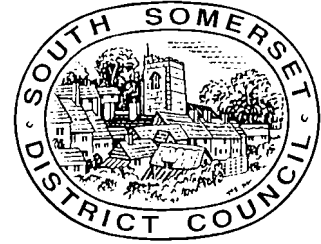


# South Somerset District Council

*Notice of Meeting*



## District Executive

*Making a difference where it counts*

### Thursday 7th August 2014

### 9.30 am

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



Disabled Access is available at this meeting venue.

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

The public and press are welcome to attend.

If you would like any further information on the items to be discussed, please ring the Agenda Co-ordinator, **Angela Cox 01935 462148**, website: [www.southsomerset.gov.uk](http://www.southsomerset.gov.uk)

This Agenda was issued on Wednesday 30 July 2014.

*Ian Clarke, Assistant Director (Legal & Corporate Services)*

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



INVESTORS IN PEOPLE

# District Executive Membership

Ric Pallister, Portfolio: Strategy and Policy

Tim Carroll, Portfolio: Finance and Spatial Planning

Peter Gubbins, Portfolio: Area South (Yeovil Vision and Community Safety)

Henry Hobhouse, Portfolio: Property and Climate Change

Shane Pledger, Portfolio: Area North (Building Control and Conservation Planning)

Jo Roundell Greene, Portfolio: Environment and Economic Development

Sylvia Seal, Portfolio: Leisure and Culture

Peter Seib, Portfolio: Regulatory and Democratic Services

Angie Singleton, Portfolio: Area West (Market Towns)

Nick Weeks, Portfolio: Area East (Customer Services)

## Information for the Public

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

Members of the Public are able to:-

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

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

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

The Council's Constitution is also on the web site and available for inspection in Council offices.

The Council's corporate priorities which guide the work and decisions of the Executive are set out below.

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

## South Somerset District Council – Corporate Aims

**Our key aims are:** (all equal)

- **Jobs** - We want a strong economy which has low unemployment and thriving businesses
- **Environment** - We want an attractive environment to live in with increased recycling and lower energy use
- **Homes** - We want decent housing for our residents that matches their income
- **Health and Communities** - We want communities that are healthy, self-reliant, and have individuals who are willing to help each other

# District Executive

**Thursday 7 AUGUST 2014**

## Agenda

**1. Minutes of Previous Meeting**

To approve as a correct record the minutes of the District Executive meeting held on 5<sup>th</sup> June and the Extraordinary District Executive meeting held on 19<sup>th</sup> June 2014.

**2. Apologies for Absence**

**3. Declarations of Interest**

**4. Public Question Time**

**5. Chairman's Announcements**

**6. Wincanton Car Parks - Income Compensation Scheme (Pages 1 - 6)**

**7. Commercial Property Disposal - Winsham Allotments and Band Hut (Pages 7 - 16)**

**8. Further Main Modifications to the South Somerset Local Plan (2006 - 2028) (Pages 17 - 62)**

**9. Enhancement of Yeovil CCTV (Pages 63 - 81)**

**10. Somerset Intelligence Partnership - Data Sharing (Pages 82 - 87)**

**11. SSDC Partnerships - Annual Update (Pages 88 - 99)**

**12. 2014/15 Capital Budget Monitoring for Quarter 1 to 30th June 2014 (Pages 100 - 129)**

**13. 2014/15 Revenue Budget Monitoring for Quarter 1 to 30th June 2014 (Pages 130 - 156)**

**14. Constitution Update - HR Management Rules (Pages 157 - 186)**

**15. Report from Yeovil District Hospital NHS Foundation Trust (Pages 187 - 189)**

**16. Update on the Family Focus Programme (Pages 190 - 195)**

**17. District Executive Forward Plan (Pages 196 - 199)**

**18. Date of Next Meeting (Page 200)**

## **Wincanton Car Parks – Income Compensation Scheme**

<i>Executive Portfolio Holders:</i>	<i>Tim Carroll, Deputy Leader, Finance &amp; Spatial Planning Henry Hobhouse, Property and Climate Change</i>
<i>Ward Members:</i>	<i>Colin Winder, Nick Colbert</i>
<i>Strategic Director:</i>	<i>Vega Sturgess, Operations &amp; Customer Focus</i>
<i>Assistant Director:</i>	<i>Laurence Willis, Environment Helen Rutter, Communities</i>
<i>Service Manager:</i>	<i>Garry Green, Property &amp; Engineering Manager</i>
<i>Lead Officer:</i>	<i>Vega Sturgess, Helen Rutter</i>
<i>Contact Details:</i>	<i>Vega.sturgess@southsomerset.gov.uk Helen.rutter@southsomerset.gov.uk</i>

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

To consider the request by Wincanton Town Council, in their letter dated 28 February 2014 (Appendix 1), to end the joint rolling 3-year agreement between Wincanton Town Council and South Somerset District Council that compensates SSDC for the loss of budgeted income in the car parks in Wincanton without giving the required 3 year's notice.

### **2. Forward Plan**

This report appeared on the District Executive Forward Plan for July 2014, but on cancellation of that meeting was then scheduled for August 2014.

### **3. Public Interest**

Car parks are not statutory provision for councils but are provided as a discretionary service. Nevertheless, South Somerset District Council (SSDC) has made significant capital investments in many of our town centres in order to support the local economies. Similar car parks in Areas South and West have had charges levied for many years. The legal powers to do this are contained in Section 35 Road Traffic Regulation Act 1984.

In 2012, Wincanton Town Council (WTC) entered into a fixed three year compensation agreement with SSDC in order to keep the car parks in their town free to the user. Shortly before this was implemented, Wincanton Town Council requested that this fixed term agreement was changed to a rolling three year agreement, with a rolling three year notice period. They now want to give notice on this agreement outside the terms agreed, as per their letter dated 28 February 2014 (Appendix 1) such that the agreement ends in May 2015.

### **4. Recommendations**

That District Executive agrees:

- (1) To refuse the request from Wincanton Town Council to end the agreement in May 2015 without giving the agreed three years notice. This would mean that the agreement would end on 28 February 2017.
- (2) To request that work continues with the Town Council and local groups to try to reduce the cost burden of the compensation agreement on them.
- (3) To note that when the agreement is terminated that charges will be levied in the Wincanton car parks.

## 5. Background

Over recent years SSDC has responded to requests from a range of parish and town councils who wish to take local control of their car parking or toilet provision. This fits with the Localism Agenda, where Government is intending that local organisations such as parish and town councils achieve greater influence or direct control over local services.

The proposals within the 2012/13 budget to charge in both Castle Cary and Wincanton car parks was agreed in principle for both these towns in the 2007-2012 Car Parking Strategy but the implementation was postponed until Civil Parking Enforcement (CPE) was in place. CPE was eventually delivered in June 2012, meaning that the charges could be levied.

In 2012, there was a strong feeling by those who lived and worked in Wincanton that there would be a benefit in keeping the car parks free to the user. This was backed up by a previous petition, received by SSDC in May 2005 from Wincanton Chamber of Trade and Commerce of 3,165 signatories asking that car parks remained free in the town.

Although the decision to charge had been made, SSDC sought new solutions to generate the income from their investment in the town centre car parks while meeting the local desire not to have pay and display charges. Wincanton Town Council (WTC) also felt that a local free parking scheme could be useful in supporting local businesses and residents. As a result WTC agreed a scheme with us to keep the car parks free of charge via a three year income compensation agreement. Following that agreement on 30 May 2012, WTC themselves wrote to us requesting a change to this initial three year agreement (April 2012 to April 15) asking instead for this to be changed to a rolling agreement where three year's notice was required from any juncture in the agreement. They felt that this would give them greater certainty and control over outcomes and budgets.

Over the past few months, WTC have met several times with officers from SSDC. They are now concerned about the cost of the scheme to WTC and have told us, that in their view, that there is no longer any strong public opinion about retaining free car parks in the town. They have told us that they also do not feel that the scheme has made a measurable difference to the original desired outcome of supporting local businesses.

On the other hand, there seems to be considerable local opposition to the ending of the agreement from both residents and businesses. Posters in windows and activity on the Wincanton Window suggest that retaining the free (at point of use) car parking in Wincanton is a local priority. It is understood that Wincanton Business Together are pulling together a petition on the matter and that this has attracted 1,508 signatures in support of "*keeping parking free at the point of use*". Fuller details of this will be given to members verbally at the meeting.

## 6. The details of the scheme

There are two car parks in Wincanton owned and managed by SSDC; Memorial Hall and Churchfields. In addition, SSDC leases the car park at Carrington Way from Somerset County Council. There is nothing within the lease on Carrington Way that prevents car parking charges being applied. For many years, SSDC has managed and maintained the car parks in the town meaning that they have been a net drain on resources.

	<b>Memorial Hall</b>	<b>Churchfield</b>	<b>Carrington Way</b>
No. of car park spaces	143	38	94

A schedule of proposed car park charges for Wincanton (comparable to those in Ilminster) was produced within the budget papers agreed at Full Council on 23 February 2012, ranging from 60p / hour to £1.60 for a full day's parking. The income from these charges was expected to be £36,535 in 2012/13 with expenditure on enforcement, cash collection and travelling estimated at about £12,380 resulting in a net benefit to SSDC of £24,155 per year.

Following a public meeting in January 2012, WTC agreed to compensate the district for loss of income in order to keep the car parks free to the user. SSDC continued to retain ownership and pay for maintenance responsibilities in the car parks. Therefore the district was able to realise an income from its capital investment in the town centre, but the town council controlled the implementation of charging and enforcement. In addition, our closer partnership brought greater local influence on a broad range of car park issues, including the division of short and long stay spaces, signage and maintenance and Memorial Hall access issues. It also marked a final resolution of a series of historic issues in the Memorial Hall Car Park.

SSDC understood the new cost that the compensation agreement brought to the Town Council. As a measure of goodwill, SSDC offered three free months in the first year, reducing the contribution by £2,416 to £18,000 in the first year. In succeeding years the amount of the compensation reverted to £24,155. As part of the agreement all preceding issues about ownership of the car parks, previous capital investments into car parking schemes and previous agreements on charging were declared to be resolved and therefore declared historic.

During the life of the agreement if car parking charges were raised elsewhere in the district then the compensation amount was to rise by inflation up to a maximum of 3%. In reality no car park charge increases have been made in this time. However, a pilot free parking scheme in our pay and display car parks over Christmas 2013 resulted in a good will gesture of £697 being taken off the full amount of the 2013/14 compensation. This was an estimate of the amount of money that SSDC would have lost via the scheme if charges had been applied in Wincanton.

Annually, there are two meetings each year between SSDC and Wincanton Town Council. One meeting covers operational site issues, the other monitors the success of the partnership agreement. Minor changes to the compensation agreement can be made at that point if both councils are in complete agreement. It is felt that a change to the length of the notice period is not a minor change to the agreement, hence this report.

## **7. Reducing the cost of the scheme to Wincanton Town Council**

WTC have told us in the recent meetings that retaining free car parking within the town is not a high priority for residents and businesses. SSDC also acknowledges that the scheme is now considered too expensive by WTC and developed some options to reduce the cost of the scheme. At meetings on 18 October 2013, 22 January 2014 and 09 April 2014, the suggestions from SSDC included:

- Enforcement of the existing parking orders, especially where long term parkers use short stay spaces making it more difficult for convenience shoppers to find parking. SSDC has offered to do this enforcement at cost price, with the balance of income being paid directly to WTC. This option has the double benefit of freeing up spaces closer to the shops and bringing in income.

- Changing the existing car parking orders in the car parks so that long term or all day car parkers pay a small tariff. Again, this would bring in some additional income without affecting the free short term parking for those using the businesses in the High Street. SSDC has offered support with signage and markings to make this possible.
- As part of the above, we suggested that there may also be some benefit in selling a number of residents permits allowing those residents who do not have an off-street parking space to park for longer periods in Wincanton car parks, freeing them from the requirement to move their vehicles at the expiry of the long stay period. SSDC has offered to help with the administration of this scheme at cost price.

On 13 January 2014, we offered WTC the opportunity to add these changes to our district-wide annual car park order changes at no cost. This would have enabled the options but would not have made them inevitable. Although we did not receive such a request we could still work with WTC on these changes for implementation in April 2015. We recognise that these measures would not eliminate the compensation amount, but they should reduce it to a more acceptable level to the town council.

We recommended to WTC that before the request to end the compensation agreement was taken to District Executive that local soundings were carried out on the success of the current scheme investigating what residents and businesses felt about the continuation of the scheme. We had hoped that once there was understanding of those local views, we would meet with WTC informally to discuss the above proposals (or any additional ideas) in more detail.

Nevertheless, on 13 May 2014, WTC requested that a report was taken to District Executive in order to make a decision on ending the agreement in April 2015.

Although we do not believe that the Town Council are carrying out any consultation, Wincanton Business Together group have organised a petition and the full nature and results of this will be fed back directly to District Executive.

SSDC area and operational officers still believe that there is potential to work together with WTC to develop solutions that will be acceptable to businesses and to residents as well as reducing the burden to WTC. It is suggested that the rolling three year agreement is retained as it gives sufficient time to develop options that suit the needs of the community, the town council and the district council. If there is still no enthusiasm from WTC to test the ideas, or indeed that the ideas do not have the desired reduction in the cost to WTC, this would then result in the agreement being finalised on 28 February 2017 and charges would be implemented in the Memorial Hall, Carrington Way and Churchfields car parks at that point.

As a matter of note, there are 2,654 households in Wincanton and currently the precept is £88.48.

## **8. Financial Implications**

Wincanton Town Council have agreed to compensate SSDC for the anticipated income less the associated costs of achieving this income, resulting in an annual revenue receipt to SSDC of £18,000 in Year 1 and £24,155 thereafter, subject to any inflationary increase to be applied only once every three years from the start of the scheme in 2012. In order to preserve the income in the budget, as soon as the compensation scheme finishes, charges must be applied immediately.

## 9. Corporate Priority Implications

None directly.

## 10. Carbon Emissions and Climate Change Implications

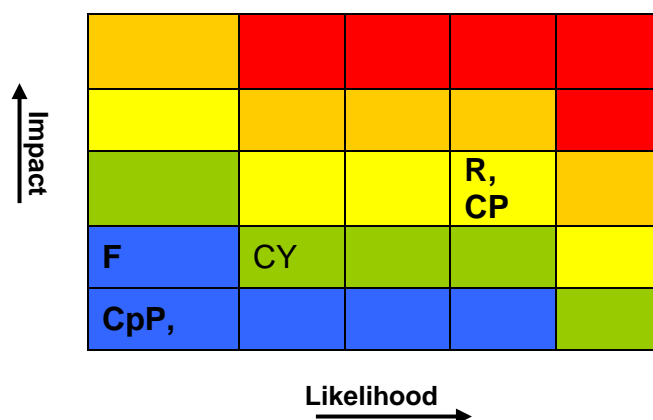
Not applicable.

## 11. Equality and Diversity Implications

None directly for this council as the change from free car parking to pay and display would be as a result of the request from Wincanton Town Council. If the compensation scheme is terminated, then charges will apply and members will need to have regard for the equality assessment for parking charges in Castle Cary and Wincanton that were completed when the charging regime was agreed at Full Council on 23 February 2012.

## 12. Risk Implications

This matrix only identifies the risk associated with taking the decision as set out in the report as the recommendation(s). Should there be any proposal to amend the recommendation(s) 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 recommendation(s) taking place.



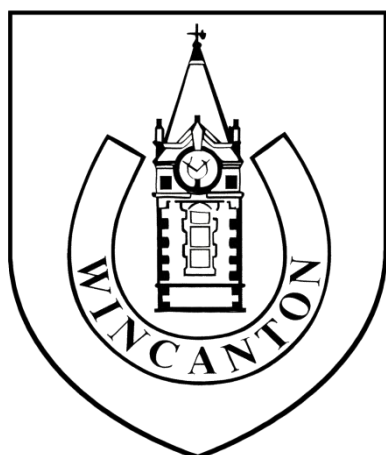
### Key:

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CP = Community Priorities	Yellow = Moderate impact and moderate probability
CY = Capacity	Green = Minor impact and minor probability
F = Financial	Blue = Insignificant impact & insignificant probability

## 13. Background Papers

District Executive report, 1 March 2012  
 Portfolio Holder Decision, 15 May 2012





## WINCANTON TOWN COUNCIL

Town Hall  
Market Place  
Wincanton  
Somerset  
BA9 9LD  
Tel: 01963 31693

Town Clerk: Ms Sam Atherton  
Deputy Town Clerk: Mrs Muriel Cairns  
Email: [wincantontownclerk@hotmail.co.uk](mailto:wincantontownclerk@hotmail.co.uk)

Vega Sturgess  
Strategic Director, Operations & Customer Focus  
South Somerset District Council  
The Council Offices  
Brympton Way  
Yeovil  
BA20 2HT

28<sup>th</sup> February 2014

Dear Vega,

### **Wincanton Car Parks – Compensation Agreement**

Wincanton Town Council discussed the above compensation agreement at the Full Council Meeting on Monday 24<sup>th</sup> February 2014 and have instructed me to write with their decision.

Council would like to request the term “rolling” is removed from the agreement and to revert back to the original 3 year contract.

Council would also like to give formal notice of their intention to terminate the contract in May 2015.

Please would you acknowledge receipt and advise of when this will be discussed at Chief Executive level.

Yours sincerely

Sam Atherton  
**Wincanton Town Clerk**

## Commercial Property Disposals – Winsham Allotments and Band Hut

*Executive Portfolio Holder:* Councillor Tim Carroll, Finance and Spatial Planning  
*Strategic Director:* Mark Williams, Chief Executive Officer  
*Assistant Director:* Donna Parham, Finance and Corporate Services  
*Lead Officers:* Donna Parham, Finance and Corporate Services  
Ian Clarke, Legal and Corporate Services  
*Contact Details:* donna.parham@southsomerset.gov.uk  
ian.clarke@southsomerset.gov.uk

### 1. Purpose of the Report

1.1 The purpose of this report is to clarify the conditions that will be put in place as part of the agreement to the transfer of the former Winsham Band Hut and neighbouring allotment site to Winsham Parish Council at less than best consideration.

### 2. Public Interest

2.1 District Executive approved the transfer of the land on which the Band Hut sits, within the Winsham Allotment Site adjacent to Bakersfield to Winsham Parish Council in July 2012. Work has been carried out on the transfer but there remains a disagreement over the terms of an overage clause and the restrictions to which the land should be subject. The overage clause would mean that should the transferred land be developed in future or be used as an access to adjoining land owned by the Parish Council SSDC would receive a receipt that recognised and shared in any uplift in land value. The current value of the land is £20,000 but SSDC is not requiring a sum from the parish council only an overage clause which would apply should it be part of a future redevelopment. SSDC is also seeking a restriction in relation to commercial use.

### 3. Recommendations

3.1 That District Executive approve:

- a. the freehold transfer of the former Winsham Band Hut and neighbouring allotment site at Bakersfield, Winsham to the Parish Council for £1 such transfer to include an overage clause that should planning permission be granted for (i) commercial or business use (ii) residential housing or residential occupation (iii) use as an access to adjoining land (iv) any other use other than public recreation/allotments/community hall then the Parish Council could serve notice on SSDC requiring SSDC to allow such use to take place upon payment to SSDC of a sum equivalent to 50% of the increase in value of the land resulting from the grant of planning permission.
- b. that the freehold transfer includes the following restrictions of use namely that the land is not to be used for:- Any commercial or business use; use for residential housing or occupation of any description; use as an access with or without vehicles to any adjoining land other than for access solely and exclusively in connection with the use and maintenance of that adjoining land for public recreation purposes and in any event any use other than for public recreation and/or public allotments and/or as community hall and/or for some other Community Use **Provided Always** that the use of the land or any part thereof for community and public events and activities of whatever description that generates any income or profit for Winsham Parish Council shall be deemed not to be a breach of this covenant provided that the number of days the land or any part thereof is used for such events and activities does not exceed 28 in any 12 month period (without the prior written consent of SSDC).

## 4. Background

- 4.1 The original report and minutes are attached giving the background and original decision that was made in July 2012.

## 5. Report

- 5.1 The District Valuer in his original assessment recommended that the land was transferred preferably on a long lease with strict usage clauses. However, the Parish Council requested that to secure funds to bring the band hut back into a good state of repair that the freehold be transferred to them. The District Valuer had also made a recommendation regarding a freehold disposal if the preferred leasehold transfer was not to be pursued namely that the transfer contained restrictions on future use. In fact the District Valuer recommended that SSDC grant a long lease as opposed to a freehold transfer to “retain control over the future use of the site and adjoining land should, for example, a new access be required for the adjoining playing fields.”
- 5.2 The report to the July 2012 District Executive meeting was not absolutely clear about the overage requirements or restrictions that would be imposed. The report states “*A restrictive covenant will be placed on the land to ensure the site is retained for allotments and a community hall/hut/facility, or an uplift consideration will be payable to the District Council.*”
- 5.3 The minutes reflect some debate but again were not absolutely clear about what was required although the resolution does outline “*with suitable overage provisions*”. The Solicitor to the Council’s view is that he does not expect the Committee to consider everything that would be required in the legal documentation. The steer as far as he is concerned was clear that if the land was used in a way (other than the community use behind the transfer in the first place) that increased the land value then the District Council would not stand in the way of that alternative use on the basis that it would share in the uplifted value. In addition there should be a restriction on use to reflect the reason why the land was being transferred and to secure the overage provisions. The proposed share in uplift in value between the parties is 50% each and this is considered a generous offer when no consideration at all will have been paid for the land on acquisition. In addition it is important to appreciate there is no obligation or requirement on the Parish Council to ever redevelop the land; it could remain as a public open space recreational and amenity area until the end of time!
- 5.4 Since the report was approved there has been ongoing correspondence with Winsham Parish Council regarding what the restrictions and overage may be. Initially a “ransom strip” was written into the agreement to prevent the land being used as an access to adjoining land without our agreement which would involve the payment of share of any increased land values but this was deemed totally unsuitable by the parish council who felt it would fetter them from investing in the plot. A compromise was offered which included an overage clause should this plot of land or access from this plot be utilised as access to the land owned by the parish council next to it. Again the parish council has rejected this because they feel that they will be increasing the value by investing in the plot which would add to the value to be shared with SSDC. Our response has been that if it is used within the restrictions set out and not sold, developed or used as access this will never be an issue. In addition it is not entirely understood why the Parish Council have concluded that sharing the increased value should the land be used as an access to adjoining land (owned by the Parish Council), amounts to a ransom when they have indicated that the adjoining land would never be developed in any event. The amount of value added by the Parish Council is essentially taken into account by the 50:50 sharing

of uplift. It is possible for the share in uplift to be 75% SSDC and 25% Parish Council with an allowance made for any enhanced value added to the market value by any works the Parish Council have undertaken post land transfer. However this would likely result in the Parish Council receiving much less in cash terms than under the proposed 50:50 sharing arrangement. The Parish Council also remain unhappy with the restrictions as advised by the District Valuer which were “The permitted use of the premises is to be that of allotments only in relation to the land, together, the use of the existing band hall for community purposes only and that land in front of the band hall for the parking of vehicles only in connection with the use of band hall and allotments”.

5.5 We have now got to the point that without further instruction from District Executive the transfer cannot continue. We have apologised to Winsham Parish Council for the lack of clarity at the outset which did involve a degree of wasted time and effort by them and SSDC will now pay for its own legal costs rather than recharge them. All officers are doing is protecting the Council's interests. The restrictions we recommend are put in place are:

5.6 *That the land is not to be used for any commercial or business use; use for residential housing or occupation of any description; use as an access with or without vehicles to any adjoining land other than for access solely and exclusively in connection with the use and maintenance of that adjoining land for public recreation purposes and in any event any use other than for public recreation and/or public allotments and/or as community hall and/or for some other Community Use Provided Always that the use of the land or any part thereof for community and public events and activities of whatever description that generates any income or profit for Winsham Parish Council shall be deemed not to be a breach of this covenant provided that the number of days the land or any part thereof is used for such events and activities does not exceed 28 in any 12 month period (without the prior written consent of SSDC).*

5.7 This allows the land to be used for the purpose for which it was required by the Parish Council i.e. for community recreational and amenity purposes. It also allow a limited amount of commercial activity to generate funds for the Parish Council and community groups and clubs.

5.8 The overage provisions we recommend are put in place should ensure that if planning permission be granted for (i) commercial or business use (ii) residential housing or residential occupation (iii) use as an access to adjoining land (iv) any other use other than public recreation/allotments/community hall then the Parish Council could serve notice on SSDC requiring SSDC to allow such use to take place upon payment to SSDC of a sum equivalent to 50% of the increase in value of the land resulting from the grant of planning permission.

5.9 Whilst ultimately this is a matter for members the recommendations are designed ensure that the land/ property remains in place for the use of the community but that should this site be developed or the adjacent site be redeveloped and access is required across this land SSDC receives one-half of any uplift in value given that the land value (with restrictions) is £20,000 and being transferred at £1 which is less than best value. Clearly members can agree should they wish to do so that the land is transferred free of any restriction on use and free from any overage provisions.

## **6. Financial Implications**

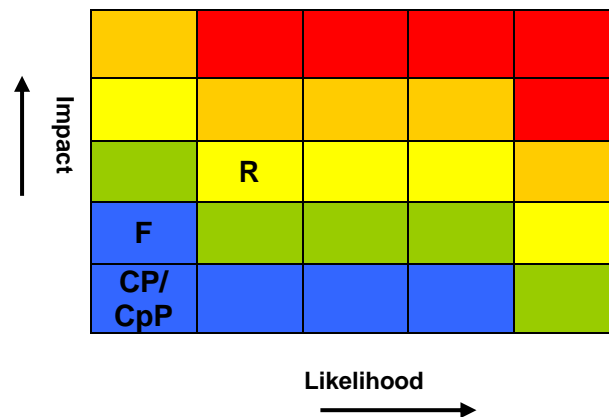
6.1 If members agree the recommendations SSDC will receive some recompense for any future uplift in value from any sale or redevelopment on or off-site where access is

required over this land. There will be no receipt if the land is forever retained by the Parish Council for the use of the community as outlined.

6.2 If Members agree to the freehold transfer without restriction or overage it will have no further influence on the use (other than as the LPA) or possible income from the sale/ development/ access at a future date.

6.3 SSDC has already forgone the capital receipt of £20,000 in transferring this for less than best value. A freehold disposal for £20,000 included strict usage provisions.

## 7. Risk Matrix



### Key

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

## 8. Corporate Priority Implications

Delivering Well-Managed Cost Effective Services.  
Provide even better value for money from our services

## 9. Carbon Emissions and Climate Change Implications

None.

## 10. Equality and Diversity Implications

The site will be transferred to the Parish Council who have local groups wanting and needing space. The Band Hut will meet this local need and bring a currently disused property back into use. As the Parish Council are keen to see the allotments occupied by Winsham residents this should become a community site for the benefits of all the residents in Winsham.

## 11. Background Papers

District Valuers' report  
Report and Minutes District Executive July 2012

## Report presented to District Executive – 5<sup>th</sup> July 2012

### No. Commercial Property Disposals

*Executive Portfolio Holder:* Councillor Tim Carroll  
*Strategic Director:* Mark Williams, Chief Executive Officer  
*Assistant Director:* Donna Parham, Corporate and Financial Services  
*Lead Officers:* Diane Layzell, Senior Land & Property Officer  
*Contact Details:* [diane.layzell@southsomerset.gov.uk](mailto:diane.layzell@southsomerset.gov.uk), 01935 462058

### Purpose of the Report

The purpose of this report is to recommend that District Executive agree to the transfer of the former Winsham Band Hut and neighbouring allotment site to the Parish Council at less than best consideration.

### Public Interest

Since October 1973 Winsham Band Committee has held the lease over the land on which the Band Hut sits, within the Winsham Allotment Site adjacent to Bakersfield. Unfortunately due to dwindling member numbers the property is now falling into disrepair and has been subject to occasional vandalism. The lease conditions are very specific as to what the Band committee are obligated to do in order to surrender their lease. As a result the Committee have been reluctant to relinquish the lease. After working closely with the Band Committee and the Parish Council, SSDC has now received a Community Asset Transfer, from the Parish Council, for the freehold transfer of the Band Hut and the neighbouring allotment site. The transfer of this District owned site to the Parish Council will result in the Band Hut being brought back into use for local community groups as well as giving the Parish Council greater control over the use of the allotments for the local community.

### Recommendations

That District Executive approve:

1. the freehold transfer of the former Winsham Band Hut and neighbouring allotment site at Bakersfield, Winsham to the Parish Council at less than best consideration
2. the Parish Council will be responsible for all legal and professional costs incurred as a result of this transaction

### Background

Since October 1973 the Winsham Band have leased the land on which their hut now sits but due to dwindling membership numbers the hut is rarely used and the Band would like to relinquish their lease. Unfortunately the conditions of the lease are very specific, onerous and costly for the Band Committee to surrender the lease. The Band no longer has the resources or means in which to comply with these conditions. They have, therefore, continued with the lease until they could locate another group to take over the lease and the building repairs. During the Committees search the property has fallen into disrepair and has also been subject to minor vandalism, due to its remote location. Locally there is a need to see this property brought back into use and remove the potential of further vandalism.

The Hall is situated in the centre of the allotment site with a parking area to the front, a plan is attached showing the entire site. The site houses 7 large allotment plots, which generate an annual income of approximately £175.00. The only maintenance responsibility for SSDC relates to the trimming of a 20-foot hedge as the responsibility of the walkways and remaining hedges fall to the individual allotment holders.

There are several local groups who would like to take over the occupation of the Hut but not in its current condition. Due to the Community benefit of this site being in local control, the Parish Council have submitted a Community Asset Transfer request for the freehold of the entire site.

## **Report**

Within the comprehensive spending review greater emphasis is being placed on Councils to ensure their assets are delivering value for money. The Assistant Director, Corporate and Financial Services, in conjunction with the Portfolio Holders for Asset Management and Property and Climate Change, see no strategic reason for SSDC to retain the freehold of either the land on which the Band hut sits or the allotment site.

The Land and Property team administer the allotment site and the income received is approximately £175.00 per annum. The Band Hut is leased on a peppercorn rent and there are no liabilities for SSDC with regard to the property and its maintenance.

There is local interest to use the Band Hut but not in its current condition. The Parish Council have now submitted a Community Asset transfer request for the entire site. The application requests the freehold transfer of the entire site with the Hut in its current condition. By doing so, the Parish Council will inherit the repair conditions of the former Band lease and will undertake local fund raising and grant applications to achieve this. There is a large hedge, which separates the site from the Highway, the maintenance responsibility of this hedge will also be passed to the Parish Council.

The transfer of the entire site to the Parish Council will give a greater local control and influence over the Huts future and the allotment lettings.

The District Valuer has valued the site, with continued use of the allotments and bringing the hut back into use for community groups, at £20,000 with the recommendation that the transfer should be on a leasehold basis. Unfortunately, in order to secure the funds needed to bring the hut back into a good state of repair, the Parish Council have requested a freehold transfer of the site. A long lease was suggested and considered by the Parish Council but they feel this will be detrimental to their fund raising attempts.

A restrictive covenant will be placed on the land to ensure the site is retained for allotments and a community hall/hut/facility, or an uplift consideration will be payable to the District Council.

The Area West Community Regeneration Officer and local Ward Member are in support of the freehold transfer.

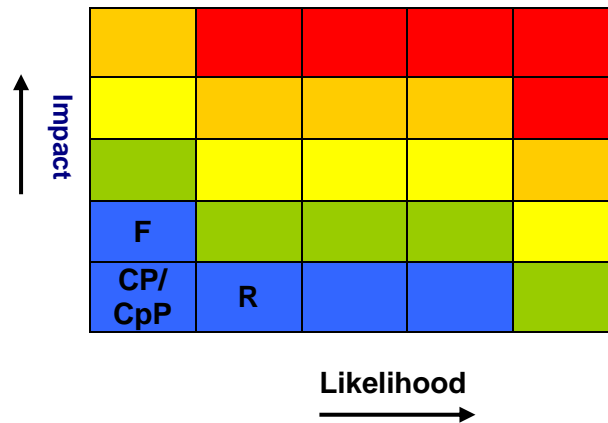
## **Financial Implications**

If Members agree to the freehold transfer of the Winsham Band Hut and Allotment site, at less than best consideration, SSDC would be foregoing £175.00 per annum of rental income and the capital receipt. Disposal at market value would have resulted in a capital receipt of approximately £20,000, which could have been invested to earn interest of £600 per annum or allocated to fund other capital schemes.

Loss of income will be absorbed in current budgets and the same will apply to the periodic hedge maintenance.

Further financial details are attached in the asset sale disposal form.

### Risk Matrix



#### Key

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

### Corporate Priority Implications:-

Delivering Well-Managed Cost Effective Services.

- Provide even better value for money from our services

### Carbon Emissions & Adapting to Climate Change Implications (NI188)

None

### Equality and Diversity Implications

The site will be transferred to the Parish Council who have local groups wanting and needing space. The Band Hut will meet this local need and bring a currently disused property back into use. As the Parish Council are keen to see the allotments occupied by Winsham residents this should become a community site for the benefits of all the residents in Winsham.

**Background Papers:** District Valuers report





## ASSET SALE APPRAISAL FORM - ONE

### Section 1

<b>Name of Asset to be Sold</b>	<b>Project No.</b>
<p><b>Asset to be disposed of:-</b></p> <p>Winsham band hut and neighbouring allotment site, TA20 4JN</p> <p><b>Lead Officer:</b></p> <p>Diane Layzell, Senior Land and Property Officer</p>	

### Section 2

<b>Reason for Sale</b>
<p>There is no strategic need for retention by SSSC and this sale passes the site into local control and management</p> <p><b>Meets Corporate Priority:</b></p> <ul style="list-style-type: none"> <li>• Deliver well managed cost effective services valued by our customers</li> </ul>

### Section 3

<b>Income From Sale</b>	
Gross Income from Sale	£ 1.00
Less Cost of Sale e.g. valuation fee	£ 0
Net Income (cost)	£ 1.00

### Section 4

<b>Loss of Rental or Other Income</b>						
	Mgmt Code	2012/13 £	2013/14 £	2014/15 £	2015/16 £	2016/17 £
Rental Income		175	175	175	175	175
Other Income		Nil	Nil	Nil	Nil	Nil

### Section 5

<b>Savings in Costs (annual)</b>
No works or repairs needed

**Section 6**

<b>Savings in Costs - one off (i.e. urgent major repairs required)</b>	
	None

**Section 7**

<b>Financial Analysis – Revenue</b>						
	2012/13 £	2013/14 £	2014/15 £	2015/16 £	2016/17 £	
Interest from receipt	(0)	(0)	(0)	(0)	(0)	
Loss of Income	175	0	0	0	0	
Savings in Expenses						
- Salaries						
- Repairs & Maintenance	Nil	(500)	Nil	Nil	Nil	
- Other						
Total Revenue Cost / (Net saving)	175	(325)	0	0	0	

**Section 8**

<b>Scheme Evaluation by Management Team</b>	

**Section 9**

<b>Stage of Project (i.e. Feasibility)</b>	
	N/A

**Section 10**

<b>Expected Completion Date</b>	
	It is hoped that the disposal will complete by the end of the current financial year

# Allotments and Band Hut at Winsham



Scale 1:1250

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## Further Main Modifications to the South Somerset Local Plan (2006 – 2028)

*Executive Portfolio Holder:* Tim Carroll, Finance and Spatial Planning  
*Strategic Director:* Rina Singh, Strategic Director, Place and Performance  
*Assistant Director:* Martin Woods, Assistant Director Economy  
*Service Manager:* Paul Wheatley, Principal Spatial Planner  
*Lead Officer:* Paul Wheatley, Principal Spatial Planner  
*Contact Details:* paul.wheatley@southsomerset.gov.uk or (01935) 462598

### 1. Purpose of the Report

- 1.1 The purpose of this report is to inform Members of the further Main Modifications required for the Local Plan (2006 – 2028). The further Main Modifications stem from the Planning Inspector's Preliminary Findings letter of 16<sup>th</sup> July 2014<sup>1</sup>.

### 2. Public Interest

- 2.1 An adopted Local Plan provides the mechanism to guide the development industry and inform the public about the future strategy for growth in South Somerset. The Local Plan is the principal planning tool for South Somerset District Council to encourage investment, protect the environment, create jobs, and deliver sustainable development.
- 2.2 The Council has prepared four further Main Modifications to address the concerns raised by the Inspector following the resumed Examination Hearing Sessions held in June 2014. Addressing these concerns will allow the Council to progress towards an adopted Local Plan.

### 3. Recommendation(s)

- 3.1 That District Executive:
  1. Endorses the further Main Modifications (see Appendix A) and recommends they are considered by Full Council for approval; and
  2. Note that the further Main Modifications have been subject to Sustainability Appraisal, Habitat Regulations Assessment and Equality Analysis as required.

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<sup>1</sup> Inspector's Preliminary Findings letter (16<sup>th</sup> July 2014):  
[https://www.southsomerset.gov.uk/media/674198/inspector\\_s\\_preliminary\\_findings\\_post\\_resumed\\_examination\\_hearing.pdf](https://www.southsomerset.gov.uk/media/674198/inspector_s_preliminary_findings_post_resumed_examination_hearing.pdf)

## 4. Background

- 4.1 The South Somerset Local Plan (2006-2028) is currently subject to an Independent Examination. Examination Hearing Sessions were held from 07 May to 18 June 2013 and from 10 June to 13 June 2014. The resumed Examination Hearing Sessions held in June 2014 discussed the Council's proposed Main Modifications<sup>2</sup>.
- 4.2 The Inspector has considered all of the evidence put forward by the Council and stakeholders, and has formally written to the Council setting out his 'Preliminary Findings' and proposed next steps.
- 4.2 In his letter, the Inspector identified that based on the evidence he has read and heard he considers there remain four "*small shortcomings...relating to soundness, which the Council should address through the agreement of Main Modifications (MMs)*".

## 5. Report

- 5.1 The further Main Modifications have been written to directly address the Inspector's remaining concerns. The Council's Project Management Board (PMB) has overseen the production of the further Main Modifications and approved them for submission to District Executive at a meeting on the 24 July 2014<sup>3</sup>.
- 5.2 The further Main Modifications proposed are related to the following policies:
- **Policy YV2: North East Yeovil Sustainable Urban Extension** – is amended to include detail on landscape mitigation measures at the North East Yeovil Sustainable Urban Extension.
  - **Policy YV3: East Coker and North Coker Buffer Zone** – Policy YV3 is deleted, and in so doing removes the east Coker and North Coker buffer zone.
  - **Policy SS3: Delivering New Employment Land** – the specific employment land figure for Rural Settlements is deleted. An explanation of the Council's approach to employment proposals in Rural Settlements and Rural Centres is added, and reference to an early review of housing and employment provision Wincanton is added.
  - **Policy SS5: Delivering New Housing Growth** – is amended to improve clarity on housing delivery in Crewkerne and Wincanton. Reference to an early review of housing and employment provision at Wincanton is added.
- 5.3 These further Main Modifications require consequential changes to supporting text, and in the case of Policy YV3, to the proposals map.
- 5.4 The further Main Modifications have been subject to a Sustainability Appraisal (SA), Habitats Regulations Assessment (HRA), and Equality Analysis (EqA). The SA and HRA have been undertaken by Enfusion Ltd. The documents are attached as Appendices B, C and D.

## 6. Consultation on Further Main Modifications

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<sup>2</sup> South Somerset Local Plan (2006 – 2028) – Proposed Main Modifications (March 2014): [https://www.southsomerset.gov.uk/media/648229/south\\_somerset\\_local\\_plan\\_proposed\\_main\\_modifications\\_submission\\_to\\_pins.pdf](https://www.southsomerset.gov.uk/media/648229/south_somerset_local_plan_proposed_main_modifications_submission_to_pins.pdf)

<sup>3</sup> Project Management Board Workshop 32: Consideration of further Main Modifications (July 2014): [https://www.southsomerset.gov.uk/planning-and-building-control/planning-policy/local-plan-2006-2028/local-plan-\(formerly-core-strategy\)-project-management-board-reports/pmb-24-july/](https://www.southsomerset.gov.uk/planning-and-building-control/planning-policy/local-plan-2006-2028/local-plan-(formerly-core-strategy)-project-management-board-reports/pmb-24-july/)

- 6.1 Once approved, the further Main Modifications will be subject to public consultation a six week period, provisionally commencing on 28 August 2014 and ending on 10 October 2014. The consultation strategy will include sending an email / letter to all those on the Planning Policy Consultation database (this includes all Local Plan respondents, Parish and Town Councils, adjoining Local Planning Authorities and other consultation bodies), placing notices in local newspapers and sending out a press release.
- 6.2 As well as being on the Council's web site the consultation documents will be placed in main Council Offices and in libraries across the district. The public will be able to make representations online through the iNovem system.

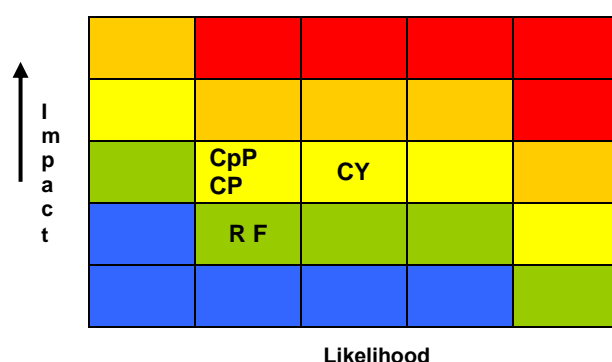
## 7. Next Steps

- 7.1 Once the consultation period has ended all representations received will be considered. Any subsequent proposed amendments will be discussed through the usual internal processes. It is envisaged that the final further Main Modifications will be presented to District Executive and Full Council in November 2014.
- 7.2 If the final further Main Modifications are approved by Full Council, they will be submitted to the Inspector. The modifications will then feature in the Inspector's Report. Based upon the current timetable, it is anticipated that the Inspector's Report will be received by the end of 2014. If this timetable occurs it is anticipated that adoption of the Local Plan could be achieved by early 2015.

## 8. Financial Implications

- 8.1 No direct implications arising from this report.

## 9. Risk Matrix



### Key

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

## **10. Corporate Priority Implications**

10.1 Adopting the Local Plan in 2014 is a priority in the Council Plan “Our Plan - Your Future 2012 to 2015” and remains a high priority. The progress of the Local Plan is important, principally to achieve adopted policies that will assist in the achievement of the Council’s Corporate Aims relating to increased economic vitality and prosperity, improvement in the health and well-being of citizens, creation of safe, sustainable and cohesive communities and the promotion of a balanced natural and built environment.

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

11.1 None.

## **12. Equality and Diversity Implications**

12.1 The Main Modifications have undergone Equality Analysis, Habitats Regulations Assessment and Sustainability Appraisal.

## **13. Background papers:**

**Appendix A – South Somerset Local Plan (2006 – 2028) Further Main Modifications (August 2014)**

**Appendix B – Further Main Modifications Sustainability Appraisal Addendum Report (August 2014)**

**Appendix C – Further Main Modifications Habitats Regulation Assessment Addendum Report (August 2014)**

**Appendix D – Equality Analysis (August 2014)**

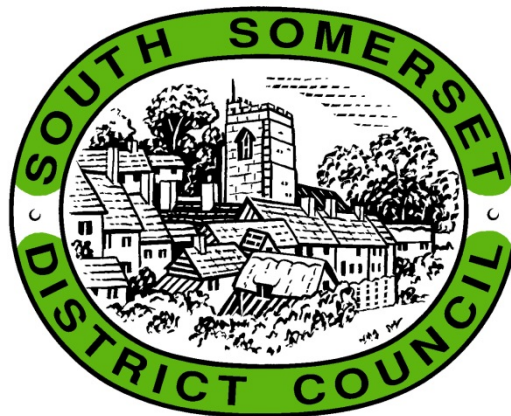
Project Management Board – Workshop 32: <https://www.southsomerset.gov.uk/pmb32>

Inspector’s Preliminary Findings Letter (16 July 2014):

[https://www.southsomerset.gov.uk/media/674198/inspector\\_s\\_preliminary\\_findings\\_post\\_resumed\\_examination\\_hearing.pdf](https://www.southsomerset.gov.uk/media/674198/inspector_s_preliminary_findings_post_resumed_examination_hearing.pdf)

# **Proposed Submission South Somerset Local Plan 2006-2028**

## **Main Modifications**



**August 2014**



## Contents

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4.	Policy SS3: Delivering New Employment Land	6
5.	Policy SS5: Delivering New Housing Growth	9
6.	Next Steps	11

## 1. Introduction and Background

- 1.1. The Proposed Submission South Somerset Local Plan (2006 – 2028) was submitted to the Planning Inspectorate for Independent Examination in January 2013. A series of Examination Hearing Sessions were held during May and June 2013, which resulted in the Inspector issuing a Preliminary Findings Letter<sup>1</sup> to the Council outlining some issues of concern. The Local Plan Examination was suspended whilst additional work was undertaken by the Council to address the Inspector's concerns.
- 1.2. Further evidence base work led to the Council creating proposed Main Modifications (MMs). These were subject to consultation between November 2013 and January 2014. Following consideration of the consultation responses, the MMs were submitted to the Planning Inspectorate in March 2014<sup>2</sup>.
- 1.3. Examination Hearing Sessions on the MMs took place from 10 – 13 June 2014. During these sessions the Inspector raised a number of issues where the Local Plan would benefit from additional clarification.
- 1.4. Some other matters were debated during the Examination Hearing Sessions and the Council produced a series of Mid-Hearing Statements to clarify their position. The documents have been subject to consultation and comments received have been considered by the Council and the Inspector.
- 1.5. The need for further MMs was formally confirmed by the Inspector in his letter from the 16<sup>th</sup> July 2014<sup>3</sup>.
- 1.6. As a result, the Council are proposing further Main Modifications (MMs) relating to:
  - Policy YV2: North East Yeovil Sustainable Urban Extension;
  - Policy YV3: East Coker and North Coker Buffer Zone;
  - Policy SS3: Delivering New Employment Land; and
  - Policy SS5: Delivering New Housing Growth.
- 1.7. The further MMs have been subject to Sustainability Appraisal, Equality Analysis and Habitats Regulation Assessment.
- 1.8. The further MMs were approved for consultation by District Executive on the 7<sup>th</sup> August 2014 and by Full Council on the 21<sup>st</sup> August 2014.
- 1.9. The Council has sought to discharge its duties under Regulation 18 of The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended), and its own Statement of Community Involvement<sup>4</sup>, by making the further MMs available to both specific consultation bodies and general consultation bodies. It has also sought to discharge the "Duty to Co-operate" as prescribed under Regulation 4 of The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended), by actively engaging with the "Prescribed Bodies"<sup>5</sup>.

<sup>1</sup> Inspector's Preliminary Findings Letter (July 2013):

[https://www.southsomerset.gov.uk/media/572193/inspector\\_s\\_preliminary\\_findings.pdf](https://www.southsomerset.gov.uk/media/572193/inspector_s_preliminary_findings.pdf)

<sup>2</sup> South Somerset Local Plan Proposed Main Modifications (March 2014):

[https://www.southsomerset.gov.uk/media/648229/south\\_somerset\\_local\\_plan\\_proposed\\_main\\_modifications\\_submission\\_to\\_pins.pdf](https://www.southsomerset.gov.uk/media/648229/south_somerset_local_plan_proposed_main_modifications_submission_to_pins.pdf)

<sup>3</sup> Inspector's Preliminary Findings following the Resumed Hearing Sessions letter (July 2014):

<sup>4</sup> South Somerset District Council: Statement of Community Involvement, Appendix 2 (July 2007)

<sup>5</sup> A detailed account of the Duty to Co-operate process can be found here:

[http://www.southsomerset.gov.uk/media/457227/10\\_duty\\_to\\_cooperate\\_report.pdf](http://www.southsomerset.gov.uk/media/457227/10_duty_to_cooperate_report.pdf), with an update note scheduled to be tabled to District Executive and Full Council for approval prior to use at the resumption of the Examination.

- 1.10. The further MMs will be subject to consultation from 28<sup>th</sup> August – 10<sup>th</sup> October. The consultation responses on the further MMs will then be considered, and submitted to the Planning Inspectorate. This will discharge the Council's duty to request under Section 20 (7C) of the Planning and Compulsory Purchase Act 2004 (as amended), for the Inspector to recommend Main Modifications to the Local Plan.
- 1.11. The Inspector will consider the further MMs in conjunction with the rest of the Main Modifications and will decide whether there is the need for any further Examination Hearing Sessions. If additional Hearing Sessions are not required, the Inspector will move towards finalising the formal 'Inspector's Report'.
- 1.12. Each of the further MMs is set out below. Where the Council has proposed new text, this is shown in **bold and underlined**; any deleted text shown with a ~~strikethrough~~.

## 2. Policy YV2: North East Yeovil Sustainable Urban Extension

### Main Modification 9: Additional detail on mitigation required for North East Yeovil Sustainable Urban Extension

#### Summary

- 2.1. During the Local Plan Examination Hearing Session for Issue 4, the Inspector noted that a planning application had already been submitted for the North East Yeovil Sustainable Urban Extension. The Inspector requested that some additional text be added to Policy YV2 to provide greater certainty regarding mitigation of the landscape impact stemming from the North East Yeovil Sustainable Urban Extension.
- 2.2. The Council has proposed additional text to ensure that the planning application process does not counter the intended masterplanning process, and also to ensure that appropriate mitigation is forthcoming through the development management process. The addition of landscape text to Policy YV2 was subject to initial consultation between 13<sup>th</sup> June and 27<sup>th</sup> June 2014.
- 2.3. In order to be consistent with the approach in Policy SS3: Delivering New Employment Land, a consequential amendment to Policy YV2 is also presented which refers to land for economic development in general, rather than 'B' use land specifically.

#### Implication for Policy

Ref	PSSSLP Page and Policy	Main Modification
MM9	Page 76; Policy YV2	<p>Amend the second paragraph of Policy YV2 with the following:</p> <p>The north east area:</p> <ul style="list-style-type: none"> <li>• Approximately 2.58 hectares of 'B' use-class employment land <b><u>for economic development;</u></b></li> <li>• Approximately 765 dwellings;</li> <li>• One primary school;</li> <li>• A health centre; and</li> <li>• A neighbourhood centre; <b>and</b></li> <li>• <b><u>Structural landscaping to ensure that mitigation addresses the:</u></b> <ul style="list-style-type: none"> <li>○ <b><u>Skyline dominance of built form, particularly as viewed from properties to the north and east;</u></b></li> <li>○ <b><u>Potential for visual intrusion arising from development as viewed from the west and north-west of the A359.</u></b></li> </ul> </li> </ul>
	Page 76; Policy YV2	<p>The south area:</p> <ul style="list-style-type: none"> <li>• Approximately 2.58 hectares of 'B' use-class employment land <b><u>for economic development;</u></b></li> </ul>

### 3. Policy YV3: East Coker and North Coker Buffer Zone

#### Main Modification 10: Deletion of Policy YV3

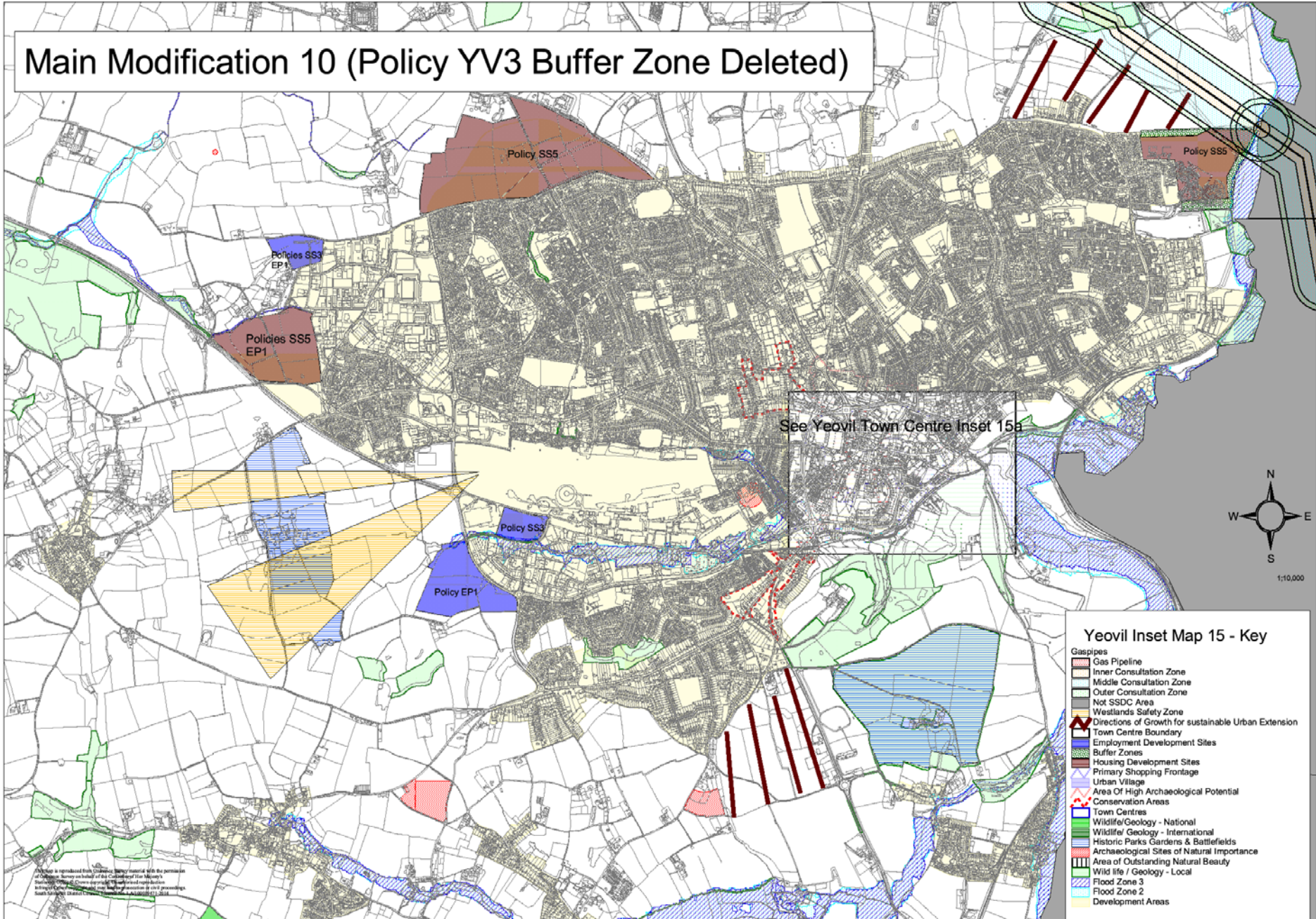
##### Summary

- 3.1. The intention of the buffer zone set out in Policy YV3 was to preserve the character of North Coker and East Coker, and prevent coalescence with Yeovil. However, at the Local Plan Examination Hearing Session for Issue 3, the Inspector raised concerns regarding the continued justification for the buffer zone in light of the reduced scale and extent of the South Yeovil SUE.
- 3.2. The Council also notes how the recent Planning Practice Guidance (Paragraph: 015 Reference ID: 37-015-20140306) re-iterates Paragraph 77 of the National Planning Policy Framework in that Local Green Space designations should only be used where the green area concerned is not an extensive tract of land, and that the blanket designation of open countryside adjacent to settlements will not be appropriate. In particular, designation should not be proposed as a ‘back door’ way to try to achieve what would amount to a new area of Green Belt by another name.
- 3.3. Therefore, the Council is proposing to delete the East Coker and North Coker Buffer Zone from the Local Plan. This involves a further Main Modification to delete Policy YV3 as set out in the table below; plus additional modifications to delete references to the buffer zone in the supporting text (paragraphs 5.34 and 5.50 – 5.54 of the Local Plan) and removing the buffer zone from Inset Map 15 (shown overleaf).

##### Implication for Policy

Ref.	PSSSLP Page and Policy	Main Modification
MM10	Page 78; Policy YV3	<p><del><b>Policy YV3: East Coker and North Coker Buffer Zone</b></del>                      An East Coker and North Coker Buffer Zone is identified to the west of the Yeovil Sustainable Urban Extension, within which development that results in coalescence with the settlements of East Coker and North Coker and/or adversely affects the setting of historic assets is precluded. Development (not of a built form) within the Buffer Zone may be acceptable as long as the coalescence of settlements is not caused as a result nor the setting of historic assets adversely affected. Existing development within the buffer zone will require special justification to add built development beyond existing permitted development rights.</p> <p>The development is compatible with features supporting bat movement; that access between feeding areas and roosts is maintained and any proposed lighting is compatible with the conservation objectives of a Natura 2000 site unless it can be proven that there would be no significant effect by the proposal.</p>

# Main Modification 10 (Policy YV3 Buffer Zone Deleted)



## 4. Policy SS3: Delivering New Employment Land

### Main Modification 11: Amendment to Policy SS3 to improve clarity on employment land delivery in Rural Centres and Rural Settlements

#### Summary

- 4.1. There are three parts to the proposed Main Modification 11 (MM11), which affect Local Plan Policy SS3 and its supporting text (Table 1). These clarify the Council's approach to delivering new employment land across the District.
- 4.2. The first two elements of MM11 relate to the figure for employment land in Rural Settlements included in Policy SS3 and Table 1.
- 4.3. In June 2014, concerns were raised during the resumed Examination Hearing Session for Issue 5 (Delivering New Employment Land) that having a target figure for the amount of employment land in the Rural Settlements could potentially result in large-scale, speculative development in the countryside. The Inspector requested the Council explain the reasons for the employment land figure. This work is set out in Hearing Document HD016<sup>6</sup>.
- 4.4. The Inspector's note to the Council (14 July 2014)<sup>7</sup> regarding Policy SS3 states that following consideration of the Council's response: *"the situation remains unclear"*. As a result, the Inspector's Preliminary Findings letter (16 July 2014) invited the Council to make a further Main Modification to Policy SS3 to ensure that the plan is sound.
- 4.5. The Council proposes to remove the specific figure for the number of hectares of employment land in Rural Settlements. Together with a new reference to the policy framework provided by the NPPF and other Local Plan policies SS2, EP4, and EP5, this will continue to support the economic role and function of Rural Settlements. The Main Modification still allows for appropriate, sustainable employment opportunities in Rural Settlements to come forward.
- 4.6. The third part of MM11 relates to a text change required to give greater clarity for applicants and decision makers. This change makes it clear that development in Rural Centres needs to be adjacent to the existing development area of the settlement.
- 4.7. The Inspector also requested that the Council provide a stronger commitment to an early review of the policy framework for delivering growth in Wincanton. As a result, Policy SS5 is subject to a Main Modification (see Section 5 below). To ensure consistency and allow direct read-across between sections of the Local Plan a footnote has also been added to Policy SS3. The Council does not see this as a separate Main Modification, but a consequential change as a result of more detailed changes set out under Main Modification 12.

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<sup>6</sup> [http://www.southsomerset.gov.uk/media/665107/explanation\\_of\\_policy\\_ss3\\_final.pdf](http://www.southsomerset.gov.uk/media/665107/explanation_of_policy_ss3_final.pdf)

<sup>7</sup> Note to Council from Inspector, Policy SS3: Delivering New Employment Land – Rural Settlements (July 2014)

Implication for Policy

Ref.	PSSSLP Page and Policy	Main Modification					
MM11	Page 40-41, Table 1, Policy SS3	<p><u>Table 1 (Page 40)</u></p> <p>Delete reference to specific employment land requirement for Rural Settlements, and amend justification in Table 1 as follows:</p>					
		Location	Local Plan jobs growth (B Use jobs in brackets)	Employment Land Required (for B Use jobs growth (ha))	Existing Employment Land Commitment s (ha)	Quantitative and Qualitative justification for employment land	Local Plan Additional Employment Land Requirement (ha)
		Rural Settlements	966-1,181 (638)-(720)	4.20	7.86	<p>The additional employment land requirement will provide for the job growth (B Uses) identified for the Rural Settlements and given that the Rural Settlements are spread over a wide geographical area, the figure allows for some choice. Most development will be very small scale</p> <p><u>Any additional employment land required to support the jobs expected to come forward in the Rural Settlements will be small-scale and will be expected to accord with Local Plan Policies SS2, EP4 and EP5.</u></p>	4.50



Ref.	PSSSLP Page and Policy	Main Modification																		
MM11	Page 41, Policy SS3	<p><u>Policy SS3 (Page 41)</u></p> <p>Reference to a specific employment land requirement for Rural Settlements is deleted. Additional text clarifying the policy position in Rural Settlements is added. Subsequent amendments to the accompanying table showing employment land requirement figures (and totals) are also made.</p> <p>Policy SS3 is updated as follows:</p> <p><b>The Local Plan will assist the delivery of 11,250 jobs as a minimum, and <u>149.51</u> hectares of land for economic development between April 2006 and March 2028.</b></p> <p><b>The identification of B Use jobs and non B Use jobs for settlements establishes targets for growth in line with the Council’s forecast growth for the District and its settlements over the plan period. Economic development of a main town centre type will be expected to comply with Policy EP11.</b></p> <p><b>Prior to the adoption of the Site Allocations Development Plan Document, a permissive approach will be taken when considering employment land proposals in Yeovil (via the SUEs), and ‘directions of growth’ at the Market Towns. The overall scale of growth (set out below) and the wider policy will be key considerations in taking this approach, with the emphasis upon maintaining the established settlement hierarchy and ensuring sustainable levels of growth for all settlements. The same key considerations should also apply when considering <del>traditional</del>-employment land proposals (<del>wherever located</del>)-adjacent to <u>the development area at the Rural Centres</u></b></p> <p><b><u>The jobs target for Rural Settlements will be achieved through sustainable development, likely to be small-scale, which supports a prosperous rural economy and accords with Local Plan policies SS2, EP4 and EP5; and the NPPF.</u></b></p> <table border="1" data-bbox="411 1507 1525 1910"> <thead> <tr> <th></th> <th>Local Plan 2006-2028 Total Employment Land Requirement</th> <th>Existing Employment Land Commitments (as at April 2011)</th> <th>Additional Employment Land Provision Required (total employment land less existing commitments)</th> <th>Total Jobs to be encouraged 2006-2028</th> <th>B use jobs</th> </tr> </thead> <tbody> <tr> <td>Rural Settlements</td> <td><del>42.36</del></td> <td><del>7.86</del></td> <td><del>4.5</del></td> <td>1,181</td> <td>720</td> </tr> <tr> <td>Total</td> <td><del>461.85</del> <b><u>149.51</u></b></td> <td><del>419.35</del> <b><u>96.54</u></b></td> <td><del>42.5</del> <b><u>52.97</u></b></td> <td>11,249</td> <td>6,861</td> </tr> </tbody> </table>		Local Plan 2006-2028 Total Employment Land Requirement	Existing Employment Land Commitments (as at April 2011)	Additional Employment Land Provision Required (total employment land less existing commitments)	Total Jobs to be encouraged 2006-2028	B use jobs	Rural Settlements	<del>42.36</del>	<del>7.86</del>	<del>4.5</del>	1,181	720	Total	<del>461.85</del> <b><u>149.51</u></b>	<del>419.35</del> <b><u>96.54</u></b>	<del>42.5</del> <b><u>52.97</u></b>	11,249	6,861
	Local Plan 2006-2028 Total Employment Land Requirement	Existing Employment Land Commitments (as at April 2011)	Additional Employment Land Provision Required (total employment land less existing commitments)	Total Jobs to be encouraged 2006-2028	B use jobs															
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Total	<del>461.85</del> <b><u>149.51</u></b>	<del>419.35</del> <b><u>96.54</u></b>	<del>42.5</del> <b><u>52.97</u></b>	11,249	6,861															

## 5. Policy SS5: Delivering New Housing Growth

### **Main Modification 12: Amendment to Policy SS5 to improve clarity on housing delivery in Crewkerne and Wincanton**

#### **Summary**

- 5.1. At the Local Plan Examination Hearing Session for Issues 6 and 7, the Inspector sought greater clarity on how applications for residential development and overall housing growth will be managed in the Market Towns of Crewkerne and Wincanton.
- 5.2. The Council recognises that given Crewkerne does not have an identified 'Direction of Growth' and that Wincanton's 'Direction of Growth' is only for economic development there is the need to be more definite on how applications for residential development will be considered. To improve clarity for the development industry and the local community, the text in Policy SS5 is amended as set out below.
- 5.3. It is also proposed to amend Policy SS5 (as has been done in SS3) to refer to 'Development Areas' at Rural Centres, as this gives greater clarity for applicants and decision makers, by making it explicitly clear that development in Rural Centres needs to be well related to the existing built settlement.
- 5.4. In his Preliminary Findings letter of 16 July 2014, the Inspector requested that the Council provide a stronger commitment to an early review of the policy framework for delivering housing and employment in Wincanton. It is therefore proposed that a specific reference to this early review is included in the Implementation and Monitoring chapter of the Local Plan and a footnote be added to both Policies SS3 and SS5 to highlight the Council's intention to carry out this early review of housing and employment policy for Wincanton.

Implication for Policy

Ref.	PSSSLP Page and Policy	Main Modification
MM12	Page 53; Policy SS5	<p>Add the following in the third paragraph:</p> <p>“Prior to the adoption of the Site Allocations Development Plan Document, a permissive approach will be taken when considering housing proposals in Yeovil (via the SUEs), and ‘directions of growth’ at the Market Towns. The overall scale of growth (set out below) and the wider policy framework will be key considerations in taking this approach, with the emphasis upon maintaining the established settlement hierarchy and ensuring sustainable levels of growth for all settlements. The same key considerations should also apply when considering housing proposals (<del>wherever located</del>) adjacent to <b><u>the development area at Crewkerne, Wincanton and the</u></b> Rural Centres.”</p>
	Chapter 13 – Implementation and Monitoring. Insert new paragraph (after current paragraph 13.5)	<p><b><u>“An early review of policy relating to housing and employment delivery in Wincanton will be undertaken as part of the proposed Site Allocations Development Plan Document process; this will commence within two years, with the objective that the review will be completed within five years of the date of adoption of the Local Plan.”</u></b></p>
	Page 54, Policy SS5	<p><b><u>***“An early review of policy relating to housing and employment delivery in Wincanton will be undertaken as part of the proposed Site Allocations Development Plan Document process; this will commence within two years, with the objective that the review will be completed within five years of the date of adoption of the Local Plan.”</u></b></p>

## 6. Next Steps

### Overview

- 6.1. The further MMs will be subject to formal consultation for a period of six weeks between 28<sup>th</sup> August and 10<sup>th</sup> October 2014.
- 6.2. Comments will be invited from those consultees on the Council's database. These comments will be considered and used to determine the final further MMs to be submitted to the Planning Inspectorate.
- 6.3. On receiving the further MMs and consultation responses the Inspector will consider whether any further Examination Hearing Sessions are required. If hearing sessions are required, these will be programmed for later in 2014.
- 6.4. If no additional hearing sessions are required, the Inspector will draft his 'Inspector's Report'. The Examination into the Local Plan remains open whilst the Inspector is writing the report. In drafting the report, the Inspector will concentrate on:
  - Reaching clear conclusions, backed by reasoned judgements, on the compliance requirements within the Planning and Compulsory Purchase Act (2004) and Localism Act (2011); including the Duty to Co-operate, the regulations, and meeting the requirements of soundness; and
  - Setting out (where requested to do so by the LPA) precise main modifications to the policies or supporting text that are required to overcome any correctable aspect of unsoundness/legal non-compliance identified by the Inspector.
- 6.5. The Inspector will only make recommendations on the Main Modifications proposed by the Council that are necessary to make the Plan sound and legally compliant.
- 6.6. On receipt of the Inspector's Report the Council will make the necessary changes to the Local Plan and move towards adoption. The Council will need to have the final version of the Local Plan signed off by a full meeting of the Council. On adopting the Local Plan, the Council will make publicly available a copy of the plan, an adoption statement and Sustainability Appraisal in line with regulations 26 and 35 of the Town and Country Planning (Local Planning) (England) Regulations 2012.



# South Somerset District Council Local Plan:

## **DRAFT** Sustainability Appraisal Addendum Report

**August 2014**

*enfusion*



# South Somerset District Council Local Plan: **DRAFT** Sustainability Appraisal Addendum Report

<i>date:</i>	<i>v1 Draft 28 July 2014</i> <i>v2 Final Draft 29 July 2014</i>	
<i>prepared for:</i>	<i>South Somerset District Council</i>	
<i>prepared by:</i>	<i>Alastair Peattie</i>	<i>Enfusion</i>
<i>quality assurance:</i>	<i>Barbara Carroll</i>	<i>Enfusion</i>

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## South Somerset District Council Local Plan: **DRAFT** SA Addendum Report

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## 1.0 Introduction

### Purpose of this SA Addendum Report

- 1.1 The purpose of this Addendum Report is to detail the findings of the screening of the further Main Modifications (MMs) being proposed by the Council and their significance with regard to the Sustainability Appraisal (SA). This Addendum Report builds on the previous SA work and should be read in conjunction with the Yeovil Strategic Growth Options SA Report (Oct 2013)<sup>1</sup>, Local Plan Proposed Modifications SA Report (Nov 2013)<sup>2</sup> and SA Addendum Report (March 2014)<sup>3</sup>.
- 1.2 This Addendum Report will accompany the further MMs on public consultation from 28 August to 10 October 2014.

### Background

- 1.3 South Somerset District Council (SSDC) has been undertaking Sustainability Appraisal (SA) incorporating Strategic Environmental Assessment (SEA) since 2009 to inform the preparation of the South Somerset Local Plan. The SA and Local Plan progress to date may be summarised as follows:

**Table 1.1: Local Plan and SA activities and published documents to date**

Local Plan Documents & Consultation	SA Documents & Consultation
Core Strategy Issues and Options (March 2008) Public consultation 7 March to 25 April 2008	SA Scoping Report Sent to statutory consultees and wider stakeholders 29 April to 03 June 2009
Area Based Workshops (Members, Town and Parish Councillors and other stakeholders) July 2009, Nov/Dec 2009, Jan 2010 & July 2010	SA Scoping Report (Sept 2009) incorporated changes as a result of consultation
Draft Core Strategy (incorporating Preferred Options) Public consultation 08 October to 03 December 2010	SA Report (Oct 2010) Public consultation 08 October to 03 December 2010
Proposed Submission Local Plan Public consultation 08 June to 10 August 2012	SA Report (June 2012) Public consultation 08 June to 10 August 2012
The Local Plan was Submitted to the Secretary of State on 21 January 2013	SA Addendum (Jan 2013) accompanied the Local Plan on Submission
Submission of Proposed Main	SA Addendum Report (March

<sup>1</sup> Core Document 161b: <https://www.southsomerset.gov.uk/planning-and-building-control/planning-policy/local-plan-2006-2028/submission-local-plan/statutory-documents/>

<sup>2</sup> Core Document 161c: <https://www.southsomerset.gov.uk/planning-and-building-control/planning-policy/local-plan-2006-2028/submission-local-plan/statutory-documents/>

<sup>3</sup> Core Document 161d: <https://www.southsomerset.gov.uk/planning-and-building-control/planning-policy/local-plan-2006-2028/submission-local-plan/statutory-documents/>



Modifications Submitted to the Secretary of State March 2014	2014) Submitted alongside the Proposed Main Modifications to the Secretary of State March 2014
Main Modifications Consultation Document (August 2014) Public consultation 28 August to 10 October 2014	SA Addendum Report (August 2014) Public consultation 28 August to 10 October 2014

- 1.4 The Proposed Submission Local Plan was submitted to the Planning Inspectorate on 21 January 2013. As part of the Independent Examination of the Local Plan, a number of Hearing Sessions were held between 07 May and 18 June 2013. Based upon the conclusions reached during these Hearing Sessions and consideration of the evidence base to support the Local Plan, the Inspector issued a Preliminary Findings letter on 03 July 2013.
- 1.5 The Inspector's Preliminary Findings identified six issues of concern - three significant issues of concern relating to soundness, and three points of clarification. The Inspector concluded that further comprehensive work was required in order to enable the Local Plan to be found sound. Based upon these findings the Council requested a six-month suspension to the Independent Examination on 15 July 2013 in order to rectify the issues raised.
- 1.6 The additional work undertaken by the Council to address the Inspector's Preliminary Findings formed the basis for the Proposed Main Modifications (PMMs). This included a fresh and independent SA of reasonable alternatives for strategic growth in Yeovil and Ilminster as well as the screening of the PMMs. The findings of this work were presented in the Yeovil Strategic Growth Options SA Report (Oct 2013), Proposed Main Modifications SA Report (Nov 2013) and the updated Non-Technical Summary (November 2013). These documents were placed on public consultation alongside the PMMs between November 2013 and January 2014.
- 1.7 Representations were received on the SA Reports, indicating that further clarity was required to explain the purpose of, and relationship between, the Yeovil Strategic Growth Options and Local Plan Proposed Modifications SA Reports. It was also necessary to more clearly present and better distinguish between the SA work that has been carried out in relation to Soundness Issues 1 and 2 and the proposed changes to the Local Plan. To address the responses a SA Addendum Report (March 2014) was prepared and submitted to the Planning Inspectorate alongside the PMMs in March 2014<sup>4</sup>.
- 1.8 Examination Hearing Sessions on the PMMs took place from 10 - 13 June 2014. During these sessions the Inspector raised a number of issues where the Local Plan would benefit from additional clarification. The need for further Main Modifications (MMs) was formally confirmed by the Inspector in his letter from

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<sup>4</sup> South Somerset Local Plan Proposed Main Modifications (March 2014):  
[https://www.southsomerset.gov.uk/media/648229/south\\_somerset\\_local\\_plan\\_proposed\\_main\\_modifications\\_submission\\_to\\_pins.pdf](https://www.southsomerset.gov.uk/media/648229/south_somerset_local_plan_proposed_main_modifications_submission_to_pins.pdf)

16 July 2014<sup>5</sup>. As a result, the Council is proposing further MMs relating to Policies YV2, YV3, SS3 and SS5.

- 1.9 It is important to ensure that the further MMs are screened through the SA process to determine if they significantly affect the findings of the previous SA work. The Council commissioned independent consultants Enfusion Ltd in July 2014 to ensure that the implications of all the proposed changes have been sufficiently considered through the SA process.

### **Structure of this SA Addendum Report**

- 1.10 Following this introductory Section, Section 2 provides a summary of the proposed changes to the Local Plan and the findings of the SA screening of the further MMs. Section 3 summarises the findings of the further SA work and sets out the next steps.

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<sup>5</sup> Inspector's Preliminary Findings following the Resumed Hearing Sessions letter (July 2014): [https://www.southsomerset.gov.uk/media/674198/inspector\\_s\\_preliminary\\_findings\\_post\\_resumed\\_examination\\_hearing.pdf](https://www.southsomerset.gov.uk/media/674198/inspector_s_preliminary_findings_post_resumed_examination_hearing.pdf)

## 2.0 SA of Proposed Main Modifications to the Local Plan

### Introduction

- 2.1 The key changes proposed by the Council through the further MMs are as follows:
- **Policy YV2:** The inclusion of detail on landscape mitigation measures at the North East Yeovil SUE;
  - **Policy YV3:** Deletion of the East Coker and North Coker buffer zone;
  - **Policy SS3:** Deletion of a specific employment land figure for rural settlements, with the inclusion of an explanation of the Council's approach to such proposals in these settlements; and
  - **Policy SS5:** Amendment to improve clarity regarding housing delivery in Crewkerne and Wincanton and reference in an appropriate section of the LP to an early review of housing and employment provision at Wincanton.
- 2.2 Each of these further MMs is considered in turn below.

### Policy YV2

- 2.3 The Council is proposing additional text to Policy YV2 to ensure that appropriate landscape mitigation is forthcoming through the development management process for the North East Yeovil Sustainable Urban Extension (SUE). It is considered that the proposed changes will help to strengthen the Policy and help to reduce the potential negative effects on landscape as a result of the North East Yeovil SUE. The proposed modification therefore, does not significantly affect the findings of the revised appraisal of Policy YV2, presented in Appendix IV of the SA Addendum Report (March 2014).

### Policy YV3

- 2.4 The Inspector raised concerns regarding the continued justification for the buffer zone in light of the reduced scale and extent of the South Yeovil SUE. In response to this the Council is proposing to delete the East Coker and North Coker Buffer Zone from the Local Plan.
- 2.5 The original purpose of the buffer zone was to preserve the character of North Coker and East Coker and prevent coalescence with Yeovil as a result of the previously proposed the single and larger scale southern SUE. Given the reduction in the scale of proposed development, the distance of the South Yeovil SUE from the villages now means that there is no longer a need for the buffer zone. The appraisal of Policy YV3 presented in Appendix 7 of the SA Report published in June 2012 is therefore superseded. It is considered that the deletion of the buffer zone does not significantly affect the overall findings of the SA, given the distance (approx over 800 metres) between the currently proposed South Yeovil SUE and the villages of East and North Coker.

### **Policy SS3**

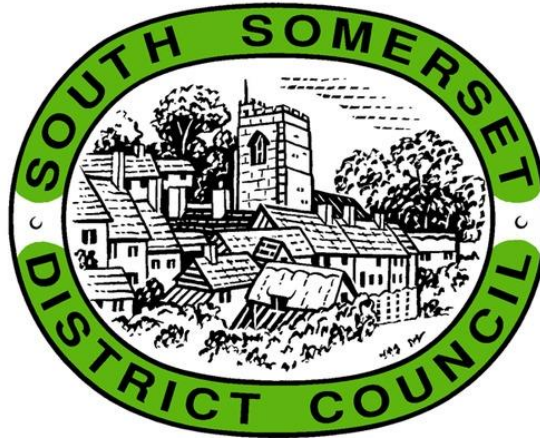
- 2.6 The proposed changes to this Policy seek to clarify the Council's approach to delivering new employment land across the District. The Council is proposing the removal of a specific employment hectarage figure for the rural settlements along with additional text to provide further clarification as to how employment land will be delivered in Rural Centres and Rural Settlements.
- 2.7 It is considered that the modifications do not significantly affect the findings of the appraisal of Policy SS3 in Appendix 7 of the Local Plan SA Report (June 2012). The sustainability effects of employment land will be further considered when more precise locations for development are proposed for each settlement through the Site Allocations DPD.

### **Policy SS5**

- 2.8 The proposed changes seek to provide greater clarity on how applications for residential development and overall housing growth will be managed in the Market Towns of Crewkerne and Wincanton. It is considered that the modifications do not significantly affect the findings of the appraisal of Policy SS5 in Appendix 7 of the Local Plan SA Report (June 2012). The sustainability effects of residential development will be further considered when more precise locations for development are proposed for Crewkerne and Wincanton through the Site Allocations DPD.

### 3.0 Summary and Next Steps

- 3.1 The Council has proposed a number of further Main Modifications to the Local Plan as a result of discussions during the Hearing Sessions in June 2014 and the Inspector's Preliminary Findings (July 2014). These changes have been considered to determine if they significantly affect the findings of the previous SA work.
- 3.2 The screening of the further MMs concluded that proposed changes do not significantly affect the findings of the SA. The nature and significance of the effects identified through the SA during the life of the Plan therefore remain the same. The sustainability effects of residential and employment development will be further considered when more precise locations for development are proposed for settlements through the Site Allocations DPD.
- 3.3 This Addendum Report will accompany the further Main Modifications on public consultation from 28 August to 10 October 2014. Any further changes to the Local Plan that arise as a result of the consultation or any further hearing sessions should be subject to further screening to consider their significance with regard to the SA.



# South Somerset District Council Local Plan:

## **DRAFT** Habitats Regulations Assessment Addendum Report

**August 2014**

*enfusion*



# South Somerset District Council Local Plan: **DRAFT** Habitats Regulations Assessment Addendum Report

<i>date:</i>	<i>v1 Draft 28 July 2014</i> <i>v2 Final Draft 29 July 2014</i>	
<i>prepared for:</i>	<i>South Somerset District Council</i>	
<i>prepared by:</i>	<i>Alastair Peattie</i>	<i>Enfusion</i>
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## South Somerset District Council Local Plan: DRAFT HRA Addendum Report

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## 1.0 Introduction

### Purpose of this HRA Addendum Report

- 1.1 The purpose of this Addendum Report is to detail the findings of the screening of the further Main Modifications (MMs) being proposed by the Council. As the 'competent authority' under the Habitats Directive<sup>1</sup> and Regulations<sup>2</sup> the Council have a responsibility to ensure that the changes being proposed to the Local Plan do not have significant effects on European sites<sup>3</sup>. This Addendum Report builds on the previous HRA work and should be read in conjunction with the HRA Report published in June 2012<sup>4</sup> as well as the Further Addendum Reports published in January 2013<sup>5</sup>, November 2013<sup>6</sup> and March 2014<sup>7</sup>.
- 1.2 This Addendum Report will accompany the further MMs on public consultation from 28 August to 10 October 2014.

### Background

- 1.3 South Somerset District Council (SSDC) has been undertaking HRA since 2008 to inform the preparation of the South Somerset Local Plan. The HRA and Local Plan progress to date may be summarised as follows:

**Table 1.1: Local Plan and HRA activities and published documents to date**

Local Plan Documents & Consultation	HRA Documents & Consultation
Core Strategy Issues and Options (March 2008) Public consultation 7 March to 25 April 2008	Screening Report for Bracket's Coppice SAC (Oct 2008) Sent to Natural England who responded stating the study is very thorough and concurred with the conclusions <sup>8</sup>
Area Based Workshops (Members, Town and Parish Councillors and other stakeholders) July 2009, Nov/Dec 2009, Jan 2010 & July 2010	Appropriate Assessment for Somerset Authorities Core Strategies: Somerset Levels and Moors and Severn Estuary (Bridgwater Bay) Natura 2000 sites Scoping Report Volume 1 Main

<sup>1</sup> European Directive (92/43/EEC) on the Conservation of Natural Habitats and Wild Flora and Fauna [the Habitats Directive].

<sup>2</sup> The Conservation of Habitats and Species Regulations 2010 (as amended) [the Habitats Regulations]

<sup>3</sup> Special Areas of Conservation (SAC), Special Protection Areas (SPA) and Ramsar Sites. The NPPF (Para 118) gives the same protection to potential Special Protection Areas, possible Special Areas of Conservation, and listed or proposed Ramsar sites.

<sup>4</sup> Core Document 8: <https://www.southsomerset.gov.uk/planning-and-building-control/planning-policy/local-plan-2006-2028/submission-local-plan/statutory-documents/>

<sup>5</sup> Core Document 8a: <https://www.southsomerset.gov.uk/planning-and-building-control/planning-policy/local-plan-2006-2028/submission-local-plan/statutory-documents/>

<sup>6</sup> Proposed Main Modification Habitats Regulation Assessment Report (November 2013): [http://consult.southsomerset.gov.uk/consult.ti/Proposed\\_Main\\_Mods/view?objectId=11178501](http://consult.southsomerset.gov.uk/consult.ti/Proposed_Main_Mods/view?objectId=11178501)

<sup>7</sup> Core Document 8b: <https://www.southsomerset.gov.uk/planning-and-building-control/planning-policy/local-plan-2006-2028/submission-local-plan/statutory-documents/>

<sup>8</sup> Email from Melanie Heath (Natural England) to Larry Burrows (Somerset County Council Ecologist) on 26.03.09

	Report (Oct 2009) Consultation with Natural England and Environment Agency identified a number of key issues <sup>9</sup>
Draft Core Strategy (incorporating Preferred Options) Public consultation 08 October to 03 December 2010	Update Report for Bracket's Coppice SAC (Sept 2010) Sent to Natural England and placed on public consultation from 08 October to 03 December 2010  HRA for the Somerset Levels and Moors International Sites (Oct 2010) Consultation with Natural England and other key stakeholders <sup>10</sup> , then placed on public consultation from 08 October to 03 December 2010
Proposed Submission Local Plan Public consultation 08 June to 10 August 2012	HRA Report (June 2012) Sent to Natural England and placed on public consultation from 08 June to 10 August 2012
The Local Plan was Submitted to the Secretary of State on 21 January 2013	Appropriate Assessment: HRA of emerging South Somerset Local Plan 2006-2028 Further Addendum (Jan 2013) accompanied the Local Plan on Submission – Natural England submitted Examination hearing statement. <sup>11</sup>
Proposed Main Modifications Consultation Document (Nov 2013) Public consultation 28 November 2013 to 10 January 2014	Proposed Main Modifications HRA (Nov 2013) Public consultation 28 November 2013 to 10 January 2014
Submission of Proposed Main Modifications Submitted to the Secretary of State March 2014	HRA Addendum Report (March 2014) Submitted alongside the Proposed Main Modifications to the Secretary of State March 2014
Main Modifications Consultation Document (August 2014) Public consultation 28 August to 10 October 2014	HRA Addendum Report (August 2014) Public consultation 28 August to 10 October 2014

<sup>9</sup> Section 2.4 of Appropriate Assessment for Somerset Authorities Core Strategies: Somerset Levels and Moors and Severn Estuary (Bridgwater Bay) Natura 2000 sites Scoping Report Volume 1 Main Report (Oct 2009).

<sup>10</sup> Section 2.6 of draft Core Strategy incorporating preferred options HRA for the Somerset Levels and Moors International Sites (Oct 2010).

<sup>11</sup> [http://www.southsomerset.gov.uk/media/474674/natural\\_england\\_017\\_.pdf](http://www.southsomerset.gov.uk/media/474674/natural_england_017_.pdf)

- 1.4 The Proposed Submission Local Plan was submitted to the Planning Inspectorate on 21 January 2013. As part of the Independent Examination of the Local Plan, a number of Hearing Sessions were held between 07 May and 18 June 2013. Based upon the conclusions reached during these Hearing Sessions and consideration of the evidence base to support the Local Plan, the Inspector issued a Preliminary Findings letter on 03 July 2013.
- 1.5 The Inspector's Preliminary Findings identified six issues of concern - three significant issues of concern relating to soundness, and three points of clarification. The Inspector concluded that further comprehensive work was required in order to enable the Local Plan to be found sound. Based upon these findings the Council requested a six-month suspension to the Independent Examination on 15 July 2013 in order to rectify the issues raised.
- 1.6 The additional work undertaken by the Council to address the Inspector's Preliminary Findings formed the basis for the Proposed Main Modifications (PMMs). The PMMs were placed on public consultation between November 2013 and January 2014. Following the consideration of the consultation responses, the PMMs were submitted to the Planning Inspectorate in March 2014<sup>12</sup>.
- 1.7 As the 'competent authority' under the Habitats Directive and Regulations the Council screened the proposed changes to the Local Plan and found that they were unlikely to have significant effects on European sites or affect the findings of the previous HRA work. The findings of this work were presented in the Proposed Main Modifications HRA Report (Nov 2013), which was published for consultation alongside the PMMs Consultation Document in November 2013. Over 1,000 representations were received on the PMMs Consultation Document (Nov 2013) and these along with updated evidence resulted in some minor further changes to the PMMs.
- 1.8 The final PMMs were then subject to further screening by Enfusion Ltd, with the findings presented in a HRA Addendum Report, which was submitted alongside the PMMs in March 2014. The Report concluded that the Local Plan, as modified by the Council, will not have significant effects either alone or in-combination on European sites, given the mitigation proposed in the HRA Report (June 2012) and through Local Plan Policies.
- 1.9 Examination Hearing Sessions on the PMMs took place from 10 - 13 June 2014. During these sessions the Inspector raised a number of issues where the Local Plan would benefit from additional clarification. The need for further Main Modifications (MMs) was formally confirmed by the Inspector in his letter from 16 July 2014<sup>13</sup>. As a result, the Council is proposing further MMs relating to Policies YV2, YV3, SS3 and SS5.

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<sup>12</sup> South Somerset Local Plan Proposed Main Modifications (March 2014):  
[https://www.southsomerset.gov.uk/media/648229/south\\_somerset\\_local\\_plan\\_proposed\\_main\\_modifications\\_submission\\_to\\_pins.pdf](https://www.southsomerset.gov.uk/media/648229/south_somerset_local_plan_proposed_main_modifications_submission_to_pins.pdf)

<sup>13</sup> Inspector's Preliminary Findings following the Resumed Hearing Sessions letter (July 2014):  
[https://www.southsomerset.gov.uk/media/674198/inspector\\_s\\_preliminary\\_findings\\_post\\_resumed\\_examination\\_hearing.pdf](https://www.southsomerset.gov.uk/media/674198/inspector_s_preliminary_findings_post_resumed_examination_hearing.pdf)

- 1.10 It is important to ensure that the further MMs are screened through the HRA process to determine if they have the potential for likely significant effects and significantly affect the findings of the previous HRA work. The Council commissioned independent consultants Enfusion Ltd in July 2014 to ensure that the implications of all the proposed changes have been sufficiently considered through the HRA process.

**Structure of this HRA Addendum Report**

- 1.11 Following this introductory Section, Section 2 provides a summary of the proposed changes to the Local Plan and the findings of the screening of the further MMs. Section 3 summarises the findings of the further HRA work and sets out the next steps.

## 2.0 Screening of Proposed Main Modifications to the Local Plan

### Introduction

- 2.1 The key changes proposed by the Council through the further MMs are as follows:
- **Policy YV2:** The inclusion of detail on landscape mitigation measures at the North East Yeovil SUE;
  - **Policy YV3:** Deletion of the East Coker and North Coker buffer zone;
  - **Policy SS3:** Deletion of a specific employment land figure for rural settlements, with the inclusion of an explanation of the Council's approach to such proposals in these settlements; and
  - **Policy SS5:** Amendment to improve clarity regarding housing delivery in Crewkerne and Wincanton and reference in an appropriate section of the LP to an early review of housing and employment provision at Wincanton.
- 2.2 Each of these further MMs is considered in turn below.

### Policy YV2

- 2.3 The Council is proposing additional text to Policy YV2 to ensure that appropriate landscape mitigation is forthcoming through the development management process for the North East Yeovil Sustainable Urban Extension. The HRA Report published in June 2012 and subsequent Addendum Reports (Jan 2013, Nov 2013 & March 2014) found that this Policy is not likely to have significant effects on European sites.
- 2.4 The proposed MM does not change the location or scale of proposed development; it is therefore concluded that the proposed change to this Policy will not have significant effects on European sites and the findings of the previous HRA work are still valid.

### Policy YV3

- 2.5 The Inspector raised concerns regarding the continued justification for the buffer zone in light of the reduced scale and extent of the South Yeovil Sustainable Urban Extension. In response to this the Council is proposing to delete the East Coker and North Coker Buffer Zone from the Local Plan.
- 2.6 The HRA Report published in June 2012 found that this Policy is not likely to have significant effects on European sites as no development is being proposed. It is considered that the removal of the buffer zone will not have significant effects on European sites and the findings of the previous HRA work are still valid.

### Policy SS3

- 2.7 The proposed changes to this Policy seek to clarify the Council's approach to delivering new employment land across the District. The Council is proposing

the removal of a specific employment hectarage figure for the rural settlements along with additional text to provide further clarification as to how employment land will be delivered in Rural Centres and Rural Settlements.

- 2.8 The HRA Report published in June 2012 found that this Policy has the potential for likely significant effects on European sites as a result of the location and overall quantum of proposed employment growth. The HRA concluded that there is appropriate mitigation available through Local Plan policies and available at the project level to ensure that there will be no adverse effects on the integrity of European sites. As there are no changes being proposed to the location or scale of employment growth; it is considered that that the further modifications to this Policy will not have significant effects on European sites and the findings of the previous HRA work are still valid.

### **Policy SS5**

- 2.9 The proposed changes seek to provide greater clarity on how applications for residential development and overall housing growth will be managed in the Market Towns of Crewkerne and Wincanton. The modification seeks to provide further clarification and there are no changes proposed to the location or scale of housing growth.
- 2.10 The HRA Report published in June 2012 found that this Policy has the potential for likely significant effects on European sites as a result of the location and overall quantum of proposed housing growth. The HRA concluded that there is appropriate mitigation available through Local Plan policies and available at the project level to ensure that there will be no adverse effects on the integrity of European sites. As there are no changes being proposed to the location or scale of employment growth; it is considered that that the further modifications to this Policy will not have significant effects on European sites and the findings of the previous HRA work are still valid.

### 3.0 Summary and Next Steps

- 3.1 The Council has proposed a number of further Main Modifications to the Local Plan as a result of discussions during the Hearing Sessions in June 2014 and the Inspector's Preliminary Findings (July 2014). These changes have been considered to determine if they are likely to have significant effects on European sites and therefore affect the findings of the HRA Report published in June 2012<sup>14</sup> and the Addendums published in January 2013<sup>15</sup>, November 2013<sup>16</sup> and March 2014<sup>17</sup>.
- 3.2 A screening of the key changes concluded that the Local Plan, as modified by the Council, will not have significant effects either alone or in-combination on European sites, given the mitigation proposed in the HRA Report (June 2012) and through Local Plan Policies. South Somerset District Council has been undertaking HRA iteratively since 2008, with HRA recommendations and consultation advice from Natural England influencing the development of the Local Plan. Given this approach, Natural England has stated that they are satisfied that the Local Plan is in compliance with the Habitats Directive and Regulations<sup>18</sup>.
- 3.3 This Addendum Report will accompany the further Main Modifications on public consultation from 28 August to 10 October 2014. Any further changes to the Local Plan that arise as a result of the consultation or any further hearing sessions should be considered through the HRA to ensure that there are no likely significant effects on European sites.

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<sup>14</sup> Core Document 8: <https://www.southsomerset.gov.uk/planning-and-building-control/planning-policy/local-plan-2006-2028/submission-local-plan/statutory-documents/>

<sup>15</sup> Core Document 8a: <https://www.southsomerset.gov.uk/planning-and-building-control/planning-policy/local-plan-2006-2028/submission-local-plan/statutory-documents/>

<sup>16</sup> Proposed Main Modification Habitats Regulation Assessment Report (November 2013):

[http://consult.southsomerset.gov.uk/consult.ti/Proposed\\_Main\\_Mods/view?objectId=11178501](http://consult.southsomerset.gov.uk/consult.ti/Proposed_Main_Mods/view?objectId=11178501)

<sup>17</sup> Core Document 8b: <https://www.southsomerset.gov.uk/planning-and-building-control/planning-policy/local-plan-2006-2028/submission-local-plan/statutory-documents/>

<sup>18</sup> Letter (10 August 2012) from NE (Laura Horner) to SSDC (Andy Foyne).



# Proposed Submission South Somerset Local Plan 2006 – 2028

## Main Modifications Equality Analysis (EqA)

August 2014



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## **Equality Analysis (EqA) of Main Modifications to the Proposed Submission South Somerset Local Plan 2006 - 2028**

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### **1. Introduction**

- 1.1 Following the conclusion of the resumed Local Plan Examination Hearing Sessions in June 2014 and the receipt of the Examination Inspector's Preliminary Findings in July 2014 a number of further Main Modifications are proposed to be made to the Proposed Submission South Somerset Local Plan. In accordance with Section 149 of the Equality Act 2010 EqA has been carried out of the further Main Modifications.

### **2. Main Modifications Consultation Document, August 2014**

- 2.1 A Stage 1: Screening and Summary Statement EqA has been carried out of the following Policies:
- Policy YV2: North East Yeovil Sustainable Urban Extension – inclusion of detail on landscape mitigation measures at the North East Yeovil Sustainable Urban Extension.
  - Policy YV3: East Coker and North Coker Buffer Zone – deletion of the East Coker and North Coker Buffer Zone.
  - Policy SS3: Delivering New Employment Land: deletion of a specific employment land figure for rural settlements, the inclusion of an explanation of the Council's approach to such proposals in these settlements and reference to an early review of housing and employment provision at Wincanton.
  - Policy SS5: Delivering New Housing Growth – amendment to improve clarity on housing delivery in Crewkerne and Wincanton and reference to an early review of housing and employment provision at Wincanton.
- 2.2 This initial screening process identified that no Stage 2: Full Equality Analysis Assessment was required. The Stage 1 screening is shown in Table 1 of this document.

### **3. Conclusion**

- 3.1 The further Main Modifications to the Proposed Submission South Somerset Local Plan 2006 - 2028 have undergone a robust process of Equality Analysis. Analysis which at this stage has not highlighted any issues and no new mitigations were identified. Due regard has been given to the General Equality Duty and the further Main Modifications to the Local Plan is sound in that respect.

Table 1: Stage 1 Screening of Main Modifications (August 2014)

Policy Number  Policies where Main Modifications are proposed	Is this a change to service delivery? (including, withdrawal or reduction of services)	Does the *policy/strategy/function/service / affect our workforce or employment practices	Is this a financial or budget decision that may affect any of the protected groups differently?	Could this policy or service and the way we deliver it affect some groups in society differently?	Does the policy / strategy / function service affect service users or the wider community?	Summary Statement and Comments
Policy YV2: North East Yeovil Sustainable Urban Extension	No	No	No	No	Yes	<p>Proposed Submission Local Plan Policy YV2 underwent full Equality Analysis (EqA) as part of its formulation. The Policy underwent Stage 1 screening as a result of Proposed Modification M95 in January 2013 and the Proposed Main Modifications submitted in March 2014 (PMM2). This comprised a screening and summary statement, and at this stage it was considered that a Stage 2 Equalities Impact Assessment was not required. <b>The revised Policy has no impact to equality. No negative impacts were identified and a full Equality Analysis is not required.</b></p> <p>To address the issues raised by the Inspector in his Preliminary Findings of 16 July 2014 additional text is to be added to strengthen Policy YV2 regarding mitigation of the landscape impact of the North East Yeovil SUE. This additional text can then be used to inform masterplanning consideration through the development management process.</p> <p>A Stage 1 Equalities Impact Assessment of this Main Modification has been undertaken, and at this stage it is considered that a Stage 2 Equalities Impact Assessment is not required. <b>The revised Policy has no impact to equality.</b></p>

Policy Number  Policies where Main Modifications are proposed	Is this a change to service delivery? (including, withdrawal or reduction of services)	Does the *policy/strategy/function/service / affect our workforce or employment practices	Is this a financial or budget decision that may affect any of the protected groups differently?	Could this policy or service and the way we deliver it affect some groups in society differently?	Does the policy / strategy / function service affect service users or the wider community?	Summary Statement and Comments
						<b>No negative impacts were identified and a full Equality Analysis is not required.</b>
Policy YV3: East Coker and North Coker Buffer Zone	No	No	No	No	Yes	<p>Proposed Submission Local Plan Policy YV3 underwent Equality Analysis (EqA) as part of its formulation. The Policy underwent Stage 1 screening as a result of Proposed Modification M102 in January 2013. This comprised a screening and summary statement, and at this stage it was considered that a Stage 2 Equalities Impact Assessment was not required. <b>The revised Policy has no impact to equality. No negative impacts were identified and a full Equality Analysis is not required.</b></p> <p>The intention of the buffer zone was to preserve the character of North Coker and East Coker, and prevent coalescence with Yeovil. However, at the Local Plan Hearing Sessions held in June 2014 (and confirmed in his Preliminary Findings of July 2014) the Inspector had concerns regarding the continued justification for the buffer zone in light of the reduced scale and extent of the South Yeovil SUE. The National Planning Practice Guidance re-iterates the advice in the NPPF that Local Green Space designations should only be used where the green area is not a large tract of land. The Council is therefore proposing to delete the East Coker and North Coker Buffer Zone from the</p>

<p><b>Policy Number</b></p> <p><b>Policies where Main Modifications are proposed</b></p>	<p><b>Is this a change to service delivery? (including, withdrawal or reduction of services)</b></p>	<p><b>Does the *policy/strategy/function/service / affect our workforce or employment practices</b></p>	<p><b>Is this a financial or budget decision that may affect any of the protected groups differently?</b></p>	<p><b>Could this policy or service and the way we deliver it affect some groups in society differently?</b></p>	<p><b>Does the policy / strategy / function service affect service users or the wider community?</b></p>	<p><b>Summary Statement and Comments</b></p>
						<p>Local Plan. This involves deleting Policy YV3 and consequential modifications to delete references to the buffer zone in the supporting text (paragraphs 5.34 and 5.50-5.54) and removing the buffer zone from Inset Map15.</p> <p>A Stage 1 Equalities Impact Assessment has been undertaken of this Main Modification, and at this stage it is considered that a Stage 2 Equalities Impact Assessment is not required. <b>The revised Policy has no impact to equality. No negative impacts were identified and a full Equality Analysis is not required.</b></p>

Policy Number  Policies where Main Modifications are proposed	Is this a change to service delivery? (including, withdrawal or reduction of services)	Does the *policy/strategy/function/service / affect our workforce or employment practices	Is this a financial or budget decision that may affect any of the protected groups differently?	Could this policy or service and the way we deliver it affect some groups in society differently?	Does the policy / strategy / function service affect service users or the wider community?	Summary Statement and Comments
SS3: Delivering new Employment Land	No	No	No	No	Yes	<p>Proposed Submission Local Plan Policy SS3 underwent Equality Analysis (EqA) as part of its formulation. The Policy underwent Stage 1 screening as a result of Proposed Modification M34 in January 2013 and the Proposed Main Modifications submitted in March 2014 (PMM4.) This comprised a screening and summary statement, and at this stage it was considered that a Stage 2 Equalities Impact Assessment was not required. <b>The revised Policy has no impact to equality. No negative impacts were identified and a full Equality Analysis is not required.</b></p> <p>At the Local Plan Examination Hearing Sessions held in June 2014 (and confirmed in the Inspector's Preliminary Findings of 16 July 2014) there is concern regarding the inclusion of a target figure for employment land in Rural Settlements. The Council is therefore proposing the deletion of the figure for Rural Settlements as this would provide a more flexible approach. It is considered that this modification would not significantly threaten the balance between housing and employment across the District. Additional text is proposed to be added to Policy SS3 explaining that the remaining jobs in Rural Settlements will be expected to come forward through other Local Plan policies (SS2, EP4 and EP5). A footnote is also proposed to be added</p>

<p><b>Policy Number</b></p> <p><b>Policies where Main Modifications are proposed</b></p>	<p><b>Is this a change to service delivery? (including, withdrawal or reduction of services)</b></p>	<p><b>Does the *policy/strategy/function/service / affect our workforce or employment practices</b></p>	<p><b>Is this a financial or budget decision that may affect any of the protected groups differently?</b></p>	<p><b>Could this policy or service and the way we deliver it affect some groups in society differently?</b></p>	<p><b>Does the policy / strategy / function service affect service users or the wider community?</b></p>	<p><b>Summary Statement and Comments</b></p>
						<p>to the policy to ensure consistency with Policy SS5 (early review of housing and employment policy at Wincanton).</p> <p>A Stage 1 Equalities Impact Assessment of this Main Modification has been undertaken, and at this stage it is considered that a Stage 2 Equalities Impact Assessment is not required. <b>The revised Policy has no impact to equality. No negative impacts were identified and a full Equality Analysis is not required.</b></p>

Policy Number  Policies where Further Main Modifications are proposed	Is this a change to service delivery? (including, withdrawal or reduction of services)	Does the *policy/strategy/function/service / affect our workforce or employment practices	Is this a financial or budget decision that may affect any of the protected groups differently?	Could this policy or service and the way we deliver it affect some groups in society differently?	Does the policy / strategy / function service affect service users or the wider community?	Summary Statement and Comments
SS5: Delivering New Housing Growth	No	No	No	No	Yes	<p>Proposed Submission Local Plan Policy SS5 underwent an Equality Analysis (EqA) as part of its formulation, as did the Policy as modified by Proposed Modification M74 in January 2013 and the Proposed Main Modifications PMM1 and PMM5 in March 2014. A Stage 1 Equalities Impact Assessment was undertaken, which comprised a screening and summary statement, and as this stage it was considered that a Stage 2 Equalities Impact Assessment was not required. <b>The revised Policy has no impact to equality. No negative impacts were identified and a full Equality Analysis is not required.</b></p> <p>At the Local Plan Examination Hearing Sessions held in June 2014 (and confirmed by his Preliminary Findings of 16 July) the Inspector sought greater clarity on how planning applications for residential development and overall housing growth will be managed in Wincanton and Crewkerne. The Council recognises that given Crewkerne does not have an identified 'Direction of Growth' and that Wincanton's 'Direction of Growth' is only for economic development there is the therefore a need to be more definite for how applications for residential development will be considered.</p>



<b>Policy Number</b>  <b>Policies where Further Main Modifications are proposed</b>	<b>Is this a change to service delivery? (including, withdrawal or reduction of services)</b>	<b>Does the *policy/strategy/function/service / affect our workforce or employment practices</b>	<b>Is this a financial or budget decision that may affect any of the protected groups differently?</b>	<b>Could this policy or service and the way we deliver it affect some groups in society differently?</b>	<b>Does the policy / strategy / function service affect service users or the wider community?</b>	<b>Summary Statement and Comments</b>
						<p>To improve clarity for the development industry and the local community it is proposed that Policy SS5 (third paragraph) now makes direct reference to Crewkerne and Wincanton (and to development areas at Rural Centres). In response to the Inspector's Preliminary Findings it is also proposed to add a footnote to Policy SS5 to explain that an early review of housing and employment delivery in Wincanton will be undertaken as part of the Site Allocations Development Plan Document process, this will commence within two years of the date of adoption of the Local Plan (for consistency this footnote is also to be added to Policy SS3). Additionally, a new paragraph will be added after paragraph 13.5 of the Local Plan explaining this intention.</p> <p>A Stage 1 Equalities Impact Assessment of this Main Modification has been undertaken, and at this stage it is considered that a Stage 2 Equalities Impact Assessment is not required. <b>The revised Policy has no impact to equality. No negative impacts were identified and a full Equality Analysis is not required.</b></p>

## Enhancement of Yeovil CCTV

<i>Executive Portfolio Holder:</i>	<i>Peter Gubbins, Area South Portfolio and Yeovil Vision and Community Safety</i>
<i>Ward Member(s)</i>	<i>Peter Gubbins, John Vincent Chainey, Andrew Kendall</i>
<i>Strategic Director:</i>	<i>Rina Singh, Strategic Director (Place and Performance)</i>
<i>Assistant Director:</i>	<i>Kim Close, Assistant Director (Place and Performance)</i>
<i>Service Manager:</i>	<i>Kim Close, Area Development Manager - South</i>
<i>Lead Officer:</i>	<i>Steve Brewer, Community Safety Coordinator</i>
<i>Contact Details:</i>	<i>Steve.Brewer@southsomerset.gov.uk or 01935 462945</i>

### 1. Purpose of the Report

- 1.1 To gain support, authorisation and funding to be able to proceed with the Yeovil CCTV enhancement, giving coverage of the two pedestrian subways at the Hospital Roundabout in Yeovil.

### 2. Forward Plan

- 2.1 This report was a late entry to the District Executive Forward Plan as the urgency for implementation was increased after the Area South Committee expressed a wish for completion at the earliest opportunity.

### 3. Public Interest

- 3.1 Yeovil Town Centre has a network of fully integrated public CCTV cameras which are monitored at the control room in Bridgwater, 24 hours a day, 365 days a year. All footage from each camera is recorded and stored for evidential purposes.
- 3.2 Over the years there have been many incidents taking place in the pedestrian subways under the Hospital roundabout. This area is a blind spot for the existing cameras. A notable incident was reported in February this year of an aggravated sexual assault.
- 3.3 This being one of the most used walkways into and out of the town centre and given the serious nature of this incident and the on-going issues of Anti-social behaviour and crimes, including; graffiti, theft, assault and robbery it has been identified that to help prevent further incidents and to make the sub-ways feel safer for users, and provide evidence for Police to investigate incidents, that monitored CCTV would help.
- 3.4 The Area South Committee gave their support for the project on 2<sup>nd</sup> June and expressed an interest in seeing the installation completed as soon as possible. They also expressed a wish for a bid for the full funding required to be lodged with the SSDC Capital fund.
- 3.5 This report is looking to gain the support, authorisation and access to funding from the District Executive to carry out the installation and have a total of five new cameras installed at the subways linked into the existing systems so that they can be monitored in a similar way to the other cameras in Yeovil. Although much of the preliminary work to identify suitable equipment, installation requirements and potential costs, has been completed, formal authorisation and funding is now required to take the project forward and engage suppliers.

### 4. Recommendation(s)

#### 4.1 That the District Executive:-

1. Support and authorise the further development of this project by allowing officers to access the level of funding required to complete and run the project.
2. Agree that the installation and monitoring of the five cameras are installed as a matter of urgency.

### **5. Background**

- 5.1 Yeovil Town centre has a long established fully networked and monitored CCTV system consisting of 24 cameras, in public areas, that are controlled by the operators at the Bridgwater monitoring station. Most of the CCTV units have the facility to pan, tilt and zoom (PTZ) giving the operators full control over the visual content of the cameras being monitored. The controllers are linked to the business community and local police through the successful Radio Link Scheme and have a direct link to Police control. The existing cameras are strategically placed throughout the town covering many of the major thoroughfares and car parks. The Quedam Centre operates their own stand-alone system but having the ability to communicate with the larger business community and the Bridgwater monitoring centre using Radio Link. There are also various other stand-alone systems in the town controlled by the businesses and organisations that set them up, some of which are monitored by themselves or just linked to recording equipment.
- 5.2 In addition to the full time monitoring provided by the Bridgwater control room, all of the footage from the public system cameras is recorded and stored, for a calendar month on a rolling basis, on the newly updated recording machines that are housed at Petters House. These were fully funded by the Police Crime Commissioners, Partnership Funds 2013 to improve quality and access. This will now allow the Police to create a network access to the system so that the recordings will be available on the Police network 24 hours a day rather than sending an officer to Petters House during opening hours, previously they had to send someone over to Bridgwater. This feed is currently being explored by the Police who will arrange and fund the installation.
- 5.3 In May 2014 there were 91 total incidents for which the camera operators were directly involved and 24 Police arrests in which they assisted.
- 5.4 It has been identified for some time that the two underpasses serving the Hospital Roundabout have been targeted for crime and Anti-social behaviour. Most apparent is the continuing vandalism in the form of damage and graffiti that appears on a regular basis for all to see. More worrying is the regularity of petty crime and more serious assaults. The most recent notable case was reported in February this year of an aggravated sexual assault which was well publicised.
- 5.5 There is now some evidence that people are diverting from the route through the underpasses and avoiding the connecting unlit walkway between them. It is apparent that there are people crossing the main A30 road both day and night but this is especially notable after dark.
- 5.6 There has been some liaison with County Council Officers, in respect of the structures, to look at the possible solutions. As part of the Eastern Corridor improvements there is opportunity to carry out some improvement work on both of the underpasses to make them more user friendly and help reduce the fear of crime. This work is being scoped within the project and is likely to include better lighting, removing dead corners, improving access routes and paintwork etc.

## **6. The Project Overview**

- 6.1 The preferred solution being proposed is to fit a fixed, vandal resistant, camera at each end of the two subways (4) with a PTZ unit (Pan, Tilt & Zoom camera) (1) on a pole covering the open area linking the entrances. This is seen to be the best possible way of ensuring that all the areas are covered and will supplement the PTZ unit already in place on Princess Street that covers the Princess Street entrance.
- 6.2 The new PTZ will be at a sufficient height to not only cover the entrances and walk ways but also be able to see across the dual carriageway to the banked path on the other side that leads to the Kingston entrance. It will also be capable of viewing across the roundabout and the immediate surrounding areas.
- 6.3 The visual images from the five cameras would feed back to the collection hub and allow for operation of the PTZ camera through a newly installed BT duct and cabling.
- 6.4 The fixed units being mounted in the subways will need to have trunking for the cables to run through and is thought that this trunking could be installed within the existing lighting installation and be fully removed from view and tampering.
- 6.5 Pricing of this installation has been problematic with budgetary pricing indicated below. Actual costs will need to be controlled within the budget with final spend reported.
- 6.6 The steering group has considered various options including the use of a non- monitored system with footage being recorded on locally installed recorders. This was not seen as a solution as it minimises the opportunity to prevent incidents and gave no opportunity to intervene in real time. Other operating systems were also considered including wireless communication and the use of internet broad band links, but the reliability, costs, operational requirements and security did not make for a suitable solution. For this reason it was thought prudent to build on the already reliable operating system that covers the rest of Yeovil town centre.

## **7. Financial Implications**

- 7.1 This outline has been shared with County Council officers who have given valuable input to defining the solution and agree that such an installation would complement planned improvements to be carried out under the Eastern Corridor improvement works and help encourage use of the sub-ways. To this end we have an understanding that as part of the project County Council would arrange for the trunking to be fitted in the structures and hardwire the cameras. A mounting base would also be provided for the pole on which the PTZ camera is to be fitted. This work is essential and will be carried out at no charge to the project creating a substantial saving in the set up costs. It is uncertain to when the County might be able to carry out this work and if we rely on this it could hold up the time frame in which the installation can be completed. There has also been an indication of funding assistance with the actual set up costs as indicated below.

### **A) Estimated total project costs**

The total installation is likely to cost in the region of £29,000 of capital expenditure.

- 7.2 Ongoing annual revenue costs to cover the BT line rental, maintenance and monitoring is to be £5,700 if all five cameras are to be monitored, as in option A below, reducing to £3,600 if the four fixed cameras are not included as in option B.

Capital Costs £	
BT Installations	11,000
PTZ Camera & fit	3,000
Cameras 4 & fit	8,000
SSE Power Pole & fit	7,000
Total	29,000

Annual Revenue £		
	A	B
BT Line Rental	1,200	1,200
Monitoring x (5)	4,300 x (1)	2,200
Maintenance	200	200
Total option	5,700	3,600

7.3 If members approve to allocate £29,000 from Usable Capital Receipts to this scheme the loss in interest based on longer term rates is £900. If the £10,000 contribution from Somerset County Council, Yeovil Town Council and contributions from other partners is received, this will be paid back into capital pot to reduce the allocation made.

7.4 The revenue costs for 2014/15 of £6,600 as a result of this allocation will need to be taken from revenue balances as there is not enough money in the current budget to cover the additional costs. This additional budget will then be added to the medium term financial plan for 2015/16 and beyond.

**B) Secured**

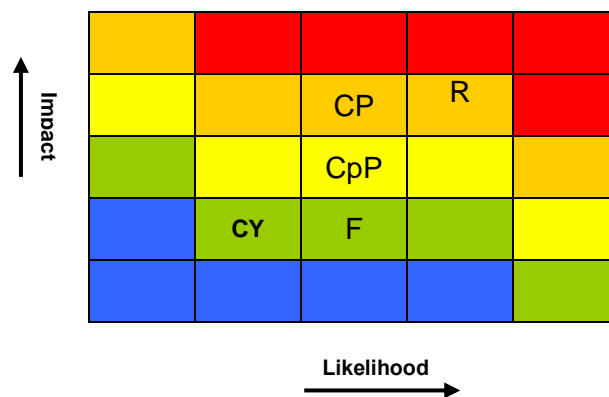
To date there has been indication from the County Council of a 50% contribution towards capital funds up to a maximum of £10,000 in addition to the structural work, to be carried out in kind, as indicated above.

**C) Required**

A further £19,185 of capital funding is now required and either £5,700 or £3,600 of annual revenue depending on how many of the cameras are monitored.

7.5 Given District Executive support and authorisation to cover the full cost of the project, officers would be able to instruct suppliers immediately, gain the relevant permissions and ensure the earliest completion possible. Any Additional funding forthcoming from other sources would then be used to offset the costs or fed back to reserves.

**8. Risk Matrix**



## Key

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

## 9. Corporate Priority Implications

9.1 The Council plan states:

- Work in partnership to deliver investment and development that local people value with a particular emphasis on Yeovil
- Enhance the vitality of town centres
- Ensure, with partners, that we respond effectively to community safety concerns raised by local people

## 10. Carbon Emissions and Climate Change Implications

10.1 There are no direct implications for South Somerset District Council although there will be a slight increase in power required to operate the additional units in Yeovil and monitoring in Sedgemoor.

## 11. Equality and Diversity Implications

11.1 A full equality analysis has been undertaken and an action plan to promote and publicise the CCTV cameras when installed is attached to this report.

## 12. Privacy Impact Assessment

12.1 Personal data will be collected through the system in the form of moving pictures of individuals. This could be considered sensitive by certain individuals. Bridgwater monitoring staff have access to the live images. The Police are the only persons with access to the recordings. The footage will be controlled in line within our already operating systems and procedures. Recordings are deleted automatically on a rolling basis every 30 days. Only Police required evidence footage is kept for longer by the Police. No SSDC member of staff has any access to the system images. There will be signs erected to indicate that CCTV is in operation.

## 13. Background Papers

<http://www.southsomerset.gov.uk/councillors-and-democracy/meetings-and-decisions/agendas-and-minutes/agendas-and-minutes.aspx?mid=5322>

Area South Committee Agenda 2<sup>nd</sup> July 2014

Area South Committee Minutes 2<sup>nd</sup> July 2014



# South Somerset District Council Project Brief

Approved Budget within Service Plan? No

**Project Number:** 2014-15-----

**Project Name:** Yeovil CCTV Enhancement - Underpasses

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**Document Version:** 1.0

**Author:** Steve Brewer

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## 0 Document Control

### 0.1 Document Approval

Name	Organisation	Role	Approval	Date
Kim Close	SSDC	A.D.		
Peter Gubbins	SSDC	Portfolio		
Garry Green	SSDC	Engineering		

### 0.2 Revision History

Version	Author	Review	Reason For Issue	Date
1.0	Steve Brewer		First Draft	15/07/14

### 0.3 Document Distribution

Name	Organisation	Role
Kim Close	SSDC	Assistant Director and Area Development Manager - South
Peter Gubbins	SSDC	Area South Portfolio and Yeovil Vision and Community Safety
Garry Green	SSDC	Engineering and Property Services
Nicola Hix	SSDC	Financial Services
Barry Dombervand	Sedgemoor District Council	CCTV Manager (Bridgwater)
Karen Horley	SSDC	Exchequer Team (VAT)
Jo Morgan	SSDC	Community Cohesion
Angela Cox	SSDC	Democratic Services
Becky Sanders	SSDC	Democratic Services
Marie Ainsworth	SSDC	Area South Regeneration

### 0.4 Document References

Section Reference	Document Referred	Document Title
6	Enhancement of Yeovil CCTV	Area South Committee Agenda 2 <sup>nd</sup> July 2014
2.1		Area South Committee Minutes 2 <sup>nd</sup> July 2014

## 1 Purpose

To acquire funding for and agree the installation of monitored CCTV covering the two underpasses serving the Hospital Roundabout and the immediate surrounding area.

## 2 Project Outline

Yeovil Town Centre has a network of fully integrated public CCTV cameras which are monitored at the control room in Bridgwater, 24 hours a day, 365 days a year. All footage from each camera is recorded and stored for evidential purposes.

Over the years there have been many incidents taking place in the pedestrian subways under the Hospital roundabout. This area is a blind spot for the existing cameras. A notable incident was reported in February this year of an aggravated sexual assault.

This being one of the most used walkways into and out of the town centre and given the serious nature of this incident and the on-going issues of Anti-social behaviour and crimes, including; graffiti, theft, assault and robbery it has been identified that to help prevent further incidents and to make the sub-ways feel safer for users, and provide evidence for Police to investigate incidents, that monitored CCTV would help.

The preferred solution being proposed is to fit a fixed, vandal resistant, camera at each end of the two subways (4) with a PTZ unit (1) on a pole covering the open area linking the entrances. This is seen to be the best possible way of ensuring that all the areas are covered and will supplement the PTZ unit already in place on Princess Street that covers the Princess Street entrance.

The new PTZ will be at a sufficient height to not only cover the entrances and walk ways but also be able to see across the dual carriageway to the banked path on the other side that leads to the Kingston entrance. It will also be capable of viewing across the roundabout and the immediate surrounding areas.

The visual images from the five cameras would feed back to the collection hub and allow for operation of the PTZ camera through a newly installed BT duct and cabling.

The fixed units being mounted in the subways will need to have trunking for the cables to run through and is thought that this trunking could be installed within the existing lighting installation and be fully removed from view and tampering.

Pricing of this installation has been problematic with budgetary pricing indicated below. Actual costs will need to be controlled within the budget with final spend reported.

The steering group has considered various options including the use of a non - monitored system with footage being recorded on locally installed recorders. This was not seen as a solution as it minimises the opportunity to prevent incidents and gave no opportunity to intervene in real time. Other operating systems were also considered including wireless communication and the use of internet broad band links, but the reliability, costs, operational requirements and security did not make for a suitable solution. For this reason it was thought prudent to build on the already reliable operating system that covers the rest of Yeovil town centre.

The Council plan states:

- Work in partnership to deliver investment and development that local people value with a particular emphasis on Yeovil.....
- Enhance the vitality of town centres.....
- Ensure, with partners, that we respond effectively to community safety concerns raised by local people.....

## **2.1 Authority Responsible**

Yeovil CCTV Project/steering group.

Area South Committee have authorised the development of this project with a request to see the installation completed as soon as possible. They also expressed a wish for a bid for the full funding required to be lodged with the SSDC Capital fund.

Steve Brewer – Community Safety Co-ordinator

Garry Green – Property & Engineering Services Manager

Kim Close - Assistant Director (Place and Performance) and Area Development Manager - South

## **2.2 Background**

Yeovil Town centre has a long established fully networked and monitored CCTV system consisting of 24 cameras, in public areas, that are controlled by the operators at the Bridgwater monitoring station. Most of the CCTV units have the facility to pan, tilt and zoom (PTZ) giving the operators full control over the visual content of the cameras being monitored. The controllers are linked to the business community and local police through the successful Radio Link Scheme and have a direct link to Police control. The existing cameras are strategically placed throughout the town covering many of the major thoroughfares and car parks. The Quedam Centre operates their own stand-alone system but having the ability to communicate with the larger business community and the Bridgwater monitoring centre using Radio Link. There are also various other stand-alone systems in the town controlled by the businesses and organisations that set them up, some of which are monitored by themselves or just linked to recording equipment.

In addition to the full time monitoring provided by the Bridgwater control room, all of the footage from the public system cameras is recorded and stored, for a calendar month on a rolling basis, on the newly updated recording machines that are housed at Petters House. These were fully funded by the Police Crime Commissioners, Partnership Funds 2013 to improve quality and access. This will now allow the Police to create a network access to the system so that the recordings will be available on the Police network 24 hours a day rather than sending an officer to Petters House during opening hours, previously they had to send someone over to Bridgwater. This feed is currently being explored by the Police who will arrange and fund the installation.

In May 2014 there were 91 total incidents for which the camera operators were directly involved and 24 Police arrests in which they assisted.

It has been identified for some time that the two underpasses serving the Hospital Roundabout have been targeted for crime and Anti-social behaviour. Most apparent is the continuing vandalism in the form of damage and graffiti that appears on a regular basis for all to see. More worrying is the regularity of petty crime and more serious assaults. The most recent notable case was reported in February this year of an aggravated sexual assault which was well publicised.

There is now some evidence that people are diverting from the route through the underpasses and avoiding the connecting unlit walkway between them. It is apparent that there are people crossing the main A30 road both day and night but this is especially notable after dark.

There has been some liaison with County Council Officers, in respect of the structures, to look at the possible solutions. As part of the Eastern Corridor improvements there is opportunity to carry out some improvement work on both of the underpasses to make them more user friendly and help reduce the fear of crime. This work is being scoped within the project and is likely to include better lighting, removing dead corners, improving access routes and paintwork etc.

## **2.3 Project Objectives**

This project is not identified within the “our targets” insert but relates directly to our overall aim of ensuring, with partners, that we respond effectively to community safety concerns raised by local people. The delivery of this project will help people feel safer when using the underpasses and help prevent crime and ASB in the future. Not only will the monitored CCTV act as a direct visual deterrent, it will also enable intervention if an incident occurs and record evidence for future investigation and bringing perpetrators to justice.

The cameras used will be owned by SSDC and link in to the existing town centre system and go some way to ensuring that the underpasses will not be targeted for criminal activity.

## **2.4 Project Scope**

### **Inclusions**

The 4 vandal resistant fixed CCTV cameras will give a near 100% coverage of the inside of the two underpasses being fixed at each end facing in to the tunnels. The PTZ unit will be able to monitor the entrances to the tunnels on the Hospital side of the structures but also have the ability to scan the immediate area. All of the footage will be sent via secure BT lines via Petters House to the monitoring station at Bridgwater. Recording machines based at Petters House will hold all footage for thirty days which is updated on a rolling basis.

### **Exclusions**

This system is not capable of receiving or delivering audio and although the cameras will have built in systems to ensure lighting levels are sufficient for filming there is no specific allowance to improve the overall public lighting of the area within this installation.

These cameras will not physically be monitored 100% of the time but will fall within the normal monitoring capability of the staff at the centre. It is however possible in line with the other 24 cameras to prioritise times when monitoring will have the most impact.

### **Constraints and Decisions**

The final positioning of each of the five cameras will be subject to survey and depend much on the practicality of the fitting with consideration given to the ability to access power, routing of cables and infrastructure.

There could be added complication with the works being carried out on the Eastern Corridor and could delay the full implementation.

### **Interfaces**

This enhancement will interface directly with the existing systems in place and extend the existing network already in place in the Town Centre. This will also allow the recorded footage to be available on the Police system when their interface is installed.

## **2.5 Quality Expectations**

The type of equipment to be used is similar to that already being used in the area of similar quality.

## **2.6 Carbon Management**

There will be negligible impact on our carbon management programme. There will be a slight rise in the power required to record and store the images at Petters House with additional power to operate the cameras coming from the highways system and Sedgemoor District Council.

## **3 Initial Business Case**

### **3.1 Reasons**

The underpasses in Yeovil have been targeted over the years to commit crime and carry out ASB. Most apparent is the continuing vandalism in the form of damage and graffiti that appears on a regular basis for all to see. More worrying is the regularity of petty crime and more serious assaults. A recent notable case was reported in February this year of an aggravated sexual assault which was well publicised. This has given public cause for concern and has increased the fear of crime for those using the walk ways and surrounding areas. This is especially relevant in the subway that links the town centre to the Hospital and College being one of the busiest walkways to and from the town.

There has been much media coverage of the years which has increased community tensions and requests from the public and other agencies to carry out remedial work.

Given the steady increase in the number and severity of incidents it is prudent to carry out this work to mitigate further escalation.

### **3.2 Anticipated Benefits**

There are benefits to be gained over and above that of reducing crime and creating a safer environment. There is an anticipated saving on the maintenance and repair of the structures and surrounding area. This will create a saving in staff time and help to minimise the ongoing maintenance costs to this organisation and to our partners. This will go a long way in restoring public confidence to use the underpass in accessing the town or from the town to access other facilities. This in turn should have a positive effect on the use of paid facilities in the town.

### **3.3 Options**

In addition to the CCTV facilities the County Council are looking, as part of the Eastern Corridor Improvement Works, to carry out some work on improving walk ways lighting and access to the structures. The cost of this work will be covered by County and help to enhance the use of CCTV and create a much more user friendly environment.

Other forms of CCTV provision have been considered including local recording without any monitoring, wireless signal and the use of dummy cameras. These options were discounted, as although the overall cost would be lower the benefits are reduced substantially. Additional options, not involving CCTV, were also considered. This included foot patrols by a paid officer at certain times of day or night but was seen as not being cost effective and limited the service.

The feasibility of such a project has already been tested in the use of similar equipment in the town. Research has found similar solutions being used to deal with this sort of problem area with Bournemouth using a very similar set up on many more structures of this kind.

### 3.4 Key Project Information Summary

<b>3.4.1</b>	<b>Expected Duration Of Project</b>			
	Start date:	August 2014		
	Other Key Milestones with Dates:	Infrastructure in place November 2014		
	Expected Completion Date:	December 2014		
<b>3.4.2</b>	<b>Estimate of Officer Time Required: -</b>			
	<b>Officer's Name</b>	<b>Estimate of Officer hrs</b>	<b>Officer available? Y/N</b>	<b>Agreement of Officer? Y/N</b>
	<i>Garry Green Steve Brewer</i>	<i>30 15</i>	<i>Yes Yes</i>	<i>Yes Yes</i>
	<b>Comment by Property Services:</b>			
	<b>Comment by Information Systems (if new IT system):</b>	<p><i>As the system is a development of the existing Yeovil Town network which uses dedicated links there will be no impact on the SSDC computer network.</i></p> <p><i>Space is tight in the Petters House communication room where new kit will be installed but if it can go in the same rack as the existing equipment then there will be no problem.</i></p> <p><i>The report does not state a requirement for desktop support (new PC's, laptops, mobile devices etc) but demand for a limited number of devices should not be a problem as long as reasonable notice is provided.</i></p>		
	<b>Comment by Green Team:</b>	<i>Additional energy consumption minimal.</i>		
	<b>Comment by Community Cohesion Officer:</b>	<i>Equalities Impact Assessment undertaken.</i>		
	<b>Comment by Other Services requiring significant input:</b>			
<b>3.4.3</b>	<b>Risk Assessment</b>			
	<b>Risk</b>	<b>Steps taken to mitigate Risk</b>		
	There is a risk that the Eastern Corridor Works will delay full implementation.	<i>Liaison with County Council</i>		

## 4 Financial Investment

### 4.1 Financial Investment – Capital Projects

4.1.1 Total Costs and Funding – Capital Project							
			Funding Body		£' 000		
SSDC Capital: -			District Executive		19		
Other Sources: - - Grants			County Council		10		
<b>Total Capital Cost</b>					<b>29</b>		
4.1.2 Breakdown of main areas of cost							
			2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000
<i>BT Installations</i>			11	0	0	0	0
<i>PTZ Camera &amp; fit</i>			3				
<i>Cameras 4 &amp; fit</i>			8				
<i>SSE Power Pole &amp; fit</i>			7				
<b>Totals</b>			<b>29</b>				
4.1.3 External funds to be received							
		Secured ? Y/N	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000
<i>Somerset County Council</i>		Y	10	0	0	0	0
<b>Totals</b>			<b>10</b>				
4.1.4 Revenue Implications of Capital scheme							
		Cost Centre	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000
Loss of interest @ 3% (PWL 10yr rate 10.7.14)		FT922	0.6				
(Savings in expenditure)							
Revenue Costs by Individual Budget: - Monitoring		KP393	5.7				
Revenue Income							
<b>Total Revenue Expenditure / (Net saving)</b>			<b>6.3</b>				
<b>Cumulative (To be completed by Financial Services)</b>			<b>6.3</b>				

<b>4.1.5</b>	<b>Whole Life Costing</b> <i>(Check with Financial Services level of detail required)</i>	
	Estimated useful life of asset (years)	10-15 yrs
	Total Revenue Costs Year 1 to 5	28,500
	Annual Revenue Cost after year 5	6,000
	<b>Total cost over whole life of asset</b>	<b>£88,500 (15yrs)</b>
<b>4.1.6</b>	<b>VAT Implications – this section needs to be completed by Karen Horley, in Exchequer Team, on x2223, before submission to Financial Services.</b>	
	Based on the current information provided, VAT is recoverable on this project.	
<b>4.1.7</b>	<b>Impact on Band D</b> <i>(To be completed by Financial Services)</i>	
	Additional spend	£19,000
	Lost interest at 3.0%	£570
	Divided by tax base	£54,960
	<b>Cost per band D tax payer</b>	<b>0.01p</b>

## 5 Project Organisation

### 5.1 Provisional Project Management Team

Name	Role/ Title
Kim Close	Project Sponsor
Garry Green	Project Manager
Steve Brewer	User Representative
Barry Dombervand	Supplier Representative

### 5.2 Interested Parties

Name	Reason	Action required
Police	Detecting/Preventing Crime	Inform when completed
Western Gazette ( Public)	High Profile	Press Release
Yeovil Business Crime Reduction Partnership	Radio Link	Inform
Yeovil Chamber Town Council	Interest to inform members	Inform
Other interested bodies;	Interest of safety	Inform



ie, Yeovil College, Hospital		
Barry Dombervand	Sedgemoor Monitoring	CCTV Contract negotiation and implementation advice

## 6 Other Useful Information

Area South Committee considered the project at its meeting on 2<sup>nd</sup> July 2014. The members voiced their full support for further work to be undertaken to seek the funding anticipated to complete and install the CCTV cameras. They voiced their concern regarding the timescale of the project and wished that work begin as soon as possible. They asked that officers explore the possibility of starting these works notwithstanding the £10,000 contribution from Somerset County Council and a bid be made to the SSDC Capital fund. It is understood that the full cost needs to be covered in budget before works can progress.

If members approve to allocate £29,000 from Usable Capital Receipts to this scheme the loss in interest based on longer term rates is £900. If the £10,000 contribution from Somerset County Council, Yeovil Town Council and contributions from other partners is received, this will be paid back into capital pot to reduce the allocation made.

The revenue costs for 2014/15 of £6,600 as a result of this allocation will need to be taken from revenue balances as there is not enough money in the current budget to cover the additional costs. This additional budget will then be added to the medium term financial plan for 2015/16 and beyond.

## Stage 2 Equality Analysis - Yeovil CCTV Enhancement

<b>Impact</b>	Low Impact	<b>Lead Officer</b>	Steve Brewer
<b>Date of EqA</b>	16/7/14	<b>EqA Review Date</b>	31/1/15
<b>Why are you completing the equality analysis?</b>			
Budget/ financial decision			
<b>What are the main purposes of the policy, strategy or service area?</b>			
To gain support, authorisation and funding to be able to proceed with the Yeovil CCTV enhancement, giving coverage of the two pedestrian subways at the Hospital Roundabout in Yeovil.			
<b>Evidence</b>			
<p>It has been identified for some time that the two underpasses serving the Hospital Roundabout have been targeted for crime and antisocial behaviour. Most apparent is the continuing antisocial behaviour in the form of damage and graffiti that appears on a regular basis for all to see. More worrying is the regularity of petty crime and more serious assaults. The most recent notable case was reported in February this year of an aggravated sexual assault which was well publicised.</p> <p>There is now some evidence that people are diverting from the route through the underpasses and avoiding the connecting unlit walkway between them. It is apparent that there are people crossing the main A30 road both day and night but this is especially notable after dark.</p>			
<b>Effect on Protected Characteristics</b>			
<p>Crime, anti-social behaviour and fear of crime do not necessarily affect people equally. People of different race, faith, age, sexual orientation, gender, and disability may have different experiences and may have increased risks of being a victim of crime.</p> <p>Over the years there have been many incidents taking place in the pedestrian subways under the Hospital roundabout. This area is a blind spot for the existing cameras. A notable incident was reported in February 2014 of an aggravated sexual assault. There is concern for particular vulnerable groups with the increased use of people crossing the main A30 road both day and night.</p> <p>The following groups are more likely to feel unsafe outside, at night and less likely to report incidences including low level harassment:</p> <ul style="list-style-type: none"> <li>• Older people are less likely than younger people.</li> <li>• BME communities</li> <li>• Faith groups</li> <li>• Disabled people are less likely than those without disabilities</li> <li>• Lesbian, Gay, Bisexual, Transgender</li> <li>• Women less likely than men. Males and females can both experience levels of violent crime but the nature of the violence they experience can be very</li> </ul>			

different. The majority of violent crime experienced by males is likely to be as a result of stranger violence linked to excessive drinking in pubs and clubs. Young men between the ages of 18 and 24 are the most at risk of violent crime.

National and local evidence highlights the under reporting of antisocial behaviour and incidents of hate crime by vulnerable members of the community.

**Supporting Documentation/Links**

Yeovil CCTV DRAFT V3 12 July 2014.doc  
 CCTV.pptx  
 DX Report CCTV.doc  
 Project\_Brief\_CCTV 2014 July.doc

Conclusion	Date	Comments
No major change - no adverse equality impact identified	16/7/14	The updated improvement to the CCTV will help protect all users in that area.

**Please comment/explain how you will meet the General Equality Duty (GED)?**

Due to the location, being the main walk way to and from the Hospital and College, many individuals with protected characteristics make use of the subways, for example Hospital staff may need to use the subway at various times throughout the day and night.

CCTV captures evidence of suspicious activity, anti-social behaviour and criminal activity in the public domain, so could potentially help prevent further incidents and would make the subways feel safer for users, as well as providing evidence for Police to investigate incidents. It is hoped that the implementation of CCTV cameras will improve public confidence, reduce fear of crime and create safer communities.

<b>Lead Officer Sign Off</b>	Steve Brewer	<b>Date</b>	21/7/14
<b>Equalities Officer Approval Comments</b>	The installation of CCTV cameras will be of positive benefit to the community as a whole.	<b>Status</b>	Approved

Yeovil CCTV Enhancement Equality Analysis – Action Plan

Ref	Protected Characteristic	Impacts/ Issues	Action Required	By When?	Lead	Resource	Outcome	Performance Measure
1	Various Characteristics	It has been noticed that following the recent incident in the subway, there has been an increase in people using an unsafe crossing point for fear of using the underpass. Should the proposed CCTV cameras be installed it will be important to inform the general public and promote the use of the subways.	A communications plan to promote and publicise the CCTV cameras - websites, newspaper, local community newsletters, Hospital and College	Wed-31-Dec-14	Steve Brewer	Officer time	Community are made aware of the CCTV cameras Community use the subways People reassured of the community safety aspects and feel safer	Monitoring of antisocial behaviour incidents Increased usage of subways

# Agenda Item 10

## **Somerset Intelligence Partnership – Data Sharing**

*Executive Portfolio Holder:* Ric Pallister, Strategy and Policy  
*Strategic Director:* Rina Singh, Place and Performance  
*Lead Officer:* Charlotte Jones / Andrew Gillespie, Performance Manager  
*Contact Details:* Charlotte.jones@southsomerset.gov.uk or 01935 462565

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

To update members on SSDC's membership of the Somerset Intelligence Partnership (SIP) and to seek agreement to the principles of data sharing in support of its work.

### **2. Recommendations**

- 1) To confirm that data supplied by SSDC can be published via the Somerset Intelligence Partnership up to and including at postcode level;
- 2) To note that the cost and benefit to the council of continued membership of the Somerset Intelligence Partnership will be reviewed by the Strategic Director (Place and Performance) by April 2015.

### **3. Background**

The Somerset Intelligence Partnership is co-ordinated by Somerset County Council. The SIP facilitates the sharing and analysis of data for social and economic policy evaluation and development across Somerset. Membership is open to all public sector agencies covering local authorities, police, fire and health. SSDC joined the partnership in December 2014. The annual fee of around £4600 goes towards costs of the SIP team who provide analysis, advice, maintain public access to data and issue newsletters. It also includes a licence fee to use Mosaic household segmentation datasets.

### **4. Mosaic**

Experian's 'Mosaic' is a segmentation of the UK at household and postcode level. It divides the UK population into 15 Groups and 66 more detailed types. It uses over 400 data variables (with sources ranging from the 2011 Census and crime and NHS statistics to bespoke large-scale surveys) and paints a unique picture of UK consumers based on their demographic characteristics, lifestyles and behaviour.

By segmenting people according to their characteristics and behaviour, you can develop the capacity to talk confidently with everyone about the things that matter to them, by the most relevant channel. Local authorities can use Mosaic to inform customer access strategies, to examine where best (and where not!) to locate services and to develop cost-effective communications with particular service user groups.

The bespoke Somerset household segmentation was developed by Experian in 2011. It combines Mosaic with SCC service user data to bring new insight into the combined service needs of the different types of people living in the county alongside existing knowledge of service users.

Other partners using Mosaic (each with their own licences) include housing associations, Devon and Somerset Fire and Rescue Service and South West Commissioning Support.

### **5. Benefits of SIP membership**

Whilst the partnership is still to be fully developed there are clear potential benefits in sharing costs for data sharing and analysis. For example, to inform the important work of the Health and Well-Being Board, the SIP team provide the evidence in support of the Joint Health and Social Needs Assessment. The network between officers responsible for policy and performance, customer access and service design can also provide a good opportunity to share resources, and develop detailed insight for future changes to the way in which services are delivered across Somerset.

## **6. Local Government Transparency Code**

The Government published a new code of practice in May 2014 – the Local Government Transparency Code. It applies to English Local Authorities and will be for each local authority to consider the requirements for publications (some are required some are advisory).

In essence the code seeks to extend public access to data. *“In principle all data held and managed by local authorities should be made available to local people unless there are specific sensitivities (e.g. protecting vulnerable people or commercial and operational considerations) to doing so. It encourages local authorities to see data as a valuable resource not only to themselves, but also their partners and local people.”*

## **7. Sharing of data at post code level**

From time to time SIP will co-ordinate research to help inform local, regional or national policy-making.

Before SSDC participates and to avoid doubt, Councillors are asked to confirm the principle that data held by SSDC can be provided for publication via the SIP team at a postcode level. Of course this will still be in compliance with our existing Data Protection policies.

Recently SIP agreed to undertake research to provide local evidence of the impact of the Government’s Welfare Reform programme. The intention is to present the analysis of both evidence quantitative and qualitative gathered at a district level, using post code level data where possible.

Each partner has been asked to share existing relevant data. For the district councils this includes data relating to the uptake of welfare benefits, customer enquiries, levels of council tax debt and recovery. This evidence should add value to the work of the South Somerset Together Welfare Reform Task and Finish Group, which has already gathered a series of case studies and other data.

At this stage only district level data has been provided, however where possible sharing data at post code level would add to the quality of analysis.

## **8. Financial Implications**

The cost of membership of SIP is met from existing budgets for 2014-15.

## **9. Council Plan Implications**

Contributes towards the delivery of the SSDC Council Plan through the effective use of data and information.

## **10. Background Papers**

SIP Memorandum of Understanding

## **SOMERSET INTELLIGENCE PARTNERSHIP MEMORANDUM OF UNDERSTANDING 2013/14**

### **1. Aim**

To develop and actively share the use of data, information and intelligence across public services in Somerset.

### **2. Membership**

Membership is open to public sector organisations in Somerset and appropriate private and third sector organisations. Membership shall be approved by the existing parties to this agreement.

### **3. Governance**

It is anticipated that the parties to this agreement (“the Partnership”) shall be accountable to the Public Sector Chief Executives’ group. The arrangements enabling this shall be determined by SCC’s director with responsibility for Customers and Communities in conjunction with the Public Sector Chief Executives’ group and approved with the members of the partnership.

### **4. Background**

In January 2009 the former Somerset Strategic Partnership approved the creation of the Partnership which has now in its fifth year. Outcomes are:

- Improved access to and co-ordination of intelligence across the partnership
- Improving the joining up and sharing of intelligence potentially offering economies of scale and reduced cost e.g. by reducing potential of duplication in evidence gathering, sharing license and training costs
- Improving partners’ and the public’s access to more, better quality information about Somerset at a variety, increasingly local, levels of geography, including the INFORM Somerset online data hub and Somerset Intelligence website.
- Improving skills in accessing and using intelligence across public services and the general public in Somerset.

Note that Public Health transferred from the former PCT, NHS Somerset, to Somerset County Council on 1st April 2013.

### **5. The Agreement / Memorandum of Understanding**

The parties signing this memorandum of understanding agree:

- To work collaboratively and proactively to encourage and promote the establishment of the intelligence partnership for Somerset.
- That the Partnership will be accountable via whatever governance arrangements are devised by the Chief Executives’ group.
- That a Partnership Board, consisting of parties to this agreement will be established.
- To make financial and any other contributions they reasonably can to enable the partnership to exist and be successful.
- To appoint a lead authority to 1) support the activities of the Board 2) host and manage any central resource / capacity. The lead authority shall be Somerset County Council.
- To make any other agreements as required to enable the successful operation of the Partnership e.g. information sharing protocols (see section 12).

### **6. Agreement by the lead Authority**

This authority agrees:

- To support the operation of the Board, in accordance with its terms of reference
- To manage any central unit / resource
- To maintain and develop the online data repository, INFORM Somerset, and Somerset Intelligence website
- To consult with partner organisations in order to produce and prioritise a proposed work plan
- To facilitate the operation of a wider intelligence network
- To fulfil the terms set out in the 'baseline package' agreed for Partnership members (see Appendix).

## **7. Complaints**

Any dispute that cannot be resolved by the lead authority will be referred to the Board for resolution. If the Board is unable to do so it shall refer the matter to the Public Sector Chief Executives' group.

## **8. Duration of Agreement and Review**

This agreement will end on the 31 March 2014. Its operation will be reviewed as part of the creation of the work programme each year. In addition parties to this agreement are free to raise any concerns, suggestions at any point.

## **9. Withdrawal**

Any party can withdraw from this agreement by giving notice to the Board in writing. The effective date of withdrawal shall be a minimum of three months from the date that notice was given.

## **10. Funding**

The financial year operated by the Partnership shall be that of the lead authority (currently 1 April – 31 March). Parties shall confirm their funding contribution for the forthcoming financial year by the 31 March each year at the latest. Partners will make every effort to maintain the level of funding contribution from one year to the next including increase to reflect inflation. If a Partner will be unable to maintain that level of funding then the lead authority has the right to modify the work programme (current and any future versions) to reflect the reduction in partnership resources.

The impact of inflation shall be calculated based on the percentage increase of local authority pay award.

In the event of a partner withdrawing from this agreement, their actual financial contribution shall be pro-rata for the period of the year that has elapsed i.e. from the 1 April to the effective date of withdrawal as defined above. Any sums overpaid will be reimbursed by the lead authority.

## **11. Waiver**

Failure by the lead authority to enforce the provisions of this agreement at any time shall not be construed as a waiver of any provision and shall not affect the validity of the agreement or any part thereof or the right of the lead authority to enforce any provisions in accordance with its terms.

## **12. Information Sharing Protocols (ISPs)**

Sharing data is encouraged in the spirit of the transparency agenda but when creating ISPs Partners need to be mindful of data protection legislation.

## **13. Intellectual Property Rights**



Any document created in pursuance of this agreement shall remain the property of the party creating it but every other party shall have a non-exclusive licence to use it for its own purposes. This clause shall remain in force and effect after this agreement is terminated or any party withdraws from it.

In particular, the Somerset household segmentation data can only be used by Partners under the terms of the licence agreed by Experian, and Housing Benefit data under the terms agreed with participating District Councils.

#### **14. Entire agreement**

This agreement together with documents referred to herein contains the whole agreement between the parties in respect of the intelligence partnerships and supersedes any prior written or oral agreement.

#### **15. General**

This agreement shall be governed and executed in all respects in accordance with the laws of England.

#### **16. Execution**

1. Parties to this agreement are:

Somerset County Council  
County Hall  
Taunton  
TA1 4DY

Lead officers: Jan Stafford (Strategic Manager, Customers and Communities)  
and Jacq Clarkson (Public Health)

Mendip District Council  
Cannards Grave Road  
Shepton Mallet  
BA4 5BT  
Lead officer: Aly Murdoch

Sedgemoor District Council  
Bridgwater House  
King Square  
Bridgwater TA6 3AR  
Lead officer: Angela Farmer

Taunton Deane Borough Council  
The Deane House  
Belvedere Road  
Taunton TA1 1HE  
Lead officer: Mark Leeman

2. Funding contributions (excluding specific commissions)

##### 2013/14 (full year)

SCC (including Public Health)	£96,827
Public Health (now SCC)	£40,000
Mendip DC	£2,675
Sedgemoor DC	£2,675
Taunton Deane BC	£2,675

### 3. Signatures

On behalf of SCC Name (CAPITALS)	Signature	Date
.....	.....	.....
.....	.....	.....
On behalf of MDC Name (CAPITALS)	Signature	Date
.....	.....	.....
On behalf of SDC Name (CAPITALS)	Signature	Date
.....	.....	.....
On behalf of TDBC Name (CAPITALS)	Signature	Date
.....	.....	.....

### APPENDIX:

#### Baseline Package to be provided for Partners

- Access to an experienced information analyst (0.5 FTE) within Somerset Intelligence. For any queries or requests, Toby Atkins will be the primary contact (01823 358099; [TXAtkins@somerset.gov.uk](mailto:TXAtkins@somerset.gov.uk)) but if he is unavailable, Partners will be transferred to an Information Manager in the same team, Mike Smith or Adrian Lee.
- Organisation of workshops focussing on topical themes, beginning with the Census and Welfare reform in Autumn 2013.
- Opportunity to shape the team's work programme throughout the year.
- Opportunity to influence development of Somerset Intelligence/ INFORM online resource via an editorial board of SIP members.
- Monthly SINEPost Extra, with additional data and analysis beyond that included in the basic newsletter.
- Potential cost savings through shared licensing of datasets, including Somerset household segmentation (Mosaic).

# Agenda Item 11

## Annual Review of SSDC Partnerships

<i>Executive Portfolio Holder:</i>	<i>Sylvia Seal, Leisure and Culture</i>
<i>Strategic Director:</i>	<i>Rina Singh, Place and Performance</i>
<i>Assistant Directors:</i>	<i>Helen Rutter/Kim Close, Communities</i>
<i>Lead Officer:</i>	<i>Helen Rutter</i>
<i>Contact Details:</i>	<i>helen.rutter@southsomerset.gov.uk or (01935) 462060</i>

### 1. Purpose of the Report

1.1 The purpose of this report is to provide District Executive with the annual review of SSDC partnerships.

### 2. Public Interest

2.1 SSDC works in partnership with a range of organisations, to coordinate activity, deliver services and, where possible, work more efficiently to tackle issues, which are relevant to more than one organisation. We maintain a Partnerships Register, which records information about each partnership and ensures they are reviewed annually to check their relevance.

### 3. Recommendation

That the District Executive:

3.1 Members note the annual review process and observations for each of the partnerships on the Partnerships on the Register

3.2 Yeovil Innovation Centre is added to the Partnerships Register

3.3 The Strategic Partnership Against Hate Crime is removed from the Partnerships Register

### 4. Background

4.1 SSDC maintains a Partnerships Register and reviews the governance arrangements/performance of each partnership. Each Partnership is reviewed annually by 31 March. In 2011 the Scrutiny Committee was asked to take a more detailed look at each partnership with the aim of coming up with proposals to rationalise the number of partnerships and improve governance and other arrangements for those remaining on the register.

4.2 Following this, District Executive agreed a definition of a Partnership was agreed

*A partnership is a formal working arrangement involving one or more independent bodies, from any sector, who pool resources and share responsibility for agreeing and then delivering a set of planned actions and outcomes. A formal agreement is made by all partners to work together for specific outcomes.*

With other guidance and a list of Partnerships which should remain on the Register was also agreed. It was also set out that an annual review of each of the remaining partnerships should be reported to District Executive or the relevant Area Committee

4.3 A South West Audit Partnership review into SSDC Partnership Arrangements has been completed and confirmed that our arrangements are reasonable, with adequate controls.

## 5. Annual Reviews

5.1 The system for recording and reviewing each partnership was designed using the council's TEN performance management system. Details of each of the entries on the Partnerships Register are accessed by the appropriate Service Manager, reviewed and then signed off by the relevant Assistant Director. Service Managers and Assistant Directors find the new system much easier for maintaining an overview. The system also helps to ensure that all partnerships undergo an annual review. Since the full review in 2011 this has become a light touch approach with service managers flagging up any aspects of significant change. In addition new partnerships that qualify under the partnership definition can be added to the register.

5.2 Last summer some additional fields were added to the TEN monitoring system seeking further assurance about the following aspects:-

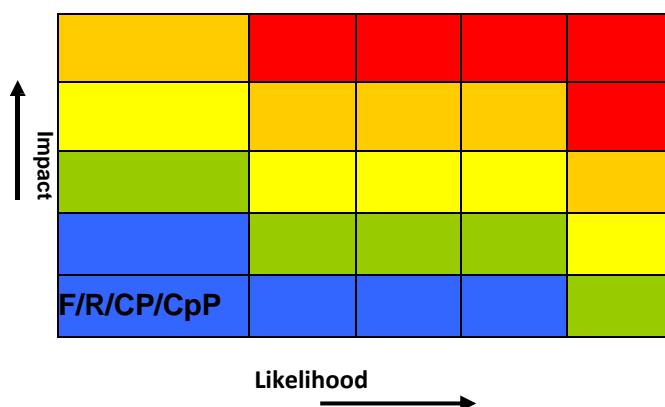
- Does the Partnership have adequate financial controls?
- Does the Constitution or Partnership Agreement make reference to the General Equality Duty?
- Has a data sharing agreement been adopted by the partnership (if appropriate) or is data sharing covered in the Partnership Agreement?

5.3 Since the last review in spring 2013 the following notable changes have occurred

- Strategic Partnership Against Hate Crime – this partnership is inactive and having liaised with the relevant lead officer and AD, it is recommended it's removed from the register
- Somerset Local Authorities Civil Contingencies Partnership - Following the major flooding incident in December-March 2014, it has been decided to carry out a scrutiny review of the partnership. This review will report to District Executive in September 2014
- A separate review and revised policy on Member representation on outside bodies has been considered by Area Committees and District Executive. Appointments in June 2014 have been made in the light of that further work
- The Yeovil Innovation Centre – which has a partnering agreement between SSDC, SCC and the Homes and Communities Agency, is an eligible partnership which should be added to the corporate section of the register. Please see full details appended in **Table 1**.

5.4 The updated list of Partnerships on the Register is attached at **Table 2**. This sets out both Partnerships of corporate significance which report to DX and Area-based partnerships that report to the relevant Area Committees.

## 6. Risk Matrix



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

## 7. Financial implications

7.1 None in relation to this report

## 8. Corporate Priority Implications

- Minimise impact to our residents of the major benefits changes proposed by government
- Make optimum use of resources for home adaptations to enable people to live independently
- Minimise homelessness by providing advice, support and housing options  
Provide welfare benefits support and advice to tackle poverty for our vulnerable residents

## 9. Carbon Emissions and Climate Change Implications

9.1 None in relation to this report

## 10. Equality and Diversity Implications

10.1 None in relation to this report but individual partnerships need to take account of the general equality duty in conducting their work

## 11. Background Papers:

District Exec Agenda & Minutes, October 2011/June 2012/ May 2013  
Scrutiny Task & Finish group meeting, 15 May 2012.

Table 1

**PARTNERSHIP REGISTER PRO-FORMA** (including guidance notes in *italic* for completing each section)

<b>Service:</b>	<b>Economic Development</b>
<b>Manager/Lead Officer:</b>	<b>David Julian</b>
<b>Assistant Director:</b>	<b>Martin Woods</b>

<b>Reports to:</b> Executive
------------------------------

<b>Name of Partnership:</b>	<b>Yeovil Innovation Centre</b>
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Partners/ Membership	Purpose	Constitution	Partnership agreement/ document	Reporting arrangements	SSDC Funding £
<b>South Somerset District Council, Somerset County Council &amp; Homes &amp; Communities Agency</b>	<b>A) Capital finance to set up the project B) Steering Board to advise</b>	<b>A) Legal contract B) Terms of Reference</b>		<b>SSDC is the accountable body</b>	<b>No grants beyond initial investment</b>
Total Budget £	Risks/Link to Risk Register	<i>Objectives &amp; SMART Targets</i>	<i>Results</i>	<i>Results review date</i>	<i>SSDC Corporate Priorities</i>
<b>Net income generated for 2013/14 is £34,000</b>		<b>3 Year Business Plan</b>	<b>Business Plan</b>	<b>Results reported to Steering Board &amp; District Executive as required</b>	<b>Focus 1: Jobs Directly meets 3 objectives</b>

<b>Partnership review date:</b> New to Register
<b>Review comments:</b>

Director approval:	tbc	Date:
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**ASSESSING THE NEED FOR A PARTNERSHIP**

Name of Partnership: Yeovil Innovation Centre  
 Service Manager: David Julian  
 Assistant Director: Martin Woods

	<b>1. Need for the Partnership</b>	<b>Yes/No</b>	<b>Give Details</b>
1.1	<b>Is it statutory?</b>	No	
1.2	<b>Is the partnership needed? What is the issue/problem that can only be tackled by having the partnership?</b> <i>Why was the partnership established? Has the need been clearly identified? Can funding only be accessed through having a partnership?</i>	Yes	Initial capital funding accessed through the partnership (SSDC, SCC and SWERDA – now the HCA) The funding partners have a legal Partnering Agreement
1.3	<b>Is it possible to deliver the outcomes of the partnership on our own or by an alternative method?</b> <i>e.g. Is there already a partnership tackling a similar issue, whose remit can be extended? What is the cost of delivery via the partnership vs. SSDC delivery?</i>	Yes	This will be reviewed once YIC revenue contributions are recovered.
1.4	<b>Which SSDC Corporate Objectives do the partnership outcomes support?</b> <i>Please refer to the Corporate Plan</i>	-	3 objectives met from the Jobs Theme
1.5	<b>What would be the impact of a) being in the partnership and b) not being in the partnership, to the following:</b>  Reputation/Relationships Obtaining funding Achievement of SSDC Corporate Objectives and Targets	<b>List here:</b>	<b>Funding Partner bound by contract</b>
	<i>Initial Assessment – should we continue? If yes, proceed to part 2</i>	Yes	

2. Objective of the Partnership		Yes/No	Give Details
2.2	<p><b>Are the objectives of the partnership clear? Do partners have a clear and shared vision of the benefits that the partnership will achieve?</b></p> <p>These should be in the Terms of Reference, which are agreed, owned and signed by all partners. These should be duplicate the objectives of each individual organisation</p>	Yes	Business Plan
2.3	<p><b>Does the partnership provide improvements in service delivery?</b> Does the partnership contribute to other SSC strategies and plans?</p>	Yes	ED Strategy
	How – list here?	Specified in high level action 1 of ED Strategy	
2.4	<p><b>Has the partnership undertaken and Equalities Impact Assessment?</b> All SSDC partnerships should carry out an Equalities Impact Assessment (EIA). This will ensure that the objective of the partnership do not have a negative impact on disadvantaged or socially excluded groups. Please contact Jo Morgan for help with this.</p>	Yes	



3. Resources		Yes/No	Give Details
3.1	<p><b>Are the resources required to effectively manage the partnership clearly identified?</b>  <i>Are the costs and resources clearly identified, forward planned, managed and reported?</i></p> <p><b>Specify:</b>  <b>Officer Time - hours per annum</b>  <b>Member time – hours per annum</b>  <b>Meetings - frequency</b>  <b>Travel time hours per annum</b>  <b>Admin time – hours per annum</b>  <b>Mileage</b></p>	Yes	See Business Plan
3.2	<p><b>Do the benefits outweigh the costs of the partnership?</b>  <i>How will the costs and benefits be measured? Will savings be made as a result of the partnership?</i></p> <p><b>How is the partnership evaluated?</b></p> <p><b>List :</b>  <b>Measures</b>  <b>Outcomes</b>  <b>Other evaluation methods</b></p>	Yes	The funding partners evaluate the partnership project with an overview maintained by the Steering Board.
3.3	<p><b>Are all the partners willing and able to devote the time and resources necessary to make the partnership succeed?</b>  <i>Is the vision/objectives realistic in the light of current resources?</i></p> <p><b>How much time does each partner contribute?</b>  <b>Do all partners attend?</b></p>	Yes	See Business Plan  SSDC is the operator of this project Other partners give time as required.

<b>4. Reporting, Governance and Accountability</b>		<b>Yes/No</b>	<b>Give Details</b>
<b>4.1</b>	<p><b>Terms of Reference?</b>  <i>Is there a Terms of Reference which are agreed, owned and signed by all partners, listing membership, voting powers and roles/responsibilities, timescale of partnership, frequency of meetings, plan of action for dissolving the partnership? Is there a formal partnership agreement signed by all parties?</i></p>	Yes	Strategy Board Term of Reference and Funding Partner Contract
<b>4.2</b>	<p><b>Are the governance arrangements adequate?</b>  <i>Are there clearly documented reporting lines from the partnership back to the constituent bodies? Are there reporting links between the various levels of authority within the partnership? Are there reporting mechanisms for other organisations/public?</i></p>	Yes	District Executive
<b>4.3</b>	<p><b>Are the financial management arrangements adequate, and openly reported?</b></p>	Yes	SSDC is the accountable body
<b>4.4</b>	<p><b>Does the partnership meet SSDC legal and procurement requirements?</b></p>	Yes	

<b>5. Performance Management</b>		<b>Yes/No</b>	<b>Give Details</b>
<b>5.1</b>	<b>How is performance measured and managed?</b> <i>Is it clear who is responsible for producing performance information? Is performance information reported adequately? How are projects managed by the partnership?</i>	Yes	See Business Plan
<b>5.2</b>	<b>Is the Partnership performing? What % of the objectives is being achieved?</b>	Yes	See Business Plan
<b>5.3</b>	<b>Have the risks been identified?</b> <i>Is there a link to the SSDC Risk Register? Does the partnership identify risks to the achievement of not meeting its objectives? Are there suitable mechanisms for managing identified risks, costs of transferring risk (See SSDC Risk Management Policy and Guidance), a risk register and action/monitoring plan?</i>	Yes	Included on SSDC Risk Register
<b>6. Review and Disputes</b>		<b>Yes/No</b>	<b>Give Details</b>
<b>6.1</b>	<b>Are there adequate procedures for resolving differences?</b> <i>Is there a clear protocol for dealing with disputes within the partnership? Is there a policy for dealing with complaints?</i>	Yes	Funding Partners have separate legally binding agreement
<b>6.2</b>	<b>Has a process for annual review/self assessment been agreed by the Partnership?</b> <i>Is there a process for reviewing the Terms of Reference and Partnership Agreement?</i>	Yes	Yes
<b>Should we stay in the partnership?</b> <b>Score – need 70% “yes” response to the above</b>		Yes	

Table 2

## Partnership Register – July 2014

Partnership	Comments	Reviewed on register by March 2014?	Lead officer	Signed off by A/D?
<b>Partnerships of Corporate significance reporting to the Executive</b>				
Somerset Waste Partnership (SWP)	Reviewed at District Executive February 2014, where Members approved the Somerset Waste Partnership Draft Business Plan 2014-19 on behalf of the authority	Yes	Vega Sturgess	Yes
South West Audit Partnership (SWAP)	Governance arrangements were reviewed in 2013 and SWAP is now a partnership limited by guarantee owned by the Local Authority partners. Members agreed this at Council in March 2013. A contract is in place until 2015	Yes	Donna Parham	Yes
Safer Somerset Partnership	The Partnership continues to develop and is currently undertaking a review, in which SSDC has a key role. An update report has been delayed to take account of the outcome of this Review	No (currently being undertaken)	Kim Close	Yes
Local Strategic Partnership (LSP) South Somerset Together (SST)	Reviewed at District Executive April 2014. Members were pleased to note the achievements of SST in 2013/14 to endorse the revised partnership agreement and note the continuing external funding	Yes	Helen Rutter	Yes
Market Towns Investment Group (MTIG)	The MTIG has developed the externally funded Portas programme this year and took a report to Scrutiny July 2013. MTIG remains a useful and productive partnership	Yes	Andrew Gillespie	Yes
Homefinder Somerset Partnership & Strategic IT	A report on Homefinder was presented to District Executive in October 2013 and Members approved the revised Homefinder Somerset Policy	Yes	Jon Batty	Yes
Strategic Partnership Against Hate Crime	This Group no longer meets and has been inactive for more than a year. Recommend that Partnership is deleted from Register	Yes	Steve Brewer	Yes

Partnership	Comments	Reviewed on register by March 2014?	Lead officer	Signed off by A/D?
Somerset Local Authorities Civil Contingencies Partnership	Signed up for another 2 years in 2013 so full review due in 2015  Following the major incident (flooding) in December 2013/January 2014 it has been decided to carry out a scrutiny review of the Partnership. This review will report to District Executive in September 2014	No (see comment)	Pam Harvey	Yes
Somerset Armed Forces Community Covenant Partnership	The Partnership has recently reviewed its structure and timetable of meetings, as well as Action Plan. These were all adopted by the Full Partnership on 9 Jan 2014	Yes	Kim Close	Yes
Chard Regeneration Scheme (Chard Vision)	Development Agreement signed and exchanged. Thereafter Development Agreement will be followed including milestones and triggers. Reporting to DX and briefing Area West as required in 2013/14. As the Scheme moves into the next phase arrangements will be reviewed.	Yes	Martin Woods	Yes
<b>Area-based Partnerships reporting to Area Committees</b>				
<b>Area West</b>				
The Stop Line Way	Some progress has been made in facilitating a planning application by developers that will include proposals to deliver the route from Millfield.  The designation to secure the route from the edge of the proposed development to the Dorset/Devon border should be agreed in 2014/15, pending further funding opportunities	Yes	Andrew Gillespie	Yes
Blackdown Hills AONB Partnership	A detailed report was presented to Area West Committee in October 2013 and fully supported by Members, who approved continued participation in this partnership.	Yes	Andrew Gillespie	Yes

Partnership	Comments	Reviewed on register by March 2014?	Lead officer	Signed off by A/D?
<b>Area East</b>				
Cranborne Chase and West Wilts Downs AONB Partnership	SSDC is committed to this Partnership in 2014 through a joint MoA signed in November 2013. SSDC has a statutory duty to be involved as an authority, as this Partnership covers part of Area East. A new management plan has been written and will be adopted by SSDC. Area East have declined to continue Cllr representation on this Partnership but Officer representation will continue. Update due to AEC in Autumn 2014.	Yes	Katy Menday	Yes
Heart of Wessex Rail Partnership	Report presented to AEC May 2013. Second year of funding (£2,000) confirmed. Annual report from partnership published and circulated to Cllr champions	Yes	Helen Rutter	Yes
<b>Area North</b>				
Somerset Levels & Moors Local Action for Rural Communities	The Local Action Group has benefitted from a transition grant for 2014 to support the submission of a further programme to DEFRA by the end of 2014. Updates to Area North Committee are made through the Area Development Plan and Member Appointments to Outside Bodies. A further report is due to Area North in June 14	Yes	Charlotte Jones	Yes
<b>Area South</b>				
Yeovil Vision	An update on the work of YV was reported to the ASC in July and November 2013	Yes	Kim Close	Yes
Heart of Wessex Rail Partnership	Report presented to ASC October 2013. Second year of funding (£1,000) confirmed. Annual report from partnership published and circulated to Cllr champions	Yes	Helen Rutter	Yes

# Agenda Item 12

## 2014/2015 Capital Budget Monitoring Report for the quarter ending 30<sup>th</sup> June 2014

*Executive Portfolio Holder:* Cllr Tim Carroll, Finance and Corporate Services  
*Strategic Director:* Mark Williams, Chief Executive  
*Assistant Director:* Donna Parham, Finance and Corporate Services  
*Service Manager:* Amanda Card, Finance Manager  
*Lead Officer:* Nicola Brine, Corporate / Management Accountant  
*nicola.brine@southsomerset.gov.uk or 01935 462642*

### Purpose of the Report

1. The purpose of this report is to update Members on the current financial position of the capital programme of the Council and to report the reasons for variations from approved budgets for the period 1<sup>st</sup> April 2014 to 30<sup>th</sup> June 2014.

### Forward Plan

2. This report appeared on the District Executive Forward Plan with an anticipated Committee date of August 2014.

### Public Interest

3. This report updates progress on capital expenditure in 2014/15.

### Recommendation(s)

4. That the District Executive: -
  - a) approve the revised capital programme spend as detailed in paragraph 6;
  - b) note the progress of individual capital schemes as detailed in Appendix A;
  - c) note the slippage over £50,000 in the capital programme as detailed in paragraph 8;
  - d) approve the allocation of any additional funding to be used within the capital programme as detailed in paragraph 10;
  - e) note the total land disposals to registered social landlords as detailed in Appendix B;
  - f) note the balance of S106 deposits by developers held in a reserve as detailed in Appendix C;
  - g) note the schemes that were approved prior to 2010, as detailed in Appendix D, and confirm approval for those projects that they wish to remain in the programme;
  - h) note the current position with regard to funds held by the Wessex Home Improvement Loans as detailed in paragraph 13;
  - i) Note the post completion report submitted as detailed in Appendix E.

### Background

5. Full Council approved the Capital Programme in February 2014. Monitoring of the agreed programme has been delegated to District Executive.

### Capital Programmes

6. The revised capital programme for this financial year and beyond is attached at Appendix A. The estimated spend for 2014/15 has been revised from **£5.078 million** to **£5.294 million** for the following reasons: -

	14/15 £'000	15/16 £'000	16/17 £'000	17/18 £'000	18/19 £'000
<b>Capital Programme for 2014/15 onwards approved at Full Council February 2014</b>	<b>5,078</b>	<b>821</b>	<b>91</b>		
Plus projects added to Capital Programme:					
Affordable Housing to bought not built properties in Crewkerne 4	169				
Affordable housing reserve to 80 South Street 1	100				
Purchase of land at Churchfields Drive, Castle Cary 2	70				
Affordable Housing to Larkspur Crescent, Yeovil 5	56				
Alterations to Petters House for lease to CAB 1	20				
Purchase of Caravan for Homeless Resident Affected by Flooding 2	15				
Area East reserve to North Cadbury VH Refurbishment 6	12				
Area East reserve to SCATT 6	10				
Save to Earn - Transfer of provision of Grove Toilets in Bruton 2	9				
Area North reserve to Ham Hill Recreation Ground - Youth Park 7	6				
Area East reserve to South Retail Support Initiative 6	1				
Less surplus funding for Sutton Montis returned to Area East reserve	(11)				
Less slippage from 2014/15 forecast to slip into 2015/16 and beyond (re-profiling)	(241)	130	111		
<b>Revised Capital Programme for 2014/15 at 30<sup>th</sup> June 2014.</b>	<b>5,294</b>	<b>951</b>	<b>202</b>		

(Figures shown in brackets reduce the capital spend in any particular year)

1 Approved at District Executive 3<sup>rd</sup> April 2014



- 2 Approved at District Executive 1<sup>st</sup> May 2014
- 3 Approved at District Executive 5<sup>th</sup> June 2014
- 4 Approved as Portfolio Holder Decision 13<sup>th</sup> June 2014
- 5 Approved as Portfolio Holder Decision 20<sup>th</sup> June 2014
- 6 Agreed by Area East Committee
- 7 Agreed by Area North Committee

7. The current Capital Programme allocates £9.855 million to various schemes over the next five years. Further details are shown in Appendix A.

	<b>£'000</b>
Capital Programme (as detailed in paragraph 6)	6,447
Contingent Liabilities and Reserve Scheme	3,408
<b>Total Programme to be Financed</b>	<b>9,855</b>

8. **Progress on various schemes**

Progress on individual schemes is attached at Appendix A. Appendix A also incorporates responsible officer comments on slippage and performance against targets.

The actual net position as at 30<sup>th</sup> June 2014 is net income of £353,000. This is made up of actual expenditure being £291,000 less grants received in advance for various projects of £644,000.

The current forecast net spend by the year end is £5.294 million. Schemes which are expected to be delayed this year and are more than £50,000 and have slipped to 2015/16 include:

<b>Project</b>	<b>Date Funding Originally Approved</b>	<b>Slippage to 2015/16 £'000</b>	<b>Reason for Delay</b>
New Car Parks	Feb 2008	99	Potential sites being investigated, but small part of budget reprofiled as unlikely to spend all in 14/15.

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

9. **Projects agreed before 2010**

There are number of schemes still in the capital programme where funding was agreed before 2010. Appendix D provides a reason for the delay in their progression. Members need to confirm their approval for the project to stay in the capital programme.

10. **Additional income**

This section highlights any new funding or changes to external funding that have been received by the Council within the last quarter.

<b>Project</b>	<b>Additional funding received £</b>	<b>Use of Funding</b>
Westfield School AGP Additional Funding approval	84	Reported as DX report to separate report on 5 <sup>th</sup> June 2014.
Disabled Facilities Grants	11	Additional DFG funding from central government.
Corpse Play Area	6	Funding from Ilton Parish Council towards play area

#### **11. Disposals to Housing Associations**

Since the last quarter there have been no further disposals of surplus/non strategic land at less than best consideration to Housing Associations as agreed under the delegated authority awarded to the appropriate Portfolio Holder in conjunction with the Assistant Director – Finance and Corporate Services. The total disposals/leases of this nature agreed, since the policy began, now stands at £1.573 million. Details of the land involved and the date of transfer, where completed, are shown in Appendix B to this report.

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

S106 agreements are legal agreements between Local Authorities and developers that are linked to a planning permission. Details of income relating to S106 agreements are shown in Appendix C categories by project type. The total balance held is £2,699,307. This is purely a South Somerset District Council financial summary, more detail on S106's is given to Area Committees on a quarterly basis.

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

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.

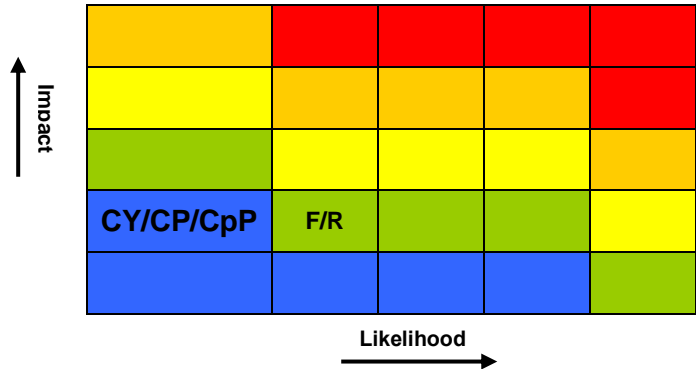
The Council has £622,948 of capital invested with WHIL. As at the end of June 2014 there was £283,857 on the loan book and £339,091 as available capital.

#### **14. Financial Implications**

These are contained in the body of the report.

#### **15. Risk Matrix**

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

**16. Corporate Priority Implications**

There are no specific implications in these proposals.

**17. Carbon Emissions and Climate Change Implications**

There are no specific implications in these proposals.

**18. Equality and Diversity Implications**

There are no specific implications in these proposals.

**19. Background Papers**

Revenue Quarterly Monitoring reports to District Executive.

	Original Date of Project Approval	Previous Years Spend £'000	In Year Monitoring				Original Budget Allocation £'000	Project Officer	Responsible Officers comments on action on slippage and performance against targets
			2014/15 Est Spend £'000	Actual Spend to 30/06/2014 £'000	2014/15 Remaining Budget £'000	Revised Future Est Spend £'000			
<b>Chief Executive/ Strategic Director (Corporate Services) - Mark Williams</b>									
<b>FINANCE &amp; CORPORATE SERVICES</b>									
Assistant Director - Donna Parham									
<b>ICT SERVICES</b>									
Service Manager - Roger Brown									
Portfolio Holder - Cllr Henry Hobhouse									
Hardware Replacement Programme 2010/11 to 2013/14	Feb 2009	368	61	0	61	0	429	R Brown	Capella migration to virtual infrastructure and SQL server delayed.
Hardware Replacement Programme 2014/15 to 2016/17	Feb 2014	0	58	0	58	20	78	R Brown	All on target. No immediate expenditure planned to date.
Windows 7	Dec 2011	347	89	0	89	0	436	R Brown	Project exceeded the brief in that originally target was to deliver 250 devices whereas currently over 400 delivered and Windows 7 has been 100% deployed. Within budget.
Disaster Recovery & Business Continuity	Nov 2013	58	2	0	2	0	60	R Brown	Remaining budget will be fully spent during Qtr 2.
Microsoft Lync	Jan 2014	14	123	31	92	0	137	R Brown	On budget. Slight non critical slippage against milestones due to synchronising with office sharing project.
<b>REVENUE &amp; BENEFITS SERVICES</b>									
Service Manager - Ian Potter									
Portfolio Holder - Cllr Tim Carroll									
Northgate Business Rates Software	October 2013	25	15	0	15	0	40	I Potter	Project spend is in line with budget expectation.

	Original Date of Project Approval	Previous Years Spend £'000	In Year Monitoring				Original Budget Allocation £'000	Project Officer	Responsible Officers comments on action on slippage and performance against targets
			2014/15 Est Spend £'000	Actual Spend to 30/06/2014 £'000	2014/15 Remaining Budget £'000	Revised Future Est Spend £'000			
<b>FINANCIAL SERVICES</b>									
<b>Service Manager - Amanda Card</b>									
<b>Portfolio Holder - Cllr Tim Carroll</b>									
Capital Salaries	Feb 2013	2,489	111	0	111	0	2,600	A Card	Profiled for Qtr 4 of 2014/15
Purchase land at Churchfields Drive, Castle Cary on behalf of TC	April 2014	0	70	70	0	0	70	D Parham / I Clarke	Purchased through an urgent decision. Castle Cary TC are intending to purchase off SSDC but are awaiting for confirmation from Secretary of State.
Crewkerne Aqua Centre Loan - Repayment	June 2005	(450)	(60)	(60)	0	(90)	(600)	A Card	Loan repayment made within schedule.
<b>Total Finance &amp; Corporate Services</b>		<b>2,851</b>	<b>469</b>	<b>41</b>	<b>428</b>	<b>(70)</b>	<b>3,250</b>		
<b>Strategic Director - (Place &amp; Performance) - Rina Singh</b>									
<b>ECONOMY</b>									
<b>Assistant Director - Martin Woods</b>									
<b>Portfolio Holder - Cllr Tim Carroll</b>									
Affordable Housing - Great Western Road, Chard	July 2012	0	460	0	460	0	460	C McDonald	Update on development programme being reported to DX shortly which will show some of the schemes in this programme removed as now funded by HCA. Adjustments to the allocated schemes and the unallocated housing reserve will be made after this report.
Affordable Housing - Millfield, Chard	April 2013	0	488	0	488	0	488	C McDonald	
Affordable Housing - Larkspur Crescent (Larkhill), Yeovil	July 2013	0	28	0	28	0	28	C McDonald	
Affordable Housing - Raglan Housing, 5 Bed Conversion	August 2013	0	59	0	59	0	59	C McDonald	
Affordable Housing - 5 Bed Conversion at Westfield Place	August 2013	0	70	0	70	0	70	C McDonald	
Affordable Housing - 6 Dwellings at Lyde Road Key Site	October 2013	0	30	30	0	0	30	C McDonald	Funding of scheme completed.

	Original Date of Project Approval	Previous Years Spend £'000	In Year Monitoring				Original Budget Allocation £'000	Project Officer	Responsible Officers comments on action on slippage and performance against targets
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Affordable Housing - Rual exception, Horton, Ilminster	October 2013	0	48	0	48	0	48	C McDonald	Update on development programme being reported to DX shortly which will show some of the schemes in this programme removed as now funded by HCA. Adjustments to the allocated schemes and the unallocated housing reserve will be made after this report.
Affordable Housing - Rual exception, Font Villas, East Coker	November 13	72	71	0	71	0	143	C McDonald	
Affordable Housing - Furnham Road Phase II	December 13	0	180	0	180	0	180	C McDonald	
Affordable Housing - 80 South Street, Bm'th Churches Hsg Ass	April 14	0	100	0	100	0	100	C McDonald	
Affordable Housing - Larkspur Crescent, Yeovil	June 2014	0	56	0	56	0	56	C McDonald	
Affordable Housing - Bought not built for 2 Crewkerne Properties	June 14	0	169	0	169	0	169	C McDonald	
Affordable Housing - Bought not built Allocation	Mar 2012	99	401	0	401	0	500	C McDonald	
<b>Total Economy</b>		<b>171</b>	<b>2,160</b>	<b>30</b>	<b>2,130</b>	<b>0</b>	<b>2,331</b>		
<b>COMMUNITIES</b>									
Assistant Directors - Helen Rutter & Kim Close									
<b>THIRD SECTOR AND PARTNERSHIPS</b>									
Service Manager - Alice Knight									
Portfolio Holder - Cllr Sylvia Seal									
Village Hall Grants	Feb 2006	930	15	0	15	0	945	A Knight	Grant of approx £5K waiting to be paid out. The remaining £10K remains unallocated at present.

	Original Date of Project Approval	Previous Years Spend £'000	In Year Monitoring				Original Budget Allocation £'000	Project Officer	Responsible Officers comments on action on slippage and performance against targets
			2014/15 Est Spend £'000	Actual Spend to 30/06/2014 £'000	2014/15 Remaining Budget £'000	Revised Future Est Spend £'000			
<b>AREA SOUTH</b>									
Service Manager - Kim Close									
Area Chairman - Cllr Peter Gubbins									
Reckleford Gytratory (Eastern Gateway)	Feb 2007	1,633	88	0	88	0	1,721	M Ainsworth	Remaining budget to be spent on remaining works (ie removal of traffic lights)
Local Delivery Vehicle (linked to Yeovil Vision)	Feb 2009	66	34	0	34	0	100	K Close	Remaining budget to be allocated to Yeovil Vision Projects.
Foundry House	April 1999	879	4	0	4	0	883	K Close	New project to be identified to spend remaining money in line with DCLG grant.
South Western Terrace - Improvement Grants	Mar 2003	208	2	0	2	0	210	M Ainsworth	Order was placed and awaiting completion of work to complete this project.
Birchfield Trim Trail	Feb 2014	0	5	3	2	0	5	N Ross	Project nearing completion with a few minor items of work still to be carried out.
Area South Committee Allocation		269	2	0	2	0	271	K Close	Updates reported to Audit Committee.
<b>AREA NORTH</b>									
Service Manager - Charlotte Jones									
Area Chairman - Cllr Shane Pledger									
Area North Committee Allocation		590	110	9	101	(2)	698	C Jones	Updates reported to Audit Committee.
<b>AREA EAST</b>									
Service Manager - Helen Rutter									
Area Chairman - Cllr Nick Weeks									
Market House Castle Cary	Feb 2010	216	(52)	1	(53)	0	164	P Williams	Major works complete, finishing programme of minor works agreed. Remaining retention to be held until end of defects period.

	Original Date of Project Approval	Previous Years Spend £'000	In Year Monitoring				Original Budget Allocation £'000	Project Officer	Responsible Officers comments on action on slippage and performance against targets
			2014/15 Est Spend £'000	Actual Spend to 30/06/2014 £'000	2014/15 Remaining Budget £'000	Revised Future Est Spend £'000			
Land Acquisition in Waterside Rd, Wincanton	Feb 2008	0	11	0	11	0	11	P Williams	Active landowner liaison. DV valuation expected mid July. Awaiting land acquisition before any enhancement work can take place to this budget reprofiled to 15/16 in line with likely acquisition at the end of the year.
Enhancements to Waterside Rd, Wincanton	Feb 2008	0	0	0	0	24	24	P Williams	
Area East Committee Allocation		5	81	15	66	0	86	H Rutter	Updates reported to Audit Committee.
<b>AREA WEST</b>									
<b>Service Manager - Andrew Gillespie</b>									
<b>Area Chairman - Cllr Angie Singleton</b>									
Market Towns Visions	Feb 2006	287	74	21	53	68	429	A Gillespie	Budget is being used to fund agreed "Priority Programme 3" and the "Portas Programme" projects. These are progressing well.
Area West Committee Allocation		0	13	0	13	0	13	A Gillespie	Updates reported to Audit Committee.
<b>Total Communities</b>		<b>5,083</b>	<b>387</b>	<b>49</b>	<b>338</b>	<b>90</b>	<b>5,560</b>		
<b>Strategic Director - (Operations and Customer Focus) - Vega Sturgess</b>									
<b>ENVIRONMENT</b>									
<b>Assistant Director - Laurence Willis</b>									
<b>ENVIRONMENTAL HEALTH</b>									
<b>Service Manager - Alasdair Bell</b>									
<b>Portfolio Holder - Cllr Peter Seib</b>									
Disabled Facilities Grants (Expenditure)	Feb 2013	3,179	0	(389)	389	0	3,179	A Bell	Budget £455K. Fully funded by central government. Still early in the year, budget spend to date as planned.
Empty Property Grants	Feb 2014	916	201	9	192	0	1,117	A Bell	Still early in the year, budget spend to date as planned.



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Home Repairs Assistance	Feb 2014	1,165	280	3	277	0	1,445	A Bell	Still early in the year, budget spend to date as planned.
HMO Grants	Feb 2014	464	59	13	46	0	523	A Bell	Still early in the year, budget spend to date as planned.
Loan Scheme for Somerset	Feb 2013	335	100	0	100	0	435	A Bell	Anticipated this will be paid over into loan fund this financial year.
Purchase of Caravan for Homeless Resident Affected by Flooding	Apr 2014	0	15	14	1	0	15	A Bell	Caravan purchased and in use.
<b>ENGINEERING AND PROPERTY SERVICES</b>									
<b>Service Manager - Garry Green</b>									
<b>Portfolio Holder - Cllr Henry Hobhouse</b>									
Capital Works associated with car parking proposals	Feb 2012	2	15	0	15	0	17	G Green	New signs to be ordered once accommodation issues complete and details known
Car Park Enhancements	Feb 2013	0	40	0	40	0	40	G Green	Works programmed - completed at Petters Way & Abbey Street but yet to be paid.
Car Park Enhancements	Feb 2014	0	50	9	41	100	150	G Green	
New Car Parks	Feb 2008	137	300	0	300	373	810	G Green	Investigating potential sites as per car park strategy - small reprofiling of budget to 15/16.
Birchfield Sewer Pollution Easement Works	Feb 2005	342	2	0	2	0	344	G Green	Works completed, small retention to be paid over during this year.
Capital Works to the Councils Portfolio	Feb 2012	2,032	31	0	31	0	2,063	G Green	Works programmed for 14/15. Slippage due to weather conditions Jan - March, and long term sickness issues within the team making resources limited. Plans being put in place to help move projects along.
Capital Works to the Councils Portfolio	Feb 2013	41	94	0	94	0	135	G Green	
Capital Works to the Councils Portfolio	Feb 2014	0	387	0	387	0	387	G Green	

	Original Date of Project Approval	Previous Years Spend £'000	In Year Monitoring				Original Budget Allocation £'000	Project Officer	Responsible Officers comments on action on slippage and performance against targets
			2014/15 Est Spend £'000	Actual Spend to 30/06/2014 £'000	2014/15 Remaining Budget £'000	Revised Future Est Spend £'000			
Adaptions to Petters House for CAB	April 2014	0	20	0	20	0	20	G Green	£10K contribution from revenue savings. £20K coming from CAB on completion of works. Works on site, completion end of July 14.
Transfer of Castle Cary Toilets	Feb 2013	0	42	42	0	0	42	G Green	Transfer completed.
Transfer of responsibility of Bruton Toilets	May 14	0	9	9	0	0	9	G Green	Transfer completed.
Gas Control System - Birchfield	Feb 2013	4	100	0	100	511	615	G Green	Works scheduled for 2014/15 but budget reprofiled in line with anticipated spend over next couple of years.
Yeovil Crematorium		477	84	0	84	0	561	G Green	Works scheduled for 2014/15 as per their capital programme.
<b>STREETSCENE</b>									
Service Manager - Chris Cooper									
Portfolio Holder - Cllr Jo Roundell Greene									
Severalls Park Fencing, Crewkerne	Feb 2014	0	14	0	14	0	14	S Fox	The fencing has been ordered and is in the process of being installed.
<b>Total Environment</b>		<b>9,094</b>	<b>1,843</b>	<b>(290)</b>	<b>2,133</b>	<b>984</b>	<b>11,921</b>		
<b>HEALTH &amp; WELL-BEING</b>									
Assistant Director - Steve Joel									
Portfolio Holder - Cllr Ric Pallister									
<b>ARTS AND ENTERTAINMENT</b>									
Service Manager - Adam Burgan									
Portfolio Holder - Cllr Sylvia Seal									
Capital Works Octagon Theatre - Roof over Front of House	Feb 2013	0	30	0	30	0	30	A Burgan	Revised quotes being obtained with work to be carried out later in year.

	Original Date of Project Approval	Previous Years Spend £'000	In Year Monitoring				Original Budget Allocation £'000	Project Officer	Responsible Officers comments on action on slippage and performance against targets
			2014/15 Est Spend £'000	Actual Spend to 30/06/2014 £'000	2014/15 Remaining Budget £'000	Revised Future Est Spend £'000			
<b>COMMUNITY HEALTH AND LEISURE</b>									
Service Manager - Lynda Pincombe									
Portfolio Holder - Cllr Sylvia Seal									
Community Play Schemes	Feb 2007	412	73	25	48	0	485	R Parr	Construction work due to start at Larkhill this summer. Expect completion of Stanchester Way in July/August. Retention to be paid on Blackdown View & Furzehill. No progress as yet with Lavers Oak & Packers Way.
Youth Facilities Development	Feb 2007	25	30	0	30	0	55	R Parr	Assessment being carried out as to whether funds should remain allocated.
Multi Use Games Area	Feb 2008	265	45	0	45	70	380	R Parr	Wincanton MUGA construction due for completion July/August. Funding for Castle Cary & Ilminster moved to 15/16.
Grants for Parishes with Play Area	Feb 2008	437	32	0	32	0	469	R Parr	Remaining planting at Gainsborough, Milborne Port cannot be done until Autumn to complete this grant. Rickhayes, Wincanton actively funding and trying to progress project. Grants to Ilton & Henhayes hopefully late 14/15.
Grant to Summerhouse View Play Area	Feb 2014	0	10	0	10	0	10	R Parr	Discussions with Town Council are underway to develop this further.
Synthetic Grass Pitch	Feb 2007	796	21	0	21	0	817	L Pincombe	Project complete. Retention to be released shortly upon confirmation that a floodlighting contract in place. Remaining funding will be used to deliver CCTV and lighting on footpath in 14/15 providing staff capacity allows.

	Original Date of Project Approval	Previous Years Spend £'000	In Year Monitoring				Original Budget Allocation £'000	Project Officer	Responsible Officers comments on action on slippage and performance against targets
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Yeo Rec - Phase 2 Works (Pitch & Putt Fencing)	Feb 2005	31	0	0	0	7	38	L Pincombe	This funding was originally allocated towards both the replacement of pitch and putt fencing (completed some years ago) and for the future replacement of the pitch and putt carpet. With careful maintenance, the carpet has lasted far longer than originally envisaged and while now showing signs of wear, will probably last another 1-2 years.
Grant to Henhayes Sports & Community Centre	Feb 2010	252	14	0	14	0	266	L Pincombe	Demolition of old changing rooms and restatement of ground underway. Options for the delivery of a new playing pitch being explored.
Grant to Westfield AGP	Feb 2014	0	56	(84)	140	0	56	L Pincombe	Artificial grass pitch due to commence shortly and be complete by September 2014.
Scoreboard Langport & Huish Cricket Club	Oct 2011	0	0	1	(1)	0	0	L Pincombe	The remaining £600 (approx) to be used for changing room improvements.
Grant to Milborne Port Rec Changing Rooms	March 2014	0	0	0	0	0	0	L Pincombe	Changing rooms now complete, final 10% retention (£5K) expected to be claimed/paid shortly. Fully funded by S106.
Yeovil Country Park Ranger Base	Feb 2010	7	118	(125)	243	0	125	K Menday / R Whaites	Works have commenced on site, with anticipated completion 27th October. Contractors progressing well. Majority of external funding in with some of the remaining funds only claimable once building has been completed.
Dual Use Sport Centre Grants	Feb 2005	213	47	0	47	0	260	S Joel	Allocated for the Holyrood project, and an in-principle offer has been made to the Academy. Project expected to commence in April 2015.

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Sports Zone- Inc	Feb 2008	0	(50)	0	(50)	0	(50)	S Joel	No comments received.
Goldenstones 10 year plan/repayment	Mar 2011	20	(20)	0	(20)	0	0	S Joel	No comments received.
Wincanton Community Sports Centre 10 year plan	Sept 2012	77	29	0	29	72	178	S Joel	No comments received.
<b>Total Health &amp; Well-being</b>		<b>2,535</b>	<b>435</b>	<b>(183)</b>	<b>618</b>	<b>149</b>	<b>3,119</b>		
<b>Total Capital Programme</b>		<b>19,734</b>	<b>5,294</b>	<b>(353)</b>	<b>5,647</b>	<b>1,153</b>	<b>26,181</b>		

#### Reserve Schemes Awaiting new Appraisal but Approved in Principle

Old Town Station Reserve	321	0	321	0
Market Towns Vision	300	0	300	0
ICT Reserve	337	0	337	0
Affordable Housing - Unallocated	621	0	621	1,200
Affordable Housing - rural exception schemes	355	0	355	0
Housing & Planning Delivery Grant	96	0	96	0
Feasibility Fund - Unallocated	158	0	158	0
Crematorium Reserve	46	0	46	0
Contingency for Plant Failure	0	0	0	130
Top up Area Capital - New Feb 2014 Allocation	0	0	0	0
Ropewalk at 94 High Street West Coker	60	0	60	0
Home Farm, Somerton	53	0	53	0
Lufton 2000 - All Phases	0	0	0	(1,016)
Gypsy & Traveller Acquisition Fund	0	0	0	50
Infrastructure & Park Homes, Ilton - £60K Grant for MUGA	0	0	0	0
Infrastructure & Park Homes Contingency	0	0	0	54
	<b>2,347</b>	<b>0</b>	<b>2,347</b>	<b>418</b>

	Original Date of Project Approval	Previous Years Spend £'000	In Year Monitoring				Original Budget Allocation £'000	Project Officer	Responsible Officers comments on action on slippage and performance against targets
			2014/15 Est Spend £'000	Actual Spend to 30/06/2014 £'000	2014/15 Remaining Budget £'000	Revised Future Est Spend £'000			

**Area Reserve Schemes Awaiting Allocation But Approved in Principle**

North	5	0	5	281
South	0	0	0	161
East	30	0	30	25
West	6	0	6	119
<b>Total</b>	<b>40</b>	<b>0</b>	<b>40</b>	<b>586</b>
Capital Programme	5,294	(353)	<b>5,647</b>	1,153
Contingent Liabilities and Reserve Schemes	2,387	0	<b>2,387</b>	1,021
<b>Total Programme to be Financed</b>	<b>7,681</b>	<b>(353)</b>	<b>8,034</b>	<b>2,174</b>

## Land Transfers

## Appendix B

<b>Agreed Transfers of land to Housing Associations at nil cost:</b>	<b>Date of transfer</b>	<b>Perceived value of land £</b>
Bund to the rear of Devonia, Furnham Road, Chard, TA20 1BE	11.3.2005	150,000
Land at New Close, Haselbury Plucknett, Crewkerne, TA18 7QY	18.07.2006	100,000
Land fronting 2-16 Furzehill, Chard, TA20 1AN	31.05.2007	12,000
Land at Wheathill Way, Milborne Port, Sherborne, DT9 5EZ	10.10.2006	20,000
Land at Bracey Road, Martock, TA12 6HE	20.01.2006	144,000
Land at Marl Close/Springfield Road, Yeovil, BA21 3NE	30.09.2005	80,000
Land adj 2 & 3 Horseshoe Cottages, Newtown, Coat Rd, Martock, TA12 6EX	20.12.2006	85,000
Land at Thomas Cross, Yeovil, BA21 4HF	18.08.2008	400,000
Birchfield Pavilion, Lyde Road, Yeovil, BA21 5QR	12.08.2008	55,000
Land at Woodhayes, High Street, Henstridge, Templecombe, BA8 0RF	10.10.2008	16,000
Land at Landseer, Blackacre Hill, North Cheriton, Templecombe, BA8 0AS	15.03.2007	10,000
Land at Lowther Road, Yeovil, BA21 5PE	15.04.2008	190,000
Land at Monmouth Road, Yeovil, BA21 5PB	16.11.2007	40,000
Drainage easement Devonia redevelopment, Furnham Rd, Chard, TA20 1BE	20.12.2007	15,000
Land at St Georges Avenue, Yeovil, BA21 4QX	24.06.2011	18,000
Greenhill Road, Yeovil	25.01.2012	1
Ruddock Close, West Coker, BA00 9BX	27.06.2012	40,000
Montague Way, Chard	01.10.2012	10,000
Minchingtons Close, Norton Sub Hamdon	13.08.2013	7,500
Northbrook Road, Yeovil	08.10.2013	1
Larkspur Crescent, Yeovil	10.12.2013	70,000
Parsons Close, Long Sutton	01.05.2013	2,000
Font Villas, West Coker	27.11.2013	100,000
Land at Blackdown View, Ilminster	to be completed	8,500
		<b><u>1,573,002</u></b>

**X3032 Deposits by Developers**

**Appendix C**

Developer	Planning Reference	Deposit £	Date Deposited	Drawdown £	Balance £	Comments	Timeframe
Hopkins - Deansley Way, Wincanton		15,000.00	05-Jan-99		9,951.82	highway works	
Prowting homes SW Ltd. Re Station Rd Ilminster		10,000.00	13.June.02	-8,547.66	1,452.34	New footbridge across Dodham Brook to Summerhouse Hill	
Suncrest, Level Lane, Charlton Horethorne		4,000.00	13/05/05		4,000.00	For road improvement works - contact at SCC Claire Cornelius	
Waitrose Development South St Crewkerne	06/01012/FUL	100,000.00	22/05/07		100,000.00	Possible new sites being investigated by L Willis. Specifically for Crewkerne	
SSH - Beckington Cres, Auckland & Montague Way, Chard		23,168.00	03/12/08	-11,385.00	11,783.00	Strategic Sports Facilities £5,802 Equipped Play (Jocelyn Park, Chard) £11,385 Local playing pitch improvements £5,981	
Cassingham - Dodham Crescent	07/03834/FUL	31,681.00	10/06/09	-23,559.00	8,122.00	£27,181 Leisure and £4,500 for a foot bridge	
Yarlington Housing - Woodhayes Henstridge Phase 2	07/05552/FUL	40,727.00	13/07/09	-6,325.00	34,402.00	Play equipment provision (£11,500) Playing pitch contribution (£20,347) Strategic Leisure Contribution (£8,880)	
Jephsons Home - St Thomas Cross	07/04664/FUL	24,000.00	12/11/09	-8,923.00	15,077.00	Kickabout wall/equipped play (£5,337), Maintenance for Kickabout wall (£1,920), Playing pitches (£12,135) and Strategic Leisure contribution (£4,608)	
Abbey Manor Group - Former Seaton Road Garage, West Hendford	05/00677/OUT	159,230.00	04/05/10	-119,893.14	39,336.86	Open Space Maintenance (£13,111.14), Strategic Leisure (£52,447.54), Education - SCC (£54,336.66), Highways Improvements - SCC (£39,335.66)	
Hastoe West - Land at North Yard, 122 Station Road, Ilminster	07/05553/FUL	42,148.00	07/07/10	-7,000.00	35,148.00	Equipped Play Contribution (£6,958 - acquisition and installation/installation at Winterhay Lane, Ilminster Play Area. £5,692 commuted sum to maintain equipment), Playing Pitch Contribution (£20,845), Strategic Facilities Contribution (£7,020) and Youth Facility Contribution (£1,633)	Strategic Facilities Contribution over 10 years, all others within 5 years.
Yarlington Housing Group	08/04366/FUL	32,766.00	17/10/11	-19,913.24	12,852.76	Improvements to Milford Park Rereation Area (£12,852). Provision of Play Equipment (£10,953.24) and long-term maintenance of equipment (£8,960)	Must be spent within 5 years
Strongvox Homes - Prigg Lane, South Petheron development	09/03095/FUL	44,194.72	31/03/11	-17,108.00	27,086.72	Contribution towards off-site provision of open space and recreation facilities (£29,114.95) Contribution towards off-site provision of play space and youth facilities (£15,079.77)	
Yarlington Housing Group - Copse Road, Ilton	08/05090/FUL	98,101.00	07/07/11, 19/12/11	£63,259 £34,842 -5,715.00	92,386.00	Off-site recreation contribution to be spent at Ilton Recreation Ground (£30,900). Play equipment contribution: Purchase of equipment (£14,186) and Commuted Sum Maintenance (£8,065); Youth Facilities (£7,411) and Commuted Sum Maintenance (£2,697)	
Persimmon Homes SW Ltd	07/03984/FUL	160,667.44	15/04/11	-72,005.00	88,662.44	Play & Youth Contribution (£117,434.43), Strategic Leisure Contribution (£43,243.01). Both sums to be spent within 5 years of the date of receipt.	
Strongvox Homes - Shudrick Lane, Ilminster	06/02906/OUT	138,994.62	20/06/11		138,994.62	Breakdown will be available once the monies are received	



Developer	Planning Reference	Deposit £	Date Deposited	Drawdown £	Balance £	Comments	Timeframe
C G Fry and Son Ltd	07/03534/FUL	149,253.33	25/07/11	-65,945.68	83,307.65	MUGA Contribution towards provision of a floodlit multiuse games area in Langport (£8,151.68), Playing pitch contribution towards the provision of playing pitches in Langport (£104,037.30), Sports Hall Contribution towards the provision of additional badminton courts in Langport (£24,288.36) and Swimming Pool Contribution: £12,776.09 towards the provision of additional swimming lanes or Pools in Langport.	
Summerfield - Cedar Close, Chard	09/01372/FUL	67,211.49	08/06/11		67,211.49	Sports, Art & Leisure Contribution: £41,208.64 for the provision of maintaining sports arts and leisure facilities in the area. Equipped Play & Youth Contribution: £26,002.85 for the provision of maintaining equipped play and youth facilities in the area.	
Betterment Properties	10/03721/FUL	55,000.00	25/07/11		55,000.00	Provision for Zebra Crossing (£50,000) and commuted sum for Misterton Parish Council for maintenance of bus stop (£5,000).	
Yarlington - St Georges Avenue, Yeovil	09/03801/FUL	138,678.00	17/10/11	-70,785.00	67,893.00	Off-site recreation contribution (£48,263.37) and long-term maintenance of the facilities (£19,629.63). Equipped Play Contribution for Milford Park Play Area (£43,934.15) and long-term maintenance of the facilities (£26,850.85)	Must be spent within 5 years
Yarlington - Eastover, Langport	09/02237/FUL	36,266.00	17/10/11	-20,605.37	15,660.63	Enhancement/improvements at Langport Cricket Club (£5,206.85), long-term maintenance (£2,648.63) and costs and expenses for improvements at Langport & Huish Memorial Rec Ground (£12,188.52). Equipped Play Contribution at Langport & Huish Memorial Rec Ground (£7,550) and long term maintenance (£4,293). Youth Facilities in Langport (£3,210) and long-term maintenance of facilities (£1,169).	Must be spent within 5 years
Yarlington - Greenhill Road	09/02228/FUL	63,024.00	17/10/11	-14,951.26	48,072.74	Contribution towards enhancement/improvement of community sports pitch and changing rooms at Yeovil Rec, a Yeovil School or Milford Park (£23,851.03) and long-term maintenance of facilities (£7,393.97). Play equipment at Birchfield Play Area (£14,951.26) and long-term maintenance (£5,871.87) and Youth Facilities at Birchfield Play Area (£5,871.87) and long term-maintenance (£2,198.72).	Must be spent within 5 years
Yarlington - Westfield Road, Curry Rivel	09/00023/FUL	35,167.00	17/10/11		35,167.00	Contribution towards improvement/enhancement of any recreation area or play area in Curry Rivel (£13,452). Installation of play equipment on the Recreation Ground, Westfield, Curry Rivel (£5,866.63) and long-term maintenance (£5,866.63). Youth Facilities in Curry Rivel (£4,053.95) and long-term maintenance (£1,473.04).	Must be spent within 5 years
Yarlington - Hillcrest Road, Templecombe	08/05323/FUL	39,654.00	17/10/11		39,654.00	Improvement of play facilities (£22,340) and provision of play equipment and safety surface (£?) and long-term maintenance of equipment	Must be spent within 5 years
Yarlington - Larkhill Road, Yeovil	08/05133/FUL	31,347.00	17/10/11	-17,516.00	13,831.00	Improvement to recreational area/open space within 2km radius (£8,228). Provision of Play Equipment at Monks Dale (£10,609.54) (£6,655.46 long term maintenance) and Youth Facilities (£4,166.29) (£1,687.71 long term maintenance).	Must be spent within 5 years
Yarlington - Cox's Close, Bruton	08/04305/FUL	23,965.00	17/10/11		23,965.00	Improvement to community sports pitches in Bruton (£5,676.21) and long term maintenance (£2,887.79). Play Equipment at Jubilee Park Play Equipment (£2,803.36) and long-term maintenance (£4,362.21) and Youth Facilities in vicinity (£2,803.36) and long-term maintenance (£1,096.59).	Must be spent within 5 years
Yarlington - Chard	10/01967	45,060.00	05/12/11	-16,560.00	28,500.00	Implementing of a MOVA traffic control system in Chard (£16,560). Enhancement to adjoining recreation areas at Upper & Lower Henson Park, Chard (£28,500)	
Persimmon Homes - Maiden Beech	07/04736/FUL	411,655.00	16/04/12	-216,030.00	195,625.00	Breakdown will be available once the monies are received	
Strongvox - Alvington Farm	08/04357/FUL	34,889.00	05/03/12	-31,385.00	3,504.00	Providing or enhancing existing off-site sporting and recreation facilities within 3 miles of site (£31,385) and long-term maintenance (£3,504)	Must be spent within 10 years

Developer	Planning Reference	Deposit £	Date Deposited	Drawdown £	Balance £	Comments	Timeframe
13 Primrose Lane	11/04443/FUL	29,381.67	23/03/12	-1,512.00	27,869.67	Equipped playspace contribution for Cavalier Way Play Area (£5,244) with commuted sum (£2,981). Youth Facilities contribution for Birchfield Park (£1,030) and commuted sum (£374.69). Playing pitch contribution for new rec ground in Yeovil or enhancement of existing site (£3,106) and commuted sum (£1,698.86). Changing room provision for new or enhanced in Yeovil (£4,920) and commuted sum (£388.87). Strategic off site provisions in Yeovil - Swimming Pool (£221), sports hall (£3,637), indoor tennis court (£1,422), synthetic turf pitches (£482) and theatre and arts centre - Octagon Theatre (£1,878)	Must be spent within 5 years (equipped play, youth facilities and playing pitches contribution), or 10 years (strategic contributions)
Persimmons Homes - Land at Alvington	Awaiting Details	4,941.22	15/02/12		4,941.22	Long term maintenance of the land transferring	
Yarlington - Land at Northbrook Road, Yeovil	09/04939/FUL	56,506.00	31/05/12		56,506.00	Off-Site Recreation Contribution (£35,145) with commuted sum of £10,380. Youth Facilities Contribution (£7,783) with commuted sum of £3198.	
Yarlington - Milford Road, Hillcrest Road and Wingate Avenue, Yeovil	08/04366/FUL	35,386.00	31/05/12		35,386.00	Playing Pitch Contribution: £35,386, as a contribution towards either laying out of new formal playing pitches on Milford Park and/or reconstruction/improvements to existing pitches at Milford Park	
Betterment Properties	Awaiting Details	4,000.00	16/05/12		4,000.00	Awaiting Breakdown	
GC Fry	07/03534/FUL	34,528.70	13/06/12		34,528.70	Equipped Play Contribution towards the cost and expenses of providing a new play area in Curry Mallet (£4,177) and commuted sum of £2,374 for the long term maintenance. Youth facilities contribution towards the cost and expenses of providing youth facilities in Curry Mallet (£820) and a commuted sum of £298 for long term maintenance. Strategic Communities Facilities Contribution towards expanding and enhancing the Octagon Theatre (£1,496); the development of a new 3G artificial grass pitch in Langport/Huish Episcopi (£384); the development of a new indoor swimming pool in Langport/Huish Episcopi area or towards the development of a centrally based 8 lane district wide competition pool in Yeovil (£1,767); the provision of a new indoor tennis centre in Yeovil (£1,330); enhancement of the sports hall at Huish Episcopi Academy School or towards the development of a centrally based sports hall in Yeovil (£2,897).	
Page, Gulliford & Gregory - Lyddons Farm, Curry Mallet	11/02783/FUL	15,500.00	18/06/12		15,500.00	Bus Shelter Contribution (£5,726); Youth Facilities Contribution towards youth facilities at Jubilee Park, Bruton or construction of new youth facilities serving the Bruton area at some location within radius of two miles of the site (£10,221); Sports Hall Contribution towards improvements to Wincanton Sports Centre or the construction of new sports hall serving the Bruton Area built within a 5 mile radius of this site (£26,321); Swimming Pool Contribution towards existing swimming pool & related wet facilities at the Wincanton Sports Centre or the construction of new facility serving the Bruton Area built within a 5 mile radius of this site (£13,845); Footpath Contribution (£5,156)	
Bellways Homes - Frome Road, Bruton	06/03915/OUT	61,269.00	13/08/12		61,269.00	Awaiting Breakdown	
Persimmons Homes	Awaiting Details	325,922.00	Outstanding		325,922.00	Breakdown will be available once the monies are received	

Developer	Planning Reference	Deposit £	Date Deposited	Drawdown £	Balance £	Comments	Timeframe
Porter Dodson	Awaiting Details	26,691.12	24/09/12		26,691.12	Awaiting Breakdown	
CG Fry and Son Ltd -	Awaiting Details	52,939.00	Outstanding		52,939.00	Breakdown will be available once the monies are received	
	Awaiting Details	1,500.00	01/10/12		1,500.00	Awaiting Breakdown	
	Awaiting Details	141,892.34	13/05/13	-8,166.75	133,725.59	Awaiting Breakdown	
	Awaiting Details	283,026.76	13/05/13	-36,844.00	246,182.76	Awaiting Breakdown	
Persimmons	Awaiting Details	129,059.00	Part Paid £104,028 30/9/13		129,059.00	Awaiting Breakdown	
Yarlington	Awaiting Details	112,655.00	23/09/13		112,655.00	Awaiting Breakdown	
	Awaiting Details	123,081.48	19/12/13		123,081.48	Awaiting Breakdown	
	Awaiting Details	43,406.62	14/04/14	-32,502.62	10,904.00	Awaiting Breakdown	
		<b><u>3,371,045.41</u></b>			<b><u>2,699,307.61</u></b>		

## APPENDIX D

### Projects agreed before 2010

The table below highlights the schemes agreed before 2010, 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 Originally Agreed	Original Budget £'000	Remaining Budget £'000	Reason for Delay (Update from Officer)	Risks of not retaining funding (Update from Officer)
New Car Parks	Feb 2008	818	673	Delayed due to suitable land not being available at present time. £99k re-profiled to 14/15.	The Council would not be able to meet its requirements under the original adopted car parking strategy. This has now been superseded by the adopted strategy in June 2013 which also identified other towns for new car parks. Suggest the money within the capital budget is available to meet the action points for 'new car parks' in the latest car park strategy.
Dual Use Sports Grants	Feb 2005	260	47	£140,000 was paid out to two projects during 2013/14. £40,000 is allocated for the Holyrood project, and an in-principle offer has been made to the Academy. Project expected to commence in April 2015 subject to the outcome of an application to the English Hockey Board.	<p>An in-principle offer has been made to the Academy.</p> <p>The loss of the £40,000 grant allocated to the Holyrood Academy in 2014/15 would prevent the AGP surface from being replaced, putting the facility at risk of being closed unless alternative funding can be found by the Academy.</p> <p>The reputational damage would be extremely detrimental to the future dual use provision at this site. This provision is a vital component of the sport and leisure strategy and the network of facilities for residents.</p>

Project	Date Funding Originally Agreed	Original Budget £'000	Remaining Budget £'000	Reason for Delay (Update from Officer)	Risks of not retaining funding (Update from Officer)
Market Towns Vision	Feb 2006	438	121	MTIG was modelled on the concept of a local brokering table. Specific Capital Investment Programmes emerge through opportunity and negotiation. The total amount made available through MTIG is more like the capital programme managed in each of the Areas and will contain unallocated balances. It is not one scheme and does not have an end date as such and so has not been delayed in any formal sense. However, delivery is dependent on local capacity to champion schemes and public sector capacity to engage with delivery issues – e.g Coach Parking – both of which can be limited at times. The total capital budget of £450,000 was agreed in 07/08. Since then £ 329k has been spent on over 70 enhancement projects in 11 Market Towns agreed and supported by the Market Towns Investment Group.	The budget remains central to the continuation of this collaborative work. If the capital funds were withdrawn, the raison d'être for the MTIG would disappear. The MTIG model does work and was supported in the AD lean review and by Scrutiny. The rate of spending is mostly determined by the capacity of SSDC, town councils and local regeneration groups to organise and deliver sound schemes together. This is limited by a variety of local and district wide circumstances. Measures to increase that capacity are possible but would require either increased revenue spend or a further review and re focussing of Area Development Work in North, West and East to invest more in the specific development of MTIG.
Reckleford Gyratory	Feb 2007	1,721	88	Remaining budget will be allocated to remaining works in 14/15.	The appointed contractor is required to complete some lighting works and to replant the majority of the landscaped areas. This retention is being held to ensure they carry out these works, once they have done this satisfactorily the retention will be paid. If the remaining money is no longer there SSDC will be in breach of the contract.
Multi Use Games Area's	Feb 2008	370	115	Five new MUGA's have been created across the district and subject to external funding decisions we expect the	The Council would be unable to provide financial support MUGA projects it has promoted at Wincanton (£35,000 grant

Project	Date Funding Originally Agreed	Original Budget £'000	Remaining Budget £'000	Reason for Delay (Update from Officer)	Risks of not retaining funding (Update from Officer)
				<p>Wincanton MUGA to be delivered this Summer.</p> <p>Ilminster are in the process of establishing a master plan for their recreation ground, which we expect to finalise their MUGA location.</p> <p>Ilminster &amp; the original allocation to Castle Cary have been re-profiled to 15/16.</p>	<p>offer) and Ilminster (£35,000 grant offer). The reputational damage would be high in both communities.</p> <p>No grant offer has been made to reallocate the £35,000 originally declined by Castle Cary. However, they are still looking at potential sites, and also Bruton TC has expressed an interest. Removal of the funding would prevent the Council from being able to support this scheme.</p>
Community Play Schemes	Feb 2007	539	133	<p>14 community play schemes have been completed. In terms of sites in progress the remaining projects:</p> <p><u>Area South:</u> Larkhill – construction work due to start this summer.</p> <p><u>Area North:</u> Stanchester Way - Expect completion in July/Early August.</p> <p>Lavers Oak – no further progress yet.</p> <p><u>Area West:</u> Blackdown View &amp; Furzhill – are largely completed, some small loose ends &amp; retention to pay.</p> <p>Redstart – has now been completed.</p> <p>Packers Way – no further progress yet.</p>	<p>The Council would be unable to maintain and replace the play areas it owns and manages to the required standards.</p> <p>Children would be put at risk.</p> <p>Non-payment of retention sums would place the Council in breach of contract.</p> <p>The reputational damage would be high.</p>
Grants for Parishes with play	Feb 2008	718	73	<p>12 grants to parishes with play areas have been completed and paid. Remaining schemes are in progress and include:</p> <p><u>Area East:</u> Gainsborough – practically complete. Rickhayes – actively fundraising for scheme, re-profiled 15/16.</p> <p><u>Area North:</u> Ilton – keen to progress this year.</p>	<p>The Council would be unable to financial support parish play area projects it has promoted and where local expectations have been raised.</p> <p>Non-payment of retention sums would place Parish Councils in breach of contract. Children may be put at risk. The reputational damage would be high.</p>

Project	Date Funding Originally Agreed	Original Budget £'000	Remaining Budget £'000	Reason for Delay (Update from Officer)	Risks of not retaining funding (Update from Officer)
				<u>Area West</u> : Henhayes - keen to progress this year.	
Land Acquisition & Enhancement at Waterside Road	Feb 2008	35	35	No spend. Within this historic legal agreement we are due to receive an area which is already established as open space. Although we currently maintain some of the other area, the rest has deteriorated and requires significant tree felling and landscape works to reduce risks and make it manageable for the future. The funding profile is being updated in light of the time lapse and the cessation of obligations for the stone wall and a portfolio view sought.	These works and our ability to exercise the option to acquire a car parking area would not happen if the capital allocation is withdrawn. The consequence would be long term decline of this amenity area and increased risk from the unmaintained area. Portfolio view is that we negotiate with the owner on a value of the car park area and proceed with this asap.
Youth Facilities Development	Feb 2007	55	30	Five new youth facility projects have been successfully completed as a result of this capital project. An audit of youth facilities across the district will be completed early this year and enable the settlements most in need of youth facility provision to be identified and supported with the remaining funding.	The Council would be unable to respond to demands for youth facility provision from smaller communities across South Somerset not being supported by the MUGA or Community Play Grant Scheme.
Local Delivery Vehicle (Yeovil Vision)	Feb 2009	100	34	Original budget changed as some transferred direct to individual projects. Remaining budget to be allocated to Yeovil Vision projects.	
Village Hall Grants	Feb 2006	945	15	Officers are in discussions with group for grant award to Martock Community Hall.	These would not be possible without the funding. This would leave £10K remaining unallocated, and if withdrawn would mean no further awards.

<b>Project</b>	<b>Date Funding Originally Agreed</b>	<b>Original Budget £'000</b>	<b>Remaining Budget £'000</b>	<b>Reason for Delay (Update from Officer)</b>	<b>Risks of not retaining funding (Update from Officer)</b>
Foundry House	Apr 99 *	883	4	* Subsequent reports to DX since this date.	New project to be identified to spend remaining money in line with DCLG grant.
South Western Terrace Grants	Mar 2003	210	2	Remaining budget to be spent by end of financial year.	Some funding has been held back as a retainer until a problem with a sign has been resolved. It is hoped that the problem will be resolved shortly and the final instalment of the agreed grant contribution will be paid as agreed in writing by SSDC. If we do not have the final instalment available the grant applicant may begin legal action against us.



<b>NAME OF PROJECT</b>	<b>PRINCES STREET ENHANCEMENT SCHEME PHASE 2</b>
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**Project Number****Financial Summary**

## Budget:

SSDC funding	Area South Capital	£80,000
	Yeovil Vision	£30,000
External Funding	YTC	£24,000
Total Budget		£134,000

Total Actual Expenditure	£134,000
Commitments	0
Project under/over spend	£0

**Project Duration Summary**

	<b>Original Estimated Date</b>	<b>Actual Date</b>
Project Commenced	September 2009	September 2009
Project Completed	December 2011	June 2013

**Milestones**

<b>Key Milestones</b>	<b>Estimated Date</b>	<b>Actual Date</b>	<b>Reasons for Difference</b>
<i>Stage one – Design scheme (brief, appointment of consultants, concept design signed off)</i>	September 2010	June 2011	This element was more time consuming than originally perceived. The appointment of consultants was straightforward, but the sign off of the recommended design option was lengthy and protracted. The consultant's work was put on hold until changes to the final design were agreed.
<i>Stage two – technical engineering &amp; installation drawings &amp; funding</i>	September 2011	March 2012	County Highways encountered delays to progressing the technical engineering designs due to workload issues and further changes to the design to satisfy safety audit led to further delays with sign off by the project team. Funding was secured in a fairly short time.
<i>Stage three – implementation</i>	January 2012	June 2013	Implementation was scheduled however delayed due to further

			workload capacity issues with SCC. SCC also identified significantly higher costs to implement the scheme than they had originally estimated. This caused delay to the start of the works in order to sort out how the scheme could be amended to ensure that the project could be completed within the agreed budget. The main construction began in October 2012 and was completed by December 2012. Some remedial works were required and changes to TROs and the complete works were not fully signed off by the Steering group until June 2013.
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### Officer Time

Officer	Original Estimate per capital appraisal	Estimate of actual time spent on project	Reasons for Difference
Chereen Scott/Sara Kelly	200 hours	400	As project manager, the delays in developing designs, internal review, and Highway delays heavily impacted the amount of time to progress the work.
Pauline Burr	37	20	The public art element of the project was not progressed to the same extent as originally intended
Kim Close	20	25	The delays in progressing the project impacted the number of meetings project team members were required to attend, as well as additional technical advice required.
Garry Green	20	37	As above
Steve Fox	37	45	As above
Andrew Tucker	20	25	As above
Project support	100	200	As above
Marie Ainsworth	0	5	Due to secondment of project manager, extra hours spent to complete the financial element and minor snagging issues.

### **Objectives of the Project** (per the capital appraisal)

Through consultation with traders, shoppers and visitors identified a number of issues, reaffirming those raised by the Urban Development Framework and the County Council study:

- Dominating vehicles create an imbalance between pedestrians and drivers
- Narrow footways
- Poor quality street scene

- Illegally parked vehicles on footways
- Existing wide pedestrian crossing point is difficult to negotiate
- An abundance of street furniture clutter
- Poor signage and paths not corresponding with desire line
- Unwelcoming subway
- Overgrown vegetation and clutter around subway entrances

The overall scheme objectives identified by the Princes Street steering group were;

- Improve pedestrian links between the town centre, college and hospital,
- Reduce vehicle speeds entering Princes Street from Park Road,
- Enhance the character of Princes Street,
- Shift the emphasis of the street from motorist to pedestrian,
- Improve the subways and its environs,
- Integration of creativity and public art where achievable.

### **How were the Objectives Met?**

Outline enhancement proposals and options were developed following the consultant's initial site analysis, traders survey and review of wider consultation conducted since 2007. Consultation activities then took place between May and June 2010 to give members of the public the opportunity to view the scheme options and have their say on outline proposals.

The results of these various consultation activities were considered by the Princes Street Enhancement Steering Group and helped inform further development of the final design scheme.

Some further amendments to the scheme were required in order to satisfy Somerset County Council's safety audit, including a larger raised table crossing, additional bollards and cycle racks. The existing street lighting system has also been replaced as part of these works.

All the objectives were met with the exception of the integration of creativity and public art because the public art element of the project was not progressed to the same extent as originally intended.

Separate to this, the Area South Development team installed a number of planters at appropriate locations on Park Road and Princes Street to enhance the scheme further. They also organised the improvement of the subways and its environs because of the higher costs to implement the scheme by Somerset County Council.

### **Please add details of any additional benefits that have resulted from the project being undertaken**

- New businesses are taking up vacant premises. Before the scheme started in August 2009, there were 6 empty premises in Princes Street and just before the completion of the scheme in May 2013, there were only 2 empty premises.

### **In hindsight is there anything that you would have done differently ?**

- At project inception identify quality measures and standards regards materials and desired finish expected.
- Highways need to set out clear procedures, roles and responsibilities regards TROs, lighting installation and limited waiting signs at project inception.

- Plan well in advance suspension machine street cleaning immediately after paving is laid as there is risk of damage to bedding down of materials.
- Allow time for snagging and remedial works into the work programme.
- Little flexibility with some details with contactors once on site.
- Would be preferable to have a Highways representative supervising the works during the construction stage.

### **Summary**

Workloads of officers from within SSDC and partner organisations, along with budgetary cuts impacting capacity to progress work quickly enough, had a significant impact on the progression of the project at various stages of the work, meaning work had to be programmed at a later than expected date. However the actual construction of the improvement works was completed in a short timescale, and the general public has been generally supportive of the works being done.

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# Agenda Item 13

## 2014/15 Revenue Budget Monitoring Report for the Period Ending 30<sup>th</sup> June 2014

*Executive Portfolio Holder:* Tim Carroll, Finance and Spatial Planning  
*Chief Executive:* Mark Williams, Chief Executive  
*Assistant Director:* Donna Parham, Assistant Director – Finance and Corporate Services  
*Service Manager:* Amanda Card, Finance Manager  
*Lead Officer:* Jayne Beevor, Principal Accountant Revenue  
*Contact Details:* Jayne.beevor@southsomerset.gov.uk or (01935) 462320

### Purpose of the Report

The purpose of this report is to update Members on the current financial position of the revenue budgets of the Council and to report the reasons for variations from approved budgets for the period 1<sup>st</sup> April to 30<sup>th</sup> June 2014.

### Forward Plan

This report appeared on the District Executive Forward Plan with an anticipated Committee date of 7<sup>th</sup> August 2014.

### Public Interest

This report gives an update on the revenue financial position and budgetary variations of the Council as at 30<sup>th</sup> June 2014.

### 1) Recommendations

Members are recommended to:

- a) Note the current 2014/15 financial position of the Council;
- b) Note the reasons for variations to the previously approved budgets as detailed in paragraphs 3.3;
- c) Note the transfers made to and from reserves outlined in paragraph 11.1 and the position of the Area Reserves as detailed in Appendix C and the Corporate Reserves as detailed in Appendix D;
- d) Note the virements made under delegated authority as detailed in Appendix B;
- e) Approve the virements reported in paragraph 4;

### 2) Background

- 2.1 The 2014/15 original budget was approved by Council in February 2014. Under the Council's Financial Procedure Rules, budgets are split between "above" and "below" the line items, with budget holders being responsible for "above" the line items only. As every item of expenditure and income within the Council's accounts is "above" the line under the responsibility of an individual budget holder, this is purely a means of ensuring that individual managers focus their attention on what they can control.

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

3.1 Managers have been asked in 2014/15 to outline the actual expected outturn for the year and the reasons for under or overspends are provided by them.

3.2 The table below shows the position of revenue budgets as at 30<sup>th</sup> June 2014. This includes any approved transfers to or from reserves.

<b>Approved base budget as at April 2014</b>	<b>£'000</b> <b>17,541</b>
Budget Carry Forwards approved June 2014 – Revenue Budgets	289
Savings from Area West markets returned to balances	(3)
<b>Revised Budget as at 30<sup>th</sup> June 2014</b>	<b>17,827</b>

3.3 A summary of the revenue position as at 30<sup>th</sup> June 2014 is as follows:

Service	Original Budget £'000	Revised Budget £'000	Y/E Forecast £'000	Variance £'000	Comments on Major Variances (+/- £50,000)
Strategic Management	653.1	622.4	622.4	0.0	
Financial Services	1,386.1	1,398.5	1,336.9	(61.6)	Savings from reduced insurance premiums, secondment of a finance assistant and surplus interest receipts.
ICT Services	861.2	881.0	881.0	0.0	
Procurement & Risk Management	158.7	159.4	159.4	0.0	
Revenue & Benefits	223.8	232.5	232.5	0.0	
Democratic Services	994.0	1,030.6	1,030.6	0.0	
Legal Services	208.9	225.2	225.2	0.0	
Fraud & Data Management	96.7	97.1	97.1	0.0	
Human Resources	303.9	307.0	307.0	0.0	
Place & Performance	271.9	286.7	286.7	0.0	
Economic Development	379.1	393.0	393.0	0.0	
Development Control	435.3	438.1	438.1	0.0	
Spatial Policy	517.8	519.3	519.3	0.0	
Equalities	51.7	57.8	57.8	0.0	

Service	Original Budget £'000	Revised Budget £'000	Y/E Forecast £'000	Variance £'000	Comments on Major Variances (+/- £50,000)
Communities, Third Sector & Partnerships	419.2	421.6	421.6	0.0	
LSP	26.1	26.1	26.1	0.0	
Family Support Programme	0.0	0.0	0.0	0.0	
Area East	199.1	221.2	221.2	0.0	
Area North	176.0	208.3	208.3	0.0	
Area South	255.4	269.2	269.2	0.0	
Area West	261.5	267.3	267.3	0.0	
Operations & Customer Focus	466.6	470.1	470.0	(0.1)	
Environmental Health	994.4	998.5	1,008.5	10.0	
Civil Contingencies	137.2	137.4	137.4	0.0	
Engineering & Property Services	(31.8)	(28.9)	(106.9)	(78.0)	Savings being made across a range of services. However they are offset by a predicted shortfall in car park income of £50k.
Building Control	(53.1)	(44.2)	(23.0)	21.2	
Streetscene	1,742.3	1,768.2	1,768.2	0.0	
Waste & Recycling	4,217.4	4,217.4	4,217.4	0.0	
Licensing	(43.5)	(37.5)	(37.5)	0.0	
Arts & Entertainment	334.4	382.4	378.8	(3.6)	
Sport & Leisure Facilities	232.2	232.2	232.2	0.0	
Community Health & Leisure	753.8	752.3	752.3	0.0	
Housing & Welfare	672.0	675.9	675.9	0.0	
Countryside	239.4	240.4	240.4	0.0	
<b>Total</b>	<b>17,540.8</b>	<b>17,826.5</b>	<b>17,714.4</b>	<b>(112.1)</b>	
<b>Underspend</b>					

(Amounts shown in brackets are net income figures)

3.4 There is an expected net under spend on currently approved budgets of **£112k** by the end of the financial year. This will result in an under spend equivalent to 0.65% of the revised budget. Appendix A to this report sets out the detail of the current position on Council spending.

#### 4) Budget Virements

Under the Financial Procedure Rules, providing that the Assistant Director (Finance & Corporate Services) has been notified in advance, Assistant Directors/Managers may authorise any virements for an individual cost centre within their responsibility. Strategic Directors & 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 Assistant Director (Finance & Corporate Services).

All virements outside of the criteria set out above need the approval of District Executive and are detailed in the table below.

Amount £	From	To	Details
151,700	GIS	ICT	Transfer of the budget for GIS to ICT services
44,655	Env Health	Streetscene	Retention of enforcement officer in Streetscene
22,000	Area West	Property Services	Cleaners' salary budgets transferred to Property as staff are TUPE'd to Glen Cleaning wef 1/9/14. (Budget will be pro rata for 14/15)
10,000	Flood Reserve	Area North Capital	Grant to the Internal Drainage Board re the Thorney ring bank flood defence scheme to be funded from Flood Reserve

#### 5) Delivery of Savings

As part of budget monitoring it is important to monitor that savings proposed in the 2014/15 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.



<b>Major Savings (Savings over £25,000)</b>	<b>2014/15 Budget Saving Target £'000</b>	<b>Estimated Actual Saving at Year-End £'000</b>	<b>(Shortfall)  £'000</b>
GIS-Reduction in IT & licence budgets	25.0	25.0	0.0
ICT-Changes to the Disaster Recovery Plan	26.6	26.6	0.0
Waste-Optimisation of Service	33.3	33.3	0.0
Property Services-Public Office utilities	51.0	51.0	0.0
Commercial Properties-Repairs & maintenance	35.0	35.0	0.0
Shared accommodation with SCC	94.6	94.6	0.0
HR-Transfer of Nursery	25.0	25.0	0.0
Essential user & mileage allowances	57.3	35.0	(22.3)
Travel costs	30.0	30.0	0.0
Crematorium Income	65.0	65.0	0.0
Licensing Income	30.0	30.0	0.0
Landcharges Income	50.0	50.0	0.0
Planning Fee Income	50.0	50.0	0.0
Area Restructure	89.0	89.0	0.0
Finance savings	29.5	29.5	0.0
<b>Total Major Savings</b>	<b>691.3</b>	<b>669.0</b>	<b>(22.3)</b>

#### **Comments from HR Manager re travel savings shortfall**

When the original potential budget saving was calculated last autumn it was believed that there would be a need to unilaterally introduce changes to the mileage scheme without agreement from staff unions as there was strong resistance to any change in terms and conditions.

Following notice of change being given regional union officers became involved and following months of negotiation a collective agreement was finally reached in March 2014 on a revised locally agreed scheme.

The agreed local mileage scheme reduced the overall savings from an estimated £57,000 to around £35,000 per annum compared to the previously envisaged scheme. Achieving a collective agreement provided other benefits including removing the risk of any legal challenge to the change, and introducing a scheme generally supported by staff while still making savings. It also maintains a good employee relations background for future changes across the organisation. Another major advantage was that by having a local agreement it broke the link to the nationally agreed travel allowance scheme.

The new local scheme reduced the rate per mile payments to all staff saving in excess of £20,000 per annum with the additional savings coming from the introduction of a mileage threshold with posts being removed from the essential user scheme. On grounds of equity and to remove anomalies from the previous scheme nine posts additionally qualified for the essential user allowance under the revised criteria. The introduction of a threshold within the new scheme will also support savings in future as new technologies reduce the requirement for travel.

#### **6) External Partnerships and other Organisations**

All key partnerships are monitored within SSDC's overall budget – there are currently no financial issues within SSDC's key partnerships. Members have requested some additional monitoring of the following substantial partnership:

**South Somerset Voluntary Community Action (SSVCA)** – In line with the service level agreement SSVCA has provided a statement on their financial position.

“We are coming in under budget, this is mainly due to not filling two key roles so staffing expenditure is lower than budgeted. Generally finances are on target following the re-structure, with managers predicting a small surplus on all areas of the business by year end.

We have been commissioned by SCC to coordinate the volunteer activity on the Somerset Levels following the floods and we have agreed with SCC that they will pay us up front for resources required, which puts our cash flow in relatively good position”.

## **7) Council Tax Reduction Scheme**

- 7.1 The Council Tax Reduction Scheme commenced in April 2013. For 2014/15 the authority set a budget of £9.319 million for annual discounts. Of this sum £9.078 million has been allocated for the year leaving £0.241 for additional growth during the year.
- 7.2 The Hardship Scheme budget for 2014/15 is £30,000. At the end of June 2014 SSSDC had received 72 requests for hardship relief of which 50 were successful. The amount awarded by the end of June 2014 is £4,897.
- 7.3 The collection rate for Council Tax was 29.64% by the end of June compared to 29.35% last year. This is an improvement of 0.29%.

## **8) Non Domestic Rates**

- 8.1 The collection rate for Non Domestic Rates was 31.01% at the end of June compared to 32.43% last year.

## **9) Council Tax Reforms**

- 9.1 Members agreed to amend some discounts to Council Tax from 1 April 2013, one of which relates to long term empty properties (unfurnished and unoccupied for 2 years or more). The number of long term empty properties is 195. This compares favourably with 292 at the same time last year.

## **10) Discretionary Housing Payments**

- 10.1 From the Housing Benefit Subsidy monitoring at the end of June 2014, £39,467 DHPs have been made and £38,675 is committed. This compares to £22,347 paid and £19,349 committed for the same period in 13/14.

## **11) Reserves, Balances and Contingency**

- 11.1 Reserves are amounts that have been set aside from annual revenue budgets to meet specific known events that will happen in the future. An example of such a reserve is the amount set aside annually to cover the cost of South Somerset District Council elections that occur every four years. 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 transfers in or out of each one that has been actioned under the authority delegated in the Financial Procedure Rules.

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

Reserve	Balance at 01/04/14 £	Transfers In/(Out) £	Balance at 30/6/14 £	Reason for Transfer
Capital Reserve	1,916,647	25,860	1,942,507	Revenue contribution to Enforcement van (£15,860) and to work at Petters re CAB move (£10,000)
Insurance Fund	47,527	3,220	50,747	Storm damage claim (£2,330) and 2014/15 revenue contribution (£5,550)
New Homes Bonus Reserve	1,682,503	(25,900)	1,656,603	Funding of Development Valuer post
Revenue Grants Reserve	547,118	(192,054)	355,064	Return of grant funding to budgets; Queen Camel (£15,686), Partnership levies (£18,670), Telecare funding (£8,500), Family Support (£130,258), Hydro power (£2,940) MTIG grant (£16,000)
Council Tax/Housing Benefits Reserve	577,026	30,866	607,892	New Burdens funding (£28,501) and LADS programme (£2,365)
LSP	70,859	8,100	78,959	Funding Yeovil college grant (£6,000) and annual prov to winding up costs (£14,000)
Business Support Reserve	380,144	(36,040)	344,104	Flood grants

(Figures in brackets denote a reduction in the reserve)

11.2 General Fund Balance represents the accumulated revenue surpluses. Within the total, however, there 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 the start of the financial year:

As at 01/04/14 £'000	General Fund Balances	Movement	As at 30/06/14 £'000
5,708	Balance at 1 April 14		5,708
	<b>Less:</b>		
	Transfers from Balances	(38)	(38)
(289)	Carry forwards to services from 2013/14 (approved June 14)		(289)
	2014/15 budget once off use of balances		
	Earmarked for specific purposes:		
	▪ allocated to Committees:		

As at 01/04/14 £'000	General Fund Balances	Movement	As at 30/06/14 £'000
(60)	- Area East		(60)
(53)	- Area West		(53)
(27)	- Area North		(27)
(2)	▪ Economic Development Balance		(2)
	Estimated underspend on Revenue Budget 2014/15	112	112
<b>5,277</b>	<b>Estimated Unallocated General Fund Balance at 30<sup>th</sup> June 2014</b>	<b>74</b>	<b>5,351</b>

(Amounts shown in brackets are net income figures)

11.3 The latest review of risks to SSDC balances shows that balances need to remain within the range of £3.2 to £3.6 million to meet current financial risks. Current balances as at 30<sup>th</sup> June are therefore adequate to meet current risks.

11.4 The following transfer from balances is for noting by this Committee, as they have been undertaken under delegated authority:

Reserve	Balance at 01/04/14 £	Transfers In/(Out) £	Balance at 30/06/14 £	Reason for Transfer
Non-Earmarked Balances	5,277	3	5,280	Area West Market budget no longer required

11.5 No provision was made for a DX Contingency Budget in the 2014/15 budget but committed funds were carried forward as follows:

	Approved	£'000
Symphony Project	Feb 14	10.0
Intern Funding	May 14	7.6
<b>Committed Funds:</b>		<b>17.6</b>

## 12) Risk

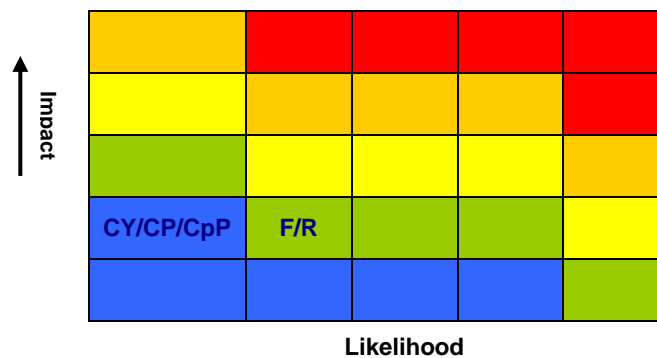
12.1 As part of monitoring an assessment of risk has been made. This review of balances and reserves has shown that SSDC currently has sufficient balances to cover major areas of financial risk. The balance at the year-end is estimated to be £5.4 million.

12.2 Details of the current key risks, as identified in the 2014/15 Budget Setting Report, are listed in the table below with an update from the responsible officer.

<b>Current Risk</b>	<b>Responsible Officer</b>	<b>Officer's Update</b>
The Council Tax Reduction Scheme carries risks of additional demand and non-collection. This will need to be carefully monitored in 2014/15 to assess the overall impact.	Assistant Director-Finance & Corporate Services	The CTR scheme is now being monitored as part of the budget monitoring report.
Cost of living increases to pay budgets has been increased by 1% for 2014/15 in line with Government guidelines. Any local or national agreements in excess of this will need to be found from balances. A 1% increase equates to approximately £109,380.	Chief Executive	Currently negotiations are at a standstill between the Government and the Unions as a 1% pay increase has not been accepted by the Unions.
There remains substantial risk in the banking sector and protection of SSDC's principal sums continues to be our primary concern. Interest rates within the budget are set with a continued base rate of 0.5%. The Finance team continues to take regular advice from its treasury advisors Arlingclose and are monitoring the situation closely. A loss of £6 million principal would mean a budget reduction of £30k through loss of interest.	Assistant. Director-Finance & Corporate Services	Current predictions are for the budget to be £15.8k over achieving on income.
Housing Benefit Subsidy is administered on behalf of Central Government by SSDC and a grant reimburses for expenditure incurred. Approximately £46m in benefit is paid out and the grant normally accounts for 100% of this, however adjustments reducing the grant are made for local authority errors.	Assistant Director-Finance & Corporate Services	Current predictions are for the housing benefit subsidy to be on budget at the year end.
Planning income improved during 2013/14 however it is still an area susceptible to the economic downturn. A further drop of 5% in income amounts to £52,500.	Assistant Director-Economy	Current predictions are for planning income to be on budget although for the first quarter of the year income is ahead of budget by £190k.
Building Control income was reduced by £44k for 2014/15 by offsetting vacant posts funding. It is still an area susceptible to economic downturn and a 5% reduction equals £25,330 loss of income.	Assistant Director-Environment	Current predictions are that there will be a £27k shortfall in fee income.
Car parking income has fallen in 2014/15 reflecting lower numbers of users in Yeovil. A further 5% reduction in usage across Yeovil car parks (which accounts for 70% of total income) is equivalent to £62,040 loss in car park income.	Assistant Director-Environment	Pay & Display and season ticket income is predicted to be down by £50k.
The risks for SSDC in Business Rate Retention are that there is no	Assistant Director-Finance & Corporate	Collection rate is slightly down on the previous year

Current Risk	Responsible Officer	Officer's Update
or negative growth, that companies with renewable energy schemes do not go ahead, that appeals may be greater than expected, or collection performance is worse than expected. The maximum risk to next year's budget is £245k which is the difference between the budget set and the safety net.	Services	and the risk remains.

## Risk Matrix



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

### Corporate Priority Implications

The budget is closely linked to the Corporate Plan and growth bids are scored accordingly.

### Carbon Emissions and Climate Change Implications

There are no implications currently in approving this report.

### Equality and Diversity Implications

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

### Background Papers

None

Group with Elements		Year to date			Outturn Forecast			Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		a Budget to 30th June	b Actual to 30th June	c Variance to 30th June	d Annual Budget	e Expected Total by Year End	e-d Variance expected 31/03/15	
		£	£	£	£	£	£	
<b>Chief Executive/ Strategic Director (Corporate Services)</b>								
<b>STRATEGIC MANAGEMENT</b>								
Chief Executive/Strategic Director (Corporate Services) : Mark Williams								
CORPORATE INITIATIVES & CONTINGENCY	Expenditure	0	0	0	10,000	10,000	0	<i>Funding for Symphony project 14/15.</i>
	Income	0	0	0	0	0	0	
<b>Portfolio Holder : Cllr Ric Pallister</b>	<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>	
MANAGEMENT BOARD	Expenditure	131,012	128,960	(2,052)	612,350	612,350	0	
<b>Portfolio Holder : Cllr Ric Pallister</b>	Income	0	(7)	(7)	0	0	0	
	<b>TOTAL</b>	<b>131,012</b>	<b>128,953</b>	<b>(2,059)</b>	<b>612,350</b>	<b>612,350</b>	<b>0</b>	
<b>TOTAL STRATEGIC MANAGEMENT</b>	<b>Expenditure</b>	<b>131,012</b>	<b>128,960</b>	<b>(2,052)</b>	<b>622,350</b>	<b>622,350</b>	<b>0</b>	
	<b>Income</b>	<b>0</b>	<b>(7)</b>	<b>(7)</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>TOTAL</b>	<b>131,012</b>	<b>128,953</b>	<b>(2,059)</b>	<b>622,350</b>	<b>622,350</b>	<b>0</b>	
<b>FINANCE AND CORPORATE SERVICES</b>								
Assistant Director : Donna Parham								
<b>FINANCIAL SERVICES</b>								
Service Manager : Amanda Card								
AUDIT	Expenditure	26,385	58,618	32,233	105,540	105,540	0	Audit fees paid until 30th September.
<b>Portfolio Holder : Cllr Tim Carroll</b>	Income	0	0	0	0	0	0	
	<b>TOTAL</b>	<b>26,385</b>	<b>58,618</b>	<b>32,233</b>	<b>105,540</b>	<b>105,540</b>	<b>0</b>	
CORPORATE COSTS	Expenditure	635,600	605,761	(29,839)	1,368,240	1,332,420	(35,820)	Insurance Premiums less than budget.
<b>Portfolio Holder : Cllr Tim Carroll</b>	Income	(8,290)	(905,539)	(897,249)	(510,950)	(504,960)	5,990	<i>New Homes Bonus to be transferred to reserve.</i>
	<b>TOTAL</b>	<b>627,310</b>	<b>(299,778)</b>	<b>(927,088)</b>	<b>857,290</b>	<b>827,460</b>	<b>(29,830)</b>	
ASSET MANAGEMENT	Expenditure	14,453	13,908	(545)	57,810	57,810	0	
<b>Portfolio Holder : Cllr Tim Carroll</b>	Income	(500)	(699)	(199)	(2,000)	(2,000)	0	
	<b>TOTAL</b>	<b>13,953</b>	<b>13,209</b>	<b>(744)</b>	<b>55,810</b>	<b>55,810</b>	<b>0</b>	On target.
FINANCIAL SERVICES	Expenditure	170,678	160,640	(10,038)	675,240	655,710	(19,530)	Secondment of Finance Assistant . May be used to fund temporary post in GIS.
<b>Portfolio Holder : Cllr Tim Carroll</b>	Income	(2,513)	(1,617)	896	(28,770)	(25,180)	3,590	
	<b>TOTAL</b>	<b>168,165</b>	<b>159,023</b>	<b>(9,142)</b>	<b>646,470</b>	<b>630,530</b>	<b>(15,940)</b>	
TREASURY MANAGEMENT	Expenditure	42,014	36,617	(5,397)	73,700	73,700	0	Based on the average balance for 13/14 and the weighted average return to the end of June 14/15 we are currently predicting a surplus in the region of £15,800 for the end of year.
<b>Portfolio Holder : Cllr Tim Carroll</b>	Income	0	16,504	16,504	(340,340)	(356,170)	(15,830)	
	<b>TOTAL</b>	<b>42,014</b>	<b>53,121</b>	<b>11,107</b>	<b>(266,640)</b>	<b>(282,470)</b>	<b>(15,830)</b>	
<b>TOTAL FINANCIAL SERVICES</b>	<b>Expenditure</b>	<b>889,130</b>	<b>875,544</b>	<b>(13,586)</b>	<b>2,280,530</b>	<b>2,225,180</b>	<b>(55,350)</b>	
	<b>Income</b>	<b>(11,303)</b>	<b>(891,351)</b>	<b>(880,048)</b>	<b>(882,060)</b>	<b>(888,310)</b>	<b>(6,250)</b>	
	<b>TOTAL</b>	<b>877,827</b>	<b>(15,807)</b>	<b>(893,634)</b>	<b>1,398,470</b>	<b>1,336,870</b>	<b>(61,600)</b>	

Group with Elements		Budget to 30th June	Actual to 30th June	Variance to 30th June	Annual Budget	Expected Total by Year End	Variance expected 31/03/15	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
<b>ICT SERVICES</b>								
Service Manager : Roger Brown								
INFORMATION SYSTEMS	Expenditure	225,220	430,808	205,588	900,080	900,080	0	<i>Provisions for advance payments are due to be processed this month for maintenance contracts which are greater than 1 year, for the sum of £113k. The budget profile needs to be revised to incorporate expenditure of £67k paid in June, for a revised contract.</i>
Portfolio Holder : Cllr Henry Hobhouse	Income	(4,758)	(1,150)	3,608	(19,030)	(19,030)	0	
	TOTAL	220,462	429,658	209,196	881,050	881,050	0	
TOTAL INFORMATION SYSTEMS	Expenditure	225,220	430,808	205,588	900,080	900,080	0	
	Income	(4,758)	(1,150)	3,608	(19,030)	(19,030)	0	
	TOTAL	220,462	429,658	209,196	881,050	881,050	0	
<b>PROCUREMENT AND RISK MANAGEMENT</b>								
Service Manager : Gary Russ								
PROCUREMENT AND RISK MANAGEMENT	Expenditure	60,580	57,680	(2,900)	246,420	246,420	0	<i>Expenditure is largely within budget some software licencing has been paid for but covers the whole 12 months and will be within budget at year end.</i>
Portfolio Holder : Cllr Tim Carroll	Income	(21,745)	(13,053)	8,692	(86,980)	(86,980)	0	
	TOTAL	38,835	44,627	5,792	159,440	159,440	0	
TOTAL PROCUREMENT AND RISK MANAGEMENT	Expenditure	60,580	57,680	(2,900)	246,420	246,420	0	
	Income	(21,745)	(13,053)	8,692	(86,980)	(86,980)	0	
	TOTAL	38,835	44,627	5,792	159,440	159,440	0	
<b>REVENUES AND BENEFITS</b>								
Service Manager : Ian Potter								
REVENUES & BENEFITS	Expenditure	389,073	342,221	(46,852)	1,493,700	1,493,700	0	<i>There are no areas of concern, end of year outturn remains on budget.</i>
Portfolio Holder : Cllr Tim Carroll	Income	(61,560)	(33,817)	27,743	(330,330)	(330,330)	0	
	TOTAL	327,513	308,404	(19,109)	1,163,370	1,163,370	0	
HOUSING BENEFIT SUBSIDY	Expenditure	11,516,123	10,051,278	(1,464,845)	46,064,490	46,064,490	0	<i>Large variation in expenditure is due to timing of large payment run which will work through during the next quarter. No issues to report.</i>
Portfolio Holder : Cllr Tim Carroll	Income	(11,748,830)	(11,946,719)	(197,889)	(46,995,320)	(46,995,320)	0	
	TOTAL	(232,707)	(1,895,441)	(1,662,734)	(930,830)	(930,830)	0	
TOTAL REVENUES AND BENEFITS	Expenditure	11,905,196	10,393,499	(1,511,697)	47,558,190	47,558,190	0	
	Income	(11,810,390)	(11,980,536)	(170,146)	(47,325,650)	(47,325,650)	0	
	TOTAL	94,806	(1,587,037)	(1,681,843)	232,540	232,540	0	
TOTAL FINANCE AND CORPORATE SERVICES	Expenditure	13,080,126	11,757,531	(1,322,595)	50,985,220	50,929,870	(55,350)	
	Income	(11,848,196)	(12,886,090)	(1,037,894)	(48,313,720)	(48,319,970)	(6,250)	
	TOTAL	1,231,930	(1,128,559)	(2,360,489)	2,671,500	2,609,900	(61,600)	



Group with Elements		Budget to 30th June	Actual to 30th June	Variance to 30th June	Annual Budget	Expected Total by Year End	Variance expected 31/03/15	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
<b>LEGAL AND CORPORATE SERVICES</b>								
Assistant Director : Ian Clarke								
<b>DEMOCRATIC SERVICES</b>								
Service Manager : Angela Cox								
DEMOCRATIC & SUPPORT SERVICES	Expenditure	269,465	243,812	(25,653)	1,039,060	1,097,720	58,660	Democratic Representation Budgets currently just under spent as expected at this time of year. Commitment of £12,500 in IT services to be paid shortly as we go live with the Modern.Gov software later this month. The majority of expenditure for the rest of the financial year will be covered by the funding from Central Government towards Individual Electoral Registration. District and Parish Elections – The poll card postage for the European Elections has now been paid back to SSDC.
Portfolio Holder : Cllr Peter Seib	Income	(2,105)	(67,074)	(64,969)	(8,420)	(67,080)	(58,660)	
	TOTAL	267,360	176,738	(90,622)	1,030,640	1,030,640	0	
<b>TOTAL DEMOCRATIC &amp; SUPPORT SERVICES</b>	<b>Expenditure</b>	<b>269,465</b>	<b>243,812</b>	<b>(25,653)</b>	<b>1,039,060</b>	<b>1,097,720</b>	<b>58,660</b>	
	<b>Income</b>	<b>(2,105)</b>	<b>(67,074)</b>	<b>(64,969)</b>	<b>(8,420)</b>	<b>(67,080)</b>	<b>(58,660)</b>	
	<b>TOTAL</b>	<b>267,360</b>	<b>176,738</b>	<b>(90,622)</b>	<b>1,030,640</b>	<b>1,030,640</b>	<b>0</b>	
<b>LEGAL SERVICES</b>								
Service Manager : Angela Watson								
LEGAL SERVICES	Expenditure	144,885	136,813	(8,072)	531,200	531,200	0	With the Lean Review starting to come to a close, we will be hoping to permanently recruit another solicitor toward the end of the year, which will mean that we no longer need the agency solicitor. Otherwise, no areas of concern, and it's good to note that income from s106 agreements is currently above target.
Portfolio Holder : Cllr Tim Carroll	Income	(11,970)	(16,418)	(4,448)	(48,960)	(48,960)	0	
	TOTAL	132,915	120,395	(12,520)	482,240	482,240	0	
LAND CHARGES	Expenditure	27,920	12,491	(15,429)	111,680	111,680	0	Still waiting for SCC to invoice us for their work on local land charge search results. Income already above target, reflecting the fact that search numbers have increased. Expenditure under External Training will exceed budget this year as we have agreed to part fund a course for Simon under the Post Entry Training Scheme – it will result in that nominal being a few hundred pounds overspent. <i>It is estimated that the charges we will receive from SCC will be £20k for the 1st quarter, due to the increased number of searches.</i>
Portfolio Holder : Cllr Tim Carroll	Income	(94,543)	(122,134)	(27,591)	(378,170)	(378,170)	0	
	TOTAL	(66,623)	(109,643)	(43,020)	(266,490)	(266,490)	0	
RIGHTS OF WAY	Expenditure	8,992	7,828	(1,164)	35,970	35,970	0	As per my previous comments, some work on Footpath Diversion Orders is underway, and this should generate some income later in the year once we are in a position to invoice for this work.
Portfolio Holder : Cllr Tim Carroll	Income	(6,625)	0	6,625	(26,500)	(26,500)	0	
	TOTAL	2,367	7,828	5,461	9,470	9,470	0	
<b>TOTAL LEGAL SERVICES</b>	<b>Expenditure</b>	<b>181,797</b>	<b>157,132</b>	<b>(24,665)</b>	<b>678,850</b>	<b>678,850</b>	<b>0</b>	
	<b>Income</b>	<b>(113,138)</b>	<b>(138,552)</b>	<b>(25,414)</b>	<b>(453,630)</b>	<b>(453,630)</b>	<b>0</b>	
	<b>TOTAL</b>	<b>68,659</b>	<b>18,580</b>	<b>(50,079)</b>	<b>225,220</b>	<b>225,220</b>	<b>0</b>	

Group with Elements		Budget to 30th June	Actual to 30th June	Variance to 30th June	Annual Budget	Expected Total by Year End	Variance expected 31/03/15	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
<b>FRAUD AND DATA MANAGEMENT</b>								
Service Manager : Lynda Creek								
FRAUD AND DATA MANAGEMENT	Expenditure	26,335	23,660	(2,675)	97,060	97,060	0	Some expenditure not expected till later in the year.
Portfolio Holder : Cllr Tim Carroll	Income	0	0	0	0	0	0	
	TOTAL	26,335	23,660	(2,675)	97,060	97,060	0	
TOTAL FRAUD AND DATA MANAGEMENT	Expenditure	26,335	23,660	(2,675)	97,060	97,060	0	
	Income	0	0	0	0	0	0	
	TOTAL	26,335	23,660	(2,675)	97,060	97,060	0	
<b>HUMAN RESOURCES</b>								
Service Manager : Mike Holliday								
HUMAN RESOURCES	Expenditure	84,690	75,330	(9,360)	319,260	319,260	0	Budgets broadly on target with no anticipated budgetary issues.
Portfolio Holder : Cllr Ric Pallister	Income	(2,495)	(5,019)	(2,524)	(12,310)	(12,310)	0	
	TOTAL	82,195	70,311	(11,884)	306,950	306,950	0	
TOTAL HUMAN RESOURCES	Expenditure	84,690	75,330	(9,360)	319,260	319,260	0	
	Income	(2,495)	(5,019)	(2,524)	(12,310)	(12,310)	0	
	TOTAL	82,195	70,311	(11,884)	306,950	306,950	0	
TOTAL LEGAL SERVICES AND CORPORATE SERVICES	Expenditure	562,287	499,934	(62,353)	2,134,230	2,192,890	58,660	
	Income	(117,738)	(210,645)	(92,907)	(474,360)	(533,020)	(58,660)	
	TOTAL	444,549	289,289	(155,260)	1,659,870	1,659,870	0	
TOTAL CHIEF EXECUTIVE	Expenditure	13,773,425	12,386,425	(1,387,000)	53,741,800	53,745,110	3,310	
	Income	(11,965,934)	(13,096,742)	(1,130,808)	(48,788,080)	(48,852,990)	(64,910)	
	TOTAL	1,807,491	(710,317)	(2,517,808)	4,953,720	4,892,120	(61,600)	
Strategic Director (Place and Performance): Rina Singh								
<b>PLACE AND PERFORMANCE</b>								
Service Manager : Rina Singh								
POLICY & PERFORMANCE	Expenditure	30,208	29,690	(518)	120,830	120,830	0	No variance expected at this stage.
Portfolio Holder : Cllr Ric Pallister	Income	0	0	0	0	0	0	
	TOTAL	30,208	29,690	(518)	120,830	120,830	0	
GIS TEAM	Expenditure	54,208	24,095	(30,113)	167,330	172,960	5,630	Staffing vacancies. Virement requested to combine these budgets with ICT.
Portfolio Holder : Cllr Henry Hobhouse	Income	(375)	(7,131)	(6,756)	(1,500)	(7,130)	(5,630)	
	TOTAL	53,833	16,964	(36,869)	165,830	165,830	0	
TOTAL PLACE AND PERFORMANCE	Expenditure	84,416	53,785	(30,631)	288,160	293,790	5,630	
	Income	(375)	(7,131)	(6,756)	(1,500)	(7,130)	(5,630)	
	TOTAL	84,041	46,654	(37,387)	286,660	286,660	0	

Group with Elements		Budget to 30th June	Actual to 30th June	Variance to 30th June	Annual Budget	Expected Total by Year End	Variance expected 31/03/15	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
<b>ECONOMY</b>								
Assistant Director : Martin Woods								
<b>ECONOMIC DEVELOPMENT</b>								
Service Manager : David Julian								
ECONOMIC DEVELOPMENT	Expenditure	184,158	182,197	(1,961)	613,510	613,510	0	
Portfolio Holder : Cllr Jo Roundell-Greene	Income	(357,200)	(366,995)	(9,795)	(401,480)	(401,480)	0	
	TOTAL	(173,042)	(184,798)	(11,756)	212,030	212,030	0	Budget on target.
TOURISM	Expenditure	49,355	36,570	(12,785)	197,420	197,420	0	
Portfolio Holder : Cllr Sylvia Seal	Income	(20,263)	(18,864)	1,399	(81,050)	(81,050)	0	
	TOTAL	29,092	17,706	(11,386)	116,370	116,370	0	Budget on target.
HERITAGE	Expenditure	17,895	14,684	(3,211)	65,200	71,160	5,960	
Portfolio Holder : Cllr Sylvia Seal	Income	(155)	(6,580)	(6,425)	(620)	(6,580)	(5,960)	
	TOTAL	17,740	8,104	(9,636)	64,580	64,580	0	Budget on target.
TOTAL ECONOMIC DEVELOPMENT	Expenditure	251,408	233,451	(17,957)	876,130	882,090	5,960	
	Income	(377,618)	(392,439)	(14,821)	(483,150)	(489,110)	(5,960)	
	TOTAL	(126,210)	(158,988)	(32,778)	392,980	392,980	0	
<b>DEVELOPMENT CONTROL</b>								
Service Manager : David Norris								
DEVELOPMENT CONTROL	Expenditure	378,397	353,448	(24,949)	1,510,020	1,510,020	0	Another very good month for planning fees together with on-going
Portfolio Holder : Cllr Peter Seib	Income	(267,988)	(465,638)	(197,650)	(1,071,950)	(1,071,950)	0	salary savings. Consultant and professional fees are currently on
	TOTAL	110,409	(112,190)	(222,599)	438,070	438,070	0	budget but there are some large outstanding commitments that will
								appear next month.
TOTAL DEVELOPMENT CONTROL	Expenditure	378,397	353,448	(24,949)	1,510,020	1,510,020	0	
	Income	(267,988)	(465,638)	(197,650)	(1,071,950)	(1,071,950)	0	
	TOTAL	110,409	(112,190)	(222,599)	438,070	438,070	0	
<b>SPATIAL POLICY</b>								
Service Manager : Paul Wheatley								
PLANNING POLICY	Expenditure	69,810	64,905	(4,905)	298,790	298,790	0	
Portfolio Holder : Cllr Tim Carroll	Income	(4,980)	(7,940)	(2,960)	(11,100)	(11,100)	0	
	TOTAL	64,830	56,965	(7,865)	287,690	287,690	0	Budget on target.
TRANSPORT	Expenditure	10,145	9,834	(311)	40,580	40,580	0	
Portfolio Holder : Cllr Henry Hobhouse	Income	0	0	0	0	0	0	
	TOTAL	10,145	9,834	(311)	40,580	40,580	0	
Service Manager : Martin Woods								
STRATEGIC HOUSING	Expenditure	47,818	49,213	1,395	191,010	191,010	0	
Portfolio Holder : Cllr Tim Carroll	Income	0	(26,170)	(26,170)	0	0	0	Partnership levy fees.
	TOTAL	47,818	23,043	(24,775)	191,010	191,010	0	Budget on target for year end.
TOTAL SPATIAL POLICY	Expenditure	127,773	123,952	(3,821)	530,380	530,380	0	
	Income	(4,980)	(34,110)	(29,130)	(11,100)	(11,100)	0	
	TOTAL	122,793	89,842	(32,951)	519,280	519,280	0	

Group with Elements		Budget to 30th June	Actual to 30th June	Variance to 30th June	Annual Budget	Expected Total by Year End	Variance expected 31/03/15	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
<b>EQUALITIES</b>								
Service Manager : Jo Morgan								
EQUALITIES & DIVERSITY	Expenditure	18,987	12,369	(6,618)	57,830	57,830	0	<i>Carryforward of £6k to fund shopmobility guide and carer's group work.</i>
Portfolio Holder : Cllr Jo Roundell Greene	Income	0	(4,916)	(4,916)	0	0	0	
	TOTAL	18,987	7,453	(11,534)	57,830	57,830	0	
TOTAL EQUALITIES	Expenditure	18,987	12,369	(6,618)	57,830	57,830	0	
	Income	0	(4,916)	(4,916)	0	0	0	
	TOTAL	18,987	7,453	(11,534)	57,830	57,830	0	
TOTAL ECONOMY	Expenditure	776,565	723,220	(53,345)	2,974,360	2,980,320	5,960	
	Income	(650,586)	(897,103)	(246,517)	(1,566,200)	(1,572,160)	(5,960)	
	TOTAL	125,979	(173,883)	(299,862)	1,408,160	1,408,160	0	
<b>COMMUNITIES</b>								
Assistant Director : Helen Rutter & Kim Close								
<b>COMMUNITIES, THIRD SECTOR AND PARTNERSHIPS</b>								
Service Manager : Helen Rutter & Kim Close								
CENTRAL COMMUNITIES TEAM	Expenditure	35,120	32,258	(2,862)	140,480	140,480	0	
Portfolio Holder : Cllr Ric Pallister	Income	0	0	0	0	0	0	
	TOTAL	35,120	32,258	(2,862)	140,480	140,480	0	
COMMUNITY SAFETY	Expenditure	11,710	11,312	(398)	46,840	46,840	0	<i>On target.</i>
Portfolio Holder : Cllr Tony Fife	Income	0	0	0	0	0	0	
	TOTAL	11,710	11,312	(398)	46,840	46,840	0	
Service Manager : Alice Knight								
THIRD SECTOR AND PARTNERSHIPS	Expenditure	205,562	110,395	(95,167)	234,280	234,280	0	<i>CAB grant now paid quarterly rather than in April, profiling to be amended.</i>
Portfolio Holder : Cllr Sylvia Seal	Income	0	0	0	0	0	0	
	TOTAL	205,562	110,395	(95,167)	234,280	234,280	0	
TOTAL COMMUNITIES, THIRD SECTOR AND PARTNERSHIPS	Expenditure	252,392	153,965	(98,427)	421,600	421,600	0	<i>Budgets all fine.</i>
	Income	0	0	0	0	0	0	
	TOTAL	252,392	153,965	(98,427)	421,600	421,600	0	
<b>LOCAL STRATEGIC PARTNERSHIP</b>								
Service Manager : Helen Rutter								
LOCAL STRATEGIC PARTNERSHIP	Expenditure	27,250	26,986	(264)	48,700	48,700	0	<i>External funding has now been invoiced.</i>
	Income	(10,150)	(21,600)	(11,450)	(22,600)	(22,600)	0	
	TOTAL	17,100	5,386	(11,714)	26,100	26,100	0	
TOTAL LOCAL STRATEGIC PARTNERSHIP	Expenditure	27,250	26,986	(264)	48,700	48,700	0	
	Income	(10,150)	(21,600)	(11,450)	(22,600)	(22,600)	0	
	TOTAL	17,100	5,386	(11,714)	26,100	26,100	0	

Group with Elements		Budget to 30th June	Actual to 30th June	Variance to 30th June	Annual Budget	Expected Total by Year End	Variance expected 31/03/15	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
<b>FAMILY SUPPORT PROGRAMME</b>								
<b>Service Manager : Steve Joel</b>								
FAMILY SUPPORT PROGRAMME	Expenditure	69,730	13,718	(56,012)	278,920	278,920	0	
Portfolio Holder : Cllr Ric Pallister	Income	(171,168)	(135,258)	35,910	(278,920)	(278,920)	0	<i>External funding for programme.</i>
	TOTAL	(101,438)	(121,540)	(20,102)	0	0	0	
<b>TOTAL FAMILY SUPPORT PROGRAMME</b>	<b>Expenditure</b>	<b>69,730</b>	<b>13,718</b>	<b>(56,012)</b>	<b>278,920</b>	<b>278,920</b>	<b>0</b>	
	<b>Income</b>	<b>(171,168)</b>	<b>(135,258)</b>	<b>35,910</b>	<b>(278,920)</b>	<b>(278,920)</b>	<b>0</b>	
	<b>TOTAL</b>	<b>(101,438)</b>	<b>(121,540)</b>	<b>(20,102)</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>AREA EAST</b>								
<b>Service Manager : Helen Rutter</b>								
EAST AREA DEVELOPMENT	Expenditure	50,085	44,079	(6,006)	184,770	184,770	0	
Area Chairman : Cllr Nick Weeks	Income	(878)	(16,189)	(15,311)	(3,510)	(3,510)	0	<i>Queen Camel front runner grant.</i>
	TOTAL	49,207	27,890	(21,317)	181,260	181,260	0	<i>Budgets on track.</i>
EAST GRANTS	Expenditure	21,710	0	(21,710)	39,950	39,950	0	<i>£10k committed to Balsalm centre.</i>
Area Chairman : Cllr Nick Weeks	Income	0	0	0	0	0	0	
	TOTAL	21,710	0	(21,710)	39,950	39,950	0	
EAST PROJECTS	Expenditure	15,870	17,143	1,273	63,480	63,480	0	
Area Chairman : Cllr Nick Weeks	Income	(55,510)	(55,512)	(2)	(63,480)	(63,480)	0	
	TOTAL	(39,640)	(38,369)	1,271	0	0	0	
<b>TOTAL AREA EAST</b>	<b>Expenditure</b>	<b>87,665</b>	<b>61,222</b>	<b>(26,443)</b>	<b>288,200</b>	<b>288,200</b>	<b>0</b>	
	<b>Income</b>	<b>(56,388)</b>	<b>(71,701)</b>	<b>(15,313)</b>	<b>(66,990)</b>	<b>(66,990)</b>	<b>0</b>	
	<b>TOTAL</b>	<b>31,277</b>	<b>(10,479)</b>	<b>(41,756)</b>	<b>221,210</b>	<b>221,210</b>	<b>0</b>	
<b>AREA NORTH</b>								
<b>Service Manager : Charlotte Jones</b>								
NORTH AREA DEVELOPMENT	Expenditure	63,567	38,367	(25,200)	188,270	188,270	0	<i>No variance expected by year end. Current variance largely related to £22K carried forward from last year for rural/community transport.</i>
Area Chairman : Cllr Shane Pledger	Income	0	0	0	0	0	0	
	TOTAL	63,567	38,367	(25,200)	188,270	188,270	0	
NORTH GRANTS	Expenditure	11,970	1,500	(10,470)	19,980	19,980	0	<i>No variance expected, with the exception of grants committed where the project is not completed and paid by year end.</i>
Area Chairman : Cllr Shane Pledger	Income	0	0	0	0	0	0	
	TOTAL	11,970	1,500	(10,470)	19,980	19,980	0	
<b>TOTAL AREA NORTH</b>	<b>Expenditure</b>	<b>75,537</b>	<b>39,867</b>	<b>(35,670)</b>	<b>208,250</b>	<b>208,250</b>	<b>0</b>	
	<b>Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>TOTAL</b>	<b>75,537</b>	<b>39,867</b>	<b>(35,670)</b>	<b>208,250</b>	<b>208,250</b>	<b>0</b>	

Group with Elements		Budget to 30th June	Actual to 30th June	Variance to 30th June	Annual Budget	Expected Total by Year End	Variance expected 31/03/15	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
<b>AREA SOUTH</b>								
<b>Service Manager : Kim Close</b>								
SOUTH AREA DEVELOPMENT	Expenditure	74,270	65,243	(9,027)	282,470	282,470	0	
Area Chairman : Cllr Peter Gubbins	Income	(12,608)	(15,659)	(3,051)	(50,430)	(50,430)	0	
	<b>TOTAL</b>	<b>61,662</b>	<b>49,584</b>	<b>(12,078)</b>	<b>232,040</b>	<b>232,040</b>	<b>0</b>	
SOUTH GRANTS	Expenditure	13,775	7,135	(6,640)	37,160	37,160	0	
Area Chairman : Cllr Peter Gubbins	Income	0	0	0	0	0	0	
	<b>TOTAL</b>	<b>13,775</b>	<b>7,135</b>	<b>(6,640)</b>	<b>37,160</b>	<b>37,160</b>	<b>0</b>	
SOUTH PROJECTS	Expenditure	0	396	396	0	0	0	
Area Chairman : Cllr Peter Gubbins	Income	0	(10,000)	(10,000)	0	0	0	
	<b>TOTAL</b>	<b>0</b>	<b>(9,604)</b>	<b>(9,604)</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL AREA SOUTH</b>	<b>Expenditure</b>	<b>88,045</b>	<b>72,774</b>	<b>(15,271)</b>	<b>319,630</b>	<b>319,630</b>	<b>0</b>	Budgets all on track.
	<b>Income</b>	<b>(12,608)</b>	<b>(25,659)</b>	<b>(13,051)</b>	<b>(50,430)</b>	<b>(50,430)</b>	<b>0</b>	
	<b>TOTAL</b>	<b>75,437</b>	<b>47,115</b>	<b>(28,322)</b>	<b>269,200</b>	<b>269,200</b>	<b>0</b>	
<b>AREA WEST</b>								
<b>Service Manager : Andrew Gillespie</b>								
WEST AREA DEVELOPMENT	Expenditure	62,405	71,058	8,653	244,670	244,670	0	
Area Chairman : Cllr Angie Singleton	Income	(3,410)	2,759	6,169	(13,640)	(13,640)	0	
	<b>TOTAL</b>	<b>58,995</b>	<b>73,817</b>	<b>14,822</b>	<b>231,030</b>	<b>231,030</b>	<b>0</b>	
WEST GRANTS	Expenditure	11,560	4,350	(7,210)	31,240	31,240	0	
Area Chairman : Cllr Angie Singleton	Income	0	0	0	0	0	0	
	<b>TOTAL</b>	<b>11,560</b>	<b>4,350</b>	<b>(7,210)</b>	<b>31,240</b>	<b>31,240</b>	<b>0</b>	
WEST PROJECTS	Expenditure	9,867	9,564	(303)	34,950	34,950	0	
Area Chairman : Cllr Angie Singleton	Income	(19,482)	(18,378)	1,104	(29,930)	(29,930)	0	
	<b>TOTAL</b>	<b>(9,615)</b>	<b>(8,814)</b>	<b>801</b>	<b>5,020</b>	<b>5,020</b>	<b>0</b>	
<b>TOTAL AREA WEST</b>	<b>Expenditure</b>	<b>83,832</b>	<b>84,972</b>	<b>1,140</b>	<b>310,860</b>	<b>310,860</b>	<b>0</b>	I am not anticipating any significant variations.
	<b>Income</b>	<b>(22,892)</b>	<b>(15,619)</b>	<b>7,273</b>	<b>(43,570)</b>	<b>(43,570)</b>	<b>0</b>	
	<b>TOTAL</b>	<b>60,940</b>	<b>69,353</b>	<b>8,413</b>	<b>267,290</b>	<b>267,290</b>	<b>0</b>	
<b>TOTAL STRATEGIC DIRECTOR - PLACE &amp; PERFORMANCE</b>	<b>Expenditure</b>	<b>1,545,432</b>	<b>1,230,509</b>	<b>(314,923)</b>	<b>5,138,680</b>	<b>5,150,270</b>	<b>11,590</b>	
	<b>Income</b>	<b>(924,167)</b>	<b>(1,174,071)</b>	<b>(249,904)</b>	<b>(2,030,210)</b>	<b>(2,041,800)</b>	<b>(11,590)</b>	
	<b>TOTAL</b>	<b>621,265</b>	<b>56,438</b>	<b>(564,827)</b>	<b>3,108,470</b>	<b>3,108,470</b>	<b>0</b>	

Group with Elements		Budget to 30th June	Actual to 30th June	Variance to 30th June	Annual Budget	Expected Total by Year End	Variance expected 31/03/15	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
<b>Strategic Director - (Operations and Customer Focus): Vega Sturgess</b>								
<b>OPERATIONS AND CUSTOMER FOCUS</b>								
<b>Service Manager : Jason Toogood</b>								
CUSTOMER SERVICES	Expenditure	122,867	121,821	(1,046)	493,790	475,000	(18,790)	Underspend currently exists from unfilled vacancy whilst recruitment process continues. Budget will be monitored as this recruitment is completed and employment of casual staff continues.
Portfolio Holder : Cllr Nick Weeks	Income	0	0	0	0	0	0	
	TOTAL	122,867	121,821	(1,046)	493,790	475,000	(18,790)	
RESOLUTION AND PRINTING	Expenditure	21,527	16,586	(4,941)	86,110	85,000	(1,110)	Reduced use of printing service causing under achievement of income. Underspend in Customer Services to offset. Monitoring affect of changed pricing structure in place for 2014/15
Portfolio Holder : Cllr Nick Weeks	Income	(27,443)	(14,266)	13,177	(109,770)	(90,000)	19,770	
	TOTAL	(5,916)	2,320	8,236	(23,660)	(5,000)	18,660	
<b>TOTAL OPERATIONS AND CUSTOMER FOCUS</b>	<b>Expenditure</b>	<b>144,394</b>	<b>138,407</b>	<b>(5,987)</b>	<b>579,900</b>	<b>560,000</b>	<b>(19,900)</b>	
	<b>Income</b>	<b>(27,443)</b>	<b>(14,266)</b>	<b>13,177</b>	<b>(109,770)</b>	<b>(90,000)</b>	<b>19,770</b>	
	<b>TOTAL</b>	<b>116,951</b>	<b>124,141</b>	<b>7,190</b>	<b>470,130</b>	<b>470,000</b>	<b>(130)</b>	
<b>ENVIRONMENT</b>								
<b>Assistant Director : Laurence Willis</b>								
<b>ENVIRONMENTAL HEALTH</b>								
<b>Service Manager : Alasdair Bell</b>								
HOUSING STANDARDS	Expenditure	55,777	73,450	17,673	223,110	223,110	0	Some expense miscoded which will be adjusted in July. Home Aid income still down. Final figure expected to be down.
Portfolio Holder : Cllr Peter Seib	Income	(16,862)	(7,026)	9,836	(67,450)	(57,450)	10,000	
	TOTAL	38,915	66,424	27,509	155,660	165,660	10,000	
ENVIRONMENTAL HEALTH & COMMUNITY PROTECTION	Expenditure	220,555	229,480	8,925	910,680	910,680	0	Variance largely due to redundancy costs of pest control officer being included at start of year - hope to find some savings to cover this. Income slightly down , but still early part of year.
Portfolio Holder : Cllr Peter Seib	Income	(35,728)	(28,409)	7,319	(67,820)	(67,820)	0	
	TOTAL	184,827	201,071	16,244	842,860	842,860	0	
<b>TOTAL ENVIRONMENTAL HEALTH</b>	<b>Expenditure</b>	<b>276,332</b>	<b>302,930</b>	<b>26,598</b>	<b>1,133,790</b>	<b>1,133,790</b>	<b>0</b>	
	<b>Income</b>	<b>(52,590)</b>	<b>(35,435)</b>	<b>17,155</b>	<b>(135,270)</b>	<b>(125,270)</b>	<b>10,000</b>	
	<b>TOTAL</b>	<b>223,742</b>	<b>267,495</b>	<b>43,753</b>	<b>998,520</b>	<b>1,008,520</b>	<b>10,000</b>	
<b>CIVIL CONTINGENCIES MANAGER</b>								
<b>Service Manager : Pam Harvey</b>								
CIVIL CONTINGENCIES	Expenditure	34,553	35,020	467	138,210	138,210	0	Awaiting payment of Bellwin Claim which has now been agreed.
Portfolio Holder : Cllr Henry Hobhouse	Income	(215)	41,040	41,255	(860)	(860)	0	
	TOTAL	34,338	76,060	41,722	137,350	137,350	0	
<b>TOTAL CIVIL CONTINGENCIES</b>	<b>Expenditure</b>	<b>34,553</b>	<b>35,020</b>	<b>467</b>	<b>138,210</b>	<b>138,210</b>	<b>0</b>	
	<b>Income</b>	<b>(215)</b>	<b>41,040</b>	<b>41,255</b>	<b>(860)</b>	<b>(860)</b>	<b>0</b>	
	<b>TOTAL</b>	<b>34,338</b>	<b>76,060</b>	<b>41,722</b>	<b>137,350</b>	<b>137,350</b>	<b>0</b>	

Group with Elements		Budget to 30th June	Actual to 30th June	Variance to 30th June	Annual Budget	Expected Total by Year End	Variance expected 31/03/15	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
<b>ENGINEERING AND PROPERTY SERVICES</b>								
<b>Service Manager : Garry Green</b>								
PROPERTY MANAGEMENT	Expenditure	307,637	267,015	(40,622)	1,212,150	1,182,150	(30,000)	Expenditure on office moves currently in budget that needs to be covered by funding from reserve. Large variance made up of smaller variances across all budgets within this, but routine maintenance under profile due to staff shortages. Anticipate year end saving.
<b>Portfolio Holder : Cllr Henry Hobhouse</b>	Income	(215,309)	(252,965)	(37,656)	(585,230)	(585,230)	0	Commercial income outside of profile so needs adjusting again for more tenants being billed annually rather than quarterly. No variance expected at year end. Service charges for SCC moving into Brympton Way built into budget from October so that may create adverse variance at year end depending on office moves.
	TOTAL	92,328	14,050	(78,278)	626,920	596,920	(30,000)	
CAR PARKING	Expenditure	282,468	262,597	(19,871)	1,167,990	1,099,990	(68,000)	Expenditure largely on profile but profile needs adjusting on a couple of lines. Anticipate year end saving to help reduced income.
<b>Portfolio Holder : Cllr Henry Hobhouse &amp; Cllr Tim Carroll</b>	Income	(580,188)	(502,597)	77,591	(2,463,100)	(2,413,100)	50,000	Pay & Display and Season Ticket income below revised budget. Review of profiling being carried out to see if needs adjusting.
	TOTAL	(297,720)	(240,000)	57,720	(1,295,110)	(1,313,110)	(18,000)	
ENGINEERING SERVICES	Expenditure	200,472	125,624	(74,848)	697,610	667,610	(30,000)	No expenditure against public convenience cleaning toilets as slight problem with invoices which is being resolved. Vacant hours for Qtr 1 within property contributing to variance together with underspends on land drainage & Birchfield landfill. Year end variance depending on winter weather conditions so will vary as year continues.
<b>Portfolio Holder : Cllr Henry Hobhouse</b>	Income	(14,583)	(29,121)	(14,538)	(58,330)	(58,330)	0	Income slightly up due to external funding for CCTV carried forward from last year - budget being adjusted to create an expenditure budget from this income.
	TOTAL	185,889	96,503	(89,386)	639,280	609,280	(30,000)	
<b>TOTAL ENGINEERING AND PROPERTY SERVICES</b>	<b>Expenditure</b>	<b>790,577</b>	<b>655,236</b>	<b>(135,341)</b>	<b>3,077,750</b>	<b>2,949,750</b>	<b>(128,000)</b>	
	<b>Income</b>	<b>(810,080)</b>	<b>(784,683)</b>	<b>25,397</b>	<b>(3,106,660)</b>	<b>(3,056,660)</b>	<b>50,000</b>	
	<b>TOTAL</b>	<b>(19,503)</b>	<b>(129,447)</b>	<b>(109,944)</b>	<b>(28,910)</b>	<b>(106,910)</b>	<b>(78,000)</b>	



Group with Elements		Budget to 30th June	Actual to 30th June	Variance to 30th June	Annual Budget	Expected Total by Year End	Variance expected 31/03/15	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
<b>BUILDING CONTROL</b>								
Service Manager : Dave Durrant								
BUILDING CONTROL	Expenditure	121,518	115,993	(5,525)	636,220	630,000	(6,220)	Income for June was £46k - slightly above profile. I would anticipate a year end fees and charge income of around £480k and not the budgeted £507k.
Portfolio Holder : Cllr Peter Seib	Income	(141,854)	(136,068)	5,786	(680,420)	(653,000)	27,420	
	TOTAL	(20,336)	(20,075)	261	(44,200)	(23,000)	21,200	
TOTAL BUILDING CONTROL	Expenditure	121,518	115,993	(5,525)	636,220	630,000	(6,220)	
	Income	(141,854)	(136,068)	5,786	(680,420)	(653,000)	27,420	
	TOTAL	(20,336)	(20,075)	261	(44,200)	(23,000)	21,200	
<b>STREETSCENE</b>								
Service Manager : Chris Cooper								
ENFORCEMENT	Expenditure	54,368	54,473	105	180,170	180,170	0	No real issues here as the service is on target, we will need to transfer some salaries later in the year following staffing changes.
Portfolio Holder : Cllr Jo Roundell Greene	Income	(750)	(1,488)	(738)	(3,000)	(3,000)	0	Income is slightly above target and we will continue to monitor this.
	TOTAL	53,618	52,985	(633)	177,170	177,170	0	
HORTICULTURE & GROUNDS MAINTENANCE & STREETCLEANING	Expenditure	761,163	865,383	104,220	2,828,510	2,828,510	0	Currently the service is overspent in four main areas: Staffing due to agency workers required to meet new contracts and cover for long term sickness; purchase of plant has been high as we have bought at the start of this year rather than waiting until later in the season and I am confident that this will balance later in the year. Hire costs and materials are overspent as we are carrying out substantial tree and landscaping works and therefore income will address these temporary overspends.
	Income	(187,498)	(207,268)	(19,770)	(1,237,470)	(1,237,470)	0	Income levels are above predicted targets and large projects are currently underway which will balance the overspends and show some surplus.
Portfolio Holder : Cllr Jo Roundell Greene	TOTAL	573,665	658,115	84,450	1,591,040	1,591,040	0	
TOTAL STREETSCENE	Expenditure	815,531	919,856	104,325	3,008,680	3,008,680	0	
	Income	(188,248)	(208,756)	(20,508)	(1,240,470)	(1,240,470)	0	
	TOTAL	627,283	711,100	83,817	1,768,210	1,768,210	0	

Group with Elements		Budget to 30th June	Actual to 30th June	Variance to 30th June	Annual Budget	Expected Total by Year End	Variance expected 31/03/15	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
<b>WASTE &amp; RECYCLING</b>								
<b>Assistant Director : Laurence Willis</b>								
WASTE COLLECTION	Expenditure	1,391,417	1,426,969	35,552	5,622,600	5,622,600	0	The waste budget is generally looking on track to be on target by the end of the financial year. The variance on the contractor's line is due to the underspend from 13/14 (on the contract and the cessation of commercial waste service). We will receive this back once the SWP outturn accounts have been approved by the auditors and the SWB in September. Garden waste is also ahead of target.
Portfolio Holder : Cllr Jo Roundell Greene	Income	(684,081)	(736,603)	(52,522)	(1,405,160)	(1,405,160)	0	
	TOTAL	707,336	690,366	(16,970)	4,217,440	4,217,440	0	
TOTAL WASTE COLLECTION	Expenditure	1,391,417	1,426,969	35,552	5,622,600	5,622,600	0	
	Income	(684,081)	(736,603)	(52,522)	(1,405,160)	(1,405,160)	0	
	TOTAL	707,336	690,366	(16,970)	4,217,440	4,217,440	0	
<b>LICENSING</b>								
<b>Service Manager : Nigel Marston</b>								
LICENSING	Expenditure	64,265	66,722	2,457	242,060	242,060	0	Expenditure on budget. At this stage, the income variance looks largely related to profiling of the budget. Too early to predict any likely surplus income.
Portfolio Holder : Cllr Peter Seib	Income	(40,847)	(57,563)	(16,716)	(279,510)	(279,510)	0	
	TOTAL	23,418	9,159	(14,259)	(37,450)	(37,450)	0	
TOTAL LICENSING	Expenditure	64,265	66,722	2,457	242,060	242,060	0	
	Income	(40,847)	(57,563)	(16,716)	(279,510)	(279,510)	0	
	TOTAL	23,418	9,159	(14,259)	(37,450)	(37,450)	0	
TOTAL ENVIRONMENT	Expenditure	3,494,193	3,522,726	28,533	13,859,310	13,725,090	(134,220)	
	Income	(1,917,915)	(1,918,068)	(153)	(6,848,350)	(6,760,930)	87,420	
	TOTAL	1,576,278	1,604,658	28,380	7,010,960	6,964,160	(46,800)	

Group with Elements		Budget to 30th June	Actual to 30th June	Variance to 30th June	Annual Budget	Expected Total by Year End	Variance expected 31/03/15	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
<b>HEALTH AND WELL-BEING</b>								
Assistant Director : Steve Joel								
<b>ARTS AND ENTERTAINMENT</b>								
Service Manager : Adam Burgan								
ARTS	Expenditure	432,115	440,862	8,747	1,612,930	1,920,510	307,580	A strong start to the year. Key trading periods are ahead and look positive at this stage.
Portfolio Holder : Cllr Sylvia Seal	Income	(309,326)	(752,815)	(443,489)	(1,230,560)	(1,541,700)	(311,140)	
	TOTAL	122,789	(311,953)	(434,742)	382,370	378,810	(3,560)	
TOTAL ARTS	Expenditure	432,115	440,862	8,747	1,612,930	1,920,510	307,580	
	Income	(309,326)	(752,815)	(443,489)	(1,230,560)	(1,541,700)	(311,140)	
	TOTAL	122,789	(311,953)	(434,742)	382,370	378,810	(3,560)	
<b>SPORT AND LEISURE FACILITIES</b>								
Service Manager : Steve Joel								
GOLDENSTONES	Expenditure	66,180	28,450	(37,730)	264,720	264,720	0	
Portfolio Holder : Cllr Sylvia Seal	Income	(27,377)	(19,102)	8,275	(109,510)	(109,510)	0	
	TOTAL	38,803	9,348	(29,455)	155,210	155,210	0	
SPORT FACILITIES	Expenditure	19,253	46,090	26,837	77,010	87,310	10,300	<i>Contract payment for WCSC paid to September 2014.</i>
Portfolio Holder : Cllr Sylvia Seal	Income	0	(10,277)	(10,277)	0	(10,300)	(10,300)	
	TOTAL	19,253	35,813	16,560	77,010	77,010	0	
TOTAL SPORT AND LEISURE FACILITIES	Expenditure	85,433	74,540	(10,893)	341,730	352,030	10,300	
	Income	(27,377)	(29,379)	(2,002)	(109,510)	(119,810)	(10,300)	
	TOTAL	58,056	45,161	(12,895)	232,220	232,220	0	
<b>COMMUNITY HEALTH AND LEISURE</b>								
Service Manager : Lynda Pincombe								
RESOURCE CENTRE	Expenditure	14,237	27,836	13,599	56,950	57,600	650	
Portfolio Holder : Cllr Sylvia Seal	Income	0	(646)	(646)	0	(650)	(650)	
	TOTAL	14,237	27,190	12,953	56,950	56,950	0	
COMMUNITY HEALTH & LEISURE	Expenditure	221,857	196,832	(25,025)	831,360	831,360	0	
Portfolio Holder : Cllr Sylvia Seal	Income	(33,992)	(65,884)	(31,892)	(135,970)	(135,970)	0	
	TOTAL	187,865	130,948	(56,917)	695,390	695,390	0	
TOTAL COMMUNITY HEALTH AND LEISURE	Expenditure	236,094	224,668	(11,426)	888,310	888,960	650	
	Income	(33,992)	(66,530)	(32,538)	(135,970)	(136,620)	(650)	
	TOTAL	202,102	158,138	(43,964)	752,340	752,340	0	

Group with Elements		Budget to 30th June	Actual to 30th June	Variance to 30th June	Annual Budget	Expected Total by Year End	Variance expected 31/03/15	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
<b>HOUSING AND WELFARE</b>								
<b>Service Manager : Kirsty Larkins</b>								
WELFARE	Expenditure	76,680	87,995	11,315	307,090	307,090	0	
Portfolio Holder : Cllr Ric Pallister	Income	(306,512)	(321,448)	(14,936)	(366,450)	(366,450)	0	
	TOTAL	(229,832)	(233,453)	(3,621)	(59,360)	(59,360)	0	
HOUSING	Expenditure	249,608	200,758	(48,850)	1,028,830	1,028,830	0	Underspend on B&B. Homeless prevention fund (non-recharge and recharge) we have had a reduced number of clients and officers are working harder with clients to check whether they've got resources available from other sources to meet the costs. IS maintenance and software shows £5K underspend, as we are billed annually normally in August. Underspent on traveller's site maintenance.
Portfolio Holder : Cllr Ric Pallister	Income	(73,388)	(58,090)	15,298	(293,550)	(293,550)	0	Seen a reduction in income from Housing Benefits as there are fewer clients in B&B. Reduction in Rent In Advance payments income as we are doing fewer of these types of payments.
	TOTAL	176,220	142,668	(33,552)	735,280	735,280	0	
TOTAL HOUSING AND WELFARE	Expenditure	326,288	288,753	(37,535)	1,335,920	1,335,920	0	
	Income	(379,900)	(379,538)	362	(660,000)	(660,000)	0	
	TOTAL	(53,612)	(90,785)	(37,173)	675,920	675,920	0	
<b>COUNTRYSIDE</b>								
<b>Service Manager : Katy Menday</b>								
COUNTRYSIDE	Expenditure	86,520	73,166	(13,354)	346,080	346,080	0	Expenditure is as expected for this time of year. Consultants fees in Yeovil Country Park have been a significant spend but this is covered by the £12K from Heritage Lottery Fund. Further expenditure expected in the next month include £1.5K for soil removal as a result of the centre construction. Further expenditure will be a volunteer away day and our countryside events during the summer holidays.
Portfolio Holder : Cllr Sylvia Seal	Income	(10,372)	(31,817)	(21,445)	(105,670)	(105,670)	0	<i>Income budgets will be reprofiled during July to reflect income pattern.</i>
	TOTAL	76,148	41,349	(34,799)	240,410	240,410	0	
TOTAL COUNTRYSIDE	Expenditure	86,520	73,166	(13,354)	346,080	346,080	0	
	Income	(10,372)	(31,817)	(21,445)	(105,670)	(105,670)	0	
	TOTAL	76,148	41,349	(34,799)	240,410	240,410	0	
TOTAL HEALTH AND WELL-BEING	Expenditure	1,166,450	1,101,989	(64,461)	4,524,970	4,843,500	318,530	
	Income	(760,967)	(1,260,079)	(499,112)	(2,241,710)	(2,563,800)	(322,090)	
	TOTAL	405,483	(158,090)	(563,573)	2,283,260	2,279,700	(3,560)	
TOTAL STRATEGIC DIRECTOR - OPERATIONS AND CUSTOMER FOCUS	Expenditure	4,805,037	4,763,122	(41,915)	18,964,180	19,128,590	164,410	
	Income	(2,706,325)	(3,192,413)	(486,088)	(9,199,830)	(9,414,730)	(214,900)	
	TOTAL	2,098,712	1,570,709	(528,003)	9,764,350	9,713,860	(50,490)	
TOTAL SSDC	Expenditure	20,123,894	18,380,056	(1,743,838)	77,844,660	78,023,970	179,310	
	Income	(15,596,426)	(17,463,226)	(1,866,800)	(60,018,120)	(60,309,520)	(291,400)	
	TOTAL	4,527,468	916,830	(3,610,638)	17,826,540	17,714,450	(112,090)	

## Appendix B

The following virements should be noted:

<b>Value £</b>	<b>To</b>	<b>From</b>	<b>Description</b>
16,000	Housing Properties	Housing	Transfer depreciation budget to correct management code
3,000	Communities & Area South Development	GIS Team	Amendment to additional leave budget
230	Yeovil Recreation Centre	Facility Development	Transfer of capital charges
2,840	Non Earmarked Balance	Area West Markets	Removal of budget as markets are no longer run by Area West
7,370	Food Safety	Home Aid Partnership	Transfer salary budget for Specialist Support Assistants
270	Savings to be Identified	Housing	Staff turnover savings
4,260	Savings to be Identified	Development Control	Staff turnover savings
3,740	Savings to be Identified	Revenues	Staff turnover savings
3,200	Arts Development	District Wide Grants	Transfer of part of District Wide Arts Grants
6,460	Revenues	Revenues & Benefits System Support	Funding for additional hours
2,870	Savings to be Identified	Personnel Services	Staff turnover savings
172,640	Council Tax Benefit/Reduction	Housing Benefits Payments	Realign Housing Benefit budget

## Appendix C

### AREA RESERVES Quarter 1 2014/15

Allocation of Reserves	Approval Date	Approved Allocation	Balance 13/14	Transfer from Reserves during 2014/15
		£	£	£
<b>Area East</b> <b>Balance B/fwd 1st April 2014</b>			<b>60,190</b>	
Community Planning - Project Spend	Apr-05	50,000	26,930	
Securing of BMI Site	Jun-05	4,000	4,000	
Rural Business Units	Nov-05	25,000	15,800	
Retail Support Initiative	May-09	10,000	10,000	
Totals			56,730	0
<b>QSP balance of Reserve</b> <b>Unallocated Balance 30th June 2014</b>			<b>3,460</b>	<b>60,190</b>
<b>Area North</b> <b>Balance B/fwd 1st April 2014</b>			<b>26,600</b>	
Support towards progressing affordable rural housing schemes	Mar-09	15,000	10,000	
Totals			10,000	0
<b>QSP balance of Reserve</b> <b>Unallocated Balance 30th June 2014</b>			<b>16,600</b>	<b>26,600</b>
<b>Area West</b> <b>Balance B/fwd 1st April 2014</b>			<b>53,120</b>	
Underwrite Community Grants	Mar, Aug, Nov 10	39,620	39,620	
Markets (approved in principle)	Nov-10	14,340	13,500	
Totals			53,120	0
<b>QSP balance of Reserve</b> <b>Unallocated Balance 30th June 2014</b>			<b>0</b>	<b>53,120</b>

(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 2014:

<b>Reserves</b>	<b>Balance as at 01/04/14 £'000</b>	<b>Movement £'000</b>	<b>Balance as at 30/06/14 £'000</b>
Usable Capital Receipts	36,396	5	36,401
Capital Reserve	1,916	26	1,942
Cremator Replacement Capital Reserve	300		300
CAMEO Reserve	363		363
Voluntary Redundancy/Early Retirement Fund	432		432
Local Authority Business Growth Initiative Reserve	37		37
Planning Delivery Reserve	32		32
Yeovil Athletic Track Repairs Fund	81		81
Local Plan Enquiry Reserve	41		41
Save to Earn Schemes Reserve	50		50
Insurance Fund	48	3	51
Bristol to Weymouth Rail Reserve	22		22
Election Reserve	194		194
Risk Management Reserve	12		12
Eco-Town Reserve	125		125
Revenue Grants Reserve	547	(192)	355
New Homes Bonus	1,683	(26)	1,657
Yeovil Vision	90		90
Housing Benefits Reserve	577	31	608
Closed Churchyards Reserve	9		9
Deposit Guarantee Claims Reserve	17		17
Park Homes Replacement Reserve	104		104
Into Somerset	13		13
Car Park Income	5		5
Health Inequalities	28		28
Planning Obligations Admin Reserve	31		31
Wincanton Sports Centre Reserve	21		21
LSP	71	8	79
Artificial Grass Pitch Reserve	21		21
Business Support Scheme	380	(36)	344
Flooding Reserve	100		100
Sharing Office Space	88		88
Infrastructure Reserve	1,000		1,000
<b>Total Usable Reserves</b>	<b>44,834</b>	<b>(181)</b>	<b>44,653</b>

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.

## Constitution Update - HR Management Rules

*Executive Portfolio Holder:* Ric Pallister, Leader of the Council,  
*Chief Executive:* Mark Williams, Chief Executive & Head of Paid Service  
*Assistant Director:* Ian Clarke, A D Legal and Corporate Services  
*Service Manager:* Mike Holliday, HR Manager  
*Contact Details:* mike.holliday@southsomerset.gov.uk or (01935) 462161

### 1. Purpose

This report recommends to District Executive updates to the HR Management Rules that are included in the SSDC Constitution. The changes relate to legislative and guidance changes, recommended minor changes to the Disciplinary Policy and some practical changes to authorisation levels.

### 2. Recommendations

District Executive is asked to consider and agree to the attached revisions to the HR Management Rules and Disciplinary Policy prior to submission of a report to Full Council recommending approval.

### 3. Background

Since the HR Management rules were last updated there have been changes to legislation, guidance and practice in a number of areas. The recommended changes to the rules are highlighted in the attached policy in Appendix A.

Management Board have considered and supported the proposed changes and the revised Disciplinary Policy was circulated to the recognised unions for comment.

### 4. Key changes to the HR Management Rules

Appendix A attached highlights the changes proposed to the HR Management Rules section of the Constitution and Disciplinary Policy. With Appendix B proposed version without track changes and with the Disciplinary Policy moved to an appendix to simplify the process of making any future amendment to the Disciplinary Policy alone more practical.

Example changes include:

- Removal of the reference to require permission to work on over age 65 (resulting from the removal of the National Retirement Age).
- Removal of reference to lease cars (these are no longer available).
- Reference made to the allocation of car allowances in line with the Local Agreement has been added.
- Some practical changes on authorisation levels have been proposed to allow Service Managers to authorise up to 12 days unpaid leave and subsistence claims in line with policy.
- References to Police and Crime Commissioner Elections and National Referenda, 'leaving in the efficiency of service' and the Reservist policy have been added.

Additionally the Disciplinary Policy is included in the constitution and the following relatively minor changes are proposed and have been advised to the unions:

- To disallow an increase in sanction on appeal in-line with ACAS guidelines.
- To provide for an 'independent person' rather than just an 'independent manager' to carry out an investigation. This is to allow in exceptional circumstances an independent person to be requested to carry out an investigation so that impartiality can be seen by all parties.
- Re-ordering of the policy Appeals section to improve flow.



- It is recommended that the Disciplinary Policy is moved from the main body of the Constitution to an appendix to facilitate updating.
- Similarly it is also requested that the authorisation of minor updates to the Disciplinary Policy is delegated to the HR Manager in consultation with the Portfolio Holder for HR.

## 5. Financial Implications

There are no financial implications unless an additional decision is taken by District Executive to support the payment of strain charges in a voluntary retirement situation.

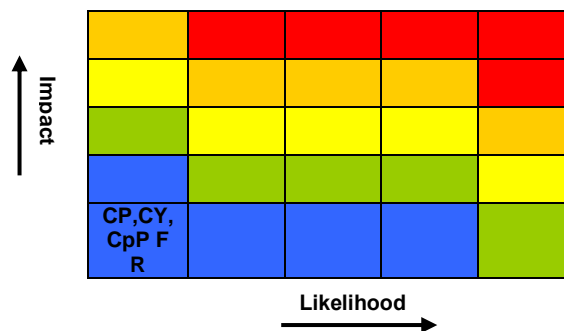
## 6. Appendices

**Appendix A** – HR Management Rules and Disciplinary Policy highlighting proposed amendments.

**Appendix B** – HR Management Rules showing final proposed version with Disciplinary Policy as an appendix.

## 7. Risk Matrix

This matrix only identifies the risk associated with taking the decision as set out in the report as the recommendation(s). Should there be any proposal to amend the recommendation(s) 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 recommendation(s) 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

## 8. Corporate Priority Implications

The recommendation will have no impact on corporate priorities.

## 9. Carbon Emissions and Climate Change Implications

There is no impact resulting from the recommendations of this report.

## 10. Equality and Diversity Implications

No equality and diversity implications have been identified.

## 11. Background Papers

None

## Appendix A: With Track Changes

### Human Resources Management Rules

#### Senior Managers

1. The Council's organisational management structure comprises the Chief Executive, Strategic Directors and Assistant Director posts.
2. The Council's Management Board comprises (two) Strategic Directors and the (6) Assistant Directors. The Senior Management posts are the Chief Executive and the (two) Strategic Directors.

#### Approval of Staffing Structures

3. The Senior Management Structure, any revisions to it, and designation of Monitoring Officer and Chief Finance Officer, shall be approved by the full Council.
4. The Chief Executive and all other officers authorised by him may agree all other staffing structure changes including approval/deletion of posts, changes in reporting arrangements and variations to terms and conditions in accordance with local and national policies and financial procedure rules.
5. Any proposed changes to the number of posts (approval of new posts, deletion of posts) shall be reported to the Management Board who shall decide whether or not the proposed changes shall be recommended for approval to the District Executive. Changes to the Senior Management Structure shall be referred for approval to full Council.
6. Any permanent changes to the grades of posts may only be made in accordance with the Council's scheme of job evaluation.

#### Appointment of Chief Executive, Senior Managers, Chief Finance Officer and Monitoring Officer

7. Rules 7-13 apply to the appointment of the Chief Executive and the Strategic Directors; Rules 7-11 and 13 apply to the appointment of the Monitoring Officer (Assistant Director Legal & Corporate Services) and Chief Finance Officer (Assistant Director Finance & Corporate Services).
8. For all such appointments the Human Resources Manager or his/her nominee shall:
  - a) draw up a statement specifying:
    - (i) the duties of the post; and
    - (ii) any qualifications or qualities required;
  - (b) make suitable arrangements for the post to be externally advertised to bring it to the attention of suitably qualified persons (unless applicants are to be sought only from among the Council's existing staff); and
  - (c) make arrangements for the statement in paragraph (a) above to be sent to any person on request.

9. In all cases either all qualified applicants or a selected short-list will be interviewed as set out in the table below:

<b>Post</b>	<b>Appointing Body</b>	<b>Adviser</b>
Chief Executive	Appointments Committee shall agree 8 (a) and (b) above, shortlist and interview and make recommendation to full Council.	As agreed by the Appointments Committee
Strategic Directors	Appointments Committee shall agree 8 (a) and (b) above, shortlist and interview and make appointment	Chief Executive and as agreed by the Appointments Committee
Monitoring Officer and Chief Finance Officer (if not Senior Management Positions)	Appointments Committee shall agree 8 (a) and (b) above, shortlist and interview and make appointment	Chief Executive and as agreed by the Appointments Committee

10. The Appointments Committee when considering any appointment must include a member of the District Executive as a voting member.
11. Where no suitably qualified person has applied, the post shall be re-advertised.
12. When a Strategic Director ceases to hold that post or is likely to be absent for any length of time, the Chief Executive, after consultation with the political group leaders, may appoint someone to act temporarily in that capacity and determine the salary to be paid.
13. No offer of an appointment as Chief Executive, a Strategic Director, Monitoring Officer or Chief Finance Officer may be made until:
- (a) all members of the District Executive have been notified of the name of the person to whom the offer is to be made and informed of the date and time by which any objection to the making of the offer can be made by any member of the Executive.
  - (b) in the case of the Chief Executive, the Council has confirmed the appointment after consideration of any such objection and resolving that it is not material or not well-founded; or
  - (c) in all other cases, no such objection has been made or the appointing body has considered any such objection and has resolved or decided that the objection is not material or not well-founded.
14. The Chairman of the Standards Committee shall be consulted before a new or existing officer is appointed or designated as Monitoring Officer.

15. In terms of appointment to other posts:

<b>Post</b>	<b>Appointing Body</b>	<b>Adviser</b>
Assistant Director	Chief Executive and Strategic Directors shall undertake all elements of the appointments process.	Human Resources Manager
All Other Posts	Assistant Director or appointed representative and other officers in line with policy on recruitment.	Human Resources Manager

### **Disciplinary Action – Senior Managers**

16. Disciplinary action or suspension during investigation of allegations of misconduct in relation to Senior Manager (as defined in para. 2 above) may only be taken as provided in the table below:

	<b>Suspension</b>	<b>Investigation</b>	<b>Disciplinary Action/ Dismissal/Appeal</b>
Chief Executive (Head of Paid Service)	Appointments Committee on advice of the Human Resources Manager.	Designated independent person appointed by the Appointments Committee.  Report to Appointments Committee or Council	Council
Chief Finance Officer and Monitoring Officer	Appointments Committee on advice from the Chief Executive or Chief Executive if Committee cannot be convened	Designated independent person* appointed by the Appointments Committee.  Report to Appointments Committee	Appointments Committee  Appeal to a Committee appointed by the Council
Other Strategic Directors	Appointments Committee on advice from the Chief Executive or Chief Executive if Committee cannot be convened	Other Officer or independent person appointed by the Appointments Committee.	Appointments Committee  Appeal to a Committee appointed by the Council

**The designated independent person is defined in the Local Authorities (Standing Orders) (England) Regulations 2001 paragraph 7(2) as such a person as may be agreed by the authority and the relevant officer or, in default of such agreement, nominated by the Secretary of State.**

17. No disciplinary action, other than suspension as provided for above, may be taken in respect of the Head of Paid Service, Chief Finance Officer or Monitoring Officer other than in accordance with a recommendation in a report made by a designated independent person under regulation 7 of the Local Authorities (Standing Orders) (England) Regulations 2001.
18. All suspended officers shall be on full pay during the investigation of the alleged misconduct (**see appendix for guidance on what may constitute misconduct**), which must be completed no later than two months after the suspension takes effect (subject to any direction by the designated independent person in the case of the Head of Paid Service, Chief Finance Officer or Monitoring Officer).
19. The Chairman of the Standards Committee shall be consulted after any investigation of an allegation of misconduct by the Monitoring Officer; and his/her advice shall be presented to the Appointments Committee.

#### **Dismissal of a Senior Manager, Chief Finance Officer or Monitoring Officer**

20. No decision to dismiss a Senior Manager (as defined in para. 2 above), Chief Finance Officer or Monitoring Officer shall take effect until:
  - (a) the Monitoring Officer has recorded the name of the person to be dismissed and any other particulars the Appointments Committee (or other responsible body or person) considers relevant to the dismissal;
  - (b) that information has been sent by the Monitoring Officer to the Leader and all members of the District Executive with a date and time by which any objection to the dismissal can be made;
  - (c) the Monitoring Officer has confirmed that the date and time for objection has elapsed and either the Council (in the case of the Head of Paid Service) or the responsible body (in all other cases) has considered any such objection and has resolved or decided that the objection is not material or not well-founded;

Provided always that should the decision relate to the Monitoring Officer then the requirements contained in paragraphs (a) –(c) above shall be undertaken by the Chief Executive Officer

#### **Appeals by a Senior Manager, Chief Finance Officer or Monitoring Officer**

21. Any appeal must be lodged with the Monitoring Officer (or the Chief Executive where the appeal is made by the Monitoring Officer) within 10 working days of written confirmation to the officer of the disciplinary action and must include a written statement of the grounds on which the appeal is made.
22. Subject to these rules, all disciplinary procedures, including hearings and appeals, shall be conducted as far as possible in accordance with the provisions of the South Somerset Scheme of Conditions of Service.
23. Appeal hearings shall not include Members involved in the decision to take disciplinary action.

## Other Officers

24. Members may not take part in the appointment of any other officers (except assistants for political groups) nor in any disciplinary or dismissal action, except as provided for above or as a member of an appeal panel.

## Staff Appeals

25. Unresolved employee grievances and appeals by employees of the Council against dismissal, transfer or downgrading are determined in accordance with the District Council's Disciplinary Procedures. Members, appointed by the Council and having received the appropriate training, may only be involved in an appeal against dismissal.

## Delegations to Officers

26. Officers at the level stated and above are empowered to take the decisions about staff set out in the table below.
27. Managers are also authorised to make other day to day operational decisions on the management of their staff in accordance with the relevant procedures and conditions of employment. A list of these authorisations is held by the Human Resources Manager and may be altered by the Chief Executive.

Issue	Decision	Minimum Level of Decision
Recruitment and Appointment of Staff	Agree the recruitment and appointment of all staff below Assistant Director level	Assistant Director
Assistance with Employee Relocation Costs	Application of Relocation Scheme within scheme limits.	Assistant Director
Acting Up Arrangements	Agree Acting Up arrangement and determine appropriate payment where an employee is required to undertake the duties of a higher graded post on a temporary basis.	Assistant Director (in consultation with their Strategic Director)
<del>Extending service beyond the age of 65 years.</del>	<del>Approval to extend the service of an employee beyond the normal retirement age of 65 and the employment of a pensioner, subject to the guidelines and Conditions of Employment manual, the Local Government Pension Scheme Regulations and insurance provision.</del>	<del>Strategic Director (in consultation with Human Resources and Pensions Department)</del>

Issue	Decision	Minimum Level of Decision
Termination of Employment	Termination of employment on redundancy, early retirement, <u>efficiency of service</u> , incapacity and disciplinary grounds in accordance with Council's severance policy.	<p>Decisions on redundancies and early retirements for senior managers to be taken by the Chief Executive following consultation with the Leader of the Council.</p> <p>All other redundancies, <u>efficiency of service</u> and early retirements (other than on ill health grounds) to be jointly agreed by the Director and the Human Resources Manager. All details of early retirements to be circulated to all members for information.</p> <p>All other terminations of employment to be agreed by Director (or Assistant Director to whom this power has been delegated by the Strategic Director) in all cases in accordance with the Disciplinary and Capability Procedures.</p>
Use of Ex Employees as Consultants	Approval to use ex-employees as consultants on a "contract for service" basis with reference to the Financial Procedure Rules, pension restrictions and Contract Standing Orders.	Strategic Director (in consultation with Human Resources and Pensions Department, if applicable)
Changes to <b>National Joint Council</b> (NJC) Pay and Conditions	Agree the implementation of NJC pay awards and changes to conditions of service in accordance with NJC agreements.	Human Resources Manager
Advances of Salary	Agree payment of an advance of salary, in exceptional circumstances.	Strategic Director (in conjunction with Human Resources)

<b>Issue</b>	<b>Decision</b>	<b>Minimum Level of Decision</b>
Dealing with salaries and pay progression outside of the normal procedures	Agreement of starting salaries and subsequent pay movement for staff.  Withholding of increments in accordance with the provisions of the staff handbook.	Chief Executive  Assistant Director
Extension of Sick Pay	Agree conversion of any period of sick pay entitlement from half to full pay.  Agree extension of sick pay beyond the aggregate of full and half pay.	Strategic Director  Chief Executive
Recovery of Sick Pay	Agree recovery of sick pay where employees have been off sick due to their own misconduct.	Human Resources Manager and Assistant Director
Payment of Honoraria to National Joint Council (NJC) Staff	Approval to pay honoraria to NJC staff	Assistant Director
Standby Allowances	Approve updating of Standby allowance rates under the JNC Scheme.	Strategic Director
Annual Leave Buyout	Agree, for exceptional reasons, to buy-out an employee's annual leave to a maximum of 5 days in any one leave year.	Strategic Director (in consultation with Human Resources)
Leave for Extraneous Duties, e.g. JPs, Local Authority Members, School Governors	Grant an employee up to 18 days paid leave per year for undertaking extraneous duties.	Assistant Director
Special Leave for Trade Union Conferences	Approval for representatives nominated by a recognised Trade Union to be granted up to 5 days paid leave to attend annual/biennial conferences	Assistant Director



Special Leave for Retained Fire Fighters	Approval for retained fire fighters to be granted up to 2 weeks additional paid leave to attend recognised courses concerning their fire service duties.	Assistant Director
Special Leave for Election Duties	Grant paid leave to employees acting as Presiding Officers and Poll Clerks at Parliamentary, European Parliament, County Council, District, <u>Police and Crime Commissioner</u> or Parish Council elections <u>and any National Referendum</u> .	Chief Executive
Special Leave for Service in Non-Regular Forces	Grant volunteer members of the non-regular forces up to two weeks additional <u>paid</u> leave per year to attend camp <u>as per the Reservist Policy</u> .	Assistant Director
Participation in the Reserve Armed Forces	Where appropriate grant approval for an employee to enter an agreement to become a reservist in the regular reserve forces or the volunteer reserves as appropriate <u>as per the Reservist Policy?</u> .	Assistant Director
Compassionate Leave beyond normal provisions	In exceptional circumstances grant paid compassionate leave beyond the normal provisions as in the staff handbook.	Chief Executive
Unpaid Leave	Approval for employees to be granted up to and including <u>7-12</u> days unpaid leave.  Approvals for employees to be granted between <u>8-13</u> days and 3 months unpaid leave.	<u>Assistant Director</u> <u>Service Manger</u>  Strategic Director (in consultation with Human Resources Manager)
Additional Paid Leave	Approval in exceptional circumstances for additional paid leave up to a maximum of ten days per year.	Chief Executive

<p>Reimbursement for Meals and Subsistence payments</p>	<p>Agree the payment levels for reimbursement of expenditure on meals and other subsistence expenses.</p> <p>Authorise the reimbursement of expenditure on meals and other subsistence expenses <b>(excluding alcohol)</b> in line with the agreed scheme of payments on production of receipts.</p>	<p>Chief Executive</p> <p><del>Assistant Director</del> <u>Service Manager</u></p>
<p>Travelling Allowances</p>	<p>Allocation of car user status (casual, essential) in accordance with <del>established procedures</del> <u>Local Agreement on Car Allowances</u> to posts where use of a motor vehicle is required in order to perform the duties.</p> <p><del>Exceptionally grant essential car user status on criteria other than that set out in the Procedures and Conditions of Employment manual, and allocation of lease car user status.</del></p> <p>Use of Council vehicles in exceptional circumstances and subject to insurance clearance.</p>	<p>Assistant Director (in consultation with Human Resources Manager)</p> <p><del>Strategic Director</del></p> <p>Assistant Director</p>
<p>Payment of Travelling Expenses at work</p>	<p>In exceptional circumstances agree the payment of travelling expenses to and from work.</p>	<p>Assistant Director</p>

Car Loans	<p>Setting the maximum amount that can be granted for a car loan. Setting the rate of interest for car loans.</p> <p>Approval of payment of car loans in accordance with Assisted Car Purchase Scheme.</p>	<p>Assistant Director Finance &amp; Corporate Services</p> <p>Assistant Director (in consultation with Human Resources Manager).</p>
<del>Benchmark Lease Car</del>	<del>Setting the benchmark cars for the lease car scheme.</del>	<del>Chief Executive</del>
Secondments	<p>Agree secondments outside of SSDC.</p> <p>Agree secondments within the Council.</p> <p>Agree secondments to SSDC from other employers.</p>	<p>Strategic Director (in consultation with Human Resources Manager).</p> <p>Assistant Director</p> <p>Assistant Director (in consultation with Human Resources Manager).</p>
Changes to the delegations and authorisations to Line Managers	<p>Agree changes to the Officer delegations. Such changes to be variations to the existing scheme in terms of the officers responsible for exercising the delegated power only. Changes to the powers delegated to officers require the approval of Council.</p>	Chief Executive
<u>Disciplinary Policy</u>	<u>Agree minor updates to Disciplinary Policy</u>	<u>Portfolio Holder for HR in consultation with HR Manager in consultation with the Portfolio Holder for HR.</u>

## **Policy Group: Disputes Resolution Disciplinary Procedure**

### **1. Purpose**

1. The purpose of this Procedure is to:
  - Outline the disciplinary rules relating to the conduct of SSDC employees.
  - Outline the steps to be taken when there is a breach of these rules by an individual
  - Ensure that SSDC complies with the law relating to handling disciplinary matters and that employees' rights are protected
2. The ACAS Discipline and Grievances at Work Handbook and guidance available on the ACAS website should be used as a reference guide by managers and employees should further information be required. The website address is [www.acas.org.uk](http://www.acas.org.uk)
3. This procedure applies to all employees of SSDC except: the Head of Paid Service, Strategic Directors, the Monitoring Officer and the Section 151 Officer. For these exceptions, similar principles will apply, but as modified by the Council's 'Human Resources Management Rules' in relation to suspension, investigation, disciplinary action and appeals. Any disciplinary action against staff during their probationary period will follow the Standard Statutory Dismissal and Disciplinary Procedure detailed in section 10 below.
4. A separate procedure deals with matters of capability i.e. inability to perform the requirements of the role, either due to illness or lack of competence.

### **2. Core Principles**

1. All employees have a duty to act reasonably and with due regard to defined and reasonable standards of conduct and should expect to be held accountable for their behaviour and actions.
2. Managers at every level have a responsibility to uphold standards of discipline of the employees reporting to them.
3. Managers will use this Procedure primarily to obtain an improvement in behaviour and conduct and not see it as simply a means to impose sanctions. In particular, other than for gross misconduct, no employee will normally be dismissed for a first disciplinary breach. (During probationary period modified procedure in section 10 maybe applied).
4. Formal disciplinary action will only be taken after:
  - a thorough investigation of the facts
  - an employee has been informed in writing of the complaint against them and formally advised of their right to be accompanied at any subsequent meetings
  - a meeting with the employee has been held
5. Employees will be informed in writing of the outcome of any disciplinary meeting(s) and will have the right to appeal any action taken to a more senior manager who was not involved in the earlier meeting or the investigation.
6. Employees have the right to be accompanied at all disciplinary and appeal meetings by a fellow employee or a trade union officer. Disciplinary proceedings affecting a lay trade union officer will only take place after consultation with the paid union officer.

7. Each instance will be dealt with as speedily as possible, taking account of the seriousness and complexity of the matter in hand.

### **3. Disciplinary Rules**

1. It is not possible in this document to define all acts of misconduct that could lead to the Procedure being used.
2. Misconduct is a breach of the express or implied terms of an employee's contract of employment and is essentially behaviour which does not meet defined standards or standards which any person would accept as reasonable.
3. A distinction is made between:
  - Minor misconduct – such cases will be dealt with informally and the full Procedure will not be used
  - Misconduct – this may be repeated minor misconduct or allegations of misconduct which require formal investigation and possible action. This Procedure will be invoked in such cases.
  - Gross misconduct – this is alleged misconduct so serious that, if substantiated, represents a fundamental repudiation of the contract of employment by an employee and which would justify summary dismissal i.e. dismissal without notice. While there may be some conduct that will always be classified as 'gross', the distinction between 'misconduct' and 'gross misconduct' may be a question of seriousness.

Examples of conduct which will normally be regarded as gross misconduct include:-

- theft or fraud;
- physical violence or purposeful bullying;
- deliberate and serious damage to property;
- serious misuse of the Council's property or name;
- deliberately accessing and/or disseminating internet sites or electronic material containing pornographic, offensive or obscene material; serious insubordination;
- unlawful discrimination or harassment;
- bringing the Council into serious disrepute;
- serious incapability at work brought on by alcohol or illegal drugs;
- causing loss, damage or injury through serious negligence;
- a serious breach of health and safety rules;
- a serious breach of confidence; and
- breaches of the Code of Conduct.

### **4. Minor Misconduct**

1. For a first minor breach of discipline, a manager may issue an informal warning without the need to follow any set procedure. A note that such a warning has been given will be kept on the employee's personal file and a copy given to the employee. Although no right of appeal is available against such informal action an employee may raise a grievance if the issue of such the warning was unreasonable and/or the note made was inaccurate and the matter cannot be resolved informally.
2. The period for retaining any such note on the personal file will be set down on the note however, this period will not exceed 4 months in normal circumstances. Once

the period is 'spent' the note (and any copies whether 'hard' or 'soft') will be removed from the file and securely destroyed.

## 5. Misconduct

For more serious suspicions or allegations of misconduct the following formal procedure will apply:

1. The employee's Manager will verbally advise the employee of the allegation(s) against them and that these will be investigated. In some cases it may be appropriate and reasonable to seek the employee's version of events immediately as part of that investigation, but in many instances it will be more appropriate to interview the employee later as part of the investigation. In any event, the employee will be advised that this meeting is to investigate the facts of the matter and is not a disciplinary hearing.

The allegations, and that there will be an investigation, will be confirmed in writing, as will the possible outcomes of the investigation and the right of employees to be accompanied at any subsequent meetings to discuss the allegations.

2. The Manager will institute an investigation, which will involve collection of relevant documents if applicable and, where appropriate, interviews with witnesses and the employee concerned. The facts ascertained will be documented.

The manager must ask for an independent ~~manager~~ person to conduct the investigations etc where s/he considers that they have been too closely involved in the incident in question or have not been able to keep a sufficiently open mind to ensure that fairness and natural justice are maintained. They may also opt for an independent investigation where they consider it advisable for maintaining future good relations within the team or where there are allegations of bias against them.

3. On the basis of an investigation the Manager will decide if there is a 'case to answer'. If not, the employee will be advised accordingly, both verbally and in writing. Where there is, the Manager will organise a formal disciplinary meeting which will include:
  - Setting out in writing the basis of the allegation and an explanation of the 'case to answer', including providing a copy of all the documented evidence ascertained in the investigation
  - Arranging a date, time and venue for a meeting with the employee. This must provide a reasonable time for the employee to prepare and consult with whoever might be accompanying them. Reasonable and genuine requests to postpone the meeting will be considered sympathetically and the statutory grounds for postponing the meeting are set out ACAS handbook.
  - Confirming in writing to the employee the date, time and venue for the meeting and re-confirming their right to be accompanied
4. A disciplinary meeting will be held between the Manager and the employee with their accompanying representative if appropriate. The Manager should be accompanied too and, depending on the nature of the case (its seriousness and complexity), others may also attend e.g. a note-taker and/or witnesses.
5. The Manager will have due regard to the following matters before deciding whether any action should be taken: -
  - the facts identified in the investigation report;
  - the employee's explanation (including any relevant mitigating circumstances),
  - their length of service and employment record

- the decisions made in other cases
- any general considerations of fairness, reasonableness and consistency

The outcome will be advised both verbally and in writing.

## 6. Appeals

1. Employees have the right to appeal to a more senior manager against any disciplinary sanctions imposed. Any such appeal should be submitted as soon as practicable, but generally no later than five working days after receiving written confirmation of the action being taken. The employee will again be advised of their statutory right to be accompanied to the meeting and their right to postpone the meeting.
2. Appeals will be considered at a meeting within a reasonable timescale by an independent Manager who where practical is more senior to the one chairing the original meeting and normally within the same management reporting line providing that they were not involved in the earlier investigation. For sanctions other than dismissal the appeal will normally review the specific grounds of appeal and, where these were not clear from the appeal letter, the employee will be encouraged to provide details of the grounds of the appeal to allow a review to take place.
3. Where, exceptionally, a rehearing of the whole case may be needed the HR Manager will make this decision after consultation with the employee and the relevant Union or workplace representative. Where it is decided that a rehearing is required the implications of a rehearing, particularly in relation to a possible increase in sanction, must be explained to the employee and confirmed in writing by the HR Manager. The employee must then be allowed a reasonable amount of time to consider whether they wish to pursue their appeal or withdraw it.
4. Where an employee feels that the HR Manager's decision to hold a rehearing rather than a review is unreasonable, they may lodge a grievance.
5. Appeal meetings about a dismissal will always represent a full re-hearing of the case and will be heard by a panel made up of at least two Directors/Chief Executive and 2 two elected Council Members
6. Where the appeal is a rehearing of the case, the decision of the Appeals Panel may include confirmation of the original decision, the quashing of the original decision or a ~~greater or~~ lesser sanction being substituted (including a decision to dismiss) for the original decision.
7. The outcome of any appeal will be confirmed in writing. This outcome will be final, ~~except where, exceptionally, the appeal decision substitutes dismissal for any action short of dismissal, in which case there will be a further right of appeal to a panel made up of at least 2 different Directors/Chief Executive and 2 different elected Council Members~~

## 7. Gross Misconduct

Where the allegations could amount to gross misconduct, the following Procedure will apply:

1. As soon as the employee's Manager is aware of the allegations which (s)he considers could amount to gross misconduct, (s)he should discuss the matter with the HR Manager, their Assistant Director or their Strategic Director. If they agree,

then they can authorise immediate suspension which should be confirmed verbally and in writing to the employee.

2. Suspension will be on full pay pending investigation and is not to be regarded as a disciplinary sanction in its own right. It is to be for the minimum period necessary and should be regularly reviewed to confirm it is still necessary.
3. Thereafter the Procedure follows that listed from step 1 in the Misconduct section of the Procedure, except that in all cases an independent ~~manager person~~ will conduct the investigation and make a recommendation on whether there is a case to answer and the employee's Assistant Director or Strategic Director will normally chair the disciplinary meeting.

## 8. Suspension

~~Other than for alleged gross misconduct (section 7 above), an employee may be suspended on full pay. Suspension won't be necessary in all cases, however an employee may be suspended on full pay in cases of serious misconduct or other instances whilst an investigation is conducted if:~~

- (a) such a suspension would facilitate the investigation
- (b) there is a risk to the Authority's property or to other people

## 9. Disciplinary outcomes/sanctions

A disciplinary meeting can have a variety of outcomes as shown in the table below.

Outcome	Used in these circumstances	Applied by
No action	Where Manager chairing the meeting considers that there is no real substance to the allegations, or  Where, although the allegations have substance, there are strong mitigating factors which means that it would be unreasonable to impose a warning	Any level of Manager
Informal verbal warning	Where allegations have substance but it is a first breach or discipline and the Manager chairing the meeting concludes that the misconduct is of a minor nature, or  Where, although allegations have substance, there are strong mitigating factors which means that it would be unreasonable to impose stronger warning.	Any level of Manager
Written warning	Where allegations of misconduct have substance, there are no mitigating factors justifying lesser sanction but, taking past record into account, it would be unreasonable to impose a stronger sanction	Any level of Manager



<b>Outcome</b>	<b>Used in these circumstances</b>	<b>Applied by</b>
Final written warning (i.e. dismissal could result from any further misconduct)	Following a failure to heed previous warnings (in which case another hearing is necessary), or A substantiated serious disciplinary offence, even though no warnings have previously been given	3 <sup>rd</sup> tier manager and above
Dismissal with contractual notice	Following a failure to heed a final warning, or <del>A substantiated serious disciplinary offence where formal warnings of any kind have been given</del> <u>Dismissal for a reason other than Gross Misconduct</u>	Assistant Director and above
Dismissal without notice	Substantiated Gross Misconduct	Assistant Director and above
Demotion and/or transfer	Only as an alternative to dismissal and with employee's formal written agreement	Assistant Director and above

Appeal meetings can: quash the original decision entirely; or substitute a lesser sanction; or substitute a greater sanction, but only if the appeal is a full rehearing of the case. In most cases the appeal will be a review of the earlier decision and the employee will be encouraged to identify the specific point(s) of the appeal so that the appeal panel can address this issue(s). In these cases no greater sanction may be substituted.

If written warnings are issued, the employee will also be advised of the improvement required and the consequences of failure to improve. All warnings will be kept on file for the period specified on the warning. This period would normally be:-

- 4 months for informal warnings
- 6 months for a formal verbal warning
- 12 months for a written warning
- 24 months for a final written warning

Once the period is 'spent' the warnings will be removed from the personal file.

Even when a warning is 'spent' and documents removed from the personal file, in order that the Council can meet any possible obligations under the TUPE regulations, all documentation in relation to formal disciplinary proceedings will be retained for a total of two years before being destroyed. In such cases, the records will be securely stored and kept separate from any personal file that may be available to managers generally. Information relating to 'spent' warnings will not be made available to those involved in selection decisions.

## **10. Probationary Periods**

An employee ~~with less than 11 months' service and still~~ in their probationary period can be dismissed using a modified procedure as follows.

**Step 1:** The manager must set out the reasons in writing detailing the issues of concern or alleged conduct or other circumstances which lead them to contemplate dismissing or taking disciplinary action against the employee.

The manager will send a copy to the employee inviting the employee to attend a meeting advising them of their right to be accompanied at the meeting.

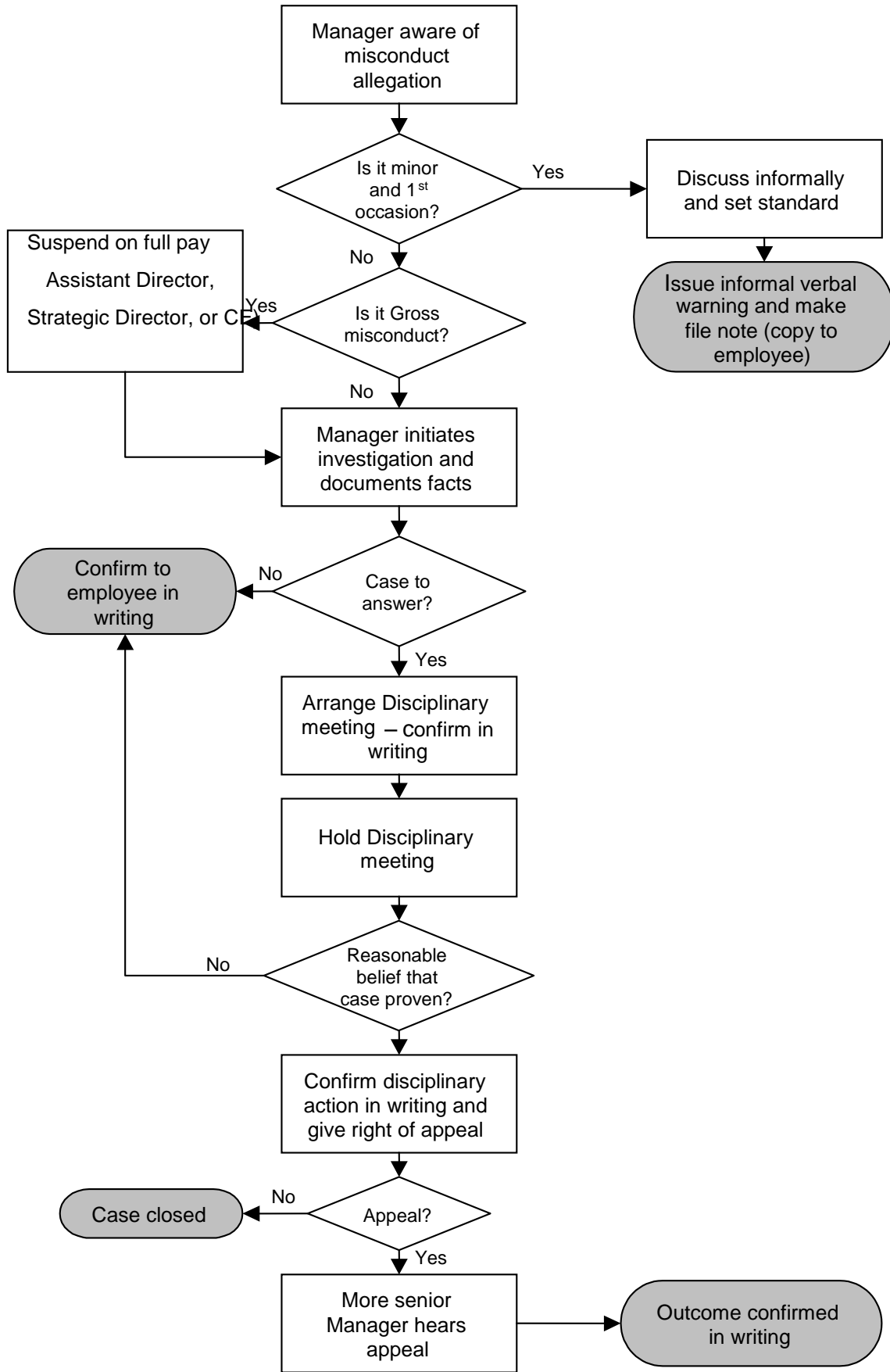
**Step 2:** The meeting must take place before action is taken except where a decision is taken to suspend the employee. The employee should be given reasonable time to have considered their response to the information in the letter. The employee must take reasonable steps to attend the meeting and will have an opportunity at the meeting to put their point of view.

After the meeting the manager will inform the employee in writing of their decision and, if applicable, advise them of their right of appeal against the decision.

**Step 3:** If the employee wishes to appeal they must put the request in writing and they will be invited to a further meeting at which they can be accompanied. A more senior manager than at the first meeting (usually a Assistant Director or Strategic Director) should hear the appeal. After the appeal meeting the manager must inform the employee of their decision in writing

~~If this modified procedure is used and may result in dismissal, step 2 (including the written confirmation) MUST be completed before the employee has 51 weeks' continuous service i.e. any dismissal is effective (including the statutory entitlement to a minimum of one week's notice) before the employee has 52 weeks' service.~~

**South Somerset District Council  
Disciplinary Procedure – Outline Flow Chart**





## **Appendix B Without track changes**

### **Constitution Part 4**

## **Human Resources Management Rules**

### **Senior Managers**

1. The Council's organisational management structure comprises the Chief Executive, Strategic Directors and Assistant Director posts.
2. The Council's Management Board comprises (two) Strategic Directors and the (6) Assistant Directors. The Senior Management posts are the Chief Executive and the (two) Strategic Directors.

### **Approval of Staffing Structures**

3. The Senior Management Structure, any revisions to it, and designation of Monitoring Officer and Chief Finance Officer, shall be approved by the full Council.
4. The Chief Executive and all other officers authorised by him may agree all other staffing structure changes including approval/deletion of posts, changes in reporting arrangements and variations to terms and conditions in accordance with local and national policies and financial procedure rules.
5. Any proposed changes to the number of posts (approval of new posts, deletion of posts) shall be reported to the Management Board who shall decide whether or not the proposed changes shall be recommended for approval to the District Executive. Changes to the Senior Management Structure shall be referred for approval to full Council.
6. Any permanent changes to the grades of posts may only be made in accordance with the Council's scheme of job evaluation.

### **Appointment of Chief Executive, Senior Managers, Chief Finance Officer and Monitoring Officer**

7. Rules 7-13 apply to the appointment of the Chief Executive and the Strategic Directors; Rules 7-11 and 13 apply to the appointment of the Monitoring Officer (Assistant Director Legal & Corporate Services) and Chief Finance Officer (Assistant Director Finance & Corporate Services).
8. For all such appointments the Human Resources Manager or his/her nominee shall:
  - a) draw up a statement specifying:
    - (i) the duties of the post; and
    - (ii) any qualifications or qualities required;
  - (b) make suitable arrangements for the post to be externally advertised to bring it to the attention of suitably qualified persons (unless applicants are to be sought only from among the Council's existing staff); and
  - (c) make arrangements for the statement in paragraph (a) above to be sent to any person on request.

9. In all cases either all qualified applicants or a selected short-list will be interviewed as set out in the table below:

<b>Post</b>	<b>Appointing Body</b>	<b>Adviser</b>
Chief Executive	Appointments Committee shall agree 8 (a) and (b) above, shortlist and interview and make recommendation to full Council.	As agreed by the Appointments Committee
Strategic Directors	Appointments Committee shall agree 8 (a) and (b) above, shortlist and interview and make appointment	Chief Executive and as agreed by the Appointments Committee
Monitoring Officer and Chief Finance Officer (if not Senior Management Positions)	Appointments Committee shall agree 8 (a) and (b) above, shortlist and interview and make appointment	Chief Executive and as agreed by the Appointments Committee

10. The Appointments Committee when considering any appointment must include a member of the District Executive as a voting member.
11. Where no suitably qualified person has applied, the post shall be re-advertised.
12. When a Strategic Director ceases to hold that post or is likely to be absent for any length of time, the Chief Executive, after consultation with the political group leaders, may appoint someone to act temporarily in that capacity and determine the salary to be paid.
13. No offer of an appointment as Chief Executive, a Strategic Director, Monitoring Officer or Chief Finance Officer may be made until:
- (a) all members of the District Executive have been notified of the name of the person to whom the offer is to be made and informed of the date and time by which any objection to the making of the offer can be made by any member of the Executive.
  - (b) in the case of the Chief Executive, the Council has confirmed the appointment after consideration of any such objection and resolving that it is not material or not well-founded; or
  - (c) in all other cases, no such objection has been made or the appointing body has considered any such objection and has resolved or decided that the objection is not material or not well-founded.
14. The Chairman of the Standards Committee shall be consulted before a new or existing officer is appointed or designated as Monitoring Officer.

15. In terms of appointment to other posts:

Post	Appointing Body	Adviser
Assistant Director	Chief Executive and Strategic Directors shall undertake all elements of the appointments process.	Human Resources Manager
All Other Posts	Assistant Director or appointed representative and other officers in line with policy on recruitment.	Human Resources Manager

### Disciplinary Action – Senior Managers

16. Disciplinary action or suspension during investigation of allegations of misconduct in relation to Senior Manager (as defined in para. 2 above) may only be taken as provided in the table below:

	Suspension	Investigation	Disciplinary Action/ Dismissal/Appeal
Chief Executive (Head of Paid Service)	Appointments Committee on advice of the Human Resources Manager.	Designated independent person appointed by the Appointments Committee.  Report to Appointments Committee or Council	Council
Chief Finance Officer and Monitoring Officer	Appointments Committee on advice from the Chief Executive or Chief Executive if Committee cannot be convened	Designated independent person* appointed by the Appointments Committee.  Report to Appointments Committee	Appointments Committee  Appeal to a Committee appointed by the Council
Other Strategic Directors	Appointments Committee on advice from the Chief Executive or Chief Executive if Committee cannot be convened	Other Officer or independent person appointed by the Appointments Committee.	Appointments Committee  Appeal to a Committee appointed by the Council

**The designated independent person is defined in the Local Authorities (Standing Orders) (England) Regulations 2001 paragraph 7(2) as such a person as may be agreed by the authority and the relevant officer or, in default of such agreement, nominated by the Secretary of State.**

17. No disciplinary action, other than suspension as provided for above, may be taken in respect of the Head of Paid Service, Chief Finance Officer or Monitoring Officer other than in accordance with a recommendation in a report made by a designated

independent person under regulation 7 of the Local Authorities (Standing Orders) (England) Regulations 2001.

18. All suspended officers shall be on full pay during the investigation of the alleged misconduct (**see appendix for guidance on what may constitute misconduct**), which must be completed no later than two months after the suspension takes effect (subject to any direction by the designated independent person in the case of the Head of Paid Service, Chief Finance Officer or Monitoring Officer).
19. The Chairman of the Standards Committee shall be consulted after any investigation of an allegation of misconduct by the Monitoring Officer; and his/her advice shall be presented to the Appointments Committee.

#### **Dismissal of a Senior Manager, Chief Finance Officer or Monitoring Officer**

20. No decision to dismiss a Senior Manager (as defined in para. 2 above), Chief Finance Officer or Monitoring Officer shall take effect until:
  - (a) the Monitoring Officer has recorded the name of the person to be dismissed and any other particulars the Appointments Committee (or other responsible body or person) considers relevant to the dismissal;
  - (b) that information has been sent by the Monitoring Officer to the Leader and all members of the District Executive with a date and time by which any objection to the dismissal can be made;
  - (c) the Monitoring Officer has confirmed that the date and time for objection has elapsed and either the Council (in the case of the Head of Paid Service) or the responsible body (in all other cases) has considered any such objection and has resolved or decided that the objection is not material or not well-founded;

Provided always that should the decision relate to the Monitoring Officer then the requirements contained in paragraphs (a) –(c) above shall be undertaken by the Chief Executive Officer

#### **Appeals by a Senior Manager, Chief Finance Officer or Monitoring Officer**

21. Any appeal must be lodged with the Monitoring Officer (or the Chief Executive where the appeal is made by the Monitoring Officer) within 10 working days of written confirmation to the officer of the disciplinary action and must include a written statement of the grounds on which the appeal is made.
22. Subject to these rules, all disciplinary procedures, including hearings and appeals, shall be conducted as far as possible in accordance with the provisions of the South Somerset Scheme of Conditions of Service.
23. Appeal hearings shall not include Members involved in the decision to take disciplinary action.

#### **Other Officers**



24. Members may not take part in the appointment of any other officers (except assistants for political groups) nor in any disciplinary or dismissal action, except as provided for above or as a member of an appeal panel.

### Staff Appeals

25. Unresolved employee grievances and appeals by employees of the Council against dismissal, transfer or downgrading are determined in accordance with the District Council's Disciplinary Procedures. Members, appointed by the Council and having received the appropriate training, may only be involved in an appeal against dismissal.

### Delegations to Officers

26. Officers at the level stated and above are empowered to take the decisions about staff set out in the table below.
27. Managers are also authorised to make other day to day operational decisions on the management of their staff in accordance with the relevant procedures and conditions of employment. A list of these authorisations is held by the Human Resources Manager and may be altered by the Chief Executive.

<b>Issue</b>	<b>Decision</b>	<b>Minimum Level of Decision</b>
Recruitment and Appointment of Staff	Agree the recruitment and appointment of all staff below Assistant Director level	Assistant Director
Assistance with Employee Relocation Costs	Application of Relocation Scheme within scheme limits.	Assistant Director
Acting Up Arrangements	Agree Acting Up arrangement and determine appropriate payment where an employee is required to undertake the duties of a higher graded post on a temporary basis.	Assistant Director (in consultation with their Strategic Director)

Issue	Decision	Minimum Level of Decision
Termination of Employment	Termination of employment on redundancy, early retirement, efficiency of service, incapacity and disciplinary grounds in accordance with Council's severance policy.	<p>Decisions on redundancies and early retirements for senior managers to be taken by the Chief Executive following consultation with the Leader of the Council.</p> <p>All other redundancies, efficiency of service and early retirements (other than on ill health grounds) to be jointly agreed by the Director and the Human Resources Manager. All details of early retirements to be circulated to all members for information.</p> <p>All other terminations of employment to be agreed by Director (or Assistant Director to whom this power has been delegated by the Strategic Director) in all cases in accordance with the Disciplinary and Capability Procedures.</p>
Use of Ex Employees as Consultants	Approval to use ex-employees as consultants on a "contract for service" basis with reference to the Financial Procedure Rules, pension restrictions and Contract Standing Orders.	Strategic Director (in consultation with Human Resources and Pensions Department, if applicable)
Changes to <b>National Joint Council</b> (NJC) Pay and Conditions	Agree the implementation of NJC pay awards and changes to conditions of service in accordance with NJC agreements.	Human Resources Manager
Advances of Salary	Agree payment of an advance of salary, in exceptional circumstances.	Strategic Director (in conjunction with Human Resources)
Dealing with salaries and pay progression outside of the normal procedures	<p>Agreement of starting salaries and subsequent pay movement for staff.</p> <p>Withholding of increments in accordance with the provisions of the staff handbook.</p>	<p>Chief Executive</p> <p>Assistant Director</p>

<b>Issue</b>	<b>Decision</b>	<b>Minimum Level of Decision</b>
Extension of Sick Pay	Agree conversion of any period of sick pay entitlement from half to full pay.  Agree extension of sick pay beyond the aggregate of full and half pay.	Strategic Director  Chief Executive
Recovery of Sick Pay	Agree recovery of sick pay where employees have been off sick due to their own misconduct.	Human Resources Manager and Assistant Director
Payment of Honoraria to National Joint Council (NJC) Staff	Approval to pay honoraria to NJC staff	Assistant Director
Standby Allowances	Approve updating of Standby allowance rates under the JNC Scheme.	Strategic Director
Annual Leave Buyout	Agree, for exceptional reasons, to buy-out an employee's annual leave to a maximum of 5 days in any one leave year.	Strategic Director (in consultation with Human Resources)
Leave for Extraneous Duties, e.g. JPs, Local Authority Members, School Governors	Grant an employee up to 18 days paid leave per year for undertaking extraneous duties.	Assistant Director
Special Leave for Trade Union Conferences	Approval for representatives nominated by a recognised Trade Union to be granted up to 5 days paid leave to attend annual/biennial conferences	Assistant Director
Special Leave for Retained Fire Fighters	Approval for retained fire fighters to be granted up to 2 weeks additional paid leave to attend recognised courses concerning their fire service duties.	Assistant Director
Special Leave for Election Duties	Grant paid leave to employees acting as Presiding Officers and Poll Clerks at Parliamentary, European Parliament, County Council, District, Police and Crime Commissioner or Parish Council elections and any National Referendum.	Chief Executive

Issue	Decision	Minimum Level of Decision
Special Leave for Service in Non-Regular Forces	Grant volunteer members of the non-regular forces up to two weeks additional leave per year to attend camp as per the Reservist Policy.	Assistant Director
Participation in the Reserve Armed Forces	Where appropriate grant approval for an employee to enter an agreement to become a reservist in the regular reserve forces or the volunteer reserves as per the Reservist Policy.	Assistant Director
Compassionate Leave beyond normal provisions	In exceptional circumstances grant paid compassionate leave beyond the normal provisions as in the staff handbook.	Chief Executive
Unpaid Leave	<p>Approval for employees to be granted up to and including 12 days unpaid leave.</p> <p>Approvals for employees to be granted between 13 days and 3 months unpaid leave.</p>	<p>Service Manger</p> <p>Strategic Director (in consultation with Human Resources Manager)</p>
Additional Paid Leave	Approval in exceptional circumstances for additional paid leave up to a maximum of ten days per year.	Chief Executive
Reimbursement for Meals and Subsistence payments	<p>Agree the payment levels for reimbursement of expenditure on meals and other subsistence expenses.</p> <p>Authorise the reimbursement of expenditure on meals and other subsistence expenses <b>(excluding alcohol)</b> in line with the agreed scheme of payments on production of receipts.</p>	<p>Chief Executive</p> <p>Service Manager</p>

<b>Issue</b>	<b>Decision</b>	<b>Minimum Level of Decision</b>
Travelling Allowances	Allocation of car user status (casual, essential) in accordance with Local Agreement on Car Allowances to posts where use of a motor vehicle is required in order to perform the duties.  Use of Council vehicles in exceptional circumstances and subject to insurance clearance.	Assistant Director (in consultation with Human Resources Manager)  Assistant Director
Payment of Travelling Expenses at work	In exceptional circumstances agree the payment of travelling expenses to and from work.	Assistant Director
Car Loans	Setting the maximum amount that can be granted for a car loan. Setting the rate of interest for car loans.  Approval of payment of car loans in accordance with Assisted Car Purchase Scheme.	Assistant Director Finance & Corporate Services  Assistant Director (in consultation with Human Resources Manager).
Secondments	Agree secondments outside of SSDC.  Agree secondments within the Council.  Agree secondments to SSDC from other employers.	Strategic Director (in consultation with Human Resources Manager).  Assistant Director  Assistant Director (in consultation with Human Resources Manager).
Changes to the delegations and authorisations to Line Managers	Agree changes to the Officer delegations. Such changes to be variations to the existing scheme in terms of the officers responsible for exercising the delegated power only. Changes to the powers delegated to officers require the approval of Council.	Chief Executive
Disciplinary Policy	Agree minor updates to Disciplinary Policy	Portfolio Holder for HR in consultation with HR Manager.

## **Yeovil District Hospital NHS Foundation Trust**

### **Report from the Council of Governors meeting held on June 3rd 2014**

The Chairman, Peter Wyman, discussed the Governor Elections and welcomed the new Governors. It was noted that four more Governors were still needed.

### **Paul Mears - The Chief Executive's Report to Governors**

Monitor is currently in the process of reviewing the two year plan submitted by Yeovil District Hospital (YDH) in April 2014. There have been some discussions and questions about whether the Trust is being over optimistic in their financial projections for the next two years! Work is currently progressing on the development of the five year strategic plan, which is due to be submitted at the end of June.

### **Stroke Review**

As part of the on-going work on Stroke Services, Dr. Elizabeth Warburton (a stroke physician from Cambridge) had recently visited YDH. She had been asked by the Somerset Clinical Commissioning Group (CCG) to review options being considered within the County. Her report was to be part of the considerations to be considered by the CCG on the reconfiguration of stroke services into one unit based in Taunton. As we now know, these services are to be based on a two centre system, at Taunton and Yeovil.

At this point it was announced that YDH will be purchasing a second CT Scanner due to the demand increasing in both emergency and elective work.

Recruitment is on going for a new Director of Elective Care. The sharing of an HR Director with Dorchester has temporarily been put on hold. It was emphasized that the aim was to continue creating a working partnership with Dorchester County Hospital.

### **The Governors' Dashboard (copy of report in Members Room)**

There is always room for improvement but on a National Level, it is considered that these results are acceptable and where the score is 'green', they are good. At the beginning of the year there were concerns about ambulance handover times (YDH was fined on two occasions for breaches of targets). However, these are currently among the best in the South West.

### **Report from Audit Committee:**

#### **External Audit**

The local indicator for the Quality Account is under review. The Governors chose the percentage of patients discharged before noon but the committee has been informed that this is not an auditable indicator due to the difficulty of measurement. Discharge of patients before noon remains a priority and will be monitored separately.

#### **Internal Audit**

Overall the auditors were able to provide “moderate assurance” that there is a sound system of internal control, designed to meet the Trust’s objectives and that controls are being applied consistently.

Three weaker areas are namely Data Quality, HR recruitment (especially of agency staff) and CIP controls. There are some questions in recording ‘Referral to Treatment Times’. An example is in calculations when the patient chooses not to attend an appointment.

The LCFS (Local Counter Fraud Service) presented their annual report. Five referrals were received, 3 led to criminal investigations.

### **Strategy and Performance Working Group**

The Estates Master Plan has been presented to SSDC who are very supportive. YDH have gone out to tender for a strategic estates partner for the site development and this has now been narrowed down to four groups. Meanwhile, a start has been made on the demolition of the Cheverton Site.

### **Electronic Health Record**

A supplier has been identified. This is a joint project with Gloucester and North Devon FTs, funded by central government.

Meanwhile the new VitalPac electronic observation project is being rolled out which is one step further towards a paper free hospital.

### **Performance Dashboard**

The new Governor Dashboard has been finalised with red, yellow and green coding to give an overview of the Trust performance.

It was noted out of the 11 Governors leaving only 7 will have been replaced from the recent Governor elections. A new campaign will begin at the end of the summer to fill the 4 vacancies in South Somerset.

### **Membership and Communications Working Group**

It was considered that the AGM was the time to communicate with Members of the Trust (Are you a member? See attached flyer).

After the general business of the AGM it was thought that updates on a) The Symphony Project, b) Technological Advances, Car Parking, future plans etc. were good topics for this year’s meeting.

### **Patient Experience Development Working Group**

There is a revised way of handling complaints, which has led to fewer formal complaints: this is because patients’ wishes are that complaints are handled more informally and faster.

### **Issues raised by Governors**

The Access Team are working to reduce the number of separate occasions a patient is called in for pre-operative checks; also a new discharge leaflet is being produced as a reassurance for patients.

This committee would like to suggest that the Governor Quality Indicator is once again a measure of discharge times.

The Board has done a review of its governance arrangements and it appears likely that the two remaining Governors on this committee will possibly join a new committee with a similar but wider remit.

### **Local Food Committee**

AIM: To support the local community and to provide high quality food at YDH by increasing the procurement of local food and ensuring that all food procurement meets UK animal welfare.

Roger Hayward, (the new Head of Patient Services) was welcomed to the group (He had previously worked at Circle in Bath).

An update on the Restaurant refurbishment was received. (To be known as 'The Canteen'). New menus for The Canteen have been introduced and all these meals will be freshly cooked and this provides opportunity for locally sourced ingredients and products. The number of local suppliers will be a measure of progress towards this aim.

The definition of 'locally sourced' was discussed. Originally we agreed that products produced in the South West would be considered as local. It is now proposed that the focus should be on having suppliers no further than 50 miles away.

Once the new measures are in place, it is hoped that the Bronze Level 'Food for Life' catering mark will be obtained for the restaurant from The Soil Association. The catering mark is now endorsed by NHS England.

### **News Flash!**

On the 24<sup>th</sup> June, Steamplicity will be at YDH to present their catering system. This is an innovative method of patient catering being considered by YDH to replace the current frozen meals from Apetito for patients. It's a modern day version of a pressure cooker, in which fresh vegetables, pasta, potatoes, rice, meat, fish and sauces are placed in sealed plastic packs. The meals are chilled and only cooked by microwave and steaming when required at ward level. So we'll watch this space!

### **Lesley A Boucher**

**(SSDC's Appointed Governor to Yeovil District Hospital NHS Foundation Trust).**



# Agenda Item 16

## Review of the Family Focus Programme

<i>Executive Portfolio Holder:</i>	<i>Councillor Cathy Bakewell</i>
<i>Strategic Director:</i>	<i>Vega Sturgess, Operations and Customer Focus</i>
<i>Assistant Director:</i>	<i>Steve Joel, Health and Well-Being</i>
<i>Lead Officer:</i>	<i>Saveria Moss, Family Focus Co-ordinator</i>
<i>Contact Details:</i>	<i>saveria.moss@southsomerset.gov.uk or (01935) 462060</i>

### 1. Purpose of the Report

The purpose of this report is to update members of progress of the South Somerset Family Focus Programme for supporting families with multiple and complex issues in the District.

### 2. Forward Plan

This report has been brought forward due to proposed changes in managing and delivering the programme in Somerset. The last report was presented on 9<sup>th</sup> January 2014.

### 3. Public Interest

Government has committed to turning around the lives of over 120,000 families across the country that they call "Troubled Families" by April 2015 and have contributed towards the cost of achieving this. In Somerset, there are at least 870 families that meet the criteria of anti-social behaviour and criminality, non-attendance or exclusion from school or worklessness.

The Somerset Troubled Families Programme Board coordinates local programmes that help families to change their behaviour to improve the quality of their lives. A further long term aim is to reduce the overall cost to agencies, such as frequent, acute interventions, custodial sentences and children being looked after by the State. This report sets out progress over the last 6 months.

### 4. Recommendation

That Members note the progress made in delivering a multi-agency family support programme in the District and consider Somerset County Council's proposals for mainstreaming the programme into its *getset* service from April 2015 based on the options provided.

### 5. Background

Louise Casey led the development of the Troubled Families Financial Framework, April 2012. This explained that Local Authority areas should deliver multi-agency support to families meeting DCLG's criteria of:

1. **Anti-Social behaviour and criminality:** Children and adults involved in anti-social behaviour and/or children involved in criminal behaviour;
2. **Non-attendance at school:** Children not attending or excluded from school;
3. **Worklessness:** No adult in the family currently employed and/or where there has been long-term dependency on benefits;
4. **Local determinants:** A set of locally agreed criteria. In Somerset this has been defined to include a range of specific issues which have a high impact on the individual's and/or family's health and wellbeing; and/or, have a high impact on public services/costs.

DCLG set Somerset a target to support and change the lives of the 870 families meeting these criteria by April 2015; in South Somerset we expect this to be 243 families.

DCLG contributes £4,000 (40%) per family for 5/6ths of the target number (203 families), payable in two stages. Firstly, an attachment fee, secondly results funding. Government expects that the further 60% of the expected costs of turning the family around will be “matched” by local organisations through direct funding or in-kind contributions.

The remaining 1/6 of the total families should be supported by the ESF Families Action Programme managed in Somerset by St Loyes, a charitable organisation based in Exeter.

The programme runs over three years. Year One ended in March 2013 with the final Year Three ending on March 31, 2015.

DCLG has two objectives for the programme:

1. **Improve families:** To tackle the current spiral of escalating need with a high social cost to the families themselves and the impact on local streets, neighbourhoods and communities.
2. **Improve public services at a reduced cost:** To re-design countywide agency services to be more effective at dealing with families’ needs, preventing escalation of their problems by working in a more joined up way thereby reducing duplication and public costs.

DCLG announced in June 2013 and has confirmed that there will definitely be a second phase of the programme from April 2015 to 2020. It is expected that more than 400,000 families (3,000 further families in Somerset) would be identified against a broader criteria that currently and that these families would be turned around during this period. The expectation is that all local authority areas will implement detailed plans of redesigned services for families that will evidence public savings and improved outcomes.

## 6. What is happening in Somerset?

The current position in Somerset is that:

- SCC has identified 934 families currently (predicted to be 995 by April 2015) that meet between 1-3 DCLG’s criteria;
- There are 573 families in the Family Focus Programme and 361 further families being supported through existing services;
- SCC has successfully claimed for 628 families against Education and ASB/criminal criteria. This is over 78% of the target of 870 to be reached by April 2015;
- Across the county DCLG funding pays for the following Family Focus resources: 4 FTE people directly involved in programme management; 27 staff working directly with families; and, 1 FTE in administration. There are also 59 volunteers, all of which are in South Somerset. In addition, SCC employs from DCLG funding paid directly to them Trevor Simpson, Strategic Commissioner for Early Help & Complex Families, a Troubled Families Coordinator and 3 Data Officers;
- Typically a family intervention across Somerset is for 13 months; 81 families have exited the programme; a typical caseload is 11 families per worker; there are only 31 families that are refusing to engage positively;
- Somerset is the 5<sup>th</sup> best achieving Local Authority area for Troubled Families in the country.

SCC has adopted an Early Help Strategy - Early Help meaning an appropriate response to a problem “early in the life of the child, early in the development of any problems”. SCC appointed key staff including Peter Lewis and Kate Lovell, who improved practice at Haringey Council in London. SCC has redesigned its service structure to enable the Council to implement the recommendations of the Munro Report (for a child-centred approach) and their Ofsted Report 2013 for Safeguarding and Protecting Children and Young People, where the Council was deemed inadequate. The early help service is known as the *getset service*, and is not one service but all existing services pulled together in a district-based hub, which includes universal and targeted services for families, whether offered in Children Centre, satellite locations, outreach or home-based work. The Council is currently advertising for staff across the county for key posts in the new structure (see slides shown at Somerset Troubled Families Board meeting on 20<sup>th</sup> May 2014, embedded below). SCC plans Family Focus to be delivered as part of *getset* services from April 2015, but SCC has said that District commissioned staff currently working in Family Focus (through HDI in Sedgemoor and Mendip District areas; and Yeovil4Family in South Somerset) has no right under TUPE; the Districts are investigating this.



TF Board Slides  
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## 7. What is happening in South Somerset?

In South Somerset, South Somerset Together (the local strategic partnership) appointed by tender Yeovil4Family, a project of Yeovil Community Church based at the GateWay in Yeovil to deliver the programme. The current position is:

- 158 families have been personally contacted and Yeovil4Family are actively supporting 104 families. Of these, 50 families live in the area from Chard through Crewkerne, Ilminster and Martock to Langport;
- Further families have been risk assessed, prioritised and are ready to be attached to the programme. This will ensure that the programme can work with families living anywhere in the District;
- 167 families have successfully met outcomes for Education and ASB/crime; 76 further families need to be turned around by April 2015;
- The average family intervention in South Somerset is for 17 months; 17 families have exited the programme; a typical caseload per Family Support Worker is 8 families (but this takes into account the outreach nature of the work in South Somerset);
- Yeovil4Family has the equivalent of 9 FTE staff and currently has a pool of 59 trained volunteer Family Mentors.

## 8. The challenges presented by SCC’s proposal to take Family Focus into the *getset* service by April 2015

Local SST partners and Yeovil4Family have considered the options with regard to SCC’s proposal to take Family Focus into the *getset* service by April 2015. Yeovil4Family has stated that they would:

- Be prepared to continue to support families in the programme up until they are ready to exit up until April 2016, as long as they remain managed by SSDC and partners;
- Not want to be directly commissioned and/or managed by SCC;

- From April 2016, they would prefer to work with fewer families than currently, which are referred to them by local partner organisations that could contribute financially to support their work.

Partner members of South Somerset Together's Strategy Group considered the options listed below at their meeting on 6<sup>th</sup> June 2014 and agreed with the recommendation made by the Family Focus Performance Management Group (local board) on 14<sup>th</sup> May 2014. SSDC's Leader and Strategic Director are meeting with Patrick Flaherty (CEO) and Kate Lovell of SCC on 25<sup>th</sup> June 2014.

The options discussed by partners are:

	<b>Action</b>	<b>Implications</b>	<b>Recommendation</b>
<b>Option 1</b>	SSDC to hand the Family Focus caseload of families in the District to SCC's <i>getset</i> service immediately	<ul style="list-style-type: none"> <li>- SSDC would not have honoured its commitment to: 1. DCLG &amp; SCC to turn around 243 families by April 2015; or, 2. The families involved;</li> <li>- SCC <i>getset</i> service is not ready to take on full caseload;</li> <li>- Could destabilise families negating the progress made so far;</li> <li>- Yeovil4Family would have to give immediate notice to its staff.</li> </ul>	Dismissed by partners at the PMG & SST Strategy Group as too damaging to families & the reputations of SSDC, SST and Yeovil4Family
<b>Option 2</b>	SSDC to hand the Family Focus caseload of families back to SCC's <i>getset</i> service by April 2015	<ul style="list-style-type: none"> <li>- Families in the programme currently or starting shortly will have to change Family Support Workers during the time in the programme, which may destabilise the progress they will have made;</li> <li>- Yeovil4Family would give notice to most of its staff that their contracts would end in April 2015.</li> </ul>	Dismissed by partners at the PMG & SST Strategy Group as too damaging to families
<b>Option 3</b>	SSDC and Yeovil4Family to continue to support families in the programme until April 2016	<ul style="list-style-type: none"> <li>- Families will continue to benefit from a consistent approach until they exit the programme. 76+ families could be introduced to the programme in the next few weeks;</li> <li>- SSDC would need to secure SCC held DCLG funding (including claim payments until April 2015) to enable</li> </ul>	Agreed by partners at the PMG & SST Strategy Group as the most appropriate course of action

		this to happen - SCC's <i>getset</i> service could start supporting new families that meet the TF criteria from the start of operations - Yeovil4Family could gradually take on families that are referred by local partner organisations, but fall below the threshold for support from Family Focus	
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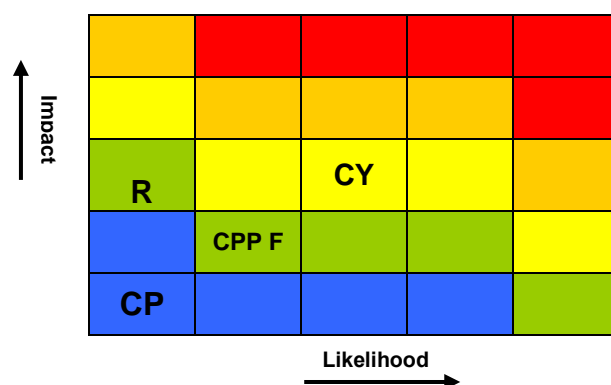
## 9. Financial Implications

There is no financial risk to SSDC up to April 2015. Income will be £689,208 from the start of the programme up until April 2015, projected expenditure to the same period is £594,277 (a surplus of £94,931). This includes contributions from local partners and DCLG funding for attachment fees from 2012-15 (if over 70 additional families are attached up to October 2014) and claim funding from July 2013 to June 2014 is paid to SSDC (currently held by SCC). Additional claims funding for at least 76 families up to April 2015 could be a further £151,200 (1/6<sup>th</sup> of 76 = 63 families x £2,400). If this funding is requested from SCC the total funding available for the period April 2015 to April 2016 would be £246,131.

The Programme Manager post is funded up to August 2014 when the secondment ends.

## 10. Risk Matrix

This matrix only identifies the risk associated with taking the decision as set out in the report as the recommendation(s). Should there be any proposal to amend the recommendation(s) 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 recommendation(s) 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

## 11. Corporate Priority Implications

Links to SSDC's Corporate Plan (2012-2015) include:

**Focus 1: Jobs:** Work with partners, to contribute to tackling youth unemployment;

**Focus 4: Health & Communities:** Ensure that the strategic priorities of the Somerset Health and Well-Being Board reflect local needs and align council resources to deliver projects to address those needs.

**Focus 4: Health & Communities:** Ensure, with partners, that we respond effectively to community safety concerns raised by local people and that the strategic priorities for policing and crime reduction in South Somerset reflect local needs;

## 12. Equality and Diversity Implications

There are no new equality and diversity implications to report.

## 13. Background Papers

1. Somerset County Council (2011): Total Somerset pilot High Contact families Project in Highbridge, Somerset: Bath Spa University Synopsis
2. DCLG (2012): Troubled Families Financial Framework
3. South Somerset Together (2012): Family Support Programme Management Guideline Document

# Agenda Item 17

## **District Executive Forward Plan**

*Executive Portfolio Holder:* Ric Pallister, Leader, Strategy and Policy  
*Assistant Director:* Ian Clarke, Legal and Corporate Services  
*Lead Officer:* Ian Clarke, Legal and Corporate Services  
*Contact Details:* [ian.clarke@southsomerset.gov.uk](mailto:ian.clarke@southsomerset.gov.uk) or (01935) 462184

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

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

### **2. Public Interest**

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

### **3. Recommendations**

3.1 The District Executive is asked to:-

- I. approve the updated Executive Forward Plan for publication as attached at Appendix A;

### **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, however, there are no consultation documents at the current time.

### **6. Background Papers**

6.1 None.

**SSDC Executive Forward Plan**

Date of Decision	Decision	Portfolio	Service Director	Contact	Committees	Approval of Council Required	Date of Council	Consultation
September 2014	Corporate Performance Monitoring Report Quarter 1	Strategy and Policy	Strategic Director (Place and Performance)	Catherine Hodsman Performance Officer 01935 462112	Scrutiny and District Executive	No		
September 2014	Scrutiny Review of Somerset Civil Contingency Partnership'	Finance and Spatial Planning	Assistant Director (Legal & Corporate Services)	Emily McGuinness, Scrutiny Manager	Scrutiny and District Executive	No		
September 2014	Housing Development Programme	Strategy and Policy	Strategic Director (Place and Performance)	Colin McDonald, Corporate Strategic Housing Manager (01935) 462331	Scrutiny and District Executive	No		
September 2014	Asset Management Plan	Strategy and Policy	Assistant Director (Finance & Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	Scrutiny and District Executive	No		
September 2014	NDR (Non Domestic Rates) Update of Policy	Finance and Spatial Planning	Assistant Director (Finance & Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	Scrutiny, District Executive & Council	Yes	September 2014	
September 2014	Provision of additional car parking spaces in Somerton	Finance and Spatial Planning	Assistant Director (Finance & Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	Scrutiny and District Executive	No		
September 2014	Purchase of Land for Car Parking in Crewkerne	Property and Climate Change/Finance and Spatial Planning	Assistant Director (Finance & Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	Scrutiny and District Executive	No		



Date of Decision	Decision	Portfolio	Service Director	Contact	Committees	Approval of Council Required	Date of Council	Consultation
September 2014	Updated Local Development Scheme	Finance and Spatial Planning	Assistant Director (Economy)	Martin Woods, Assistant Director (Economy)	Scrutiny and District Executive	Yes	September 2014	
September 2014	Update Report on the creation of a Day Centre and related accommodation at 80 South Street, Yeovil	Strategy and Policy	Strategic Director (Place and Performance)	Colin McDonald, Corporate Strategic Housing Manager (01935) 462331	Scrutiny and District Executive	No		
September 2014	Community Right to Bid - Update	Strategy and Policy	Assistant Director (Communities)	Helen Rutter, Assistant Director (Communities)	Scrutiny and District Executive	No		
September 2014	Financial System Upgrade	Finance and Spatial Planning	Assistant Director (Finance & Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	Scrutiny, District Executive	No		
September 2014	Securing Future Facilities for Chard (Confidential)	Leisure and Culture	Assistant Director (Health and Well-Being)	Lynda Pincombe, Community Health and Leisure Manager	Scrutiny, District Executive	No		
October 2014	Medium Term Financial Strategy & Medium Term Financial Plan for 2015/16 to 2019/20	Finance and Spatial Planning	Assistant Director (Legal & Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	Scrutiny and District Executive			
October 2014	Formal Decision on the Somerset Rivers Board	Strategy and Policy	Strategic Director (Operations and Customer Focus)	Vega Sturgess, Strategic Director (Operations and Customer Focus)	Scrutiny and District Executive	No		
November 2014	Capital & Revenue Budget monitoring reports for Quarter 2	Finance and Spatial Planning	Assistant Director (Finance & Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	Scrutiny and District Executive	No		

Date of Decision	Decision	Portfolio	Service Director	Contact	Committees	Approval of Council Required	Date of Council	Consultation
December 2014	Proposed capital schemes for 2015/16	Finance and Spatial Planning	Assistant Director (Finance & Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	Scrutiny, District Executive, Council	Yes	February 2015	
January 2015	Update on Medium Term Financial Plan and Capital Programme	Finance and Spatial Planning	Assistant Director (Finance & Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	Scrutiny and District Executive			
February 2015	Budget for 2015/16 and Capital Programme	Finance and Spatial Planning	Assistant Director (Finance & Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	Scrutiny, District Executive, Council	Yes	February 2015	
February 2015	Capital & Revenue Budget monitoring reports for Quarter 3	Finance and Spatial Planning	Assistant Director (Finance & Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	Scrutiny and District Executive	No		
Feb / March 2015	Member Induction Programme 2015	Regulatory and Democratic Services	Assistant Director (Legal & Corporate Services)	Angela Cox, Democratic Services Manager	Scrutiny and District Executive	No		
April 2015	South Somerset Together LSP Annual Review	Strategy and Policy	Strategic Director (Place and Performance)	Helen Rutter, Assistant Director (Communities)	Scrutiny and District Executive	No		

# Agenda Item 18

## **Date of Next Meeting**

Members are asked to note that the next scheduled meeting of the District Executive will take place on Thursday, 4<sup>th</sup> September 2014 in the Council Chamber, Council Offices, Brympton Way, Yeovil commencing at 9.30 a.m.

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