORTH												
Service Manager - Tim Cook												
Area Chairman - Cllr Adam Dance												
Area North Committee Allocation		46	18	29	0	29	0	46	0	0%	T Cook	Updates reported to Area Committee. 7 of 12 schemes completed.
AREA SOUTH												
Service Manager - Natalie Ross												
Area Chairman - Cllr Peter Gubbins												
Area South Committee Allocation		7	0	7	0	7	0	7	0	0%	T Cook	Updates reported to Area Committee. 2 of 4 schemes completed.
AREA WEST												
Service Manager - Tim Cook												
Area Chairman - Cllr Jason Baker												
Area West Committee Allocation		16	0	16	6	10	0	16	0	0%	T Cook	Updates reported to Area Committee. 2 of 5 schemes completed.
LOCALITY (PHW)												
Service Manager - Tim Cook												
Portfolio Holder - Cllr Mike Best												
Grants for Parishes with Play Area - Ilton	Feb-08	770	758	12	0	12	0	770	0	0%	S Barnes	Project ongoing.
Grants for Parishes with Play Area - Curry Rivel	S106	22	20	2	0	2	0	22	0	0%	S Barnes	Retention being held.
Grant for Youth Facilities	Qtr 3 14/15	5	0	5	0	5	0	5	0	0%	S Barnes	Project ongoing.
Wyndham Park Play Area Equipment	S106	130	79	51	0	51	0	130	0	0%	S Barnes	Awaiting adoption of Land.
Jarman Way, Chard - Play Area Equipment	S106	42	14	28	0	28	0	42	0	0%	S Barnes	Starting consultation in the near future.
Snowden Park Play Area Equipment, Chard	S106	69	41	28	1	27	0	69	0	0%	S Barnes	Last piece of equipment on order.
Harbin Fields, Yeovil - Play Area Equipment	S106	61	44	17	0	17	0	61	0	0%	S Barnes	Further works to be completed in Spring 2020.

REVISED CAPITAL PROGRAMME 2019/20 - 2023/24

CAPITAL PROGRAMME GROSS EXPENDITURE 2019/20 - 2023/24

Scheme	Original Approval Date	Current Approved Budget £000s	Spend in Previous Years £000s	2019/20 Estimated Spend £000s	2019/20 Actual Spend to Date £000s	2019/20 Projected Further Spend £000s	Future Years Estimated Spend £000s	Total Forecast Project Spend £000s	Forecast Underspend (-) / Overspend £000s	Forecast Underspend (-) / Overspend %	Project Officer	Comments
Canal Way, Ilminster Play Area Equipment	S106	96	37	59	60	-1	0	96	0	0%	S Barnes	Project complete.
Old Kelways Play Area, Langport	S106	54	41	13	0	13	0	54	0	0%	S Barnes	Project ongoing.
Flagship Play Area	Feb-18	142	4	138	11	127	0	142	0	0%	S Barnes	Building work in progress - expected completion Autumn 2019.
Grant for Merriott Rec Ground	S106	29	15	14	0	14	0	29	0	0%	S Barnes	Project complete.
Grant to Milborne Port Rec Changing Rooms	Mar-14	41	36	5	0	5	0	41	0	0%	S Barnes	To be completed in the near future.
Langport Memorial Ground New Changing Facilities	S106	7	3	4	0	4	0	7	0	0%	S Barnes	Working on feasibility plan.
Huish Episcopi Swimming Pool	Apr-16 /Aug-17	509	438	71	0	71	0	509	0	0%	L Pincombe	Facility complete. Claims paid up to date. A final claim expected at the end of the retention period. Around £50k of S106 budgeted for has not yet been received, so only approximately another £20k currently available to meet further claims.
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 be resolved in order for this transaction to be concluded, although we are still waiting on a response from SCC on this.
Holyrood Sports Hall	S106	14	0	14	0	14	0	14	0	0%	L Pincombe	Release of money is pending the conclusions of a Community Use Agreement. Agreement in final stages of being refined.
Grant for Stoke Sub Hamdon Recreational Ground	Qtr 3 14/15	40	4	36	36	0	0	40	0	0%	J Hannis	Floodlights and Changing Room extension projects are complete.
Sparkford Cricket Club	S106	12	6	6	0	6	0	12	0	0%	J Hannis	Project ongoing. Ecology study is complete and final plans are nearing completion, with a view to submitting planning permission for new pavilion.
South Petherton Cricket Club	S106	34	0	29	29	0	5	34	0	0%	J Hannis	Cricket Nets project is now complete. Pavilion and Play Area projects to follow.
COMMUNITIES												
Service Manager - Tim Cook												
Portfolio Holder - Cllr Val Keitch												
Reckleford Syratory (Eastern Gateway) Yeovil	Feb-07	1,651	1,649	2	0	2	0	1,651	0	0%	T Cook	Retention now paid, so the project is complete.
Land Acquisition in Waterside Rd, Wincanton	Feb-08	4	4	0	0	0	0	4	0	0%	T Cook	Acquisition complete.
Enhancements to Waterside Rd, Wincanton	Feb-08	31	0	31	0	31	0	31	0	0%	T Cook	Project being managed by Property Services - Aim to start on site October 19.
Subtotal for Service Delivery		23,635	19,773	3,858	545	3,313	5	23,635	0			
STRATEGY & COMMISSIONING												
Director - Netta Meadows												
STRATEGIC PLANNING												
Service Manager - Jan Gamon												
STRATEGIC HOUSING/ PLACE PLANNING												
Portfolio Holder - Cllr Val Keitch												
Affordable Housing - Furnham Road Phase II/Jarmin Way, Chard (Knightstone)	Oct-15	200	100	100	0	100	0	200	0	0%	J Calvert	This has commenced and LiveWest will be requesting the agreed 50% Start-on-Site tranche imminently.
Affordable Housing - North Street, Crewkerne	Sep-16	1,040	0	1,040	780	260	0	1,040	0	0%	J Calvert	The Start-on-Site tranche was claimed as soon as works commenced. Stonewater have now arranged the alternative access arrangements.
Affordable Housing - West End Close, South Petherton (Stonewater)	Nov-17	996	218	778	0	778	0	996	0	0%	J Calvert	Start-on-Site in Q2 of 2019/20 - it is likely that all of the funding allocated will be required, due to a low level of Homes England funding for the CLT units.
Affordable Housing - 4 Properties Chard Working Mens Club (Stonewater)	May-17	216	0	216	0	216	0	216	0	0%	J Calvert	Scheme delayed due to contamination on site, however expecting to Start-on-Site in 2019/20.
Affordable Housing - 5 Bought not Built (BCHA)	Jul-17	92	74	18	19	-0	0	92	0	0%	J Calvert	Scheme completed.
Affordable Housing - Magna at South St, Crewkerne	Jan-00	350	0	350	0	350	0	350	0	0%	J Calvert	We expect Start-on-Site tranche to be claimed 2019/20. It remains possible that Magna will obtain Homes Engalnd funding but probably not to the full extent of the underwriting, so our current expectation is that some of this funding can be rescinded at some stage in the future.
Affordable Housing - Refurbishment of SSDC owned property	Mar-19	55	0	55	0	55	0	55	0	0%	J Calvert	Refurbishment work due to complete in 2019/20.
Affordable Housing - Yeovil (117 Sherborne Rd)	Feb-14	72	0	72	1	71	0	72	0	0%	J Calvert	Works have started, expected to be completed in 2019/20.
Affordable Housing - 23 Southway Drive, Yeovil	Apr-19	68	0	68	68	0	0	68	0	0%	J Calvert	Purchase completed.
GOLDENSTONES												
Portfolio Holder - Cllr Val Keitch												
Goldenstones 10 Yr Plan Changing Rm's Refurbishment	Mar-17	285	249	36	0	36	0	285	0	0%	L Pincombe	Required to deliver planned preventative maintenance as per 2018/19 ten year plans. Property services are responsible for organising maintenance works.

REVISED CAPITAL PROGRAMME 2019/20 - 2023/24

CAPITAL PROGRAMME GROSS EXPENDITURE 2019/20 - 2023/24

Scheme	Original Approval Date	Current Approved Budget £000s	Spend in Previous Years £000s	2019/20 Estimated Spend £000s	2019/20 Actual Spend to Date £000s	2019/20 Projected Further Spend £000s	Future Years Estimated Spend £000s	Total Forecast Project Spend £000s	Forecast Underspend (-) / Overspend £000s	Forecast Underspend (-) / Overspend %	Project Officer	Comments
Goldenstones Sports Centre - 10 Yr Maintenance Plan	Feb-19	440	0	260	0	260	180	440	0	0%	L Pincombe	Required to deliver planned preventative maintenance as per 2018/19 ten year plans. Property services are responsible for organising maintenance works.
SPORT FACILITIES Portfolio Holder - Cllr Val Keitch												
Wincanton Community Sports Centre 10 year plan	Sep-12	178	136	42	0	42	0	178	0	0%	L Pincombe	Required to deliver planned preventative maintenance as per 2018/19 ten year plans. Property services are responsible for organising maintenance works.
Wincanton Sports Centre - 10 Year Maintenance Plan	Feb-19	476	0	286	0	286	190	476	0	0%	L Pincombe	Required to deliver planned preventative maintenance as per 2018/19 ten year plans. Property services are responsible for organising maintenance works.
WESTLANDS SPORT FACILITIES Portfolio Holder - Cllr Val Keitch												
Westlands Sports & Pavilion	Oct-15	1,284	1,263	21	0	21	0	1,284	0	0%	J Hannis	Project to complete in 2019/20.
PLANNING/SPATIAL POLICY Service manager: Jo Wilkins Portfolio Holder - Cllr Mike Best												
Lyde Road Pedestrian & Cycle Way, Yeovil	Feb-17	250	0	250	0	250	0	250	0	0%	L Pincombe	Awaiting detailed scheme designs from SCC as the Highway Authority. Delivery/spend expected to occur in early 2020.
Total for Strategy & Commissioning		6,001	2,040	3,592	867	2,725	370	6,001	0			
SUPPORT SERVICES Director - Matt Meadows SUPPORT SERVICES FUNCTIONS FINANCIAL SERVICES Lead Specialist - Nicola Hix Portfolio Holder - Cllr Peter Seib												
Capital Services	Jan-00	2,957	2,957	0	0	0	0	2,957	0	0%	N Hix	Allocation of budget will be 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	4,000	0	4,000	1,000	5,000	0	0%	N Hix	The phasing of SWP capital funding requirement is in the process of being finalised, and will be reported to Members later in 2019. It is likely costs will be phased over 2019/20 and 2020/21.
Loan to Somerset Waste Partnership - Repayment (2)	Feb-17	0	0	0	0	0	0	0	0	0%	N Hix	
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.
ICT SERVICES Lead Specialist - Dave Chubb Portfolio Holder - Cllr Peter Seib												
ES Upgrade	Feb-19	30	0	30	0	30	0	30	0	0%	D Chubb	Project due to commence in Qtr 2 of 2019/20.
Mobile Devices for Council Members	Feb-19	33	0	33	25	8	0	33	0	0%	D Chubb	Devices purchased and issued within budget.
Firewalls & Security	Feb-19	25	0	25	6	19	0	25	0	0%	D Chubb	Project commenced. New firewalls in place. Other security upgrades are underway.
Total for Support Services		8,045	2,957	4,088	31	4,057	1,000	8,045	0			
Total Gross Capital Programme		105,927	68,169	36,235	4,930	31,305	1,523	105,927	0			

CAPITAL PROGRAMME FUNDING 2019/20 - 2023/24

Scheme	2018/19 Est Funding £000s
External Grants & Contributions - Assets	385
External Grants & Contributions - REFCUS	1,375
Repayment Loans	2,318
Capital Fund	3,094
Internal Borrowing Reserve	216
Usable Capital Receipts	9,003
Externally Borrowed not Usable Capital Receipts	19,844
Total Capital Programme Financing	36,235

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.

REVISED CAPITAL PROGRAMME 2019/20 - 2023/24

CAPITAL PROGRAMME GROSS EXPENDITURE 2019/20 - 2023/24

Scheme	Original Approval Date	Current Approved Budget £000s	Spend in Previous Years £000s	2019/20 Estimated Spend £000s	2019/20 Actual Spend to Date £000s	2019/20 Projected Further Spend £000s	Future Years Estimated Spend £000s	Total Forecast Project Spend £000s	Forecast Underspend (-) / Overspend £000s	Forecast Underspend (-) / Overspend %	Project Officer	Comments
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RESERVE SCHEMES APPROVED IN PRINCIPLE

Scheme	Original Date of Project Approval		Previous Year's Spend £000s	2019/20 Est Spend £000s	Actual Spend to 30 June 2019 £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	30,966
Gas Control System - Birchfield	Feb-13		130	0	0	485
Affordable Housing - Unallocated	Feb-14		0	0	0	832
Affordable Housing - Rural Contingency Fund	Sep-16		0	0	0	500
Affordable Housing - Bought not built Allocation			0	0	0	201
Affordable Housing - Mortgage Rescue Contingency Fund			0	0	0	277
Investment in Market Housing	Feb-15		0	0	0	1,931
Disabled Facilities Grant			0	0	0	821
ICT Replacement			0	0	0	275
Transformation	Mar-16		0	0	0	317
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
Total Reserve Schemes Approved in Principle			1,804	0	0	38,316

AREA RESERVE SCHEMES AWAITING ALLOCATION

Scheme	2019/20 Est Spend £000s	Actual Spend to 30 June 2019 £000s	Future Est Spend £000s
North	0	0	166
South	0	0	262
East	0	0	46
West	0	0	155
Total	0	0	630

Scheme	2019/20 Est Spend £000s	Actual Spend to 30 June 2019 £000s	Future Est Spend £000s	Total Est Spend £000s
Capital Programme	36,235	4,930	1,523	37,758
Contingent Liabilities and Reserve Schemes	0	0	38,946	38,946
Total Capital Programme to be Financed	36,235	4,930	40,469	76,704

Projects agreed before Feb 2015

The table below highlights the schemes agreed before Feb 2015, 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. Estimated start date on site of October 2019.	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.
Affordable Housing – 117 Sherborne Road, Yeovil	Feb-14	72	72	This project has been on the reserve schemes for some time until works were ready to commence. Works have now started and will finish in 2019/20.	This funding is required to meet the Housing needs of the District. Now works have commenced, withdrawing funding would cause the project to stop midway through.
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 8

2019/20 Revenue Budget Monitoring Report for the Period Ending 30th June 2019

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
Contact Details: nicola.hix@southsomerset.gov.uk or (01935) 462612

Purpose of the Report

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

Forward Plan

2. This report appeared on the District Executive Forward Plan with an anticipated Committee date of 1st August 2019.

Public Interest

3. This report gives an update on the forecast revenue financial position and budgetary variations of the Council for the financial year 2019/20, as at 30th June 2019. Maintaining the financial health of the organisation is important in ensuring the ongoing delivery of priority services in our community.

Recommendations

4. That the District Executive:
 - a. note the current 2019/20 financial position of the Council;
 - b. note the reasons for variations to the previously approved Directorate Budgets as detailed in paragraph 8, Table 1;
 - c. note the virements made under delegated authority as detailed in Appendix B; and
 - d. note the transfers made to and from reserves outlined in paragraph 27, Table 4 and the position of the Area Reserves as detailed in Appendix C and the Corporate Reserves as detailed in Appendix D;

Background

5. The 2019/20 original budget was approved by Council in February 2019. This represents the financial plans that the Executive manages under their delegated authority and that they monitor in accordance with the Financial Procedure Rules. All of the Council's income and expenditure has a responsible budget holder who is managing only items within their control.
6. This is the first forecast for the year, which is completed at the end of Quarter 1 (1st April to 30th June 2019). The projected position should be regarded as a reasonable indication of possible differences between actual and budgeted spend and income for the year. Experience shows that the position at the end of the year can vary, sometimes significantly, from early forecasts with time for management to take corrective action and manage risks and opportunities before the end of the financial year.

Summary of the Current Revenue Financial Position and Forecast Outturn

7. Managers have forecast expenditure and income for the year in order that the expected outturn and the projected variances are identified and reported. Appendix A to this report sets out the position as at the end of quarter 1 and details the forecast outturn for 2019/20.
8. There is currently a net forecast overspend of £46,865 (0.3%) for 2019/20. Table 1 below details the services with major variances forecast for 2019/20 as predicted at 30th June 2019 that contribute to this predicted figure.

Table 1 – Major Variances (+/- £50,000)

Directorate	Service	Forecast Variance £'000	Explanation of variance
Commercial Services and Income Generation	Operational Properties	60	Income from catering and operational buildings is forecast to be £60K below budget estimate.
	Car Parking	165	Expected £60k overspend on NNDR. Expected £30k shortfall in car park income. District Executive approved increase was modelled for budget purposes on 10% but indexation provides only 7%; £45k shortfall on season ticket revenue and £30k shortfall on parking fines.
Service Delivery	Building Control	148	The forecast year end variance is based on the service having to run with agency staffing until the end of December 2019 due to difficulties in recruitment, and income being 11.5% below profile. The outcomes of a peer review undertaken this summer will help inform the future business plan for the service.
Support Services	Finance Corporate Costs	-369	Insurance premiums projected to be below budget, and treasury net interest costs and income forecast to produce a surplus against budget.

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

9. Income trends compared to budget remains a concern for managers in some areas. Managers in the areas concerned are continually monitoring income trends and, if required, plans will be implemented to bring spending and income in line with the approved budgets where deliverable. Additional information on the areas which have significant income budgets which would impact on the financial position if there were to be significant variances are detailed in the risk table (table 6) of this report.
10. The forecast commercial investment properties budget is currently forecasting a surplus of £450,000 for the year, as a result of completed investments since the original budget for the year was estimated. The intent is to transfer the surplus to the Investment Risk Reserve at the end of the financial year therefore this surplus is not included as an underspend variance against total budget for the year.
11. The approved base budget as at 1st April 2019 was £16,197,800 for 2019/20. No movements have been made between 1st April 2019 and the 30th June 2019 therefore the budget remains the same. Carry forwards from the 2018/19 budget totalling £170,282 were agreed by District Executive on the 4th July 2019 and will be added to the budget during July.

Budget Virements

12. Under the Financial Procedure Rules, providing that the S151 Officer has been notified in advance, Directors/Assistant Directors/Managers may authorise any virements for an individual cost centre within their responsibility. Directors and Assistant Directors can authorise virements, up to a maximum of £25,000, for an overall Directorate that is within their area of responsibility. Portfolio Holders can approve virements between services within their areas of responsibility, up to a maximum of £25,000 per virement. These virements are listed in Appendix B for District Executive to note and have been approved by the S151 Officer.
13. All virements outside of the criteria set out above require the approval of District Executive and, such virements are detailed in the table below.

Table 2 – Virements over £25,000

Amount £	From	To	Details
379,260	Horticulture, Street Cleansing, Fleet Management & Car Parks	Environmental Services Support Staff, Plant Nursery & Car Park Staff	Re-alignment of Streetscene budgets following Transformation
35,000	Housing Core Functions	Housing	Transfer of Homelessness Scheme budget

Delivery of Savings

14. As part of effective financial planning and control it is important to monitor that savings proposed in the 2019/20 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 – 2019/20 Budgeted Major Savings (over £25,000)

Description	2019/20 Budget Saving Target £'000	Estimated Actual Saving at Year-End £'000	Shortfall £'000
Transformation (See paragraph 15 regarding one-off service resilience transitional costs of £494,900 for 19/20)	756.8	756.8	0
Sales, Fees and Charges - Arts	5.4	5.4	0
Sales, Fees and Charges - Planning	15.0	15.0	0
Sales, Fees and Charges - Licensing	9.3	9.3	0
Sales, Fees and Charges - Welfare/Careline	12.4	12.4	0
Sales, Fees and Charges - Horticulture/StreetScene	21.8	21.8	0
Sales, Fees and Charges - Countryside	11.0	11.0	0
Parking Fee Income	135.0	105.0	30
Insurance Premiums Procurement saving	50.0	50.0	0
Total Major Savings	1,016.7	491.8	30

(Negative figures = shortfall)

15. Members will recall that one-off service resilience transitional costs of £494,900 for 2019/20 were agreed by District Executive in June 2019. Whilst the approved budget (and table 3 above) reflects the full delivery of savings per the business case it is appropriate to recognise some of the savings

have effectively been reinvested to provide service resilience and meet workload as changes continue to be made.

16. Table 3 shows that there is a shortfall of projected income against one of the budgeted savings. The achievement of savings will be carefully monitored during Quarter 2 and Quarter 3 to clarify whether the base budget expectation is realistic, and any changes to underlying trend will be addressed through the 2020/21 budget setting process. The projected shortfall on its own is not material to the overall financial performance for the year, at this stage in the financial year it is anticipated that the impact of the shortfall can be managed within the overall budget total and be offset by underspends in other areas.

Council Tax Support and Council Tax

17. The Council Tax Support Scheme (CTS) provides for discounted tax charges to households with lower income. The authority has set a budget for 2019/20 of £9.042m for annual CTS discounts. A total of £9.152m has been allocated as at 30th June 2019. Although this is currently above budget the general trajectory of the sum allocated is downward towards budget. The cost of CTS is allocated through the Council Tax Collection Fund and is shared between the preceptors in proportion to their relative shares of council tax due for the year (SSDC share is c14.3% for 2019/20).
18. The Hardship Scheme is in place for extreme circumstances with a budget of £30,000 for the year. By the end of quarter 1 SSDC had received 35 requests for hardship relief of which 32 were successful. The amount awarded to the end of quarter 1 was £4,693.
19. The in-year collection rate for Council Tax is 28.11% for 2019/20 compared to 28.68% for quarter 1 last year. The number of people who are on the maximum instalment continues to increase (currently 16,015 households). This means the collection profile will see more income during February and March than last year. At the end of quarter 1 we had reduced the total of £7.567m outstanding debt relating to previous years by £952k.

Non Domestic Rates

20. The in-year collection rate for Non Domestic Rates is 32.68% for 2019/20 compared to 33.49% for quarter 1 last year. At the end of quarter 1 we had reduced the total of £2.628m outstanding debt relating to previous years by £280k.
21. Non Domestic Rates income that we collect is distributed between Government, SSDC, the County Council, and Fire and Rescue Authority under the Business Rates Retention funding system.

Council Tax Reforms

22. Members agreed to amend some discounts to Council Tax from 1st April 2013, one of which relates to long term empty properties (unfurnished and unoccupied for 2 years or more). There were 198 at the end of June 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 208.
23. Legislation has been approved in Parliament to give councils the power to increase the Council Tax premium on empty homes. During the final debate on the Rating (Property in Common Occupation) and Council Tax (Empty Homes Premium) Bill, MPs approved an amendment to enable councils to levy up to 200 per cent council tax premium on homes that have been empty for between five and 10 years and up to 300 per cent premium on homes that have been empty for 10 years or more. This is in addition to existing plans to allow councils to double the council tax premium for homes that have been empty for two years or more. A report was approved by District Executive on the 7th February 2019. From the 1st April 2019 dwellings that have been empty for more than two years, a

premium of 100% of the charge will be added (this previously was 50%). Further changes will come into effect from 1st April 2020.

Discretionary Housing Payments

24. The Government DHP funding allocation for 2019/20 is up to £232,768. In addition to this the Council is permitted to spend up to £349,152 of its own money on DHP awards. By the end of quarter 1 we had processed 141 DHP applications, 133 of which were successful with a total award value of £43,274. A further £13,771 is committed up to the end of this financial year. The total sum paid and committed (£57,045) represents 24.5% of the government DHP grant. We currently have 82 outstanding DHP applications.
25. Universal Credit recipients have their housing cost support paid directly by DWP, however they are still able to apply to SSDC for a DHP 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 the above paragraph.

Reserves & Balances

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

Table 4 – Reserves Movements

Reserve	Balance at 01/04/2019 £'000	Transfers In/Out £'000	Balance at 30/6/2019 £'000	Reason for Transfer
Useable Capital Receipts	-22,244	-18	-22,262	Receipt relates to the repayment of a couple Private Sector Housing grants.
Capital Reserve	-1,277	-4	-1,281	Photovoltaic additional tariff income.
Yeovil Athletic Track Repairs Fund	-167	7	-160	Funding of hammer cage modifications.
Revenue Grants Reserve	-504	4	-500	Smoke detector grant transferred to Careline.
Council Tax/Housing Benefits Reserve	-822	-37	-859	DWP grants for Fraud and verifying earnings and pensions (VEP) work.
Ticket Levy Reserve	-64	-16	-80	Ticket Levies to reserve.
Housing & Homelessness Reserve	-458	-96	-554	Receipt of 2019/20 flexible homelessness and preventing homelessness grants totalling £304k and transfer of grants received in 2018/19 totalling £208k to support various housing and homelessness programmes.

(Negative figures = income, positive figures = costs)

28. **General Fund Balance** represents the accumulated revenue surpluses that are held to mitigate financial risks and unforeseen costs. Within the total, however, are amounts that have been earmarked by the District Executive for specific purposes. The table below shows the current position on the General Fund Balance compared to that previously reported.

Table 5 - General Fund Balance

	£'000
Balance at 1 April 2019	-4,593
Area & Economic Development Balances	121
2019/20 Carry Forwards	170
Commitments (including A303)	157
Current Estimated overspend in 2019/20	47
Unallocated General Fund Balance at 30th June 2019	-4,098

(Negative figures = income, positive figures = costs)

29. The latest review of risks to SSDC balances shows that balances need to remain within the range of £2.8 to £3.1 million to meet current financial risks. Current balances as at 30th June exceed this minimum requirement providing added financial resilience to address financial risks if required.

Financial Implications

30. As part of monitoring an assessment of risk has been made. This review of balances and reserves has shown that SSDC currently has sufficient balances to cover major areas of financial risk. The balance at the 30th June 2019 is estimated to be £4.098 million.
31. Details of the current key risks, as identified in the 2019/20 Budget Setting Report, are listed in the table below with an update from the responsible officer.

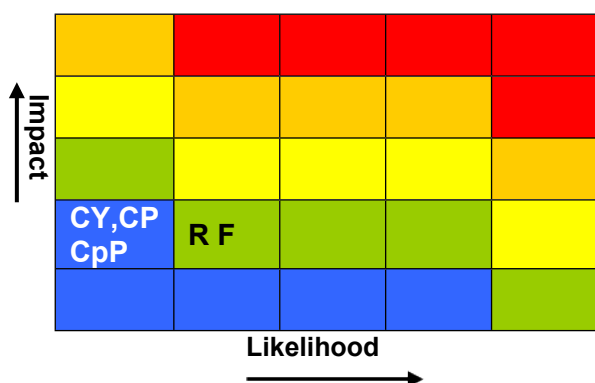
Table 6 - Risks

Current Risk	Responsible Officer	Officer's Update
Interest Rates	S151 Officer	Current predictions are for the Treasury Management income to exceed budget.
Business Rate income	Director-Service Delivery	The collection rate is down by 0.81% compared to the previous year's quarter 1; NDR collection can be quite volatile from quarter to quarter, and year to year. One factor affecting collection is the timing of a payment from a business with a large rates bill. If they pay a few days before the end of the quarter in one year but a few days after the end of the quarter in another year this can significantly change the % collected in that quarter.
Transformation	Chief Executive	Officers continue to implement changes through transformation to enable channel shift and improve efficiency, which is essential to underpin full benefit realisation and avoid the risk that operational capacity will need to be increased to meet service demands.
Westland Leisure Centre	Director – Commercial Services & Income Generation	In year 3 of operation Westlands is showing steady and sustained growth with increases in room hire and the number of banquets, parties and wakes. The number of performances and audience attendance continue to grow.
The Council Tax Support Scheme	Director-Service Delivery	Current monitoring shows that 101.22% of the budget has been allocated by 30 th June 2019.
Housing Benefit Subsidy	Director-Service Delivery	Current predictions are for the housing benefit subsidy to be on budget at the year-end but the outcome will not be confirmed until the subsidy claim is externally audited.

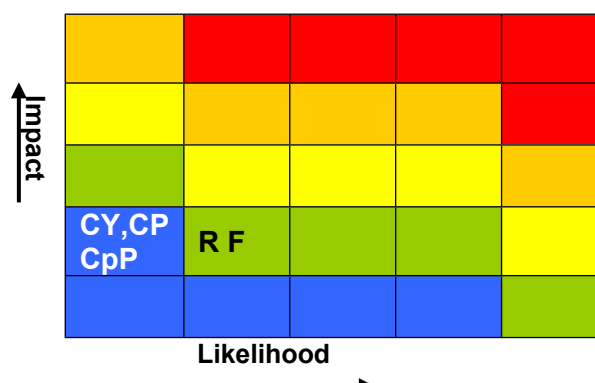
Current Risk	Responsible Officer	Officer's Update
Planning Income	Director-Service Delivery	Current predictions are for Planning income to meet its increased budget for 19/20 with current income exceeding its three month income budget.
Building Control Income	Director-Service Delivery	Current predictions are that there will be a £148k over spend on expenditure for the year should the current use of agency staff be continued to the end of December. The income budget has not been met in the previous 3 financial years. No variance is currently being projected at year end, the income target has been reduced in 2019/20 and will be closely monitored in year.
Car Parking Income	Director – Commercial Services & Income Generation	Car Park income is currently predicted to be below budget estimates by £30k. District Executive approved increase was modelled for budget on 10% but indexation provides only 7%.
The UKs Exit from the EU	S151 Officer	We still do not yet know the impact in the medium to long term. If consumer confidence reduces there may be an impact on SSDC's income streams such as planning, licencing, theatre income, and car parking, although this is considered a low risk at this stage. Financing / treasury costs and income may be affected.
Land Charge Searches	Director-Service Delivery	As previously reported the Land Registry are currently still working on getting all authorities digitalised and then it is expected that the project will start with the South East region.

Risk Matrix

Risk Profile before officer recommendations



Risk Profile after officer recommendations



Key

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

Council Plan Implications

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

Carbon Emissions and Climate Change Implications

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

Equality and Diversity Implications

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

Privacy Impact Assessment

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

Background Papers

Budget Setting reports to Full Council in February 2019

2019-2020 Budget Detail

Service with Elements		Year to date			Outturn Forecast			Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		Budget to 30th June £	Actual to 30th June £	Variance to 30th June £	Annual Budget £	Expected Total by Year End £	Variance expected 31/03/20 £	
STRATEGIC MANAGEMENT								
Chief Executive : Alex Parmley								
Service Manager: Alex Parmley								
MANAGEMENT BOARD (DMB)	Expenditure	177,478	138,505	(38,973)	709,910	709,910	0	<i>The majority of the underspend to date is in respect of the training budget, it is anticipated that the budget will be spent by year end.</i>
	Income	(17,500)	(29,484)	(11,984)	(17,500)	(17,500)	0	
Portfolio Holder: Cllr Val Keitch	TOTAL	159,978	109,021	(50,957)	692,410	692,410	0	
Service Manager: Sara Kelly								
TRANSFORMATION (DMT)	Expenditure	(12,500)	(551,364)	(538,864)	(50,000)	(50,000)	0	<i>The variance is due to a 2018/19 year end accrual for pension strain costs that are paid over a three period but accounted for in 2018/19. 2019/20 expenditure of circa £40K for the continuation of the programme will be funded from the transformation reserve</i>
	Income	0	0	0	0	0	0	
Portfolio Holder: Cllr Val Keitch	TOTAL	(12,500)	(551,364)	(538,864)	(50,000)	(50,000)	0	
TOTAL STRATEGIC MANAGEMENT	Expenditure	164,978	(412,859)	(577,837)	659,910	659,910	0	
	Income	(17,500)	(29,484)	(11,984)	(17,500)	(17,500)	0	
	TOTAL	147,478	(442,343)	(589,821)	642,410	642,410	0	
TOTAL CHIEF EXECUTIVE	Expenditure	164,978	(412,859)	(577,837)	659,910	659,910	0	
	Income	(17,500)	(29,484)	(11,984)	(17,500)	(17,500)	0	
	TOTAL	147,478	(442,343)	(589,821)	642,410	642,410	0	
COMMERCIAL SERVICES & INCOME GENERATION								
Director: Clare Pestell								
Arts & Entertainment								
Service Manager: Adam Burgan								
OCTAGON (GOC)	Expenditure	550,960	461,128	(89,832)	2,121,490	2,232,877	111,387	A positive start to the year for the Octagon Theatre aided by increased hiring's. Critical sales periods ahead but looking positive.
	Income	(468,209)	(789,417)	(321,208)	(1,833,660)	(1,950,563)	(116,903)	
Portfolio Holder: Cllr John Clarke	TOTAL	82,751	(328,289)	(411,040)	287,830	282,314	(5,516)	
WESTLANDS (GWL)	Expenditure	340,935	293,007	(47,928)	1,378,500	1,290,696	(87,804)	In year 3 of operation Westlands is showing steady and sustained growth with increases in room hire and the number of banquets, parties and wakes. The number of performances and audience attendance continue to grow. Expenditure will grow but will be matched and exceeded by the increase in income. Critical periods ahead but a solid and positive start to the year.
	Income	(286,570)	(333,395)	(46,825)	(1,221,040)	(1,135,235)	85,805	
Portfolio Holder: Cllr John Clarke	TOTAL	54,365	(40,388)	(94,753)	157,460	155,461	(1,999)	
TOTAL ARTS & ENTERTAINMENT	Expenditure	891,895	754,135	(137,760)	3,499,990	3,523,573	23,583	
	Income	(754,779)	(1,122,812)	(368,033)	(3,054,700)	(3,085,798)	(31,098)	
	TOTAL	137,116	(368,677)	(505,793)	445,290	437,775	(7,515)	
Environmental Services								
Service Manager: Chris Cooper								
STREETSCENE (KHT)	Expenditure	724,145	625,610	(98,535)	3,164,430	3,164,430	0	The budget currently shows a positive variance: this is primarily due to vacant posts although there has been some additional spend on agency staff. Some profiling of budgets is needed to reflect seasonal spend. There is some work that currently requires invoicing and when taken into consideration against
	Income	(237,070)	(188,506)	48,564	(1,448,540)	(1,448,540)	0	

Service with Elements		Year to date			Outturn Forecast			Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		Budget to 30th June £	Actual to 30th June £	Variance to 30th June £	Annual Budget £	Expected Total by Year End £	Variance expected 31/03/20 £	
Portfolio Holder: Cllr Sarah Dyke	TOTAL	487,075	437,104	(49,971)	1,715,890	1,715,890	0	commitments it indicates that the overall budget position at this time is a small but positive variance against profile.
WASTE & RECYCLING (KWT)	Expenditure	1,595,037	1,553,305	(41,732)	6,390,120	6,390,120	0	<i>The variance is due to a 2018/19 year end accrual for £43k in respect of settlement with Somerset Waste Partnership for last years contract, an invoice is expected for settlement once the SWP board has agreed the year end balances.</i>
	Income	(1,039,544)	(905,360)	134,184	(1,778,740)	(1,778,740)	0	<i>The variance is due to a 2018/19 year end accrual for £193K recylcemore surplus held by Somerset Waste Partnership. Garden Waste income has exceeding the 2019/20 budget by £22K at the end of quarter 1.</i>
Portfolio Holder: Cllr Sarah Dyke	TOTAL	555,493	647,945	92,452	4,611,380	4,611,380	0	
TOTAL ENVIRONMENTAL SERVICES	Expenditure	2,319,182	2,178,915	(140,267)	9,554,550	9,554,550	0	
	Income	(1,276,614)	(1,093,866)	182,748	(3,227,280)	(3,227,280)	0	
	TOTAL	1,042,568	1,085,049	42,481	6,327,270	6,327,270	0	
Income / Opportunity Development								
Service Manager: James Dival/ Justine Parton								
INCOME/ OPPORTUNITY DEVELOPMENT (IOD)	Expenditure	131,650	151,632	19,982	430,300	430,300	0	Additional expenditure in respect of National Non Domestic Rates, a refund will be received on an element of this when the second floor is occupied.
	Income	(459,759)	(360,574)	99,185	(548,790)	(548,790)	0	Income less than profile to date however anticipated to be achieved by year end
Portfolio Holder: Cllr John Clarke	TOTAL	(328,109)	(208,942)	119,167	(118,490)	(118,490)	0	
TOTAL INCOME/ OPPORTUNITY DEVELOPMENT	Expenditure	131,650	151,632	19,982	430,300	430,300	0	
	Income	(459,759)	(360,574)	99,185	(548,790)	(548,790)	0	
	TOTAL	(328,109)	(208,942)	119,167	(118,490)	(118,490)	0	
Leisure, Recreation & Tourism								
Service Manager: Katy Menday								
COUNTRYSIDE (GCT)	Expenditure	154,750	185,903	31,153	608,070	608,070	0	Confirmation of agreed carry forward at Ninesprings café on an underspend from last year will offset tools and equipment purchases and reduce the variance on expenditure. Mis-code of £5,000 NNDR to be resolved. Expenditure on site improvements at Ham Hill is part of a parks improvement grant, journal to cover these £8,000 costs will be arranged.
	Income	(74,152)	(4,577)	69,575	(301,610)	(301,610)	0	Awaiting confirmation and then adjustment due to £80,000 of late grant income for Yeovil Country Park to resolve the income variance, bringing income back on track for the year. New ice cream licence fee for Ham Hill due in coming month.
Portfolio Holder: Cllr Mike Best	TOTAL	80,598	181,326	100,728	306,460	306,460	0	Anticipated on budget year end.
YEOVIL RECREATION CENTRE (GSP)	Expenditure	89,806	37,516	(52,290)	306,780	306,780	0	Expenditure as expected and underspend due to late transfer of quarterly maintenance costs to grounds team. Activities officer salary mis-code also explains underspend and will be resolved.
	Income	(39,469)	(40,284)	(815)	(125,580)	(125,580)	0	Income as expected for summer months; refurb at Galley café aims to improve income further.
Portfolio Holder: Cllr Mike Best	TOTAL	50,337	(2,768)	(53,105)	181,200	181,200	0	Anticipate on budget year end.
TOURISM & HERITAGE (GTR)	Expenditure	63,167	68,208	5,041	270,880	270,880	0	As a seasonal business the wages costs for the TICs are higher now and explain the variance on expenditure.
	Income	(24,167)	(9,482)	14,685	(96,670)	(96,670)	0	Income due throughout the summer to hit targets. Community Heritage Officer sessions are underway and invoices raised to secure income, confirmed grant funding for events and sessions will be claimed later in the year.
Portfolio Holder: Cllr Mike Best	TOTAL	39,000	58,726	19,726	174,210	174,210	0	Expected on budget year end.
TOTAL LEISURE, RECREATION & TOURISM	Expenditure	307,723	291,627	(16,096)	1,185,730	1,185,730	0	
	Income	(137,788)	(54,343)	83,445	(523,860)	(523,860)	0	
	TOTAL	169,935	237,284	67,349	661,870	661,870	0	

Service with Elements		Year to date			Outturn Forecast			Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		Budget to 30th June £	Actual to 30th June £	Variance to 30th June £	Annual Budget £	Expected Total by Year End £	Variance expected 31/03/20 £	
Property, Land & Development								
Service Manager: Robert Orrett								
BIRCHFIELD (CIBF)	Expenditure	10,990	7,038	(3,952)	64,290	64,290	0	Patterns of actual expenditure are uneven across the year. No current reason to forecast year end variation.
	Income	0	0	0	0	0	0	
Portfolio Holder: Cllr Sarah Dyke	TOTAL	10,990	7,038	(3,952)	64,290	64,290	0	
PROP LAND & DEV- CASE OFFICER (CICO)	Expenditure	69,038	60,747	(8,291)	276,150	276,150	0	Short term salary savings will be applied to consultant fee costs required to cover for vacancies.
	Income	0	0	0	0	0	0	
Portfolio Holder: Cllr Sarah Dyke	TOTAL	69,038	60,747	(8,291)	276,150	276,150	0	
LAND DRAINAGE (CILD)	Expenditure	18,000	9,158	(8,842)	72,000	72,000	0	Patterns of actual expenditure are uneven across the year. No spend has yet been incurred on R&M.
	Income	0	0	0	0	0	0	
Portfolio Holder: Cllr Sarah Dyke	TOTAL	18,000	9,158	(8,842)	72,000	72,000	0	
OPERATIONAL PROPERTIES (CIOP)	Expenditure	481,086	439,775	(41,311)	1,103,100	1,103,100	0	Expect catering variable spend to be £15k below budget and £15k overspend on NNDR for Operation Offices. Income from catering and operational buildings is forecast to be £60K below budget estimate.
	Income	(134,295)	(32,125)	102,170	(536,010)	(476,010)	60,000	
Portfolio Holder: Cllr Sarah Dyke	TOTAL	346,791	407,650	60,859	567,090	627,090	60,000	
COMMERICAL PROPERTIES (CIPR)	Expenditure	37,097	49,290	12,193	97,210	97,210	0	Patterns of actual expenditure are uneven across the year. No current reason to forecast year end variation. Income in line with budget. Forecast will change as year continues depending on the level of purchases made over the coming months.
	Income	(55,160)	(55,357)	(197)	(183,690)	(183,690)	0	
Portfolio Holder: Cllr John Clarke	TOTAL	(18,063)	(6,067)	11,996	(86,480)	(86,480)	0	
PROP, LAND & DEV - SPECIALISTS (CISP)	Expenditure	33,610	24,053	(9,557)	134,440	134,440	0	Savings currently occurring from a vacancy will be re-applied to consultancy fee costs being incurred delivering projects.
	Income	0	0	0	0	0	0	
Portfolio Holder: Cllr Sarah Dyke	TOTAL	33,610	24,053	(9,557)	134,440	134,440	0	
COMMERICAL INVESTMENTS (KCM)	Expenditure	242,925	123,088	(119,837)	949,500	1,399,500	450,000	Investment income surplus to be transferred to Investment Risk Reserve. Income will exceed budget due to commercial investment purchases only being added into the budget setting report once actually completed. Forecast based on completions so far this year but will change as year continues depending on the level investment completions over the coming months.
	Income	(471,763)	(936,390)	(464,627)	(1,377,140)	(1,827,140)	(450,000)	
Portfolio Holder: Cllr John Clarke	TOTAL	(228,838)	(813,302)	(584,464)	(427,640)	(427,640)	0	
CAR PARKING (KCP)	Expenditure	448,588	364,963	(83,625)	774,300	834,300	60,000	Expect £60k overspend on NNDR. Expect £30k shortfall in car park income. DX approved increase was modelled for budget on 10% but indexation provides only 7%; £45k shortfall on season ticket revenue and £30k shortfall on parking fines.
	Income	(483,273)	(488,757)	(5,484)	(2,055,670)	(1,950,670)	105,000	
Portfolio Holder: Cllr John Clarke	TOTAL	(34,685)	(123,794)	(89,109)	(1,281,370)	(1,116,370)	165,000	
ENGINEERING SERVICES (KEN)	Expenditure	13,225	4,325	(8,900)	41,830	41,830	0	Patterns of actual expenditure are uneven across the year. No current reason to forecast year end variation.
	Income	(1,515)	347	1,862	(11,910)	(11,910)	0	
Portfolio Holder: Cllr Sarah Dyke	TOTAL	11,710	4,672	(7,038)	29,920	29,920	0	
TOTAL PROPERTY, LAND & DEVELOPMENT	Expenditure	1,354,559	1,082,437	(272,122)	3,512,820	4,022,820	510,000	
	Income	(1,146,006)	(1,512,282)	(366,276)	(4,164,420)	(4,449,420)	165,000	
	TOTAL	208,553	(429,845)	(638,398)	(651,600)	(426,600)	225,000	
TOTAL COMMERCIAL SERVICES & INCOME GENERATION	Expenditure	5,005,009	4,458,746	(546,263)	18,183,390	18,716,973	533,583	
	Income	(3,774,946)	(4,143,877)	(368,931)	(11,519,050)	(11,835,148)	133,902	
	TOTAL	1,230,063	314,869	(915,194)	6,664,340	6,881,825	217,485	

SERVICE DELIVERY

Director: Martin Woods

Customer Focussed Team

Service Manager: Sharon Jones

		Year to date			Outturn Forecast			Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
Service with Elements		Budget to 30th June	Actual to 30th June	Variance to 30th June	Annual Budget	Expected Total by Year End	Variance expected 31/03/20	
		£	£	£	£	£	£	
CUSTOMER FOCUSSED TEAM (PCR)	Expenditure	169,490	135,770	(33,720)	649,850	649,850	0	We currently have an underspend due to vacancies within the team. Agency staff are currently employed and we are going through the recruitment process to fill vacant roles.
	Income	0	0	0	0	0	0	
Portfolio Holder:	TOTAL	169,490	135,770	(33,720)	649,850	649,850	0	
TOTAL CUSTOMER FOCUSSED TEAM	Expenditure	169,490	135,770	(33,720)	649,850	649,850	0	
	Income	0	0	0	0	0	0	
	TOTAL	169,490	135,770	(33,720)	649,850	649,850	0	
Case Team								
Service Manager: Kirsty Larkins								
CASE TEAM (DCT)	Expenditure	372,698	395,404	22,706	1,490,790	1,490,790	0	Additional expenditure on overtime and travel allowances has been incurred, the budget for travel allowances will be vired to the management unit in quarter 2 to cover this expenditure
	Income	0	0	0	0	0	0	
Portfolio Holder:	TOTAL	372,698	395,404	22,706	1,490,790	1,490,790	0	
TOTAL CASE TEAM	Expenditure	372,698	395,404	22,706	1,490,790	1,490,790	0	
	Income	0	0	0	0	0	0	
	TOTAL	372,698	395,404	22,706	1,490,790	1,490,790	0	
Service Delivery Functions								
Service Manager: Nigel Marston								
ENFORCEMENT & COMPLIANCE (DEC)	Expenditure	11,280	11,535	255	45,120	45,120	0	On target
	Income	0	0	0	0	0	0	
Portfolio Holder:	TOTAL	11,280	11,535	255	45,120	45,120	0	
REVENUES & BENEFITS (FBN)	Expenditure	166,601	56,542	(110,059)	530,100	530,100	0	The variance is due to a 2018/19 year end accruals for annual billing and court cost invoices that have yet to be received. Court costs income is down as no courts have been held this year yet. Summons are being issued in August with a court scheduled for September. It is unlikely that the income target will be met by year end, however this is difficult to predict at this stage.
	Income	(122,410)	(40,708)	81,702	(524,640)	(524,640)	0	
Portfolio Holder: Cllr Mike Best	TOTAL	44,191	15,834	(28,357)	5,460	5,460	0	
HOUSING BENEFIT SUBSIDY (FHB)	Expenditure	6,609,480	7,059,487	450,007	26,437,920	26,437,920	0	Our subsidy monitor projection is predicting only a very small variance at this stage. We are required to submit a mid-year subsidy estimate in the summer each year where we can adjust what we expect to pay out in Housing Benefit by the end of the year. The budget variance shown is due to timings of four weekly payments.
	Income	(6,888,667)	(6,912,360)	(23,693)	(27,008,880)	(27,008,880)	0	
Portfolio Holder: Cllr Mike Best	TOTAL	(279,187)	147,127	426,314	(570,960)	(570,960)	0	
HOUSING STANDARDS (HCP)	Expenditure	28,035	22,623	(5,412)	112,140	112,140	0	Income in advance in respect of HMO licences. Home Aid income less than the profile to date. It is anticipated that the income budget will be met at year end.
	Income	(16,862)	(41,118)	(24,256)	(67,450)	(67,450)	0	
Portfolio Holder: Cllr Val Keitch	TOTAL	11,173	(18,495)	(29,668)	44,690	44,690	0	
ENV HEALTH & COMM PROTECTION (HEH)	Expenditure	104,973	88,385	(16,588)	447,780	447,780	0	Salaries budgets less than the profile due to a vacant post. Underspends against profile on travel allowances and equipment, tools and materials budgets.
	Income	(28,728)	(26,077)	2,651	(71,660)	(71,660)	0	
Portfolio Holder: Cllr Mike Best	TOTAL	76,245	62,308	(13,937)	376,120	376,120	0	
HOUSING (HHL)	Expenditure	449,712	458,009	8,297	1,469,361	1,469,361	0	Budget expected to be on target at year end
	Income	(693,496)	(734,968)	(41,472)	(882,811)	(882,811)	0	
Portfolio Holder: Cllr Val Keitch	TOTAL	(243,784)	(276,959)	(33,175)	586,550	586,550	0	
LICENSING (HLC)	Expenditure	28,408	28,992	584	113,630	113,630	0	Higher than expected due to receipts in advance for licences that span multiple years
	Income	(46,672)	(122,282)	(75,610)	(319,930)	(319,930)	0	
Portfolio Holder: Cllr John Clarke	TOTAL	(18,264)	(93,290)	(75,026)	(206,300)	(206,300)	0	
CARELINE (HWL)	Expenditure	40,575	28,831	(11,744)	127,980	127,980	0	

Service with Elements		Year to date			Outturn Forecast			Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		Budget to 30th June £	Actual to 30th June £	Variance to 30th June £	Annual Budget £	Expected Total by Year End £	Variance expected 31/03/20 £	
	Income	(364,273)	(395,057)	(30,784)	(427,850)	(427,850)	0	Income is ahead of target at this stage but this is due to annual invoicing
	TOTAL	(323,698)	(366,226)	(42,528)	(299,870)	(299,870)	0	
ENFORCEMENT (KET)	Expenditure	5,963	7,307	1,344	31,440	31,440	0	Overspend on salary budget
	Income	(750)	(38)	712	(3,000)	(3,000)	0	
	TOTAL	5,213	7,269	2,056	28,440	28,440	0	
LAND CHARGES (LLC)	Expenditure	12,703	418	(12,285)	50,810	50,810	0	Less than expected due to service capacity, this is recognised in Service Delivery plan and additional resource to be brought in to address this issue
	Income	(109,543)	(70,760)	38,783	(438,170)	(438,170)	0	
	TOTAL	(96,840)	(70,342)	26,498	(387,360)	(387,360)	0	
RIGHTS OF WAY (LRW)	Expenditure	972	0	(972)	3,890	3,890	0	
	Income	(4,125)	0	4,125	(16,500)	(16,500)	0	
	TOTAL	(3,153)	0	3,153	(12,610)	(12,610)	0	
BUILDING CONTROL (RBC)	Expenditure	74,842	107,939	33,097	446,380	594,380	148,000	The variance to date is in respect of agency expenditure, this is partially offset by an underspend on salary budgets due to vacancies. This expenditure is anticipated to continue until the end of December. However a peer review of the service has taken place and the outcomes of the review will help to drive the recruitment issue that is currently being experienced
	Income	(111,054)	(98,094)	12,960	(561,240)	(561,240)	0	
	TOTAL	(36,212)	9,845	46,057	(114,860)	33,140	148,000	
DEVELOPMENT CONTROL (RDC)	Expenditure	167,915	240,203	72,288	671,660	671,660	0	The variance to date is in respect of the agency staff costs, this has been partially offset by an underspend on other salary budgets. District Executive recently approved additional funding to address the resource issues that are being experienced in the service.
	Income	(351,737)	(407,851)	(56,114)	(1,406,950)	(1,406,950)	0	
	TOTAL	(183,822)	(167,648)	16,174	(735,290)	(735,290)	0	Income from planning application and pre application fees was higher than the profiled budget as at 30 June
ECONOMIC DEVELOPMENT (RED)	Expenditure	71,008	40,425	(30,583)	284,030	284,030	0	Less than profile budget due to the anticipated consultants fees expenditure not being incurred in the first quarter.
	Income	0	0	0	0	0	0	
	TOTAL	71,008	40,425	(30,583)	284,030	284,030	0	
STREET NAMING & NUMBERING (SSN)	Expenditure	2,502	1,205	(1,297)	10,010	10,010	0	Higher than expected due to developments coming to fruition
	Income	(6,045)	(8,220)	(2,175)	(24,180)	(24,180)	0	
	TOTAL	(3,543)	(7,015)	(3,472)	(14,170)	(14,170)	0	
TOTAL SERVICE DELIVERY FUNCTIONS	Expenditure	7,774,969	8,151,901	376,932	30,782,251	30,930,251	148,000	
	Income	(8,744,362)	(8,857,533)	(113,171)	(31,753,261)	(31,753,261)	0	
	TOTAL	(969,393)	(705,632)	263,761	(971,010)	(823,010)	148,000	
Localities								
Service Manager: Tim Cook								
AREA EAST (DAE)	Expenditure	9,493	14,658	5,165	37,970	37,970	0	£10k transfer required due to coding issues. Budget to be fully spent by year end.
	Income	(1,127)	(581)	546	(4,510)	(2,000)	2,510	
	TOTAL	8,366	14,077	5,711	33,460	35,970	2,510	Expected reduction in meeting room and refreshment bookings at Churchfields.
AREA NORTH (DAN)	Expenditure	7,795	1,000	(6,795)	31,180	31,180	0	Budget to be fully spent by year end.
	Income	(1,270)	0	1,270	(5,080)	(5,080)	0	
	TOTAL	6,525	1,000	(5,525)	26,100	26,100	0	All income expected by year end.
AREA SOUTH (DAS)	Expenditure	19,675	16,515	(3,160)	78,700	78,700	0	Budget to be fully spent by year end.
	Income	(2,925)	(3,917)	(992)	(11,700)	(11,700)	0	
	TOTAL	16,750	12,598	(4,152)	67,000	67,000	0	All income expected by year end.
AREA WEST (DAW)	Expenditure	16,833	5,226	(11,607)	55,840	55,840	0	To be fully spent by year end.
	Income	(4,360)	(449)	3,911	(17,440)	0	17,440	
	TOTAL	12,473	4,777	(7,696)	38,400	55,840	17,440	Budget incorporates Boden Centre and income for meeting rooms. No current tenant so expected shortfall in room hire income unless replacement tenant found.
LOCALITY TEAM (DLT)	Expenditure	128,913	118,884	(10,029)	515,650	515,650	0	Salary budget only. To be fully spent by year end.
	Income	0	0	0	0	0	0	
	TOTAL	128,913	118,884	(10,029)	515,650	515,650	0	
PLAY, HEALTH & WELLBEING (PHW)	Expenditure	39,399	19,584	(19,815)	153,680	153,680	0	Budget to be fully spent by year end.

		Year to date			Outturn Forecast			Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
Service with Elements		Budget to 30th June	Actual to 30th June	Variance to 30th June	Annual Budget	Expected Total by Year End	Variance expected 31/03/20	
		£	£	£	£	£	£	
	Income	(7,475)	(11,075)	(3,600)	(65,980)	(65,980)	0	All income expected by year end.
Portfolio Holder: Cllr Mike Best	TOTAL	31,924	8,509	(23,415)	87,700	87,700	0	
COMMUNITY SAFETY (TCS)	Expenditure	1,300	1,727	427	5,200	5,200	0	This budget is for legal work and will be fully spent by year end.
	Income	0	0	0	0	0	0	
Portfolio Holder: Cllr Mike Best	TOTAL	1,300	1,727	427	5,200	5,200	0	
TOTAL LOCALITIES	Expenditure	223,408	177,594	(45,814)	878,220	878,220	0	
	Income	(17,157)	(16,022)	1,135	(104,710)	(84,760)	19,950	
	TOTAL	206,251	161,572	(44,679)	773,510	793,460	19,950	
Regeneration								
Service Manager: Natalie Fortt								
REGENERATION (RGE)	Expenditure	15,400	57,857	42,457	61,600	61,600	0	Expenditure needs to be funded from the Regeneration Fund.
	Income	0	0	0	0	0	0	
Portfolio Holder: Cllr John Clarke	TOTAL	15,400	57,857	42,457	61,600	61,600	0	
TOTAL REGENERATION	Expenditure	15,400	57,857	42,457	61,600	61,600	0	
	Income	0	0	0	0	0	0	
	TOTAL	15,400	57,857	42,457	61,600	61,600	0	
Service Delivery Specialists								
Service Manager: Nigel Marston								
SERV DELIVERY LEAD SPECIALISTS (DLS)	Expenditure	62,163	62,458	295	248,650	248,650	0	No variance is anticipated.
	Income	0	0	0	0	0	0	
Portfolio Holder:	TOTAL	62,163	62,458	295	248,650	248,650	0	
TOTAL SERVICE DELIVERY SPECIALISTS	Expenditure	62,163	62,458	295	248,650	248,650	0	
	Income	0	0	0	0	0	0	
	TOTAL	62,163	62,458	295	248,650	248,650	0	
Service Delivery Team Managers								
Service Manager: Martin Woods								
SERVICE DELIVERY - MANAGERS (DTM)	Expenditure	60,070	58,667	(1,403)	240,280	240,280	0	No variance is anticipated.
	Income	0	0	0	0	0	0	
Portfolio Holder:	TOTAL	60,070	58,667	(1,403)	240,280	240,280	0	
TOTAL SERVICE DELIVERY TEAM MANAGERS	Expenditure	60,070	58,667	(1,403)	240,280	240,280	0	
	Income	0	0	0	0	0	0	
	TOTAL	60,070	58,667	(1,403)	240,280	240,280	0	
TOTAL SERVICE DELIVERY	Expenditure	8,678,198	9,039,651	361,453	34,351,641	34,499,641	148,000	
	Income	(8,761,519)	(8,873,555)	(112,036)	(31,857,971)	(31,838,021)	19,950	
	TOTAL	(83,321)	166,096	249,417	2,493,670	2,661,620	167,950	
STRATEGY & COMMISSIONING								
Director: Netta Meadows								
Strategy & Comm Case								
Service Manager: Jan Gamon								
STRATEGY & COMM CASE OFFICERS (SCC)	Expenditure	55,565	52,910	(2,655)	222,260	222,260	0	No variance is anticipated.
	Income	0	0	0	0	0	0	
Portfolio Holder: Cllr Val Keitch	TOTAL	55,565	52,910	(2,655)	222,260	222,260	0	
TOTAL STRATEGY & COMM CASE	Expenditure	55,565	52,910	(2,655)	222,260	222,260	0	
	Income	0	0	0	0	0	0	
	TOTAL	55,565	52,910	(2,655)	222,260	222,260	0	

		Year to date			Outturn Forecast			Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
Service with Elements		Budget to 30th June £	Actual to 30th June £	Variance to 30th June £	Annual Budget £	Expected Total by Year End £	Variance expected 31/03/20 £	
Comms, Marketing & Media								
Service Manager: Richard Birch								
COMMUNICATIONS (CCM)	Expenditure	22,753	20,272	(2,481)	91,010	91,010	0	The underspend to date is in respect of a number of expenditure budgets in the Leisure Communications area. These budgets will be fully spent at year end.
	Income	0	0	0	0	0	0	
Portfolio Holder: Cllr Val Keitch	TOTAL	22,753	20,272	(2,481)	91,010	91,010	0	
TOTAL COMMS, MARKETING & MEDIA	Expenditure	22,753	20,272	(2,481)	91,010	91,010	0	
	Income	0	0	0	0	0	0	
	TOTAL	22,753	20,272	(2,481)	91,010	91,010	0	
Performance, People & Change								
Service Manager: Charlotte Jones								
PERFORMANCE PEOPLE & CHANGE (CPL)	Expenditure	44,838	56,217	11,379	166,240	166,240	0	Current variance is due to uneven spend from the L&D budget but raises no concerns. Nil variance expected at year end
	Income	0	0	0	0	0	0	
Portfolio Holder: Cllr Val Keitch	TOTAL	44,838	56,217	11,379	166,240	166,240	0	
TOTAL PERFORMANCE, PEOPLE & CHANGE	Expenditure	44,838	56,217	11,379	166,240	166,240	0	
	Income	0	0	0	0	0	0	
	TOTAL	44,838	56,217	11,379	166,240	166,240	0	
Strategic Planning								
Service Manager: Jan Gamon								
PROCUREMENT, CONTRACT & RISK (CPR)	Expenditure	15,845	12,939	(2,906)	58,350	58,350	0	£2,500 of variation YTD is due to phasing on software payments currently. Transport hire of £1,200 unlikely to be spent, although minor allowances for travel will be needed for one member of staff.
	Income	0	0	0	0	0	0	
Portfolio Holder: Cllr Val Keitch	TOTAL	15,845	12,939	(2,906)	58,350	58,350	0	
PLACE PLANNING (CPS)	Expenditure	77,172	81,870	4,698	338,210	338,210	0	Income received in respect of the Heart of Wessex Rail Partnership, the associated expenditure will be made in year and any surplus transferred to the earmarked reserve at year end.
	Income	(640)	(47,517)	(46,877)	(2,560)	(2,560)	0	
Portfolio Holder: Cllr Val Keitch	TOTAL	76,532	34,353	(42,179)	335,650	335,650	0	
CONTRACTED SPORTS FACILITIES (GSF)	Expenditure	119,780	8,892	(110,888)	476,870	476,870	0	Current variation reflects difficulty of allocating resource to carry out routing maintenance; however, we will need to deliver this programme by year end in totality, and expect budget to be spent
	Income	(59,965)	49,362	109,327	(239,860)	(239,860)	0	
Portfolio Holder: Cllr Val Keitch	TOTAL	59,815	58,254	(1,561)	237,010	237,010	0	
CIVIL CONTINGENCIES AND H&S (HCC)	Expenditure	22,665	5,388	(17,277)	90,660	90,660	0	Variation is largely due to very little overtime/standby payments YTD which is unexpected - need more time to see whether this is sustained.
	Income	(1,250)	0	1,250	(6,110)	(6,110)	0	
Portfolio Holder: Cllr Val Keitch	TOTAL	21,415	5,388	(16,027)	84,550	84,550	0	
PLANNING POLICY (RPP)	Expenditure	578	0	(578)	2,310	2,310	0	Budget to be vired to Place Planning where the expenditure sits.
	Income	0	0	0	0	0	0	
Portfolio Holder: Cllr Val Keitch	TOTAL	578	0	(578)	2,310	2,310	0	
VOLUNTARY, COMM & SOCIAL ENT (SVCSE)	Expenditure	71,625	152,728	81,103	286,500	286,500	0	Annual expenditure will align with budget by year end - this reflects phasing
	Income	0	0	0	0	0	0	
Portfolio Holder: Cllr Val Keitch	TOTAL	71,625	152,728	81,103	286,500	286,500	0	
TOTAL STRATEGIC PLANNING	Expenditure	307,665	261,817	(45,848)	1,252,900	1,252,900	0	
	Income	(61,855)	1,845	63,700	(248,530)	(248,530)	0	
	TOTAL	245,810	263,662	17,852	1,004,370	1,004,370	0	
Strategy & Comm Specialists								
Service Manager: Netta Meadow								

Service with Elements		Year to date			Outturn Forecast			Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		Budget to 30th June	Actual to 30th June	Variance to 30th June	Annual Budget	Expected Total by Year End	Variance expected 31/03/20	
		£	£	£	£	£	£	
STRGY & COMM LEAD SPECIALISTS (SCLS)	Expenditure	50,185	50,307	122	200,740	200,740	0	No variance is anticipated.
	Income	0	0	0		0	0	
Portfolio Holder: Cllr Val Keitch	TOTAL	50,185	50,307	122	200,740	200,740	0	
TOTAL STRATEGY & COMM SPECIALISTS	Expenditure	50,185	50,307	122	200,740	200,740	0	
	Income	0	0	0	0	0	0	
	TOTAL	50,185	50,307	122	200,740	200,740	0	
TOTAL STRATEGY & COMMISSIONING	Expenditure	481,006	441,523	(39,483)	1,933,150	1,933,150	0	
	Income	(61,855)	1,845	63,700	(248,530)	(248,530)	0	
	TOTAL	419,151	443,368	24,217	1,684,620	1,684,620	0	

SUPPORT SERVICES

Director: Netta Meadows

Support Services Case

Service Manager: Lisa Davis

SUPPORT SERVICES CASE OFFICERS (RCO)	Expenditure	242,138	241,536	(602)	968,550	968,550	0	No variance is anticipated.
	Income	0	0	0	0	0	0	
Portfolio Holder: Cllr Peter Seib	TOTAL	242,138	241,536	(602)	968,550	968,550	0	
SUPPORT SERVICES CASE WORK (RXC)	Expenditure	90,322	50,541	(39,781)	361,290	361,290	0	It is anticipated that the income target for the central printing budget will 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.
	Income	(23,868)	(9,927)	13,941	(95,470)	(65,470)	30,000	
Portfolio Holder: Cllr Peter Seib	TOTAL	66,454	40,614	(25,840)	265,820	295,820	30,000	
TOTAL SUPPORT SERVICES CASE	Expenditure	332,460	292,077	(40,383)	1,329,840	1,329,840	0	
	Income	(23,868)	(9,927)	13,941	(95,470)	(65,470)	30,000	
	TOTAL	308,592	282,150	(26,442)	1,234,370	1,264,370	30,000	

Support Services Functions

Service Manager: Nicola Hix

FINANCE CORPORATE COSTS (RFC)	Expenditure	785,410	665,221	(120,189)	2,729,850	2,987,240	257,390	Underspend on budget in respect of insurance premiums, offset by interest payable in respect of external borrowing. It is anticipated that the budget for investment income will be exceeded. The variance to date is in respect of investment income, the budget profile will be amended to reflect the trend of income to be received.
	Income	(337,783)	51,578	389,361	(1,878,650)	(2,504,610)	(625,960)	
Portfolio Holder: Cllr Peter Seib	TOTAL	447,627	716,799	269,172	851,200	482,630	(368,570)	
Service Manager: Lisa Davis								
FINANCE (RFS)	Expenditure	18,704	30,158	11,454	93,980	93,980	0	Electronic bank charges and subscriptions overspent to date, however no variance is anticipated at year end at this stage.
	Income	0	0	0	(18,330)	(18,330)	0	
Portfolio Holder: Cllr Peter Seib	TOTAL	18,704	30,158	11,454	75,650	75,650	0	
HR & PAYROLL (RHR)	Expenditure	13,728	9,409	(4,319)	54,910	54,910	0	The budget for maintenance of software and hardware is underspent to date. This budget will be moved to IT where the expenditure sits.
	Income	(2,495)	(3,123)	(628)	(12,870)	(12,870)	0	
Portfolio Holder: Cllr Peter Seib	TOTAL	11,233	6,286	(4,947)	42,040	42,040	0	
IT (RIT)	Expenditure	326,390	531,881	205,491	460,940	460,940	0	The variance to date is in respect of software licences, a number of budgets sit within the service areas and will be vired to this budget in quarter 2 which will address the variance to date.
	Income	(3,415)	(2,340)	1,075	(16,770)	(16,770)	0	
Portfolio Holder: Cllr Peter Seib	TOTAL	322,975	529,541	206,566	444,170	444,170	0	
DEMOCRATIC SERVICES (RLD)	Expenditure	154,937	143,865	(11,072)	619,750	619,750	0	The underspend to date is on a number of budgets including printing and stationery and member training. It is anticipated that the budgets will be fully spent by year end.
	Income	(350)	0	350	(1,400)	(1,400)	0	

Service with Elements		Year to date			Outturn Forecast			Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		Budget to 30th June £	Actual to 30th June £	Variance to 30th June £	Annual Budget £	Expected Total by Year End £	Variance expected 31/03/20 £	
Portfolio Holder: Cllr Peter Seib	TOTAL	154,587	143,865	(10,722)	618,350	618,350	0	
ELECTIONS (RLE)	Expenditure	40,378	271,641	231,263	167,830	167,830	0	The net underspend to date is partially in respect of the recent local and EU elections (income received in advance of expenditure). There is an underspend on electoral registration as at 30 June, the budget profile will be amended to reflect expenditure patterns.
	Income	(2,005)	(387,265)	(385,260)	(8,020)	(8,020)	0	
Portfolio Holder: Cllr Peter Seib	TOTAL	38,373	(115,624)	(153,997)	159,810	159,810	0	
LEGAL (RLL)	Expenditure	21,734	14,347	(7,387)	91,750	91,750	0	Underspend to date against consultants fees, the books and publication budget is oversepnt to date but the budget profile will be amended to reflect the expenditure pattern. No variance is anticipated at year end. Legal fees income budget less than profile.
	Income	(18,195)	(9,255)	8,940	(73,880)	(73,880)	0	
Portfolio Holder: Cllr Peter Seib	TOTAL	3,539	5,092	1,553	17,870	17,870	0	
TOTAL SUPPORT SERVICES FUNCTIONS	Expenditure	1,361,281	1,666,522	305,241	4,219,010	4,476,400	257,390	
	Income	(364,243)	(350,405)	13,838	(2,009,920)	(2,635,880)	(625,960)	
	TOTAL	997,038	1,316,117	319,079	2,209,090	1,840,520	(368,570)	
Support Services Specialists								
Service Manager: Netta Meadows								
SUPPORT SERV LEAD SPECIALISTS (RLS)	Expenditure	93,095	103,372	10,277	372,380	372,380	0	Additional expenditure on agency staff has been incurred in the first quarter.
	Income	0	0	0	0	0	0	
Portfolio Holder: Cllr Peter Seib	TOTAL	93,095	103,372	10,277	372,380	372,380	0	
Service Manager: Lisa Davis								
SUPPORT SERVICES SPECIALISTS (RSS)	Expenditure	224,230	227,574	3,344	896,920	896,920	0	Small overspend on salary budgets. Expenditure on training incurred, a budget virement will be made to cover this expenditure
	Income	0	0	0	0	0	0	
Portfolio Holder: Cllr Peter Seib	TOTAL	224,230	227,574	3,344	896,920	896,920	0	
TOTAL SUPPORTSERVICES SPECIALISTS	Expenditure	317,325	330,946	13,621	1,269,300	1,269,300	0	
	Income	0	0	0	0	0	0	
	TOTAL	317,325	330,946	13,621	1,269,300	1,269,300	0	
TOTAL SUPPORT SERVICES	Expenditure	2,011,066	2,289,545	278,479	6,818,150	7,075,540	257,390	
	Income	(388,111)	(360,332)	27,779	(2,105,390)	(2,701,350)	(595,960)	
	TOTAL	1,622,955	1,929,213	306,258	4,712,760	4,374,190	(338,570)	
TOTAL SSDC	Expenditure	16,340,257	15,816,606	(523,651)	61,946,241	62,885,214	938,973	
	Income	(13,003,931)	(13,405,403)	(401,472)	(45,748,441)	(46,640,549)	(442,108)	
	TOTAL	3,336,326	2,411,203	(925,123)	16,197,800	16,244,665	46,865	

Appendix B

The following virements should be noted:

Value £	To	From	Description
16,630	Car Park Staff	Car Parks	Separation of budget between staff and non staff
6,120	Various	Various	Re-allocate Professional Subscriptions budget to match new structure

AREA RESERVES
2019/20

Allocation of Reserves	Approval Date	Approved Allocation	Balance 2019/20	Transfer from Reserves during 2019/20
		£	£	£
Area East				
Balance B/fwd 1st April 2019			-49,190	
Community Planning - Project Spend	Apr-05	50,000	15,930	
Derelict Sites Castle Cary	Jun-05	4,000	4,000	
Rural Business Units	Nov-05	25,000	5,800	
Retail Support Initiative	May-09	10,000	10,000	
Wincanton Retail Support Initiative	Jul-14	10,000	10,000	
Totals			45,730	0
Balance of reserve				-49,190
Unallocated Balance 30th June 2019			-3,460	
Area North				
Balance B/fwd 1st April 2019			-23,900	
Support towards progressing affordable rural housing schemes	Mar-09	15,000	10,000	
Totals			10,000	0
Balance of reserve				-23,900
Unallocated Balance 30th June 2019			-13,900	
Area West				
Balance B/fwd 1st April 2019			-46,220	
Totals			0	0
Balance of reserve				-46,220
Unallocated Balance 30th June 2019			-46,220	

(Negative Figures = income, Positive figures = costs)

(Area South has no reserve remaining)

Summary of Usable Reserves

The following table shows the current balance on each usable reserve and the movements since 1 April 2019

Reserves	Balance as at 01/04/2019	Movement	Balance as at 30/06/2019
	£'000	£'000	£'000
Usable Capital Receipts	-22,244	-18	-22,262
Internal Borrowing Reserve	-554	0	-554
Internal Borrowing Repayments	-118	0	-118
Capital Reserve	-1,277	-4	-1,281
Cremator Replacement Capital Reserve	-549	0	-549
Election Reserve	-230	0	-230
Sports Facilities Rserve	-31	0	-31
Yeovil Athletic Track Repairs Fund	-167	7	-160
Planning Delivery Reserve	-16	0	-16
Bristol to Weymouth Rail Reserve	-28	0	-28
Yeovil Refresh Reserve	-112	0	-112
IT Replacement Reserve	-10	0	-10
Insurance Fund	-50	0	-50
Transformation Reserve	-229	0	-229
Treasury Management Reserve	-150	0	-150
Revenue Grants Reserve	-504	4	-500
Meduim Term Financial Plan Support Fund	-5,019	0	-5,019
Council Tax/Housing Benefits Reserve	-822	-37	-859
Closed Churchyards Reserve	-11	0	-11
Health Inequalities	-31	0	-31
Deposit Guarantee Claims Reserve	-5	0	-5
Park Homes Replacement Reserve	-226	0	-226
Planning Obligations Admin Reserve	-30	0	-30
Artificial Grass Pitch Reserve	-128	0	-128
Business Support Scheme (Flooding)	-122	0	-122
Regeneration Fund	-2,094	0	-2,094
NNDR Volatility Reserve	-3,955	0	-3,955
Ticket Levy Reserve	-64	-16	-80
Waste Reserve	-294	0	-294
Community Housing Fund	-211	0	-211
Community Safety Reserve	-79	0	-79
Housing & Homelessness Reserve	-458	-96	-554
Commercial Investment Risk Reserve	-132	0	-132
Spatial Policy Reserve	-334	0	-334
YIC Maintenance Reserve	-20	0	-20
Total Usable Reserves	-40,304	-160	-40,464

(Negative Figures = income, Positive figures = costs)

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

Agenda Item 9

District Executive Forward Plan

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

1. Purpose of the Report

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

2. Public Interest

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

3. Recommendations

- 3.1 The District Executive is asked to:-

- a) approve the updated Executive Forward Plan for publication as attached at Appendix A
- b) note the contents of the Consultation Database as shown at Appendix B.

4. Executive Forward Plan

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

5. Consultation Database

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

6. Background Papers

- 6.1 None.

APPENDIX A - SSDC Executive Forward Plan

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
September 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
September 2019	SSDC Financial Strategy 2020/21	Portfolio Holder - Finance, Legal & Democratic Services	Director Strategy and Support Services	Paul Fitzgerald, Section 151 Officer	District Executive
September 2019	Provision of Hostel Accommodation and Associated Support for People who are Homeless in South Somerset	Portfolio Holder - Strategy & Housing	Director Service Delivery	Alice Knight, Specialist (Housing)	District Executive
September 2019	The Future Management of the Council's Leisure Facilities	Portfolio Holder - Health & Well-Being	Director Strategy and Support Services	Lynda Pincombe, Specialist (Strategic Planning)	District Executive
September 2019	Public Space Protection Orders	Portfolio Holder - Environment	Director Service Delivery	Paul Huntington, Specialist (Compliance & Enforcement)	District Executive
September 2019	Designation of Castle Cary Neighbourhood Plan	Portfolio Holder - Strategy & Housing	Director Strategy and Support Services	Leisa Kelly, Specialist (Strategic Planning)	District Executive

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
October 2019	Environment Strategy	Portfolio Holder - Environment	Director Commercial Services & Income Generation	Clare Pestell, Director (Commercial Services & Income Generation)	District Executive
October 2019					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
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	Somerset Waste Partnership Annual Report and Draft Business Plan 2020 - 2024	Portfolio Holder - Environment	Director Commercial Services & Income Generation	Chris Cooper, Environment Services Manager	District Executive
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	Draft 2020/21 Budget Update	Portfolio Holder - Finance, Legal & Democratic Services	Director Strategy and Support Services	Paul Fitzgerald, Section 151 Officer	District Executive

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
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
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

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
TBC	Dualling of A303 from Sparkford to Ilchester	Portfolio Holder - Protecting Core Services	Director Strategy and Support Services	Specialist (Strategic Planning)	District Executive
TBC	Allowenshay Private Water Supply	Portfolio Holder - Environment	Director Service Delivery	Vicki Dawson, Lead Specialist (Environmental Health)	District Executive

APPENDIX B - Current Consultations – August 2019

Purpose of Document	Portfolio	Director	Response to be agreed by	Contact	Deadline for response
<p>Devon & Somerset Fire & Rescue Service</p> <p>Safer Together - Service Delivery Operating Model Consultation Document for Devon and Somerset Fire and Rescue Service</p> <p>We are proud of the service we provide to our communities but we face a challenging future. The world we live in is changing faster than we are as a fire and rescue service and we find ourselves with a Service designed as an old solution to an old problem. This consultation is all about you and the ways in which we can keep you safe. That's why we are encouraging you to get involved and have your say. The purpose of Devon and Somerset Fire and Rescue Service is to 'Protect and Save'. Everything we do is working towards ending preventable fire and rescue emergencies, creating a safer world for you and your family.</p> <p>https://www.dsfire.gov.uk/SaferTogether/ServiceDeliveryConsultation/TakePartInTheConsultation.cfm?siteCategoryId=18&T1ID=211&T2ID=460</p>	Protecting Core Services	Director – Strategy and Support Services	Officers in consultation with Portfolio Holder		22 September 2019

Agenda Item 10

Date of Next Meeting

Members are asked to note that the next scheduled meeting of the District Executive will take place on **Thursday, 5th September 2019** in the Council Chamber, Council Offices, Brympton Way, Yeovil commencing at 9.30 a.m.