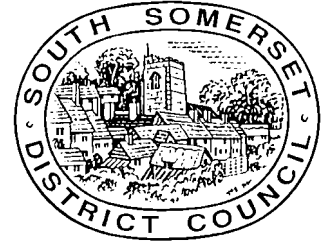


South Somerset District Council

Notice of Meeting



District Executive

Making a difference where it counts

Thursday 4th June 2015

9.30 am

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

Disabled Access is available at this meeting venue.



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

The public and press are welcome to attend.

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

This Agenda was issued on Wednesday 27 May 2015.

Ian Clarke, Assistant Director (Legal & Corporate Services)

This information is also available on our website
www.southsomerset.gov.uk



INVESTORS IN PEOPLE

District Executive Membership

Ric Pallister
Carol Goodall
Peter Gubbins
Henry Hobhouse
Shane Pledger
Jo Roundell Greene
Sylvia Seal
Peter Seib
Angie Singleton
Nick Weeks

Information for the Public

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

Members of the Public are able to:-

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

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

The Executive Forward Plan and copies of executive reports and decisions are published on the Council's web site - www.southsomerset.gov.uk.

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

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

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 4 JUNE 2015

Agenda

1. Minutes of Previous Meeting

To approve as a correct record the minutes of the District Executive meeting held on 2nd April 2015.

2. Apologies for Absence

3. Declarations of Interest

In accordance with the Council's current Code of Conduct (adopted July 2012), which includes all the provisions relating to Disclosable Pecuniary Interests (DPI), personal and prejudicial interests, Members are asked to declare any DPI and also any personal interests (and whether or not such personal interests are also "prejudicial") in relation to any matter on the Agenda for this meeting. A DPI is defined in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012 No. 1464) and Appendix 3 of the Council's Code of Conduct. A personal interest is defined in paragraph 2.8 of the Code and a prejudicial interest is defined in paragraph 2.9.

Members are reminded that they need to declare the fact that they are also a member of a County, Town or Parish Council as a Personal Interest. As a result of the change made to the Code of Conduct by this Council at its meeting on 15th May 2014, where you are also a member of Somerset County Council and/or a Town or Parish Council within South Somerset you must declare a prejudicial interest in any business on the agenda where there is a financial benefit or gain or advantage to Somerset County Council and/or a Town or Parish Council which would be at the cost or to the financial disadvantage of South Somerset District Council. If you have a prejudicial interest you must comply with paragraphs 2.9(b) and 2.9(c) of the Code.

4. Public Question Time

Questions, statements or comments from members of the public are welcome at the beginning of each meeting of the Council. The total period allowed for public participation shall not exceed 15 minutes except with the consent of the Council and each individual speaker shall be restricted to a total of three minutes. Where there are a number of persons wishing to speak about the same matter, they should consider choosing one spokesperson to speak on their behalf where appropriate. If a member of the public wishes to speak they should advise the committee administrator and complete one of the public participation slips setting out their name and the matter they wish to speak about. The public will be invited to speak in the order determined by the Chairman. Answers to questions may be provided at the meeting itself or a written reply will be sent subsequently, as appropriate. Matters raised during the public question session will not be debated by the Council at that meeting.

5. Chairman's Announcements

Items for Discussion

6. **SSDC Annual Performance Report 2014/15** (Pages 1 - 14)
7. **2014/15 Capital Budget Outturn Report** (Pages 15 - 38)
8. **2014/15 Revenue Budget Outturn Report** (Pages 39 - 71)
9. **Superfast Broadband Extension Programme - Decision on SSDC funding contributions** (Pages 72 - 80)
10. **ICT software upgrade to link Environmental Health (Civica system) with Customer First (indigo system), including integration of Streetscene Services (ESG system)** (Pages 81 - 94)
11. **Designation of a Neighbourhood Area - Castle Cary and Ansford Parishes** (Pages 95 - 101)
12. **Appointment of Honorary Aldermen - Agreement of Criteria and Rights** (Pages 102 - 105)
13. **Monthly Performance Snapshot** (Page 106)
14. **District Executive Forward Plan** (Pages 107 - 111)
15. **Date of Next Meeting** (Page 112)

Agenda Item 6

SSDC Annual Performance Report 2014/15

Executive Portfolio Holder: Ric Pallister, Strategy and Policy
Strategic Director: Rina Singh, Place and Performance
Lead Officer: Anuska Gilbert, Performance Officer
Contact Details: anuska.gilbert@southsomerset.gov.uk or (01935) 462112

Purpose of the Report

This report presents the following:

1. Performance Indicators (PIs) for 2014-15
2. A summary of the status of the Council Plan actions
3. A summary of complaints made to SSDC during 2014-15

Forward Plan

This report appeared on the District Executive Forward Plan with an anticipated Committee date of June 2015.

Public Interest

The Council is accountable for its performance to the local community and we publish performance data to enable us to demonstrate achievements against targets. This report details the annual performance for 2014/15.

Recommendation

That District Executive note the 2014/15 performance information at Appendices A, B and C which will also be reported to Council.

Background

The SSDC Performance Monitoring Framework comprises:

- The Council Plan 2012-15
- Corporate Performance Indicators
- Service plans
- Key strategy action plans

Performance Indicator Report:

The Performance Indicator report consists of 39 locally set indicators which are linked to our corporate priorities. These were selected and approved by members on 3rd May 2012. 18 of these are corporate performance indicators, against which the Council's performance is measured. The remaining South Somerset indicators are those over which the Council has less influence.

Summary of Performance Indicators:

Indicator Status	2014/15		2013/14	
On or Above Target	15	88.24%	13	76.47%
Within 10% of Target	1	5.88%	1	5.88%
More than 10% Below Target	1	5.88%	4	17.65%
TOTAL	17*	100%	18	100%

*Annual data not available for Pi 031.

See Appendix A for details.

Council Plan Actions Progress Report:

The Council Plan was introduced in 2012/13 covering 2012 – 2015. The Council Plan progress report provides an update on the key actions listed in the plan under each focus area. Of the 42 actions, 98% are either completed or partially completed.

Focus	Completed	Partially Complete	Not Started	Total
Focus One (Jobs)	10	7		17
Focus Two (Environment)	7		1	8
Focus Three (Homes)	7	2		9
Focus Four (Health & Communities)	7	1		8
Total	31	10	1	42
Total %	74%	24%	2%	100%

See Appendix B for details.

Complaints:

During the period 1st April 2014 – 31st March 2015, SSDC received 148 complaints from members of the public, showing an increase of 24.4% on the previous year.

The majority of cases, 95.3%, have been resolved at stage 1, indicating that the complaints procedure is effective. 70.1% of services either reduced the number of complaints to their service or maintained the previous year, this compares to a 2013/14 percentage of 87.10%.

Please refer to Appendix C for details.

Financial Implications

Compensation of £208 was paid out in 2014/15.

Carbon Emissions and Climate Change Implications

None

Equality and Diversity Implications

None

Background Papers

Refreshed Council Plan 2012-15
(<http://www.southsomerset.gov.uk/about-us/our-vision/council-plan-2012---2015/>)

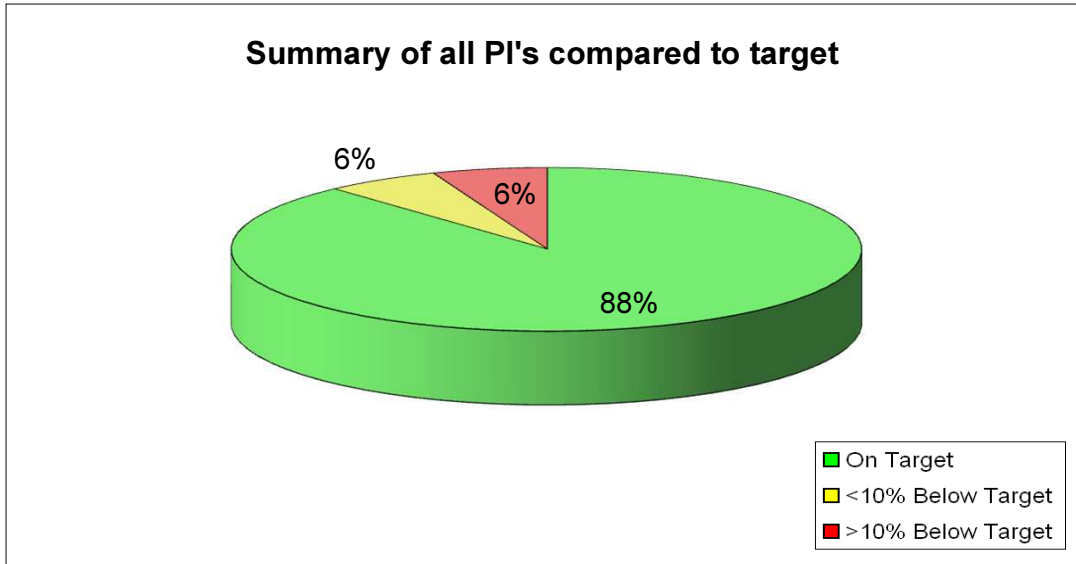
SSDC Corporate Indicators – District Executive May 2012

Appendix A

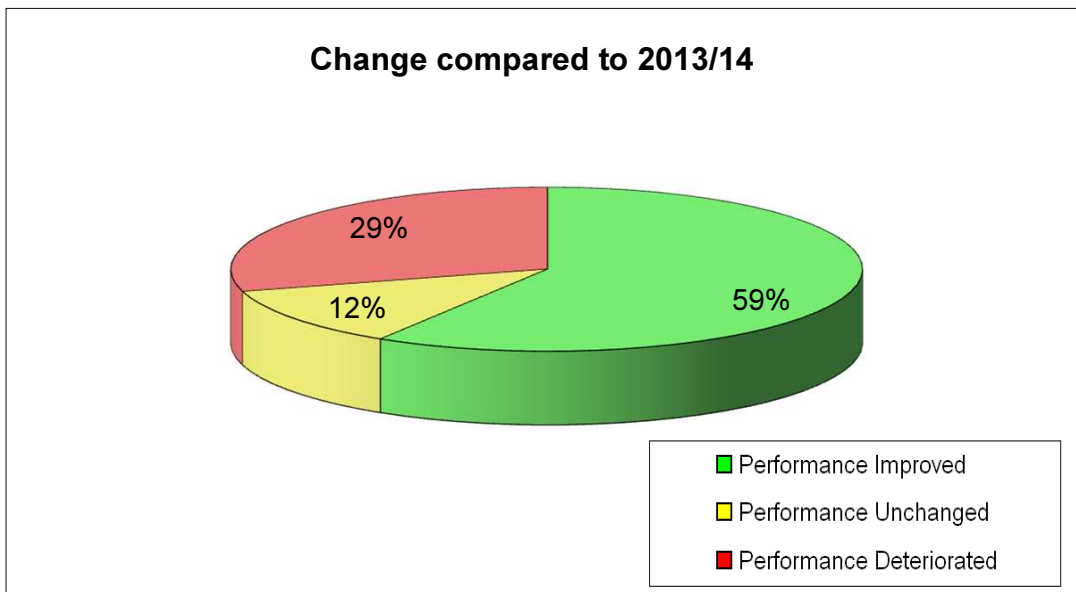
Performance Indicators 2014/15

2014/15					
On Target	<10% Below Target	>10% Below Target	Total Comparable	Monitoring Trend - Not comparable to target	Total PIs*
15	1	1	18*	21	39
88.24%	5.88%	5.88%	100.00%		

*Annual data not available for Pi 031 - see table.



Movement in performance compared to previous year*					
Performance Improved ↑	Performance Unchanged ↔	Performance Deteriorated ↓	Total Comparable	Trend data not yet available or N/A	Total
10	2	5	18*	3	20
58.82%	11.76%	29.41%	100.00%		



**2014/15 Annual
Performance
Monitoring Report**

Key:	On Target		<10% Below Target		>10% Below Target	
	Improved	↑	Stayed the Same	↔	Deteriorated	↓

Measure	14/15 Target	14/15 Outturn	Previous Year Outturn	Trend	Comments
Corporate Performance Indicators:					
PI003 - % of planning appeal decisions allowed against the authority's decision to refuse	33%	45%	31%	↓	Between April 2014 and March 2015, 49 appeal decisions against refusal were received and 22 were allowed which equates to 45% against a former BVPI target (BV204) of 33%.
PI004 – Number of days taken to process Housing Benefit/ Council Tax Benefit new claims and change events.	12	7.75	9.50	↑	
PI005a - % Working age people on out of work benefits	8.70	7.17	7.87	↑	
PI008 – Requests for action from the Streetscene team	3100	2100	5074	↑	
PI010 – Total number of fly tips reported	1,800	1,155	1,253	↑	
PI011 – Total estimated cost of reported fly tips	£55,860	£52,733	£66,407	↑	
PI012 – Average number of days to respond to a reported fly tip	5.0	3.0	3.0	↔	
PI013 - % of household waste sent for reuse, recycling and composting	45%	45.09	43.68	↑	
PI014 - Performance against the Streetscene annual work program - 80% either on target or complete	80%	98%	98%	↔	
PI019 – Average length of stay in Temporary Accommodation (B&B)	3.5	0.5	2.1	↑	
PI020 – Total number of people in Temporary Accommodation (all types)	75	36	34	↓	
PI026 - Number of Vacant Dwellings Returned to Occupation or Demolished	25	115	546	↓	The downward trend reflects the higher than expected performance last year
PI026a - % of Vacant Dwellings Returned to Occupation or Demolished	4%	18%	n/a	↑	The total number of vacant dwellings varies over time, as properties are added or removed from listings. The outturn figure for PI 026(a) uses the total of 625 vacant dwellings as at March 2014.

Measure	14/15 Target	14/15 Outturn	Previous Year Outturn	Trend	Comments
PI031 - % of calls to the contact centre resolved in the contact centre	62%	Data Not Available	63.3%		Due to insufficient integration between the new Lync system and the Contact Centre telephony system an interim solution is in place, but this cannot provide performance data. The replacement system will provide performance data, and this is expected to be in place by Summer 15.
PI032 – Working days lost due to sickness absence per Full Time Employee (FTE)	8	8.57	8.87	↑	39.58% short term sickness absence. 55.05% long term sickness absence (absence period over 2 weeks). 5.37% phased returns to work. 35% of staff had no sickness absence throughout 2014-15.
PI035 – Percentage of Council Tax Collected	95%	97%	97.4%	↓	
PI036 - % of staff either satisfied or very satisfied with the Council as an employer	75.00%	80.50%	79.00%	↑	
PI038 – Total cost of SSDC per head of population	£111.35	£106.07	£104.50	↓	
South Somerset Indicators:					
PI001a – Number of Housing Benefit cases received	N/A	9,982	10,143	↑	
PI001b – Number of Council Tax Reduction cases received	N/A	11,178	11,700	↑	
PI002 – Total number of JSA claimants in South Somerset	N/A	836	847	↑	This is the average per month during 2014-15 which has reduced by 11 (approx. 1%).
PI006 - Instances of inward investment into the District and measure of economic impact (number of new jobs created/ sustained/ start up business supported)	N/A		8		Awaiting data release from 'Into Somerset'
PI007 - Number of Economic Development Enquiries	N/A	873	233	↑	73 Planning Consultation responses; 49 external Economic Development Enquires (requiring additional input) 54 Economic Development enquires internal/other departments 11 Partnership working DV support (involving approx. 16 assists) 5 Business Support: 151 (flood support grants processed) 255 (major event attendees) 25 (training course attendees) 250+ (approx.) General telephone and email enquiries

Measure	14/15 Target	14/15 Outturn	Previous Year Outturn	Trend	Comments
PI009 – Number of bin collections missed per 1000 households (all types – dry recycling and kitchen waste, refuse and garden)	N/A	2.72	2.97	↑	Data not available within timeframe of this report. This information is collated by the Somerset Waste Partnership for all Somerset councils.
PI015.1 - % of households on the Choice Based Letting waiting list in the Bronze banding	N/A	55.6%	46.6%	N/A	Bronze banding: 55.6% equates to 1,070 households. The total number of households on the housing register have fallen, and fallen consistently over the last year or two, having reduced by 1,108 people between March 2014 and March 2015.
PI015.2 - % of households on the Choice Based Letting waiting list in the Silver banding	N/A	30.6%	40.9%	N/A	Silver banding: 30.6% equates to 601 households. The total number of households on the housing register have fallen, and fallen consistently over the last year or two, having reduced by 1,108 people between March 2014 and March 2015.
PI015.3 - % of households on the Choice Based Letting waiting list in the Gold banding	N/A	13.7%	12.4%	N/A	Gold banding: 13.7% equates to 302 households. The total number of households on the housing register have fallen, and fallen consistently over the last year or two, having reduced by 1,108 people between March 2014 and March 2015.
PI015.4 - % of households on the Choice Based Letting waiting list in the Emergency banding	N/A	0.1%	0.1%	N.A	Emergency banding: 0.1% equates to 2 households. The total number of households on the housing register have fallen, and fallen consistently over the last year or two, having reduced by 1,108 people between March 2014 and March 2015.
PI021 - Affordable homes completed as a % of all new housing completions	25%		29.7%		We will be gathering the 2014/2015 data in May/June and are provisionally looking to report on this new data in July 2015
PI022 - % New Homes built on Previously Developed Land	40%		40.03%		We will be gathering the 2014/2015 data in May/June and are provisionally looking to report on this new data in July 2015
PI023 - Net additional homes provided SSDC	800		542		We will be gathering the 2014/2015 data in May/June and are provisionally looking to report on this new data in July 2015
PI025 - Number of cases of homelessness helped	N/A	43	42	↑	
PI027 - Number of new affordable homes enabled	N/A	181	153	↑	
PI028 - Net increase in dwellings on the Council Tax Register	N/A	75,725	74,466	↑	As at April 15
PI029 – Number of incidents of antisocial behaviour reported to SSDC (excluding fly tipping and dead animals)	N/A	1,727	1,907	↑	On the year there is a reduction of 10% overall with notable reductions of 57% in graffiti reports and reductions across all the Dog related categories. Calls about drug related issues are down this year by 30% but a noticeable increase in complaints about noisy neighbours by 48%.

Measure	14/15 Target	14/15 Outturn	Previous Year Outturn	Trend	Comments
PI030 - Number of local action groups supported per year	N/A	3	3	↔	Martock and Crewkerne continue as previously reported but Yeovil now meets on a weekly basis as the Yeovil One Team.
PI033 – Total number of complaints received	N/A	148	119	↓	
PI034 - % of complaints resolved at stage 1 of complaints procedure	N/A	95.3%	94.12%	↑	
PI037.a - Number of FTEs employed by SSDC Annual Snapshot	N/A	418.64	424.46	↑	

Key:	On Target		<10% Below Target		>10% Below Target	
	Improved	↑	Stayed the Same	↔	Deteriorated	↓

Appendix B

Council Plan Action	Status 03/2015	Service	Comment
Focus 1. JOBS			
C1.01 - Motivate and support business associations and act as a point of contact for businesses and partners.	Completed	Communities / Economic Development	Area South - Support provided as required for ongoing relationships with the Town Team and Yeovil Chamber. Area West: Support provided as required.
C1.02 - Improve communications with businesses so that we are supporting them in meeting their needs and not acting as a barrier.	Completed	Economic Development	
C1.03 - Provide targeted support for start-ups and small businesses and those with the aspiration to expand.	Completed	Economic Development	
C1.04 - Fast track planning applications for those businesses seeking to expand start-up or relocate to South Somerset.	Completed	Economic Development	
C1.05 - Work in partnership to deliver investment and development that local people value.	Completed	Economic Development	
C1.06 - Work in partnership to deliver investment and development that local people value in Yeovil.	Completed	Economic Development	
C1.07 - Work in partnership to deliver investment and development that local people value in Chard.	Partially Completed	Economic Development	Project elements now included within Investing in Infrastructure Programme and Area/Corporate scoping plan. Will be progressed as and when resources become available.
C1.08 - Secure land with planning permission for employment use in areas where it is needed.	Partially Completed	Economic Development	Progress is subject to successfully negotiating third party ownerships
C1.09 - Enhance the vitality of town centres and discourage large scale out of town retail development that has a negative impact on local centres.	Completed	Economic Development	

C1.10 - Work with partners to provide support and assistance to those businesses and individuals facing redundancy and preventing it where possible.	Completed	Economic Development	
C1.11 - Progress the Chard Regeneration Scheme to create a vibrant town centre, by working with a development partner to invest, create new jobs.	Partially Completed	Economic Development	Conditional Development Agreement signed with development partner in 2014 setting unconditional date at 2017. This agreement defines the current timeframe.
C1.12 - Regenerate the former ACI site and the Bowden Mill site by 2013.	Partially Completed	Economic Development	Has missed target date of 2013. As above, timeframe is now defined by the Development Agreement signed in 2014.
C1.14 - Facilitate a programme for economic growth by assembling land packages for business use in Yeovil by 2014.	Completed	Area Development (South)	Sites available for redevelopment.
C1.15 - Facilitate a programme for economic growth by assembling land packages for business use in Chard by 2014.	Partially Completed	Economic Development	Progress is subject to successfully negotiating third party ownerships.
C1.16 - Facilitate a realistic development programme for new employment sites that have been identified in market towns by 2015.	Partially Completed	Economic Development	Programme included in Investing In Infrastructure programme. Progress will be subject to negotiation with third party owners.
C1.17 - Support early delivery of Super-Fast Broadband to rural areas by 2015.	Partially Completed	Economic Development	Current programme will deliver Superfast Broadband to 90% of all premises in SSDC area by Dec 2015. Extension Programme likely to extend this figure to 95% by 2017.
C1.18 - Work with partners, to contribute to tackling youth unemployment.	Completed	Economic Development	
Focus 2. ENVIRONMENT			
C2.01 - Maintain street cleaning high performance across the district.	Completed	Streetscene	

C2.02 - Maintain our country parks, optimising the use of external funding.	Completed	Countryside	Country Parks are managed to 5 year plans & retain Green Flag Awards. In the past year £175K of grant funds donated to build new Ninesprings Centre, plus £30K towards events at Yeovil Country Park. Other external funding includes £1k toward tree planting at Ham Hill and £30K of Heritage Lottery money supporting a development officer post that finalised a £420K bid in Feb 2015. Friends groups continue to support the Parks and secure smaller grants for community led projects and events.
C2.03 - Continue to deliver schemes with local communities that enhance the appearance of their local areas.	Completed	Streetscene	
C2.04 - With the Somerset Waste Partnership, develop options each year that increase recycling and further minimise waste.	Completed	Waste (SWP)	
C2.05 - Deliver campaigns and projects that help householders and businesses (including the Council) to cut energy use and adapt to climate change.	Completed	Spatial Policy	Design advice has been given for inclusion of PV on two proposed new community sports buildings. Assistance has been provided to enable South Somerset Community Energy to register with the FCA and develop its first few PV projects on school and community building roof space to the point that a share offer is published.
C2.06 - Promote the Green Deal and similar schemes that enable householders and businesses to make existing buildings more energy efficient.	Did not Start	Spatial Policy	Following officer discussion it was decided not to link the council with the Green Deal due to the reputational risk. Officers have recently been in discussions with OVO to supply SS residents with competitive energy tariffs.
C2.07 - Promote high quality building design, high sustainability and insulation in new developments.	Completed	Development Control	Regular meetings with developers and agents to discuss design and construction techniques.

C2.08 - Continue to support communities to minimise flood water risks.	Completed	Civil Contingencies	
Focus 3. HOMES			
C3.01 - Minimise impact to our residents of the major changes to housing and council tax benefits proposed by the Government.	Completed	Revenues & Benefits	
C3.02 - Make optimum use of resources for home adaptations each year to enable people to live independently.	Completed	Environmental Health	
C3.03 - Minimise homelessness by providing advice, support and housing options.	Completed	Housing & Welfare	
C3.04 - With partners, enable additional new homes to meet the needs of the district, including mixed housing schemes to buy or rent that are affordable.	Completed	Spatial Policy	Full details are contained in reports to District Executive, 2nd August 2012, 1st August 2013 & 4th September 2014. 181 affordable dwellings delivered during 2014/15, of which 42 were for shared ownership and 23 were within Community Land Trust schemes.
C3.05 - Have an adopted Local Plan and Community Infrastructure Levy in place by 2014 that will ensure all new development contributes towards important community infrastructure.	Partially Completed	Spatial Policy	The Council has not completed or established the Community Infrastructure Levy by 2014. This is due to the impact on timescales due to the suspension of the Local Plan. Now that the Local Plan has been adopted it is possible to divert resources towards considering CIL. Recent Government changes to policy regarding S.106 and CIL need to be borne in mind. Work is progressing to refine the Preliminary Draft Charging Schedule.
C3.06 - Identify a temporary stopping point for gypsies and travellers by 2014.	Partially Completed	Health & Wellbeing	On hold. Decision taken in early 2014 for a site to be identified on a Somerset basis in conjunction with neighbour authorities, rather than proceeding on a stand-alone South Somerset basis.
C3.07 - Continue to work with partners to bring private sector housing up to Decent Homes Standard	Completed	Environmental Health	
C3.08 - Continue to work to bring empty houses back into use.	Completed	Environmental Health	

C3.09 - Work with partners to combat fuel poverty.	Completed	Environmental Health	Centre for Sustainable Energy, Bristol deliver most of the advice, grants and fuel saving schemes on SSDC behalf.
Focus 4. HEALTH & COMMUNITIES			
C4.02 - Protect community health with regular safety inspections of food outlets, licensed premises, taxis and other commercial businesses.	Completed	Environmental Health	
C4.03 - Maintain and enhance the South Somerset network of leisure and cultural facilities, optimising opportunities for external funding to promote healthy living.	Completed	Community Health & Leisure	Play Areas/Youth facilities – refurbishment projects delivered/supported at venues in South Somerset in 2014/5, Sports Facilities – projects/clubs supported/funded include: pitch drainage at Jubilee Park, Bruton, fourth tennis court at Yeovil Tennis Club, new AGP at Westfield Academy, funding for a new AGP at Huish Academy, funding for a new pavilion/community facility at Ilminster, new cricket pavilion at Milborne Port, new pavilion at Merriott, Huish and Langport Cricket Club, Ilton Parish Council (new recreation ground).
C4.04 - Continue to provide Welfare Benefits support and advice to tackle poverty for our vulnerable residents.	Completed	Housing & Welfare	
C4.05 - 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.	Completed	Third Sector & Partnerships	We continue to respond to community safety concerns.
C4.06 - Work with and lobby partners to help communities to develop transport schemes and local solutions to reduce rural isolation and inequalities to meet existing needs of those communities.	Partially Completed	Spatial Policy	On-going work. Current projects include working with the SST Transport & Accessibility Focus Group to move forward a Transport Hub project at Wincanton. This has been given added impetus following a recent successful bid by Transporting Somerset (SCC's public transport unit) to the Department for Transport's Total Transport Pilot Fund resulting in a grant of £305k (27/03/2015), which we anticipate will enhance our ability to progress this scheme (& possibly others within the district).

C4.07 - Enable a district-wide network of free standing Community Justice Panels.	Completed	Third Sector & Partnerships	Somerset Community Justice Partnership established as an independent charity.
C4.08 - Evaluate the overall requirements of the Governments Localism legislation and work with communities to develop plans for their community.	Completed	Communities	
C4.09 - Assist Queen Camel to complete their Neighbourhood Development Plan and use the lessons from this pilot scheme to help other communities to develop their plans in the future.	Completed	Area Development (East)	

Agenda Item 7

2014/15 Capital Budget Outturn Report

Executive Portfolio Holder: Peter Seib, Finance and Legal Services
Strategic Director: Mark Williams, Chief Executive
Assistant Director: Donna Parham, Finance and Corporate Services
Service Manager: Amanda Card, Finance Manager
Lead Officer: Nicola Hix, Management Accountant
Contact Details: nicola.hix@southsomerset.gov.uk or 01935 462612

Purpose of the Report

1. The purpose of this report is to inform Members of the outturn of the capital programme of the Council for 2014/15.

Forward Plan

2. This report appeared on the District Executive Forward Plan with an anticipated Committee date of June 2015.

Public Interest

3. This report advises the outturn of capital expenditure for 2014/15.

Recommendation(s)

4. That the District Executive: -
 - a) note the spend of £2.641 million on capital for the 2014/15 year and approve the financing of the capital programme (paragraph 7 and 18);
 - b) note the progress of individual capital schemes and the lead officers comments as detailed in Appendix A;
 - c) approve the revisions, including profiling amendments to the Capital Programme for 2015/16 and future years as detailed in paragraph 10;
 - d) review whether the projects which have a delayed start in excess of one year totalling £35,000 remain in the capital programme (paragraph 11);
 - e) approve the virement of £156,000 outlined in paragraph 13;
 - f) note the post completion reports on the completed schemes as detailed in Appendix B;
 - g) note the balance of S106 deposits by developers held in a reserve as detailed in Appendix C;

Background

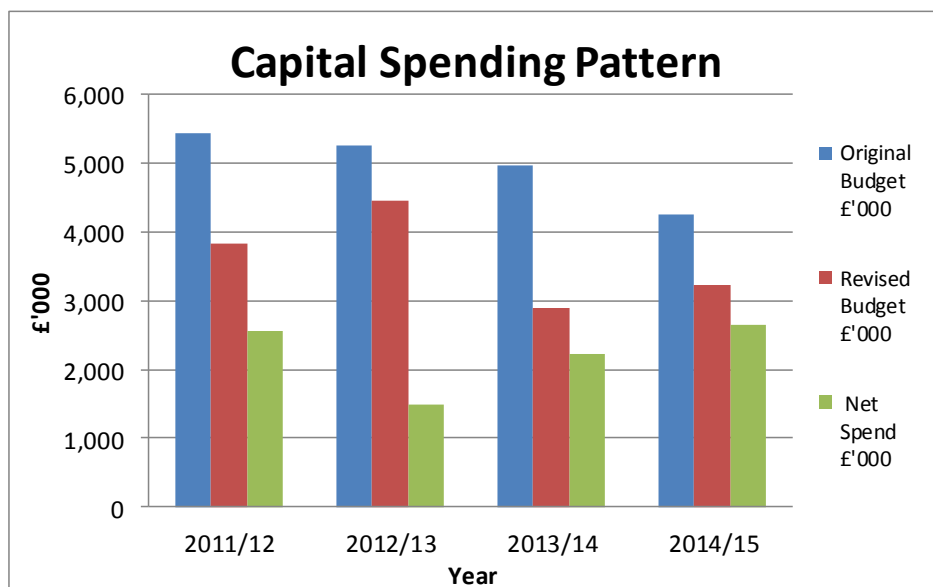
5. Full Council approve the Capital Programme in February each year. Monitoring of the agreed programme has been delegated to District Executive.

Overall Outturn Position

6. The overall position for the Capital Budget for 2014/15 is that total net spending amounted to **£2.641m**; this was **£1.613m (37%)** less than the original planned expenditure of **£4.254m**. Amendments have been reported to members each quarter and the revised Capital Programme approved.
7. The original budget is revised each quarter to reflect changes to the programme. The position on the Capital Budget for 2014/15 at Quarter 4, showed revised planned net expenditure of **£3.227m**. With the total spend amounted to **£2.641m**; this was **£586K (18%)** less than planned. This is mainly due to project delays. A final report on 2014/15 spend is attached at Appendix A.
8. The **£2.641m** actual spend referred to above is the net position which includes external contributions and grants. Excluding these external contributions and grants shows gross expenditure of **£3.772m**.

Capital Spending Pattern

9. The graph below shows the actual spend compared to revised budget for the last 6 years. The total 2014/15 spend represented 81% of the revised budgeted spend for the year, compared to 77% in 2013/14.



Revised Capital Programme

10. Some amendments have been requested since Quarter 3. A summary of those amendments are outlined below and members are requested to approve the revised Capital Programme shown in Appendix B. The budget for 2014/15 was revised from **£2.898m to £3.227m** for the following reasons: -

	14/15 £'000	15/16 £'000	16/17 £'000	17/18 £'000	18/19 £'000
Capital Programme for Quarter 3 approved by District Executive in February 2015	2,898	5,890	212	(500)	(500)
Profiling amendments to capital programme quarter 4 2014/15 (slippage into 2015/16)	73	(73)			
Less underspends and projects removed from Capital Programme	(52)	(1,152)	456	464	472
Less projects moved to / (from) reserves	3	46			
Virements between capital projects (See paragraph 13)	156	(156)			
Revenue contributions to capital (RCCO) quarter 4 for accounting adjustments	81	77			
Plus projects added to Capital Programme quarter 4:					
New projects approved by Council February 2015		422			
Upgrade to ICT Helpdesk (DX 8.1.15)	37				
Ash Stables House, Wincanton Repayment (CEO Decision June 12)	23				
Plot 1, Chard Business Park (DX 7.2.13)	8				
Revised Capital Programme for 2014/15	3,227	5,054	668	(36)	(28)

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

Delayed Projects

11. In accordance with the capital strategy any project that has been delayed by more than one year before starting is required to be reviewed so that members can consider whether to continue to support the project or to re-allocate the budget to new schemes. Delayed projects of longer than one year as at the 31st March 2015 are detailed below;

Scheme	Budget £'000	Date of Original Approval	Explanation	Request for Inclusion in 2015/16 Capital Programme (Y/N)
Land Acquisition & Enhancements at Waterside, Wincanton	35	February 2008	Waiting for land acquisition to be finalised. Unable to proceed with works until above.	Y
Total Delayed Projects	35			

12. Members are requested to review and approve the projects shown above where managers have requested their continued inclusion within the Capital Programme.

Virements between Capital Projects

13. The table below shows the requested budget virements between projects within the capital programme:

Amount £'000	From	To	Reason
156	Home Repairs Assistance	Disabled Facilities Grant	Additional budget required to cover spend above that allocated by DCLG.
156	Total Virements		

Completed schemes (including feasibility)

14. The table below shows the projects/schemes completed in the period. Post completion reports, where indicated, are attached in Appendix C.

Scheme	Revised Budget £'000	Actual Spend £'000	Within acceptable limits?	Responsible Officer	Post Completion report Y/N
Affordable Housing	440	440	Y	Colin Mcdonald	N
Hardware Replacement Prog	382	368	Y	Roger Brown	N
Windows 7	377	366	Y	Roger Brown	N
Birchfield Sewer Pollution Easement Works	344	344	Y	Ian Case	N
Ropewalk at 94 High Street, West Coker	255	255	Y	Garry Green Martin Woods	N
South Western Terrace Grants	210	210	Y	Marie Ainsworth	Y
Purchase of Land on behalf of CCTC	70	70	Y	Donna Parham	N
Enterprise Wide Backup	63	63	Y	Roger Brown	N
Disaster Recovery & Business Continuity	60	60	Y	Roger Brown	N
Adaptions to Petters House	56	56	Y	Garry Green	N
Transfer to Castle Cary Toilets	42	42	Y	Garry Green	N
Northgate Business Rates Software	40	40	Y	Ian Potter	N
Car Park Enhancements	36	36	Y	Garry Green	N
Severalls Park Fencing	14	14	Y	Stephen Fox	N
Birchfield Trim Trail	11	10	Y	Natalie Ross	Y
Transfer of responsibility of Bruton Toilets	9	9	Y	Garry Green	N

15. In order for an over/under spend to be within acceptable limits, the variation on budget should be within £10,000 or 5% (whichever is greater) of revised budget. On this basis, all of the 15 competed schemes are within an acceptable margin of the overall budget. Explanations for both under/over spends are outlined in the post completion.

Area Capital Programmes

16. Each Area has balances that can be used during the year. The position of the Area balances at 31st March 2015 and any movement within the year are as follows:

	Area East £'000	Area North £'000	Area South £'000	Area West £'000	Totals £'000
Position at start of financial year	61	287	161	125	634
Additional resources approved by DX	25	25	25	25	100
Allocations to/(from) reserve during year	(16)	(101)	(7)	(5)	(129)
Position at end of financial year	70	211	179	145	605

17. Each Area was allocated an additional £25,000 in February 2015 for schemes in 2015/16. The table shows that following these approvals Area unallocated capital balances have decreased by £29,000.

Financing of the Capital Programme

18. The gross spend of £3.772m (referred to in paragraph 8) is the total capital expenditure before funding sources are included and requires financing. Members are recommended to approve the final financing of the capital programme from the following sources: -

Resources Used	Actual Gross Spend £'000	Planned Gross Spend £'000
Useable Capital Receipts	1,849	4,254
External Contributions from funding partners	604	2,018
Capital Fund	803	0
Capital Grants from Central Government	455	455
Loan Repayments	61	61
Total Resources Used	3,772	6,788

Outstanding Loans

19. As part of the agreed loans policy the amount of any outstanding loans at the end of each financial year must be reported to this committee. As at 31st March 2015 the following loans were outstanding:

Borrower	Original Sum Lent £	Fixed Interest Rate	Amount Outstanding at 31 st March 2014 £	Period of Loan	Final Repayment Date
Crewkerne Aqua Centre	600,000	4.65%	90,000	10 years	March 2016
Total Outstanding			90,000		

- 20. There is also £30,302 outstanding in sale of council house mortgages, and £106,273 in car, bike and learning loans.
- 21. Wessex Home Improvement Loans (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 £672,948 of capital invested with WHIL. As at 31st March 2015 there was £307,508 on the loan book and £365,440 as available capital.

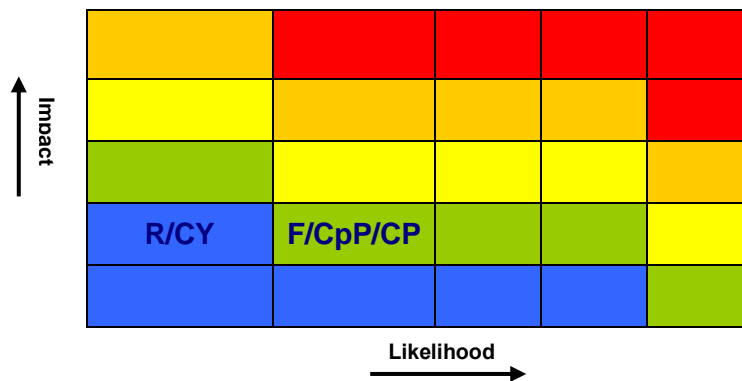
Section 106 Agreements

- 21. As at the 31st March 2015 SSDC held £2,284,628 in Section 106 Agreements as detailed in Appendix C.

Financial Implications

- 22. These are contained in the body of the report.

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

There are no specific implications in these proposals.

Carbon Emissions and Climate Change Implications

There are no specific implications in these proposals.

Equality and Diversity Implications

There are no specific implications in these proposals.

Background Papers

Capital Monitoring Quarter 1 to 3 Reports to District Executive.

Revised District Executive Capital Programme 2014/15 - 2018/19

Appendix A

	Original Date of Project	Previous Years Spend	In Year Monitoring					Original Budget Allocation	Project Officer	Responsible Officers comments on action on slippage and performance against targets
			2014/15 Est Spend	Actual Spend to 31/03/2015	Slippage to Carry Forward	Unders/Overs on Completed Schemes	Revised Future Est Spend			
			£'000	£'000	£'000	£'000	£'000			
Chief Executive/ Strategic Director (Corporate Services) - Mark Williams										
FINANCE & CORPORATE SERVICES										
Assistant Director - Donna Parham										
ICT SERVICES										
Service Manager - Roger Brown										
Portfolio Holder - Cllr Henry Hobhouse										
Hardware Replacement Programme 2010/11 to 2013/14	Feb 2009	368	0	0	0	0	0	368	R Brown	All projects programmed have now been completed and balance returned to ICT replacement reserve.
Hardware Replacement Programme 2014/15 to 2016/17	Feb 2014	0	32	32	0	0	20	52	R Brown	All projects programmed for this financial year have been completed. Future project still on schedule for 15/16.
Windows 7	Dec 2011	347	19	19	0	0	0	366	R Brown	Project completed and balance returned to ICT replacement reserve.
Disaster Recovery & Business Continuity	Nov 2013	58	2	2	0	0	0	60	R Brown	Project completed.
Microsoft Lync	Jan 2014	14	123	92	31	0	0	137	R Brown	Project ongoing.
Enterprise Wide Back up Replacement	Nov 2014	0	63	63	0	0	0	63	R Brown	Project completed.
Upgrade to ICT Helpdesk System	Jan 2015	0	37	0	37	0	0	37	R Brown	Project will be progressed in 15/16.
REVENUE & BENEFITS SERVICES										
Service Manager - Ian Potter										
Portfolio Holder - Cllr Tim Carroll										
Northgate Business Rates Software	October 2013	25	15	15	0	0	0	40	I Potter	Business rates system migration is complete and the full budget spent.

	Original Date of Project	Previous Years Spend	In Year Monitoring					Original Budget Allocation	Project Officer	Responsible Officers comments on action on slippage and performance against targets
			2014/15 Est Spend	Actual Spend to 31/03/2015	Slippage to Carry Forward	Unders/Overs on Completed Schemes	Revised Future Est Spend			
			£'000	£'000	£'000	£'000	£'000			
FINANCIAL SERVICES										
Service Manager - Amanda Card										
Portfolio Holder - Cllr Tim Carroll										
Capital Salaries	Feb 2013	2,489	111	113	0	(2)	0	2,600	A Card	Allocation of budget made in line with time spent on various capital projects.
Purchase land at Churchfields Drive, Castle Cary on behalf of TC	April 2014	0	70	70	0	0	0	70	D Parham / I Clarke	Land was aquired then sold onto Castle Cary Town Council almost immediately.
Crewkerne Aqua Centre Loan - Repayment	June 2005	(450)	(60)	(60)	0	0	(90)	(600)	A Card	Loan repayment made within schedule.
Upgrade CedAr Financial System	Nov 2014	0	86	83	3	0	20	106	A Card	Go live date estimated July 2015.
Cash Receipting System		0	0	(3)	0	3	0	0	A Card	Reversal of provision made incorrectly.
Loan to Somerset Waste Partnership for Vehicles	October 14	0	0	0	0	0	1,740	1,740	A Card	Loan repayment over 7 years. Loan to be made 01/04/15.
Ash House Stables Wincanton		0	23	23	0	0	0	23	A Card	Charge put on property for these emergency works carried out.
Total Finance & Corporate Services		2,851	521	449	71	1	1,690	5,062		
Strategic Director - (Place & Performance) - Rina Singh										
ECONOMY										
Assistant Director - Martin Woods										
Portfolio Holder - Cllr Ric Pallister										
Affordable Housing - Millfield, Chard	April 2013	0	49	0	49	0	49	98	C McDonald	Full subsidy will now be claimed at practical completion.
Affordable Housing - Larkspur Crescent (Larkhill), Yeovil	July 13/June 14	0	84	84	0	0	0	84	C McDonald	Funding of scheme completed.
Affordable Housing - Stonewater, 5 Bed Conversion	August 2013	0	40	40	0	0	0	40	C McDonald	Funding of scheme completed.
Affordable Housing - Yarlinton, 5 Bed Conversion	August 2013	0	70	70	0	0	0	70	C McDonald	Funding of scheme completed.
Affordable Housing - 6 Dwellings at Lyde Road Key Site	October 2013	0	30	30	0	0	0	30	C McDonald	Funding of scheme completed.

	Original Date of Project	In Year Monitoring						Original Budget Allocation	Project Officer	Responsible Officers comments on action on slippage and performance against targets
		Previous Years Spend	2014/15 Est Spend	Actual Spend to 31/03/2015	Slippage to Carry Forward	Unders/Overs on Completed Schemes	Revised Future Est Spend			
		£'000	£'000	£'000	£'000	£'000	£'000			
Affordable Housing - Knightstone Housing, Somerton Hybrid Rent	September 14	0	14	14	0	0	0	14	C McDonald	Funding of scheme completed.
Affordable Housing - Rural exception, Horton, Ilminster	October 2013	0	48	48	0	0	0	48	C McDonald	Funding of scheme completed.
Affordable Housing - Rural exception, Font Villas, West Coker	November 13	72	71	0	71	0	0	143	C McDonald	Completion claim delayed as main contractor gone into administration.
Affordable Housing - Rural exception, Broadway Farm, Merriott	September 14	0	0	0	0	0	240	240	C McDonald	Scheme correctly profiled for 15/16.
Affordable Housing - 80 South Street, Bm'th Churches Hsg Ass	April 14	0	0	0	0	0	100	100	C McDonald	Scheme correctly profiled for 15/16.
Affordable Housing - Bought not built for 2 Crewkerne Properties	June 14	0	89	89	0	0	0	89	C McDonald	Funding of scheme completed.
Affordable Housing - Bought not built Allocation	Mar 2012	99	0	0	0	0	201	300	C McDonald	No applications for 14/15. Funding will remain for 15/16.
Affordable Housing - Yarlington, Buy back of share property	September 14	0	65	65	0	0	0	65	C McDonald	Funding of scheme completed.
Affordable Housing - Mortgage Rescue Contingency Fund	September 14	0	0	0	0	0	277	277	C McDonald	No applications for 14/15. Funding will remain for 15/16.
Plot 1, Chard Business Park		0	0	8	8	0	0	8	D Julian	Payment to 'bridge' the gap between the Blackburn Trust being paid 106 payment coming in upon occupation of the first dwelling.
Total Economy		171	568	448	120	0	867	1,606		
COMMUNITIES										
Assistant Directors - Helen Rutter & Kim Close										
THIRD SECTOR AND PARTNERSHIPS										
Service Manager - Helen Rutter & Kim Close										
Portfolio Holder - Cllr Sylvia Seal										
Village Hall Grants	Feb 2006	930	15	5	10	0	0	945	L Davis	No further allocations at present so £10K remains unallocated.

	Original Date of Project	Previous Years Spend	In Year Monitoring					Original Budget Allocation	Project Officer	Responsible Officers comments on action on slippage and performance against targets
			2014/15 Est Spend	Actual Spend to 31/03/2015	Slippage to Carry Forward	Unders/Overs on Completed Schemes	Revised Future Est Spend			
			£'000	£'000	£'000	£'000	£'000			
AREA SOUTH										
Service Manager - Kim Close										
Area Chairman - Cllr Peter Gubbins										
Reckleford Gytratory (Eastern Gateway)	Feb 2007	1,633	0	0	0	0	88	1,721	M Ainsworth	Remaining budget to be spent on traffic lights and associated remodelling of footways.
Local Delivery Vehicle (linked to Yeovil Vision)	Feb 2009	66	5	0	5	0	29	100	K Close	SCC did not complete the works last financial year so £5k to be spent in this financial year.
Foundry House	April 1999	879	0	0	0	0	4	883	K Close	Project to be identified to spend remaining money in line with DCLG grant.
South Western Terrace - Improvement Grants	Mar 2003	208	2	2	0	0	0	210	M Ainsworth	Project completed - post completion attached.
Birchold Trim Trail	Feb 2014	0	5	4	0	1	0	5	N Ross	Project completed - post completion attached.
5 Additional CCTV Cameras in Yeovil	Aug 2014	0	0	0	0	0	29	29	S Brewer	Information awaited from County Council before cameras can be fitted.
Wyndham Park Community Facilities	Nov 2014	0	0	0	0	0	400	400	K Close	Negotiations still taking place regarding land price from developer.
Area South Committee Allocation		269	9	7	2	0	0	278	K Close	Updates reported to Area Committee.
AREA NORTH										
Service Manager - Charlotte Jones										
Area Chairman - Cllr Shane Pledger										
Thorney Ringbank Flood Defence Grant		0	15	15	0	0	0	15	C Jones	Project completed and grant paid.
Area North Committee Allocation		590	98	62	37	0	65	753	C Jones	Updates reported to Area Committee.
AREA EAST										
Service Manager - Helen Rutter										
Area Chairman - Cllr Nick Weeks										
Market House Castle Cary	Feb 2010	216	(52)	(55)	3	0	0	164	P Williams	Finishing programme completed. Retention to be held until end of defects period.

	Original Date of Project	Previous Years Spend	In Year Monitoring					Original Budget Allocation	Project Officer	Responsible Officers comments on action on slippage and performance against targets
			2014/15 Est Spend	Actual Spend to 31/03/2015	Slippage to Carry Forward	Unders/Overs on Completed Schemes	Revised Future Est Spend			
	Approval	£'000	£'000	£'000	£'000	£'000	£'000	£'000		
Land Acquisition in Waterside Rd, Wincanton	Feb 2008	0	11	0	11	0	0	11	P Williams	Active liaison with landowner to progress.
Enhancements to Waterside Rd, Wincanton	Feb 2008	0	0	0	0	0	24	24	P Williams	
Area East Committee Allocation		5	73	40	34	0	17	95	H Rutter	Updates reported to Area Committee.
AREA WEST										
Service Manager - Andrew Gillespie										
Area Chairman - Cllr Angie Singleton										
Market Towns Visions	Feb 2006	287	85	59	26	0	57	429	A Gillespie	11 MTIG projects were completed in 14/15. Approx £16k of project expenditure was authorised early 15/16 and payment has now been made. The remaining draw down of capital was £10,000 less than anticipated because some projects were withdrawn/abandoned or re-profiled from capital to revenue expenditure.
Area West Committee Allocation		0	17	4	13	0	0	17	A Gillespie	Updates reported to Area Committee.
Total Communities		5,083	283	142	140	1	712	6,078		
Strategic Director - (Operations and Customer Focus) - Vega Sturgess										
ENVIRONMENT										
Assistant Director - Laurence Willis										
ENVIRONMENTAL HEALTH										
Service Manager - Alasdair Bell										
Portfolio Holder - Cllr Peter Seib										
Disabled Facilities Grants (Expenditure)	Feb 2013	3,179	156	156	0	0	0	3,335	A Bell	Spend for year exceeded external income of £455K, therefore total DFG paid totalled £611K. A good value of grants processed.
Empty Property Grants	Feb 2015	916	151	141	10	0	150	1,217	A Bell	Spend for year slightly below target due to timing of completions.

	Original Date of Project	In Year Monitoring							Original Budget Allocation	Project Officer	Responsible Officers comments on action on slippage and performance against targets
		Previous Years Spend	2014/15 Est Spend	Actual Spend to 31/03/2015	Slippage to Carry Forward	Unders/Overs on Completed Schemes	Revised Future Est Spend				
		£'000	£'000	£'000	£'000	£'000	£'000	£'000			
Home Repairs Assistance	Feb 2015	1,165	55	55	0	0	119	1,339	A Bell	Grants paid as expected on re-profile at Qtr 3.	
HMO Grants	Feb 2015	464	46	46	0	0	63	573	A Bell	Grants paid as expected on re-profile at Qtr 3.	
Loan Scheme for Somerset	Feb 2013	335	50	50	0	0	50	435	A Bell	Payment made to WRCIC as estimated to increase the value of SSDC's loan pot.	
Purchase of Caravan for Homeless Resident Affected by Flooding	Apr 2014	0	15	14	0	1	0	15	A Bell	Caravan purchased and used during the year by Flooding Victim, and has now been subsequently sold.	
Purchase of Van for Enforcement Team	Jun 2014	0	16	16	0	0	0	16	A Bell	Van purchased and in use by the team.	
ENGINEERING AND PROPERTY SERVICES											
Service Manager - Garry Green											
Portfolio Holder - Cllr Henry Hobhouse											
Capital Works associated with car parking proposals	Feb 2012	2	0	0	0	0	0	2	G Green	Funding returned to balances last quarter as no longer required.	
Car Park Enhancements	Feb 2013	0	36	36	0	0	0	36	G Green	Project completed.	
Car Park Enhancements	Feb 2014	0	54	23	31	0	100	154	G Green	Slippage in enhancement contracts programmed.	
New Car Parks	Feb 2008	137	131	131	0	0	442	710	G Green	Millers Site in Crewkerne purchased but not yet developed.	
Birchfield Sewer Pollution Easement Works	Feb 2005	342	2	2	0	0	0	344	G Green	Project completed.	
Capital Works to the Councils Portfolio	Feb 2012	2,032	17	11	6	0	0	2,049	G Green	Some slippage in projects scheduled for completion this year, due to priorities on staff resources needed elsewhere i.e. sharing of Brympton Way offices. Some large works completed at Lufton Depot, and remainder will be completed in 15/16.	
Capital Works to the Councils Portfolio	Feb 2013	41	9	5	4	0	78	128	G Green		
Capital Works to the Councils Portfolio	Feb 2014	0	175	122	53	0	218	393	G Green		
Capital Works to the Councils Portfolio	Feb 2015	0	0	0	0	0	70	70	G Green		
Sharing Brympton Way Offices with SCC	Nov 2013	0	198	193	5	0	5	203	G Green	Main works completed. Only retention left to pay in 15/16.	
Adaptions to Petters House for CAB	April 2014	0	56	56	0	0	0	56	G Green	Project completed.	

	Original Date of Project	In Year Monitoring						Original Budget Allocation	Project Officer	Responsible Officers comments on action on slippage and performance against targets
		Previous Years Spend	2014/15 Est Spend	Actual Spend to 31/03/2015	Slippage to Carry Forward	Unders/ Overs on Completed Schemes	Revised Future Est Spend			
		£'000	£'000	£'000	£'000	£'000	£'000			
Adaptions for lease of floor at Churchfields	Sept 2014	0	30	0	30	0	20	50	G Green	Planning permission obtained and works are due to commence shortly.
Transfer of Castle Cary Toilets	Feb 2013	0	42	42	0	0	0	42	G Green	Transfer completed.
Transfer of responsibility of Bruton Toilets	May 14	0	9	9	0	0	0	9	G Green	Transfer completed.
Gas Control System - Birchfield	Feb 2013	4	63	7	56	0	548	615	G Green	Delay in starting borehole investigation works.
Ropewalk at 94 High Street West Coker	Feb 2002	123	69	69	0	0	0	192	G Green	Project completed.
Yeovil Crematorium		477	63	51	12	0	30	570	G Green	Budget to be carried over as some of the identified works have been delayed. Large cremator works carried out during year.
STREETSCENE										
Service Manager - Chris Cooper										
Portfolio Holder - Cllr Jo Roundell Greene										
Replacement Sweepers	Feb 2015	0	0	0	0	0	70	70	S Fox	New sweepers will be purchased early 15/16.
Severalls Park Fencing, Crewkerne	Feb 2014	0	14	14	0	0	0	14	S Fox	Project Completed.
Total Environment		9,217	1,457	1,249	207	1	1,963	12,637		
HEALTH & WELL-BEING										
Assistant Director - Steve Joel										
Portfolio Holder - Cllr Ric Pallister										
ARTS AND ENTERTAINMENT										
Service Manager - Adam Burgen										
Portfolio Holder - Cllr Sylvia Seal										
Octagon Theatre - Upgrade to facilities	Sept 14	0	59	59	0	0	0	59	A Burgen	Work delivered on time and within budget.
Octagon Theare - PA System	June 15	0	0	0	0	0	44	44	A Burgen	New system has been implemented, therefore budget will be fully spent in Qtr 1 of 15/16.
Octagon Theatre - Upgrade to Toilets (Gents & Backstage)	June 15	0	0	0	0	0	63	63	A Burgen	Work scheduled for Summer 2015.

	Original Date of Project	Previous Years Spend	In Year Monitoring					Original Budget Allocation	Project Officer	Responsible Officers comments on action on slippage and performance against targets
			2014/15 Est Spend	Actual Spend to 31/03/2015	Slippage to Carry Forward	Unders/Overs on Completed Schemes	Revised Future Est Spend			
	Approval	£'000	£'000	£'000	£'000	£'000	£'000	£'000		
COMMUNITY HEALTH AND LEISURE										
Service Manager - Linda Pincombe										
Portfolio Holder - Cllr Sylvia Seal										
Community Play Schemes	Feb 2007	412	35	31	4	0	38	485	R Parr	All play areas programmed for this year have been completed & final payments made. Lavers Oak and Packers Way on target for 15/16.
Youth Facilities Development	Feb 2007	25	0	0	0	0	0	25	R Parr	As per Qtr 3 report, this funding has been reallocated to youth projects programmed for 15/16.
Multi Use Games Area	Feb 2008	265	45	45	0	0	70	380	R Parr	Five new MUGA's have been created across the district and subject to external funding decisions we expect the Wincanton MUGA to be delivered this spring. Bruton Town Council have expressed an interest in delivering a MUGA with remaining allocation originally allocated to Castle Cary.

	Original Date of Project	In Year Monitoring						Original Budget Allocation	Project Officer	Responsible Officers comments on action on slippage and performance against targets
		Previous Years Spend	2014/15 Est Spend	Actual Spend to 31/03/2015	Slippage to Carry Forward	Unders/Overs on Completed Schemes	Revised Future Est Spend			
	Approval	£'000	£'000	£'000	£'000	£'000	£'000	£'000		
Grants for Parishes with Play Area	Feb 2008	437	36	3	33	0	(4)	469	R Parr	Ilton play area still under construction with initial phases finished but final phase being planned. Rickhayes actively fundraising, with anticipated submission being made to Viridor in June. Works have started at Henhayes.
Grant to Summerhouse View Play Area	Feb 2014	0	10	8	2	0	0	10	R Parr	Play area complete. Final payments to be made and YTC invoiced for their contribution.
Grant to Kingston View Play Area	Feb 2015	0	0	0	0	0	10	10	R Parr	Grant payment scheduled for 2015/16.
Birchfield Park Bike Park	S106	0	0	0	0	0	5	5	R Parr	£5K of Youth Facilities Funding moved here to go with £19K S106 funding for project.
Synthetic Grass Pitch	Feb 2007	796	21	5	16	0	0	817	L Pincombe	Awaiting revised final invoice for Retention; expected to be paid shortly following a period of negotiation. Remaining funding (circa £6,000) will be used to deliver CCTV in 15/16. Work expected to start shortly.
Yeo Rec - Phase 2 Works (Pitch & Putt Fencing)	Feb 2005	31	0	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 but will require replacement in the next 1-2 years.
Grant to Henhayes Sports & Community Centre	Feb 2010	252	0	0	0	0	14	266	L Pincombe	Options for the delivery of a new playing pitch are being explored by Crewkerne Town Council and more detailed project proposals are expected in due course.

	Original Date of Project	In Year Monitoring						Original Budget Allocation	Project Officer	Responsible Officers comments on action on slippage and performance against targets
		Previous Years Spend	2014/15 Est Spend	Actual Spend to 31/03/2015	Slippage to Carry Forward	Unders/Overs on Completed Schemes	Revised Future Est Spend			
	Approval	£'000	£'000	£'000	£'000	£'000	£'000	£'000		
Grant to Westfield AGP	Feb 2014	0	35	35	0	0	21	56	L Pincombe	Project finished within agreed timescale. Final grant payment anticipated in September 2015 when contractor retention due.
Scoreboard Langport & Huish Cricket Club	Oct 2011	0	0	0	0	0	0	0	L Pincombe	In the process of agreeing proposals for expenditure of remaining budget. Project to be completed by summer 2015.
Grant to Milborne Port Rec Changing Rooms	March 2014	0	0	0	0	0	0	0	L Pincombe	The pavilion has already been completed within agreed timescales. The Parish Council still have some paperwork to complete in order to fulfill all grant criteria to make a final claim. They are aware of what is required and will draw down remaining funding as soon as capacity allows during current year. Help has been offered if required.
Grant to Bruton Comm Playing Pitches	Nov 2014	0	0	0	0	0	0	0	L Pincombe	Project completed. £6K grant funding paid over from S106 funding.
Grant to Ilminster Football Club	Feb 2015	0	2	0	2	0	48	50	L Pincombe	Contributions for up front professional fees all now paid (April 2015).
Grant to Chard Tennis Club	Feb 2015	0	6	0	6	0	(6)	0	L Pincombe	Club awaiting confirmation of partnership funding to bridge a small funding gap in order to proceed with installation of new floodlighting. Project expected to be complete in 15/16.
Yeovil Country Park Ranger Base	Feb 2010	7	118	103	15	0	0	125	K Menday	Main build has come in on budget, we still have £7K final retention fee to pay in October 2015, plus £3K of extra works that are currently being completed. We are having major problems with the exterior toilet doors, this is being managed through the existing build contractor as we are still in the guarantee / snagging period but we wish to retain the balance of £5K here in case further expenditure is required on the doors to ensure they are suitable and serviceable going forward.

	Original Date of Project	In Year Monitoring						Original Budget Allocation	Project Officer	Responsible Officers comments on action on slippage and performance against targets
		Previous Years Spend	2014/15 Est Spend	Actual Spend to 31/03/2015	Slippage to Carry Forward	Unders/Overs on Completed Schemes	Revised Future Est Spend			
		£'000	£'000	£'000	£'000	£'000	£'000			
Yeovil Country Park Café Fixtures & Fittings	RCCO	0	43	43	0	0	0	43	K Menday	Revenue contribution made from Leisure Budgets to cover costs of equipment.
Dual Use Sport Centre Grants	Feb 2005	213	0	0	0	0	47	260	S Joel	In-principle £40K grant award made to Holyrood Academy to support the replacement of the AGP Surface. Any payments were previously scheduled for 2015/16.
Sports Zone- Inc	Feb 2008	0	0	0	0	0	(50)	(50)	S Joel	Construction of S106 related dwellings has commenced. Trigger point not reached for payment.
Goldenstones 10 year plan/repayment	Mar 2011	20	(27)	(10)	(17)	0	7	0	S Joel	Repayment slightly less than originally planned due to funding needed elsewhere. Remainder of repayment will be made in 15/16.
Wingerton Community Sports Centre 10 year plan	Sept 2012	77	15	31	(16)	0	86	178	S Joel	Spend for year exceeded that anticipated, due to works needed earlier than in original plan.
Total Health & Well-being		2,535	398	353	45	0	400	3,333		
Total Capital Programme		19,857	3,227	2,641	583	3	5,633	28,716		

	Original Date of Project	Previous Years Spend	In Year Monitoring					Original Budget Allocation	Project Officer	Responsible Officers comments on action on slippage and performance against targets
			2014/15 Est Spend	Actual Spend to 31/03/2015	Slippage to Carry Forward	Unders/Overs on Completed Schemes	Revised Future Est Spend			
			£'000	£'000	£'000	£'000	£'000			

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	300	0	300		0
Affordable Housing - Unallocated	1,594	0	1,594		1,200
Affordable Housing - rural exception schemes	115	0	115		0
Investment in Market Housing	0	0	0		600
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
Home Farm, Somerton	98	0	98		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
	3,028	0	3,028		1,018

Area Reserve Schemes Awaiting Allocation But Approved in Principle

North	0	0	0		211
South	0	0	0		179
East	20	0	20		50
West	6	0	6		140
Total	25	0	25		579
Capital Programme	3,227	2,641	583		5,658
Contingent Liabilities and Reserve Schemes	3,053	0	3,053		1,614
Total Programme to be Financed	6,280	2,641	3,636		7,272

NAME OF PROJECT	SOUTH WESTERN TERRACE PILOT, YEOVIL
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Project Number:

Financial Summary:

Budget:	
SSDC funding	210,000
External Funding	
Total Budget	210,000
Total Actual Expenditure	210,000
Project under/over spend	0
Percentage under/over spend	0%

Project Duration Summary

	Original Estimated Date	Actual Date
Project Commenced	March 2003	March 2003
Project Completed	Summer 2006	September 2014

Milestones

Key Milestones	Estimated Date	Actual Date	Reasons for Difference
Completion of the South Western Terrace Facelift grant scheme	Summer 2006	September 2014	More officer time required than previously envisaged with tenants/owners. Tenants changed frequently so final scheme was delayed and could not be agreed.

Officer Time

Officer	Original Estimate	Estimate of actual time	Reasons for Difference
NDO (Economy) South	780 + 60	910	More time required due to changing tenancies. Each new tenant had slightly different requirement and budgets. Also, project officer was on maternity leave for a period of 6 months
Conservation Manager	193	50	Less time spent as only worked on formulation of initial project and inception.
Economic Development Officer	90	15	Did not get involved in project as much as envisaged and left employment with the Council in the early stages of the project
Principal Engineer/Property Services	193 + 15	150	Project officer made decisions on some improvements so less time spent by Property Services
Area Development	90		The additional hours were spent by the project officer, rather than manager

Manager South			
Regeneration Officer	-	50	Worked mainly 2 and 5 South Western Terrace and also with general enquiries/telephone, calls, plans, architect/officer meetings when project officer on maternity leave
Regeneration Officer	60	60	Worked on 8 – 10 South Western Terrace when project officer was on maternity leave
Projects Support Officer	-	40	Project support throughout project

Objectives of the Project (per the capital appraisal)

The Strategy for the Regeneration of the Eastern End of Yeovil Town Centre 2002 – 2005 highlighted improvements to South Western Terrace as a priority under Environmental and Sustainability Issues as well as improving run down and derelict buildings.

How were the Objectives Met?

Grants were given to most of the property owner/tenants for the terrace and improvements were made to the frontages of these buildings. These included repairs to chimneys, replacement and repair of windows, replacement of rainwater goods, replacement of shopfront and signage, repairs to front elevation walls (including decoration, new pilasters and plinths, fascia and cornice, flashing, rendering, pointing etc), repair and rebuild of external areas (paving, steps, railings and hand rails), assistance with property survey.

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

Empty premises have been short-term over the period of the scheme and shops have been easier to let because of the improvements to the buildings. The overall perception of this area has improved – one business is celebrating their 10th anniversary and attributes the enhancement work to their success.

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

The time needed to encourage take up of the grant was under-estimated and was made more difficult when business or property owners changed hands. Allowing more time would have been more realistic.

Summary

It was very time consuming to get tenants and owners to agree on the detail of a scheme. More help and guidance was required to achieve the desired outcome. Turnover of tenants in part of the terrace caused significant delays. The scheme in the main had been completed for some time, however, the final part of the scheme took a long time to agree. This was made more difficult by a significant language barrier when the interpreter wasn't able to attend meetings. The time taken to administer the grant scheme was a lot more than was originally envisaged.

Overall the benefits have outweighed the problems, many compliments have been received and the project officer is very pleased with the results.

It is important to note that any improvements made to the terrace independently by the owners or tenants would certainly not have been in keeping with the age and style of the properties. This was only ever possible with SSDC's input.

NAME OF PROJECT	BIRCHFIELD TRIM TRAIL
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Project Number:

Financial Summary:

Budget:	
SSDC funding	11,000
External Funding	
Total Budget	11,000
Total Actual Expenditure	10,020.31
Project under/over spend	979.69
Percentage under/over spend	8.9%

Project Duration Summary

	Original Estimated Date	Actual Date
Project Commenced	February 2014	February 2014
Project Completed	January 2015	January 2015

Milestones

Key Milestones	Estimated Date	Actual Date	Reasons for Difference
Installation of equipment	March – May 14	March – May 14	
Installation of footpath	June – July 2014	June – July 2014	

Officer Time

Officer	Original Estimate	Estimate of actual	Reasons for Difference
NDO (Communities) South	N/A	25	No capital appraisal was submitted
Principal Engineer	N/A	10	
Senior Play and Youth Facilities Officer	N/A	37	
Healthy Lifestyles Officer	N/A	12	

Objectives of the Project

To provide free open access outdoor fitness opportunity at Birchfield Park, Yeovil. The project is an extension of the improvements made to the park including wider multi-use pathways.

How were the Objectives Met?

Equipment was installed and footpath widened and improved. 3-2-1 running signs installed.

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

Bucklers Mead Sports Centre have started running fitness courses that incorporate the equipment and this has increased the usage of the equipment beyond that originally envisaged.

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

No.

Summary

Project ran smoothly and the facilities are being well used and have been welcomed by the community.

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	
Prowing 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	0.00	Will be used to fund the purchase of Millers Garage	
SSH - Beckington Cres, Auckland & Montague Way, Chard		23,168.00	03/12/08	-17,187.00	5,981.00	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	-27,182.00	4,499.00	£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	-11,500.00	29,227.00	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	-8,833.90	33,314.10	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 Petherton development	09/03095/FUL	44,194.72	31/03/11	-22,461.39	21,733.33	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	£63,259 07/07/11, £34,842 19/12/11	-52,497.00	45,604.00	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	-120,028.80	40,638.64	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	-2,500.00	136,494.62	Breakdown will be available once the monies are received	
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	-5,000.00	50,000.00	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	-137,045.00	1,633.00	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	-23,702.26	39,321.74	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	-5,676.21	18,288.79	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	-363,281.00	48,374.00	Awaiting Breakdown	
Strongvox - Alvington Farm	08/04357/FUL	34,889.00	05/03/12	-31,867.00	3,022.00	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	-1,887.00	27,494.67	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	-7,783.00	48,723.00	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	-12,852.00	22,534.00	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	258,894.50	Part payment £244,352 paid 04/03/13 £14,543 paid 20/01/15	-296,000.00	-37,105.50	Breakdown will be available once the monies are received	
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	-5,871.00	106,784.00	Awaiting Breakdown	
	Awaiting Details	123,081.48	19/12/13	-1,000.00	122,081.48	Awaiting Breakdown	
Elan Homes	07/04833/FUL	24,707.89	12/08/14		24,707.89	Awaiting Breakdown	
	Awaiting Details	154,922.00	06/12/14		154,922.00	Awaiting Breakdown	
	Awaiting Details	260,015.83	01/02/15		260,015.83	Awaiting Breakdown	
		3,451,807.28			2,284,627.53		

Agenda Item 8

2014/15 Revenue Budget Outturn Report

Executive Portfolio Holder: Peter Seib, Finance and Legal Services
Chief Executive: Mark Williams
Assistant Director: Donna Parham, 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 Report

To inform Members of the actual spend against budgets for the 2014/15 financial year.

Forward Plan

This report appeared on the District Executive Forward Plan with an anticipated Committee date of June 2015.

Public Interest

This report gives the outturn revenue financial position and budgetary variations of the Council compared to the budget at 31st March 2015.

Recommendations

1. Members are RECOMMENDED to:
 - (a) Note the outturn position of £16,477,111 (an under spend of £1,403,919) and explanation of variances from budget holders for the 2014/15 financial year as shown in paragraphs 7-8;
 - (b) Approve the carry forwards listed and recommended for approval by Management Board in Appendix B into the 2015/16 budgets;
 - (c) Approve all overspends are funded from general balances;
 - (d) Note the use of the specific reserves in paragraph 21 and approve the set-up of a treasury management volatility as detailed in paragraph 9;
 - (e) Note the use of general fund balances in paragraph 22;
 - (f) Note the transfers to and from balances outlined in paragraph 25;
 - (g) Note the position of the Area Committee balances in paragraph 26;
 - (h) Note the virements in Appendix G;
 - (i) Note the stock write offs detailed in paragraph 29.

Background

2. Full Council approved the 2014/15 budget in February 2014. The responsibility for monitoring and controlling budgets is delegated down to individual Area Committees and District Executive. Directors, Assistant Directors, and Service Managers had the responsibility for the day-to-day monitoring of budgets and reporting variations to the appropriate Committee.

- District Executive has received regular budget monitoring reports throughout the year that have highlighted variances from budgets and comments from the budget holder.

Summary of Revenue Budgets

- The overall outturn for SSDC Services in 2014/15 was £1,403,919 under spent (or 7.9%). The table below sets out a summary by Directorate of the 'above the line' revenue budgets that will form part of the annual Statement of Accounts that is required to be approved by the Audit Committee in September 2015 after being audited by Grant Thornton.

(F=favourable variance, A=adverse variance)

Service	Original Budget £'000	Movement During the Year £'000	Final Budget £'000	Actual Spend £'000	Variation On Spend £'000	Variation After Carry Forwards £'000	
Chief Executive	4,886.3	271.6	5,157.9	4,800.0	(357.9)	(209.1)	F
Place & Performance	2,993.0	(55.0)	2,938.0	2,258.9	(679.1)	(590.0)	F
Operations & Customer Focus	9,661.5	123.6	9,785.1	9,418.2	(366.9)	(301.9)	F
Total	17,540.8	340.2	17,881.0	16,477.1	(1,403.9)	(1,101.0)	F

Note that all figures in brackets are under spends.

- Income received has exceeded budget and additional income budgets of £423k have been reflected in the 2015/16 budgets. This includes planning, land charges, waste, streetscene, property, licensing and the Octagon.
- The net expenditure of £16,477.1k was financed as follows:

	£'000	%
Revenue Support Grant (RSG)	3,766.2	22.9
National Non-Domestic Rates	3,266.0	19.8
Council Tax	8,209.3	49.8
New Homes Bonus	1,567.6	9.5
New Burdens Grant	121.9	0.7
Use of Reserves and Balances	(453.9)	(2.7)
Total	16,477.1	100.0

2014/15 Outturn

- Appendix A shows the budget, actual expenditure and income, variance between budget and actual together with an explanation of the variance from the Service Manager and the carry forwards requested under the financial procedure rules.
- The Services with significant variations (over £50,000) are as follows:

Service	Service Manager	Variance £'000		Budget Holders' Comments
Revenues & Benefits	Ian Potter	(182.4)	F	Year-end debtor adjustments, to recognise the increased housing benefit overpayments that have arisen mainly from the introduction

Service	Service Manager	Variance £'000		Budget Holders' Comments
				of real time information, have been responsible for this underspend.
Legal Services	Angela Watson	70.5	A	Although land charge income was above target there has been additional spend on professional fees.
Economic Development	David Julian	(136.7)	F	Increased rental income at the Innovation Centre and some underspends on salaries mainly accounts for this surplus.
Development Control	David Norris	(433.4)	F	An increase in applications led to income exceeding the budget. Vacancies were also held.
Environmental Health	Alasdair Bell	(60.3)	F	Savings have mainly come from vacant posts and less spending on equipment.
Streetscene	Chris Cooper	(55.5)	F	A higher level of service provision has accounted for the increased income.
Waste & Recycling	Laurence Willis	(117.6)	F	Savings have been made on the contract cost through increased recycling performance and increasing garden waste income. This allows confidence that the increased garden waste target for 15/16 will be achieved.
Arts	Adam Burgen	(50.9)	F	The refined programme and increased marketing has proved successful in attracting new audiences. This increased attendance has led to additional income across all areas.
Housing & Welfare	Kirsty Larkins	(52.2)	F	Dealing with cases earlier has reduced the use of B&B & spend on rent in advance and prevention fund has fallen.

Note that figures in brackets are under spends.

9. In 2014/15 the original budget for treasury management income was £340k whereas the actual investment income earned was £587k, a surplus of £247k. This surplus is recommended to be added to the Treasury Management Reserve to smooth out volatility in 2015/16 and beyond.

Delivery of Savings

10. District Executive monitors the delivery of savings that are agreed as part of the budget setting process through quarterly budget monitoring reports. The achievement of the targets for South Somerset District Council (SSDC) are shown in the table below;

Year	Target £'000	SSDC Actual £'000	(Excess)/Shortfall £'000
2012/13	1,509	1,288	221
2013/14	540	540	0
2014/15	691	659	32
Total	2,740	2,487	253

Appendix E to this report details the progress of all major savings (those over £25,000) that were taken in the 2014/15 budget setting process.

Carry Forwards

11. In the Financial Procedure Rules, Managers can request that specific under spends (within a minimum of £5,000 for any specific purpose) may be carried forward to the following year. However, those rules also state that District Executive may waive this depending on corporate need.
12. The accounting rules require that grants need to be accounted for in the year they are actually paid and not when committed. Therefore, the carry forward on the grant budgets reflects the commitments to pay grants that have been made by the various committees.
13. Specific carry forward requests amounting to £302.9k are shown at Appendix B and members are recommended to approve these.
14. Under the Council's Financial Procedure Rules, District Executive can approve an overspend of a maximum of £25,000 to be carried forward into the following year unless District Executive agree that they are funded from General Balances. The service areas that would need to carry the overspend forward would have difficulty finding savings to compensate and therefore it is recommended that no overspends are carried forward to 2014/15.

Total Cost of Services

15. The CIPFA accounting regulations requires all expenditure to be allocated to front line services. This means that all support service budgets have to be apportioned as required by the Best Value Accounting Code of Practice. This is set out in Appendix F.

Council Tax Reduction Scheme

16. The Council Tax Reduction Scheme commenced in April 2013. The authority set a budget of £9.319 million for annual discounts. Of this sum, £8.941 million was allocated for the year. This has been allocated through the Collection Fund to be shared amongst the major preceptors. The budget for 2015/16 is £8.981 million.
17. A Hardship Scheme was set up with a budget of £30,000. By the end of the year SSDC had received 152 requests for hardship relief of which 115 were successful. The amount awarded by the end of the financial year was £11,581.
18. The collection rate for Council Tax was 97.03% for 2014/15 compared to 97.40% for the previous year. We undertook a single person discount review in late 2014 which has impacted the in-year collection rate due to discounts being removed back to 1 April 2014. Despite this the actual amount of Council Tax collected in 2014/15 was £1.7m more than the previous year.

Non Domestic Rates

19. The collection rate for Non Domestic Rates was 95.29% for 2014/15 compared to 98.81% for the previous year. This is due to a change of computer system and the resultant limited recovery work taking place. Despite this, the amount of business rates collected was down by just £7k on the previous year. The computer system change is complete and a full recovery programme is underway for 2015/16.

Reserves, Balances and Contingency

20. In addition to the funds available in the Revenue Budget, the Council also has certain reserves and balances.

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

Reserve	Balance at 01/01/15 £	Transfers In/ (Out) £	Balance at 31/03/15 £	Reason for Transfer
Capital Reserve	2,017,670	(626,284)	1,391,386	Release of Capital Contributions to fund capital schemes in 2014/15.
Cremator Replacement Reserve	300,479	362,812	663,291	Merging of the Cremator Replacement Reserve and the Burial CAMEO Reserve.
Burial CAMEO Reserve	362,812	(362,812)	0	As above
Elections Reserve	193,803	62,220	256,023	Transfer from revenue 2014/15
Local Plan Enquiry Provision	40,549	9,950	50,499	Transfer from revenue 2014/15
Planning Delivery Reserve	31,983	(6,000)	25,983	Transfer to revenue 2014/15
Bristol to Weymouth Rail Reserve	21,590	(9,696)	11,894	Funding revenue for Rail Partnership
New Homes Bonus	1,656,603	1,994,464	3,651,067	NHB retained to fund budgets in future years
Voluntary Redundancy/Early Retirement Fund	407,660	(13,950)	393,710	Funding of Legal Executive
Treasury Management Reserve	0	247,000	247,000	Transfer of 2014/15 Treasury Management surplus
Revenue Grants Reserve	400,595	240,025	640,620	Release of grants for expenditure in 2014/15 (£13,259). Additional grants received in advanced for 2015/16 and future years (£253,284).
Council Tax/Housing Benefits Reserve	612,674	214,551	827,225	Additional Revenue and Benefits grants received in 2014/15
Closed Churchyards	7,176	3,228	10,404	Additional contributions to fund future work in closed churchyards
Health Inequalities Reserve	27,674	3,654	31,328	LSP funding to reserve (£4,050), release to revenue (£396)

Reserve	Balance at 01/01/15 £	Transfers In/ (Out) £	Balance at 31/03/15 £	Reason for Transfer
Deposit Guarantee Claims Reserve	16,554	(10,739)	5,815	Release of deposit into revenue
Park Homes Replacement Reserve	104,162	30,400	134,562	Additional contributions
Planning Obligations Admin Reserve	31,134	11,259	42,393	Transfer from revenue 2014/15
LSP Reserve	77,209	1,423	75,786	Funding to Health Inequalities Reserve (£4,050), transfer from revenue (£2,627).
Artificial Grass Pitch Reserve	21,035	20,940	41,975	Transfer from revenue 2014/15
Business Support Scheme	255,053	(83,457)	171,596	Numerous flood grants
Flooding Reserve	90,000	(5,000)	85,000	Contribution to a boat
Infrastructure Reserve	997,500	(2,400)	995,100	Transfer to Development for transport highway consultancy
NNDR Volatility Reserve	0	500,000	500,000	Transfer from revenue 2014/15 to mitigate risks from Business Rates.

(figures in brackets denote a reduction in the reserve)

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

General Fund Balances	£'000
Balance at 1 April 2014	5,280
Transfers from balances	(1,192)
NNDR Deficit for 2013/14 (£671k held in General Fund Balances from S31 Grant received in 2013/14)	(803)
Underspend on Revenue Budget at out-turn for 2014/15	1,404
Carry forwards to Services approved per Appendix B	(303)
Unallocated General Fund Balance at 31st March 2015	4,386

23. A memorandum account has now been set up to record Building Control surpluses and deficits on the chargeable work. On a rolling three year basis, taking into account the below the line costs, Building Control has made a surplus of £37,058.
24. A review of balances and reserves has shown that SSDC currently has sufficient balances to cover major areas of financial risk. Risks were reviewed in May 2015 this established that the minimum general balance should be in the range £3.9m to £4.3m.
25. The following transfers from balances are for noting by this Committee, as they have been undertaken under delegated authority:

Reserve	Balance at 01/01/15 £	Transfers In/(Out) £	Balance at 31/03/15 £	Reason for Transfer
Non-Earmarked Balance	5,247,940	(18,970)	5,228,970	To support local parking schemes (£15,500) and legal costs (£3,470)
Area West Reserve	53,120	(3,480)	49,640	Chard Youth Club

(figures in brackets denote a reduction in the reserve)

Area and Group Balances

26. Each Area and District Executive have balances that can be used during the year, the position of the Areas and District Executive balances at 31/03/15 and any movement within the year is as follows:

	Area East £	Area North £	Area West £	Total £
Position at start of financial year	60,190	26,600	53,120	139,910
Allocations to/(from) reserve during year	0	0	(3,480)	(3,480)
Position at end of financial year	60,190	26,600	49,640	136,430
Less commitments not yet spent	56,730	10,000	49,640	(116,370)
Unallocated balance available	3,460	16,600	0	20,060

27. The table shows that overall balances have reduced by £3,480 and there is a further £116,370 committed. This leaves an overall £20,060 uncommitted. Allocations of the Area Reserves are detailed in Appendix C.

Budget Virements

28. 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 G for District Executive to note and have been approved by the Assistant Director-Finance & Corporate Services. There are no virements requiring approval.

Stock Write Offs

29. Under the Financial Procedure Rules any adjustments to stock or stores accounts exceeding £1,000 shall be reported to Committee. Following stock checks on the 31st March 2015 a total of £6,545 has been written off of stock values.

External Partnerships and Other Organisations

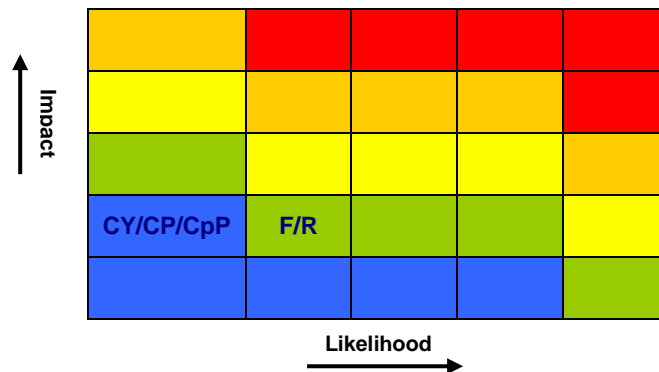
30. Members have requested that partnerships are monitored within SSDC's overall budget because they are given grants. This currently includes the following;
- South Somerset Voluntary Community Action (SSVCA)

Year Ending 14/15 SSVCA had a surplus of £88,509 this is attributable mainly to the Flood Recover Project undertaken on behalf of Somerset County Council.

Community Transport made a small surplus against a budgeted loss and is in a strong position moving forward in the next financial year.

Furnicare also made a small surplus but not as much as budgeted this is due to reorganisation in Yeovil and investment in an EPOS systems to enable online payments, Furnicare is also projecting a surplus for 15/16.

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

Background Papers

Appendix A - District Executive detailed budgets out turn position 2014/15

Appendix B - Carryforwards 2014/15

Appendix C - Area Reserves

Appendix D - Usable Reserves

Appendix E - Major Efficiency Savings 2014/15

Appendix F - Total Cost of Services 2014/15

Appendix G - Virements for Noting Qrt 4 2014/15

2014-15 Budget Detail

APPENDIX A

Group with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Submitted	Carry Forwards Recommended by Management	Variance expected 31/03/15	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
Chief Executive/ Strategic Director (Corporate Services)								
STRATEGIC MANAGEMENT								
Chief Executive/Strategic Director (Corporate Services) : Mark Williams								
CORPORATE INITIATIVES & CONTINGENCY	Expenditure	10,000	0	(10,000)	10,000	10,000	0	<i>Carry forward for Symphony project funding.</i>
	Income	0	0	0			0	
Portfolio Holder : Cllr Ric Pallister	TOTAL	10,000	0	(10,000)	10,000	10,000	0	
MANAGEMENT BOARD	Expenditure	595,410	519,290	(76,120)	77,390	77,390	1,270	<i>Carry forward for Interns & Apprentice salary commitments.</i>
Portfolio Holder : Cllr Ric Pallister	Income	0	(7)	(7)			(7)	
	TOTAL	595,410	519,283	(76,127)	77,390	77,390	1,263	
TOTAL STRATEGIC MANAGEMENT	Expenditure	605,410	519,290	(86,120)	87,390	87,390	1,270	
	Income	0	(7)	(7)	0	0	(7)	
	TOTAL	605,410	519,283	(86,127)	87,390	87,390	1,263	
FINANCE AND CORPORATE SERVICES								
Assistant Director : Donna Parham								
FINANCIAL SERVICES								
Service Manager : Amanda Card								
AUDIT	Expenditure	105,540	112,766	7,226			7,226	
Portfolio Holder : Cllr Tim Carroll	Income	0	(8,649)	(8,649)			(8,649)	
	TOTAL	105,540	104,117	(1,423)	0	0	(1,423)	
CORPORATE COSTS	Expenditure	4,231,980	4,221,425	(10,555)			(10,555)	<i>Insurance premiums lower than expected.</i>
Portfolio Holder : Cllr Tim Carroll	Income	(3,313,350)	(3,317,594)	(4,244)			(4,244)	
	TOTAL	918,630	903,831	(14,799)	0	0	(14,799)	
ASSET MANAGEMENT	Expenditure	57,810	62,124	4,314			4,314	<i>Additional legal costs.</i>
Portfolio Holder : Cllr Tim Carroll	Income	(2,000)	(8,524)	(6,524)			(6,524)	<i>Additional rent & way leaves.</i>
	TOTAL	55,810	53,600	(2,210)	0	0	(2,210)	
FINANCIAL SERVICES	Expenditure	676,450	670,503	(5,947)			(5,947)	
Portfolio Holder : Cllr Tim Carroll	Income	(28,770)	(22,671)	6,099			6,099	
	TOTAL	647,680	647,832	152	0	0	152	<i>As expected.</i>
TREASURY MANAGEMENT	Expenditure	320,700	316,773	(3,927)			(3,927)	<i>The investment income overachieved against the original budget, this was due to extending the average length of investments to achieve higher returns 0.92% and good performance from the property fund which achieved a 5.53% return for the year. The overall rate achieved on all investments was 1.45%. The surplus has been moved to a Treasury Management Reserve as the base rate is now forecast to be lower for longer and also the return on the property fund could be affected if there is a dip in the economy.</i>
Portfolio Holder : Cllr Tim Carroll	Income	(587,340)	(587,776)	(436)			(436)	
	TOTAL	(266,640)	(271,003)	(4,363)	0	0	(4,363)	
TOTAL FINANCIAL SERVICES	Expenditure	5,392,480	5,383,591	(8,889)	0	0	(8,889)	
	Income	(3,931,460)	(3,945,214)	(13,754)	0	0	(13,754)	
	TOTAL	1,461,020	1,438,377	(22,643)	0	0	(22,643)	

Group with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Submitted	Carry Forwards Recommended by Management	Variance expected 31/03/15	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
ICT SERVICES								
Service Manager : Roger Brown								
INFORMATION SYSTEMS	Expenditure	1,058,380	1,015,853	(42,527)	10,000	10,000	(32,527)	Staff savings whilst recruiting. Carry forward requested for integration of Indigo & Wi-Fi provision.
Portfolio Holder : Cllr Henry Hobhouse	Income	(20,530)	(15,592)	4,938			4,938	
	TOTAL	1,037,850	1,000,261	(37,589)	10,000	10,000	(27,589)	
TOTAL INFORMATION SYSTEMS	Expenditure	1,058,380	1,015,853	(42,527)	10,000	10,000	(32,527)	
	Income	(20,530)	(15,592)	4,938	0	0	4,938	
	TOTAL	1,037,850	1,000,261	(37,589)	10,000	10,000	(27,589)	
PROCUREMENT AND RISK MANAGEMENT								
Service Manager : Gary Russ								
PROCUREMENT AND RISK MANAGEMENT	Expenditure	258,710	242,517	(16,193)			(16,193)	Central Support Services - Expenditure on corporate budgets remained well underspent for the period, with office supplies being very positive. Canteen - Sale's income has been underachieved by £27k - this is primarily due to the fall in demand from internal departments. Sales have increased with the additional usage by SCC but not enough to catch up with the decline in sales in the first half of the year. Costs of provisions have increased whilst trying to embed a new menu.
	Income	(99,270)	(76,825)	22,445			22,445	
Portfolio Holder : Cllr Tim Carroll	TOTAL	159,440	165,692	6,252	0	0	6,252	
TOTAL PROCUREMENT AND RISK MANAGEMENT	Expenditure	258,710	242,517	(16,193)	0	0	(16,193)	
	Income	(99,270)	(76,825)	22,445	0	0	22,445	
	TOTAL	159,440	165,692	6,252	0	0	6,252	
REVENUES AND BENEFITS								
Service Manager : Ian Potter								
REVENUES & BENEFITS	Expenditure	1,522,610	1,589,110	66,500			66,500	As a result of the Government's Real Time Information initiative there has been a significant increase in housing benefit overpayments. These are being recognised as debtors and as a result of this year end adjustment the income has substantially increased.
Portfolio Holder : Cllr Tim Carroll	Income	(365,400)	(669,289)	(303,889)			(303,889)	
	TOTAL	1,157,210	919,821	(237,389)	0	0	(237,389)	
HOUSING BENEFIT SUBSIDY	Expenditure	45,846,330	44,750,651	(1,095,679)			(1,095,679)	There is only a small overspend at end of year. Our subsidy claim will be audited later this year and any final adjustments will be made.
Portfolio Holder : Cllr Tim Carroll	Income	(46,777,160)	(45,626,514)	1,150,646			1,150,646	
	TOTAL	(930,830)	(875,863)	54,967	0	0	54,967	
TOTAL REVENUES AND BENEFITS	Expenditure	47,368,940	46,339,761	(1,029,179)	0	0	(1,029,179)	
	Income	(47,142,560)	(46,295,803)	846,757	0	0	846,757	
	TOTAL	226,380	43,958	(182,422)	0	0	(182,422)	
TOTAL FINANCE AND CORPORATE SERVICES	Expenditure	54,078,510	52,981,722	(1,096,788)	10,000	10,000	(1,086,788)	
	Income	(51,193,820)	(50,333,434)	860,386	0	0	860,386	
	TOTAL	2,884,690	2,648,288	(236,402)	10,000	10,000	(226,402)	

Group with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Submitted	Carry Forwards Recommended by Management	Variance expected 31/03/15	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
LEGAL AND CORPORATE SERVICES								
Assistant Director : Ian Clarke								
DEMOCRATIC SERVICES								
Service Manager : Angela Cox								
DEMOCRATIC & SUPPORT SERVICES	Expenditure	1,129,640	1,071,279	(58,361)	51,420	51,420	(6,941)	Electoral Registration - was within budget despite the introduction of Individual Electoral Registration in 2014/15. District and Parish Elections - as expected given the unusually high number of by-elections at parish level and the preparations for the district and parish elections. Management Corp and Dem Costs - Staffing underspend due to reduced hours agreed as part of Lean review of the service in 2014. Printing costs continue to be an overspend but not so much as the previous financial year and we hope to resolve this to some extent in the next financial year by encouraging Councillors to use tablets to access Council Agendas. Carry forward on Members Training to be requested to cover the Induction Training programme in May / June 2015. Democratic Representation - Councillors IT equipment in May 2015 to cost £24,000, to be funded in part from carry forward request. Members Travelling is underspent and Councillors Pension contributions will cease from May 2015 as they will no longer be eligible to join or continue in the pension scheme. Again, I will be requesting some carry forwards to cover new Member training in May/June 2015.
	Income	(97,980)	(129,282)	(31,302)			(31,302)	
	TOTAL	1,031,660	941,997	(89,663)	51,420	51,420	(38,243)	
TOTAL DEMOCRATIC & SUPPORT SERVICES								
	Expenditure	1,129,640	1,071,279	(58,361)	51,420	51,420	(6,941)	
	Income	(97,980)	(129,282)	(31,302)	0	0	(31,302)	
	TOTAL	1,031,660	941,997	(89,663)	51,420	51,420	(38,243)	
LEGAL SERVICES								
Service Manager : Angela Watson								
LEGAL SERVICES	Expenditure	556,760	559,108	2,348			2,348	We are underspent on the salaries budget, as we have been carrying a vacancy for the planning solicitor post. However, the underspend from the salaries budget has been used as we have temporarily filled this vacancy with a locum solicitor. I hope to be advertising the vacancy by the end of May/early June, with someone in post in the Autumn. We also had to find a small proportion of funding for a redundancy fee that wasn't budgeted for. However, income has been strong this year mainly due to the volume of s106 agreements that the team has worked on - up from £40K last year to £95K this year. This has helped to absorb any overspend.
	Income	(65,810)	(113,382)	(47,572)			(47,572)	
	TOTAL	490,950	445,726	(45,224)	0	0	(45,224)	

Group with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Submitted	Carry Forwards Recommended by Management	Variance expected 31/03/15	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
LAND CHARGES	Expenditure	154,820	305,732	150,912			150,912	The overspend on 'Consultant & Professional Fees' is as a result of the litigation which all local land charge authorities have been party to. There was no way of predicting this expenditure, or unfortunately of avoiding it! We are also showing an overspend on other consultants fee nominal, which is the amount we are charged by the County Council for the search information they provide to us. This expenditure is difficult to predict as it is directly related to the number of search requests that we receive during the year. Land charge activity slowed down a bit during the second half of the year, which meant we spent less other consultant fees, than we originally thought, but we also revised our outturn target income figure. It is still unclear whether the current level of our charges is sustainable, so we should not assume that this level of income is guaranteed for future years. Nonetheless, income was still nearly £57K above target.
Portfolio Holder : Cllr Tim Carroll	Income	(421,310)	(478,348)	(57,038)			(57,038)	
	TOTAL	(266,490)	(172,616)	93,874	0	0	93,874	
		35,970	31,469	(4,501)			(4,501)	
RIGHTS OF WAY	Expenditure							We are showing an underspend on adverts/promotions and travelling allowances, as a direct result of the low level of Diversion Order work that was progressed during the year. As I had previously reported, any income would have come through during the latter part of the year but it was dependent on Orders being confirmed, as this is the point at which we can issue invoices. Some progress was made with Diversion Order work during the year, but we did not get any to the point of confirmation and therefore we received no income. The Lean Review into Legal Services identified the need to concentrate on Diversion & Temporary Closure work and to jettison any other forms of rights of way work, so we should not see a repeat of this situation during 15/16, though it remains to be seen whether £26K can be achieved.
Portfolio Holder : Cllr Tim Carroll	Income	(26,500)	(168)	26,332			26,332	
	TOTAL	9,470	31,301	21,831	0	0	21,831	
TOTAL LEGAL SERVICES	Expenditure	747,550	896,309	148,759	0	0	148,759	
	Income	(513,620)	(591,898)	(78,278)	0	0	(78,278)	
	TOTAL	233,930	304,411	70,481	0	0	70,481	

Group with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Submitted	Carry Forwards Recommended by Management	Variance expected 31/03/15	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
FRAUD AND DATA MANAGEMENT								
Service Manager : Lynda Creek								
FRAUD AND DATA MANAGEMENT	Expenditure	95,740	90,827	(4,913)			(4,913)	Some costs, such as fraud training, met from corporate budgets.
Portfolio Holder : Cllr Tim Carroll	Income	0	0	0			0	
	TOTAL	95,740	90,827	(4,913)	0	0	(4,913)	
TOTAL FRAUD AND DATA MANAGEMENT	Expenditure	95,740	90,827	(4,913)	0	0	(4,913)	
	Income	0	0	0	0	0	0	
	TOTAL	95,740	90,827	(4,913)	0	0	(4,913)	
HUMAN RESOURCES								
Service Manager : Mike Holliday								
HUMAN RESOURCES	Expenditure	318,750	307,847	(10,903)			(10,903)	Overall for the year there was a small underspend against budget.
Portfolio Holder : Cllr Ric Pallister	Income	(12,310)	(12,673)	(363)			(363)	
	TOTAL	306,440	295,174	(11,266)	0	0	(11,266)	
TOTAL HUMAN RESOURCES	Expenditure	318,750	307,847	(10,903)	0	0	(10,903)	
	Income	(12,310)	(12,673)	(363)	0	0	(363)	
	TOTAL	306,440	295,174	(11,266)	0	0	(11,266)	
TOTAL LEGAL SERVICES AND CORPORATE SERVICES	Expenditure	2,291,680	2,366,262	74,582	51,420	51,420	126,002	
	Income	(623,910)	(733,853)	(109,943)	0	0	(109,943)	
	TOTAL	1,667,770	1,632,409	(35,361)	51,420	51,420	16,059	
TOTAL CHIEF EXECUTIVE	Expenditure	56,975,600	55,867,274	(1,108,326)	148,810	148,810	(959,516)	
	Income	(51,817,730)	(51,067,294)	750,436	0	0	750,436	
	TOTAL	5,157,870	4,799,980	(357,890)	148,810	148,810	(209,080)	
Strategic Director (Place and Performance): Rina Singh								
PLACE AND PERFORMANCE								
Service Manager : Rina Singh								
POLICY & PERFORMANCE	Expenditure	115,830	115,021	(809)			(809)	On budget, no comment to be made.
Portfolio Holder : Cllr Ric Pallister	Income	0	0	0			0	
	TOTAL	115,830	115,021	(809)	0	0	(809)	
TOTAL PLACE AND PERFORMANCE	Expenditure	115,830	115,021	(809)	0	0	(809)	
	Income	0	0	0	0	0	0	
	TOTAL	115,830	115,021	(809)	0	0	(809)	

Group with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Submitted	Carry Forwards Recommended by Management	Variance expected 31/03/15	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
ECONOMY								
Assistant Director : Martin Woods								
ECONOMIC DEVELOPMENT								
Service Manager : David Julian								
ECONOMIC DEVELOPMENT	Expenditure	801,050	798,285	(2,765)			(2,765)	Underspends from salary vacancies and increased Yeovil Innovation Centre rental income. Occupancy was running at 85% but using 70% of the floor space.
Portfolio Holder : Cllr Jo Roundell-Greene	Income	(589,990)	(699,716)	(109,726)			(109,726)	
	TOTAL	211,060	98,569	(112,491)	0	0	(112,491)	
TOURISM	Expenditure	247,160	223,209	(23,951)			(23,951)	Staff turnover at the Tourist Information Offices resulted in salaries underspending. Funding from BIS flood grant has been used to increase distribution of tourist information leaflets and the unused monies will fund further promotions in 2015.
Portfolio Holder : Cllr Sylvia Seal	Income	(129,550)	(126,300)	3,250			3,250	
	TOTAL	117,610	96,909	(20,701)	0	0	(20,701)	
HERITAGE	Expenditure	65,200	70,060	4,860			4,860	Additional costs from publishing of the calendar but this also increased the income
Portfolio Holder : Cllr Sylvia Seal	Income	(620)	(8,951)	(8,331)			(8,331)	
	TOTAL	64,580	61,109	(3,471)	0	0	(3,471)	
TOTAL ECONOMIC DEVELOPMENT	Expenditure	1,113,410	1,091,554	(21,856)	0	0	(21,856)	
	Income	(720,160)	(834,967)	(114,807)	0	0	(114,807)	
	TOTAL	393,250	256,587	(136,663)	0	0	(136,663)	
DEVELOPMENT CONTROL								
Service Manager : David Norris								
DEVELOPMENT CONTROL	Expenditure	1,635,280	1,570,028	(65,252)			(65,252)	An underspend on expenditure is as a result of a cautious approach to refilling vacancies. 2014/15 has led to pressure and additional workloads, these have been managed effectively to cope with the exceptional increase in applications, which has also led to a significant increase in income.
Portfolio Holder : Cllr Peter Seib	Income	(1,196,950)	(1,565,121)	(368,171)			(368,171)	
	TOTAL	438,330	4,907	(433,423)	0	0	(433,423)	
TOTAL DEVELOPMENT CONTROL	Expenditure	1,635,280	1,570,028	(65,252)	0	0	(65,252)	
	Income	(1,196,950)	(1,565,121)	(368,171)	0	0	(368,171)	
	TOTAL	438,330	4,907	(433,423)	0	0	(433,423)	
SPATIAL POLICY								
Service Manager : Paul Wheatley								
PLANNING POLICY	Expenditure	288,970	283,024	(5,946)			(5,946)	
Portfolio Holder : Cllr Tim Carroll	Income	(12,010)	(6,064)	5,946			5,946	
	TOTAL	276,960	276,960	0	0	0	0	
TRANSPORT	Expenditure	40,580	40,404	(176)			(176)	
Portfolio Holder : Cllr Henry Hobhouse	Income	0	0	0			0	
	TOTAL	40,580	40,404	(176)	0	0	(176)	
Service Manager : Martin Woods	Expenditure	190,590	211,378	20,788			20,788	Small underspend mainly from savings in salary costs & IS purchases.
STRATEGIC HOUSING	Income	0	(26,480)	(26,480)			(26,480)	
Portfolio Holder : Cllr Tim Carroll	TOTAL	190,590	184,898	(5,692)	0	0	(5,692)	
TOTAL SPATIAL POLICY	Expenditure	520,140	534,806	14,666	0	0	14,666	
	Income	(12,010)	(32,544)	(20,534)	0	0	(20,534)	

Group with Elements		Annual Budget £	Actual to 31st March £	Variance to 31st March £	Carry Forwards Submitted £	Carry Forwards Recommended by Management £	Variance expected 31/03/15 £	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
	TOTAL	508,130	502,262	(5,868)	0	0	(5,868)	

Group with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Submitted	Carry Forwards Recommended by Management	Variance expected 31/03/15	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
EQUALITIES								
Service Manager : Jo Morgan								
EQUALITIES & DIVERSITY	Expenditure	57,830	52,685	(5,145)	5,240	5,240	95	Carry forward for final payment of work in preparing shop mobility guide & a hearing loop system that had been ordered but not received by the year end.
Portfolio Holder : Cllr Jo Roundell Greene	Income	0	(100)	(100)			(100)	
	TOTAL	57,830	52,585	(5,245)	5,240	5,240	(5)	
TOTAL EQUALITIES	Expenditure	57,830	52,685	(5,145)	5,240	5,240	95	
	Income	0	(100)	(100)	0	0	(100)	
	TOTAL	57,830	52,585	(5,245)	5,240	5,240	(5)	
TOTAL ECONOMY	Expenditure	3,326,660	3,249,073	(77,587)	5,240	5,240	(72,347)	
	Income	(1,929,120)	(2,432,732)	(503,612)	0	0	(503,612)	
	TOTAL	1,397,540	816,341	(581,199)	5,240	5,240	(575,959)	
COMMUNITIES								
Assistant Director : Helen Rutter & Kim Close								
COMMUNITIES, THIRD SECTOR AND PARTNERSHIPS								
Service Manager : Helen Rutter & Kim Close								
CENTRAL COMMUNITIES TEAM	Expenditure	141,210	132,630	(8,580)			(8,580)	Saving due to reduced management costs during the year. Salary budget adjusted for 15/16.
Portfolio Holder : Cllr Ric Pallister	Income	0	0	0			0	
	TOTAL	141,210	132,630	(8,580)	0	0	(8,580)	
COMMUNITY SAFETY	Expenditure	48,080	58,422	10,342			10,342	
Portfolio Holder : Cllr Peter Gubbins	Income	0	(8,500)	(8,500)			(8,500)	
	TOTAL	48,080	49,922	1,842	0	0	1,842	
Service Manager : Dave Crisfield								
THIRD SECTOR AND PARTNERSHIPS	Expenditure	234,280	207,631	(26,649)	25,000	25,000	(1,649)	Underspend due to secondment creating long term vacancy. £25k sought as carry forward to complete project work, not undertaken due to lack of capacity, on digital inclusion.
Portfolio Holder : Cllr Sylvia Seal	Income	0	0	0			0	
	TOTAL	234,280	207,631	(26,649)	25,000	25,000	(1,649)	
TOTAL COMMUNITIES, THIRD SECTOR AND PARTNERSHIPS	Expenditure	423,570	398,683	(24,887)	25,000	25,000	113	
	Income	0	(8,500)	(8,500)	0	0	(8,500)	
	TOTAL	423,570	390,183	(33,387)	25,000	25,000	(8,387)	

Group with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Submitted	Carry Forwards Recommended by Management	Variance expected 31/03/15	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
LOCAL STRATEGIC PARTNERSHIP								
Service Manager : Helen Rutter								
LOCAL STRATEGIC PARTNERSHIP	Expenditure	54,500	55,500	1,000			1,000	
	Income	(28,400)	(29,400)	(1,000)			(1,000)	
	TOTAL	26,100	26,100	0	0	0	0	
TOTAL LOCAL STRATEGIC PARTNERSHIP	Expenditure	54,500	55,500	1,000	0	0	1,000	
	Income	(28,400)	(29,400)	(1,000)	0	0	(1,000)	
	TOTAL	26,100	26,100	0	0	0	0	
AREA EAST								
Service Manager : Helen Rutter								
EAST AREA DEVELOPMENT	Expenditure	185,660	185,275	(385)	1,000	1,000	615	Carry forward requested for outstanding grant approved for Moat Garden, Castle Cary.
Area Chairman : Cllr Nick Weeks	Income	(3,800)	(4,459)	(659)			(659)	
	TOTAL	181,860	180,816	(1,044)	1,000	1,000	(44)	
EAST GRANTS	Expenditure	39,070	21,596	(17,474)	17,470	17,470	(4)	Carry forward requests for approved grants to Wincanton Work Hub, Heart of Wessex Local Action Group & Community Safety Action Partnership.
Area Chairman : Cllr Nick Weeks	Income	0	0	0			0	
	TOTAL	39,070	21,596	(17,474)	17,470	17,470	(4)	
EAST PROJECTS	Expenditure	73,010	73,012	2			2	
Area Chairman : Cllr Nick Weeks	Income	(73,010)	(73,012)	(2)			(2)	
	TOTAL	0	0	0	0	0	0	
TOTAL AREA EAST	Expenditure	297,740	279,883	(17,857)	18,470	18,470	613	
	Income	(76,810)	(77,471)	(661)	0	0	(661)	
	TOTAL	220,930	202,412	(18,518)	18,470	18,470	(48)	

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Group with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Submitted	Carry Forwards Recommended by Management	Variance expected 31/03/15	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
AREA NORTH								
Service Manager : Charlotte Jones								
NORTH AREA DEVELOPMENT	Expenditure	197,900	176,653	(21,247)	20,000	20,000	(1,247)	Remaining budget related to monies held for 'Business Flood Recovery & Future Resilience'. A carry forward has been requested as supported by Area North Committee.
Area Chairman : Cllr Shane Pledger	Income	(10,000)	(10,000)	0			0	
	TOTAL	187,900	166,653	(21,247)	20,000	20,000	(1,247)	
NORTH GRANTS	Expenditure	19,980	16,982	(2,998)	3,000	3,000	2	Variance relates to grants for projects still to be completed and paid out. Anticipate payment to be made early 15/16 therefore carry forward requested to enable this to happen.
Area Chairman : Cllr Shane Pledger	Income	0	0	0			0	
	TOTAL	19,980	16,982	(2,998)	3,000	3,000	2	
TOTAL AREA NORTH	Expenditure	217,880	193,635	(24,245)	23,000	23,000	(1,245)	
	Income	(10,000)	(10,000)	0	0	0	0	
	TOTAL	207,880	183,635	(24,245)	23,000	23,000	(1,245)	
AREA SOUTH								
Service Manager : Kim Close								
SOUTH AREA DEVELOPMENT	Expenditure	287,260	309,731	22,471			22,471	Remaining funds for Community Safety Partnership requested as carry forward.
Area Chairman : Cllr Peter Gubbins	Income	(55,430)	(80,554)	(25,124)	3,830	3,830	(21,294)	
	TOTAL	231,830	229,177	(2,653)	3,830	3,830	1,177	
SOUTH GRANTS	Expenditure	37,160	33,052	(4,108)	2,660	2,660	(1,448)	Carry forward requested for the delayed work re Yeovil Bus
Area Chairman : Cllr Peter Gubbins	Income	0	0	0			0	
	TOTAL	37,160	33,052	(4,108)	2,660	2,660	(1,448)	
SOUTH PROJECTS	Expenditure	14,450	14,446	(4)			(4)	
Area Chairman : Cllr Peter Gubbins	Income	(14,450)	(14,446)	4			4	
	TOTAL	0	0	0	0	0	0	
TOTAL AREA SOUTH	Expenditure	338,870	357,229	18,359	2,660	2,660	21,019	
	Income	(69,880)	(95,000)	(25,120)	3,830	3,830	(21,290)	
	TOTAL	268,990	262,229	(6,761)	6,490	6,490	(271)	

Group with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Submitted	Carry Forwards Recommended by Management	Variance expected 31/03/15	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
AREA WEST								
Service Manager : Andrew Gillespie								
WEST AREA DEVELOPMENT	Expenditure	255,120	261,200	6,080			6,080	£11k income received from external secondment needs to be carried forward to 2015/16 to cover costs of backfilling the post.
Area Chairman : Cllr Angie Singleton	Income	(20,250)	(37,334)	(17,084)	10,870	10,870	(6,214)	
	TOTAL	234,870	223,866	(11,004)	10,870	10,870	(134)	
WEST GRANTS	Expenditure	49,090	49,092	2			2	
Area Chairman : Cllr Angie Singleton	Income	(14,370)	(14,375)	(5)			(5)	
	TOTAL	34,720	34,717	(3)	0	0	(3)	
WEST PROJECTS	Expenditure	41,910	36,951	(4,959)			(4,959)	Variation largely due to underspend on repairs & maintenance and service costs.
Area Chairman : Cllr Angie Singleton	Income	(34,310)	(32,524)	1,786			1,786	
	TOTAL	7,600	4,427	(3,173)	0	0	(3,173)	
TOTAL AREA WEST	Expenditure	346,120	347,243	1,123	0	0	1,123	
	Income	(68,930)	(84,233)	(15,303)	10,870	10,870	(4,433)	
	TOTAL	277,190	263,010	(14,180)	10,870	10,870	(3,310)	
TOTAL STRATEGIC DIRECTOR - PLACE & PERFORMANCE	Expenditure	5,121,170	4,996,267	(124,903)	74,370	74,370	(50,533)	
	Income	(2,183,140)	(2,737,336)	(554,196)	14,700	14,700	(539,496)	
	TOTAL	2,938,030	2,258,931	(679,099)	89,070	89,070	(590,029)	
Strategic Director - (Operations and Customer Focus): Vega Sturges								
OPERATIONS AND CUSTOMER FOCUS								
Service Manager : Jason Toogood								
CUSTOMER SERVICES	Expenditure	493,790	469,412	(24,378)			(24,378)	Underspend against staffing costs due to vacancies throughout the year. Underspend against training budget and IS support due to delay in move to new system, costs will now be incurred in next financial year.
Portfolio Holder : Cllr Nick Weeks	Income	0	(4,094)	(4,094)			(4,094)	
	TOTAL	493,790	465,318	(28,472)	0	0	(28,472)	
RESOLUTION AND PRINTING	Expenditure	86,110	80,954	(5,156)			(5,156)	Reduced use of printing function by Internal SSDC Services over the past few years is generally causing under achievement against budgeted income. However, a review of the fees and charges resulted in an increased income of 5% compared to the previous year. A review of this service will take place during 2015/16, starting with equipment, where it is predicted that efficiencies can be made.
Portfolio Holder : Cllr Nick Weeks	Income	(109,770)	(86,152)	23,618			23,618	
	TOTAL	(23,660)	(5,198)	18,462	0	0	18,462	
TOTAL OPERATIONS AND CUSTOMER FOCUS	Expenditure	579,900	550,366	(29,534)	0	0	(29,534)	
	Income	(109,770)	(90,246)	19,524	0	0	19,524	
	TOTAL	470,130	460,120	(10,010)	0	0	(10,010)	

Group with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Submitted	Carry Forwards Recommended by Management	Variance expected 31/03/15	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
ENVIRONMENT								
Assistant Director : Laurence Willis								
ENVIRONMENTAL HEALTH								
Service Manager : Alasdair Bell								
HOUSING STANDARDS	Expenditure	236,570	226,387	(10,183)			(10,183)	Saving on expenditure relates to vacant hours due to secondment of officer during the year & associated travel expenses. Home Aid income linked to Disabled Facilities Grant payments down £11K against that budgeted. This has been compensated by Housing Standards fee income achieved (£15K) but not budgeted, creating an overall surplus. Difference of £5K is grant income not budgeted but paid out above so reducing the surplus variance on expenditure above.
Portfolio Holder : Cllr Peter Seib	Income	(67,450)	(76,437)	(8,987)			(8,987)	
	TOTAL	169,120	149,950	(19,170)	0	0	(19,170)	
ENVIRONMENTAL HEALTH & COMMUNITY PROTECTION	Expenditure	915,160	859,635	(55,525)			(55,525)	Variance largely due to vacant hours of Officer post & savings made on equipment, tools & materials which is linked to reduction in income meaning less purchases needed. Also attributable to this is the reduction in travel expenses. Under achievement of budget relates to pest control income being below target by £10k and Pollution, Prevention & Control income also being down.
	Income	(85,220)	(70,397)	14,823			14,823	
Portfolio Holder : Cllr Peter Seib	TOTAL	829,940	789,238	(40,702)	0	0	(40,702)	
ENFORCEMENT	Expenditure	135,510	136,797	1,287			1,287	Variance on expenditure reflects the slight increase on income. Fines & Penalty income above that targeted for year.
Portfolio Holder : Cllr Peter Seib	Income	(3,000)	(4,686)	(1,686)			(1,686)	
	TOTAL	132,510	132,111	(399)	0	0	(399)	
TOTAL ENVIRONMENTAL HEALTH	Expenditure	1,287,240	1,222,819	(64,421)	0	0	(64,421)	
	Income	(155,670)	(151,520)	4,150	0	0	4,150	
	TOTAL	1,131,570	1,071,299	(60,271)	0	0	(60,271)	
CIVIL CONTINGENCIES MANAGER								
Service Manager : Pam Harvey								
CIVIL CONTINGENCIES	Expenditure	138,210	139,454	1,244			1,244	This budget has underspent in this year due to the reduction in the Civil Contingencies Manager's hours and a reduction in overtime payments as there have been less emergencies in this year than in previous years. The income from East Devon District Council for Civil Contingencies work has gone some way to offsetting the Civil Contingencies partnership funding shortfall.
Portfolio Holder : Cllr Henry Hobhouse	Income	(860)	(8,889)	(8,029)			(8,029)	
	TOTAL	137,350	130,565	(6,785)	0	0	(6,785)	
TOTAL CIVIL CONTINGENCIES	Expenditure	138,210	139,454	1,244	0	0	1,244	
	Income	(860)	(8,889)	(8,029)	0	0	(8,029)	
	TOTAL	137,350	130,565	(6,785)	0	0	(6,785)	

Group with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Submitted	Carry Forwards Recommended by Management	Variance expected 31/03/15	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
ENGINEERING AND PROPERTY SERVICES								
Service Manager : Garry Green								
PROPERTY MANAGEMENT	Expenditure	1,321,370	1,382,834	61,464			61,464	Overspends on security & alarms at B'way (£39k), Professional Consultant fees for various special projects (£30K) - this is reduced by general underspends elsewhere.
Portfolio Holder : Cllr Henry Hobhouse	Income	(696,530)	(676,903)	19,627			19,627	Commercial property rents remained above budget by £20K. However, public office income was below targeted, and rents & service charges for Brympton Way were initially reduced.
	TOTAL	624,840	705,931	81,091	0	0	81,091	
CAR PARKING	Expenditure	1,169,230	1,152,198	(17,032)			(17,032)	Savings on wages, plant, utilities & payments to contractors for gritting of car parks have been made to compensate the high costs of payments due to 3rd parties for their share of income and for NNDR exceeding that budgeted. Net affect still leaves an underspend to go towards loss of income.
Portfolio Holder : Cllr Henry Hobhouse & Cllr Tim Carroll	Income	(2,433,630)	(2,388,997)	44,633			44,633	£30K of under achievement of income relates to season tickets and the remainder is due to less pay and display income than that budgeted.
	TOTAL	(1,264,400)	(1,236,799)	27,601	0	0	27,601	
ENGINEERING SERVICES	Expenditure	734,390	618,604	(115,786)	65,000	65,000	(50,786)	Savings achieved across all individual areas of engineering including salaries, but mostly from Birchfield & Land Drainage & Public Conveniences. CCTV shows underspend but this is project work requested to be carried forward into 15/16.
Portfolio Holder : Cllr Henry Hobhouse	Income	(97,080)	(129,203)	(32,123)			(32,123)	Increased income from Street, Naming & Numbering (£13.5k) and service charges to Town Councils for toilet contract provisions (£23k).
	TOTAL	637,310	489,401	(147,909)	65,000	65,000	(82,909)	
TOTAL ENGINEERING AND PROPERTY SERVICES	Expenditure	3,224,990	3,153,636	(71,354)	65,000	65,000	(6,354)	
	Income	(3,227,240)	(3,195,103)	32,137	0	0	32,137	
	TOTAL	(2,250)	(41,467)	(39,217)	65,000	65,000	25,783	

Group with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Submitted	Carry Forwards Recommended by Management	Variance expected 31/03/15	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
BUILDING CONTROL								
Service Manager : Dave Durrant								
BUILDING CONTROL	Expenditure	620,750	609,074	(11,676)			(11,676)	Savings on travel, salaries, training and consultant fees were achieved. Income in March was £39k disappointingly low for March. The total building reg charge income was £470k for the year, slightly less than 13/14 and not the budgeted £497k
Portfolio Holder : Cllr Peter Seib	Income	(670,420)	(647,782)	22,638			22,638	
	TOTAL	(49,670)	(38,708)	10,962	0	0	10,962	
TOTAL BUILDING CONTROL	Expenditure	620,750	609,074	(11,676)	0	0	(11,676)	
	Income	(670,420)	(647,782)	22,638	0	0	22,638	
	TOTAL	(49,670)	(38,708)	10,962	0	0	10,962	
STREETSCENE								
Service Manager : Chris Cooper								
HORTICULTURE & GROUNDS MAINTENANCE & STREETCLEANING	Expenditure	2,925,690	3,122,238	196,548			196,548	Overspends on the budgets were due to purchasing labour and materials to acquire additional works which reflect in the income totals. In addition to this, we invested into areas of the service which required replacement or enhancement in order to meet challenges in the future. Income figures were generally higher than projected and have helped fund service improvements and the delivery of a higher level of service provision. This is particularly pleasing as it reflects a culture of 'doing good business' that we have worked hard to instil.
Page 60	Income	(1,286,350)	(1,538,435)	(252,085)			(252,085)	
Portfolio Holder : Cllr Jo Roundell Greene	TOTAL	1,639,340	1,583,803	(55,537)	0	0	(55,537)	
TOTAL STREETSCENE	Expenditure	2,925,690	3,122,238	196,548	0	0	196,548	
	Income	(1,286,350)	(1,538,435)	(252,085)	0	0	(252,085)	
	TOTAL	1,639,340	1,583,803	(55,537)	0	0	(55,537)	

Group with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Submitted	Carry Forwards Recommended by Management	Variance expected 31/03/15	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
WASTE & RECYCLING								
Assistant Director : Laurence Willis								
WASTE COLLECTION	Expenditure	5,622,600	5,571,950	(50,650)			(50,650)	The waste budget has underspent by £118k on a net budget of £4.2m. The overall budget is complex and consists of fixed contractual costs plus three further main elements that are subject to fluctuation eg recycling credits which fluctuate according to the commitment of individual households. Both contract and recycling credits are in the SWP budget. New and replacement bin costs (which fluctuate due to new housing demand and weather conditions) and garden waste income which is subject to user take up are both in SSDC budget lines. The underspend is due to a pleasing increase in recycling performance and some staff savings resulting in SWP budget underspend of £31.6k. A focus on garden waste marketing has resulted in strong garden waste sales performance at £56k above target set. This is good news as it allows confidence in achieving the increased income generation targets (savings) for 15-16 and 16-17.
Portfolio Holder : Cllr Jo Roundell Greene	Income	(1,405,160)	(1,472,153)	(66,993)			(66,993)	
	TOTAL	4,217,440	4,099,797	(117,643)	0	0	(117,643)	
TOTAL WASTE COLLECTION	Expenditure	5,622,600	5,571,950	(50,650)	0	0	(50,650)	
	Income	(1,405,160)	(1,472,153)	(66,993)	0	0	(66,993)	
	TOTAL	4,217,440	4,099,797	(117,643)	0	0	(117,643)	
LICENSING								
Service Manager : Nigel Marston								
LICENSING	Expenditure	271,090	297,371	26,281			26,281	Expenditure was high due to cost of agency staff for scanning preparatory work prior to office move and maternity cover. The knowledge test that was introduced also required a new software system. Income was high due to a large number of out of area drivers making applications for taxi licences. This will not continue as new policy prevents this.
Portfolio Holder : Cllr Peter Seib	Income	(308,930)	(333,438)	(24,508)			(24,508)	
	TOTAL	(37,840)	(36,067)	1,773	0	0	1,773	
TOTAL LICENSING	Expenditure	271,090	297,371	26,281	0	0	26,281	
	Income	(308,930)	(333,438)	(24,508)	0	0	(24,508)	
	TOTAL	(37,840)	(36,067)	1,773	0	0	1,773	
TOTAL ENVIRONMENT	Expenditure	14,090,570	14,116,542	25,972	65,000	65,000	90,972	
	Income	(7,054,630)	(7,347,320)	(292,690)	0	0	(292,690)	
	TOTAL	7,035,940	6,769,222	(266,718)	65,000	65,000	(201,718)	

Group with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Submitted	Carry Forwards Recommended by Management	Variance expected 31/03/15	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
HEALTH AND WELL-BEING								
Assistant Director : Steve Joel								
ARTS AND ENTERTAINMENT								
Service Manager : Adam Burgan								
ARTS	Expenditure	1,850,980	2,123,974	272,994			272,994	The Arts & Entertainment Service has enjoyed a very successful year with a significant increase in attendance leading to increased income across all areas. The increase in attendance has lead to higher costs in staffing, marketing and other areas but the additional income has mitigated this. The impact on the building with increased usage will need to be considered in time if the usage levels are to be maintained. The development and refinement of the programme has proved successful as has increasing marketing spend in attracting new audiences and increasing audience retention.
Portfolio Holder : Cllr Sylvia Seal	Income	(1,468,890)	(1,792,748)	(323,858)			(323,858)	
	TOTAL	382,090	331,226	(50,864)	0	0	(50,864)	
TOTAL ARTS	Expenditure	1,850,980	2,123,974	272,994	0	0	272,994	
	Income	(1,468,890)	(1,792,748)	(323,858)	0	0	(323,858)	
	TOTAL	382,090	331,226	(50,864)	0	0	(50,864)	
SPORT AND LEISURE FACILITIES								
Service Manager : Steve Joel								
GOLDENSTONES	Expenditure	264,720	242,276	(22,444)			(22,444)	
Portfolio Holder : Cllr Sylvia Seal	Income	(109,510)	(111,594)	(2,084)			(2,084)	
	TOTAL	155,210	130,682	(24,528)	0	0	(24,528)	
SPORT FACILITIES	Expenditure	138,010	163,304	25,294			25,294	
Portfolio Holder : Cllr Sylvia Seal	Income	(61,000)	(61,793)	(793)			(793)	
	TOTAL	77,010	101,511	24,501	0	0	24,501	
TOTAL SPORT AND LEISURE FACILITIES	Expenditure	402,730	405,580	2,850	0	0	2,850	
	Income	(170,510)	(173,387)	(2,877)	0	0	(2,877)	
	TOTAL	232,220	232,193	(27)	0	0	(27)	
COMMUNITY HEALTH AND LEISURE								
Service Manager : Lynda Pincombe								
RESOURCE CENTRE	Expenditure	56,950	63,884	6,934			6,934	Overspend offset by small underspend in Community Health and Leisure Budget.
Portfolio Holder : Cllr Sylvia Seal	Income	0	(1,798)	(1,798)			(1,798)	
	TOTAL	56,950	62,086	5,136	0	0	5,136	
COMMUNITY HEALTH & LEISURE	Expenditure	938,750	955,811	17,061			17,061	As projected, the Community Health and Leisure budget was marginally underspent (outturn within 1.7% of overall annual budget) due to expected salary savings.
Portfolio Holder : Cllr Sylvia Seal	Income	(244,520)	(268,583)	(24,063)			(24,063)	
	TOTAL	694,230	687,228	(7,002)	0	0	(7,002)	
TOTAL COMMUNITY HEALTH AND LEISURE	Expenditure	995,700	1,019,695	23,995	0	0	23,995	
	Income	(244,520)	(270,381)	(25,861)	0	0	(25,861)	
	TOTAL	751,180	749,314	(1,866)	0	0	(1,866)	

Group with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Submitted	Carry Forwards Recommended by Management	Variance expected 31/03/15	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
HOUSING AND WELFARE								
Service Manager : Kirsty Larkins								
WELFARE	Expenditure	317,760	306,507	(11,253)			(11,253)	Careline income is up significantly and looking good for our big push in 2015/16.
Portfolio Holder : Cllr Ric Pallister	Income	(363,560)	(355,298)	8,262			8,262	
	TOTAL	(45,800)	(48,791)	(2,991)	0	0	(2,991)	
HOUSING	Expenditure	1,009,350	892,206	(117,144)			(117,144)	For the whole year we have come in underspent as a service this is largely due to the reduction in use of B&B accommodation, we are dealing with cases much earlier in the process. We have also reduced the spend on rent in advance and prevention fund, void costs by having tighter process in place. Due to the reduction in expenditure and the team are up to date with debt collection we have been able to make a smaller bad debt provision which has contributed to the savings.
Portfolio Holder : Cllr Ric Pallister	Income	(293,550)	(225,648)	67,902			67,902	
	TOTAL	715,800	666,558	(49,242)	0	0	(49,242)	
TOTAL HOUSING AND WELFARE	Expenditure	1,327,110	1,198,713	(128,397)	0	0	(128,397)	
	Income	(657,110)	(580,946)	76,164	0	0	76,164	
	TOTAL	670,000	617,767	(52,233)	0	0	(52,233)	
FAMILY SUPPORT PROGRAMME								
Service Manager : Steve Joel								
FAMILY SUPPORT PROGRAMME	Expenditure	290,390	290,726	336			336	
Portfolio Holder : Cllr Ric Pallister	Income	(290,390)	(290,732)	(342)			(342)	
	TOTAL	0	(6)	(6)	0	0	(6)	
TOTAL FAMILY SUPPORT PROGRAMME	Expenditure	290,390	290,726	336	0	0	336	
	Income	(290,390)	(290,732)	(342)	0	0	(342)	
	TOTAL	0	(6)	(6)	0	0	(6)	

Group with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Submitted	Carry Forwards Recommended by Management	Variance expected 31/03/15	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
COUNTRYSIDE								
Service Manager : Katy Menday								
COUNTRYSIDE	Expenditure	385,510	422,494	36,984			36,984	The Country Parks performed well on Yeovil Country Park and Ham Hill Country Park, coming in on or under budget at year end. The replacement vehicles from capital have worked well and reduced fleet costs for the sites. Chard Reservoir has a £3k overspend as emergency works had to be completed to the sluice operation mechanism after an incident in January 2015. The countryside manager was on maternity leave from April - Oct 2014 with an extra expense of £10K to the service. The Ninesprings Centre and cafe opened in October 2014 and incurred a variety of set up costs in excess of those originally anticipated, including fitters, ICT and connectivity plus purchase of tools and equipment. The ranger and cafe team have worked hard to reduce costs, and increase income, across the board to try and cover this extra expenditure.
	Income	(141,940)	(164,130)	(22,190)			(22,190)	Income continues to be generated in a range of ways across the sites from various licences to sale of wood and some agri environment schemes. The income available under stewardship schemes is now less, and we lost £2K on Ham Hill Country Park, due to this. The angling licence at Chard reservoir continues to perform well and is due for re-negotiation in 2015. Income from events and activities was lower than in previous years, as we had problems with the booking procedures, which we have amended for 2015, with online bookings due to go live in the Summer. It is hoped that more income from events will be secured for 2015/16. Some small general donations were also forthcoming from Friends groups and members of the public in support of various projects on Ham Hill Country Park and Yeovil Country Park. The new cafe at Ninesprings has performed well, out performing the business plan.
	TOTAL	243,570	258,364	14,794	0	0	14,794	Despite good performance by the Ninesprings Cafe, the Yeovil country park centre build and rangers move, plus the opening of the café and maternity leave of the service manager has left us with a £14.7K over spend. This is not an indication of how future years will end as the cafe will continue to perform well, the events income should increase now that Yeovil has a new centre and facilities.
TOTAL COUNTRYSIDE	Expenditure	385,510	422,494	36,984	0	0	36,984	
	Income	(141,940)	(164,130)	(22,190)	0	0	(22,190)	
	TOTAL	243,570	258,364	14,794	0	0	14,794	
TOTAL HEALTH AND WELL-BEING	Expenditure	5,252,420	5,461,182	208,762	0	0	208,762	
	Income	(2,973,360)	(3,272,324)	(298,964)	0	0	(298,964)	
	TOTAL	2,279,060	2,188,858	(90,202)	0	0	(90,202)	
TOTAL STRATEGIC DIRECTOR - OPERATIONS AND CUSTOMER FOCUS	Expenditure	19,922,890	20,128,090	205,200	65,000	65,000	270,200	
	Income	(10,137,760)	(10,709,890)	(572,130)	0	0	(572,130)	
	TOTAL	9,785,130	9,418,200	(366,930)	65,000	65,000	(301,930)	

Group with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Submitted	Carry Forwards Recommended by Management	Variance expected 31/03/15	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
TOTAL SSDC	Expenditure	82,019,660	80,991,631	(1,028,029)	288,180	288,180	(739,849)	
	Income	(64,138,630)	(64,514,520)	(375,890)	14,700	14,700	(361,190)	
	TOTAL	17,881,030	16,477,111	(1,403,919)	302,880	302,880	(1,101,039)	

Carry Forward Requests 2014/15			
Service	Description	Carry Forwards Submitted £	Carry Forwards Recommended by Management Board £
Strategic Management	Balance of training budgets & intern funding committed from appointments & adverts in 2014/15	77,390	77,390
	Symphony Project funding	10,000	10,000
IS	Provision of Wi-Fi at Brympton Way	18,630	10,000
Democratic Services	The purchase of new IT equipment for Councillors after the elections was agreed at DX May 2015	19,040	19,040
	Additional training & travel costs for newly elected members	32,380	32,380
Area East	Grants to Wincanton Work Hub, Heart of Wessex Local Action Group & Community Safety Action Partnership	17,470	17,470
	Moat Garden, Castle Cary-Land purchase awaiting outcome of Viridor application	1,000	1,000
Area North	Grants to High Ham Parish Council-Defibrillator, Stoke Sub Hamdon-Bumps & Babes start up support, Long Sutton Village Hall-Hearing loop, Seavington Community Centre-Cooker	3,000	3,000
	Business Flood Recovery & Future Resilience-Allocation of funding agreed at Area North Feb 15	20,000	20,000
Area South	Yeovil Bus Shelters-Work due to be completed by 23rd March but the company were unable to finish due to staff sickness	2,660	2,660
	Community Safety Partnership - remaining funds from Community Safety project	3,830	3,830
Area West	Funding was received for the secondment of the Area West Neighbourhood Development Officer to Devon CC and is required to cover for that secondment and completion of a key local economic development project	10,870	10,870
Third Sector Partnership	To complete delayed project work, due to the absence of a Third Sector Manager on financial/digital inclusion & VCS projects that are on the third sector work programme	25,000	25,000
Equalities	Shopmobility access guide for people with disabilities (Portfolio Holder's decision March 14) and Carers' Group work. Final payment to be made in 2015/16	2,300	2,300
	Hearing loop system has been ordered but had not been received by 31/3/15	2,940	2,940
Property Services	Review asbestos register for all council buildings and update as appropriate	25,000	25,000
	CCTV- Additional cameras for Yeovil Subway	10,000	10,000
	Ongoing refurbishment to office fixtures and fittings at Brympton Way identified by health and safety risk assessments.	30,000	30,000
	Total underspend to carry forward	311,510	302,880

Appendix C

AREA RESERVES Quarter 4 2014/15

Allocation of Reserves	Approval Date	Approved Allocation	Balance 14/15	Transfer from Reserves during 2014/15
		£	£	£
Area East				
Balance B/fwd 1st April 2014			60,190	
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
QSP balance of Reserve				60,190
Unallocated Balance 31st March 2015			3,460	
Area North				
Balance B/fwd 1st April 2014			26,600	
Support towards progressing affordable rural housing schemes	Mar-09	15,000	10,000	
Totals			10,000	0
QSP balance of Reserve				26,600
Unallocated Balance 31st March 2015			16,600	
Area West				
Balance B/fwd 1st April 2014			53,120	
Underwrite Community Grants	Mar, Aug, Nov 10, Sept 14	16,195	16,195	
Markets (approved in principle)	Nov-10	14,340	13,500	
Fore Street, Chard-Study	Feb-15	7,500	7,500	
Chard Area Youth Club	Jan-15	15,925	15,925	3,480
Totals			53,120	3,480
QSP balance of Reserve				49,640
Unallocated Balance 31st March 2015			0	

(Area South has no reserve remaining)

Appendix D Summary of Usable Reserves

The following table shows the current balance on each usable reserve and the movements since 1 April 2014:

Reserves	Balance as at 01/04/14 £'000	Movement £'000	Balance as at 31/3/15 £'000
Usable Capital Receipts	36,396	(739)	35,657
Capital Reserve	1,916	(524)	1,392
Cremator Replacement Capital Reserve	300	363	663
CAMEO Reserve	363	(363)	0
Voluntary Redundancy/Early Retirement Fund	432	(38)	394
Local Authority Business Growth Initiative Reserve	37	0	37
Planning Delivery Reserve	32	(6)	26
Yeovil Athletic Track Repairs Fund	81	19	100
Local Plan Enquiry Reserve	41	9	50
Save to Earn Schemes Reserve	50	0	50
Insurance Fund	48	(1)	47
Bristol to Weymouth Rail Reserve	22	(10)	12
Election Reserve	194	62	256
Risk Management Reserve	12	(1)	11
Local Plan Implementation Fund	125	0	125
Revenue Grants Reserve	547	94	641
New Homes Bonus	1,683	1,968	3,651
Yeovil Vision	90	10	100
Council Tax/Housing Benefits Reserve	577	250	827
Closed Churchyards Reserve	9	1	10
Deposit Guarantee Claims Reserve	17	(11)	6
Park Homes Replacement Reserve	104	31	135
Into Somerset	13	(13)	0
Car Park Income	5	0	5
Health Inequalities	28	3	31
Planning Obligations Admin Reserve	31	11	42
Wincanton Sports Centre Reserve	21	0	21
LSP	71	5	76
Artificial Grass Pitch Reserve	21	21	42
Business Support Scheme	380	(208)	172
Flooding Reserve	100	(15)	85
Sharing Office Space	88	(88)	0
Infrastructure Reserve	1,000	(5)	995
NNDR Volatility Reserve	0	500	500
Treasury Management Reserve	0	247	247
Total Usable Reserves	44,834	1,572	46,406

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.

Appendix E

Major Efficiency Savings 2014/15

Major Efficiency Saving	2014/15 Budget Saving Target £'000	Actual Saving at Year-End £'000	Excess/ (Shortfall) £'000
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	24.9	(32.4)
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
Total Major Savings	691.3	658.9	(32.4)

Appendix F

2014/15 Total Cost of Services (Above and Below the Line Costs)

The total cost of the services for the Council as required by the Best Value Accounting Code of Practice is set out in the table below:

Services	£'000
Financial Services	(2,811.9)
Procurement & Risk Management	71.8
Revenue & Benefits	1,107.8
Democratic Services	293.0
Legal Services	60.7
Fraud & Data Management	156.2
Human Resources	8.8
Economic Development	1,465.1
Development Control	370.6
Spatial Policy	1,125.4
Third Sector & Partnerships	279.0
LSP	32.6
Family Support Programme	5.5
Area East	322.2
Area North	297.7
Area South	389.1
Area West	383.0
Environmental Health	1,778.2
Civil Contingencies	166.2
Engineering & Property Services	167.2
Building Control	132.8
Streetscene	2,345.3
Waste & Recycling	4,196.9
Licensing	89.4
Arts & Entertainment	609.1
Sport & Leisure Facilities	608.5
Community Health & Leisure	1,222.2
Housing & Welfare	1,238.9
Countryside	365.8
Total	16,477.1

These figures will be different to those shown in Appendix A, as 'total cost of service' figures include items classed as 'below the line' costs, i.e. those which are outside the individual budget holder's control:

- Capital Charges
- Deferred Charges
- Recharges from other departments within the Council

Individual Committees are only responsible for 'above the line' costs, and so these are the costs that are reported quarterly for budget monitoring purposes.

Appendix G

The following virements should be noted:

Value £	To	From	Description
15,500	Area Development South Area Development West	Non Earmarked Balance	Compensation for free Christmas car parking
3,880	Yeovil Recreation Centre	Community Leisure	Realignment of budget
510	Savings to be Identified	Payroll	Staff turnover savings
3,600	Yeovil Recreation Centre	Leisure Communications	Realignment of budget
9,970	Car Parks	Area Development South	Contribution to Christmas car parking promotion
3,480	West Grants	Area West Reserve	Chard Youth Centre
9,370	Contact Centre	Customer Services Systems	Realignment of budget
21,500	Disaster Recovery	EDM System	Realignment of budget
3,000	Neighbourhood Dev – Community	Area Development North	Realignment of budget
8,260	Disaster Recovery	Information Systems	Realignment of budget
32,940	Octagon Theatre	Octagon Box Office	Realignment of budget

Agenda Item 9

Superfast Broadband Extension Programme – Decision on SSDC funding contributions

Executive Portfolio Holder: Jo Roundell Greene, Environment & Economic Development
Strategic Director: Rina Singh, Strategic Director (Place and Performance)
Assistant Director: Martin Woods, Assistant Director (Economy)
Service Manager: David Julian, Economic Development Manager
Lead Officer: David Julian, Economic Development Manager
Contact Details: david.julian@southsomerset.gov.uk or (01935) 462279

1. Purpose of the Report

This report seeks a final decision from the District Executive Committee to review the in-principle commitment (made by the District Executive Committee on the 19th June 2014) to commit £640,000 to the Connecting Devon and Somerset (CDS) Superfast (broadband) Extension Programme (SEP).

2. Public Interest

In the past three years much of South Somerset has benefitted from the roll-out of superfast broadband. By the end of 2015, 90% of premises in South Somerset will be able to gain access to superfast broadband as a result of the initial Superfast Broadband programme. CDS, the programme organisers, now aim to increase the availability of superfast broadband to 95% of South Somerset premises under the Superfast Extension Programme. This programme takes advantage of various UK and European funding streams that would multiply the value of South Somerset District Council's contribution.

3. Recommendations

Note: Additional information will be made available following the CDS technical assessment of the BT bid for the SEP during the timeframe 18th May- 25th May. (See Appendix 1) This additional information will be presented as a verbal update at the District Executive Committee. At that stage members are asked to consider the information then available and decide whether the in-principle decision to commit funding of £640,000 to the SEP is confirmed.

It is **Recommended** that:

1. Should members confirm their in-principle commitment, the grant of £640,000 is funded from useable capital receipts as a contribution towards the Connecting Somerset and Devon Superfast Extension Programme and if this is agreed;
2. The loss of interest of £19,200 is added to the Medium Term Financial plan for 2016/17 and beyond.

4. Background

On the 19th June 2014, South Somerset District Council District Executive agreed in-principle to a capital funding commitment of £0.64m which when added to the funding from the County Council, LEP, and BDUK would deliver Superfast Broadband availability to an additional 5% of the district (approx. 6,290 additional premises) by the end of 2017 through the Superfast Extension programme (SEP). This would mean delivery to 95% of

the district, since 90% will already be delivered under the current Connecting Devon and Somerset (CDS) programme.

SSDC's contribution of £0.64m to the SEP funding package will see our contribution matched by BDUK (Broadband Delivery UK – the government funded programme) making a total of £1.28m that would be invested in the CDS programme as a result of SSDC's involvement.

If SSDC does not commit to the SEP then both SSDC's contribution and the BDUK match funding element are lost to the overall SEP budget.

This report is about the Superfast *Extension* Programme and our financial contribution to that programme. It does not cover the current Superfast Broadband Programme (or its commercial roll-out) which is now nearing its target of 90% of premises. The extent of the current programme can be viewed on the CDS website at: www.connectingdevonandsomerset.co.uk/where-when

The June 2014 District Executive:

1. Agreed to contribute an in-principle and maximum £640,000 to expand the availability of superfast broadband subject to:
 - Satisfactory provision of a detailed assessment of the superfast broadband extension roll-out programme from which it is clear that it is favourable and beneficial to businesses in South Somerset
 - A satisfactory partnering agreement and governance arrangement to ensure that this Council is fully engaged and involved in the delivery of superfast broadband
 - A satisfactory return can be guaranteed from the investment
2. The detail of any proposed negotiation/agreement are reported back to District Executive for their decision
3. Requested a wider report on the alternative options/providers

5. Report

Responses to the June 2014 resolutions.

The individual resolutions/requests are show below in bold italics

SSDC officers have worked closely with Somerset County Council's CDS Programme Manager to obtain as much information as possible to assist the District Executive Committee in their decision making. The process has been made less easy because SSDC (along with East Devon District Council) has not signed the non-disclosure agreement (NDA) which affords access to more detail. The benefit of signing the NDA is not fully clear as any disclosures made in the project programme cannot then legally be shared in public. The NDA is a legally binding, enforceable agreement and exists to protect the commercially sensitive data that the SEP contains

Satisfactory provision of a detailed assessment of the superfast broadband extension roll-out programme from which it is clear that it is favourable and beneficial to businesses in South Somerset

It has been confirmed that in the programme no distinction is made between business premises and residential dwellings, as the target is 95% of all premises. CDS have said that through the SEP contract they will try to ensure that as many businesses premises as possible are connected. The target against which the contract is being awarded (and will be measured) is the total number of premises and this will include domestic and business premises.

Members had expressed concern that business premises were not specifically being targeted for connection under the SEP, but it remains the case that although businesses will be included in the programme, the target will include residential premises.

SSDC have asked for the postcode breakdown of premises expected to be connected through the SEP. We have been told this is not possible to share if we were supplied, because of commercial confidentiality. We do however hope to be verbally able to report to the committee the target number of premises per Area of South Somerset.

We have researched the broadband speeds of the South Somerset business parks. Approximately 50% of the parks were already served by superfast broadband and those that weren't had reasonable ASDL (copper feeds) of up to 7.5 MB available through enhanced packages from various service providers. We do not know whether all of our business parks will ultimately be enabled with Superfast Broadband.

We noted that several complaints from small businesses have been generated not because of the unavailability of local superfast broadband, but because of the cost of that final connection between premises and the junction box. In many cases it is the cost of the final connection to the premises (that the customer must bear) that is the inhibiting factor.

A satisfactory partnering agreement and governance arrangement to ensure that this Council is fully engaged and involved in the delivery of superfast broadband

The CDS Board has been established to manage the project. The Somerset District Councils will have one seat on the Board. At this stage this representation cannot rest with SSDC as we have not signed the NDA.

The partnering agreement restricts disclosure of commercially sensitive material and this includes where the next phases of the rollout are taking place. Councils that have signed the Non-Disclosure Agreement have access to this information but are legally restricted from disseminating it.

A satisfactory return can be guaranteed from the investment

There will be no financial return from the investment. The investment should be viewed as a grant and not as a loan or an investment arrangement.

There will however be considerable wider returns in terms of business support outputs, investment in the economy of South Somerset and helping to make the district and county an attractive place for businesses to locate, thrive and prosper.

Request for information on alternative options/providers

Officers have researched a number of alternative options and the scenarios are summarised in Appendix 2.

From our discussions with several private broadband suppliers our conclusion is that no suppliers are in a position to undertake full business appraisals until the outcome of the SEP bid is known and the contents have been made clear. The commercial information that the NDA protects is the very information that competitors seek. At this stage other suppliers remain unaware of which areas will be connected or where the gaps will be. There may also be State Aid issues if public funding is used in an area already supported by BDUK or European Funding.

It is therefore not possible to get competitive like-for-like quotes in the prevailing circumstances. It would appear that these other options are applicable to geographically constrained areas e.g. some villages or valleys with no existing coverage. These are frequently classed as 'not-spots' or 'no-go' areas because of the technical challenges.

6. The Options for the District Executive

The full detail of the bid will not be known until 19th May. At this point the target number of premises being enabled in South Somerset will be confirmed. The post-code areas will not be disclosed at this stage because of the commercial sensitivities and the terms of the NDA. The final target numbers that will be reported verbally to the District Executive Committee are as yet unconfirmed.

If SSDC does not wish to be included in the bid, then this needs to be disclosed at the clarification meeting on the 22nd May.

To this stage CDS have proceeded with Somerset and Devon presented as a complete package. This is based on the strength of the in-principle commitments already provided. At this stage South Somerset remains in the bid calculations and consequently in the contract. SSDC's withdrawal beyond May 22nd (the Clarification Meeting – see Appendix 2) would impact on the scheme and necessitate contract variations by CDS. There are two broad options for members to consider.

Option 1 confirm the in-principle commitment of £640k to the SEP project	Option 2 Not to commit the £640k to the SEP project, and use SSDC funding for other options
<p>Commits substantial capital funding without fully knowing the extent of the SEP programme. That said, we are in the same position as all the other councils involved in the project.</p> <p>Overview of the outcomes for South Somerset are only through the District Representation on the CDS board</p> <p>The Council would need to sign the NDA to be fully aware of delivery,</p> <p>.</p>	<p>If SSDC don't contribute then the match funding from BDUK is lost so the total reduction in work expected from the programme to be directed at South Somerset amounts to £1.28m .</p> <p>SSDC officer resource and perhaps greater capital resource would have to be committed could lag behind other District councils in terms of Superfast Broadband coverage.</p>

Option 1 confirm the in-principle commitment of £640k to the SEP project	Option 2 Not to commit the £640k to the SEP project, and use SSDC funding for other options
This route completely reduces our exposure to State Aid issues and will use less officer resource to work on alternatives solutions as the programme rolls out.	State Aid issues could occur if SSDC plan any grant programmes that work in any Areas where BT have used either BDUK or EU SEP funding.

7. Conclusion

The current SEP and commercial roll-out programme has resulted in a general improvement of speeds on the network. Many premises now enjoy speeds of reliable 2MB or greater regardless of whether or not their own premises is superfast enabled. Good broadband speeds provide essential economic infrastructure for our rural areas, and these are getting progressively better. The government have committed that all premises i.e. 100% will receive at least 2 megabytes per second by Dec. 2016

Superfast offers some future-proofing, giving an economic advantage to the area that we would not want to miss out on as a part of or ED programme to support rural businesses, farm diversification, home working, and access to digital services

The council have been asked to increase the size of the Somerset funding pot for broadband which in turn increases the match funding from BDUK. It has become clear from CDS that the BDUK funding is not available for our own local solutions. It is also clear that our own local solutions might work in targeted 'not spots' but would be unlikely to offer any form of wider solutions and are going to attract state aid issues.

However while it is logical to assume that the greater the investment, the greater the return to South Somerset, is not possible to be precise and identify the exact additional benefit of the council's contribution over and above what might have happened anyway though the general commercial and SEP programme.

We have been promised (from the bid technical panel) an assessment of the number of premises that will be connected in South Somerset from the new contract and that information will be available in the week preceding DX .An oral report therefore will be made and help inform the members decision. Consequently at this stage it is not possible for officers to make a firm recommendation one way or the other.

We have asked if there is a mechanism to come to the table later after the contract is signed. CDS have said that this is not possible whilst securing match funding. At this stage all other Somerset District Councils are committed to the project

8. Financial Implications

If members agree to funding of £640,000 the grant will be found from Useable Capital Receipts. Currently £29.1 million is available i.e. not committed within the current capital programme. A sum of £19,200 will need to be added to the savings to find within the 2016/17 Medium Term Financial Plan to replace the loss of interest.

9. Corporate Priority Implications

We are committed to SSDC Council Plan 2012-15 Focus One: Jobs that pledges to “Support early delivery of Super-Fast Broadband to rural areas by 2015”.

We are also working towards the SSDC Economic Development Strategy 2012-15 goal of “Working with partners to lobby for the provision of superfast broadband”.

10. Carbon Emissions and Climate Change Implications

There are no current implications associated with this report though the extension programme assists improvements in communication and the reduction of energy use.

11. Equality and Diversity Implications

In preparing this report, due consideration has been given SSDC’s statutory Equality duties Section 149(1) of the Equality Act 2010.

An equality analysis of the broadband project is being undertaken with delivery anticipated to have a positive equalities impact.

The roll - out strategy will be determined by a range of factors including local requirements and commercial considerations. The strategy should be screened to ensure communities (sharing a protected characteristic) are not inadvertently disadvantaged from accessing the service due to, for example, geographical factors.

Aspects of this project related to subsidising the rollout of broadband has a low relevance to equality, whilst implementation has a medium relevance to equality. The project is providing access to broadband and not connectivity. So the connection and use of the service will be between customer and retail provider.

12. Background Papers

- District Executive Report 19th June 2014 – Match Funding for the Superfast Broadband Extension Programme
- Broadband Task and Finish Group Scrutiny Review, Sept, 2014
- <http://www.connectingdevonandsomerset.co.uk/> is also a recommended source of considerable background information and further detail

Procurement Timetable for SEP

Date	Event	Detail
18 th May 2015	Submission of Bid by BT to CDS	Bid will include detail of the geographic target areas to be covered and the target number of premises to be enabled. The detail of the bid is bound by the NDA stipulations.
19 th May 2015	Bid will be evaluated by the CDS Evaluation Team	The 9 strong CDS project officer team will include Somerset Districts' representation through Ian Timms of WSC. The team will particularly focus on the technical, commercial and financial elements of the bid.
22 nd May 2015	A clarification meeting between CDS and BT	This is part of the evaluation process in which clarifications may be sought by either party.
26 rd May 2015	Moderation of the evaluation process	A separate 3 person officer team from CDS will moderate the evaluation and a recommendation will then be prepared by the CDS Project Manager for the CDS Board.
27 th May 2015	CDS Board will consider the Project Manager's recommendation	Bid will either be accepted or rejected by the CDS Board at this stage.
June 2015	CDS must submit their report to BDUK	To ratify the funding package and consolidate the contract finances.
June 2015	EU call-in period	Statutory period in which any final objections from across the EU may be made.
June 2015	Sign off contract by all parties	State Aid clearance for this project expires and contract must be signed off at this point.

Alternative options/examples to the CDS Programme

West Oxfordshire District Council (WODC)

This is a public/private partnership agreement between WODC and Cotswold's Broadband through a £1.6 million loan that was matched by BDUK.

Detail of this deal are available, but several key points emerged in our enquiries that made such a model unattractive to SSDC:

The loan is match funded by BDUK but only because of the long operational history between WODC, Cotswold Broadband and BDUK. The match funding was not the result of a speculative bid to BDUK but the development of a pre-existing option

State Aid issues have been triggered and resolutions/outcomes are still awaited at the time of writing.

Eastbourne Borough Council

Eastbourne is now benefitting from a high speed fibre optic broadband network along its coastal edge. This has been provided via a special arrangement involving Eastbourne Borough Council which invested £367,000 in a broadband infrastructure supply company, CloudConnX, which has developed the town's new broadband network. The investment in CloudConnX also stands to provide the local authority with a future return over the next five years over and above the £367,000 originally laid down.

Eastbourne's unique linear geography made this particular type of broadband provision possible and it is unlikely to represent a suitable model for South Somerset

Broadway Partners

Officers from SSDC met with Broadway Partners (telecoms and broadband specialists) in February 2015. Broadway Partners were instrumental in the creation of the West Oxfordshire model referred to above.

Whilst it is possible to further explore a joint partnership venture, key issues were identified as a result of the discussions:

- There would be no match funding available from BDUK (and in this instance no opportunity to match fund with SCC).
- A Joint Venture (JV) contract would probably have to be procured through an open tendering process.
- There would clearly need to be a heavy commitment in terms of officer time in the preparation and business planning for such a venture

On the positive side, it was unlikely that State Aid issues would be triggered because of the absence of match funding through BDUK.

ITS technology Group

Officers contacted this company that specialise in the superfast connection of remote rural areas. They are currently working on rural broadband infill projects and can provide potential solutions. This group were however keen to know the outcome of the CDS bidding process, and thus where possible gaps might exist before undertaking any detailed feasibility work.

Community led solutions

For communities that are outside the SEP area or for communities who want to take more control by bringing forward delivery of this service, then a community led initiative, procured & funded by subscribers, *may* be an option. In all instances, a bespoke approach would be required with its own business case to assess the issues and costs of taking the technology to those places. Initiating this work will require an intensive amount of officer resource and we would need to ensure that it did not fall within the current CDS delivery or planned SEP.

SSDC could have a role in enabling these communities to work towards solutions. It would be possible to advise on any external funding sources and possibly offer our own grants and/or loans. There are many examples of “pioneer” communities who have decided to be proactive and deliver their own solutions. This solution is not mutually exclusive with the other options but would offer another method for remote communities who want to get connected. There are currently service providers working with communities to deliver Superfast Broadband through 3G telecommunication, but this route can restrict choice in a community to a single provider.

Agenda Item 10

ICT software and hardware upgrades to integrate Environmental Health (Civica system) with Streetscene Services (ESG system) and provide links to Customer First (Indigo system)

Executive Portfolio: Henry Hobhouse, Property and Climate Change
Associated Portfolios: Jo Roundell Greene, Environment and Economic Development
Strategic Director: Vega Sturgess, Operations and Customer Focus
Assistant Director: Laurence Willis, Assistant Director (Environment)
Lead Officer: Alasdair Bell, Environmental Health Manager
Contact Details: Alasdair.bell@southsomerset.gov.uk or 01935 4620560

1. Purpose of the Report

1.1 For members to consider a request to allocate funding of £33,000 to upgrade and integrate the Environmental Health, and Streetscene IT systems and to link them to the Customer First IT system. It also includes transfer of systems from servers using platforms due to become unsupported by Microsoft in July 2015.

2. Forward Plan

2.1 This report appeared on the Executive forward plan in May 2015, with an expected presentation date of June 2015.

3. Public Interest

3.1 Environmental Health and Streetscene deliver a wide range of services linked to public satisfaction of the area they live in. The ability to run these services effectively and efficiently rely on good communication with the public and the ability to record and report on actions taken. The software used to do this is an integral part of this process.

4. Recommendations

4.1 The District Executive are asked:

1. To allocate £33,000 from the ICT replacement fund to upgrade and integrate the Environmental Health and Streetscene IT systems and to link them to the Customer First IT system as detailed in the Project Brief in Appendix 1.
2. To delegate the final decision to proceed with the project to the Assistant Director (Environment) in consultation with the Director for Operations and Customer Focus and the Portfolio Holder for Property and Climate Change.

5. Background and reason for Project at this time

5.1 Both Environmental Health and Streetscene Services require IT support systems to record requests for service and effectively manage the performance of the services they deliver. As with all such systems, over time it becomes necessary to upgrade them to improve functionality and deal with obsolescence.

- 5.2 Streetscene Services currently use an In-house developed system called Environmental Services Group (ESG). The knowledge and resources that developed the system over 10 years ago are no longer available. The system is therefore unsupported and no longer functions well enough to allow information to be retrieved, changed or used efficiently. Streetscene Services therefore require a new system to allow efficient reporting, service delivery and information management to take place. In addition they need their link direct to Customer First to be maintained as this is the way requests are currently received.
- 5.3 Since 2003, the Environmental Health service has used the Civica APP System which functions well and is fully supported, both by the suppliers and the ICT service. Some parts of the Environmental Health service such as Pest Control are already integrated with the Customer First front office system and it is hoped to extend this integration to other areas. Following the transfer of the Customer Services IT system from Northgate to Indigo an upgrade of the integration system is now required. The existing integration system runs on a Windows server 2003 operating platform which goes out of mainstream support in the summer of 2015. Arrangements now need to be made therefore to ensure that there will be an effective alternative integration support system in place.
- 5.4 Since April 2014 Streetscene Enforcement staff have been part of the Environmental Health service. There is an on-going link between these officers and the Streetscene Service and it would therefore be beneficial for both these services to be using the same system to allow streamlining of processes, sharing of intelligence and more efficient delivery of services.
- 5.5 Streetscene, Environmental Health and ICT have met to review the existing functionality of the Civica APP system. Streetscene are satisfied that it would provide a satisfactory and enhanced solution to their requirements. Likewise Environmental Health and ICT recognise the need to upgrade their services and consider that an integrated solution with the Streetscene service that can be linked to Customer First is the best available option.
- 5.6 The project team are aware of a risk with regard to the timing of this project. There may be overlap with future ICT considerations for EDM and other IT changes, which could mean that some of the changes proposed become redundant in a relatively short period. However, this needs to be balanced against the risk of not carrying out the work, which include the servers becoming unsupported in July, the ESG system used by Streetscene no longer being fit for purpose and the environmental health services being the last to fully connect to the Indigo system. It is therefore proposed to delay starting the project for as long as possible to enable proposals for change to come forward so that they can be evaluated against these needs and the expected timescales for implementation. Members can therefore be assured the funding will only be drawn down if the one outweighs the other, and is agreed in consultation with the Director and Portfolio Holder (recommendation 2).

6. Financial Implications

- 6.1 The cost will be met from the Capital ICT Reserve which currently stands at £300,000. If members agree the recommendations in this report £267,000 will remain for other new schemes. The ongoing revenue costs of £4,000 will be found from general balances and then added to the Medium Term Financial Plan for 2016/17 as an additional budget requirement.

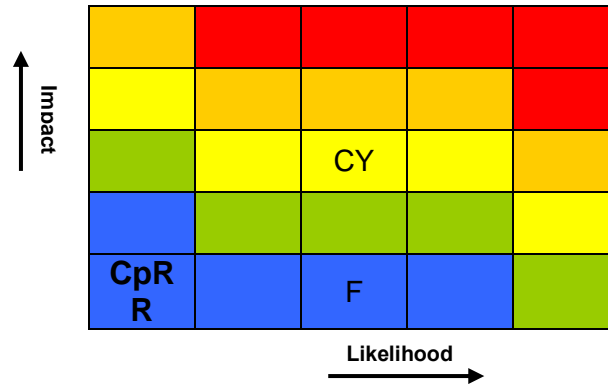
7. Carbon Emissions and Climate Change Implications

7.1 The report has no adverse climate change implications.

8. Equality and Diversity Implications

8.1 There are no equality or diversity implications to 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. Implications for Corporate Priorities

10.1 This revised policy falls clearly within the Corporate Plan priority on providing efficient and cost effective services.

11. Background Papers

11.1 Appendix 1- South Somerset District Council Project Brief Project Name: ICT software and hardware upgrades to integrate Environmental Health (Civica system) with Streetscene Services (ESG system) and provide links to Customer First (Indigo system (attached).



South Somerset District Council Project Brief

Approved Budget within Service Plan? **No**

Project Number: 2015-06

(Allocated when submitted to Project Resource Group)

Project Name: ICT software and hardware upgrades to integrate Environmental Health (Civica system) with Streetscene Services (ESG system) and provide links to Customer First (Indigo system)

Date Created 28/04/2015

Document Version: 9.0

Author: Vicki Dawson

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0 Document Control

0.1 Document Approval

Name	Organisation	Role	Approval	Date
	Project Group sign off	Ensure brief covers all aspects of requirements	Yes – project group completed brief	01/05/15
	PRG	Suitability for ICT project funding	Yes – figures updated	05/05/15
	Management Board	Approval to go forward to DX as Corporate Project	Yes, with concern about timing with the start of this project just before publication of transformation project. Further decision to be taken about start, even if funding agreed (recommendation 2)	18/05/15
	District Executive	Approval of funding and go ahead		

0.2 Revision History

Version	Author	Review	Reason For Issue	Date
1.0	Vicki Dawson, Nikki Herbert & Jane Parton	N/A	Initial draft	28/04/15
2.0	Shirley Courage	All sections	Updates to initial draft	29/04/15
3.0	Laurence Willis	All sections	Further updates to initial draft	30/04/15
4.0	Vicki Dawson, Nikki Herbert, Jane Parton Shirley Courage	All sections	Further updates to v3	01/05/15
5.0	Nicola Hix	Financial	Figures updated	05/05/15
6.0	Shirley Courage	3.4.2	Equalities Officer comment added	06/05/15
7.0	Nikki Herbert	All sections	Correct spelling errors	06/05/2015
8.0	Vicki Dawson	All sections	Incorporate comments from Alasdair Bell	08/05/15
9.0	Laurence Willis	All	Updated 4.2.7 re impact on band D. Project cost is £33K. Plus addition of second recommendation to address timing concerns	25/05/15

0.3 Document Distribution

Name	Organisation	Role
Alasdair Bell	SSDC	Environmental Health Manager – Service Manager
Laurence Willis	SSDC	Assistant Director (Environment) – Project Sponsor
Shirley	SSDC	Research and Support Officer (Environmental)

Courage,		Health) – Project Group
Ben Warman	SSDC	Infrastructure & Team Leader – Technical Support
Rose Appleby	SSDC	Research & Support Assistant (Environmental Health) – Project Group
Chris Cooper	SSDC	Streetscene Manager – Service Manager
Jane Parton	SSDC	Streetscene Support Supervisor – Project Group
Nikki Herbert	SSDC	Systems Support Officer (Infrastructure) – Project Manager
Vicki Dawson	SSDC	Principal Environmental Protection Officer – Project Group

0.4 Document References

Section Reference	Document Referred	Document Title
4	Civica quotation	Proposal for APP Integration with CRM (Indigo) for Pest Control & One Other Service
4	Civica quotation	Proposal for Civica GIS Toolkit

1 Purpose

ICT software and hardware upgrades to integrate Environmental Health (Civica system) with Streetscene Services (ESG system) and provide links to Customer First (Indigo system)

2 Project Outline

There are a number of reasons why this project needs to be carried out:

- To allow Streetscene Services to utilise the existing Environmental Health Civica APP system to replace their unsupported and operational critical ESG System.
- To allow use of the Civica APP facility for costing schedules of work which would be beneficial for the external works undertaken by Streetscene Services.
- To move Environmental Health services onto the new Customer First Indigo System to allow continued integration as currently happens via Northgate..
- To allow the decommissioning of three servers which go out of main stream support in summer 2015.

2.1 Authority Responsible

This is a joint project involving ICT, Streetscene, Environmental Health and Customer First. The objectives and outcomes are different for each service but are all interrelated and dependent on the outcome of this project. The majority of the resource required to deliver the project will be from the Directorate of Operations and Customer Focus.

2.2 Background

Both Environmental Health and Streetscene Services require service request management systems to record and allow performance management of the services they deliver.

Streetscene Services currently use an in-house developed system called Environmental Services Group (ESG). The knowledge and resources that developed the system over 10 years ago are no longer available. The system is therefore unsupported and no longer functions well enough to allow information to be retrieved, changed or used efficiently. Streetscene Services therefore require a new system to allow efficient reporting, service delivery and management to take place.

Since 2003, Environmental Health has used a Civica APP system which functions well and efficiently and is supported internally and externally. Some services such as Pest Control are integrated with Customer First front office system and following the transfer of Customer Services from Northgate to Indigo an upgrade of the integration is required. The existing integration runs on a Windows server 2003 operating system which goes out of mainstream support in the summer of 2015. With a new set up of the integration connector in place, this will allow these servers to be decommissioned.

Since April 2014 Streetscene Enforcement staff are now part of Environmental Health. There is an on-going link between these officers and the Streetscene Service and it would therefore be beneficial for both these services to be using the same system to allow streamlining of processes, sharing of intelligence and more efficient delivery of services.

In early 2015 Streetscene, Environmental Health and ICT met to view the existing functionality of the Civica APP system. Streetscene were satisfied that it would provide a satisfactory and enhanced solution to their requirements with the exception of the mapping element. Civica provided a web based demonstration of the additional GIS mapping

module (GIS toolkit) that could be utilised. Streetscene Services were satisfied that inclusion of the GIS toolkit would meet their needs.

2.3 Project Objectives

- Resolve Streetscene Services issues with their current ESG system
- Look to automate some of the manual external costing processes currently undertaken by Streetscene services
- Utilise enhanced features to improve Environmental Health Service delivery and performance management.
- Remove the risk of running old unsupported software which could fail and jeopardise operational critical functions.
- Allow the de-commissioning of three Windows 2003 operating system servers
- Allow the streamlined integration of Civica APP and Indigo, which will deliver an improved customer experience.
- Expand the ability to further integrate future service requirements of Streetscene and Environmental Health.
- Enhance customer web based facilities to assist the public when registering Streetscene and Environmental Health service and other requests.

2.4 Project Scope

Inclusions

- Moving the web services to a supported host server operating system.
- Configuring Civica APP system to meet requirements of Streetscene Services
- Installation of the GIS toolkit for Streetscene Services and Environmental Health
- Review process maps for relevant services.
- Modifying existing integration to Indigo system.
- Providing in house training to facilitate best use of Civica APP.

Exclusions

Migration of existing data in ESG system.

Constraints and Decisions

- If we do not proceed with this project then ICT will need to continue to run three servers on a Windows operating system that goes out of support in Summer 2015.
- Streetscene Services will still have issues with their inefficient ESG system
- Civica APP quotations expire on 16th June 2015
- Additional Environmental Health staff resource only available within 2015-16 budget.

Interfaces

- Any system interfaces will be dealt with by ICT as a part of the overall project.
- The project will allow interface between handling Streetscene and Environmental Health service requests.

2.5 Quality Expectations

- Civica APP will be used for all Streetscene Service requests

- Indigo will be fully functional with all Streetscene and Environmental Health defined integrations.
- GIS toolkit will be implemented to enhance Civica APP for the requirements of Streetscene and Environmental Health.

2.6 Carbon Management

The project is carbon neutral. There is potential for carbon savings in terms of vehicle use by maintaining a fully functional complaint system, including GIS, which will direct officers to complaints and requests in the most efficient way

3 Initial Business Case

3.1 Reasons

The key drivers are:

- The requirement to move Environmental Health integration to Indigo from Northgate.
- The requirement to move from the server platform on which the Integration is currently running.
- The need to replace the Streetscene Services ESG system

3.2 Anticipated Benefits

- Removes compliance issues around running unsupported software
- Removes the risk that security vulnerabilities in old software could be exploited
- Improvements will be across three services, bringing long term efficiencies
- Improved management of Streetscene and Environmental Health service delivery
- More accurate measurement and reporting of performance against local indicators and statutory returns
- Utilisation of enhanced feature set to bring operational efficiencies
- Solves the Streetscene Services issues with their current unsupported and inefficient ESG system

3.3 Options

The project outcomes can be met by the purchase of other systems however as the existing Civica APP system in Environmental Health closely meets the requirements of Streetscene services we would only incur costs of modifying that system rather than having to purchase an entirely new system. The close working relationship between Streetscene and Environmental Health functions provides further benefits to this option. Other options have been discounted on the basis of cost, risk and efficiency.

3.4 Key Project Information Summary

3.4.1 Expected Duration Of Project				
	Start date:	June 2015		
	Other Key Milestones with Dates:	Civica APP to install web services – July 2015 Integration of Civica APP and Indigo – August 2015 Installation of GIS Toolkit – October 2015 Decommissioning of servers – December 2015		
	Expected Completion Date:	December 2015		
3.4.2 Estimate of Officer Time Required: -				
	Officer's Name	Estimate of Officer hrs	Officer available? Y/N	Agreement of Officer? Y/N
	<i>ICT</i>			
	<i>Nikki Herbert</i>	<i>150</i>	<i>Y</i>	<i>Y</i>
	<i>Robert Hoskings</i>	<i>100</i>	<i>Y</i>	<i>Y</i>
	<i>Environmental Health</i>			
	<i>Alasdair Bell</i>	<i>15</i>	<i>Y</i>	<i>Y</i>
	<i>Rose Appleby</i>	<i>400</i>	<i>Y</i>	<i>Y</i>
	<i>Vicki Dawson</i>	<i>50</i>	<i>Y</i>	<i>Y</i>
	<i>Shirley Courage</i>	<i>50</i>	<i>Y</i>	<i>Y</i>
	<i>Trudy Norton</i>	<i>100</i>	<i>Y</i>	<i>Y</i>
	<i>Streetscene</i>			
	<i>Chris Cooper</i>	<i>15</i>	<i>Y</i>	<i>Y</i>
	<i>Jane Parton</i>	<i>200</i>	<i>Y</i>	<i>Y</i>
	<i>Charlie Dawes</i>	<i>50</i>		
	<i>Customer First</i>			
	<i>Jason Toogood</i>	<i>150</i>	<i>Y</i>	<i>Y</i>
	<i>Laurence Willis</i>	<i>15</i>	<i>Y</i>	<i>Y</i>
		<i>*all above is a rough estimate pending project plan</i>		
	Comment by Property Services:	<i>Not applicable.</i>		
	Comment by Information Systems (if new IT system):	<i>ICT initiated project</i>		

	Comment by Green Team:	Support project as it is likely to enhance efficiency of services that rely on vehicle use
	Comment by Equalities Officer:	Civica APP has the facility to carry out equalities monitoring as required.
	Comment by Other Services requiring significant input:	Not applicable

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3.4.3	Risk Assessment
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	Risk	Steps taken to mitigate Risk
	<p>This is more around the consequences of not committing the funds. The bid is driven by a compliance requirement to move the integration from a server that will go unsupported in Summer 2015. This would mean more security vulnerability and loss of service delivery in case of server failure</p> <p>Meeting the ongoing revenue implications of the Civica enhancement.</p> <p>ICT do not have the expertise or resource to deploy the new system</p> <p>Environmental Health & Streetscene Services staff do not know how to use the system properly / Training is not sufficient.</p> <p>Loss of key staff to take project forward i.e. sickness</p> <p>Timing of project, starting just before proposals (expected in next few weeks) for use of EDM and IT software use across the council</p>	<p>Successful bid for funds and project going ahead</p> <p>It is anticipated this will be met from the existing Environmental Health budget. This may require a future inescapable bid.</p> <p>Engage the vendor to carry out the key deployment stages such as installation, enablement, configuration and customisation.</p> <p>Environmental Health staff have expertise in existing system and can provide training to Streetscene staff with support from Civica for new mapping module. Time has been allocated for this .</p> <p>Build resilience to project group</p> <p>Second recommendation added to report to take this into account so far as possible</p>

Financial Investment

4.2 Financial Investment – Capital Projects

4.2.1 Total Costs and Funding – Capital Project							
		Funding Body		£' 000			
	SSDC Capital: -	ICT Replacement Fund		33			
	Total Capital Cost			33			
4.2.2 Breakdown of main areas of cost							
		2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000	
	GIS Tool Kit		14				
	Indigo Integration		9				
	Additional Licences		5				
	Consultancy Fees		5				
	Totals		33				
4.2.3 External funds to be received							
		Secured? Y/N	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000
	NA						
	Totals						
4.2.4 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 10.7.15)	FT922		0.99			
	(Savings in expenditure)						
	Revenue Costs by Individual Budget: (List)	HE405					
	5xlicence @425 per licence			3			
	GIS Toolkit			1			
	Revenue Income						
	Total Revenue Expenditure / (Net saving)			.99			
	Cumulative			4.99			

4.2.5 Whole Life Costing		
	Estimated useful life of asset (years)	5
	Total Revenue Costs Year 1 to 5	£20,000
	Annual Revenue Cost after year 5 <i>Indicate if this changes over the life and at what year changes are affected.</i>	
	Total cost over whole life of asset	£20,000
4.2.6 VAT Implications – this section needs to be completed by Karen Horley, in Exchequer Team, on x2223, before submission to Financial Services.		
	Based on the current information provided to us there are no VAT implications	
4.2.7 Impact on Band D		
	Additional spend	£33,000
	Lost interest at 3.0%	£990
	Divided by tax base	£56,141
	Cost per band D tax payer	0.01p

5 Project Organisation

5.1 Provisional Project Management Team

Name	Role/ Title
Laurence Willis	Project Sponsor
Nikki Herbert	Project Manager
Vicki Dawson, Jason Toogood Jane Parton, Rose Appleby, Shirley Courage	User Representative
Jane Hannan	Supplier Representative

5.2 Interested Parties

Name	Reason	Action required
Alasdair Bell	Enhancement of Civica APP for EH.	
Chris Cooper	Existing ESG system unreliable and needs replacement	

Agenda Item 11

Designation of a Neighbourhood Area – Castle Cary and Ansford Parishes

<i>Executive Portfolio Holder:</i>	<i>Ric Pallister, Strategy and Policy</i>
<i>Strategic Director:</i>	<i>Rina Singh, Strategic Director, Place and Performance</i>
<i>Assistant Director:</i>	<i>Martin Woods, Assistant Director Economy</i>
<i>Service Manager:</i>	<i>Paul Wheatley, Principal Spatial Planner</i>
<i>Lead Officer:</i>	<i>Jo Wilkins, Policy Planner</i>
<i>Contact Details:</i>	<i>Jo.wilkins@southsomerset.gov.uk or (01935 462588)</i>

Purpose of the Report

The purpose of this report is to seek the formal designation of Castle Cary and Ansford Parishes as a single Neighbourhood Area in accordance with The Neighbourhood Planning (General) Regulations 2012.

Public Interest

Neighbourhood Plans were introduced by the Localism Act 2011 and the process for producing them is set out in 'The Neighbourhood Planning (General) Regulations 2012'. A Neighbourhood Plan is a community-led framework for guiding the future development, regeneration and conservation of a Parish (or group of parishes). It may contain a vision, aims, planning policies, proposals for improving the area or providing new facilities, or allocation of key sites for specific kinds of development. It can deal with a wide range of social, economic and environmental issues (such as housing, employment, heritage and transport) or it may focus on one or two key local issues only.

Recommendation(s)

1. To designate the Civil Parishes of Castle Cary and Ansford as a Neighbourhood Area for the purposes of preparing a Neighbourhood Plan as set out in the Localism Act 2011.

2. Background

2.1. Neighbourhood Plans were introduced by the Localism Act 2011 and the process for producing them is set out in 'The Neighbourhood Planning (General) Regulations 2012'.

2.2. At District Executive on 7 March 2013 members considered a report to seek their approval of the proposed approach to Neighbourhood Planning at South Somerset District Council and to inform them of the outcomes of the Town and Parish Council workshops held at the end of 2012. At the meeting the District Executive resolved to agree:

- the decision on designation of a neighbourhood area would be considered by District Executive Committee where:-
 - There are a significant number of businesses operating in the area;
 - The area overlaps with an existing neighbourhood area;
 - The community relies on a much wider population or facilities in a neighbouring area;
 - Local Plan allocations or directions for growth extend into the proposed area;

- There have been significant issues raised through the consultation process
 - that in all other instances the decision to approve a neighbourhood area would be delegated to the Assistant Director (Economy) in consultation with the relevant affected and adjacent Ward Members and Portfolio Holder.
- 2.3. On 9 February 2015 the 'Neighbourhood Planning (General) (Amendment) Regulations' came into force. They require Neighbourhood Areas (NA) to be designated within set time periods, which are:
1. Where a NA application falls across two or more LPA's the designation must be decided within 20 weeks of the date immediately following the date on which the application is first publicised. In cases such as this the consultation period is at least 6 weeks.
 2. Where the relevant body is the Parish Council and the application relates to the whole parish, the designation must be decided within 8 weeks from the date immediately following the date the application is first publicised. The consultation period in this instance is a minimum of 4 weeks.
 3. In all other cases the designation must be decided within 13 weeks from the date immediately following the date the application is first publicised. In cases such as this the consultation period is at least 6 weeks.

3. Castle Cary and Ansford's Application to be Designated a Neighbourhood Area

- 3.1. Regulation 5 of The Neighbourhood Planning (General) Regulations 2012 requires that where a "relevant body" (i.e. the Parish or Town Council) makes an application to the Local Planning Authority (LPA) for designation of a neighbourhood area it must include the following:
 - A map showing the area the application relates to;
 - A statement explaining why it is appropriate to be designated a neighbourhood area;
 - A statement that the organisation making the application is a relevant body (for the purposes of section 61G of the Town and Country Planning Act 1990).
- 3.2. Castle Cary and Ansford provided SSDC with the required information in February 2015, and the Castle Cary and Ansford NA application was duly advertised for consultation from 12th March 2015 until 23rd April 2015. The Castle Cary and Ansford NA application documents are attached as Appendix A (this includes the map produced by SSDC).
- 3.3. The NA application was made by Castle Cary Town Council on behalf of themselves and Ansford Parish Council and relates to the whole area of both parishes; and therefore their application must be decided within 13 weeks, which is the 11th June 2015.
- 3.4. As the adopted Local Plan includes a Direction of Growth at Castle Cary in accordance with the process agreed in March 2013 this report is being brought to District Executive Committee to decide whether to designate the NA or not.
- 3.5. No representations were received during the consultation period for the proposed NA. For planning policy purposes the Local Plan combines Ansford/Castle Cary together as one Local Market Town (Policy SS1 and Inset Map 1) therefore it seems logical that any neighbourhood plan would combine both parishes.

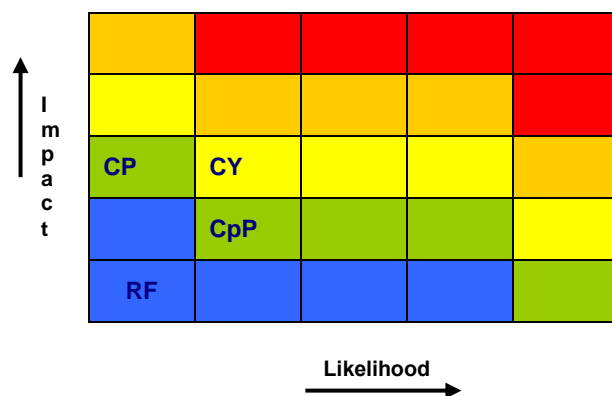
4. Next Steps

- 4.1. Once the decision has been made to designate a NA, the Local Planning Authority must publicise that information on their website and in any other manner they think is likely to bring the decision to the attention of the people who live and work in the application area. Castle Cary Town and Ansford Parish Councils would then resource and produce their neighbourhood plan and the LPA will provide support as per the statutory guidance set out in paragraph 15.2 of the March 2013 report to District Executive. In the event that an application should be refused the LPA would have to publish their reasons why and give details of where the decision documentation can be seen.

5. Financial Implications

- 5.1. During 2015/16 the LPA will be able to claim some funding from CLG to assist with the cost of supporting Neighbourhood Planning. Following designation of any neighbourhood area an initial £5,000 can be claimed (up to a maximum of 20 areas per year per LPA) in recognition of the officer time supporting and advising the community in taking forward a neighbourhood plan. A second payment of £5,000 will be made to the LPA when it publicises the neighbourhood plan prior to examination and finally a third payment of £20,000 will be made on successful completion of the neighbourhood planning examination to cover costs (not dependent on going to referendum).

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

Focus Four: Health and Communities of the Council Plan – Our Plan – Your Future 2012 to 2015 includes the following action:

Assist Queen Camel to complete their Neighbourhood Development plan and use the lessons from this pilot scheme to help other communities to develop their plans.

The lessons learned from working with Queen Camel on their Neighbourhood Planning process can be applied when working with Castle Cary and Ansford where applicable.

Carbon Emissions and Climate Change Implications

None

Equality and Diversity Implications

It will be the responsibility of the Town/Parish Council to ensure that Equality considerations are embedded in the Neighbourhood Plan.

Background Papers

Report to District Executive on Neighbourhood Plans, March 2013.

Appendix A: Neighbourhood Area Application Documents



Castle Cary Town Council

The Market House
Market Place
Castle Cary
Somerset
BA7 7AH
Tel: 01963 359631
Email: castlecary.town@btconnect.com
www.castle-cary.co.uk

Mr Paul Wheatley
Head of Planning Policy
SSDC

19th February 2015

Dear Mr Wheatley

Application for designation of Castle Cary and Ansford as a Neighbourhood Area

Castle Cary Town Council and Ansford Parish Council wish to apply for the area covered by the boundaries of the two councils to be designated by South Somerset District Council as a Neighbourhood Area.

I attach a map showing the area of designation.

The area is suitable to be designated as a Neighbourhood Area for the following reasons:

- It is treated as one settlement in SSDC planning policy documents
- It is recognisably one settlement in practice
- The two councils have formed a working group to develop a shared Neighbourhood Plan for Castle Cary and Ansford

Castle Cary Town Council is applying for designation on behalf of both councils and is a qualifying body as set out in the relevant statute.

We understand that there is a six-week consultation period and that South Somerset District Council will then issue a decision as to whether to designate the Neighbourhood Area as requested.

Please let me know if require any further information.

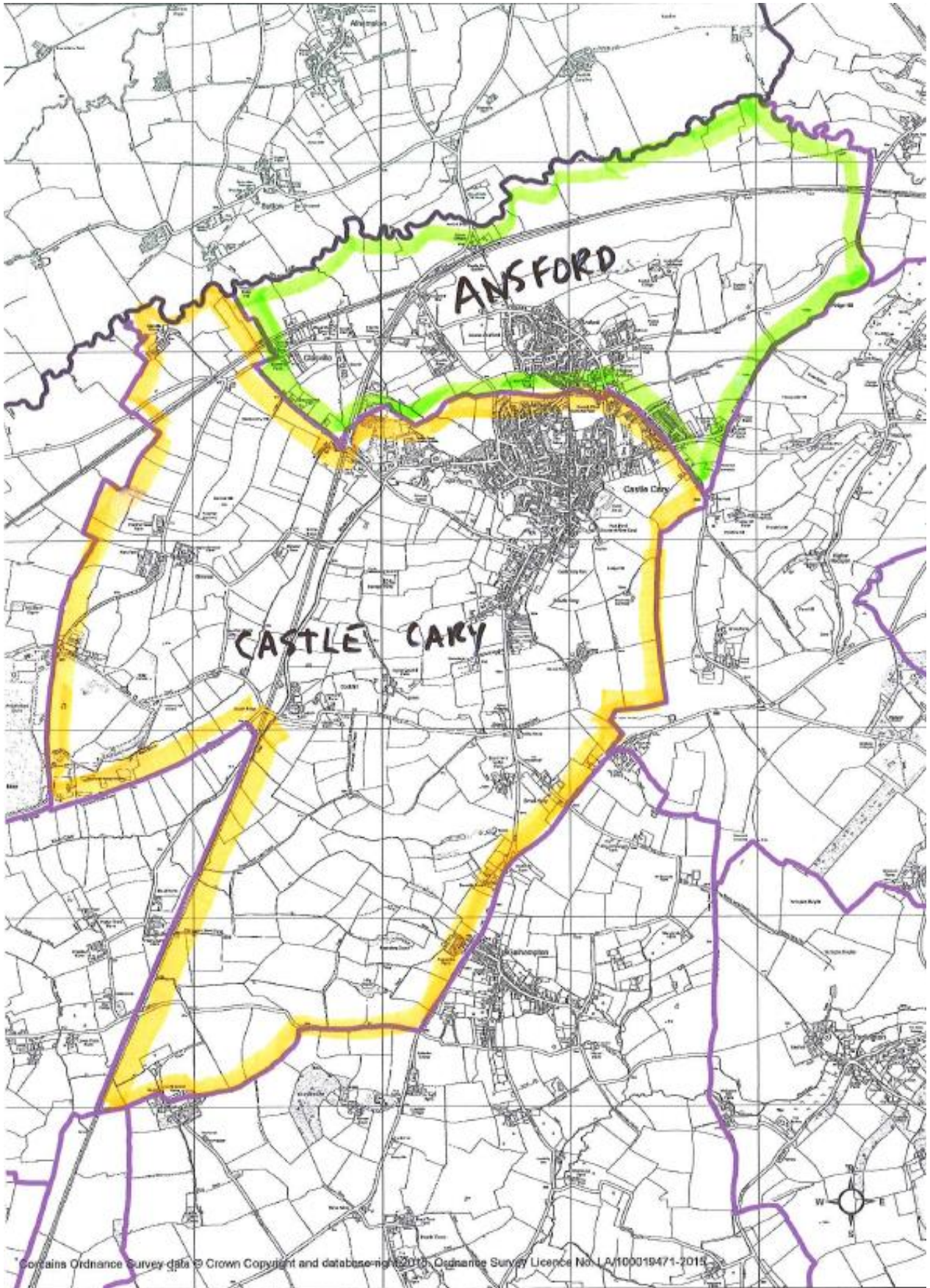
Yours sincerely

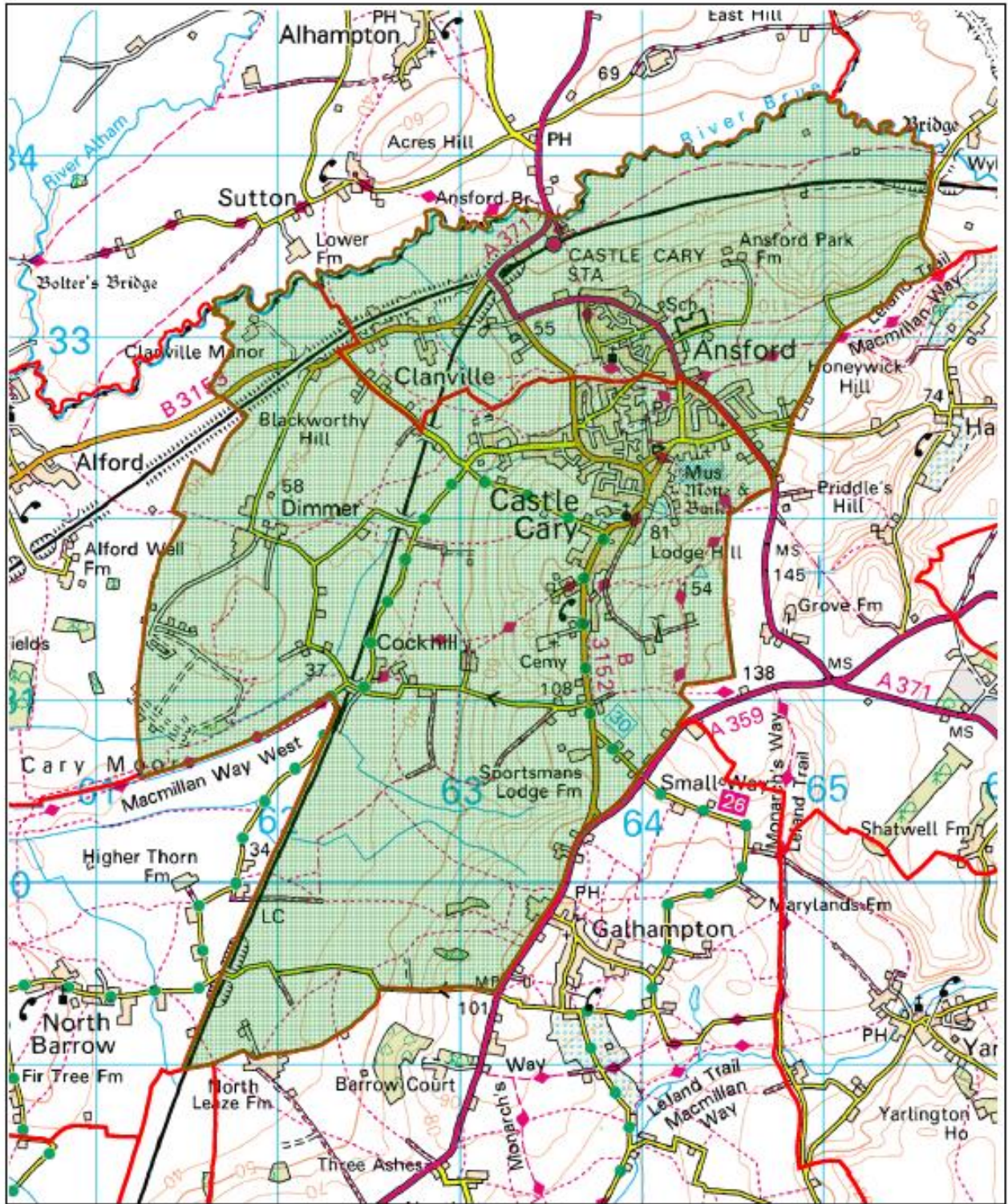
Elizabeth Stokes

Mrs Elizabeth Stokes
Chair, Castle Cary Town Council

CC Mr David Elson, Chair, Ansford Parish Council







Name of neighbourhood area: Castle Cary and Ansford Proposed Neighbourhood Area

1:10,000

Area application date: February 2015

Organisation who made the application: Castle Cary Town Council and Ansford Parish Council



■ Proposed Neighbourhood Area
- - - Parish Boundaries



This map is published as an aid to navigation and does not constitute a guarantee of accuracy. The Council is not responsible for any loss or damage arising from its use. It is the user's responsibility to ensure that the map is up to date and to use it in conjunction with other information.

Agenda Item 12

Appointment of Honorary Aldermen – Agreement of Criteria and Rights

Executive Portfolio Holder: Carol Goodall, Environmental Health, Health and Safety, Democratic Services, Member Training.
Assistant Director: Ian Clarke, Legal and Corporate Services
Lead Officer: Angela Cox, Democratic Services Manager
Contact Details: angela.cox@southsomerset.gov.uk or (01935) 462148

1. Purpose of Report

This report seeks approval for the criteria and procedure to appoint Honorary Aldermen and to extend their civic rights.

2. Public Interest

The title of Honorary Alderman can be conferred on persons who have, in the opinion of the Council rendered eminent services to the Council as past members of that Council, but who are not then Councillors of the Council. The position of Honorary Alderman is non-political and the title is nominated and agreed by a majority of their fellow Councillors.

2. Recommendation

That the District Executive recommend to Council to:-

- a) Review and agree the criteria for appointing Honorary Aldermen of the Council and agree to hold a Special meeting in September 2015 to make the appointments.
- b) Agree to extend the rights of Honorary Aldermen as listed in paragraph 5.
- c) Agree that the funding for the annual season tickets be found from unallocated revenue balances and added to the medium term financial plan.

3. Background

Section 249(1) of the Local Government Act 1972 states "that a principal council may, by a resolution passed by not less than two thirds of the members voting thereon, at a meeting of the Council specially convened for the purpose with notice of the object, confer the title of honorary alderman on persons who have, in the opinion of the Council, rendered Eminent Services to the Council as past members of that Council but who are not then members of the Council."

There is no statutory guidance or definition of "eminent services" although it is recommended that each Council should have its own criteria for the appointment. Bearing in mind the current local government review, arrangements would be looked at in respect of the position and status of such a designation should there be a change to the existing council structures in South Somerset. In deciding whether "eminent services" have been provided by a councillor, services by a councillor to a predecessor Authority can be taken into account.

The current criteria for appointment was agreed in July 2007 and it is appropriate that that it is reviewed again prior to any appointments to be made in 2015.

4. Criteria for Aldermen

The proposed criteria for conferring the title honorary alderman is recommended as follows:

- (a) the title would be conferred on persons who have, in the opinion of the District Council, rendered eminent services to the Council as past members, but who are no longer serving councillors.
- (b) Nominees would have a minimum period of 12 years past service as a Councillor of the District Council.
- (c) Nominations would have to receive the support of not less than two-thirds of the members voting thereon at a Special meeting of the Council convened for the purpose.
- (d) Nominations can be made by any Party Group Leader. However, before proceeding, officers and members would, via the party groups, establish whether or not the nomination would be likely to receive sufficient support to proceed, as per criteria (c) above.

(In exceptional cases the Council may agree to waive paragraph (b) above)

5. Rights of Honorary Aldermen

Honorary Aldermen have no 'legal or social precedence' but it is custom and practice that they are invited to all Civic ceremonial events. Historically, this has meant an invitation to the annual Chairman's Civic Reception, however, it is now proposed to extend this to:-

- invitation to the Chairman's Civic Reception
- invitation to any future appointment of Honorary Aldermen.
- a commemorative badge to be worn at Civic Events
- use of the Members' Room in the District Council Offices (inc. building access card)
- annual parking permit for all SSDC car parks
- invited to represent the Chairman or Vice Chairman of Council when they are unable to attend a Civic Event.
- invitation to SSDC events such as opening ceremonies or presentation evenings (All Star Awards and opening of new facilities)
- £100 gift voucher per year towards Octagon Theatre tickets

The Aldermen have no right to attend meetings of the Council or its committees or to receive any allowances or payments to which serving councillors are entitled.

6. Proposed Arrangements for Appointment

If agreed, then arrangements will be made for a special Council meeting to be held in September on the same date as the ordinary meeting that month. Prior to that meeting nominations will be sought and agreed with Group Leaders.

7. Financial Implications

The costs involved in this proposal will be the costs of a commemorative medal or insignia and the cost of any invitation taken up by appointed Aldermen to attend civic events. Their names would also be displayed on the Board of Honour in the Council Chamber. These costs can be met from within existing Legal and Democratic Services budgets.

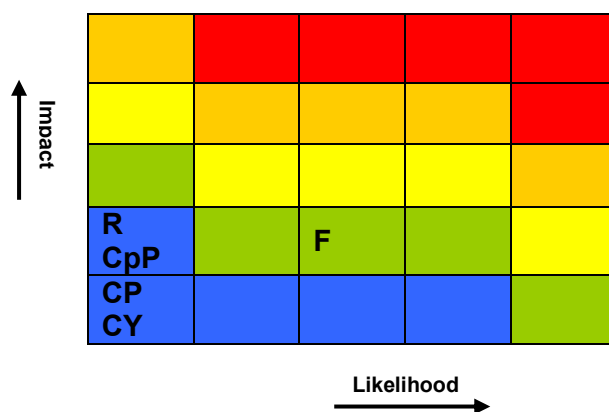
Further costs for the Octagon Theatre tickets and car parking passes is dependent upon the number of Aldermen appointed. There are currently 4 appointed Honorary Aldermen which would cost £400 for the Octagon Theatre tickets, which can be met within the existing Legal and Democratic Services budgets.

The cost of the car parking passes, based on the most expensive season ticket sold (for Petters Way/Court Ash car parks) is £1,680p.a. per pass.

At the current time, the income for season tickets is not meeting its target, therefore the costs of these season tickets for the Aldermen would not be able to be met from within the existing budget. If members agree to this, the funding would need to be found from unallocated revenue balances and added to the medium term financial plan.

However, it is reasonable to assume that not all Aldermen would use their pass in this manner and the loss of car parking income would be more likely in the region of £500p.a for all Aldermen.

8. 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

9. Implications for Corporate Priorities

9.1 None.

10. Carbon Emissions and Climate Change Implications

10.1 None.

11. Equality and Diversity Implications

11.1 All councillors are entitled to be treated with dignity and respect and we are determined to ensure that councillors receive fair and equitable treatment.

12. Privacy Impact Assessment

12.1 No implications.

13. Background Papers

Appointment of Honorary Aldermen report to Council – July 2007

Appointment of Honorary Aldermen report to Council – September 2011

Monthly

Snapshot

Published by SSDC Communications –
26 May 2015



- SSDC was highlighted in a Local Government Information Unit (LGIU) article on best practice in regards to the election coverage on social media. SSDC was commended for our efforts in monitoring the reach social media posts: “Did you know...we reached 428,192 people on Twitter during Friday May 8th with our election coverage #GE2015 #LE2015 #theOtherElection @LGIU”. - www.lgiu.org.uk/2015/05/15/local-elections-digital-scorecard/
- Communications have provided information about SSDC and the South Somerset area to assist YDH recruitment processes: Presentation at recruitment event for 30 newly qualified nurses; materials for induction of new starter nurses recruited from the EU. We have also been asked to provide information for an induction pack for all new YDH staff.
- Approximately 96% of garden waste subscription renewals have been completed so far (last update: 3rd May 2015).

Latest headlines:

- Streetscene Services worked with Wincanton Town Council as part of their 'big clean up' around the town on 23rd & 24th May. The team is also working to support Crewkerne Rotary Club with their planned litter picking around the Crewkerne area on the weekend commencing 30th May.
- The Licensing team carried out a day of taxi enforcement with Avon & Somerset Police and VOSA on Thursday 21 May. 39 vehicles were stopped during the day, two of which received stop notices from SSDC and eight prohibition notices were issued by VOSA.
- South Somerset District Council has sponsored this year's Cash for your Community project, which offered community groups the chance to win a share of £10,000 from the Western Gazette. The winners are set to be revealed on Thursday 28 May 2015. 20 groups were shortlisted and had been appealing for votes over the past few weeks.
- A South Somerset fly-tipper is paying the price of his crime with a fine and costs totalling almost £1,200 despite a guilty plea and expression of regret. Daniel Lee Rendall of Stonehill, Stoke-sub-Hamdon, dumped garden waste and demolition materials from a property he was working in at Penn Hill, Yeovil. For the full story, visit. <http://www.southsomerset.gov.uk/latest-news/may-2015/fly-tipper-pays-the-%C2%A31,200-price-of-his-crime/>.

Agenda Item 14

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 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 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. There are no outstanding consultation documents at the current time.

6. Background Papers

6.1 None.

SSDC Executive Forward Plan

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
July 2015	Community Right to Bid – Quarterly update report	Portfolio Holder for Strategic Planning (Place Making)	Assistant Directors (Communities)	Helen Rutter, Assistant Director (Communities)	District Executive
July 2015	Overview of Community grants awarded 2014/15	Portfolio Holder for Strategic Planning (Place Making)	Assistant Directors (Communities)	Helen Rutter, Assistant Director (Communities)	District Executive
July 2015	Annual Review of SSDC Partnerships	Portfolio Holder for Strategy & Policy	Assistant Directors (Communities)	Helen Rutter, Assistant Director (Communities)	District Executive
July 2015	Annual Performance Report & Portfolio Holder Achievements 2013/14	Portfolio Holder for Strategy & Policy	Strategic Director (Place & Performance)	Anuska Gilbert, Performance Officer	District Executive
July 2015	Community Governance Reviews – requests from Yeovilton and Pitney Parish Councils	Portfolio Holder for Area West (inc Environmental Health, Health and Safety, Democratic Services, Member Training)	Assistant Director (Legal and Corporate Services)	Angela Cox, Democratic Services Manager	District Executive South Somerset District Council
July 2015 July 2015	Updated Local Development Scheme	Portfolio Holder for Strategic Planning (Place Making)	Strategic Director (Place & Performance)	Martin Woods, Assistant Director (Economy)	District Executive South Somerset District Council

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
July 2015 July 2015	Adoption of the Revised County Wide Tenancy Strategy	Portfolio Holder for Strategy & Policy	Assistant Director (Economy)	Colin McDonald, Corporate Strategic Housing Manager	District Executive South Somerset District Council
July 2015 July 2015	Adoption of a Revised Private Sector Housing Strategy	Portfolio Holder for Strategy & Policy	Assistant Director (Economy)	Alasdair Bell, Environmental Health Manager	District Executive South Somerset District Council
July 2015	Marketing of the former Grove Alley Toilets, Bruton (Confidential)	Portfolio Holder for Property and Climate Change	Assistant Director (Finance and Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	District Executive
July 2015	Investing in infrastructure - Yeovil Innovation Centre (Confidential)	Portfolio Holder for Environment & Economic Development	Assistant Director (Economy)	David Julian, Economic Development Manager	District Executive
July 2015	LED Sport and Leisure Facility Contract (Confidential)	Portfolio Holder Leisure & Culture	Assistant Director (Health and Well-Being)	Steve Joel, Assistant Director (Health & Well-Being)	District Executive
July 2015	Securing Future Facilities for Chard (Confidential)	Portfolio Holder for Strategic Planning (Place Making)	Strategic Director (Operations & Customer Focus)	Andrew Gillespie, Area Development Manager (West) / Performance Manager	District Executive

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
August 2015	Capital & Revenue Budget monitoring reports for Quarter 1	Portfolio Holder for Finance & Legal Services	Assistant Director (Finance and Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	District Executive
August 2015	Community loan to Kingsbury Episcopi Amenities Committee	Portfolio Holder for Leisure & Culture	Assistant Director (Communities)	Charlotte Jones, Area Development Manager (North)	District Executive
Sept 2015	Corporate Performance Monitoring Report	Portfolio Holder for Strategy & Policy	Strategic Director (Place & Performance)	Anuska Gilbert, Performance Officer	District Executive
October 2015	Asset Management Plan - annual update.	Portfolio Holder for Finance & Legal Services	Strategic Director (Operations & Customer Focus)	Vega Sturgess, Strategic Director (Operations & Customer Focus)	District Executive
October 2015	Medium Term Financial Strategy & Medium Term Financial Plan for 2016/17 to 2019/20	Portfolio Holder for Finance & Legal Services	Assistant Director (Finance and Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	District Executive
November 2015	Capital & Revenue Budget Monitoring for Quarter 2	Portfolio Holder for Finance & Legal Services	Assistant Director (Finance and Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	District Executive
December 2015 February 2016	Proposed Capital Schemes for 2016/17	Portfolio Holder for Finance & Legal Services	Assistant Director (Finance and Corporate Services) Assistant Director (Finance and Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	District Executive South Somerset District Council

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
January 2016	Update on Medium Term Financial Plan and Capital Programme	Portfolio Holder for Finance & Legal Services	Assistant Director (Finance and Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	District Executive
February 2016 February 2016	Budget for 2016/17 and Capital Programme	Portfolio Holder for Finance & Legal Services	Assistant Director (Finance and Corporate Services) Assistant Director (Finance and Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	District Executive South Somerset District Council
February 2016	Capital & Revenue Budget monitoring reports for Quarter 3	Portfolio Holder for Finance & Legal Services	Assistant Director (Finance and Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	District Executive

Agenda Item 15

Date of Next Meeting

Members are asked to note that the next scheduled meeting of the District Executive will take place on **Thursday, 2nd July 2015** in the Council Chamber, Council Offices, Brympton Way, Yeovil commencing at 9.30 a.m.