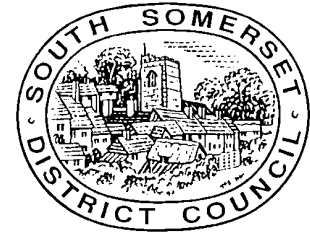


South Somerset District Council

Notice of Meeting



Scrutiny Committee

Making a difference where it counts

Tuesday 3rd November 2015

10.00 am

**Main Committee Room
Council Offices
Brympton Way
Yeovil
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, **Becky Sanders, Democratic Services Officer 01935 462596**, website: www.southsomerset.gov.uk

This Agenda was issued on Monday 26 October 2015.

Ian Clarke, Assistant Director (Legal & Corporate Services)

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



INVESTORS IN PEOPLE

Scrutiny Committee Membership

The following members are requested to attend the meeting:

Chairman: Sue Steele
Vice-chairmen: Dave Bulmer and John Clark

Clare Aparicio Paul
Jason Baker
Gye Dibben
Val Keitch

Tony Lock
Sue Osborne
Tiffany Osborne
David Recardo

Garry Shortland
Rob Stickland
Martin Wale

Information for the Public

What is Scrutiny?

The Local Government Act 2000 requires all councils in England and Wales to introduce new political structures which provide a clear role for the Council, the Executive and non-executive councillors.

One of the key roles for non-executive councillors is to undertake an overview and scrutiny role for the council. In this Council the overview and scrutiny role involves reviewing and developing, scrutinising organisations external to the council and holding the executive to account

Scrutiny also has an important role to play in organisational performance management.

The Scrutiny Committee is made up of 14 non-executive members and meets monthly to consider items where executive decisions need to be reviewed before or after their implementation, and to commission reviews of policy or other public interest.

Members of the public are able to:

- attend meetings of the Scrutiny Committee except where, for example, personal or confidential matters are being discussed;
- speak at Scrutiny Committee meetings; and
- see agenda reports.

Meetings of the Scrutiny Committee are held monthly on the Tuesday prior to meetings of the District Executive at 10.00am in the Council Offices, Brympton Way, Yeovil.

Agendas and minutes of these meetings are published on the Council's website www.southsomerset.gov.uk.

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

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

South Somerset District Council – Council Plan

Our focuses 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

Recording and photography at council meetings

Recording of council meetings is permitted, however anyone wishing to do so should let the Chairperson of the meeting know prior to the start of the meeting. The recording should be overt and clearly visible to anyone at the meeting, but non-disruptive. If someone is recording the meeting, the Chairman will make an announcement at the beginning of the meeting.

Any member of the public has the right not to be recorded. If anyone making public representation does not wish to be recorded they must let the Chairperson know.

The full 'Policy on Audio/Visual Recording and Photography at Council Meetings' can be viewed online at:

<http://modgov.southsomerset.gov.uk/documents/s3327/Policy%20on%20the%20recording%20of%20council%20meetings.pdf>

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Scrutiny Committee

Tuesday 3 November 2015

Agenda

Preliminary Items

1. Minutes (Pages 7 - 12)

To approve as a correct record the minutes of the previous meeting held on 29 September 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. In the interests of complete transparency, Members of the County Council, who are not also members of this committee, are encouraged to declare any interests they may have in any matters being discussed even though they may not be under any obligation to do so under any relevant code of conduct.

4. Public question time

5. Issues arising from previous meetings

This is an opportunity for Members to question the progress on issues arising from previous meetings. However, this does not allow for the re-opening of a debate on any item not forming part of this agenda.

6. Chairman's Announcements

Items for Discussion

7. Scheme of Delegation (Pages 13 - 17)

8. Reports to be considered by District Executive on 5 November 2015 (Page 18)

9. Verbal update on reports considered by District Executive on 1 October 2015
(Page 19)

10. Area Grants Application Process (Pages 20 - 46)

11. **Anti-Social Behaviour, Crime and Policing Act 2014 - Update Report** (Pages 47 - 49)
12. **Verbal update on Task and Finish reviews** (Page 50)
13. **Update on matters of interest** (Page 51)
14. **Scrutiny Work Programme** (Page 52)
15. **Date of next meeting** (Page 53)

Agenda Item 1

South Somerset District Council

Draft Minutes of a meeting of the **Scrutiny Committee** held at the **Main Committee Room, Council Offices, Brympton Way, Yeovil BA20 2HT on Tuesday 29 September 2015.**

(10.00 am - 12.30 pm)

Present:

Members: Councillor Sue Steele (Chairman)

Jason Baker	Sue Osborne
Dave Bulmer	Tiffany Osborne
John Clark	Alan Smith
Gye Dibben	Rob Stickland
Val Keitch	Martin Wales

Also Present:

Mike Beech	Jo Roundell Greene
Ric Pallister	Sylvia Seal

Officers

Donna Parham	Assistant Director (Finance & Corporate Services)
Vega Sturgess	Interim Chief Executive
Rina Singh	Strategic Director (Place & Performance)
Steve Joel	Assistant Director (Health & Well-Being)
Colin McDonald	Corporate Strategic Housing Manager
Kim Close	Assistant Director (Communities)
Helen Rutter	Assistant Director (Communities)
Emily McGuinness	Scrutiny Manager

51. Minutes (Agenda Item 1)

The minutes of the meeting held on 1 September were approved as a correct record subject to amending Minute number 46 to reflect that the 2014/15 rather than 2013/14 Housing figures were showing improvement, and were signed by the Chairman.

52. Apologies for Absence (Agenda Item 2)

Apologies for absence were received from Councillors Claire Aparicio Paul, Tony Lock and David Recardo. Councillor Alan Smith was in attendance as substitute for Councillor David Recardo.

53. Declarations of Interest (Agenda Item 3)

There were no declarations of interest.

54. Public Question Time (Agenda Item 4)

There were no members of public at the meeting.

55. Issues arising from previous meetings (Agenda Item 5)

There were no issues raised.

56. Chairman's Announcements (Agenda Item 6)

The Chairman reminded Scrutiny Committee Members that a visit to West Dorset District Council has been arranged for members on Wednesday 14th October and that all members interested in attending should contact either of the Scrutiny Managers to confirm their attendance.

Members were informed that following on from the recommendation made at the last Scrutiny Committee meeting, a place on the Westland's Leisure Complex Project Board had been allocated to a Scrutiny Member. The Chair of Scrutiny had attended the first meeting of the Project Board and would continue to be the Scrutiny representative until after the Full Council decision on 13th October. If members agree to proceed with the project, Scrutiny Committee members will be asked to nominate a representative on the Board.

The Chairman clarified that under Agenda item 8 – reports to be considered by District Executive – the Westland's Leisure Complex report contained confidential appendices and if members wished to refer to the financial information contained in those appendices, the Committee would need to move into confidential session.

57. Verbal update on reports considered by District Executive on 3rd September 2015 (Agenda Item 7)

Members noted the update given by the Scrutiny Committee Chairman.

58. Reports to be considered by District Executive on 1st October 2015 (Agenda Item 8)

Members considered the reports outlined in the District Executive Agenda for 1 October 2015.

Westland Leisure Complex (Agenda item 6)

In order to discuss the matter fully, it was proposed and agreed that the Committee would move into confidential session for this item as some of the financial information contained in the appendices is classed as confidential by virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Members were also reminded that the financial information supplied in the confidential report is subject to a Non-Disclosure Agreement with AugustaWestland.

The Assistant Director (Health and Wellbeing) and Portfolio Holder for Health and Wellbeing attended the meeting and presented the report to members.

The Assistant Director updated members on the following points:

- Since this matter was last considered by members in early September, property advisors had been commissioned to undertake a condition survey of the asset – members were referred to the full report contained in the confidential papers.
- The condition survey had identified that the roof structure is essentially clear but with some additional works identified to address issues such as end-lap corrosion.
- Additional work on hire analysis over the past two years shows that hire income was in fact greater than previously reported.
- As requested, a risk register has been developed and will be updated as the project progresses.
- An initial meeting of the Project Board had agreed that AW be requested to retain the asset in its' current condition until completion and transfer of the asset.
- AW had been approached about the possibility of separating the Sporting facilities from the Leisure facilities. They had responded by saying that their preference would be for the site to be transferred as a whole, at this stage, they would be prepared to put the option of splitting the site to the Finnmeccanica Board for consideration. The Assistant Director informed members that if the site were to be split, the other funding Partners (AW and Yeovil Town Council) had indicated that they would not be prepared to contribute any funding to a sports only site and that the ticket levy proposal could not be applied to a sports only facility.

The Assistant Director (Finance and Corporate Services) then updated members on the following financial aspects of the project.

- The principles of capital spend
- Estimated expenditure and income associated with the project;
- Impact on capital receipts;
- Benefits of internal borrowing including the revenue implications;
- The current SSDC budget position and the need for members to reallocate resources in line with priorities if the decision is taken to proceed;
- The affordability of the project and the impact on balances.

The following points were raised in discussion:

- In response to a query about the membership of the various sporting clubs associated with the site, members were informed that members are drawn from all over the district, and not just from Yeovil.
- If SSDC were to take over the running of the site, it would be open to the whole community with all current restrictions removed and with a 'pay and play' policy introduced where possible. This would not apply to the cricket facilities as the Cricket clubs would be required to maintain their own facilities and so would have exclusive use.
- All hire agreements would be negotiated taking into account VAT implications.
- An agreement in principle had been agreed from Yeovil Town Council, other Parish Councils within Area South had been identified as potential funding partners but had not yet been approached. It was not envisaged that Parish Councils outside of Area South would be approached for funding.

- It was queried that The Octagon Theatre is subsidised by SSDC and that when combined with the 'sister venue' at Westland's this level of subsidy would only increase. Members were informed that the financial performance of the Octagon is continually improving and that if the two venues are 'joined' there will need to be a 'truing up' exercise of 'back office' costs. In practice this will see the costs of the Octagon decrease.
- The Westland's Entertainment Venue will fundamentally not be a third theatre for Yeovil;
- Members suggested that having a 3 year business plan would help in making the final decision.
- Members were again reminded that officers had been asked to prepare the report on a 'worst case scenario' basis.
- All external funding sources had been explored and this would continue to be the case;

Following the discussion, a member of the committee proposed that the matter was put to the vote to enable Scrutiny to provide a clear indication to District Executive, this was seconded and subsequently the committee voted as follows on the recommendations contained in the report: 5 for, 3 against and 3 abstentions.

Medium Term Financial Strategy and Plan (Agenda item 7)

The Assistant Director (Corporate and Financial Services) outlined the report and stated that whilst she was confident that a balanced budget would be set for 2016/17, no such certainty could be provided beyond this. She also referred members to the section of the report which outlines the key budgetary risks facing the authority.

In discussion the following points were raised:

- In response to a query about Service Redesign and the reduction of personnel associated with this process the Strategic Director – Place responded that it was essentially a way of looking at processes, assessing better use of technology and focusing on the best outcome for customers. Business Transformation is a more holistic look at how we do things.
- Members noted that the mentioned the need for the MTFP to reflect the Council's priorities and that the current plan has now expired – members queried what the process is for refreshing the Council Plan and how the wider membership would be involved in this key piece of work.

Affordable Housing Development Programme (Agenda item 8)

- Members thanked the officer for a very detailed and thorough report.
- Members asked that funding generated by HG4 and the geographical spread be kept under review and reported to members.

Loan to Hinton St George and Locally Rural Community Services Ltd (Agenda item 9)

- members sought reassurance that SSDC would have first charge on the property if the loan is agreed and agreed with the suggestion that the Loans policy should be revisited in light of the number of reports now coming forward to Council for approval.

Wyndham Park Community Facilities and Primary School Provision (Agenda item 10)

- Members supported the recommendation which will help address the chronic shortage of primary school places in Yeovil.

Community Right to Bid Quarterly Update Report (Agenda item 11)

- Members noted this report

Forward Plan (Agenda item 12)

- Members asked when the issue of two hours free car parking (as discussed via a Motion to Full Council) would be included in the Forward Plan – at the time, members were informed that any decision on this would have to be taken as part of the 2016/17 budget setting process which is underway.
-

59. LEADER Programme - Rural Economic Development (Agenda Item 9)

The Assistant Director (Communities) attended to present this report which had been requested by Scrutiny Members.

The report outlined the purpose of the LEADER Programme, funding arrangements and how SSDC members can engage with the Programme.

Members commented that progress with the Programme had been frustrating, taking into account the disruption of national and local elections earlier in the year.

It was noted that there is now a revised launch date of 14th October, and that it was likely any bids would be considered in the last quarter of the year.

Members asked if the various programme strategies could be circulated, although it was noted that these strategies were probably now out of date.

Members thanked the Assistant Director for preparing the report and responding to their questions.

60. Verbal update on Task and Finish reviews (Agenda Item 10)

The Chair of Scrutiny stated that the members of the Council Tax Reduction Strategy had recently had a very successful meeting and were currently working on their final report which would come before the Scrutiny Committee next month.

The Scrutiny Manager reported that the Licensing Task and Finish Group was progressing well and that there would be a final meeting of the group on 21st October with recommendations coming forward to the November Scrutiny Committee meeting.

61. Update on matters of interest (Agenda Item 11)

The Scrutiny Manager reminded members that there a visit for Scrutiny Members to West Dorset District Council had been arranged for the evening of Wednesday 14th

October. She stressed the importance of this visit in advance of upcoming decisions on joint working and asked all members to contact Jo Gale to confirm attendance.

It was agreed that a set of questions for West Dorset Officers and Members, prepared by Councillor John Clark would be circulated to all members of the committee – members were asked to send though any additional questions in advance of the visit.

62. Scrutiny Work Programme (Agenda Item 12)

Members noted the Scrutiny Work Programme.

63. Date of next meeting (Agenda Item 13)

Members noted the next meeting of the Scrutiny Committee would be held on Tuesday 3 November 2015 in the Main Committee Room, Brympton Way.

.....
Chairman

Agenda Item 7

Scheme of Delegation

Portfolio Holder: Angie Singleton, Strategic Planning (Place Making)
Assistant Director: Martin Woods, Economy
Lead Officer: David Norris, Development Control manager
Contact details: david.norris@southsomerset.gov.uk

Action Required

That members consider and comment on the review of the existing Scheme of Delegation.

Background

It was agreed at Full Council that a review of the Scheme of Delegation in relation to planning applications would commence in 2015.

The current scheme was introduced in 2006 in response to concerns that were expressed by an external auditor who had been appointed to advise the council on how planning performance could be improved. At that time the majority of applications were being determined by the area committee and this was having an impact upon the speed of decision. It was also at odds with the ODPM guidance (*'Delivering Delegation'*) that encouraged local authorities to delegate the determination of all but the most contentious applications.

Impact of the Scheme of Delegation

Over 90% of all planning applications in South Somerset are now determined under delegated powers. The Scheme of Delegation has worked very effectively in terms of:

- allowing decisions to be made in a more timely basis,
- providing a clear and transparent decision making 'route;'
- reducing the amount of committee time spent on the smaller, less contentious applications.

The current Scheme of Delegation

A copy of the Scheme of Delegation is attached however the basic principles are outlined below:

- If a representation is received that is contrary to the officer's recommendation then ward member will be sent the officer's report. This will explain why the officer made that recommendation.
- The pro-forma that the member receives allows them to either agree with the officer or request that the application be considered by committee. It is important that the member provides a planning reason as to why they consider the decision should be made by committee. If a member (in a single member ward) declares an interest then the application will be referred to the Chair.

- In a ward where there is one more than one member then **any** member requesting that the application be considered by committee will trigger the referral to the Chair.
- If a member does not respond within **7 days** then this will be taken as an endorsement of the officer's recommendation.
- If a member requests that the item be considered by committee then the matter is referred to the **Area Chair** and they make the **final decision** as to whether they agree with the officer or consider that it should be heard by committee. The member is entitled to contact the Chair and explain why you believe it is essential that the application be considered by members in a public forum. **The Chair will make an assessment as to whether a committee determination would be in the public interest.**

There are a few applications that will automatically have to be determined by committee e.g. very large scale development, applications that have been submitted by members and officers etc.

Issues that have been raised

Whilst the scheme has been widely accepted there have been several concerns raised by various members and other stakeholders:

- Ability for an Area Chair to over-rule ward members and PC/TC
- Should Parish and Town Councils have some powers delegated to them?
- Should there be a threshold in terms of representations (e.g. 50 letters will trigger a committee referral)?
- Ambiguous representations should trigger a ward member referral.
- Should all SS2 applications be considered at committee to allow them to consider local benefit?
- No response from a Town or Parish Council should mean referral to ward member ?
- Is 7 days for a member response sufficient to consider issues?
- Should amended schemes automatically be referred to committee?
- Role of Regulation committee?

Response

The issues that have been raised were discussed with Area Chairs and Portfolio Holder at a meeting on the 17th September. All of the points that have been highlighted were debated and Area Chairs agreed the following:

- *Ability for an Area Chair to over-rule ward members and PC/TC*

Whilst the Chairs accepted that there may not be complete acceptance that they have the ability to over-rule the community and the ward member they strongly believed that their authority is exercised responsibly. The Chair will read the report carefully and will understand the local issues and ward members can contact them to discuss the matter in more detail should they wish.

- *Should PC/TC's have some powers delegated to them?*

It had been suggested that parish and town council recommendations could, in some instances, be adopted as the officer's recommendation. The Chairs did not consider this to

be necessary as the views of the Parish and Town Councils were already a fundamental element of the decision making process and their views were always thoroughly considered.

It was also mentioned that they would need to be provided with professional advice in order to make an informed decision and there was also a further complication should a parish decision be appealed against.

- *No response from a Town or Parish Council should mean referral to ward member?*

An essential element of ensuring that the views of Parish and Town Councils are considered is the receipt of their comments. Not all parishes send through their comments on planning application and some have said that they did not consider it necessary to respond when they had no objection. There have also been a couple of instances where the parish has provided a considered response but it has not reached the case officer.

In order to ensure that the views of our communities are considered it was recommended by the Area Chairs that no recommendation will be made by an officer without the views of the parish or town. Officers will be required to contact them and obtain their comments before making a formal recommendation.

The Development Manager has also carried out training sessions for more than 200 parish councillors and clerks at which the issue of their consultation responses was discussed. The need for a response was reinforced as was a clear indication as to whether they supported the proposal. If they do object to the scheme then it is important that the reasons are explained as this will enable officers to assess whether negotiations can overcome the objection.

- *Should there be a threshold in terms of representations (e.g. 50 letters will trigger a committee referral)?*

It was considered that the creation of a threshold could lead to abuse of the system e.g. lobbying residents to ensure that the required number of letters was achieved. Furthermore, the current referral system does allow the Area Chair to assess whether the public interest would be best served by determining the application at a public meeting

- *Ambiguous representations should trigger a ward member referral.*

It was agreed that planning officers should err on the side of caution when it was unclear as to whether a consultee's comment was in accordance with the recommendation. Applications will be referred to the ward member in such circumstances

- *Should all SS2 applications be considered at committee?*

As members will be aware, applications for new dwellings within our smaller settlements are considered against Policy SS2 of the adopted plan. This policy requires the applicant to be put forward a justification as to how their proposal will benefit the community (housing, employment or community infrastructure).

Area Chairs discussed the advantages of such applications being considered by committee however it was felt that the Scheme of Delegation would mean that such applications were very likely to trigger the referral process and as such they did not warrant any special provision.

- *Is 7 days sufficient for members to respond to a planning referral?*

It was considered that the 7 day period was a sufficient amount of time to allow the member to consider the merits of a planning application.

It was accepted that there may be an issue when a member goes away on leave but it is the responsibility of members to notify officers of their absence and to appoint a 'substitute' if they consider it to be necessary. Furthermore, if a member is away on extended leave then they are encouraged to speak to the Area Lead Planner to ascertain what applications may be referred to them in their absence.

- *Should any applications to revise schemes that were considered by committee automatically be referred to committee?*

It was not considered necessary to automatically refer any revised scheme to the committee. The nature of the amendment needs to be assessed as does the level of local interest and this is covered by the Scheme of Delegation.

- *Is there still a Role for the Regulation committee?*

Historically, the majority of applications referred to the Regulation Committee have been for small scale residential development outside of any recognised settlement. The implementation of policy SS2 now allows area committee members to consider such applications on their own merits and make an assessment of the contribution the development can make to the community.

It was considered that there is still a role for the Regulation Committee, particularly in relation to the council's own applications or very large scale proposals, some of which may straddle area boundaries.

Recommendation

That there are no significant changes to the Scheme of Delegation required. Further guidance will be produced which will incorporate the suggestions made by the Area Chairs. Further training will also be provided for members in relation to their role and responsibilities in the determination of planning applications

Financial Implications

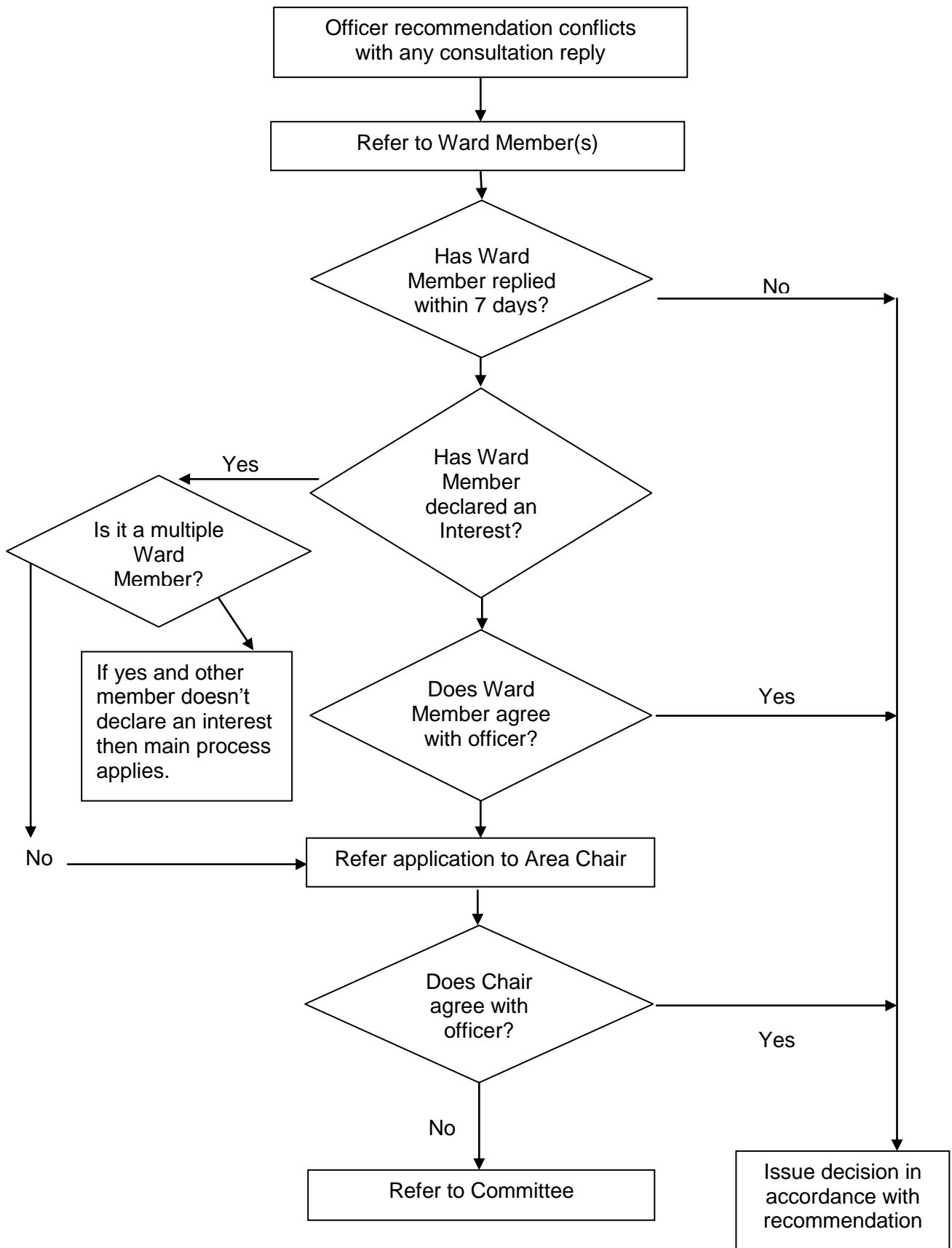
There are no direct financial implications associated with changing the Scheme of Delegation

Background Papers

Council Constitution – which can be viewed at:

<http://modgov.southsomerset.gov.uk/ieListMeetings.aspx?CId=358&info=1&MD=Constitution>

Ward Member Referral Process (Scheme of Delegation)



Agenda Item 8

Reports to be considered by District Executive on 5 November 2015

Lead Officer: Emily McGuinness, Scrutiny Manager
Contact Details: emily.mcguinness@southsomerset.gov.uk or (01935) 462566

Scrutiny Committee members will receive a copy of the District Executive agenda containing the reports to be considered at the meeting on 5 November 2015.

Members are asked to read the reports and bring any concerns/issues from the reports to be discussed at the Scrutiny Committee meeting on 3 November 2015.

The Chairman will take forward any views raised by Scrutiny members to the District Executive meeting on 5 November 2015.

Please note:

The Press and Public will be excluded from the meeting when a report or appendix on the District Executive agenda has been classed as confidential, Scrutiny Committee will consider this in Closed Session by virtue of the Local Government Act 1972, Schedule 12A under paragraph 3 (or for any other reason as stated in the District Executive agenda):

“Information relating to the financial or business affairs of any particular person (including the authority holding that information).”

It is considered that the public interest in maintaining the exemption from the Access to Information Rules outweighs the public interest in disclosing the information.

Agenda Item 9

Verbal update on reports considered by District Executive on 1 October 2015

The Chairman will update members on the issues raised by Scrutiny members at the District Executive meeting held on 1 October 2015.

The draft minutes from the District Executive meeting held on 1 October 2015 have been circulated with the District Executive agenda.

Agenda Item 10

Area Grants – Application Process

Assistant Directors: Kim Close/Helen Rutter, Communities
Lead Officer: Kim Close, Assistant Director, Communities
Contact Details: kim.close@southsomerset.gov.uk or 01935 462708

Purpose of the report

To provide an update on the application process for Area Grants, as requested by the Scrutiny Committee.

Action required

Members of the Scrutiny Committee are asked to note and comment on the report.

Background

Each year SSDC supports a wide range of voluntary and community sector organisations through both on-going partnership funding (via Service Level Agreements) as well as one-off grants.

Community groups generally apply for one-off funding to the Area Development service where they are assessed in line with the Community grants policy. Applications for £1000 or less are awarded under delegated authority by the Area Development Manager in conjunction with Ward Member(s)/Chairman/Portfolio Holder. Applications for £1000 and over are awarded by Area Committees or District Executive.

District wide organisations are generally supported on a longer term basis via Service Level Agreements (SLA's).

In December 2013 District Executive agreed to adopt a revised Community grants policy (appendix A) – the main changes included:

- setting a minimum level of grant funding to £100 or more
- raising the delegated authority from £750 to £1000
- ensure that where possible the SSDC Building Control service is used for all projects requiring building regulations.

Members also agreed to

- dissolve the Corporate Grants Committee
- introduce a single authority-wide application form
- improve website to provide single location for grants information
- record all SSDC community funding on a central system
- produce an annual report to District Executive showing spread of grants across SSDC.

All the above changes have been implemented.

In 2014/2015 SSDC awarded grant funding of:

	Total no of grants awarded	Total £ amount of grant awarded
Area Community grants ¹	68	103,711
District Wide funding (SSVCA, SSCAB & SYRP) ²	3	203,990
Community Health & Leisure Youth Development funding ³	9	900
Funding for Health & Well-being (Arts) ⁴	4	15,150
Equalities & Diversity funding ⁵	1	8,000
TOTAL	85	331,751

Area Community grants for 2014/15¹

By Area	Total no of grants awarded	Total £ awarded	Total £ project costs	% awarded against project costs
North (35 parishes)	23	38,196	178,026	21
East (48 parishes)	20	28,601	150,826	19
West (33 parishes)	13	16,895	47,564	36
South (9 parishes)	12	20,019	146,835	14
	68	103,711	523,251	

Appendix E shows recent case studies of projects that have been supported via the Community grants scheme.

District Wide funding² - Service Level Agreements award - £74,260 to South Somerset Voluntary Community Action (SSVCA), £121,730 to South Somerset Citizen Advice Bureau (SSCAB) and £8,000 to Somerset Rural Youth Project (SRYP). Reported and awarded via District Executive in line with the Service Level Agreement policy.

Community Health & Leisure Youth Development funding³ - £900 was awarded for 9 different play activities across the district. Awarded under delegated authority and funded through revenue budget.

Funding for Health & Well-being (Arts)⁴ - 4 Arts organisations (Actiontrack, Take Art, Somerset Art Works & Somerset Film) were awarded Service Level Agreements amounting to £15,150. Reported and awarded via District Executive in line with the Service Level Agreement policy.

Equalities & Diversity funding⁵ - Service Level Agreement award - £8,000 to Access to All (formally South Somerset Disability Forum). Reported and awarded via District Executive in line with the Service Level Agreement policy.

Community Grant - application process

1. Initial enquiry is received into the relevant Area Development team and discussion on project and funding is held with potential applicant. If applicable an application form and guidance notes are sent to the applicant.

2. Applicant completes the form and submits with all necessary supporting information.
3. The Neighbourhood Development Officer (NDO) will score the application through a points system in line with the Community grants policy. Applicants can only apply for grants of up to 50% of the project value. The assessment form (appendix B) ensures eligibility of the organisation/project and relevance to the Council Plan and Area Development Plan. It also clarifies, where necessary, if SSDC Building Control has/will be used.

Criteria	Scoring	Maximum Score possible
Equalities impact <ul style="list-style-type: none"> • Implications for equalities of the project 	(1-7)	7
Evidence of need <ul style="list-style-type: none"> • Research undertaken, evidence through results and consultation, census information, support from parish council and other groups/ organisations 	(1-5)	5
Capacity of the organisation to do the project well <ul style="list-style-type: none"> • Self-sufficiency without public subsidy, business plan/sinking fund, active fund raising. • Ability to demonstrate effect use or resources eg good volunteer base, general support within the community • Sound proposal based on good practice and wide research • Good publicity about group and project and plans for evaluation • User groups involved in running project 	(1-3) (1-3) (1-3) (1-3) (1-3)	15
Financial need <ul style="list-style-type: none"> • % funding of project cost requested • Appropriate effort to match fund (ie other realistic funding sources – applied or secured, contribution from own funds • Contribution from Parish Council – proportionate to the size of the parish 	1-15% (3) 16-30% (2) 31-50% (1) (1-3) (1)	7
Innovation <ul style="list-style-type: none"> • New project for the community • 	(1-3)	3
Total Maximum score possible		37
Funding recommended for projects scoring		22+

4. If the project has received the appropriate scoring the Ward Member, Chairman or Portfolio Holder is consulted and approval/refusal is made via delegated authority (£1000 or under) or a report is taken to the relevant Area Committee (over £1000). Applications for over £12,500 are beyond the remit of the Community grants scheme and will require a Capital Appraisal form (appendix D).
5. An award letter with standard conditions, plus any additional conditions (sample - appendix C) is sent to the applicant or a letter with reasons for refusal. Award letters for grants agreed by the Area Committee are sent 5 working days following committee date to

allow for Scrutiny call in. This letter is to be signed by the applicant and returned to the relevant office.

6. Once the signed award letter has been returned and the project is completed - the applicant produces invoices to the project value before payment is made. If the project is less than anticipated then the payment may be reduced, however, payment will not exceed the grant offer.
7. Projects are monitored by the NDO and press releases issued where possible. Applicants can be requested to provide presentations to Area Committees and updates are also reported to committee.

Financial Regulations

Area Committees have the authority to award grants within the policy and guidelines agreed by District Executive and are only required to refer to District Executive any expenditure not covered by an approved budget or within their Area capital programme. There is no limit to how much funding an Area committee can allocate to a particular capital scheme, only to what the Area has in its own Area capital programme. Where the total value per year to any one body is £1,000 and below the relevant Strategic Director or Assistant Director may delegate the approval to the appropriate designated officer – ie Area Development Manager.

Appendix A



SSDC Community Grants Policies

December 2013

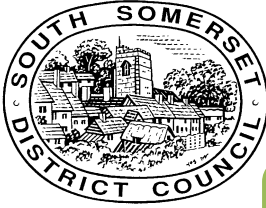
All Community Grants		
1	Corporate Priorities	<ul style="list-style-type: none"> The assessment of grant applications will be linked to the Council's priorities in the SSDC Council Plan 2012-2015. These are summarised in the application pack (and published on-line) and incorporated into the grants assessment and scoring system. Specific guidance linked to specialist work areas (eg. Sports, Arts, Leisure and Play provision) are published where relevant. Area Committees may set their own priorities for the year and will publicise these where relevant.
2	Area or District-wide?	<p>An organisation should be considered for District-wide funding if:</p> <ul style="list-style-type: none"> 40% or more of the organisation's activity is benefiting people in 2 or more SSDC areas It is unique in the district and no equivalents exist in the areas It may have a local base but plans to develop quickly across the district. <p>District-wide organisations receiving core funding should apply to the areas separately for local project work or when piloting new local initiatives.</p>
3	Repeat Funding & Service Level Agreements (SLAs)	<ul style="list-style-type: none"> Grant funding is for one year only. A second grant application for the same project will not be considered within 3 years of the first award. All organisations requesting repeat funding should have a Service Level Agreement with SSDC . SLAs will be based on: <ul style="list-style-type: none"> a) an agreed set of annual measurable targets against which performance will be monitored; b) monitoring of the continued health of the individual organisation; c) value for money being demonstrated. SLAs will be either: <ul style="list-style-type: none"> d) for 1 year, if SSDC wishes to support the organisation's core running costs on an ongoing basis, but wishes to consider funding annually or e) for 3 years if an organisation is: <ul style="list-style-type: none"> (i) assessed to be a key or substantial partner making a significant contribution to corporate and strategic priorities and/or (ii) is delivering services on a long-term basis as delegated by the council. f) 3 year SLAs will be reviewed in the 3rd year of operation. Where SSDC has an SLA with an organisation, at least one year's notice will be given if funding levels may change.
4	Funding/costs	<ul style="list-style-type: none"> SSDC will consider grants for up to 50% of the total project costs. Applications for minimum of £101 and a maximum of £12,500 will

		<p>be considered. Requests of over £12,500 or for £100 or under are beyond the remit of these community grants policies.</p> <ul style="list-style-type: none"> • Project costs will be monitored to ensure that the SSDC contribution does not exceed 50% of the total project costs. • Grants will be awarded subject to other funding being secured. The applicant group is expected to make a contribution from their own funds/fundraising unless there are exceptional circumstances. • SSDC will only fund projects where a contribution is being made by the Town or Parish Council unless there are very exceptional circumstances. This contribution should be proportionate to the size of the Parish. Applicants should approach their Town/Parish Council for funding before coming to SSDC. The greater contribution received from the Town/Parish Council and the less requested from SSDC will help the application achieve a higher score when the grant is assessed.
5	VAT	SSDC may be able to recover VAT on major schemes costing over £100,000. Gifts in kind may be offered where appropriate.
6	Publicity	SSDC should be acknowledged on publicity material. A simple menu of 'publicity opportunities' is sent out with all grant offer letters.
7	Monitoring	<ul style="list-style-type: none"> • Monitoring arrangements will be a condition of grant and will be included in offer letters. • Monitoring will be proportionate to the size of grant and organisation. • Monitoring information will be fed back to the relevant Committee.
8	Non-financial support	Other forms of Council assistance such as 'help in kind' will be discussed with applicants and specified in applications and committee reports.
9	Delegation	<ul style="list-style-type: none"> • Requests for £1,000 or under are delegated to the Area Development Manager (or other nominated officer) following consultation with Area Chair, Portfolio Holder or Ward Member as appropriate and reported to the relevant committee for information only. • Requests for £100 or under will not be considered under these Community Grants policies.
10	Retrospective support	Funding will not normally be considered for expenditure that has already been incurred.
11	Reserves	SSDC will normally only fund projects where a maximum of 1 year's running costs is held in free reserves. If a group has dedicated reserves for a particular project, these should be ring-fenced.
12	Offer letters/grant conditions	<p>All grants offered by SSDC will be based on a set of conditions, which will be presented in Committee reports, to include the following:</p> <ul style="list-style-type: none"> • Projects must start within 6 months of the grant being offered or as otherwise specified in the offer letter • A project update will be provided every 3 months, and completed evaluation form returned at the end of the project/year • Publicity options • Return signed acceptance slip • Grants can only be paid for a single year and a second application is not allowed for the same project within 3 years (unless SLA)

		<ul style="list-style-type: none"> • Any changes to the project should be notified to SSDC • Share good practice with other organisations • All other funding sources are secured • Grants are only payable upon receipt of invoices or receipts which provide evidence of the costs of project/purchase • Evidence is supplied of the following: <ul style="list-style-type: none"> • relevant permissions being obtained (eg. planning permission) • adequate insurance cover • Equal Opportunities Policy or equivalent statement <p>Other monitoring arrangements, as specified by the committee awarding the grant.</p>
13	Loans	<p>SSDC will help applicants access loans from other sources where possible, and consider loans only when alternative forms of borrowing are not available or at a prohibitive cost.</p> <p>Details of SSDC's Loans Policy are set out in the Council's Financial Procedures Rules, including:</p> <ul style="list-style-type: none"> • The maximum amount of a loan shall normally be £150,000. Small loans of £5,000 or less may be considered by the Area Portfolio Holders in consultation with the Area Development Manager. • Interest will be charged at the Public Works Loan Board rate • Loans should be guaranteed by the town/Parish Council or similar trustees • The maximum repayment period will be 10 years and repaid in instalments in accordance with the agreed payment reschedule.
14	Insurance	Applicants must provide evidence that they have adequate insurance cover where appropriate.
For projects involving Buildings, Facilities & Equipment		
15	Quotes/standards	<ul style="list-style-type: none"> • 3 estimates or quotes should be submitted with applications where possible. • Play area refurbishments will only be eligible for grant aid if the contractor is selected from the SSDC approved list. • SSDC Building Control service will normally be used for all projects receiving grant aid, where Building Regulations are required.
16	Leases	<p>Capital grants can be awarded to leased facilities on the following grades:</p> <p style="padding-left: 40px;"><£5k grant = minimum 10 yr lease. >£5k grant = minimum 15 year lease</p> <p>Proof of ownership or evidence of an appropriate lease is required at the application stage.</p>
17	Access	<ul style="list-style-type: none"> • Shared use of buildings and equipment should be demonstrated, where appropriate, and will be a condition of grant. Proper signage to buildings/facilities will be a condition of grant. • Capital projects will need to have incorporated disabled access and an access statement will be required where relevant (SSDC may be able to help with this).
18	Maintenance	<ul style="list-style-type: none"> • Capital grants are offered on a one-off basis therefore projects should include a strategy for maintenance of equipment to

		<p>applicable standards, and a strategy for replacement (or otherwise) if appropriate.</p> <ul style="list-style-type: none"> • Routine maintenance and replacement of equipment is not normally eligible for grant aid.
19	Rent	<ul style="list-style-type: none"> • Organisations occupying SSDC owned property should be assessed and treated in the same way as any other organisation. SSDC support should reflect the value placed on the work of the organisation not the cost of the accommodation. Applicants should apply for a grant in the normal way and include rental costs in their budget.
20	Planning permission	<ul style="list-style-type: none"> • Outline planning permission/building regulation approval should normally be obtained before a grant application goes to committee. • Awards will only be offered subject to planning permission (and other relevant permissions) being given (where relevant).
21	Rate Relief	<p>Applications for Rate Relief should be made directly to SSDC Business Rates section, who will apply a clear set of eligibility criteria. Officers will advise organisations on this.</p>

Appendix B



COMMUNITY GRANTS ASSESSMENT FORM

<i>Date app received</i>	<i>Reference no</i>	<i>Grant officer</i>
--------------------------	---------------------	----------------------

Name of project	
Name of group	

Please remember that this assessment could become a document open to the public, so your comments need to stand up to scrutiny! Tip – write your comments so they can be copied and pasted into your committee report, if applicable, this will save you time later on.

Check the covering details/additional information and note any relevant points below:

Comments:

Notes

- District-wide funding**

An organisation should be considered for District-wide funding if 40% or more of the organisation’s activity is benefiting people in 2 or more SSDC areas, it is unique in the district and no equivalents exist in the areas, and/or it may have a local base but plans to develop quickly across the district.

District-wide organisations receiving core funding (eg CAB; SSVCA) should apply to the areas separately for local project work or when piloting new initiatives.

- SSDC owned property/Rent**

Organisations occupying SSDC owned property should be assessed and treated in the same way as any other organisation. SSDC support should reflect the value place on the work of the organisation not the cost of the accommodation. Applicants should apply for a grant in the normal way and include rental costs in their budget.

A. Eligibility of organisation/project

Check the applicant has completed **all** sections of the form and included all the relevant documentation as per **Section 5** of the application form.

	Yes	No	Further work needed
Has all supporting information been			

supplied?			
Have applied for upto a maximum of 50% of the project costs?			
Have applied for over £100 or up to £12,500?			
Locally focussed organisation/project, supporting at least one area of focus for the Council Plan/ADP? (see below)			
Do they have less than 1 years running costs in uncommitted reserves?			
Has the Parish Council made a contribution?			
Has the group made a contribution from their own funds and any dedicated reserves?			
Have they received previous SSDC grant aid within the last 3 years (not including SLA)? If yes is this application for a different project?			
Have they met conditions of any previous grants awarded?			
Child protection policy/practice (where relevant) Safeguarding and Equal Opportunities policy?			
For projects that require planning permission - has the project already gained planning consent?			
For projects that require building regulations – has the applicant confirmed use of SSDC building control services? Has the project already gained building regs?			
Has all necessary additional information been supplied?			
If the answer to any of the above is NO – but you believe this application should be assessed – please explain why and refer to the ADM.			

Council Plan/ADP – which areas of focus will this project support

	Yes	Note specific actions supported
Focus One: Jobs Project helps to increase economic vitality and prosperity		
Focus Two: Environment Project helps to enhance the environment, address and adapt to climate change		
Focus Three: Homes		

Project helps to improve the housing health and well-being of our citizens		
Focus Four: Health & Communities Project helps to ensure safe, sustainable and cohesive communities		
Area priorities/Area Development Plan		

B. Equalities Statement (<http://insite/corporate-information/equalities-diversity.aspx>)

We believe that everyone in our local communities has the right to be safe and protected from harm, to be treated fairly and with dignity, to live the life of choice, and to take an active part in the community. These fundamental principles of human rights are at the very core of our service delivery. This means that everyone should have equal access to our services and the right to be treated fairly by those services.

The Equality Act 2010 protects people against being discriminated on the basis of 'protected characteristics': Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex, Sexual Orientation

Due to the nature of South Somerset and its diverse population, it is recognised that there are certain groups whose needs are also important to address. They are not specifically protected under the Equality Act 2010, but play a part in South Somerset's make up: Carers, Rurality, Armed Forces. If a voluntary or community sector organisation, charity, religion or belief organisation provides any goods, facilities or services to members of the public, it must make sure it does what equality law says it must do. It does not matter whether the service the organisation provides is free or people have to pay for it. The size of the organisation does not matter either. Equality law affects everyone responsible for running an organisation, or who might do something on its behalf, including staff or volunteers.

	What are the implications for equalities of this project?	Score (1 – 7)
Equality points <ul style="list-style-type: none"> • <i>Will the project include printed material? If so has the group agreed to ensure print media is accessible to all?</i> • <i>Ensure committee report refers to accessibility of the project if appropriate</i> • <i>Building/Venue accessibility? Access review undertaken?</i> • <i>Equalities training undertaken</i> 	NB: Contact Jo Morgan for further guidance if required	

--	--	--

C. Need for Project

	Comments	Score (1 – 5)
Evidence of need <ul style="list-style-type: none"> • <i>Have they undertaken any research?</i> • <i>How does the project fit in with other services in South Somerset?</i> • <i>Do they have any evidence through results of pilot work, a Parish Plan, community survey, community meetings?</i> • <i>Included relevant data in the Census, Index of Multiple Deprivation or other published statistics?</i> • <i>Support from National Governing Body, local clubs and organisations, user groups, Parish Council or a local strategy?</i> • <i>Where appropriate look for how shared use of buildings and equipment are demonstrated and considering adding as a condition of the grant.</i> 		
Total Section B (Max 5)		

D. Capacity of the organisation to do the project well

	Comments	Score (1-3)
For one-off grants - aiming for self-sufficiency without public subsidy (1 year's funding only). Look for business plan/sinking fund and active fundraising		
Able to demonstrate effective use of resources: (eg: good volunteer		

base, general support within community)		
Sound proposal based on good practice and wide research		
Good publicity about group and project and plans for evaluation		
User groups involved in running project		
Total Section C (Max 15)		
Comments:		

E. Financial Need

	Comments	(Max score 7)
<p>What % of project costs has been applied for from SSDC?</p> <p>1-15% (Score 3) 16-30% (Score 2) 31-50% (Score 1)</p> <p>Has the group made all appropriate effort to match fund (Score 1-3)</p> <ul style="list-style-type: none"> Look carefully at where the rest of the funding is coming from – are these realistic and suitable funding sources, have they been applied for/secured? Has the group made a contribution from their own funds? If not, explanation to committee required. <p>What contribution is being made by the Parish Council?</p> <p>10% or over of the project (Score 1)</p> <ul style="list-style-type: none"> Is the PC contribution proportionate to the size of the parish? 		
Total Section D (Max 7)		

Comments:

F. Innovation

	Comments	Score (1 – 3)
Is this a new project for this community?		
Total Section E (Max 3)		

G. Other comments about the application including notes to be included in the committee report

H. Ward member/relevant representative comments: (Refer to and save copy of email if received into the file or record her if verbal with date).

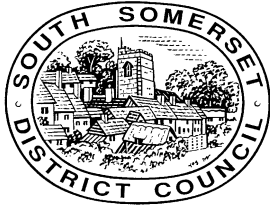
Summary (to be included in committee reports)

Category	Maximum score	Score
A Eligibility	Y/N	
B Equalities Impact	7	
C Evidence of Need	5	
D Capacity of Organisation	15	
E Financial need	7	
F Innovation	3	
Total	37	

(Funding only recommended for projects scoring 22 +)

RECOMMENDED:	YES/NO	Amount: £

Appendix C – sample letter



SOUTH SOMERSET DISTRICT COUNCIL

ADVICE OF ACCEPTANCE OF GRANT OFFER

To be completed, signed and returned

This grant offer is made based on the information provided in application form no. XXX and represents XX% of the total project costs submitted (the final payment may be reduced if the costs of the total project are less than originally anticipated, however payment will not exceed the grant offered above). Phased payments can be made in exceptional circumstances (eg to help with cash-flow for a larger building project) and are subject to agreement.

The applicant agrees to:-

- Notify SSDC if there is a material change to the information provided in the application.
- Start the project within 6 months of this grant offer and notify SSDC of any changes to the project or start date as soon as possible.
- Confirm that all other funding sources have been secured if this was not already in place at the time of the application and before starting the project.
- Acknowledge SSDC assistance towards the project in any relevant publicity about the project (eg. leaflets, posters, websites, and promotional materials) and on any permanent acknowledgement (eg. plaques, signs etc).
- Work in conjunction with SSDC officers, to monitor and share the success of the project and the benefits to the community, resulting from SSDC's contribution to the project.
- Provide a project update and/or supply before and after photos if requested.
- Supply receipted invoices or receipts which provide evidence of the **full** cost of the project so that the grant can be released.

Standard conditions applying to buildings, facilities and equipment *[delete if n/a]*

- Establish and maintain a "sinking fund" to support future replacement of the building / facility / equipment as grant funding is only awarded on a one-off basis.
- Use the SSDC Building Control service where buildings regulations are required.
- Use a contractor selected from the SSDC approved list for play area facilities.
- Incorporate disabled access and provide an access statement where relevant.

Additional conditions applying to Play & Facilities *[delete if n/a]*

- Ensure that the play area is inspected and maintained in accordance with EN1176 or a successive standard.
- Provide good quality signage to buildings and facilities.

Signature

Print Name

Position held in group

Date

Appendix D



South Somerset District Council

**Capital Grant or Contribution
Investment Appraisal Form**

Approved Budget within Service Plan? Yes/ No

Project Number: <20XX-XX>

Project Name: <Project Name>

Date Created <DD/MM/YYYY>
Document Version: <1.x>
Author: <Enter Name>

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0 Document Control

0.1 Document Approval

Name	Organisation	Role	Approval	Date

0.2 Revision History

Version	Author	Review	Reason For Issue	Date

0.3 Document Distribution

Name	Organisation	Role

0.4 Document References

Section Reference	Document Referred	Document Title

1 Project Outline

<Give a brief description of the project requesting the funding. Give details of the current business situation that has brought about the need for the project. Reasons for undertaking this funding. What public consultation has taken place?>

1.1 Authority Responsible

<Who has requested this grant and why have they approached SSDC?>

1.2 Project Objectives & Outcomes

- <Enter the key objectives of the project, and, in a clear, concise manner detail how these link with SSDC's latest Corporate Themes and Key Target Areas. Concentrate on the main key target areas, not every single one that maybe applicable.
- Where possible linking the project to critical activities.
- Think about what the project should deliver and make sure that this is measurable.

1.3 Quality Expectations

<This section should define how success will be measured. Are there any conditions attached to the grant? Have the group been made aware of these and agreed to them before now?>

1.4 Anticipated Benefits

- <Document the expected benefits from undertaking this project. Will it improve performance measure targets?
- Is there an efficiency saving (e.g. staff time) to be made? Is there a cashable saving to be made?
- Is it driven by legislative requirements?
- Is the project feasible? Detail the feasibility work undertaken and please state how value for money will be achieved. Pay particular attention to this section, as it is very unlikely that a project will be authorised unless there is a clear picture of the efficiencies it will deliver
- Does the project have any impact on the carbon management programme>

1.5 Options

<What was the outcome of any feasibility work undertaken? There may be several different routes by which the project outcomes could be achieved. What can be achieved if only part funding is achieved? These should be stated in this section with reasoning if there are preferred routes. Is the preferred route as a result of public consultation?>

1.6 Key Project Information Summary

1.6.1	Expected Duration Of Project	
	Start date:	
	Other Key Milestones with Dates:	

	Expected Completion Date:			
1.6.2	Estimate of Officer Time Required: -			
	Officer's Name	Estimate of officer hrs	Officer available? Y/N	Agreement of Officer? Y/N
	<i>All officers listed here. If an officer outside your department is required please obtain their comment in the 'Comment by other Services' boxes below.</i>	<i>How many hours it will take?</i>	<i>Has the officer sufficient capacity to undertake the work?</i>	<i>Do you have written agreement from the officer?</i>
	Comment by Property Services:	<i>If applicable obtain comment from Property Services up front to ensure that they can resource the project. If they cannot, bid will need to be increased for external support.</i>		
	Comment by Information Systems (if new IT system):	<i>Obtain comment from information systems if new IT system to ensure they can resource all the implementation etc. Again if they cannot resource, cost of bid will need to be altered to fund external help.</i>		
	Comment by Other Services requiring significant input:			
1.6.3	Risk Assessment			
	Risk	Steps taken to mitigate Risk		
	<i>This section should outline any areas of risk in the commitment of funds to the project eg. risks of partners pulling out of scheme, risks of rising capital costs, risks of schemes having a revenue shortfall post completion.</i>	<i>Detail for each risk what steps are being taken to mitigate the risk.</i>		

2 Financial Investment – Capital Projects

2.1 Total Costs and Funding							
		Funding Body	£'000				
	SSDC Capital: -	District Executive Area Committee					
	Other Sources: - e.g. - Grants						
	Total Capital Cost						
2.2 Breakdown of main areas of Capital cost							
		2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000	
	<i>List areas here</i>						
	Totals						
2.3 External funds to be received							
		Secured ? Y/N	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000
	<i>List here</i>						
	Totals						
2.4 Revenue Implications of Capital scheme							
		Cost Centre	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000
	Loss of interest @ 3.15% (PWLB 10yr rate 10.7.15)	FT922					
	(Savings in expenditure)						
	Revenue Costs by Individual Budget: (List)						
	Revenue Income						
	Total Revenue Expenditure / (Net saving)						
	Cumulative (To be completed by Financial Services)						

2.5 VAT Implications

This needs to be completed by Karen Horley, in Exchequer Team, on x2223, before submission to Financial Services

*What are the VAT implications of the scheme?
Is this a VAT exempt activity?*

2.6 Impact on Band D

Additional spend

Lost interest at 3.15%

Divided by tax base

Cost per band D tax payer

3 Interested Parties

<Where there are other organisations, internal departments or people who have an interest in the project, please state this here along with the reasoning for their interest. This is important for reference when compiling communication plans and keeping other colleagues informed who may be affected. Please ensure Communications Manager is notified of projects that are of public interest or require tailored PR.>

Name	Reason	Action required

4 Other Useful Information

<If there is any information that has not been covered in the appraisal that you feel is of importance, please include this within this section>

Appendix E

Projects Supported by the Area Community Grants Scheme 2014/15

Our successful community grants programme supports voluntary and charitable organisations, not-for-profit groups, parish or town councils and other organisations with ideas to improve local quality of life. Our main programme of community grants can fund up to 50% of your project costs with a maximum of £12,500 per project.

Area West – Chard Town Team - Medieval event

Project costs - £1,950

SSDC award - £500

The 2014 Chard Medieval Fair was organised to celebrate the return of Chard's historic market charter by the District Council. The event was such a success that it has now become firmly established as an annual summer festival for the Town.

Chard Town Team enlisted the assistance of many local groups to organise the numerous events that were staged over the two days of the fair. Highlights included live music, fire walking, fire juggling and the lighting of the beacon.

Funding support enabled the Chard Town Team to hire entertainers, generators and children's amusements, to ensure the fair was one of the community highlights of the summer.

Area West – Chard & District Carnival Club – Purchase of pedestrian barriers and marshal training

Project costs - £4,800

SSDC award - £750

Chard Carnival Club now in its 46th year and has become an established tradition for the Town. To date the club has raised over £95,000 for local charities including children's hospice South West, Chard community hospital and local schools. The Carnival also attracts over 5000 spectators each year, providing a boost to the local economy.

To ensure public safety, the carnival committee sought grant funding towards road closure training for members of the committee and the purchase of 15 pedestrian barriers.

The carnival went on to be a great success with funds raised for local charities and the newly trained marshals able to assist at 7 additional Somerset carnivals.

Area North – Chilthorne Domer Recreational Trust – Improvements and refurbishment to pavilion building

Project costs - £15,506

SSDC award - £6,000

Chilthorne Domer Recreational Trust is a registered charity and occupies land leased by the Parish Council. The freehold is owned by South Somerset District Council.

The trust is responsible for the playing field which includes a football pitch and outdoor play equipment as well as a pavilion building. The village primary school which is immediately next to the playing field regularly uses both the field and pavilion.

Following a complete refresh of the trustee body in April 2010 the trust has fully reviewed the condition of the pavilion building and playing field and has taken a phased approach to improvements. There is a strong commitment to continuing with these improvements and making the building fully accessible and more comfortable for all users.

Area North arranged for Access for All (formally South Somerset Disability Forum) to carry out an access review that has helped to inform plans for remodelling some of the internal areas of the pavilion. The grant from Area North will assist with replacement double glazing, roof repairs and insulation and an insulated room divider. This will greatly assist with the trustee's aim to reduce energy costs in order to keep hire charges at an affordable level.

Area North – High Ham Parish Council - Purchase and installation of an automated external defibrillator

Project costs: £2624

SSDC award: £900

High Ham is a rural parish, located 4-5 miles from the nearest town centre with the nearest 24 hour A&E departments 25-30 minutes' drive away, making it unlikely that the Ambulance Trust's published target response time of eight minutes would be met. Figures from the British Heart Foundation make clear that the risk of a heart attack increases with age and High Ham's age profile indicates a higher than the Somerset average in the 45+ range. The parish council responded to parishioners' concerns and agreed to part fund the provision of an automated external defibrillator which would be available to all the community.

The primary school agreed to the installation of the defibrillator at the school and also agreed to fund the ongoing electricity required to power the cabinet. The purchase of replacement batteries in the future was the only other foreseeable ongoing cost and the parish council agreed to fund this.

It was difficult to find other sources of funding and the parish council approached SSDC for a grant for the project. This was agreed by the ward member and the defibrillator has been purchased and installed.

Area South – Yeovil Hospital Charity – Create @YDH

Project costs - £16,684

SSDC award - £2,000

Yeovil Hospital Charity (YHC) raises funds to improve the hospital and to make life easier for patients. Anyone can get involved with the group's fundraising and make suggestions about how they should improve the hospital and what the funds should be spent on.

Create @ YDH is a new participatory arts project to benefit patients at Yeovil Hospital through participation in regular stimulating activities. Create aims to provide an uplifting and positive environment for patients, visitors and staff at Yeovil Hospital through the use of targeted and varied participatory activities. A main focus of the project will be to benefit the health and well-being of older patients particularly those with dementia, as 1 in 4 hospital beds are occupied by people with dementia (Alzheimer's Society, Counting the Cost.)

YHC will work with local schools and colleges to provide placements for students to gain experience of activities in healthcare; this will broaden their knowledge and enhance future career prospects.

Research commissioned by Chelsea and Westminster Hospital (2003) reveals the introduction of arts activities enhances the quality of life of patients, improves communication, empathy and understanding of patients' needs, reduces stress and the perception of pain and often leads to a reduction in the level of medication required, number of falls and can shorten lengths of stay in hospital.

Taking part in creative activities can develop coordination, hand strength and mobility. These activities also open up a forum for discussion and communication, making people feel more relaxed and calm and more likely to voice anxieties, fears, recall memories and form friendships within the group.

The majority of the funding for this project has been supplied by Awards For All and the group's own fundraising efforts.

Area South – St Michaels Scout and Guide Hall – improvements to heating system

Project costs - £2890

SSDC award - £1445

The aim of Scouting is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potential, as individuals, as responsible citizens and as members of their local, national and international communities.

The group achieves this through the provision of exciting and adventurous activities with progressive training based on The Scout Promise and Law guided by adult leadership.

The St Michaels Scout and Guide Group advertise themselves well with regular articles in the local newsletters as well as contact information on the Yeovil District Scout Website. The scout & guide group also run numerous events and programmes in the community fundraising and promoting themselves to the wider community.

The boiler and heating system at the hall desperately needed replacing. Heating engineers confirmed that the system would not last through to next winter, which would have meant that the hall would be unusable and the 70 plus Scouts and Guides would no longer benefit from the activities that take place there. This grant allowed the group to replace the system during the summer and be prepared for the colder weather.

Area East – North Cadbury Village Hall – Village hall improvements

Project Cost - £68,268

SSDC award - £12,284

North Cadbury Village Hall Committee has, over the last 8 years worked hard to deliver a programme of improvements to the building which is a very popular venue for a wide range of local events. As a result of improvements, there has been a significant increase in demand for its use with bookings from user groups and the local community more than double what they were 8 years ago.

There is a newly formed or 'resurrected' drama group who recently presented a pantomime which attracted 800 people over 4 nights. Other regular events held by the committee like the annual pancake evening and quiz nights are also growing.

Two further phases of improvements have been identified but through consultation with user groups, the committee prioritised improvements to storage and toilets before a kitchen refurbishment.

New chairs that have been purchased to help meet the needs of users are stored on the stage which inconveniences those wanting to use the stage and in particular the drama groups. It was also proving to be quite physically demanding for volunteers. The toilets for the main hall were inadequate and were unable to cope with the increased use.

Area East - Step into Bruton & Bruton Community Partnership

Project Cost: **Step into Bruton guide : £3900** **SSDC Award: £700**

Bruton Community Partnership: Set up grant **SSDC Award: £1000**

Stepping into Bruton has become a whole lot easier, with the production of a new town guide called 'Step into Bruton'.

Funding support from South Somerset District Council, Bruton Town Council and the Heart of Wessex Rail Partnership has enabled Bruton Chamber of Commerce to produce the guide which details a town trail and ways to get to the town by train.

The guide is part of a larger 'Brand Bruton' project which is being led by Bruton Town Council and Bruton Community Partnership. The project is looking at branding across the parish. New tourism information boards and signs have been erected as well as a new town website created – www.brutontown.com.

Many additional projects are underway or have been completed such as the establishment of the Bruton Community Partnership which SSDC supported with a £1,000 community grant recently to help them set up and support the community plan.

Agenda Item 11

Anti-social Behaviour, Crime and Policing Act 2014 - Update Report

Lead Officer: Vicki Dawson, Principal Environmental Protection Officer
Contact Details: vicki.dawson@southsomerset.gov.uk or 01935 462546

Purpose of the report

To provide Scrutiny Committee with an update following implementation of the Anti-social Behaviour, Crime and Policing Act.

Action required

That members note and comment on the report.

Background

A report was presented to Scrutiny Committee in October 2014 which outlined the new provisions of the Anti-social Behaviour, Crime and Policing Act 2014.

A number of new tools were made available to lead agencies through this legislation. These have now mostly been in place for twelve months or more. Progress is reported as follows for those available to local authorities:

- **Community Trigger** - Gives victims and communities the right to request a review of their case, to bring agencies together to take further action to solve problems.

The trigger is in operation with a requirement to supply information to assist case reviews. Community Safety have the overview and maintains the single point of contact for the reviews.

Lead - Police. Supported by all partners.

Police continue to act as the gate way and take referrals from agencies or deal with individuals. To date there have been several enquiries but am pleased to report that no triggers have been actioned.

Further detail and application forms are available direct from the Police with detailed information on line : <https://www.avonandsomerset.police.uk/advice/neighbourhood-and-community/anti-social-behaviour/anti-social-behaviour-community-trigger/>

- **Civil Injunction** - To stop or prevent persons engaging in ASB.

Lead - application to County Court from Local Authority, Social Landlords, Police, British Transport Police, Environment Agency and NHS Protect. It is for each agency to decide on the use of this tool.

Yeovil One is leading the work with Police on Civil Injunctions as a consideration for several of the known problematic individuals that habitually frequent Yeovil Town Centre. Housing providers have been using these tools to help control the behaviour of tenants to good effect.

- **Criminal Behaviour Order**- issued by the court on conviction of a crime to help stop further crime or related ASB.

Lead - Criminal Prosecution Service in support from Police or/and local authority and partners.

We are aware that the police requested a Criminal Behaviour Order on an individual that was convicted of crimes in South Somerset but as the courts were, at the time, not familiar with the structure of the order it was turned down. It is understood that the courts have now received the information and training required to be able to issue these orders in the future.

- **Community Protection Notice** - To stop a person, aged 16 or over, business or organisation committing anti-social behaviour which spoils the community's quality of life.

Lead - Local Authorities and Police are able to issue CPNs. Registered Social Landlords are able to issue if designated by the Local Authority.

Partner agencies worked together to produce a set of documents for use as needed. Procedures have been discussed with the police and are still in discussion through the Anti-social behaviour steering group meetings and the Yeovil-one meetings.

No warnings, notices or fixed penalty notices have yet been issued by SSDC EP, although one was used by legal services for graffiti. Use of these powers has been considered in some cases but other measures have provided an effective remedy.

The provisions allowing the designation of these powers to social landlords were delayed, but commenced in summer 2015. Whilst there was some early discussion with social landlords regarding this delegation, no further progress has been made. It is expected this will progress over the next six months with careful consideration being given to the transfer of responsibilities between agencies.

The impact on resources has therefore been minimal and this is not expected to change significantly. The legislation provides a useful tool which can be used if appropriate.

- **Public Spaces Protection Order** - Designed to stop individuals or groups committing ASB in a public space.

Lead - This is issued by the Local Authority after consultation with the Police, PCC and other relevant bodies. A request for a PSPO can come from any community or organisation.

The Countryside team have worked with Environmental health and legal services to draft a PSPO covering dog fouling and dogs on leads at Ham Hill country Park. Further work is scheduled from December 2015 between EH and legal services regarding transferring the existing dog control orders to PSPOs. This work has to be complete by April 2017. The main impact on resources will be the time needed to ensure the required level of consultation is completed.

- **Premises Closure** - Allows the Police or Local Authority to close premises which are used or likely to be used to commit nuisance or disorder. A closure **notice** can be issued to close premises for 48 hrs without reference to the courts. Courts can issue a closure **order** for up to six months.

Lead - Local Authority or Police can issue a notice and/or apply for a closure order.

No situations have arisen requiring use of these powers.

Impact on resources

There has been no noticeable increase in service requests from the public since the new tools and powers were introduced.

Discussions will continue with other agencies, in particular the police, regarding the use and implementation of some of the powers on their behalf to solve issues that as yet, remain unresolved. These discussions have also considered how and where the police may be able to gather evidence on behalf of the Council.

As expected the use of existing powers and informal interventions has continued to provide a solution to many service requests. These new powers remain as an added tool which can be considered along with others, in order to reach the most appropriate and effective solution to each scenario encountered. In themselves they have not, and are not expected to, place significant impact on resources.

Agenda Item 12

Verbal update on Task and Finish reviews

The Task and Finish Review Chairs or Scrutiny Manager will give a brief verbal update on progress made.

Current Task & Finish Reviews

- Council Tax Reduction Scheme
 - Fees within the Licensing Service
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Agenda Item 13

Update on matters of interest

Lead Officers: Emily McGuinness, Scrutiny Manager

Contact Details: emily.mcguinness@southsomerset.gov.uk or (01935) 462566

Action Required

That members of the Scrutiny Committee note the verbal updates as presented by the Scrutiny Manager.

Purpose of Report

This report is submitted for information to update members of the committee on any recent information regarding matters of interest to the Scrutiny Committee, and for the Scrutiny Manager to verbally update members on any ongoing matters including:

- Journey of exploration
-

Scrutiny Work Programme

Meeting Date	Agenda Item	Issue for Main Scrutiny Cttee	Budget	Background/Description	Lead Officer/ Lead Member
1 st Dec '15	Update on Telephony Issues	✓		At their August 2015 meeting, members requested an update report on this issue be brought to the December Meeting	Jason Toogood / Roger Brown.
1 st Dec '15	Report of Licensing Task and Finish Group	✓		Final report for approval by Scrutiny Committee prior to recommendations being made District Executive	Nigel Marston / Emily McGuinness
1 st Dec '15	Update on Shared Accommodation	✓		Members have requested a report reviewing the Shared Accommodation project.	Laurence Willis/ Cllr Henry Hobhouse.
1 st Mar '16	Equalities action plan 2012-16	✓		Scrutiny were involved in the original creation of the plan and has a role in monitoring performance and considering equalities across all of the Councils decisions.	Jo Morgan/ Martin Woods

The Somerset Waste Board and Somerset Waste Partnership Forward Plan of key decisions can be viewed at: <http://www.somerset.gov.uk/policies-and-plans/plans/cabinet-forward-plan/>

Current Task & Finish Reviews

Date Commenced	Title	Members
July 2015	Fees within the Licensing Service	Martin Wale, Tony Lock, Gye Dibben, David Norris, Val Keitch, Mike Beech, Jason Baker
Ad-hoc monitoring	Council Tax Benefit Reduction	Sue Steele, Dave Bulmer, Sue Osborne, David Norris

Agenda Item 15

Date of next meeting

Members are requested to note that the next meeting of the Scrutiny Committee will be held on Tuesday 1 December 2015 at 10.00am in the Main Committee Room, Brympton Way, Yeovil.
