

Appendix F



South Somerset District Council Request for Capital

Capital Request No: 2019-01

Capital Name: Private Sector Housing Grants

Date Created 20.11.2018
Document Version: 1.0
Author: Vicki Dawson

1 Purpose of Request

To seek funding of £180,000 to continue to provide Private Sector Housing Grants in 2019/20 across the district.

The provision of Private Sector Housing Grants has comprised part of the council's capital programme for many years and this bid is made in order to continue to fund this vital work. If funding is agreed, £60,000 will go to expenditure on Home Repair Grants, £60,000 towards expenditure on Houses in Multiple Occupation (HMO) Grants, and £60,000 towards Empty Property Grants. This is an increase of £30,000 from the funding provided for 2018/19 due to increased demand. Grants are provided under the provisions of the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002.

2 Objectives

The aims in providing grant assistance are to help ensure decent housing standards across South Somerset, and to improve poor housing conditions in order to improve the health of local residents. This aligns directly with one of the priorities of the Draft Somerset Strategic Housing Framework 2018 – 2022 which is to achieve:

- A healthy living environment with secure and decent homes that fosters independent living within strong communities

This work also strongly supports the Council Plan 2016– 21 Area of Focus on Homes. In particular, the following activities identified under this area, which are:

- Work with the private rented sector to improve the standard and availability of rented accommodation
- Tackle fuel poverty
- Enable people to live independently for as long as they are able

3 Constraints and Decisions

These grants have been provided for many years, and the infrastructure, resources and expertise to deliver them is in place. 2018-19 has seen increased demand in particular for HMO grants and Home repair grants, mainly due to legislative changes

4 Interfaces

A change in legislation in Oct 2018 required increased numbers of HMO landlords to apply for a licence. Once a licence is granted, landlords must comply with the conditions of a licence. Officers are continuing to work with landlords to ensure properties are up to the requisite standard, and the ability to provide some grant aid has assisted this process. Further funding will ensure this support can continue and the standards of HMO's across the district will improve as a result.

When empty property grants are awarded the Council secures nomination rights for the property in order to house tenants from our waiting list in the refurbished homes. This supports work under the Homelessness Reduction Act which came into force earlier this year

5 Measures of Success

Success will be measured by the number of properties improved as result of grant funding, and the amount spent of the funding awarded. It is difficult to state the number of expected improved properties as the level of grant varies depending on works required, however based on maximum grant allowance if the grant allocation is all spent then 44 properties would be

improved. In reality this figure will be higher as most grants awarded are not for the maximum amount

6 Anticipated Benefits

Providing funding for Private Sector Housing Grants has been successful in helping deliver the Councils housing priorities and supporting the regulatory work of the private sector housing team over many years.

- **Home Repair Grants - £60,000**

Home Repair Grants provide for essential wind and weatherproofing and home insulation which prevents properties falling into further disrepair and residents becoming ill as a result. The grants are means tested ensuring they are targeted at those in most financial need.

- **Houses in Multiple Occupation Grants (HMOs) - £60,000**

HMOs provide an essential and affordable form of housing, often to young and immigrant communities. It has traditionally been a tenure of housing that suffers poorer standards. HMO grants ensure basic safety and amenity standards are met. Any grant will only cover a proportion of the cost of any works required and thus act as an incentive to encourage landlords to bring properties in the sector up to a decent standard. It can be argued that as landlords are businessmen, they should pay all the costs of upgrading their HMOs themselves. However, in South Somerset we have always found that by providing small HMO grants landlords are encouraged to come forward and bring their properties up to standard. Offering these grants does not undermine the regulation of these properties and enforcement action will continue be taken wherever necessary.

- **Empty Property Grants - £60,000**

Bringing empty properties back into use is an important part of strategic housing work. The provision of a grant towards renovation or creation of flats from empty or derelict properties can encourage property owners to bring them back into use providing additional and much needed essential housing for South Somerset residents. Where grants are offered the council secures nomination rights on the property for 5 years and the property is let at Local Housing Allowance (LHA) rates. In addition, bringing empty properties back into use generates New Homes Bonus and increases council tax revenue.

7 Options Discounted

There is no other option to source funding for these grants. They are not mandatory, but have been provided for many years to deliver the priorities of the council and support the work of the Somerset Strategic Housing Partnership. Without grants many properties would remain below a decent homes standard. Regulation of the private rented sector would still continue, however, improvement of empty properties and owner occupied properties of vulnerable people would not be supported.

8 Key Information Summary

8.1	Expected Duration Of Work	
	Start Date:	April 2019
	Other Key Milestones with Dates:	
	Expected Completion Date:	March 2020

8.2	Estimate of Officer Time Required: -			
	Officer's Name	Estimate of Officer hrs	Officer available? Y/N	Agreement of Officer? Y/N
	Lead Specialist EH Specialist EH Case officer service delivery	Split between all the officers 2.0 FTE	Y Y Y	N/A N/A N/A
	Are there any impacts on property?	N/A		
	Are there any impacts on IT systems?	N/A		
	Are there any environmental impacts?	Many of the grant works will serve to improve energy efficiency and hence reduce energy usage. Where possible environmentally aware contractors will be used.		
	Have you appropriately considered all Equality issues?	Poor quality accommodation particularly in relation to shared HMO properties can significantly impact on those from protected characteristic groups Improving substandard housing will improve conditions for all, but especially for the most vulnerable		
8.3	Risk Assessment			
	Risk	Steps taken to mitigate Risk		
	The only real risk associated with this area of expenditure is that the building contractors fail to finish the work on time and the funding allocated is not spent as planned. This has been a problem in the past.	All schemes are closely monitored to try and ensure that this does not happen.		

9 Financial Investment

9.1	Total Costs and Funding					
		Funding Body			£' 000	
	SSDC Capital: -	District Executive			180	
	Other Sources: - - Grants					
	Total Capital Cost				180	
9.2	Breakdown of main areas of cost					
		2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000
	Home Repair Grants	60				
	HMO Grants	60				
	Empty property Grants	60				
	Totals	180				

9.3 External funds to be received							
		Secured? Y/N	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000
	N/A		0				
	Totals		0				
9.4 Revenue Implications of Capital scheme							
		Cost Centre	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000
	Loss of interest @ 2.0%	FT922	3.6				
	(Savings in expenditure)						
	Revenue Costs by Individual Budget: (List)						
	Revenue Income						
	Total Revenue Expenditure / (Net saving)		3.6				
	Cumulative						
9.5 Whole Life Costing							
	Estimated useful life of asset (years)			N/A			
	Total Revenue Costs Year 1 to 5			N/A			
	Annual Revenue Cost after year 5			N/A			
	Total cost over whole life of asset			N/A			
9.6 VAT Implications							
	Based on the current information provided to us, the VAT is recoverable on this project as the future activity is non business.						



South Somerset District Council Request for Capital

Capital Request No: 2019-02

Capital Name: Electricity Upgrade and Air Cooling for
The Octagon Theatre Auditorium

Date Created 22/11/2018
Document Version: 1.0
Author: Adam Burgan

1 Purpose of Request

This document sets out capital resources required to support upgrading the power supply to The Octagon Theatre to enable installation of air cooling to the existing air handling system in the main auditorium of The Octagon Theatre. The power supply that exists to the theatre is no longer fit for purpose and does restrict the type of shows that can be staged at the theatre (for the ice shows a power generator had to be brought in and this additional cost made it prohibitive for the promoter). The biggest complaint received at the theatre is the lack of air conditioning throughout the building. Through the summer months this is particularly problematic and customers are vocal in their expectation that a venue with such a high profile should have air conditioning and that the current lack does put some audiences off booking during the summer months.

2 Objectives

- Protect core services to the public by reducing costs and seeking income generation
- To enhance the facilities in order to reduce the risk of any loss of income to the Council due to premises failure
- To improve the experience of visiting 'The Octagon' to improve attendance at the venue

3 Constraints and Decisions

Contracted Octagon Programme: Works to be undertaken around our existing programme.

4 Interfaces

BMS system at The Octagon

5 Measures of Success

Upgraded power and ability to reduce the temperature of the Octagon Auditorium.

6 Anticipated Benefits

- Enhance customer experience of using facilities.
- Minimise the likelihood of loss of income to the Council due to falling standards at The Octagon.
- Protect the Councils Service and Property investment.

7 Options Discounted

None.

8 Key Information Summary

8.1	Expected Duration Of Work	
	Start Date:	1st April 2019
	Other Key Milestones with Dates:	
	Expected Completion Date:	15 th April 2019

8.2	Estimate of Officer Time Required: -			
	Officer's Name	Estimate of Officer hrs	Officer available? Y/N	Agreement of Officer? Y/N
	Arts and Entertainment Venues Manager	4 hrs	Y	Y
	Operations Manager	4 hrs	Y	Y
	Property Services	30 hrs	Y	Y
	Are there any impacts on property?	The property department will be required to manage the two elements of the project e.g. upgraded electricity supply and cooling. These are technically challenging projects so will require a high level of input to ensure the success of the project.		
	Are there any impacts on IT systems?	None		
	Are there any environmental impacts?	The nature of the project is such that there will be a degree of environmental impact but the intention will be to limit this impact by the use of energy efficient equipment and materials where possible.		
	Have you appropriately considered all Equality issues?	Yes.		
8.3	Risk Assessment			
	Risk	Steps taken to mitigate Risk		
	Cost of project increases	Budget cost based quotes from suppliers for the project.		
	Contractor fails to complete works to required standard	Use prudent programme for works, and tight programme management.		
	Contractor fails to complete works to required standard.	Use of approved contractors with references taken up, and tight contractual framework.		

9 Financial Investment

9.1	Total Costs and Funding		
		Funding Body	£' 000
	SSDC Capital: -	District Executive	86.32
	Other Sources: - - Grants	S106	30.68
	Total Capital Cost		117

9.2 Breakdown of main areas of cost							
			2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000
	1: Introduction of cooling into the main auditorium via the use of the existing AHU cooling coil to cool the air input system into the auditorium.		72				
	2: The upgrading of the main electricity supply into the theatre to accommodate the additional power required for the new cooling system and enable the theatre to accommodate shows/performances that require an increasing level of power through lighting and stage effects.		45				
	Totals		117				
9.3 External funds to be received							
		Secured? Y/N	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000
	N/A		N/A				
	Totals						
9.4 Revenue Implications of Capital scheme							
		Cost Centre	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000
	Loss of interest @ 2.0%	FT922	1.726				
	(Savings in expenditure)						
	Revenue Costs by Individual Budget: (List)						
	Revenue Income						
	Total Revenue Expenditure / (Net saving)		1.726				
	Cumulative						
9.5 Whole Life Costing							
	Estimated useful life of asset (years)	Perpetuity					
	Total Revenue Costs Year 1 to 5						
	Annual Revenue Cost after year 5						
	Total cost over whole life of asset						
9.6 VAT Implications							
	Based on the current information provided, VAT should be able to reclaimed on this project in line with the Council's overall partial exemption calculation.						



South Somerset District Council

Request for Capital

Capital Request No: 2019-03

Capital Name: Capital and Essential Works to the Council's Property Portfolio

Date Created 13/11/2018
Document Version: 1.0
Author: Robert Orrett

1 Purpose of Request

To ensure the continuance of funding for specific items planned capital and essential repair work to Council owned buildings, to ensure that 'fully serviced' buildings are provided in accordance with the Service Plan and Corporate Objectives.

2 Objectives

The project objectives link to the following Council Plan Priorities:

Environment,

- Promote a high quality built environment to live in

High quality cost effective services

- Actively manage assets and resources to ensure the best financial or community return.

Economy

- Capitalise on our high quality culture, leisure and tourism opportunities to bring people to South Somerset

In addition the project will combine with other objectives as listed below;

Service Plan Objectives:

- To deliver the process for planned maintenance as listed in the Property and Engineering Services Service Plan

Asset Management Plan:

- To deliver the process for planned maintenance as listed in the Corporate Strategy.

Audit Recommendation:

- To ensure delivery of planned maintenance to ensure compliance with District Audit.

To continue to provide fully serviced buildings for service managers and commercial and public users. This bid, if successful, is to enable continuation of the enhancement programme and enable essential maintenance thereby maintain asset value.

3 Constraints and Decisions

These would fall into the following categories:

- Inability to resource programme due to other commitments and staff changes arising out of the transformation programme.
- Need to programme the works within Service Manager Commitments, and around the use of individual buildings.
- Contractors and materials availability.
- Legislative requirement e.g. Planning Permission, Listed Building Consent or Building Regulation Requirements.

4 Interfaces

These would arise from any change to the Property Portfolio, any change in building features or any change in policy:

- Disposal of Property

- Acquisition of Property
- Major refurbishment of a property including carbon reduction measures.
- Accommodation or Building function Reviews

Any one of these would cause a review of the items listed for Improvement or change in the rolling programme of work.

5 Measures of Success

Success can be measured by:

- The maintaining or improving of the asset value.
- The improvement of the customer experience gauged via general feedback, level of customer complaints.
- Tenant satisfaction enabling rental values to be maintained.
- The continuation of statutory compliance.

6 Anticipated Benefits

The carrying out these projects this will result in the following benefits and outcomes:

- Health and Safety Standards are maintained for Staff, Tenants and the Public.
- Buildings are well maintained and remain capable of securing market/rental value.
- Buildings are available for public access for the published opening hours.
- Expenditure is levelled out to improve budgeting.
- Continued compliance with regard to disability access and data protection regulations.
- Allows for continued funding to address items identified within the five-year maintenance programme as requiring action for 2019.
- Adequate funding to ensure a 75% -25% split in expenditure is achieved for planned maintenance v's reactive maintenance in accordance with District Audit best practice recommendations.
- Replace obsolete equipment no longer supported by manufacturer so unable to be effectively maintained.

To ensure the continued effectiveness of the maintenance programmed works there will be:

- Consultations with service providers / end users to ensure buildings continue to meet their requirements for service delivery
- Property Valuations can reflect the Councils investment in planned capital works.
- No adverse reports from Regulatory Bodies on Health and Safety
Fire Risk or similar issues as a consequence of lack of building or system upgrades
- Less likelihood of public or employee liability claims arising through lack of building or system enhancements

7 Options Discounted

Options considered but discounted:

- Do nothing for an extended period but this will result in further and increased degradation of building fabric resulting in a decrease in value and potential health and safety issues and/or non-compliance.

- Delay the works until next year but this will result also potentially result in a degree of further degradation and adding to the cost of future works, potential non-compliance, closure of some public toilets due to failure of obsolete equipment.

8 Key Information Summary

8.1	Expected Duration Of Work			
	Start Date:	April 2019		
	Other Key Milestones with Dates:	Approval of funding – Feb 2019 Consultation with interested parties April/May 2019. Prepare programme of works May 2019 Review progress December 2019		
	Expected Completion Date:	March 2020		
8.2	Estimate of Officer Time Required: -			
	Officer's Name	Estimate of Officer hrs	Officer available? Y/N	Agreement of Officer? Y/N
	Commercial Land & Property Manager Property Specialist Case Worker	3+ per month 12+ per month 12+ per month	Yes Yes Yes	Yes Yes Yes
	Are there any impacts on property?	Commercial Land & Property project and there are adequate resources to develop these projects.		
	Are there any impacts on IT systems?	No significant impact on IT systems is anticipated.		
	Are there any environmental impacts?	It is anticipated that any environmental impact will be minimised by the use of sustainable materials (where possible) <ul style="list-style-type: none"> • Paints • Locally sourced materials • Use of FSC sourced softwoods and hardwoods. <p>Where possible redundant materials will be recycled.</p> <p>Where possible energy consumption will be reduced by using:</p> <ul style="list-style-type: none"> • LED Lighting • Modern energy efficient electrical items. 		
	Have you appropriately considered all Equality issues?	Elements of this project will assist with meeting the ongoing equality compliance needs of the organisation.		

8.3 Risk Assessment		
Risk	Steps taken to mitigate Risk	
Unable to deliver programmed works due to rising cost of materials	Ensure that competitive or negotiated tender for works to achieve best value are employed.	
Major system or building failures result in funds being switched	Review programme of works based on priority and overall impact if not undertaken.	
Unable to deliver programme because of staff/resources shortfall	Able to employ Consultant employed on a schedule of rates if necessary or negotiated terms if necessary.	
Unable to deliver programme because of Contractor difficulties or market forces	Use of fully accredited companies to ensure Technical, financial and H & S compliance.	
Increase in property portfolio without the additional funds	Seek adequate funding from DX before Purchase.	
Cost over-runs on individual contracts	Effective Project management by Property Services or use of Consultants.	
Restriction on all maintenance back to urgent works only may have Corporate liability issues if problems arise	Ensure monitoring/maintenance of buildings is ongoing to identify any changes to the status of repairs and advise accordingly.	
Reputational risk of building fabrics not being updated for customers and staff	Ensure monitoring/maintenance of buildings is ongoing to identify unexpected necessary repairs and action.	
Reduced business continuity plan for building portfolio by reducing planned enhancements and essential works.	Ensure monitoring/maintenance of buildings is ongoing to identify unexpected necessary repairs and action. Seek additional funding from DX	

9 Financial Investment

9.1 Total Costs and Funding						
		Funding Body			£' 000	
	SSDC Capital: -	District Executive			139	
	Total Capital Cost				139	
9.2 Breakdown of main areas of cost						
		2019/20	2020/21	2021/22	2022/23	2023/24
		£'000	£'000	£'000	£'000	£'000
	See attached spreadsheet	139				
	Totals	139				

9.3 External funds to be received							
		Secured? Y/N	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000
	N/A						
	Totals						
9.4 Revenue Implications of Capital scheme							
		Cost Centre	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000
	Loss of interest @ 2.0%	FT922	2.78				
	(Savings in expenditure)						
	Revenue Costs by Individual Budget: (List)						
	Revenue Income						
	Total Revenue Expenditure / (Net saving)		2.78				
	Cumulative						
9.5 Whole Life Costing							
	Estimated useful life of asset (years)	Perpetuity					
	Total Revenue Costs Year 1 to 5	Costs met from within existing revenue budgets					
	Annual Revenue Cost after year 5	Costs met from within revenue budgets					
	Total cost over whole life of asset	N/A (at present)					
9.6 VAT Implications							
	Based on the current information provided to us there are no VAT implications.						



South Somerset District Council

Request for Capital

Capital Request No: 2019-04

Capital Name: Upgrade of E5 Financial Systems

Date Created 29/11/2018
Document Version: 1.0
Author: David Chubb

1 Purpose of Request

To upgrade the corporate Financial Management System (E5) due to support terminating for SSDC's current version and additional functionality available in the latest version.

2 Objectives

- To seamlessly upgrade E5
- To utilise efficiently the new functionality that version 5.5 offers
- To ensure that existing financial data is accessible
- To ensure that the system provides quality management information when and as required
- To ensure that all income and expenditure is correctly accounted for

This project will contribute to our corporate aim:

“to deliver well managed, cost effective service, valued by our customer.”

This project will also enhance the current asset that is owned by SSDC. Ownership will continue for as long as we continue to pay on-going maintenance.

3 Constraints and Decisions

- **Officer Time:** It is vital to have adequate staff resources. The project team is small and therefore additional consultancy will need to be purchased from the software supplier Advanced Business Solutions (ABS) The cost of this has been included.
- **Changes to Procedure:** There may be times when influencing users into new ways of working will be of benefit. Users will be consulted as required.
- **Price:** The cost of the upgrade has been quoted.

4 Interfaces

- E5 have a range of systems that interface with it, both input and output.
- **General Ledger Interfaces:**
 - Cash Receipting System
 - Procurement cards
 - Bank reconciliation
 - Payroll (Staff and Councillors)
- **Purchase Ledger Interfaces:**
 - Housing Benefits
 - Council Tax
 - Business Rates

5 Measures of Success

The Financial System is upgraded to the next supported version of the software with minimal impact to users.

The system continues to provide the functionality required by the organisation.

The upgrade is completed within the budget and timescales set out within this bid.

6 Anticipated Benefits

In addition to the protection that system support will give, there are a number of enhancements available in an upgraded e5 system that would be of immediate benefit. The main changes are categorised:

- **General ease of use** – There will be substantial User interface improvements. The user interface (UI) is the means by which users view and interact with the system
- **System maintenance and security** – New features available in e5.5 streamline many aspects of system security, particularly in the area of assigning user privileges and will help to ensure SSDC continues to maintain a flexible but robust financial system.

7 Options Discounted

- SSDC could purchase a different Financial Management System, however, the costs are quite significant (a recent quote was in the region of £400,000) and the time to implement a new system could take up to 18 months. There would also be the additional costs of retraining all users.

8 Key Information Summary

8.1	Expected Duration Of Work			
	Start Date:	01 August 2019		
	Other Key Milestones with Dates:	Testing complete 01 December 2019		
	Expected Completion Date:	31 January 2020		
8.2	Estimate of Officer Time Required: -			
	Officer's Name	Estimate of Officer hrs	Officer available? Y/N	Agreement of Officer? Y/N
	Support Services Case Officer	480	Yes	Yes
	Lead Specialist Finance	74	Yes	Yes
	ICT Support	350	Yes	Yes
	Creditors/Debtors Input/Advice	74	Yes	Yes
	Accountancy Input/Advice	74	Yes	Yes
	Are there any impacts on property?	N/A		

	Are there any impacts on IT systems?	<p>This upgrade will align the E5 system to the ICT strategy.</p> <p>The use of the HTML5 interface is recommend as it will remove the patching burden and complexity of the existing client software.</p>
8.3 Risk Assessment		
	Risk	Steps taken to mitigate Risk
	Key staff not available because of other priorities.	Lead Specialists for Finance and IT will monitor this along with the Support Services Case Team Manager.
	Unforeseen technical difficulties	Draw on support from ABS and IT for advice
	Project not completed within required timescales	Lead Specialists for Finance and IT will monitor progress alongside plan and redirect resources if necessary. ABS will be project managing.

9 Financial Investment

9.1	Total Costs and Funding						
		Funding Body		£' 000			
	SSDC Capital: -	District Executive		30			
	Other Sources: - - Grants						
	Total Capital Cost			30			
9.2	Breakdown of main areas of cost						
		2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	
	E5 Upgrade	30					
	Totals	30					
9.3	External funds to be received						
		Secured? Y/N	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000
	N/A						
	Totals						

9.4 Revenue Implications of Capital scheme							
		Cost Centre	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000
	Loss of interest @ 2.0%	FT922	0.6				
	(Savings in expenditure)						
	Revenue Costs by Individual Budget: (List)						
	Revenue Income						
	Total Revenue Expenditure / (Net saving)		0.6				
	Cumulative						
9.5 Whole Life Costing							
	Estimated useful life of asset (years)						
	Total Revenue Costs Year 1 to 5						
	Annual Revenue Cost after year 5 .						
	Total cost over whole life of asset						
9.6 VAT Implications							
	Based on the current information provided to us there are no VAT implications						



South Somerset District Council Request for Capital

Capital Request No: 2019-05

Capital Name: Goldenstones and Wincanton Community Sports Centre

Date Created 21/11/2018
Document Version: 1.1
Author: Lynda Pincombe

1 Purpose of Request

To approve capital funding to replace essential systems and components of plant at Goldentsones and Wincanton Community Sports Centre as identified by external consultants in maintenance review.

2 Objectives

Goldenstones was built in 1992 and is now 26 years old. Wincanton Community Sports Centre was completed around 1999 and is about 19 years old. As facilities age, it becomes essential to replace major systems and components within pool facilities in order to keep them operating safely and effectively and to avoid forced closure due to plant failure.

Both facilities are currently operated by LED Leisure but the maintenance liability for maintenance of most facility infrastructure lies with SSDC. The 2018 strategic review of the maintenance requirements for Goldenstones and Wincanton showed that both facilities have been maintained effectively to date, but identify some major items that should be prioritised for replacement in the next 1-2 years. The report also identifies some highly desirable maintenance.

In summary, the key objectives of this funding are therefore:

- To invest in the replacement of the essential mechanical and electrical components at SSDC owned sports centres in order to maximise the lifespan of these facilities.
- To avoid major plant failure resulting in forced closure, loss of income and customer dissatisfaction.
- To ensure that health and safety standards are maintained to a high standard.
- To maintain asset value.

Links to Council Objectives

Health and Communities is an area of focus with the Council Plan. This project would specifically support the Council's objectives to:

- Help people to live well by enabling quality cultural, leisure, play, sport & healthy lifestyle facilities & activities
- Actively manage assets and resources to ensure the best financial or community return.

3 Constraints and Decisions

The delivery of the programmed maintenance will rest with the Engineering and Property Service Specialists. The Council's recent transformation programme may have some impact on the team's capacity in the short term which could lead to some slippage in expenditure at year end.

Delivery may also be delayed by the availability and capacity of external contractors.

Elements of the proposed works are related to critical operational elements of the centres such as boiler, water heater replacements, control works, ventilation works. The intention will be to programme works in such a way as to minimise the effects of any shutdowns however short term closures during the course of the works will be inevitable but necessary to ensure the ongoing function of the centres.

4 Interfaces

Not applicable.

5 Measures of Success

Delivery of the proposed maintenance schedule against identified timescales and within budget.

6 Anticipated Benefits

- Health and Safety Standards are maintained for our operator, their staff and the public.
- Buildings are available for public access for the published opening hours.

- Routine replacement of mechanical and electrical items before breakdown is more cost effective and efficient and helps to avoid major plant failure and compensation payments to the operator.
- Replace obsolete equipment no longer supported by manufacturer so unable to be effectively maintained.
- Allows for continued funding to address items identified within the ten-year maintenance programme requiring action for 2019/2020.

7 Options Discounted

Options considered but discounted:

- Do nothing, but this will result in further and increased degradation of the assets resulting in a decrease in value and potential health and safety issues and/or non-compliance.
- Delay the works until next year but this will also potentially result in a degree of further degradation and adding to the cost of future works, potential non-compliance and closure due to failure of obsolete equipment.

8 Key Information Summary

8.1	Expected Duration Of Work			
	Start Date:	April 2019		
	Other Key Milestones with Dates:	Approval of funding February 2019 Review of expenditure between the Property Specialist and Specialist (Strategic Planning) each quarter at or just prior to contract monitoring meetings.		
	Expected Completion Date:	March 2020		
8.2	Estimate of Officer Time Required: -			
	Officer's Name	Estimate of Officer hrs	Officer available? Y/N	Agreement of Officer? Y/N
	Commercial Land & Property Manager	6+ per month	Yes	Yes
	Property Specialist	18+ per month	Yes	Yes
	Case Worker	20+ per month	Yes	Yes
	Are there any impacts on property?	These works work require significant input from the property team. Changes within the team will mean that the impact will be significant so early planning and phasing of the works programme will be essential.		
	Are there any impacts on IT systems?	No significant impact on IT systems is anticipated.		
	Are there any environmental impacts?	It is anticipated that any environmental impact will be minimised by the use of sustainable materials (where possible) <ul style="list-style-type: none"> • Locally sourced materials Where possible redundant materials will be recycled. Where possible energy consumption will be reduced by using: <ul style="list-style-type: none"> • LED Lighting • Modern energy efficient electrical items. 		
	Have you appropriately considered all Equality issues?	Maintenance of these facilities will maintain access to leisure facilities for all sectors of the population.		

8.3 Risk Assessment		
	Risk	Steps taken to mitigate Risk
	Unable to deliver programmed works due to rising cost of materials	Ensure that competitive or negotiated tender for works to achieve best value are employed.
	Major system or building failures result in funds being switched	Review programme of works based on priority and overall impact if not undertaken.
	Unable to deliver programme because of staff/resources shortfall	Able to employ Consultant employed on a schedule of rates if necessary or negotiated terms if necessary.
	Unable to deliver programme because of Contractor difficulties or market forces	Use of fully accredited companies to ensure Technical, financial and H & S compliance.
	Cost over-runs on individual contracts	Effective Project management by Property Services or use of Consultants.
	Restriction on all maintenance back to urgent works only may have Corporate liability issues if problems arise	Ensure monitoring/maintenance of buildings is ongoing to identify any changes to the status of repairs and advise accordingly.
	Reputational risk of building fabrics not being updated for customers and staff	Ensure monitoring/maintenance of buildings is ongoing to identify unexpected necessary repairs and action.
	Facility closure resulting in a contractor compensation event.	Programme works to minimise disruption to the operator and public. Plan out of hours work as necessary to minimise disruption.

9 Financial Investment

9.1 Total Costs and Funding			
		Funding Body	£' 000
	SSDC Capital: Goldenstones Wincanton CSC	District Executive	440 480.5
	Other Sources: - Wincanton Sports Centre Reserve (X8212) Existing capital...		20
	Total Capital Cost -		940.5

9.2 Breakdown of main areas of cost						
		2019/20 £'000	2020/ 21 £'000	2021/ 2022 £'000	2022/ 23 £'000	2023/ 24 £'000
	Goldenstones					
	1. Upgrade control panel to BMS standard & heating pressurisation system	20				
	2. Replace underground submersible pumps	15				
	3. Upgrade pool circulation plant control panel (add to BMS)	15*				
	4. Replace gas boilers, water heaters, pumps and control system	170				
	5. Enhance hot water generation to use plate heat exchangers with storage cylinders	40				
	6. Replace Lennox Unit or install DX in AHU (fitness suite)		25			
	7. Upgrade control system (fitness suite).		20			
	8. Upgrade alarm systems including Fire Alarm.		5			
	9. Replace cold water pressure booster pump.			10		
	10. Replace and enhance CV equipment.			80		
	11. Renew grouting of pool tiles.			15		
	12. Replace and enhance resistance equipment.				25	
	Wincanton Community Sports Centre					
	13. Upgrade Barr and Wray control panel to BMS and upgrade pool water quality sensors & connect to BMS	12.5*				
	14. Replace boilers in plant room	180				
	15. Upgrade control system to modern BMS and connect to SSDC network	50				
	16. Replace Hydromag in plant room, upgrade control system within pool AHU and replace attenuator.	13*				
	17. Improve ventilation in changing rooms	10*				
	18. Install harmonic filters	20**				
	19. Replace heating F+E tank with variable pressure expansion vessel		10			
	20. General upgrade to changing rooms		10			
	21. Replace and enhance resistance equipment (fitness suite)			25		
	22. Replace and enhance resistance equipment (dance studio)			25		
	23. Refurbish pool rising floor and gantry			25		
	24. Sports Hall lighting upgrade			30		
	25. Dance Studio lighting upgrade			10		
	26. Fitness Suite lighting upgrade			10		
	27. Renew grouting of pool tiles				15	
	28. Upgrade pool side shower room and toilets				20	
	29. External lighting upgrade				10	
	30. Renewal of fitness suite flooring					25
	Totals	545.5	70	230	70	25
<p>* Could be deferred until 2020/21 if necessary ** Can be funded through the available reserve</p>						

9.3 External funds to be received							
		Secured? Y/N	2019/20 £'000	2020/ 21 £'000	2021/ 2022 £'000	2022/ 23 £'000	2023/ 24 £'000
	None identified.						
	Totals						
9.4 Revenue Implications of Capital scheme							
		Cost Centre	2019/20 £'000	2020/ 21 £'000	2021/ 2022 £'000	2022/ 23 £'000	2023/ 24 £'000
	Loss of interest @ 2.0%	FT922	12.3	1.4	4.6	1.4	0.5
	(Savings in expenditure)						
	Revenue Costs by Individual Budget: (List)						
	Revenue Income						
	Total Revenue Expenditure / (Net saving)		12.3	1.4	4.6	1.4	0.5
	Cumulative			13.7	18.3	19.7	20.2
9.5 Whole Life Costing							
	Estimated useful life of asset (years)	20 years					
	Total Revenue Costs Year 1 to 5	Costs met from within existing revenue budgets.					
	Annual Revenue Cost after year 5	Costs met from within existing revenue budgets.					
	Total cost over whole life of asset	N/A					
9.6 VAT Implications							
	Based on the current information provided to us there are no VAT implications.						



South Somerset District Council

Request for Capital

Capital Request No: 2019-06

Capital Name: Commercial Outlet Improvements - Leisure & Recreation

Date Created 30 November 2018

Document Version: 1

Author: Katy Menday

1 Purpose of Request

This application seeks funding to deliver two building enhancement projects at Ninesprings and Yeovil Recreation Centre. The 2018-2021 Leisure and Recreation business plan identifies two projects that through delivering improvements to existing buildings we can improve the health and wellbeing benefits to residents and visitors, whilst also generating increased income. There is a need for this project to enable the service to meet its 5% yield improvements, further cost cutting is not viable, but there are identified opportunities at the two locations to generate greater income providing for a more sustainable future.

The application is for £200K of capital towards a £380K overall project cost. Project delivery is proposed across two years, and enables the realisation of a range of improvements at the two strategic Leisure and Recreation locations.

The Leisure and Recreation business plan identifies both Yeovil Recreation Centre and Ninesprings as centres where income generation should be enhanced through diversification of opportunities including generating increased café income, introduction of new retail elements and the provision of new chargeable fitness / sport, forest school and healthy lifestyle activities. By improving our facilities, we encourage customers to visit frequently, stay longer and spend more on a variety of sessions or other secondary spend items, building a sustainable future for the sites.

2 Objectives

Extend the existing Ninesprings building by 50m². Create extra flexible space as an extension to the existing café seating area that provides an increase from 40 café covers to 55. The space will provide a new and appropriate home for the Yeovil Tourist Information Centre, it will also include heritage display space for the Community Heritage Access Centre (CHAC) and enable the sale of bespoke and local retail elements plus storage. The increased space would enable the new Case Officer (Community Heritage) to increase the regularity (and seasonality) of chargeable sessions including educational and public events.

At Yeovil Recreation Centre the proposal is to reduce the number of changing rooms by three (currently 12, plus two for officials) and reconfigure the internal space to create a new, high quality, indoor café space, plus a new multi-disciplinary studio space. The current John O'Donnell pavilion building is primarily made up of changing rooms which are under used. Over the past five years a reduction in football teams playing fixtures on site and decreasing demand for changing spaces (players come and go in their kit) has led to under use of the pavilion which needs to be addressed. By making the proposed alterations to the existing indoor space we will diversify use of the building and also the wider recreational greenspace. The new studio space would be for sports clubs, groups and for the new Case Officer (Activities) to deliver a range of chargeable or free grant funded sessions. Building on the seasonal success of the Galley hatch outlet the new café would also include appropriate retail elements e.g. sports equipment and be the point of hire for golf and tennis equipment.

Both builds and all three new spaces would deliver increased income and serve to reduce the overall running cost of each facility in line with the adopted Commercial Strategy.

The building improvements would enable the two new Case Officers (Activities and Community Heritage) to develop broad activity programmes that target hard to reach and at risk groups. By providing safe, indoor flexible spaces you increase the type and range of sessions that can be delivered.

The projects link to the Council Plan across four themes: High quality cost effective services; as we strive to actively manage the assets to ensure the best financial and community return. Economy; as we capitalise on our high quality leisure, culture and tourism opportunities to encourage more visits to South Somerset. Environment; as we maintain our country parks to promote good mental and physical health. Health and Communities; where the proposed work at Yeovil Recreation Centre would deliver against a number of the elements enabling our communities to live well.

The projects feature in the approved Leisure and Recreation business plan and have a clear fit with the new Area Chapters for Area South, across priorities in Economy, Environment and Health.

3 Constraints and Decisions

Both projects will require planning permission to progress, these will be sought at the earliest opportunity to prevent any delays. The Ninesprings extension application is submitted, with an anticipated decision date of February 2019. The permission for Yeovil Recreation Centre will be submitted in Spring 2019.

The overall project seeks to secure £180K of external grant income from a variety of external funding sources. Applications can be lengthy to complete and may be delayed by mandatory application assessment rounds. Work has started to ensure a timely submission of applications and will include applications to a range of funders to ensure sufficient grant offers are received.

4 Interfaces

There are links to the new SSDC website, the Yeovil Recreation Centre website and the South Somerset Countryside website. As book and pay online comes forward and the variety of sessions available at the sites broadens, the interfaces will become more complex, but these interfaces have already been mapped through process re-design.

5 Measures of Success

The measures of success are broad from both health and wellbeing outcomes through to income generation.

- There is increased customer use of both facilities; on sports pitches, visiting the country park and attending events. Both sites demonstrate increased customer spend per visit.
- Residents and visitors demonstrate improved health and wellbeing through an increased level of participation in activities.
- Incidents of vandalism are reduced at Yeovil Recreation Centre.
- Ninesprings Café extension is constructed and profit from the Café is increased by £5%.
- Public events, activities and sessions are increased through use of the flexible space by 2000 attendees per annum.
- Income generated by the Case Officer (Community Heritage) is £8K in year one.
- At Yeovil Recreation Centre (YRC) the studio space is constructed and new sessions introduced with new groups and clubs regularly using it.
- At Yeovil Recreation Centre, a new community support group is established.
- The Case Officer (Activities) reaches 500 new customers for healthy lifestyle activities or sessions.
- The Case Officer (Activities) generates £8K of income in year one through new sessions and use of the space.

- The Café at YRC is completed and opened and generates increased profit of £5,000 in year one.
- The Yeovil Tourist Information Centre has a higher profile, delivers information to a greater number of customers raising the profile of Yeovil and wider South Somerset. It delivers enhanced ticket and retail sales, increasing income.

6 Anticipated Benefits

There are a huge range of anticipated benefits expected from delivery of these improvements.

Ninesprings

- Will improve customer satisfaction statistics for the existing café and wider County Park. In summer 2018 a survey evaluated customer opinion on the café and country park. Of 279 respondents 21 requested better access to seating both indoors and out. Around half of respondents had attended events and found them to be very satisfactory but comments requested more and continued events in the Country Park programme going forward. The survey specifically records 80% of respondents supporting the idea of local products for sale, 85% supporting a local and tourist information service and 82 % support for heritage displays.
- Creating space to provide a Tourist Information Service (TIC) will attract visitors to the site and to Yeovil. Staff will be able to upsell South Somerset as destination. Ninesprings has already proved itself as a new visitor hub for the town and provision of high quality destination information will enhance that offer. It will attract visitors from Dorset to find information on attractions in South Somerset and improve the visitor economy. Secondary spend through the café will improve income generation for the site. TIC staff will be able to sell products supporting local trades and crafts.
- At SSDC's Community Heritage Access Centre (CHAC) around 30,000 objects and 6,000 photos are professionally cared for, but continue to be difficult to access for the public. By providing a new front of house display case for the service a greater range of visitors and residents will be able to see the exhibits and understand the history of the local area. Events linked to local history and talks would be delivered in the flexible space. An area of increasing interest from overseas visitors is family research and by linking heritage and tourism advice, near to the family research centre in town, packages could be made available to attract visitors.
- An extension to the café would increase covers from 40 to 55 and therefore increase café profits. The café's trade is seasonal and weather dependent. By increasing the amount of indoor seating you build resilience for periods of bad weather, when customers will be more assured that they will be able to get a seat.
- The Case Officer (Community Heritage) would have access to indoor space to run a variety of new sessions to increase income generation. These include public events and session's but also diversify to birthday parties and corporate team building sessions. Other groups would have access to the flexible space to have talk's e.g. wildlife groups or to run events e.g. sporting events. This networking with groups improves engagement and community cohesion across the Country Park and wider town.
- Forecasts for the Ninesprings Café before and after the proposed extension is completed have been drawn up. In summary, the figures are based on the actual takings after four years of trading from the current building. At the end of year two we saw a 25% increase in turnover and year three a 10%. The end of this current financial year is only likely to

see a 4% increase due to the limitations imposed by the building at peak times. Total café operating costs are a combination of salaries, wages, provisions (coffee, cake, sandwiches, milk), utilities, NNDR, equipment servicing and replacement costs, security, safety testing and other property costs, waste handling, cash collections & bank charges.

Turnover and ultimately the net contribution, will be improved by:

- increasing cafe covers from 40 to 55
- introducing appropriate retail sales
- rehoming the TIC to Ninesprings to handle the retail sales and enhanced event and travel ticket sales
- through the work of the Case Officer Community Heritage to increase park events, particularly focusing on those that compliment cafe business e.g. activities during quiet periods.

It should be noted that the staff salaries line will increase from April 2019 after the outcome of job evaluation for the salaried permanent café staff.

Yeovil Recreation Centre

- Will deliver significant improvements to the existing Galley hatch refreshment outlet that is currently operating by creating a new, high quality indoor café space with views across the Recreation Ground and its facilities. This responds to demand for indoor seating to enable greater and year round use of the wider sporting facility. Better access for all would also be provided through well designed indoor space. Café income would be increased and move the site towards a more sustainable financial future.
- The café at Ninesprings has created its own community and on a daily basis individuals meet there for company and chat. With loneliness and social isolation an increasing issue provision of a community focused café would enable the team to roll out the model from Ninesprings to reach a greater number of customers at a new location. The new Café Outlet Manager post will manage both locations and be able to train staff in the exceptional customer service and visitor welcome that has made the Ninesprings café such a success.
- Creation of a multi-use studio space (club house) would enable existing sporting clubs to stay on site after fixtures to meet and socialise. Access to this room would encourage clubs to return to the site, as home teams, as overall use by football clubs has significantly declined. Improved club liaison through the new Case Officer (Activities) will increase club membership and engage more, and a wider range of, people with sport and activities.
- A studio space would be used by instructors and the Case Officer (Activities) to deliver a range of new classes and activities for all age groups. From women only sessions to entry level fitness classes, hard to reach and at risk groups could start engaging with activity in a welcoming and secure environment.
- The Case Officer (Activities) would also use the studio space to deliver income generating sessions like sport themed birthday parties.
- The Case Officer (Activities) enables increased participation and use of the site by local and regional educational establishments e.g. college games, championships, inter school competitions.
- The service works towards increased engagement with national sporting and heritage organisations.

- Links to local and national charities would be improved as the Recreational Ground would be able to become a venue for large events like Race for Life.
- YRC is a regionally important sporting destination. With top class athletics provision, all weather pitches and a nationally commended grounds team however the site requires an indoor space and a high quality refreshment provision to finalise its offer.
- Forecasts before and after the completion of the two proposed building elements at Yeovil Recreation Centre have also been drawn up. The actual figures are from the existing Galley hatch outlet and are revised (using knowledge from the Ninesprings café business plan and actual performance) once the newly created café space and studio open. Turnover and net contribution will be improved by:
 - Upgrading the hatch outlet to a high quality café with indoor seating of c. 50 covers.
 - Having one café manager across the two café outlets, providing professional outlet management and using the experience from setting up Ninesprings. Driving down costs by having greater buying power from suppliers.
 - Introducing appropriate retail sales.
 - Through the work of the Case Officer Activities increasing general use across the Recreation Ground to capture greater secondary spend in the Café.
 - Through the hire of the studio space to clubs and instructors, and through the delivery of events and sessions by the Case Officer Activities in the studio space.

Overall

- Both locations will deliver against the Leisure and Recreation business plan targets including a minimum 5% improvement in yield in line with the Commercial Strategy. Putting both locations on the journey to a more sustainable financial future. Income will grow year on year.
- Solar panels are designed into both builds to reduce utility costs.
- Both projects are considered feasible through work with experienced officers who managed the Ninesprings Café project from the outset. The existing café has consistently outperformed its business plan since opening in 2014. With turnover and profit growth now slowed due to the physical constraints of the space at peak times.
- At YRC the Galley (hatch refreshments) performs well in summer holiday months but a lack of indoor space restricts year round and therefore optimal income generation. With both regular (local) and visiting (away clubs and schools) site users and a real need for a community focus on site (as per the Ninesprings model) provision of a high quality space and associated greenspace (with a bespoke events programme) is a sound decision.
- Both locations and facilities are important community spaces for both formal and informal use. Particularly at Yeovil Recreation Centre there is a lack of facilities to enable individuals and groups to come together. By providing the space and services, we improve opportunities for sporting and social engagements. Creating destinations that people will travel to visit to meet family and friends and enjoy activities.
- Both locations, but particularly at Ninesprings, via the Tourist Information point the project would enhance the image and provide the opportunity to disseminate, important resident information from the Council. It will provide a natural opportunity to promote SSDC services and products and pick up information.

Value for money will be secured by

- Working closely with expert property services officers and managers throughout.
- Learning from experience in the original 2014 café build project and kit out.
- Making use of existing café suppliers with whom competitive rates can be negotiated where appropriate.
- Working with Locality and Specialist officers in creating flexible but appropriate group and sporting spaces.
- Appointing a café manager across the two outlets to drive Value for Money, profitability and a five-star business.
- Seeking grant funding where at all possible to match fund the SSDC capital grant.
- Working with the Ninesprings community and Friends of Group and volunteers to fundraise for the building.

7 Options Discounted

Option 1 is proposed – progress improvements as detailed and generate increased income with concurrent health and wellbeing improvements delivered.

Option 2 was discounted– leave the buildings and facilities to function as they are, failing to realise extra income, sites are less sustainable for the future and communities do not experience learning and wellbeing benefits.

8 Key Information Summary

8.1	Expected Duration Of Work	
	Start Date:	April 2019- planning permission YRC submitted. Ninesprings submitted December 2018.
	Other Key Milestones with Dates:	April 2019 – grant funding submitted YRC
	Other Key Milestones with Dates:	August 2019 – grant funding submitted & ongoing Ninesprings
	Other Key Milestones with Dates:	Winter 2019 – building renovations YRC
	Other Key Milestones with Dates:	March 2020 – YRC cafe and studio opens
	Other Key Milestones with Dates:	Autumn 2020 – building Ninesprings
	Expected Completion Date:	Winter 2021

8.2	Estimate of Officer Time Required: -			
	Officer's Name	Estimate of Officer hrs	Officer available? Y/N	Agreement of Officer? Y/N
	Leisure and Recreation Manager	120	Y	Y
	Countryside Manager	90	Y	Y
	Income & Opportunities Manager	10	Y	Y
	Case Officer (Activities)	100	Y	Y
	Case Officer (Community Heritage)	100	Y	Y
	Café Outlet Manager	120	Y	Y
	Senior Building Surveyor	90	Y	Y
	Are there any impacts on property?	There are significant implications for two existing properties. Plans have already been created by the Senior Building Surveyor to enable cost estimates to be submitted for this bid.		
	Are there any impacts on IT systems?	IT support will be required to install two existing EPOS tills, one at Ninesprings and one at YRC. A new small office set up with a thin client will be required at YRC and WiFi will be required at YRC although the main system is already in place in the building.		
	Are there any environmental impacts?	The Countryside Manager will work with property services throughout the project to carry out any research required on environmental credentials of products including paint and FSC ratings of timber. Solar panels are proposed as part of both builds. There is no proposed loss of trees at either site. At both locations the impact of the extension on any outside hard landscaping is into poor quality amenity grassland and so no impact on valuable habitats or protected species.		
	Have you appropriately considered all Equality issues?	It is considered that this project will improve access for all at both locations, but to the greater extent at YRC. Sporting facilities will become more accessible and so people can visit for longer and feel encouraged to try a greater range of activities. Outside and inside seating will be carefully considered to ensure that there are appropriate options for everyone, lessons from the original Ninesprings development will be considered.		

8.3	Risk Assessment	
	Risk	Steps taken to mitigate Risk
	Anticipated grant income not secured	<ul style="list-style-type: none"> • <i>Multiple applications progressed and submitted to accommodate any unsuccessful bids.</i> • <i>Community groups and sports clubs engaged to help with fundraising.</i>
	Revenue shortfall post completion	<i>Appropriate contingency built into project costings. Costs managed throughout.</i>
	Project management risk	<i>Officers engaged early with the project and time required factored into work plans.</i>
	Planning risk	<p><i>Public consultation, including planning exposes unforeseen issues – work started early to build time to manage and fund any unforeseen issues. Relationship with Football Foundation maintained to ensure permissions required are granted early.</i></p> <p><i>Planning does not success or onerous conditions applied – pre application advice sought.</i></p>
	Construction risk (site or weather constraints under construction)	<p><i>Failure or under performance of main contractor – managed by Property Services. Realistic construction timelines developed.</i></p> <p><i>A risk register will be developed working with property services and will form a permanent agenda item for all meetings between the Leisure, property and contractors. Likelihood and impact of each risk will be monitored though the project and updated. The risk register will allocate ownership for all identified risks.</i></p>
	Competency to deliver the project – build and delivery elements	<i>Both Property Services and Leisure and Recreation have extensive experience of managing similar projects and the experience of the Ninesprings café will be used for the Yeovil Recreation Centre Cafe. Experienced Officers have been recruited and appointed to deliver on café management, activity delivery and heritage development to protect the long term future of the facilities developed.</i>

9 Financial Investment

9.1 Total Costs and Funding							
		Funding Body			£' 000		
	SSDC Capital: -	District Executive			200		
	Other Sources: - - Grants	Sport England Viridor Friends of Yeovil Country Park Clarks Foundation Hinkley Tourism Fund Others (e.g. Tesco, Coop)			100 40 5 5 10 10		
	Total Capital Cost				380		
9.2 Breakdown of main areas of cost							
		2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	
	Build at YRC; café and Studio Extension at Ninesprings	240	140				
	Totals	240	140				
9.3 External funds to be received							
		Secured? Y/N	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000
	Sport England Viridor Hinkley Tourism Fund Friends of Yeovil Country Park Clarks Foundation Others (e.g. Tesco)	N	100 40	10 10 5 5 10			
	Totals		140	40			
9.4 Revenue Implications of Capital scheme							
		Cost Centre	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000
	Loss of interest @ 2.0%	FT922	2	2			
	(Savings in expenditure)						
	Revenue Costs by Individual Budget: (List)	GC167 GL509		13.0 61.4	2.0 2.9	2.0 4.0	3.0 3.0
	Revenue Income	GC167 GL509		-18.0 -77.4	-6.0 -14.0	-4.5 -14.2	-5.5 -14.1
	Total Revenue Expenditure / -Revenue			-19.0	-15.1	-12.7	-13.6
	Cumulative			-19.0	-34.1	-46.8	-60.4

9.5	Whole Life Costing	
	Estimated useful life of asset (years)	50 years
	Total Revenue Costs Year 1 to 5	£1,000
	Annual Revenue Cost after year 5	£350
	Total cost over whole life of asset	£18,500
9.6	VAT Implications	
	<p>The future activity/use has some exempt supplies and will have an adverse effect on the Council's partial exemption calculation.</p> <p>A breakdown of the cost for each site and more detail in regards to expected income streams for each site, will help to establish whether the project can be accommodated within the Council's partial exemption limit and VAT can be fully recoverable.</p> <p>I would expect that once the analysis of cost/income at both sites is completed, due to the expected small percentage of exempt income and size of project, we would establish that we will be able to recover the VAT.</p>	

Appendices

Due to the size of the files – it has not been possible to insert these appendices into the document, but they are available on request and a hard copy will be available at the meeting.

Appendix 1 – Ninesprings plans

Appendix 2 – John O'Donnell pavilion plans (Yeovil Recreation Centre)



South Somerset District Council

Request for Capital

Capital Request No: 2019-07

Capital Name: Mobile Devices for Council Members

Date Created 29/11/2018
Document Version: 1.0
Author: David Chubb

1 Purpose of Request

To provide the Members of the Council with a mobile device following the election in May 2019.

2 Objectives

- To provide Members with a SSDC owned and managed device.
- To improve the ICT support offered to Members.
- To provide a device that supports the new ways of working post the Transformation Programme.
- To provide a device that meets the needs of the user.

This project will contribute to our corporate aim:

“to deliver well managed, cost effective service, valued by our customer.”

3 Constraints and Decisions

The final decision on the devices will be made after an evaluation with Members. It is anticipated that a small selection of devices will be chosen.

- **Price:** The budget for each device is £550

4 Interfaces

It is vital that this project interfaces with the Members' Working group regularly to ensure Members are fully involved.

5 Measures of Success

Success will be measured by seeking user feedback

6 Anticipated Benefits

- **Improved ICT Support** – The ICT support team (Helpdesk) will be better able to support Members because they will have knowledge and experience of the devices. ICT will hold spare devices so that a faulty device can be swapped out quickly to minimise disruption to the user.
- **System maintenance and security** – All the devices will be managed in a standard way which includes virus and malware protection, security patches and updates as well as drive encryption.
- **Members' Access to Systems** - Using a managed device, members will be able to access the SSDC network which will enable for example access to iTrent to submit expenses claims.

7 Options Discounted

- To provide Members with an allowance to purchase their own device. This has been discounted because of feedback from the Members' working group and will not provide the benefits set out in section 6.

8 Key Information Summary

8.1	Expected Duration Of Work			
	Start Date:	March 2019		
	Other Key Milestones with Dates:	Complete evaluation of and select devices 29 th March 2019		
	Expected Completion Date:	31 May 2019		
8.2	Estimate of Officer Time Required: -			
	Officer's Name	Estimate of Officer hrs	Officer available? Y/N	Agreement of Officer? Y/N
	Support Services Case Officer	148	Yes	Yes
	Specialist ICT	74	Yes	Yes
	Are there any impacts on property?	N/A		
	Are there any impacts on IT systems?	Yes, these have been factored into the bid.		
	Are there any environmental impacts?	No		
	Have you appropriately considered all Equality issues?	This will form part of the device evaluation and selection		
8.3	Risk Assessment			
	Risk	Steps taken to mitigate Risk		
	The devices do not meet the requirements of the users.	Carry out an evaluation of a number of different devices and provide a choice of devices.		
	Unforeseen technical difficulties	Ensure ICT Specialist is available to assist if required.		
	Project not completed within required timescales	Lead Specialists for IT will monitor progress alongside plan and redirect resources if necessary		

9 Financial Investment

9.1 Total Costs and Funding		Funding Body		£' 000			
	SSDC Capital: -	District Executive Area Committees		33			
	Other Sources: - - Grants						
	Total Capital Cost			33			
9.2 Breakdown of main areas of cost		2019/20	2020/21	2021/22	2022/23	2023/24	
		£'000	£'000	£'000	£'000	£'000	
	Purchase of devices	33					
	Totals	33					
9.3 External funds to be received		Secured? Y/N	2019/20	2020/21	2021/22	2022/23	2023/24
			£'000	£'000	£'000	£'000	£'000
	N/A						
	Totals						
9.4 Revenue Implications of Capital scheme		Cost Centre	2019/20	2020/21	2021/22	2022/23	2023/24
			£'000	£'000	£'000	£'000	£'000
	Loss of interest @ 2.0%	FT922	0.66				
	(Savings in expenditure)						
	Revenue Costs by Individual Budget: (List)						
	Revenue Income						
	Total Revenue Expenditure / (Net saving)		0.66				
	Cumulative						
9.5 Whole Life Costing							
	Estimated useful life of asset (years)	4					
	Total Revenue Costs Year 1 to 5						
	Annual Revenue Cost after year 5 .						
	Total cost over whole life of asset						
9.6 VAT Implications							
	Based on the current information provided to us there are no VAT implications.						



South Somerset District Council

Request for Capital

Capital Request No: 2019-08

Capital Name: Replacement of Corporate Firewall

Date Created 29/11/2018
Document Version: 1.0
Author: David Chubb

1 Purpose of Request

To replace the existing Corporate Firewalls which are now five years old and have reached the end of their useful life. The Corporate Firewalls sit between the SSDC network and the Internet.

2 Objectives

- To update / increase the level of security protection between the SSDC network and other third party networks such as the Internet.
- To provide reliant protection with no single point of failure.
- To increase the monitoring and alerting of security threats.

This project will contribute to our corporate aim:

“to deliver well managed, cost effective service, valued by our customers.”

3 Constraints and Decisions

The decision of which Firewalls to purchase will be made closer to the time of purchase. External security consultants will be engaged to insure we make the best possible decision at the time.

- **Price:** A budget of £25,000 is requested following soft market engagement.

4 Interfaces

It is vital that this project interfaces with the Members' Working group regularly to ensure Members are fully involved.

5 Measures of Success

The main measures of success are:

- During the implementation there is minimal disruption to users and the customers.
- The SSDC network remains protected.

6 Anticipated Benefits

- **Improved Security Protection** – The new Firewalls will be a further generation forward compared to the existing ones and will endeavour to protect against emerging new threats.
- **Monitoring and Alerting** – This will crease the visibility of security threats and improve pro-active security management.

7 Options Discounted

- To continue to maintain the existing firewalls. This has been discounted because of the number of risks that would be associated with this course of action.

8 Key Information Summary

8.1	Expected Duration Of Work			
	Start Date:	June 2019		
	Other Key Milestones with Dates:	Testing complete 12 July 2019		
	Expected Completion Date:	31 July 2019		
8.2	Estimate of Officer Time Required: -			
	Officer's Name	Estimate of Officer hrs	Officer available? Y/N	Agreement of Officer? Y/N
	Lead Specialist ICT	20	Yes	Yes
	Specialist ICT	74	Yes	Yes
	Are there any impacts on property?	N/A		
	Are there any impacts on IT systems?	Yes, these have been factored into the bid.		
	Are there any environmental impacts?	No		
	Have you appropriately considered all Equality issues?	Yes		
8.3	Risk Assessment			
	Risk	Steps taken to mitigate Risk		
	Unforeseen technical difficulties	Ensure ICT Specialist is available to assist if required along with external expertise.		
	Project not completed within required timescales	Lead Specialists for IT will monitor progress alongside plan and redirect resources if necessary		

9 Financial Investment

9.1	Total Costs and Funding					
		Funding Body			£' 000	
	SSDC Capital: -	District Executive			25	
	Total Capital Cost				25	
9.2	Breakdown of main areas of cost					
		2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000
	Purchase of devices	25			25	
	Totals	25			25	

9.3 External funds to be received							
		Secured? Y/N	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000
	N/A						
	Totals						
9.4 Revenue Implications of Capital scheme							
		Cost Centre	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000
	Loss of interest @ 2.0%	FT922	0.5				
	(Savings in expenditure)						
	Revenue Costs by Individual Budget: (List)						
	Revenue Income						
	Total Revenue Expenditure / (Net saving)		0.5	0.0	0.0	0.5	
	Cumulative			0.5	0.5	1.0	
9.5 Whole Life Costing							
	Estimated useful life of asset (years)			3			
	Total Revenue Costs Year 1 to 5						
	Annual Revenue Cost after year 5 .						
	Total cost over whole life of asset						
9.6 VAT Implications							
	Based on the current information provided to us there are no VAT implications.						