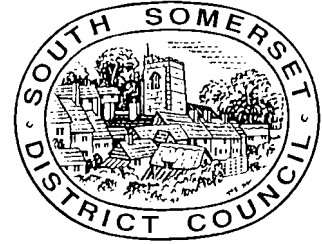


South Somerset District Council

Notice of Meeting



District Executive

Making a difference where it counts

Thursday 2nd November 2017

9.30 am

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



Disabled access and a hearing loop are available at this meeting venue.

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

The public and press are welcome to attend.

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

This Agenda was issued on Wednesday 25 October 2017.

Ian Clarke, Director (Support Services)

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



District Executive Membership

Ric Pallister
Peter Gubbins
Henry Hobhouse
Val Keitch
Jo Roundell Greene
Sylvia Seal
Peter Seib
Angie Singleton
Nick Weeks
Derek Yeomans

Information for the Public

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

Members of the Public are able to:-

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

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

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

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

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

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

District Executive

Thursday 2 November 2017

Agenda

1. Minutes of Previous Meeting

To approve as a correct record the minutes of the District Executive meeting held on 5th October 2017.

2. Apologies for Absence

3. Declarations of Interest

In accordance with the Council's current Code of Conduct (as amended 26 February 2015), which includes all the provisions relating to Disclosable Pecuniary Interests (DPI), personal and prejudicial interests, Members are asked to declare any DPI and also any personal interests (and whether or not such personal interests are also "prejudicial") in relation to any matter on the Agenda for this meeting.

Members are reminded that they need to declare the fact that they are also a member of a County, Town or Parish Council as a Personal Interest. Where you are also a member of Somerset County Council and/or a Town or Parish Council within South Somerset you must declare a prejudicial interest in any business on the agenda where there is a financial benefit or gain or advantage to Somerset County Council and/or a Town or Parish Council which would be at the cost or to the financial disadvantage of South Somerset District Council.

4. Public Question Time

5. Chairman's Announcements

Items for Discussion

6. Presentation by SPARK Somerset (Voluntary and Community Action) (Page 5)

7. 2017/18 Revenue Budget Monitoring Report for the Period Ending 30th September 2017 (Pages 6 - 27)

8. 2017/18 Capital Budget Monitoring Report for the quarter ending 30th September 2017 (Pages 28 - 44)

9. The installation of a 14.8 kW photovoltaic array at Yeovil Innovation Centre Extension (Pages 45 - 56)

10. Increase in Councillors and change of name of Barwick Parish Council - Community Governance Review (CGR) (Pages 57 - 72)

11. District Executive Forward Plan (Pages 73 - 78)

12. Date of Next Meeting (Page 79)

13. Exclusion of Press and Public (Page 80)

14. Notification of an Urgent Executive Decision: Disposal of 11-12 South Western Terrace, Yeovil (Confidential) (Pages 81 - 83)

Agenda Item 6

Presentation on the work of SPARK Somerset (Voluntary and Community Action)

Executive Portfolio Holder: Cllr Sylvia Seal, Leisure and Culture
Director: Netta Meadows, Director Strategy and Commissioning
Service Manager: Helen Rutter, Communities Lead
Lead Officer: David Crisfield, Third Sector and Equalities Co-ordinator
Contact Details: david.crisfield@southsomerset.gov.uk or 01935 462240

SPARK is one of SSDC's strategic Voluntary Sector partners. The council funds SPARK at the level of £74,260 per annum (agreed annually). The grant is supported with a Service Level Agreement which sets out the expected outcomes and targets.

In March 2017, District Executive approved funding for SPARK for 2017/18 and members agreed to receive a presentation on SPARK's work and achievements in the autumn of 2017.

Katherine Nolan, manager of SPARK, will be delivering a presentation to members on the work of SPARK during the past financial year with a particular focus on their impact and achievements.

Agenda Item 7

2017/18 Revenue Budget Monitoring Report for the Period Ending 30th September 2017

Executive Portfolio Holder: Peter Seib, Finance and Legal Services
Director: Ian Clark, Support Services
S151 Officer: Paul Fitzgerald
Service Manager: Catherine Hood
Lead Officer: Catherine Hood, Finance Manager
Contact Details: Catherine.hood@southsomerset.gov.uk or (01935) 462157

Purpose of the Report

1. The purpose of this report is to update Members on the current financial position of the revenue budgets of the Council and to report the reasons for variations from approved annual budgets for the period 1st April to 30th September 2017.

Forward Plan

2. This report appeared on the District Executive Forward Plan with an anticipated Committee date of 3rd November 2017.

Public Interest

3. This report gives an update on the revenue financial position and budgetary variations of the Council as at 30th September 2017.

Recommendations

4. That the District Executive:
 - a. Note the current 2017/18 financial position of the Council
 - b. Note the reasons for variations to the previously approved Directorate Budgets as detailed in paragraph 7;
 - c. Note the transfers made to and from reserves outlined in paragraph 23 and the position of the Area Reserves as detailed in Appendix C and the Corporate Reserves as detailed in Appendix D;
 - d. Note the virements made under delegated authority as detailed in Appendix B.

Background

5. The 2017/18 original budget was approved by Council in February 2017. This represents the financial plans that the Executive manages under their delegated authority and that they monitor in accordance with the Financial Procedure Rules. All of the Council's income and expenditure has a responsible budget holder who is managing only items within their control.

Summary of the Current Revenue Financial Position and Forecast Outturn

6. Managers have been asked in 2017/18 to outline the actual expected outturn for the year and the reasons to date for under- or overspend. Appendix A to this report sets out the detail of the current position on Council spending and the forecasted outturn for 2017/18.
7. A summary by Directorate of the revenue position as at 30th September 2017 is as follows:

Directorate	Original Budget £'000	Revised Budget £'000	Y/E Forecast £'000	Variance £'000	Comments on Major Variances (+/- £50,000)
Chief Executive	842.3	842.9	842.9	0.0	
Director of Support Services	5,447.5	5,503.2	5,503.2	0.0	
Director of Service Delivery	2,669.5	2,770.8	2,777.7	6.9	
Communities Lead	1,258.3	1,317.1	1,317.1	0.00	
Director of Commercial Services and Income Generation	7,161.6	7,221.6	7,457.4	235.8	There has been a number of unexpected start-up costs especially for the kitchen which were not budgeted for. This has also led to delays in hiring out the complex for functions. Full business plan revision to come to DX in December as per forward plan.
Total Overspend	17,379.2	17,655.6	17,898.3	242.7	

8. There is currently an expected net over spend on currently approved budgets of £242,726 by the end of the financial year. This will result in an over spend equivalent to 1.37% of the revised budget. It is worth noting that at this stage it is the middle of the financial year and the position can change in the remainder of the year, and there is time for action to be taken to control spending within the overall budget for the year.
9. The table below shows the movement of revenue budgets since 1st April 2017 to 30th September 2017.

	£'000
Approved base budget as at April 2017	17,379.2
2017/18 Carry forwards	246.4
Strategic Land and Property Project	30.0
Revised Budget as at 30th September 2017	17,655.6

Budget Virements

10. Under the Financial Procedure Rules, providing that the S151 Officer has been notified in advance, Assistant Directors/Managers may authorise any virements for an individual cost centre within their responsibility. Directors and Assistant Directors can authorise virements, up to a maximum of £25,000, for an overall Directorate that is within their area of responsibility. Portfolio Holders can approve virements between services within their areas of responsibility, up to a maximum of £25,000 per virement. These virements are listed in Appendix B for District Executive to note and have been approved by the S151 Officer. There are no virements requiring approval.

Delivery of Savings

11. As part of budget monitoring it is important to monitor that savings proposed in the 2017/18 budget setting exercise are being delivered. The table below details the major savings (savings over £25,000) that were proposed and the expected achievement of those savings at year-end.

Major Savings (Savings over £25,000)	2017/18 Budget Saving Target £'000	Estimated Actual Saving at Year-End £'000	(Shortfall) £'000
Engineering and Property Services-Reduction in premises costs	59	59	0
Transformation-Blueprint savings	625	625	0
Waste-Additional income from garden waste collections	50	50	0
Total Major Savings	734	734	0

External Partnerships and other Organisations

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

13. The 2nd quarter for 2017 continues to be busy. Spark have been successful in attracting some additional funding, which will be used to increase capacity and develop our services. We still predict a small surplus at the end of the financial year.

- We have received funding from Somerset Community Foundation to develop our training programme for voluntary and community groups.
- We are due to launch our new Community Accountancy Service where we will offer a cost-effective bookkeeping and accountancy service to voluntary and community groups. We are already in discussion with several organisations and due to commence several contracts.

14. Some other highlights from South Somerset in the past three months:

- We're holding a launch event on 1 November in Crewkerne in partnership with ABCD Project (A Better Crewkerne and District) where we will be developing a Community and Voluntary Sector Network.
- Our work with Symphony continues in South Somerset, with a specific focus on Yeovil over the next year. The Yeovil Health and Wellbeing Alliance inaugural meeting takes places on the evening of the 1 November.

- Funded by Symphony, we will be developing a Community Ambassador Volunteer Network across the District that will be supporting the development of new health services.
- The new Somerset Carers Service launched at the beginning of October. Spark is working in partnership with CCS, Somerset Partnership, Engage and the County Council to provide support to carers across the County. We will be focussed on managing the volunteers for this service.

Council Tax Support and Council Tax

15. The Council Tax Scheme (CTS) commenced in April 2013. The authority has set a budget for 2017/18 of £8.556 million for annual CTS discounts. Of this sum £8.499 million has been allocated as at 30 June 2017. The cost of CTS is allocated through the Council Tax Collection Fund and is shared between the preceptors in proportion to their relative shares of council tax due for the year.
16. The Hardship Scheme is in place for extreme circumstances with a budget of £30,000 for the year. By the end of Q2 SSDC had received 84 requests for hardship relief of which 72 were successful. The amount awarded to the end of Q2 was £13,207.
17. The in-year collection rate for Council Tax is 56.67% for 2017/18 compared to 57.22% for Q1 last year. In monetary terms we have collected £2.7 million more than the same period last year. In Q1 and Q2 we have reduced total outstanding debt relating to previous years of £6.34 million by £1.39 million.

Non Domestic Rates

18. The in-year collection rate for Business Rates (BR) at the end of Q2 was 53.31% for 2017/18 compared to 58.72% for last year. Collection rates for BR are more volatile across the year than Council Tax. We are in the process of awarding the reliefs announced in the Spring Budget which will show through in Q3 collection date. In Q1 and Q2 we have reduced total outstanding debt relating to previous years of £2.15 million by £385k.
19. Non Domestic Rates income that we collect is distributed between Government, SSDC, the County Council, and Fire and Rescue Authority under the Business Rates Retention funding system.

Council Tax Reforms

20. Members agreed to amend some discounts to Council Tax from 1 April 2013, one of which relates to long term empty properties (unfurnished and unoccupied for 2 years or more). There were 174 at the end of September 2017. There is a natural turnover of properties with some becoming occupied and others reaching the two year trigger for inclusion in this statistic. At the same point last year there were 188.

Discretionary Housing Payments

21. The Government DHP funding allocation for 2017/18 is £287k. In addition to this the Council is permitted to spend up to £431k of its own money on DHP awards. By the end of Q2 we had awarded £75k, and a further £22k is committed up to the end of this financial year. The total sum paid and committed (£97k) represents 34% of the government DHP grant. Universal Credit recipients have their housing cost support paid directly by DWP, however they are still able to apply to SSDC for a DHP. The number of Universal Credit recipients in the district is increasing each month and as a result it is difficult to project the end of year spending on DHP's. We will continue to monitor closely this area of spend. We currently have 9 outstanding DHP applications.

Reserves & Balances

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

Reserve	Balance at 01/6/17 £'000	Transfers In/(Out) £'000	Balance at 30/9/17 £'000	Reason for Transfer
Usable Capital Receipts	29,054	30	29,084	Transfers from reserve: £1k Pooling of Housing receipts Transfers to reserve: £31k Sale of land at Touches and repayment of private sector housing grants
LABGI Reserve	24	(6)	18	Funding for Yeovil Innovation Hub (HIVE)
Transformation Reserve	782	(145)	637	Funding of Transformation Project
Revenue Grants Reserve	672	143	815	Transfer from reserve: £1.5k Fire alarm to Careline £11k Yeovil One salary Transfer into reserve: £155.5k Homeless Flex grant
Council Tax/Housing Benefits Reserve	725	26	751	New burdens and FERIS credit grants
Closed Churchyards Reserve	3	8	11	Transfer from reserve: £7k funding for churchyard works Transfer into reserve: £15k Special levy
Infrastructure Reserve	932	(69)	863	Funding for Yeovil Refresh £35K, Chard Regeneration Scheme £34k
Ticket Levy Reserve	17	22	39	Transfer of ticket levies to reserve
Community Housing Fund	263	31	232	Transfer from reserve: South Petherton £7k Wessex community lead project £24k

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

General Fund Balances	£'000
Balance at 1 April 2017	5,078
Area & Economic Development Balances	(124)
Support for 2017/18 budget	(789)
2016/17 Carryforwards	(246)
Funding for Property Review	(30)
Commitments	(73)
Recommended 2016/17 net underspend to transformation Reserve	(145)
Utilisation of general fund for transformation	(231)
Estimated overspend	(243)
Unallocated General Fund Balance at 30th September 2017	3,197

25. The Latest review of risks to SSDC balances shows that balances need to remain within the range of £2.8 to £3.1 million to meet current financial risks. Current balances as at 30th September are therefore adequate to meet current risks.

Financial Implications

26. As part of monitoring an assessment of risk has been made. This review of balances and reserves has shown that SSDC currently has sufficient balances to cover major areas of financial risk. The balance at the year-end is estimated to be £3.1 million.

27. Details of the current key risks, as identified in the 2017/18 Budget Setting Report, are listed in the table below with an update from the responsible officer.

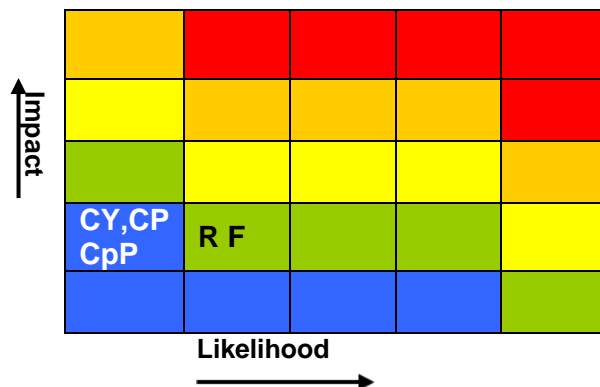
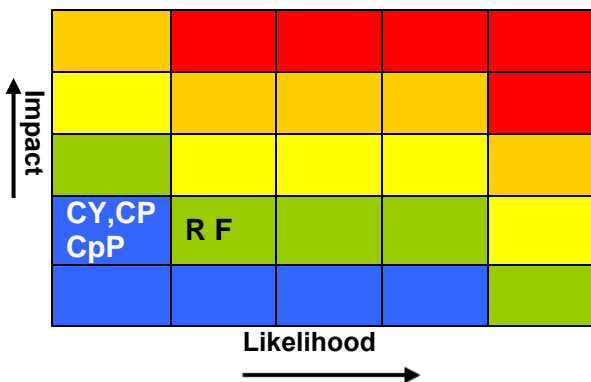
Current Risk	Responsible Officer	Officer's Update
Interest Rates	S151 Officer	Current predictions are for the Treasury Management budget to be in line with budget.
Business Rate income	Director-Support Services	The collection rate is down by 5.41% on the previous year's quarter 2; however reliefs announced in the Spring Budget are in the process of being awarded and volatility in performance throughout the year is expected. There are a number of medium to longer term risks in that revaluation may affect income for 2017/18, there has also has been a request made by NHS Trusts for business rate relief.
Transformation	Chief Executive	The blueprint has confirmed that the £2.5 million savings are achievable. Spend is being closely monitored.
Westland Leisure Centre	Director – Commercial Services & Income Generation	A full business plan revision is due to be brought to District Executive in December in line with the forward plan.
The Council Tax Support Scheme	Director-Support Services	Current monitoring shows that 99.3% of the budget has been allocated by September 17.
Housing Benefit Subsidy	Director-Support Services	Current predictions are for the housing benefit subsidy to be on budget at the year-end but the outcome will not be confirmed until the subsidy claim is externally audited.
Planning Income	Director-Service Delivery	Current predictions are for planning income to come in on budget.

Current Risk	Responsible Officer	Officer's Update
Building Control Income		Current predictions are that there will be a £51k shortfall in fee income.
Car parking Income		Car Park income is predicted to be down by £80k.
New Homes Bonus	S151 Officer	<p>The Government has issued the technical consultation on the 2018/19 finance settlement. This includes considering withholding part of the bonus from local authorities that are not planning effectively for new homes. They also intend to go further in 2019/20 this could include linking payment of the bonus to the housing delivery test or the standard approach to the local housing need.</p> <p>In 2015 Government consulted on a "by unit" methodology which would reduce payment in line with number of homes allowed on appeal and alternative approach is being considered linking bonus allocations to the ratio of successful appeals to residential planning decisions. This signals continuing risk to further reductions to grant in the future.</p>
The UKs Exit from the EU	S151 Officer	We do not yet know the impact in the medium to long term. If consumer confidence reduces there may be an impact on SSDC's income streams such as planning, licencing, theatre income, and car parking.
Land Charge Searches	Director-Support Services	The update from Land Registry is that they are currently still working on getting all authorities digitalised and then it is expected that the project will start with the South East region. So it is unlikely that there will be any change for SSDC in 17/18.

Risk Matrix

Risk Profile before officer recommendations

Risk Profile after officer recommendations



Key

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

Council Plan Implications

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

Carbon Emissions and Climate Change Implications

29. There are no implications currently in approving this report

Equality and Diversity Implications

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

Privacy Impact Assessment

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

Background Papers

32. Revenue Quarterly Monitoring File

Group with Elements		Year to date			Outturn Forecast			Budget Holders' Comments on Variances to Profiled Budgets & Outturn Accountants' Comments in Italics
		Budget to 30th September £	Actual to 30th September £	Variance to 30th September £	Annual Budget £	Expected Total by Year End £	Variance expected 31/03/18 £	
Chief Executive : Alex Parmley								
STRATEGIC MANAGEMENT								
Chief Executive : Alex Parmley								
MANAGEMENT BOARD	Expenditure	544,005	587,994	43,989	1,069,610	1,069,610	0	
Portfolio Holder : Cllr Ric Pallister	Income	(55,730)	(55,732)	(2)	(55,730)	(55,730)	0	
	TOTAL	488,275	532,262	43,987	1,013,880	1,013,880	0	
TOTAL STRATEGIC MANAGEMENT	Expenditure	544,005	587,994	43,989	1,069,610	1,069,610	0	
	Income	(55,730)	(55,732)	(2)	(55,730)	(55,730)	0	
	TOTAL	488,275	532,262	43,987	1,013,880	1,013,880	0	
TRANSFORMATION								
Chief Executive : Alex Parmley								
TRANSFORMATION	Expenditure	306,700	446,271	139,571	143,810	143,810	0	
Portfolio Holder : Cllr Ric Pallister	Income	(432,410)	(446,271)	(13,861)	(432,410)	(432,410)	0	
	TOTAL	(125,710)	0	125,710	(288,600)	(288,600)	0	
TOTAL TRANSFORMATION	Expenditure	306,700	446,271	139,571	143,810	143,810	0	
	Income	(432,410)	(446,271)	(13,861)	(432,410)	(432,410)	0	
	TOTAL	(125,710)	0	125,710	(288,600)	(288,600)	0	
POLICY AND PERFORMANCE								
Service Manager : Charlotte Jones & Andrew Gillespie								
POLICY & PERFORMANCE	Expenditure	60,975	63,172	2,197	117,580	117,580	0	
Portfolio Holder : Cllr Ric Pallister	Income	0	0	0	0	0	0	
	TOTAL	60,975	63,172	2,197	117,580	117,580	0	
TOTAL POLICY AND PERFORMANCE	Expenditure	60,975	63,172	2,197	117,580	117,580	0	
	Income	0	0	0	0	0	0	
	TOTAL	60,975	63,172	2,197	117,580	117,580	0	
TOTAL CHIEF EXECUTIVE	Expenditure	911,680	1,097,437	185,757	1,331,000	1,331,000	0	
	Income	(488,140)	(502,003)	(13,863)	(488,140)	(488,140)	0	
	TOTAL	423,540	595,434	171,894	842,860	842,860	0	
Director of Support Services : Ian Clarke								
FINANCIAL SERVICES								
Service Manager : Catherine Hood								
AUDIT	Expenditure	71,655	70,606	(1,049)	95,540	95,540	0	Expenditure in line with budget.
Portfolio Holder : Cllr Peter Seib	Income	0	0	0	0	0	0	
	TOTAL	71,655	70,606	(1,049)	95,540	95,540	0	
CORPORATE COSTS	Expenditure	1,148,584	1,074,869	(73,715)	2,107,890	2,107,890	0	Budget should be on target current variance due to year end provisions and profiling.
Portfolio Holder : Cllr Peter Seib	Income	(86,590)	(76,023)	10,567	(673,800)	(673,800)	0	Savings in staffing costs should reduce canteen overspend.
	TOTAL	1,061,994	998,846	(63,148)	1,434,090	1,434,090	0	

Group with Elements		Year to date			Outturn Forecast			Budget Holders' Comments on Variances to Profiled Budgets & Outturn Accountants' Comments in Italics
		Budget to 30th September £	Actual to 30th September £	Variance to 30th September £	Annual Budget £	Expected Total by Year End £	Variance expected 31/03/18 £	
FINANCIAL SERVICES Portfolio Holder : Cllr Peter Seib	Expenditure	339,059	330,998	(8,061)	702,240	702,240	0	Budget on track
	Income	(1,000)	(11,304)	(10,304)	(20,330)	(20,330)	0	
	TOTAL	338,059	319,694	(18,365)	681,910	681,910	0	
TREASURY MANAGEMENT Portfolio Holder : Cllr Peter Seib	Expenditure	43,065	40,105	(2,960)	60,970	60,970	0	The current variance is due to profiling of the annual budget although we are on target to meet the budget for year end.
	Income	0	(111,249)	(111,249)	(477,820)	(477,820)	0	
	TOTAL	43,065	(71,144)	(114,209)	(416,850)	(416,850)	0	
TOTAL FINANCIAL SERVICES	Expenditure	1,602,363	1,516,578	(85,785)	2,966,640	2,966,640	0	
	Income	(87,590)	(198,576)	(110,986)	(1,171,950)	(1,171,950)	0	
	TOTAL	1,514,773	1,318,002	(196,771)	1,794,690	1,794,690	0	
ICT SERVICES								
Service Manager : Roger Brown								
INFORMATION SYSTEMS Portfolio Holder : Cllr Henry Hobhouse	Expenditure	620,944	608,118	(12,826)	1,077,500	1,077,500	0	ICT currently operating within budget However some expenditure will need to be transferred to the Transformation Budget.
	Income	(6,830)	(6,533)	297	(16,770)	(16,770)	0	
	TOTAL	614,114	601,585	(12,529)	1,060,730	1,060,730	0	
TOTAL INFORMATION SYSTEMS	Expenditure	620,944	608,118	(12,826)	1,077,500	1,077,500	0	
	Income	(6,830)	(6,533)	297	(16,770)	(16,770)	0	
	TOTAL	614,114	601,585	(12,529)	1,060,730	1,060,730	0	
PROCUREMENT AND RISK MANAGEMENT								
Service Manager : Gary Russ								
PROCUREMENT AND RISK MANAGEMENT Portfolio Holder : Cllr Peter Seib	Expenditure	81,250	75,861	(5,389)	157,470	157,470	0	
	Income	(9,695)	(889)	8,806	(19,390)	(19,390)	0	
	TOTAL	71,555	74,972	3,417	138,080	138,080	0	
TOTAL PROCUREMENT AND RISK MANAGEMENT	Expenditure	81,250	75,861	(5,389)	157,470	157,470	0	
	Income	(9,695)	(889)	8,806	(19,390)	(19,390)	0	
	TOTAL	71,555	74,972	3,417	138,080	138,080	0	
REVENUES AND BENEFITS								
Service Manager : Ian Potter								
REVENUES & BENEFITS Portfolio Holder : Cllr Peter Seib	Expenditure	953,725	938,304	(15,421)	1,759,340	1,759,340	0	I currently expect to be on budget at end of year outturn
	Income	(267,083)	(256,862)	10,221	(384,570)	(384,570)	0	
	TOTAL	686,642	681,442	(5,200)	1,374,770	1,374,770	0	
HOUSING BENEFIT SUBSIDY Portfolio Holder : Cllr Peter Seib	Expenditure	19,131,575	18,272,399	(859,176)	38,263,150	38,263,150	0	Our latest subsidy monitor shows a small adverse variance of £24k. Subsidy is monitored monthly and the subsidy claim externally audited and finally adjusted autumn 2018.
	Income	(20,562,423)	(20,516,355)	46,068	(38,910,610)	(38,910,610)	0	
	TOTAL	(1,430,848)	(2,243,956)	(813,108)	(647,460)	(647,460)	0	
TOTAL REVENUES AND BENEFITS	Expenditure	20,085,300	19,210,703	(874,597)	40,022,490	40,022,490	0	
	Income	(20,829,506)	(20,773,217)	56,289	(39,295,180)	(39,295,180)	0	
	TOTAL	(744,206)	(1,562,514)	(818,308)	727,310	727,310	0	

Group with Elements		Year to date			Outturn Forecast			Budget Holders' Comments on Variances to Profiled Budgets & Outturn Accountants' Comments in Italics
		Budget to 30th September £	Actual to 30th September £	Variance to 30th September £	Annual Budget £	Expected Total by Year End £	Variance expected 31/03/18 £	
OPERATIONS AND CUSTOMER FOCUS								
Service Manager : Jason Toogood								
CUSTOMER SERVICES	Expenditure	248,960	235,162	(13,798)	488,550	488,550	0	
Portfolio Holder : Cllr Ric Pallister	Income	0	(6,224)	(6,224)	0	0	0	
	TOTAL	248,960	228,938	(20,022)	488,550	488,550	0	Expenditure is well within budget.
RESOLUTION AND PRINTING	Expenditure	38,880	34,932	(3,948)	77,760	77,760	0	
Portfolio Holder : Cllr Ric Pallister	Income	(47,040)	(22,928)	24,112	(94,080)	(94,080)	0	Income from printing remains lower than budget mainly as a consequence of internal teams reducing their usage in order to keep within their budget targets.
	TOTAL	(8,160)	12,004	20,164	(16,320)	(16,320)	0	
TOTAL OPERATIONS AND CUSTOMER FOCUS	Expenditure	287,840	270,094	(17,746)	566,310	566,310	0	
	Income	(47,040)	(29,152)	17,888	(94,080)	(94,080)	0	
	TOTAL	240,800	240,942	142	472,230	472,230	0	
DEMOCRATIC SERVICES								
Service Manager : Angela Cox								
DEMOCRATIC & SUPPORT SERVICES	Expenditure	474,250	515,382	41,132	977,420	977,420	0	
Portfolio Holder : Cllr Val Keitch	Income	(4,710)	(46,735)	(42,025)	(9,420)	(9,420)	0	
	TOTAL	469,540	468,647	(893)	968,000	968,000	0	Budgets as expected at half year point.
TOTAL DEMOCRATIC & SUPPORT SERVICES	Expenditure	474,250	515,382	41,132	977,420	977,420	0	
	Income	(4,710)	(46,735)	(42,025)	(9,420)	(9,420)	0	
	TOTAL	469,540	468,647	(893)	968,000	968,000	0	
LEGAL SERVICES								
Service Manager : Angela Watson								
LEGAL SERVICES	Expenditure	224,420	172,071	(52,349)	425,100	425,100	0	The is an on-going saving from a vacant lawyer post and books and publications are overspending due to the increasing cost of on-line legal resources.
Portfolio Holder : Cllr Peter Seib	Income	(36,390)	(9,362)	27,028	(73,880)	(73,880)	0	The negative variance reflects the fact that we are currently working on fewer s106 agreements than in previous years, due to the introduction of the CIL charge in April 2017.
	TOTAL	188,030	162,709	(25,321)	351,220	351,220	0	
LAND CHARGES	Expenditure	58,570	45,797	(12,773)	104,270	104,270	0	No particular concerns, there is a current underspend due to a delay in SCC invoicing us for their element of the search work.
Portfolio Holder : Cllr Peter Seib	Income	(231,955)	(240,306)	(8,351)	(451,040)	(451,040)	0	
	TOTAL	(173,385)	(194,509)	(21,124)	(346,770)	(346,770)	0	
RIGHTS OF WAY	Expenditure	51,910	44,319	(7,591)	69,360	69,360	0	Due to a retirement there is an ongoing salary saving.
Portfolio Holder : Cllr Peter Seib	Income	(42,710)	(34,614)	8,096	(50,960)	(50,960)	0	Income is below target, diversion work is continuing through so there should be some further income generated before the end of the year.
	TOTAL	9,200	9,705	505	18,400	18,400	0	
TOTAL LEGAL SERVICES	Expenditure	334,900	262,187	(72,713)	598,730	598,730	0	
	Income	(311,055)	(284,282)	26,773	(575,880)	(575,880)	0	
	TOTAL	23,845	(22,095)	(45,940)	22,850	22,850	0	

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Group with Elements		Year to date			Outturn Forecast			Budget Holders' Comments on Variances to Profiled Budgets & Outturn Accountants' Comments in Italics
		Budget to 30th September £	Actual to 30th September £	Variance to 30th September £	Annual Budget £	Expected Total by Year End £	Variance expected 31/03/18 £	
FRAUD AND DATA MANAGEMENT								
Service Manager : Lynda Creek								
FRAUD AND DATA MANAGEMENT	Expenditure	31,940	18,366	(13,574)	58,400	58,400	0	
Portfolio Holder : Cllr Peter Seib	Income	0	0	0	0	0	0	
	TOTAL	31,940	18,366	(13,574)	58,400	58,400	0	
TOTAL FRAUD AND DATA MANAGEMENT	Expenditure	31,940	18,366	(13,574)	58,400	58,400	0	
	Income	0	0	0	0	0	0	
	TOTAL	31,940	18,366	(13,574)	58,400	58,400	0	Expenditure well within budget
HUMAN RESOURCES								
Service Manager : Mike Holliday								
HUMAN RESOURCES	Expenditure	136,865	122,316	(14,549)	273,730	273,730	0	No concerns expected at this time with budgets in-line with expectations'
Portfolio Holder : Cllr Ric Pallister	Income	(4,990)	(7,205)	(2,215)	(12,870)	(12,870)	0	
	TOTAL	131,875	115,111	(16,764)	260,860	260,860	0	
TOTAL HUMAN RESOURCES	Expenditure	136,865	122,316	(14,549)	273,730	273,730	0	
	Income	(4,990)	(7,205)	(2,215)	(12,870)	(12,870)	0	
	TOTAL	131,875	115,111	(16,764)	260,860	260,860	0	
TOTAL DIRECTOR OF SUPPORT SERVICES	Expenditure	23,655,652	22,599,605	(1,056,047)	46,698,690	46,698,690	0	
	Income	(21,301,416)	(21,346,589)	(45,173)	(41,195,540)	(41,195,540)	0	
	TOTAL	2,354,236	1,253,016	(1,101,220)	5,503,150	5,503,150	0	
Director of Service Delivery : Martin Woods								
ECONOMIC DEVELOPMENT								
Service Manager : David Julian								
ECONOMIC DEVELOPMENT	Expenditure	329,905	333,367	3,462	594,550	594,550	0	
Portfolio Holder : Cllr Jo Roundell-Greene	Income	(435,893)	(406,608)	29,285	(490,370)	(455,370)	35,000	Reduction in YIC income through loss of tenants, however the situation is improving due to recent new tenants.
	TOTAL	(105,988)	(73,241)	32,747	104,180	139,180	35,000	
TOURISM	Expenditure	94,013	69,277	(24,736)	202,120	202,120	0	
Portfolio Holder : Cllr Derek Yeomans	Income	(41,775)	(34,003)	7,772	(83,550)	(83,550)	0	
	TOTAL	52,238	35,274	(16,964)	118,570	118,570	0	Budget on target
HERITAGE	Expenditure	30,125	21,077	(9,048)	60,250	60,250	0	
Portfolio Holder : Cllr Nick Weeks	Income	(1,560)	(446)	1,114	(3,120)	(3,120)	0	
	TOTAL	28,565	20,631	(7,934)	57,130	57,130	0	Budget on target
TOTAL ECONOMIC DEVELOPMENT	Expenditure	454,043	423,721	(30,322)	856,920	856,920	0	
	Income	(479,228)	(441,057)	38,171	(577,040)	(542,040)	35,000	
	TOTAL	(25,185)	(17,336)	7,849	279,880	314,880	35,000	

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Group with Elements		Year to date			Outturn Forecast			Budget Holders' Comments on Variances to Profiled Budgets & Outturn Accountants' Comments in Italics
		Budget to 30th September £	Actual to 30th September £	Variance to 30th September £	Annual Budget £	Expected Total by Year End £	Variance expected 31/03/18 £	
DEVELOPMENT CONTROL								
Service Manager : David Norris								
DEVELOPMENT CONTROL	Expenditure	709,015	695,699	(13,316)	1,413,750	1,413,750	0	Expenditure has been carefully controlled and the management of vacancies has resulted in an underspend 0 Planning fees income has been significantly higher than expected and it is likely that the annual budget will be exceeded. The introduction of charges for pre-application advice has proved successful and we are confident that the annual budget will be met
Portfolio Holder : Cllr Angie Singleton	Income	(635,975)	(845,481)	(209,506)	(1,271,950)	(1,271,950)	0	
	TOTAL	73,040	(149,782)	(222,822)	141,800	141,800	0	
TOTAL DEVELOPMENT CONTROL	Expenditure	709,015	695,699	(13,316)	1,413,750	1,413,750	0	
	Income	(635,975)	(845,481)	(209,506)	(1,271,950)	(1,271,950)	0	
	TOTAL	73,040	(149,782)	(222,822)	141,800	141,800	0	
SPATIAL POLICY								
Service Manager : Jo Wilkins								
PLANNING POLICY	Expenditure	128,615	150,575	21,960	285,600	285,600	0	Re-profiling required otherwise budget on track
Portfolio Holder : Cllr Angie Singleton	Income	(1,280)	0	1,280	(2,560)	(2,560)	0	
	TOTAL	127,335	150,575	23,240	283,040	283,040	0	
TRANSPORT	Expenditure	20,600	19,921	(679)	41,200	41,200	0	On budget
Portfolio Holder : Cllr Henry Hobhouse	Income	0	0	0	0	0	0	
	TOTAL	20,600	19,921	(679)	41,200	41,200	0	
TOTAL SPATIAL POLICY	Expenditure	149,215	170,496	21,281	326,800	326,800	0	
	Income	(1,280)	0	1,280	(2,560)	(2,560)	0	
	TOTAL	147,935	170,496	22,561	324,240	324,240	0	
STRATEGIC HOUSING								
Service Manager : Colin McDonald								
STRATEGIC HOUSING	Expenditure	142,275	105,092	(37,183)	314,890	314,890	0	Apparent underspend largely due to timing of SLA payments but with a significant proportion due to overall staffing costs. Overall outturn difficult to predict at the moment due to fluidity in staffing matters but may be c £10k 0 Additional income largely derived from positive lives funding (county wide pot) which shall be passed on via SLA, but also expect some additional income from investment properties before year end.
Portfolio Holder : Cllr Ric Pallister	Income	(52,903)	(140,637)	(87,734)	(118,070)	(118,070)	0	
	TOTAL	89,372	(35,545)	(124,917)	196,820	196,820	0	
TOTAL STRATEGIC HOUSING	Expenditure	142,275	105,092	(37,183)	314,890	314,890	0	
	Income	(52,903)	(140,637)	(87,734)	(118,070)	(118,070)	0	
	TOTAL	89,372	(35,545)	(124,917)	196,820	196,820	0	

Group with Elements		Year to date			Outturn Forecast			Budget Holders' Comments on Variances to Profiled Budgets & Outturn Accountants' Comments in Italics
		Budget to 30th September £	Actual to 30th September £	Variance to 30th September £	Annual Budget £	Expected Total by Year End £	Variance expected 31/03/18 £	
ENVIRONMENTAL HEALTH								
Service Manager : Alasdair Bell								
HOUSING STANDARDS	Expenditure	114,515	96,843	(17,672)	229,030	189,652	(39,378)	Currently underspending on salaries and travelling allowances due to vacancies within the service Income in Home Aid is £6k above budget and additional income of £2k received in Housing standards. This is expected to even out at year end
Portfolio Holder : Cllr Val Keitch	Income	(33,725)	(42,213)	(8,488)	(67,450)	(67,450)	0	
	TOTAL	80,790	54,630	(26,160)	161,580	122,202	(39,378)	
ENVIRONMENTAL HEALTH & COMMUNITY PROTECTION	Expenditure	394,020	373,120	(20,900)	816,500	816,500	0	Small underspends on salaries, travel and supplies and services across the board profiling of budget for burial recharge incorrect but on target for year end. Income down within pest control due to the reduced number of wasp nests. Over achieving on income within Environmental Protection but this is expected to even out for year end.
Portfolio Holder : Cllr Val Keitch	Income	(39,425)	(38,548)	877	(71,660)	(71,660)	0	
	TOTAL	354,595	334,572	(20,023)	744,840	744,840	0	
ENFORCEMENT	Expenditure	58,278	44,448	(13,830)	123,060	96,560	(26,500)	Underspending on salaries as one enforcement officer post is vacant Income is underachieving but this is offset against the underspend in salaries
Portfolio Holder : Cllr Val Keitch	Income	(1,500)	(844)	656	(3,000)	(3,000)	0	
	TOTAL	56,778	43,604	(13,174)	120,060	93,560	(26,500)	
TOTAL ENVIRONMENTAL HEALTH	Expenditure	566,813	514,411	(52,402)	1,168,590	1,102,712	(65,878)	
	Income	(74,650)	(81,605)	(6,955)	(142,110)	(142,110)	0	
	TOTAL	492,163	432,806	(59,357)	1,026,480	960,602	(65,878)	
BUILDING CONTROL								
Service Manager : Dave Durrant								
BUILDING CONTROL	Expenditure	236,520	236,798	278	631,790	618,320	(13,470)	Anticipated Building Regulation charges income is around £425k for full year.
Portfolio Holder : Cllr Nick Weeks	Income	(278,107)	(230,763)	47,344	(661,240)	(610,000)	51,240	
	TOTAL	(41,587)	6,035	47,622	(29,450)	8,320	37,770	
TOTAL BUILDING CONTROL	Expenditure	236,520	236,798	278	631,790	618,320	(13,470)	
	Income	(278,107)	(230,763)	47,344	(661,240)	(610,000)	51,240	
	TOTAL	(41,587)	6,035	47,622	(29,450)	8,320	37,770	
LICENSING								
Service Manager : Nigel Marston								
LICENSING	Expenditure	124,560	122,395	(2,165)	249,120	249,120	0	On target for year end Higher than the same point last year by approximately £8K, but mainly due to increased income in advance for multiple year licences
Portfolio Holder : Cllr Peter Gubbins	Income	(93,413)	(128,710)	(35,297)	(301,610)	(301,610)	0	
	TOTAL	31,147	(6,315)	(37,462)	(52,490)	(52,490)	0	
TOTAL LICENSING	Expenditure	124,560	122,395	(2,165)	249,120	249,120	0	
	Income	(93,413)	(128,710)	(35,297)	(301,610)	(301,610)	0	
	TOTAL	31,147	(6,315)	(37,462)	(52,490)	(52,490)	0	

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Group with Elements		Year to date			Outturn Forecast			Budget Holders' Comments on Variances to Profiled Budgets & Outturn Accountants' Comments in Italics
		Budget to 30th September £	Actual to 30th September £	Variance to 30th September £	Annual Budget £	Expected Total by Year End £	Variance expected 31/03/18 £	
HOUSING AND WELFARE								
Service Manager : Kirsty Larkins								
WELFARE	Expenditure	173,870	159,093	(14,777)	346,240	346,240	0	Careline is performing well slightly underspent on expenditure and exceeding our income compared to last year.
Portfolio Holder : Cllr Sylvia Seal	Income	(361,050)	(376,488)	(15,438)	(401,000)	(401,000)	0	
	TOTAL	(187,180)	(217,395)	(30,215)	(54,760)	(54,760)	0	
HOUSING	Expenditure	702,305	565,364	(136,941)	1,311,850	1,311,850	0	Postage and IT showing as overspent as we pay in advance for these services. Underspend on B&B, rent in advance and prevention budgets. Due to underspend of B&B and rent in advance income from housing benefit is reduced.
Portfolio Holder : Cllr Sylvia Seal	Income	(264,670)	(173,597)	91,073	(373,580)	(373,580)	0	
	TOTAL	437,635	391,767	(45,868)	938,270	938,270	0	
TOTAL HOUSING AND WELFARE	Expenditure	876,175	724,457	(151,718)	1,658,090	1,658,090	0	
	Income	(625,720)	(550,085)	75,635	(774,580)	(774,580)	0	
	TOTAL	250,455	174,372	(76,083)	883,510	883,510	0	
TOTAL DIRECTOR OF SERVICE DELIVERY	Expenditure	3,258,616	2,993,069	(265,547)	6,619,950	6,540,602	(79,348)	
	Income	(2,241,276)	(2,418,338)	(177,062)	(3,849,160)	(3,762,920)	86,240	
	TOTAL	1,017,340	574,731	(442,609)	2,770,790	2,777,682	6,892	
Communities Lead : Helen Rutter								
COMMUNITIES, THIRD SECTOR AND PARTNERSHIPS								
Service Manager : Helen Rutter								
CENTRAL COMMUNITIES TEAM	Expenditure	173,465	166,798	(6,667)	332,750	332,750	0	
Portfolio Holder : Cllr Ric Pallister	Income	0	0	0	0	0	0	
	TOTAL	173,465	166,798	(6,667)	332,750	332,750	0	
COMMUNITY SAFETY	Expenditure	22,845	10,606	(12,239)	45,690	45,690	0	
Portfolio Holder : Cllr Peter Gubbins	Income	0	0	0	0	0	0	
	TOTAL	22,845	10,606	(12,239)	45,690	45,690	0	
TOTAL COMMUNITIES, THIRD SECTOR AND PARTNERSHIPS	Expenditure	196,310	177,404	(18,906)	378,440	378,440	0	
	Income	0	0	0	0	0	0	
	TOTAL	196,310	177,404	(18,906)	378,440	378,440	0	
AREA EAST								
Service Manager : Tim Cook								
EAST AREA DEVELOPMENT	Expenditure	91,380	91,684	304	182,760	182,760	0	
Area Chairman : Cllr Nick Weeks	Income	(2,255)	(3,963)	(1,708)	(4,510)	(4,510)	0	
	TOTAL	89,125	87,721	(1,404)	178,250	178,250	0	
EAST GRANTS	Expenditure	32,500	17,439	(15,061)	44,660	44,660	0	
Area Chairman : Cllr Nick Weeks	Income	0	0	0	0	0	0	
	TOTAL	32,500	17,439	(15,061)	44,660	44,660	0	
EAST PROJECTS	Expenditure	43,240	35,020	(8,220)	86,480	86,480	0	
Area Chairman : Cllr Nick Weeks	Income	(76,370)	(73,851)	2,519	(86,480)	(86,480)	0	
	TOTAL	(33,130)	(38,831)	(5,701)	0	0	0	
TOTAL AREA EAST	Expenditure	167,120	144,143	(22,977)	313,900	313,900	0	
	Income	(78,625)	(77,814)	811	(90,990)	(90,990)	0	
	TOTAL	88,495	66,329	(22,166)	222,910	222,910	0	

Group with Elements		Year to date			Outturn Forecast			Budget Holders' Comments on Variances to Profiled Budgets & Outturn Accountants' Comments in Italics
		Budget to 30th September £	Actual to 30th September £	Variance to 30th September £	Annual Budget £	Expected Total by Year End £	Variance expected 31/03/18 £	
AREA NORTH								
Service Manager : Sara Kelly								
NORTH AREA DEVELOPMENT	Expenditure	84,095	78,821	(5,274)	168,190	168,190	0	£9k to be transferred from Business Support Scheme reserve into budget to cover grants made. Underspend due to salary secondment arrangements.
Area Chairman : Cllr Derek Yeomans	Income	0	(780)	(780)	0	0	0	
	TOTAL	84,095	78,041	(6,054)	168,190	168,190	0	
NORTH GRANTS	Expenditure	10,690	6,359	(4,331)	16,030	16,030	0	Budget to be fully allocated by year end.
Area Chairman : Cllr Derek Yeomans	Income	0	0	0	0	0	0	
	TOTAL	10,690	6,359	(4,331)	16,030	16,030	0	
TOTAL AREA NORTH	Expenditure	94,785	85,180	(9,605)	184,220	184,220	0	
	Income	0	(780)	(780)	0	0	0	
	TOTAL	94,785	84,400	(10,385)	184,220	184,220	0	
AREA SOUTH								
Service Manager : Natalie Fortt								
SOUTH AREA DEVELOPMENT	Expenditure	137,138	115,451	(21,687)	270,445	270,445	0	
Area Chairman : Cllr Peter Gubbins	Income	(21,860)	(13,748)	8,112	(43,720)	(43,720)	0	
	TOTAL	115,278	101,703	(13,575)	226,725	226,725	0	
SOUTH GRANTS	Expenditure	15,590	0	(15,590)	31,180	31,180	0	
Area Chairman : Cllr Peter Gubbins	Income	0	(500)	(500)	0	0	0	
	TOTAL	15,590	(500)	(16,090)	31,180	31,180	0	
SOUTH PROJECTS	Expenditure	12,060	25,667	13,607	18,090	18,090	0	
Area Chairman : Cllr Peter Gubbins	Income	(18,090)	(27,090)	(9,000)	(18,090)	(18,090)	0	
	TOTAL	(6,030)	(1,423)	4,607	0	0	0	
TOTAL AREA SOUTH	Expenditure	164,788	141,118	(23,670)	319,715	319,715	0	
	Income	(39,950)	(41,338)	(1,388)	(61,810)	(61,810)	0	
	TOTAL	124,838	99,780	(25,058)	257,905	257,905	0	
AREA WEST								
Service Manager : Tim Cook								
WEST AREA DEVELOPMENT	Expenditure	116,015	100,658	(15,357)	232,030	232,030	0	Underspend due to salary secondment arrangements. New staffing arrangements in place. Some underspend expected at year end
Area Chairman : Cllr Val Keitch	Income	(1,755)	(650)	1,105	(3,510)	(3,510)	0	
	TOTAL	114,260	100,008	(14,252)	228,520	228,520	0	
WEST GRANTS	Expenditure	23,860	11,249	(12,611)	36,980	36,980	0	Grants to be fully committed by year end.
Area Chairman : Cllr Val Keitch	Income	0	0	0	0	0	0	
	TOTAL	23,860	11,249	(12,611)	36,980	36,980	0	
WEST PROJECTS	Expenditure	10,300	7,149	(3,151)	22,080	22,080	0	
Area Chairman : Cllr Val Keitch	Income	(6,965)	(3,819)	3,146	(13,930)	(13,930)	0	
	TOTAL	3,335	3,330	(5)	8,150	8,150	0	
TOTAL AREA WEST	Expenditure	150,175	119,056	(31,119)	291,090	291,090	0	
	Income	(8,720)	(4,469)	4,251	(17,440)	(17,440)	0	
	TOTAL	141,455	114,587	(26,868)	273,650	273,650	0	

Group with Elements		Year to date			Outturn Forecast			Budget Holders' Comments on Variances to Profiled Budgets & Outturn Accountants' Comments in Italics
		Budget to 30th September £	Actual to 30th September £	Variance to 30th September £	Annual Budget £	Expected Total by Year End £	Variance expected 31/03/18 £	
TOTAL COMMUNITIES LEAD	Expenditure	773,178	666,901	(106,277)	1,487,365	1,487,365	0	
	Income	(127,295)	(124,401)	2,894	(170,240)	(170,240)	0	
	TOTAL	645,883	542,500	(103,383)	1,317,125	1,317,125	0	
Director of Commercial Services and Income Generation : Clare Pestell								
CIVIL CONTINGENCIES MANAGER								
Service Manager : Pam Harvey								
CIVIL CONTINGENCIES	Expenditure	67,410	52,958	(14,452)	134,820	134,820	0	
Portfolio Holder : Cllr Nick Weeks	Income	(2,500)	(715)	1,785	(6,110)	(6,110)	0	
	TOTAL	64,910	52,243	(12,667)	128,710	128,710	0	
TOTAL CIVIL CONTINGENCIES	Expenditure	67,410	52,958	(14,452)	134,820	134,820	0	
	Income	(2,500)	(715)	1,785	(6,110)	(6,110)	0	
	TOTAL	64,910	52,243	(12,667)	128,710	128,710	0	
ENGINEERING AND PROPERTY SERVICES								
Service Manager : Garry Green								
PROPERTY MANAGEMENT	Expenditure	579,243	532,710	(46,533)	1,177,460	1,137,460	(40,000)	General underspend across range of services particularly on public offices, but this will help possible underachievement of income on this budget as linked to service charges.
Portfolio Holder : Cllr Henry Hobhouse	Income	(449,908)	(468,731)	(18,823)	(790,670)	(790,670)	0	Commercial income above annual budget by £20K at present due to full letting of properties. However this will contribute towards underachievement of income on the public offices budget.
	TOTAL	129,335	63,979	(65,356)	386,790	346,790	(40,000)	
CAR PARKING	Expenditure	368,334	320,841	(47,493)	804,670	804,670	0	Underspend due to outstanding service charge owed to Waitrose and general underspends across the board.
Portfolio Holder : Cllr Henry Hobhouse & Cllr Peter Seib	Income	(1,048,905)	(951,987)	96,918	(2,130,670)	(2,050,670)	80,000	Pay & Display income down £79k on budget, Season Tickets down £11k and PCN income down £7.5k along with other rental payments due.
	TOTAL	(680,571)	(631,146)	49,425	(1,326,000)	(1,246,000)	80,000	
ENGINEERING SERVICES	Expenditure	326,385	284,776	(41,609)	633,950	583,950	(50,000)	General underspends across all services but mainly on Technical Services salaries due to vacant hours, and R&M on land drainage, public conveniences, and Birchfield.
Portfolio Holder : Cllr Henry Hobhouse	Income	(43,480)	(52,674)	(9,194)	(86,960)	(91,960)	(5,000)	Main variance due to revenue contribution received towards CCTV improvements needed. Alignment of budget to be corrected for next months monitoring. Income for Street, Naming & Numbering slightly up against budget.
	TOTAL	282,905	232,102	(50,803)	546,990	491,990	(55,000)	
TOTAL ENGINEERING AND PROPERTY SERVICES	Expenditure	1,273,962	1,138,327	(135,635)	2,616,080	2,526,080	(90,000)	
	Income	(1,542,293)	(1,473,392)	68,901	(3,008,300)	(2,933,300)	75,000	
	TOTAL	(268,331)	(335,065)	(66,734)	(392,220)	(407,220)	(15,000)	

Group with Elements		Year to date			Outturn Forecast			Budget Holders' Comments on Variances to Profiled Budgets & Outturn Accountants' Comments in Italics
		Budget to 30th September £	Actual to 30th September £	Variance to 30th September £	Annual Budget £	Expected Total by Year End £	Variance expected 31/03/18 £	
STREETSCENE								
Service Manager : Chris Cooper								
HORTICULTURE & GROUNDS MAINTENANCE & STREETCLEANING	Expenditure	1,526,000	1,619,375	93,375	3,020,250	3,020,250	0	Although expenditure is above profile, this is primarily due to the additional works that have been undertaken and is reflected in the income figures. We are continuing to monitor and control our outgoings and identify surplus funds to establish the MOT station that is planned as business development for the workshops and will in turn make us both more efficient and return profit in coming years.
	Income	(551,197)	(738,840)	(187,643)	(1,314,540)	(1,314,540)	0	Income levels are exceeding budgeted figures due to funding from commuted sums, additional horticultural works, street cleaning innovation and improvements in the vehicle workshops. This figure is comparable to the budget position from the previous financial year and we are working to continue to develop our potential income generating capacity.
Portfolio Holder : Cllr Jo Roundell Greene	TOTAL	974,803	880,535	(94,268)	1,705,710	1,705,710	0	
TOTAL STREETSCENE	Expenditure	1,526,000	1,619,375	93,375	3,020,250	3,020,250	0	
	Income	(551,197)	(738,840)	(187,643)	(1,314,540)	(1,314,540)	0	
	TOTAL	974,803	880,535	(94,268)	1,705,710	1,705,710	0	
WASTE & RECYCLING								
Assistant Director :								
WASTE COLLECTION	Expenditure	2,979,725	2,943,531	(36,194)	5,928,660	5,928,660	0	
Portfolio Holder : Cllr Jo Roundell Greene & Cllr Derek Yeomans	Income	(1,075,168)	(1,064,331)	10,837	(1,536,170)	(1,536,170)	0	
	TOTAL	1,904,557	1,879,200	(25,357)	4,392,490	4,392,490	0	
TOTAL WASTE COLLECTION	Expenditure	2,979,725	2,943,531	(36,194)	5,928,660	5,928,660	0	
	Income	(1,075,168)	(1,064,331)	10,837	(1,536,170)	(1,536,170)	0	
	TOTAL	1,904,557	1,879,200	(25,357)	4,392,490	4,392,490	0	
ARTS AND ENTERTAINMENT								
Service Manager : Adam Burgan								
ARTS	Expenditure	1,054,008	820,012	(233,996)	2,095,875	2,308,576	212,701	The Octagon is performing to budget and outlook looks solid. Key trading period is ahead but looking positive. Income is steady across the board.
Portfolio Holder : Cllr Sylvia Seal	Income	(934,929)	(1,079,237)	(144,308)	(1,841,520)	(2,053,387)	(211,867)	
	TOTAL	119,079	(259,225)	(378,304)	254,355	255,189	834	
WESTLAND LEISURE COMPLEX	Expenditure	630,720	645,156	14,436	1,350,380	1,400,380	50,000	There has been a number of unexpected start-up costs especially for the kitchen which were not budgeted for. This has also led to delays in hiring out the complex for functions. Full business plan revision to come to DX in December as per forward plan.
Portfolio Holder : Cllr Sylvia Seal	Income	(609,565)	(386,495)	223,070	(1,303,070)	(1,103,070)	200,000	
	TOTAL	21,155	258,661	237,506	47,310	297,310	250,000	
TOTAL ARTS AND ENTERTAINMENT	Expenditure	1,684,728	1,465,168	(219,560)	3,446,255	3,708,956	262,701	
	Income	(1,544,494)	(1,465,732)	78,762	(3,144,590)	(3,156,457)	(11,867)	
	TOTAL	140,234	(564)	(140,798)	301,665	552,499	250,834	
SPORT AND LEISURE FACILITIES								
Service Manager : Lynda Pincombe								
GOLDENSTONES	Expenditure	128,215	56,166	(72,049)	256,430	256,430	0	Currently under-spent against budget but mainly due to delayed expenditure.
Portfolio Holder : Cllr Sylvia Seal	Income	(84,855)	(39,974)	44,881	(169,710)	(169,710)	0	
	TOTAL	43,360	16,192	(27,168)	86,720	86,720	0	

Group with Elements		Year to date			Outturn Forecast			Budget Holders' Comments on Variances to Profiled Budgets & Outturn Accountants' Comments in Italics
		Budget to 30th September £	Actual to 30th September £	Variance to 30th September £	Annual Budget £	Expected Total by Year End £	Variance expected 31/03/18 £	
SPORT FACILITIES Portfolio Holder : Cllr Sylvia Seal	Expenditure	76,355	60,236	(16,119)	152,710	152,710	0	As above expenditure is out of phase with the budget.
	Income	(30,500)	(25,568)	4,932	(61,000)	(61,000)	0	
	TOTAL	45,855	34,668	(11,187)	91,710	91,710	0	
WESTLANDS Portfolio Holder : Cllr Sylvia Seal	Expenditure	35,565	(9,363)	(44,928)	71,130	71,130	0	Spending will take place later in the year.
	Income	(4,575)	0	4,575	(9,150)	(9,150)	0	
	TOTAL	30,990	(9,363)	(40,353)	61,980	61,980	0	
TOTAL SPORT AND LEISURE FACILITIES	Expenditure	240,135	107,039	(133,096)	480,270	480,270	0	
	Income	(119,930)	(65,542)	54,388	(239,860)	(239,860)	0	
	TOTAL	120,205	41,497	(78,708)	240,410	240,410	0	
COMMUNITY HEALTH AND LEISURE								
Service Manager : Lynda Pincombe								
COMMUNITY HEALTH AND LEISURE Portfolio Holder : Cllr Sylvia Seal	Expenditure	409,703	448,149	38,446	787,840	787,840	0	The budget is currently operating within resource limits.
	Income	(102,835)	(196,120)	(93,285)	(191,560)	(191,560)	0	
	TOTAL	306,868	252,029	(54,839)	596,280	596,280	0	
TOTAL COMMUNITY HEALTH AND LEISURE	Expenditure	409,703	448,149	38,446	787,840	787,840	0	
	Income	(102,835)	(196,120)	(93,285)	(191,560)	(191,560)	0	
	TOTAL	306,868	252,029	(54,839)	596,280	596,280	0	
COUNTRYSIDE								
Service Manager : Katy Menday								
COUNTRYSIDE Portfolio Holder : Cllr Sylvia Seal	Expenditure	255,340	345,127	89,787	532,500	532,500	0	Expenditure is high on the Yeovil Park budget lines particularly salaries, contractors and events as we progress through the Heritage Lottery Project. A claim has been raised and we expect income of 24,187 to be paid in mid October to cover these expenses. Pension costs are still being paid on Ham Hill Country Park for a long term sick staff member. The ten year dam inspection as part of our obligations under the Reservoirs Act is due at Chard Reservoir and costs exceed the available budget on GC162 as the quote is £2.4K. For this reason we anticipate a small overspend to pay the specialist contractors to undertake this work.
	Income	(124,660)	(152,204)	(27,544)	(283,910)	(283,910)	0	
	TOTAL	130,680	192,923	62,243	248,590	248,590	0	
TOTAL COUNTRYSIDE	Expenditure	255,340	345,127	89,787	532,500	532,500	0	
	Income	(124,660)	(152,204)	(27,544)	(283,910)	(283,910)	0	
	TOTAL	130,680	192,923	62,243	248,590	248,590	0	
TOTAL DIRECTOR OF COMMERCIAL SERVICES & INCOME GENERATION	Expenditure	8,437,003	8,119,674	(317,329)	16,946,675	17,119,376	172,701	
	Income	(5,063,077)	(5,156,876)	(93,799)	(9,725,040)	(9,661,907)	63,133	
	TOTAL	3,373,926	2,962,798	-411,128	7,221,635	7,457,469	235,834	
TOTAL SSDC	Expenditure	37,036,129	35,476,686	(1,559,443)	73,083,680	73,177,033	93,353	
	Income	(29,221,204)	(29,548,207)	(327,003)	(55,428,120)	(55,278,747)	149,373	
	TOTAL	7,814,925	5,928,479	-1,886,446	17,655,560	17,898,286	242,726	

Appendix B

The following virements should be noted:

Value £	To	From	Description
2,530	Payroll Adjustments	Development Control	Staff turnover savings
3,050	Payroll Adjustments	Home Aid Partnership	Staff turnover savings
7,890	Payroll Adjustments	Housing Standards	Staff turnover savings
7,890	Payroll Adjustments	Community Safety	Staff turnover savings
3,990	Payroll Adjustments	Strategic Management	Staff turnover savings
4,880	Payroll Adjustments	Revenues	Staff turnover savings
6,480	Payroll Adjustments	Economic Development	Staff turnover savings
7,890	Payroll Adjustments	Development Control	Staff turnover savings
920	Revenues & Benefits System Support	Revenues, Benefits	Budget monitoring adjustments
6,680	Payroll Adjustments	Building Control	Staff turnover savings

Appendix C

AREA RESERVES Quarter 2 2017/18

Allocation of Reserves	Approval Date	Approved Allocation	Balance 17/18	Transfer from Reserves during 2017/18
		£	£	£
Area East Balance B/fwd 1st April 2017			49,190	
Community Planning - Project Spend	Apr-05	50,000	15,930	
Derelict Sites Castle Cary	Jun-05	4,000	4,000	
Rural Business Units	Nov-05	25,000	5,800	
Retail Support Initiative	May-09	10,000	10,000	
Wincanton Retail Support Initiative	Jul-14	10,000	10,000	
Totals			45,730	0
E5 balance of reserve Unallocated Balance 30th September 2017			3,460	49,190
Area North Balance B/fwd 1st April 2017			26,600	
Support towards progressing affordable rural housing schemes	Mar-09	15,000	10,000	
Langport Cycle Path	Mar-17		2,706	
Totals			12,706	0
E5 balance of reserve Unallocated Balance 30th September 2017			13,894	26,600
Area West Balance B/fwd 1st April 2017			46,220	
Chard Hub	Jun-16		46,220	
Totals			46,220	0
E5 balance of reserve Unallocated Balance 30th September 2017			0	46,220

(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 2017

Reserves	Balance as at 01/04/17	Movement	Balance as at 30/9/17
	£'000	£'000	£'000
Usable Capital Receipts	29,053	31	29,084
Internal Borrowing Reserve	799		799
Capital Reserve	1,244	3	1,247
Cremator Replacement Capital Reserve	651		651
Internal Borrowing Repayments	23		23
Election Reserve	149		149
Risk Management Reserve	11		11
Wincanton Sports Centre Reserve	21		21
Local Plan Enquiry Reserve	71		71
Yeovil Athletic Track Repairs Fund	125		125
Planning Delivery Reserve	26		26
Bristol to Weymouth Rail Reserve	11		11
Local Authority Business Growth Initiative Reserve	27	(9)	18
Yeovil Vision	120		120
IT Replacement Reserve	17		17
Insurance Fund	53		53
Transformation Reserve	782	(145)	637
Treasury Management Reserve	100		100
Local Plan Implementation Fund	125		125
Revenue Grants Reserve	672	143	815
MTFP Support Fund	6,624		6,624
Council Tax/Housing Benefits Reserve	675	76	751
Closed Churchyards Reserve	3	8	11
Health Inequalities	31		31
Deposit Guarantee Claims Reserve	6		6
Park Homes Replacement Reserve	165		165
Planning Obligations Admin Reserve	35		35
LSP	24		24
Artificial Grass Pitch Reserve	85		85
Business Support Scheme	158		158
Infrastructure Reserve	932	(69)	863
NNDR Volatility Reserve	1,309		1,309
Ticket Levy Reserve	7	33	40
Waste Reserve	230		230
Community Housing Fund	263	(31)	232
Total Usable Reserves	44,627	40	44,667

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

Agenda Item 8

2017/18 Capital Budget Monitoring Report for the quarter ending 30th September 2017

Executive Portfolio Holder: Peter Seib, Finance and Legal Services
Director: Ian Clark, Support Services
Service Manager: Catherine Hood, 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 update Members on the current financial position of the capital programme of the Council and to report the reasons for variations from approved budgets for the period 1st July 2017 to 30th September 2017.

Forward Plan

2. This report appeared on the District Executive Forward Plan with an anticipated Committee date of November 2017.

Public Interest

3. This report updates progress on capital expenditure in 2017/18.

Recommendations

4. That the District Executive:
 - a. Note the content of the report;
 - b. Approve the revised capital programme spend as detailed in paragraph 6:
 - c. Note the review of schemes as detailed in Appendix B and approve Leadership Board proposals.
 - d. Note the review of schemes as detailed in Appendix B.

Background

5. Full Council approved the Capital Programme in February 2017. Monitoring of the agreed programme has been delegated to District Executive.

Capital Programmes

6. The revised capital programme for this financial year and beyond is attached at Appendix A. The estimated spend for 2017/18 has been revised from **£10.145 million** to **£14.825 million** for the following reasons: -

	17/18 £'000	18/19 £'000	19/20 £'000	20/21 £'000	21/22 £'000
Capital Programme for 2017/18 onwards approved at DX in July	10,145	3,375	730	(835)	(341)
Plus movements in the reserves:					
Property Investment Acquisition (Jul DX)	7,649				
Affordable Housing allocations (Jul DX)	103				
Area West to Crewkerne TC Henhayes Play Park	8				
Area West to Merriott PC Rec Ground	5				
Area East to Bruton TC - New MUGA	5				
Area East to Loan to Wincanton Memorial Hall Trustees-New heating & air conditioning	5				
Area North to Compton Dundon PC Bus Shelter Improvements	4				
Area East to Milborne Port PC-Stair lift Market House	3				
Area East to Wincanton Memorial Hall Trustees-New heating & air conditioning	2				
Area East to Ilchester PC - Play equipment	2				
Less allocations to the reserve:					
Affordable Housing de-allocations (Jul DX)	(314)				
Yeovil Rec Pitch Reserve (Aug DX)	(5)	(7)			
Castle Cary-Fair Field Project - Returned to Area East Reserve	(7)				
Less underspends removed	(12)				
Less slippage from 2017/18 forecast to slip into 2018/19 and beyond (re-profiling)	(2,768)	1,810	954		4
Revised Capital Programme for 2017/18 at 30th September 2017.	14,825	5,178	1,684	(835)	(337)

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

Capital Programme & Reserves

7. The current capital programme, contingent liabilities and reserves allocates £31.945 million to various schemes over the next five years. Further details are shown in Appendix A.

	£'000
Capital Programme (as detailed in paragraph 6)	20,515
Contingent Liabilities and Reserve Scheme	11,430
Total Programme to be Financed	31,945

Progress on various schemes

8. Progress on individual schemes is attached at Appendix A. Appendix A also incorporates responsible officer comments on slippage and performance against targets. At this stage the total projected capital investment within the programme remains on budget for all schemes.
9. The actual net position as at 30th September 2017 is net income of £1,817,000. This is made up of actual expenditure being £3,273,000 less grants received in advance for various projects of £1,456,000.
10. The current forecast net spend by the year end is £14.825 million. Schemes which are expected to be delayed this year and are more than £50,000 and have slipped to 2018/19 include:

Project	Date Funding Approved	Slippage to 2018/19 £'000	Reason for Delay
Yeovil Innovation Centre Phase II	Feb 16	669	Project Funding Agreement finalised with LEP in September. Anticipated start date for construction phase is November (Q3).
Affordable Housing – North Street, Crewkerne	Sep 16	520	Planning permission no yet obtained for site, and even if managed to be resolved and obtained they may not achieve enough to claim start on site tranche from us before financial year end. Total budget £1,040,000.
Affordable Housing - Mortgage Rescue Contingency Fund	Sep 14	277	Unlikely to be taken up this financial year, may slip into 2018/19. This is a contingency fund.
Huish Episcopi Swimming Pool	Aug 17	252	Full report taken to DX in July 17 explaining project issues.
Affordable Housing - Bought not built Allocation	Sep 14	201	May be used this financial year, but likely to slip into 2018/19. This is a contingency fund.
Affordable Housing - Rural exception, Misterton (Yarlington)	Oct 15	199	Yarlington are yet to submit a planning application, will slip into 18/19 so budget moved accordingly.
Gas Control System - Birchfield	Feb 13	148	Options being considered and full report to go to DX for re allocation of fees if necessary.
New Car Parks	Feb 08	116	Awaiting outcome of negotiations on Millers Garage site, potential stand alone scheme being progressed to facilitate adjacent development at a later stage.
Disabled Facilities Grant	Feb 17	100	Slower demand for budget than previously.

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

Projects agreed before 2015

11. There are number of schemes still in the capital programme where funding was agreed before 2015. Appendix B provides a reason for the delay in their progression. Members need to confirm their approval for the project to stay in the capital programme. Funding has been moved to the reserve element of the capital programme where appropriate as detailed in the report.

Additional Income

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

Project	Additional funding received £'000
Huish Episcopi Swimming Pool	126
Harbin Fields Play Area Equipment	61
Snowden Park Play Area Equipment, Chard	57
Grant to Huish Episcopi Academy AGP	27
Westfield Rec Ground Play & Youth Facility	21
Grant to Forton Community Association – Pavilion	15
Grant to Ilminster Cricket Club	11
Grant to Ilminster Football Club Pitch Improvements and Maintenance	8
Langport Memorial Ground New Changing Facilities	7
Grant to Bruton Community Playing Pitches	3
Total	336

Flexible Use of Capital Receipts

13. Since the efficiency strategy was agreed, capital receipts that have been received so far from the sale of property that can be utilised for the revenue costs of the transformation programme, remains at £99,000. The strategy has identified a funding requirement of £500,000 to be delivered through new capital receipts between 2016/17 and 2018/19 financial years. Without the income from asset sales, additional revenue resources will be needed to provide the necessary funding of transformation costs.

Disposals to Housing Associations

14. Since the last quarter there have been no further disposals of surplus/non strategic land at less than best consideration to Housing Associations as agreed under the delegated authority awarded to the appropriate portfolio holder in conjunction with the S151 Officer. The total disposals/leases of this nature agreed, since the policy began, remains at £1.573 million.

Section 106 (S106) Deposits by Developers

15. S106 agreements are legal agreements between local authorities and developers that are linked to a planning permission. The total balance held is £3,640,645. This is purely a South Somerset District Council financial summary, more detail on S106's is given to Area Committees on an annual basis.

Wessex Home Improvement Loans (WHIL)

16. 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.

17. The Council has £672,989 of capital invested with WHIL. As at the end of September 2017 there was £349,569 on the loan book and £323,420 as available capital.

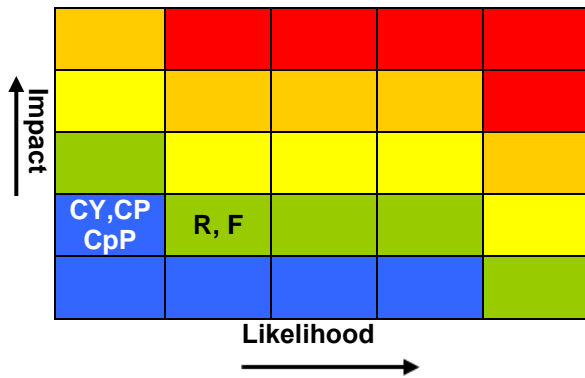
Financial Implications

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

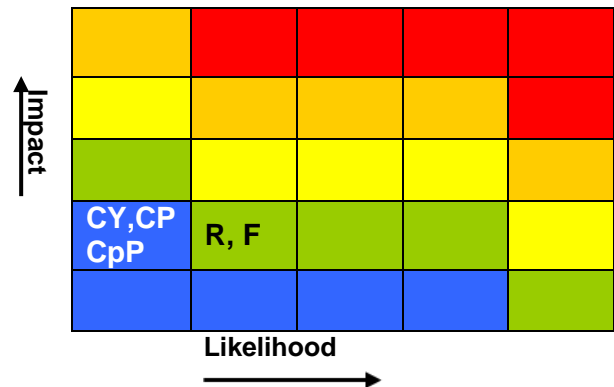
Risk Matrix

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

Risk Profile before officer recommendations



Risk Profile after officer recommendations



Key

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

Council Plan Implications

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

Carbon Emissions and Climate Change Implications

21. There are no specific implications in these proposals.

Equality and Diversity Implications

22. There are no specific implications in these proposals.

Privacy Impact Assessment

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

Background Papers

24. List of Background papers available:

- Capital Monitoring File

Revised District Executive Capital Programme 2017/18 - 2021/22

Appendix A

	Original Date of Project Approval	Previous Years Spend £'000	2017/18 Est Spend £'000	Actual Spend to 30/09/17 £'000	2017/18 Remaining Budget £'000	Revised Future Est Spend £'000	Original Budget Allocation £'000	Project Officer	Responsible Officers comments on action on slippage and performance against targets
STRATEGIC MANAGEMENT									
Chief Executive - Alex Parmley									
Service Manager - Caron Starkey									
Transformation	March 16	0	1,678	573	1,105	413	2,091	C Starkey / D Chubb	No slippage, within planned timescales and budget. A number of orders placed.
Total Strategic Management		0	1,678	573	1,105	413	2,091		
FINANCE & CORPORATE SERVICES									
S151 - Paul Fitzgerald									
FINANCIAL SERVICES									
Service Manager - Catherine Hood									
Portfolio Holder - Cllr Peter Seib									
Capital Salaries		2,846	100	0	100	0	2,946	C Hood	Figure to be calculated the end of the financial year as dependant on officer time on projects.
Repayment of Loan from Somerset Waste Partnership	Oct 14	1,428	-243	-88	-155	-964	221	C Hood	Loan repayments being made as agreed.
Loan to Somerset Waste Partnership for Vehicles	Feb 17	0	3,231	0	3,231	-1,446	1,785	C Hood	Loan to be drawn upon during Qtr 2.
Loan to Hinton St. George & Locality Rural Comm Services - Repayment	Oct 15	-8	-10	-4	-6	-36	-54	C Hood	Loan repayments being made as agreed.
ICT SERVICES									
Service Manager - Roger Brown									
Portfolio Holder - Cllr Henry Hobhouse									
ICT Infrastructure Replacement	Feb 17	0	171	111	60	0	171	D Chubb	On target for completion by end of 17/18.
Total Finance & Corporate Services		4,266	3,249	19	3,230	-2,446	5,069		
ECONOMY									
STRATEGIC HOUSING									
Service Manager - Colin McDonald									
Portfolio Holder - Cllr Ric Pallister									
Affordable Housing - Rural exception, Misterton (Yarlington)	Oct 15	0	0	0	0	397	397	C McDonald	Yarlington are yet to submit a planning application, will slip into 18/19 so budget moved accordingly.

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Affordable Housing - Furnham Road Phase II, Chard (Knightstone)	Oct 15	0	60	0	60	60	120	C McDonald	Slippage due to a land issue at SSDC end; now resolved, but SoS may fall into 2018/19 as a result.
Affordable Housing - Queensway, Yeovil (Stonewater)	Oct 15	0	173	24	149	0	173	C McDonald	Practical completion tranche expected this year.
Affordable Housing - Bought not built Allocation	Sept 14	99	0	0	0	201	300	C McDonald	May be used this financial year, but likely to slip into 2018/19, both this and the below being contingency funds.
Affordable Housing - Mortgage Rescue Contingency Fund	Sept 14	0	0	0	0	277	277	C McDonald	Unlikely to be taken up this financial year, may slip into 2018/19.
Affordable Housing - West Hendford, Yeovil	April 15	0	63	0	63	0	63	C McDonald	Payment has been authorised but fallen into Q3
Affordable Housing - North Street, Crewkerne	Sept 16	0	0	0	0	1,040	1,040	C McDonald	Subject to planning permission, the situation is being monitored. Budget for future years.
Affordable Housing - Purchase of 1 x 3 Bed House, Chard (Magna)	Nov 16	0	35	35	0	0	35	C McDonald	Payment to scheme full paid over. Remaining £2K over allocation returned to reserve.
Affordable Housing - Jarman Way (Knightstone)	Jan 17	0	0	0	0	80	80	C McDonald	Slippage due to a land issue at SSDC end; now resolved, but SoS may fall into 2018/19 as a result.
Affordable Housing - 4 Properties Chard Working Mens Club (Stonewater)	May 17	0	108	0	108	108	216	C McDonald	SoS expected later this year, but possibility of slippage into 2018/19.
Affordable Housing - 5 Bought not Built (BCHA)	Jul 17	0	73	0	73	19	92	C McDonald	Possibility that some of the acquisitions will fall into 2018/19 and therefore some pro-rata slippage.
SPATIAL POLICY									
Service Manager : Jo Wilkins									
Portfolio Holder : Cllr Henry Hobhouse									
Lyde Road Pedestrian & Cycle Way	Feb 17	0	250	0	250	0	250	N Collins	Awaiting a decision from SCC's Highway Improvement Schemes Programme Board (HISP) as to when both the final design work & actual construction work can be scheduled in. The various road works that have either recently taken place or are scheduled for the near future in both the Sherborne Road & Lyde Road areas & the recent publicity over traffic delays may mean that the HISP decide to start this project later than originally envisaged.

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ECONOMIC DEVELOPMENT									
Service Manager : David Julian									
Portfolio Holder - Cllr Jo Roundell-Greene									
Yeovil Innovation Centre Phase II	Feb 16	111	534	23	511	669	1,314	D Julian	Project Funding Agreement finalised with LEP in September. Anticipated start date for construction phase is November (Q3). Budget and funding profiled in accordance with revised project plan.
Investment in Property	Jul 17	0	7,649	1,079	6,570	0	7,649	C Pestell	Deposit for acquisition of property paid in August, with final exchange and payment of balance being made the 1st week of October.
Total Economy		210	8,945	1,161	7,784	2,851	12,006		
COMMUNITIES									
AREA SOUTH									
Service Manager - Natalie Ross									
Area Chairman - Cllr Peter Gubbins									
Reckleford Gyratory (Eastern Gateway)	Feb 07	1,633	18	4	14	0	1,651	N Fortt	Payment is being withheld until the outstanding licencing arrangements have been completed.
Area South Committee Allocation		0	15	0	15	0	15	N Fortt	Updates reported to Area Committee.
AREA NORTH									
Service Manager - Sara Kelly									
Area Chairman - Cllr Derek Yeomans									
Area North Committee Allocation		57	66	22	44	0	123	S Kelly	Updates reported to Area Committee.
AREA EAST									
Service Manager - Tim Cook									
Area Chairman - Cllr Nick Weeks									
Land Acquisition in Waterside Rd, Wincanton	Feb 08	0	11	0	11	0	11	P Williams	Agreement reached with landowner. Solicitors' work on transfer documents advancing.
Enhancements to Waterside Rd, Wincanton	Feb 08	0	24	0	24	0	24	P Williams	To be progressed on completion of above.
Area East Committee Allocation		7	60	11	49	0	67	T Cook	Updates reported to Area Committee.
AREA WEST									

	Original Date of Project Approval	Previous Years Spend £'000	2017/18 Est Spend £'000	Actual Spend to 30/09/17 £'000	2017/18 Remaining Budget £'000	Revised Future Est Spend £'000	Original Budget Allocation £'000	Project Officer	Responsible Officers comments on action on slippage and performance against targets
Service Manager - Tim Cook									
Area Chairman - Cllr Val Keitch									
Market Towns Visions	Feb 06	377	55	0	55	0	432	H Rutter	Digital programme being designed for implementation from Q4 onwards
Area West Committee Allocation		0	99	23	77	0	99		Updates reported to Area Committee.
Total Communities		2,074	348	59	288	0	2,422		
ENVIRONMENT									
ENVIRONMENTAL HEALTH									
Service Manager - Alasdair Bell									
Portfolio Holder - Cllr Ric Pallister									
Disabled Facilities Grant	Feb 17	3,473	-238	-745	507	100	3,335	A Bell	Actual grants spend of £345K. Slower demand for budget than previously. £100K re-profiled to 18/19.
Empty Property Grants	Feb 17	1,211	55	2	53	0	1,266	A Bell	Further application expected before year end. Large spend expected in October for claims payable.
Home Repairs Assistance	Feb 17	1,300	39	14	25	10	1,349	A Bell	Demand on budget is slower than normal. £10K re-profiled to 18/19.
HMO Grants	Feb 17	608	55	12	43	0	663	A Bell	Budget generally on target, with two-thirds committed.
Confidential schemes	Jun 17	0	60	0	60	3,940	4,000	A Bell	Tenders going out in October. Roadways works expected to commence shortly. Works to Garden of Remembrance to also start shortly.
ENGINEERING AND PROPERTY SERVICES									
Service Manager - Garry Green									
Portfolio Holder - Cllr Henry Hobhouse									
Car Park Enhancements	Feb 17	138	97	69	28	0	235	G Green	Works being identified for tendering later in financial year.
New Car Parks	Feb 08	542	100	7	93	168	810	G Green	Awaiting outcome of negotiations on Millers Garage site, potential stand alone scheme being progressed to facilitate adjacent development at a later stage.
Capital Works to Councils Portfolio	Various	296	322	8	314	0	618	G Green	Outcome of consultants property report and recommendations from DX in November will determine capital spend priorities.

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Gas Control System - Birchfield	Feb 13	128	20	0	20	467	615	G Green	Options being considered and full report to go to DX for re allocation of fees if necessary.
Transfer of Castle Cary Market House	Apr 16	22	23	-3	26	0	45	G Green	Our works are now completed. Dowry to Town Council to be paid in due course.
Yeovil Crematorium	Feb 16 2012/13	542	57	0	57	13	612	G Green	Orders for the Hearth replacement works to cremators have been placed.. Payment for new records system to be made shortly following its implementation.
STREETSCENE									
Service Manager - Chris Cooper									
Portfolio Holder - Cllr Jo Roundell Greene									
Access all Areas Footpaths on Open Spaces	Feb 16	116	11	0	11	0	127	S Fox	The remainder of this budget can be used to coordinate play area replacement in Grass Royal Rec Ground to install access to and from the new facility, thus maximising the benefit to the public by improving the whole site
Purchase of Road Sweeper	Feb 17	0	0	0	0	145	145	C Cooper	This will be purchased in 2018/19 unless an exceptional offer is found, however this is not currently predicted.
Total Environment		8,376	601	-636	1,237	4,843	13,820		
HEALTH & WELL-BEING									
ARTS AND ENTERTAINMENT									
Service Manager - Adam Burgan									
Portfolio Holder - Cllr Sylvia Seal									
Octagon Theatre Stage Dimmer Lighting	Feb 16	0	0	0	0	64	64	A Burgan	Awaiting confirmation of when the work can take place. Due to busy performance schedule and the length of time required this may be Summer 2018.
Westlands Entertainment Venue	Oct 15	1,968	81	518	-437	-248	1,801	A Burgan	A closure report has been submitted to DX.
Westlands Sports & Pavilion	Oct 15	546	-396	36	-432	0	150	J Hannis	Work on the pavilion is now complete and £100,000 has been received from ECB. A claim for a further £470,000 has been submitted to Sport England and payment is expected in November 2017 after sign off visit.
COMMUNITY HEALTH AND LEISURE									
Service Manager - Linda Pincombe									

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Portfolio Holder - Cllr Sylvia Seal									
Multi Use Games Area	Feb 08	310	35	0	35	35	380	R Parr	MUGA at Bruton due to be completed by the end of October, therefore grant award should be claimed before the end of the financial year as originally anticipated. Remaining budget of £35K is provisionally reallocated to Ilton pending a committee decision by the Parish Council on whether to proceed.
Grants for Parishes with Play Area	Feb 08	458	11	2	9	0	469	R Parr	Final claim from Wincanton TC is awaiting as site completed at Rickhayes. The £15K for Ilton remains profiled to 18/19.
Grant to Kingston View Play Area	Feb 15	12	1	1	0	0	13	R Parr	Grant funding fully paid over.
Grant for Stoke Sub Hamdon Recreational Ground	Qtr 3 14/15	0	0	0	0	10	10	R Parr	Fund raising ongoing but still a long way off from budget needed.
Grant for Youth Facilities	Qtr 3 14/15	0	5	0	5	0	5	R Parr	Flood lighting ball court options being explored.
Wyndham Park Play Area Equipment	S106	0	3	0	3	0	3	R Parr	One play area completed in this area, and the second one is awaiting adoption before it can be developed. Likely to be spring 2018.
Eastfields, Cuckhoo Hill Play Area Equipment	S106	0	0	-1	1	0	0	R Parr	Largely done, one small payment to be made for retention of scheme.
Jarman Way, Chard - Play Area Equipment	S106	0	0	0	0	0	0	R Parr	£36K to be spend on site. Transfers to be completed for works by Streetscene. Equipment likely to be installed early 2018.
Grass Royal Play Area	Feb 16	2	8	0	8	0	10	R Parr	Orders have been placed and works are expected to be completed before the end of the financial year.
Grant to West Coker Recreation Ground Play Area	S106	0	0	5	-5	0	0	R Parr	Grant funding fully paid over.
Snowden Park Play Area Equipment, Chard	S106	0	0	-57	57	0	0	R Parr	Plans agreed and quotes are being sought for the work. May not be completed until Summer 2018.
Westfield Rec Grd Play & Youth Facility, Curry Rivel	S106	0	0	0	0	0	0	R Parr	Grant funding of £19K fully paid over.
Harbin Fields Play Area Equipment	S106	0	0	-61	61	0	0	R Parr	Expect public consultation to commence the middle of November.
Grant to Henhayes Pavilion / Pitch Provision	Feb 10	252	14	14	0	0	266	L Pincombe	Crewkerne Town Council are still exploring options to deliver new pitch provision within the town.

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Grant to Huish Episcopi Academy AGP	Mar 15	1	0	0	0	0	1	L Pincombe	All claims paid to date, awaiting final claim from Huish Academy outlining final costs. The project is expected to be under budget, but not all S106 expected to support the project has been received to date.
Grant to Westfield AGP	Feb 14	35	21	0	21	0	56	L Pincombe	Community use agreement completed and will Legal for sign off prior to final payment being made.
Grant to Milborne Port Rec Changing Rooms	March 14	0	0	0	0	0	0	L Pincombe	Still awaiting final claim from the Parish Council. They have been given until the end of the financial year to complete the project, otherwise the money will be returned to the S106 account.
Upgrade Joanna France Building	Feb 16	0	0	0	0	27	27	L Pincombe	It looks unlikely that the athletics club will be able to secure enough external funding to complete all the planned improvements. Therefore, while the aims and objectives of the project remain the same, the scope of the project is being reviewed autumn 2017. An update report to DX will be provided if required.
Grant to Henstridge PC - Pitches Improvements	Sep 16	0	0	0	0	0	0	L Pincombe	S106 funding of £20K fully paid over in July.
Grant to Merriott PC - Play & Pitch Improvements	Nov 16	0	0	0	0	0	0	L Pincombe	Claim from the parish council has been received and is being processed. All money will be spent in the current financial year.
Dual Use Sport Centre Grants	Feb 05	258	0	0	0	5	263	L Pincombe	Need to complete a community use agreement prior to final payment to Buckler's Mead Sport Centre.
Wincanton Community Sports Centre 10 year plan	Sept 12	136	42	0	42	0	178	L Pincombe	Urgent improvements to the studio floor and poolside lighting recently completed. A review of future spending priorities to be undertaken for all sports facilities.
Goldenstones 10 Yr Plan Changing Rm's Refurbishment	Mar 17	0	206	190	16	-116	90	L Pincombe	Changing room works completed, final costs being assessed.
Huish Episcopi Swimming Pool	Apr 16 /Aug 17	0	-27	0	-27	252	225	L Pincombe	Works on site now underway, no claims for funding received to date.
Grant to Ilminster Football Club	Aug 16	0	0	0	0	0	0	L Pincombe	S106 funding of £8K fully paid over.
Grant to Ilminster Cricket Club	Aug 16	0	0	0	0	0	0	L Pincombe	S106 funding of £11K fully paid over.

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Grant to Bruton Comm Playing Pitches	Aug 16	0	0	0	0	0	0	L Pincombe	S106 funding of £3K fully paid over.
Grant to Forton Community Association - Pavilion	Aug 16	0	0	-2	2	0	0	L Pincombe	Pavilion almost complete, final payment to be made upon completion.
Langport Memorial Ground New Changing Facilities	S106	0	0	-4	4	0	0	L Pincombe	First payment towards design fees recently made.
Total Health & Well-being		3,978	4	641	-637	29	4,011		
Total Capital Programme		18,904	14,825	1,817	13,007	5,690	39,419		

Reserve Schemes Approved in Principle

	2017/18 Est Spend £'000	Revised Future Est Spend £'000
Old Town Station	0	321
Yeovil Delivery Vehicle	0	108
Wyndham Park Community Facilities	0	400
Market Towns Vision	0	300
Investment in Land, Property & Renewables	7,351	0
Affordable Housing - Unallocated	0	486
Affordable Housing - Rural Contingency Fund	0	500
Investment in Market Housing	0	1,931
ICT Replacement	77	200
Transformation	0	409
Contingency for Plant Failure	0	199
Home Farm, Somerton	0	98
Lufton 2000 - All Phases	0	-1,016
Yeovil Rec (Synthetic Grass Pitch and Pitch & Putt)	0	12
Sports Zone- Inc	0	-50
Gypsy & Traveller Acquisition Fund	0	50
Infrastructure & Park Homes, Ilton - £60K Grant for MUGA	0	0
Infrastructure & Park Homes Contingency	0	54
	7,428	4,002

Area Reserve Schemes Awaiting Allocation

	Original Date of Project Approval	Previous Years Spend £'000	2017/18 Est Spend £'000	Actual Spend to 30/09/17 £'000	2017/18 Remaining Budget £'000	Revised Future Est Spend £'000	Original Budget Allocation £'000	Project Officer	Responsible Officers comments on action on slippage and performance against targets
			2017/18 Est Spend £'000	Revised Future Est Spend £'000					
North			18	155					
South			25	191					
East			32	14					
West			6	44					
Total			80	404					

	2017/18 Est Spend £'000	Actual Spend to 30/09/17 £'000	2017/18 Remaining Budget £'000	Revised Future Est Spend £'000
Capital Programme	14,825	1,817	13,007	5,690
Contingent Liabilities and Reserve Schemes	7,508		7,508	4,406
Total Programme to be Financed	22,333	1,817	20,516	10,096

Delayed Projects

Project	Date Agreed	Original Budget £'000	Remaining Budget £'000	Reason for Delay - Update from Officer	Risks of not retaining funding - Update from Officer	Leadership Board Proposals
New Car Parks	Feb 08	810	268	Awaiting outcome of negotiations on Millers Garage site, potential stand alone scheme being progressed to facilitate adjacent development at a later stage	The Council would not be able to meet its requirements under the car parking strategy.	Await negotiations on Millers Site garage and look to move to reserve if not imminent.
Land Acquisition & Enhancement- Waterside Rd	Feb 08	35	35	Settlement negotiated with landowner - solicitor instructed and legal work underway. At present it is anticipated to complete the first half of 17/18 financial year.	Funding withdrawn would result in long term decline of this amenity area and increased risk from the unmaintained area.	Retain funding in capital programme for completion this year but push solicitors to complete.
Market Towns Vision	Feb 06	432	55	MTIG was modelled on the concept of a local brokering table. Specific Capital Investment Programmes emerge through opportunity and negotiation. The total amount made available through MTIG is more like the capital programme managed in each of the Areas and will contain unallocated balances. Delivery is dependent on local capacity to champion schemes and public sector capacity to engage with delivery issues – both of which can be limited at times.	The budget remains central to the continuation of this collaborative work. If the capital funds were withdrawn, the raison d'être for the MTIG would disappear. The rate of spending is mostly determined by the capacity of SSDC, town councils and local regeneration groups to organise and deliver sound schemes together.	Review whether the correct balance is held within the capital programme and that held in the reserve scheme at the bottom.
Market Towns Reserve Pot	Feb 06	300	300			
Reckleford Gyrotory	Feb 07	1,721	14	The £14k remaining retention funds are the last payments we should be making on that scheme.	There is an overhanging issue of a maintenance licence that we want County to sort out before it's paid (otherwise no chance of getting the licence in place).	Retain in programme with aim to resolve within this financial year.
Dual Use Sports Grants	Feb 05	260	5	Need to complete a community use agreement prior to final payment to Buckler's Mead Sport Centre.	The reputational damage would be extremely detrimental to the future dual use provision at this site. SSDC has made them a definite offer of	Follow up with Leisure whether compliance of funding award is likely to be met. If not, return funds to

Project	Date Agreed	Original Budget £'000	Remain-ing Budget £'000	Reason for Delay - Update from Officer	Risks of not retaining funding - Update from Officer	Leadership Board Proposals
					funding which we need to honour providing they meet the necessary conditions.	unallocated balances.
Multi Use Games Area's	Feb 08	370	70	MUGA at Bruton due to be completed by the end of October, therefore grant award should be claimed before the end of the financial year as originally anticipated.	The Council would be unable to provide financial support MUGA projects it has promoted. The reputational damage would be high in both communities. Assessment of allocation of remainder of funding still to be carried out.	Await decision by Ilton Parish Council on whether to proceed. If no agreement return remaining £35K to balances.
Grants for Parishes with Play Page 44	Feb 08	770	26	Final claim from Wincanton TC is awaited as site completed at Rickhayes. The £15K for Ilton remains profiled to 18/19.	The Council would be unable to financial support parish play area projects it has promoted and where local expectations have been raised. Non-payment of contracts would place Parish Councils in breach of contract. Children may be put at risk. The reputational damage would be high.	Leisure to chase up claim from Wincanton TC. Funding for Ilton needs to be assessed on progress in the next six months.
Gas Control System - Birchfield	Feb 13	615	487	Investigation on dissolved leachate and gas extraction requirements is ongoing and to consider now report received detailing short/medium term gas control options.	Original objectives of the project would fail to be achieved.	Options being considered by Members on the Birchfield Group with a further report due to them in October . Further updates will be provided around this date.

Agenda Item 9

The installation of a 14.8 kW photovoltaic array at Yeovil Innovation Centre Extension

Executive Portfolio Holder: Henry Hobhouse, Property and Climate Change
CEO: Alex Parmley
Lead Officer: Keith Wheaton-Green, Climate Change Officer
Contact Details: Keith.wheaton-green@southsomerset.gov.uk or 01935 462651

Purpose of the Report

1. To seek authority to invest in a 14.8 kW photovoltaic (PV) array on the roof of the new Yeovil Innovation Centre Extension

Forward Plan

2. This report did not appear on the District Executive Forward Plan but this potential installation has been discussed at Income Generation Board.

Public Interest

3. The council aims to reduce energy use to make savings and hence reduce the cost of operating council buildings.

Recommendations

4. That District Executive:
 - a. approve spending of £16,111.70 (or any revised quote that does not compromise the rate of return) to install a photovoltaic array on the roof of the Yeovil innovation Centre extension;
 - b. agree that the net savings of £1,020 should be added to the medium term financial plan for 2018/19 and beyond.

Background

5. The council have installed 6 photovoltaic systems since 2010. The business case was made by the feed in tariff (FIT) subsidy and the fact that peak generation matched peak demand because the buildings have high day time occupancy.
6. During 2016 the FITs reduced dramatically and no business case could be made for further installations. During 2017 the FITs continue to reduce and are currently only worth 4.36p/kWh for new installations with an EPC of D or above. However, panel and inverter costs have dropped twice in the last few months and a reasonable business case can now be made. Further price drops may occur due to continued world demand and increasing sales volumes as well as decreases in tariffs from China due to Brexit but this cannot be predicted with accuracy.
7. The architect specified space for 44 PV panels on the extension roof in an unshaded area between all the other services placed on the roof. Use of 320 watt panels will maximise the generation potential of the installation. Quotes from three supplier/installers have been considered and Spectrum Electrical chosen based on their quote and the success of their previous installation for us at Brympton Way.

Financial Benefits

8. Spectrum Electrical have used industry standard methodology PV Sol to estimate the annual electricity generation, which is designed to ensure that generation is not overestimated. Financial benefits are based on the current feed in tariff rate of 4.36p/kWh, electrical import at 8.1p/kWh and deemed 50% export at 5.03p/kWh

System size (kW)	Estimated annual output (kWh)	Annual value of feed in tariff , electrical export and reduced bills	Cost	ROI (20 yr interest at 2.23%)
14.08	13,576	Feed in tariff £ 592 Reduction in electricity bill £1122 deemed 50% export £ 341 Total £2,033	£16,111	8.4%

9. Based on experience to date of our current six arrays, the reality will be different. Our current portfolio of five PV arrays generated 20% more during 2016 than the pre-installation annual estimates. The decision by Income Generation Board to proceed was based on was based on the 8.4% ROI achieved with 20% enhancement of the PVsol estimate. However, the financial analysis above is based on standard PVsol estimates.
10. The electrical output generally peaks at midday (dependent on cloud cover), which matches very well the peak in electrical demand at the Yeovil Innovation Centre. The electrical output over the course of a year represents about 6% of the buildings demand. It is expected that all the electricity generated during working days will be used on site, thus giving it the highest possible value. Feed in tariffs for this size of installation are 4.36 p / kWh. The day time rate for imported electricity at the Yeovil Innovation Centre is 8.1 p / kWh.
11. Once installed, the Feed in Tariff rate for this installation will increase in line with the consumer price index (CPI) and this will occur annually throughout the 20 year period that the scheme will attract the FIT.
12. The panels chosen are one of the most efficient on the market and have a 12 year guarantee. Each panel will have an optimiser to maximise the performance of the array in partially shady conditions. The inverter allows for remote monitoring from any computer which will allow officers and the supply company to monitor the array over time, easily see how each panel is performing and be alerted to any defects arising. The cost above includes the continued monitoring by Spectrum electrical.

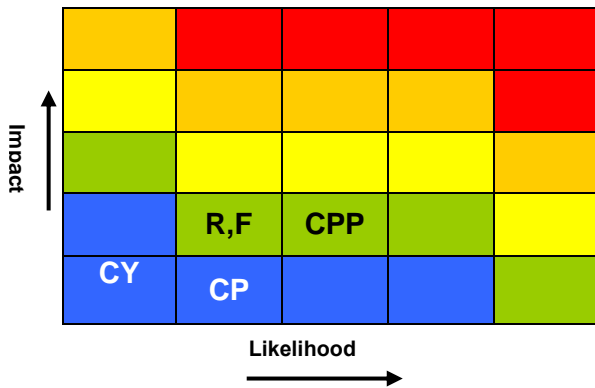
Financial Implications

13. If Members agreed to this project it will be funded from the £15m allocated by District Executive in April 2017 for land, property and renewable projects. This will leave a balance of £7.2m.
14. The net savings of £1,020 can be added to the medium term financial plan for 2018/19 and beyond.

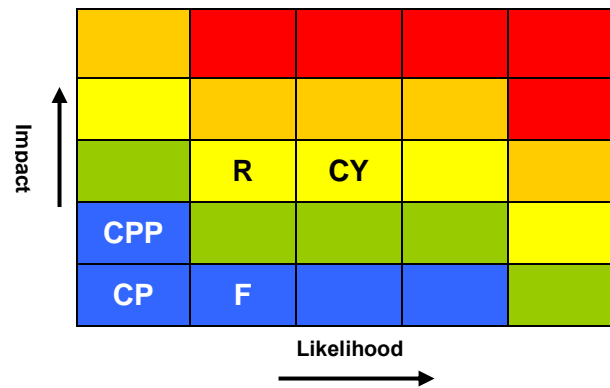
Risk Matrix

15. This matrix identifies the risk associated with both taking the decision as set out in the report as the recommendation(s) or not proceeding. Should there be any proposal to amend the recommendation(s) by either members or officers at the meeting then the impact on the matrix and the risks it identifies must be considered prior to the vote on the recommendation(s) taking place.

Proceeding with project



Not proceeding with project



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

Environment - To keep South Somerset clean, green and attractive

Carbon Emissions and Climate Change Implications

This is a carbon reduction project expected to save 6.5 tonnes of carbon p.a.

Equality and Diversity Implications

There are no implications.

Background Papers

Installation of 14 kW photovoltaic array on the roof of the new Yeovil Innovation Centre extension



South Somerset District Council Project Brief

Approved Budget within Service Plan? No

Project Number: 2017

Project Name: Installation of 14 kW photovoltaic array on the roof of the new Yeovil Innovation Centre extension

Date Created 05/10/2017
Document Version: Final
Author: Keith Wheaton-Green

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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
Catherine Hood	SSDC	
Laurence Willis	SSDC	
Peter Biggenden	SSDC	
Henry Hobhouse	SSDC	

0.4 Document References

Section Reference	Document Referred	Document Title

1 Purpose

This document details how energy costs and carbon emissions will be reduced through installation of a 14.08 kilowatts (kW) photovoltaic (PV) array of panels on the new extension of the Yeovil Innovation Centre

2 Project Outline

This is an Income Generation Project expected to have long term financial value due to reduction of electricity bills and income from deemed export and the feed in tariff.

2.1 Authority Responsible

The Income Generation Board has requested this project because it has a long term financial value.

2.2 Background

Equipment prices have dropped and grid electricity prices will continue to rise. Although the feed in tariff has dropped considerably it is currently still in place and the EPC level D for the building enables the higher rate of 4.36p/kWh. Deemed export of 50% of total generation will provide an additional income of 5.03p/kWh. The YIC has high daytime occupancy and therefore all solar electricity generated will be used weekdays and possibly the weekend. This will displace grid electricity costing 8.1p/kWh

The six PV arrays already installed on the council's buildings have performed well, giving returns equal to or exceeding original estimates.

The architect for the building specified the position and number of PV panels and our Property Services Team have been consulted on the details of installation.

2.3 Project Objectives

- Council Plan Environment focus; "To keep South Somerset clean, green and attractive we will promote a high quality built environment in line with the local plan"
- Council priority project for 2017/2018; Delivery of Phase 2 of the YIC (PV is included in the design)
- Reduction of electricity import and subsequent reduction of carbon emissions and electricity costs (as measured through quarterly electricity bills.)
- The asset will be owned by the council

2.4 Project Scope

Inclusions

We will purchase photovoltaic panels, mounting gear, inverters, grid connection equipment, generation meters, all cabling and installation.

Exclusions

The cost of scaffolding is not included as the timing of installation is expected to coincide with the build scaffolding still in place.

Constraints and Decisions

Constraint	Mitigation
The array design must conform to the architects drawings	Design drawings were shared with prospective installers
Installation must be co-ordinated with the extension construction programme	The timing is being co-ordinated with our property services team
Property Services will need to prioritise this installation amongst many other tasks competing for their attention	The YIC extension project is prioritised by members and is included in the council plan.

Interfaces

This installation will be the seventh on council buildings to date.

2.5 Quality Expectations

To ensure best value and comply with the council's procurement rules, four quotes from supplier / installers were sought. These were considered by the Climate Change Officer and Spectrum Electrical chosen as the preferred installation company.

The renewable electricity generation will be recorded on a generation meter. This will enable quantification of the financial and carbon savings. It will also be used to claim the Feed in Tariff.

2.6 Carbon Management

Estimated carbon savings are quantified below using the Photovoltaic Solutions (PVSOL) computer modelling, which is the standard package used by the photovoltaics industry. It uses all relevant variables – such as location, roof pitch, orientation to south, panel and inverter type - and is therefore a relatively accurate assessment but deliberately designed to underestimate performance. Six existing arrays have outperformed original estimates by around 20%.

Array location	Size	Output PVSOL (kWhy)	CO ₂ savings (tonnes year)
YIC extension roof	14.08	13,576 kWhy	5.7

3 Initial Business Case

3.1 Reasons

We need to reduce spending on electricity bills at the Yeovil Innovation Centre in the long term and carbon emissions from our electricity use to meet our carbon targets. The government has an expectation that local authorities will reduce their carbon emissions year on year.

3.2 Anticipated Benefits

Use of grid electricity and emissions of carbon dioxide from that electricity use will be reduced. Equipment suppliers and installers - Spectrum Electrical – have used industry standard methodology PV Sol to estimate the annual electricity generation, which is designed to ensure that generation is not overestimated. Financial benefits are based on the current feed in tariff rate of 4.36p/kWh, electrical import at 8.1p/kWh and deemed 50% export at 5.03p/kWh

Financial benefit

System size (kW)	Estimated annual output (kWh)	Annual value of feed in tariff , electrical export and reduced bills	Cost	ROI (20 yr interest at 2.23%)
14.08	13,576	Feed in tariff £ 592 Reduction in electricity bill £1122 deemed 50% export £ 341 Total £2,033	£16,111	8.4%

Based on experience to date of our current six arrays, the reality will be different. Our current portfolio of five PV arrays generated 20% more during 2016 than the pre-installation annual estimates. The decision by Income Generation Board to proceed was based on was based on the 8.4% RIO achieved with 20% enhancement of the PVsol estimate. However, the financial analysis below is based on standard PVsol estimates.

The electrical output generally peaks at midday (dependent on cloud cover), which matches very well the peak in electrical demand at the Yeovil Innovation Centre. The electrical output over the course of a year represents about 6% of the buildings demand. It is expected that all the electricity generated during working days will be used on site, thus giving it the highest possible value. Feed in tariffs for this size of installation are 4.36 p / kWh. The day time rate for imported electricity at the Yeovil Innovation Centre is 8.1 p / kWh.

3.3 Options

Officers asked for quotes for two different qualities of panel. Although the panels chosen are the most expensive, they are 2% more efficient, which means they will generate more electricity and income.

3.4.1 Expected Duration Of Project				
	Start date:	March 2018		
	Other Key Milestones with Dates:	Installation		
	Expected Completion Date:	March 2018		
3.4.2 Estimate of Officer Time Required: -				
	Officer's Name	Estimate of Officer hrs	Officer available? Y/N	Agreement of Officer? Y/N
	Property Management Officer	4	Yes	Yes
	Climate Change Officer	6	Yes	Yes
	Comment by Property Services:	Resources exist within Engineering and Property Services to manage this project.		
	Comment by Information Systems (if new IT system):	Not applicable		

	Comment by Equalities Officer:	Not applicable
	Comment by Other Services requiring significant input:	Not applicable
3.4.3 Risk Assessment		
	Risk	Steps taken to mitigate Risk
	The supply and installation company must be of good reputation.	We used Spectrum Electrical to install our most recent PV installation at Brympton with no problems
	Vandalism to equipment	Security systems are in place to prevent unauthorised entry to site and the PV cannot be seen from the ground
	There is a quarterly deployment cap on feed in tariff applications raising the possibility that we could be rolled over to the following quarter with a reduced tariff	In the quarter up to 30 th June 2017, only 9,542 kW have been deployed but the cap is 49,563 kW. The risk that the deployment cap is reached before our FIT application is therefore considered very low.

4 Financial Investment

4.1 Financial Investment – Capital Projects

4.1.1	Total Costs and Funding – Capital Project					
		Funding Body		£' 000		
	SSDC Capital: -	District Executive		16.1		
	Other Sources: - - Grants					
	Total Capital Cost			16.1		
4.1.2	Breakdown of main areas of cost					
		2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000
	Design, supply and installation	16.1				
	Totals	16.1				

4.1.3 External funds to be received							
		Secured? Y/N	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000
	Not applicable		0				
	Totals		0				
4.1.4 Revenue Implications of Capital scheme							
		Cost Centre	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000
	Loss of interest @ 2.23% (PWLB 20 yr rate 5.10.17)	FT922		0.360			
	Reduction in electricity bills	KP146 1220 L143		(1.100)			
	Revenue Costs by Individual Budget: Capital repayment	KP146 3990		0.650			
	Revenue Income FIT Electrical export	KP146 9617 L143		(0.590) (0.340)			
	Total Revenue Expenditure / (Net saving)			(1.020)			
	Cumulative			(1.020)			
4.1.5 Whole Life Costing							
	Estimated useful life of asset (years)	20					
	Total Revenue Costs Year 1 to 5	0					
	Annual Revenue Cost after year 5	Potentially £950 to replace inverter which is guaranteed for 12 years but could last 20 years					
	Total cost over whole life of asset	£17,061					
4.1.6 VAT Implications							
	SSDC has opted to tax Yeovil Innovation Centre and therefore VAT will be fully recoverable						
4.1.7 Impact on Band D							
	Additional spend	£16,111					
	Lost interest at 2.07%	£360					
	Divided by tax base	59313					
	Cost per band D tax payer	£0.006					

5 Project Organisation

5.1 Provisional Project Management Team

Name	Role/ Title
Income Generation Board	Project Sponsor
Keith Wheaton-Green	Project Manager
Henry Hobhouse	User Representative
Andy Seal	Supplier Representative

5.2 Interested Parties

Name	Reason	Action required
Laurence Willis	Income Generation Board	Keep fully informed
Peter Biggenden	Property Services	Keep fully informed

6 Other Useful Information

The rate of PV deployment is currently low because knowledge of equipment price drops amongst potential customers has not kept up with the knowledge that feed in tariffs have dropped substantially.

Agenda Item 10

Increase in Councillors and change of name of Barwick Parish Council – Community Governance Review (CGR)

Executive Portfolio Holder: Val Keitch, Area West Chair – Democratic Services
Director: Ian Clarke, Support Services
Lead Officer: Angela Cox, Democratic Services Manager
Contact Details: Angela.cox@southsomerset.gov.uk or (01935) 462148

Purpose of the Report

1. To report the receipt of two requests from Barwick Parish Council (under the provisions of Part 4 of the Local Government and Public Involvement in Health Act 2007):-
 - a. to increase the size of the Parish Council from 10 to 12 Councillors
 - b. to change the name of Barwick Parish Council to Barwick and Stoford Parish Council

Forward Plan

2. This report appeared on the District Executive Forward Plan with an anticipated presentation date of November 2017.

Public Interest

3. A Community Governance Review is a review of the whole or part of a district to consider one or more of the following:
 - creating, merging, altering or abolishing parishes;
 - the naming of parishes and the style (i.e. whether to call it a town council or village council etc) of new parishes;
 - the electoral arrangements for parishes – the ordinary year of election, the size of the council, the number of councillors to be elected and parish warding;
 - grouping parishes under a common parish council, or de-grouping parishes.
4. The Local Government and Public Involvement in Health Act, 2007, sets down the principal legal framework within which councils must undertake these reviews.
5. A valid request has been received from Barwick Parish Council requesting that the District Council conduct a consultation (Community Governance Review) of all the electors and local interested groups to ask if they would support the increase in the number of Parish Councillors from 10 to 12 and to change the name of Barwick Parish Council to Barwick and Stoford Parish Council. This report asks for the authorisation of Council to carry out that consultation.

Recommendations

6. That District Executive recommend that Full Council agree to:
 1. Note the receipt of the request and its validity;
 2. Agree to undertake a Community Governance Review of the Parish of Barwick;
 3. Agree the Terms of Reference of the review as detailed in Appendix A, including the timetable and arrangements for public consultation;

4. Agree that the review will be carried out by the Democratic Services Manager, in consultation with Ward Members, Area Development Lead Officer (South) and the Area South Committee;
5. Note that further reports will be brought to Council in order that decisions may be made in respect of draft proposals and final recommendations of the Review.

Background

7. Before the coming into force of the 2007 Act, District Councils had power to vary the numbers on local councils by making an order. Procedures were not prescriptive and numbers on parish councils, or other Parish electoral arrangements, could be varied easily and quickly. Unfortunately this is no longer the case and the procedures prescribed for community governance reviews, set out in the 2007 Act, have to be followed even when the only issue to be considered is a variation in a parish council's numbers.
8. The Act allows for the public to petition for reviews in their areas. Reviews must be undertaken if petitions are received as follows:
 - Area with fewer than 500 electors - at least 50% of the electors
 - Area with between 500 and 2,500 electors – at least 250 of the electors
 - Area with more than 2,500 electors - at least 10% of the electors.
9. It is, however, not necessary for a petition to be received to initiate a review. The Parish Council has requested an increase in its numbers and it is for the District Council to decide whether it wishes to undertake a review of the Barwick and Stoford parish area with a view to increasing the size of the parish council and changing the parish name.

Request from Barwick Parish Council

10. The Parish Council have given the following reasons to support their request to increase the size of the Parish Council to 12 members:-
 - Most of the Councillors work full-time - only two are retired.
 - 1 Councillor spends his time overseas for 6 months of the year and therefore is unable to take on much responsibility.
 - Some very large projects are coming up and more help is needed - possible relocation of village hall & new build, improvements to the recreation ground in Barwick.
11. Barwick Parish Council has put forward a request for an increase in numbers and a change of parish name. There is no formal guidance on the size of parish councils, but the minimum number is 5. The DCLG reports that, nationally, local councils representing the following electorates have, typically, the number of councillors stated:
 - Less than 500 – between 5 and 8 councillors
 - Between 501 and 2,500 – between 6 and 12 councillors
12. The 1972 Act, as amended, specifies that each parish council must have at least five councillors; there is no maximum number. The Electoral Commission has no reason to believe that this pattern of council size to population has altered significantly since the research was conducted. Although not an exact match, it broadly reflects the council size range set out in the National Association of Local Councils Circular 1126; the

Circular suggested that the minimum number of councillors for any parish should be 7 and the maximum 25.

13. Barwick has 958 electors. In the light of the reasons put forward by the Parish Council, officers consider that a review should proceed.
14. Allowing for the need to report to Council at the various stages of the review progress, it is estimated that the review will take 6 - 9 months to complete. It is suggested that any changes in the composition of the parish council that might be agreed take effect at the beginning of the next Council year in May 2019.

Community Governance Reviews – General Principles relating to Parishes and Parish Councils

15. Under the legislation the District Council must aim to ensure that community governance in the area under review:-
 - reflects the identities and interests of the community in that area
 - is effective and convenient
 - takes into account any other arrangements for the purpose of community representation or community engagement.
16. When considering this, the Council should take into account a number of factors, including:
 - the impact of community governance arrangements on community cohesion; and
 - the size, population and boundaries of any new local community or parish.
17. A review involves the following stages:
 - (1) Setting terms of reference of the review (if the Committee recommends a review in Barwick, suggested terms of reference are set out in Appendix 1);
 - (2) Publicising the terms of reference (for the purposes of the Act, the review formally commences when the terms of reference are published);
 - (3) Undertaking consultations with the local government electors for the area and any other person or body (including the Parish Council) who appears to have an interest in the review;
 - (4) Considering representations;
 - (5) Preparing and publishing draft proposals;
 - (6) Undertaking consultation on the draft proposals;
 - (7) Considering representations;
 - (8) Publishing recommendations;
 - (9) Making an order to bring into effect any decisions arising from the review;
 - (10) A review must be concluded within 12 months of the publication of the terms of reference.
18. When undertaking a CGR a principal council must have regard to guidance issued by the Secretary of State and the Electoral Commission. However, subject to this, it is for the Council to decide how to undertake the review.

Financial Implications

19. To produce a consultation leaflet for every elector and deliver them every household within the parish would cost in the region of £1,200. It is therefore proposed to conduct

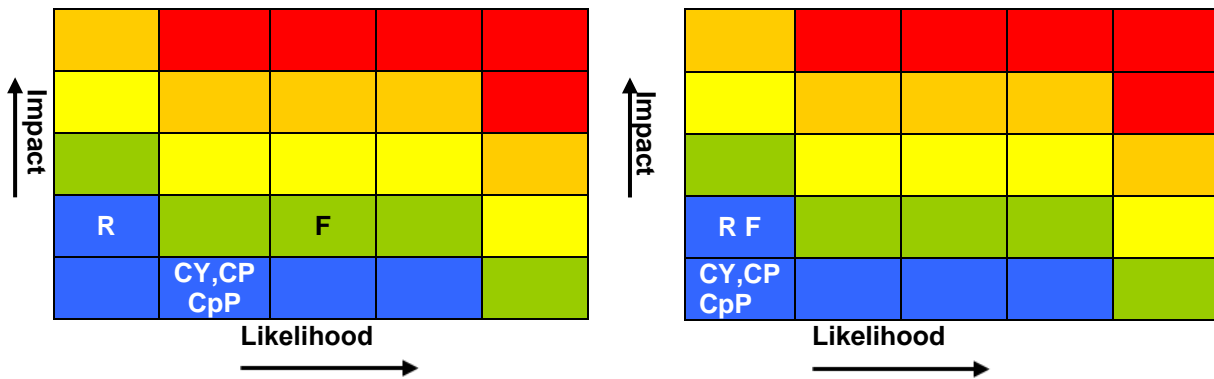
a 'light touch' review as the request has been made by the Parish Council and the proposal will incur no direct cost to the electorate.

20. Because the changes requested are minor, it is possible to do this by posters and leaflets within the Parish and adverts on the SSDC and Barwick Parish Council websites, rather than the usual method of sending a consultation leaflet to every registered elector. This would significantly reduce the cost to SSDC and should ensure that the cost is kept below £100.
21. There is no specific budget for Community Governance Reviews and therefore all costs will have to be absorbed within the existing Democratic Services budget for 2017/18.
22. There is no power to re-charge the cost of the review to any other Council, except by agreement. This is because the statutory power to conduct the review rests with this Council.

Risk Matrix

Risk Profile before officer recommendations

Risk Profile after officer recommendations



Key

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

Corporate Priority Implications

23. No implications at the current time.

Carbon Emissions and Climate Change Implications

24. No implications at the current time.

Equality and Diversity Implications

25. All local government electors within the parishes of Barwick and Stoford will be consulted on the proposal and their views considered as part of the consultation process. The

council must have regard to the need to secure that the community governance arrangements for the area reflects the identities and interests of the community in the area and are effective and convenient.

Background Papers

Local Government and Public Involvement in Health Act 2007

The Electoral Commission Guidance on Community Governance Reviews, April 2008

Request from Barwick PC dated 21st June 2017

Terms of Reference of the Community Governance Review of the Parish arrangements for Barwick

South Somerset District Council

LOCAL GOVERNMENT AND PUBLIC INVOLVEMENT IN HEALTH ACT 2007 COMMUNITY GOVERNANCE REVIEW

TERMS OF REFERENCE

Barwick Parish Council

INTRODUCTION

- **Setting the Context**

The Local Government and Public Involvement in Health Act 2007 provides for a principal council to conduct a community governance review at any time. The Council can undertake a review of the whole or part of its area. The Council is also under a duty to carry out a community governance review if it receives a valid community governance petition for the whole or part of the council's area or, a request from the Parish Council. However, the duty to conduct a review does not apply if:

- a) the principal council has concluded a community governance review within the last two years which in its opinion covered the whole or a significant part of the area of the petition; or
- b) the council is currently conducting a review of the whole, or a significant part of the area to which the petition relates.

In this case the District Council has been requested to undertake a review to change the name of Barwick Parish Council to Barwick and Stoford Parish Council, and, to increase the number of parish councillors from 10 to 12, following the receipt of a letter from the Parish Council.

These terms of reference relate to the area comprising the existing Barwick Council boundary as detailed on the attached map.

In undertaking the review, the Council will be guided by Part 4 of the Local Government and Public Involvement in Health Act 2007, the relevant parts of the Local Government Act 1972, Guidance on Community Governance Reviews issues in accordance with section 100(4) of the Local Government and Public Involvement in Health Act 2007 by the Department of Communities and Local Government and The Electoral Commission in April 2008, and the following regulations which guide, in particular, consequential matters arising from the review: Local Government (Parishes and Parish Councils) (England) Regulations 2008 (SI2008/625); Local Government Finance (New Parishes) Regulations 2008 (SI 2008/626). Section 81 of the Local Government and Public Involvement in Health Act 2007 requires the Council to publish its Terms of Reference in a review.

These Terms of Reference will be published by placing a copy on public deposit at the offices of South Somerset District Council at the Council Offices, Brympton Way, Yeovil BA20 2HT and on the Council's website at www.southsomerset.gov.uk

The matters on which the Community Governance Review is to focus are set out later in these Terms of Reference.

- **Why is the Council undertaking the review?**

The Review is being carried out in response to a written request from the Parish Council. The request seeks to change the name of Barwick Parish Council to Barwick and Stoford Parish Council, and, to increase the number of parish councillors from 10 to 12,

- **What is a Community Governance Review?**

A Community Governance Review is a review of the whole part or part of the district area to consider one or more of the following:

1. Creating, merging, altering or abolishing parishes;
2. The naming of parishes and the style of new parishes;
3. The electoral arrangements for parishes (the ordinary year of election; council size; the number of councillors to be elected to the council, and parish wardings) and
4. Grouping parishes under a common parish council or de-grouping parishes.

- **Who undertakes the review?**

The Council have approved the terms of reference for this review and will deal with all matters in connection with it through the relevant Ward Members and the Area South Committee which will make final recommendations to full Council following the review for their consideration and making of any necessary Reorganisation Order.

The lead officer with regard to this review is Angela Cox, Democratic Services Manager.

CONSULTATION

- **How the Council proposes to conduct consultations during the review?**

The Council has drawn up and now publishes this Terms of Reference document. This document lays out the aims of the review, the legislation that guides it and some of the policies that the Council considers important in the review.

In coming to its recommendations in the review, the Council will need to take account of the views of local people. The Act requires the Council to consult the local government electors for the area under review and any other person or body who appears to have an interest in the review and to take the representations that are received into account by judging them against the criteria in the Local Government and Public Involvement in Health Act 2007.

The Council intends to consult with all households and interested parties in the area, inviting initial submissions and seeking views on the proposed Parish Council name change. It is proposed to conduct a 'light touch' review as the request has been made by the Parish Council and the proposal will incur no direct cost to the electorate.

Because the changes requested are minor, it is possible to do this by posters and leaflets within the Parish and adverts on the SSDC and Barwick Parish Council websites, rather than sending a consultation leaflet to every registered elector. This would significantly reduce the cost to SSDC.

The Council will also identify any other person or body who it feels may have an interest in the review and write to them inviting them to submit their views at both stages of consultation.

This will include:

- Ward Members
- Tenants and Residents' Associations
- Groups and Societies
- Schools and Colleges
- Members of Parliament
- Somerset Association of Local Councils
- Local Political Parties
- The Police

The Council will also be pleased to receive comments from any other person or body that wishes to make representations; any such person that makes representations during the initial invitation to submit proposals will be invited to make comments in respect of the draft proposals.

As required by Section 79(3) of the Local Government and Public Involvement in Health Act 2007, the District Council will notify Somerset County Council that a review is to be undertaken, provide them with a copy of the terms of reference for the review and will consult them on the matters under review.

The Council intends to clearly publish all decisions taken in the review and the reasons for taking those decisions and will work towards the Government's view in undertaking the review that "Community Governance Reviews should be conducted transparently so that local people and other stakeholders who may have an interest are made aware of the outcome of the decisions taken on them and the reasons behind these decisions."

In accordance with the Act, representations received in connection with the review will be taken into account, and steps will be taken to notify consultees of the outcome of the review by publishing them on the Council's website at www.southsomerset.gov.uk, through general press releases, public notice adverts in local newspapers, placing key documents on public deposit at Council Offices and will communicate the final outcome of the review by communicating with all households in the area concerned by the review.

- **How to contact us:**

Any queries regarding this review should be directed to:

Angela Cox
Democratic Services Manager
South Somerset District Council
Council Offices
Brympton Way
Yeovil
BA20 2HT

E-Mail: angela.cox@southsomerset.gov.uk

Timetable for the Review

Publication of these Terms of Reference formally begins the review, which must be completed within twelve months.

The table below details indicative timescales for the review.

Action	Timetable	Dates
Compiling Terms of Reference		October 2017
Report to Council to approve terms of reference		November 2017
Publication of Terms of Reference		November 2017
Introductory Stage – Invite initial submissions	2 months	December – January 2018
Preparation of Draft Proposals and approval by Council	1 month	February 2018
Publication of Draft Proposals		March 2018 (following approval by Council)
Consultation on Draft Proposals	2 months	April – May 2018
Preparation of Recommendation / Reorganisation Order and approval by Council.	1 month	June 2018
Publication of Recommendations		June 2018
Publication of any Reorganisation Order		July / August 2018
Effective date of Order		1 April 2019
Town/Parish Council Elections		May 2019

ELECTORATE FORECASTS

- **The electorate forecasts for the district**

The Council has used the Register of Electors as at 1 September 2017 in providing the existing parish electorate figures. There are 958 people on the Register of Electors in the Parish of Barwick at this date.

When the Council comes to consider the electoral arrangements of the parishes in its area, it is required to consider any change in the number or distribution of the electors which is likely to occur

in the period of five years beginning with the day when the review starts. There are no large anticipated increases in the number of electors in the parish over the next 5 years.

- **Demographic trends and influences in our area**

Although the Parish Council have indicated that there are no large scale developments anticipated in the parish, there will inevitably be ad-hoc building which will increase the number of electors requiring representation.

THE PRESENT STRUCTURE OF THE PARISH AND THE ELECTORAL ARRANGEMENTS

Present structure of the parish is:

Barwick		Ratio of Councillors to Electors
No. of Parish Councillors	10	1:96

Guidance in connection with the Local Government and Public Involvement in Health Act requires the consent of the Electoral Commission to be obtained if the Council may wish to alter the electorate arrangements for a parish whose existing arrangements were put in place within the previous five years by an order made either by the Secretary of State or the Electoral Commission. No such consent will be required following this review.

- **Previously unparished areas**

The Council is required by law to consider other forms of community governance as alternatives or stages towards establishing parish councils. There may be other arrangements for community representation or community engagement in an area, including area committees, neighbourhood management programmes, tenant management organisations, area or community forums, residents' and tenants' associations or community associations, which may be more appropriate to some areas than parish councils, or may provide stages building towards the creation of a parish council, which are already successfully creating opportunities for engagement, empowerment and co-ordination in local communities.

The Council will be mindful of such other forms of community governance in its consideration of whether parish governance is most appropriate in certain areas. However, the Council also notes that what sets parish councils apart from other kinds of governance is the fact that they are a democratically elected tier of local government with directly elected representatives, independent of other council tiers and budgets, and possessing specific powers for which they are democratically accountable.

PARISH AREAS

- **Introduction**

The legislation requires that the Council must have regard to the need to secure that community governance with the area under review:

1. Reflects the identities and interests of the community in that area, and
2. Is effective and convenient, and
3. Takes into account any other arrangements for the purposes of community representation or community engagement in the area.

- **Parishes**

The Council is anxious to ensure that electors should be able to identify clearly with the parish in which they are resident because it considers that this sense of identify and community lends strength and legitimacy to the parish structure, creates a common interest in parish affairs, encourages participation in elections to the parish council, leads to representative and accountable government, engenders visionary leadership and generates a strong, inclusive community with a sense of civic values, responsibility and pride.

There is no request in this review to alter the existing parish boundaries, which remain easily identifiable.

- **Viability**

The Council is anxious to ensure that parishes should be viable and should possess a precept that enables them to actively and effectively promote the well-being of their residents and to contribute to the real provision of services in their areas in an economic and efficient manner.

Some parishes are anxious to take on the new power of well-being provided in the Local Government and Public Involvement in Health Act 2007; others hold Quality Parish status, while others are anxious to enter into charters with principal councils for the provision of local services. The Council sees these initiatives as important measures of effective and convenient local government and will respect them in this review.

NAMES AND STYLES

- **The naming of parishes**

The 'name' of a parish refers to the geographical name of the area concerned, whereas its status or 'style' allows for that area to be known as a town, community, neighbourhood or village, rather than as a parish. The status or style of the parish will be reflected in the name of any council of the parish. So, for example, the council of a parish, which has the style "town" will be known as the 'town council' and its councillors as the 'town councillors', etc.

There are legal requirements (as defined in Section 76 of the Local Government Act 1972), with regard to subsequent notification of any change of name made, to be sent to the Secretary of State, to the Director General of the Ordnance Survey and to the Registrar General; and also be published by the district council in the parish and elsewhere in such manner as they consider appropriate. The Local Government and Public Involvement in Health Act 2007 also provides that the Land Registry, the Valuation Office Agency, the Boundary Commission for England and the Electoral Commission are also informed.

- **Alternative styles**

The Local Government and Public Involvement Act 2007 has introduced 'alternative styles' for parishes. If adopted, the 'alternative style' would replace the style "parish". However, only one of these three prescribed styles can be adopted:-

"community", "neighbourhood" or "village".

A parish shall cease to have an alternative style if the parish begins to have the status of a town.

Where new parishes are created, the Council will make recommendations as to the geographical names of the new parishes and as to whether or not it should have one of the alternative styles.

ELECTORAL ARRANGEMENTS

- **What does “Electoral Arrangements” mean?**

An important part of the Council’s review will comprise giving consideration to “Electoral Arrangements”. The term covers the way in which a council is constituted for the parish. It covers:

- The ordinary year in which elections are held;
- The number of councillors to be elected to the council;
- The division (or not) of the parish into wards for the purpose of electing councillors;
- The number and boundaries of any such wards;
- The number of councillors to be elected for any such ward
- The name of any such ward

- **Ordinary year of election**

The Local Government Act 1972 states that ordinary election of parish councillors shall take place in 1976, 1979 and every fourth year thereafter (i.e. 2007, 2011, 2015, 2019 etc.) The Government has indicated that it would want the parish electoral cycle to coincide with the cycle for the district/borough council, so that the costs of elections can be shared.

However, where the next ordinary elections are not for some time, the Council may resolve to modify or exclude the application of sections 16(3) and 90 of the Local Government Act 1972 to provide for the first election to be held in an earlier year, with councillors serving a shortened first term to allow the parish electoral cycle to return to that of the district.

- **What considerations cover the number of parish councillors?**

The Government has advised, and this Council concurs that “it is an important democratic principle that each person’s vote should be of equal weight so far as possible, having regard to other legitimated competing factors, when it comes to the election of councillors”. Likewise, the Council notes that the number of parish councillors for each parish council shall be not less than five. There is no maximum number. The Aston Business School found the following levels of representation –

Electorate	Councillor Allocation
Less than 500	5 – 8
501 – 2,500	6 – 12
2,501 – 10,000	9 – 16
10,001 – 20,000	13 – 27
Greater than 20,000	13 – 31

The National Association of Local Councils (NALC) suggested that the minimum number of councillors should be seven and the maximum 25.

The government’s guidance is that “each area should be considered on its own merits, having regard to its population, geography and pattern of communities”. This Council is prepared to pay particular attention to its existing levels of representation, the broad pattern of existing council sizes, which have stood the test of time and the take up of seats at elections in its consideration of the matter.

It is recognised that the conduct of parish council business does not usually require a large body of councillors. By law, the Council in this review must have regard to the following factors when considering the number of councillors to be elected for the parish:

- The number of local government electors for the parish;
- Any change in that number which is likely to occur in the period of five years beginning with the day when the review starts.

The Council will also take into account the following considerations:

- To ensure that the allocation of councillors to parishes is equitable across the district, while acknowledging that local circumstances may occasionally merit variation.
- To appreciate that there are different demands and consequently different levels of representation are appropriate between urban and more rural parishes in the district.

The Council also acknowledges that there may be exceptions to the above, where some weight will be given to the following considerations in forming the proposals;

- A high precept and high levels of service provision;
- Where representation may be required to meet the challenges of population sparsity;
- Supporting a warding arrangement in a particular parish and achieving a good parity of representation between wards.

- **Parish Warding**

The Act requires that in considering whether a parish should be divided into wards for the purposes of elections for the parish council the Council should consider the following:

- Whether the number, or distribution, of the local government electors for the parish council would make a single election of councillors impracticable or inconvenient;
- Whether it is desirable that any areas of the parish should be separately represented on the council.

The government's guidance is that "the warding of parishes in largely rural areas that are based predominantly on a single centrally located village may not be justified. Conversely, warding may be appropriate where the parish encompasses a number of villages with separate identities, a village with a large rural hinterland or where, on the edges of towns, there has been some urban overspill into the parish".

With regard to urban parishes, the government has suggested, "there is likely to be a stronger case for the warding of urban parishes". In urban area community identity tends to focus on a locality, whether this be a housing estate, a shopping centre or community facilities. Each locality is likely to have its own sense of identify".

The Council will be mindful of this guidance, noting further that, "each case should be considered on its merits and on the basis of the information and evidence provided during the course of this review."

The Council also wishes to emphasise that warding arrangements should be clearly and readily understood by and should have relevance for the electorate in a parish; they should reflect clear physical and social differences within a parish: one parish but comprising different parts. Furthermore, ward elections should have merit; not only should they meet the two tests laid down

in the Act, but they should also be in the interests of effective and convenient local government. They should not be wasteful of a parish's resources.

- **The number and boundaries of parish wards**

In reaching conclusions on the boundaries between parish wards, the Council will take into account community identity and interests in an area and will consider whether any particular ties or linkages might be broken by the drawing of particular ward boundaries.

Equally, the Council, during its consultations in this review is mindful that proposals, which are intended to reflect community identity and local linkages should be justified in terms of sound and demonstrable evidence of those identities and linkages.

The Council has noted the desirability of fixing boundaries which are, and will remain, easily identifiable, as well as taking into account any local ties which might be broken by the fixing of any particular boundaries. The Council also emphasises that ward boundaries should be clearly understood; they should represent the most appropriate parting of local attachments within a parish that comprises different parts. The Electoral Commission has suggested that the district wards should not split an un-warded parish and that no parish ward should be split by such a boundary. The relevant legal provisions do not apply to reviews of parish electoral arrangements, but the Commission has requested the Council to bear this in mind, which the Council will do.

- **The number of councillors to be elected for parish wards**

The Council has noted that it is required to have regard to the following when considering the size and boundaries of the wards and the number of councillors to be elected for each ward;

- The number of local government electors for the parish;
- Any change in the number, or distribution, of the local government electors, which is likely to occur in the period of five years beginning with the day when this review starts.

The government has advised, and this Council concurs that "it is an important democratic principle that each person's vote should be of equal weight so far as possible, having regard to other legitimated factors, when it comes to the elections of councillors." While there is no provision in legislation that each town/parish councillor should represent, as nearly as may be, the same number of electors, the Council considers that it is not in the interests of effective and convenient local government, either for voters or councillors, to have significant differences in levels of representation between different parish wards.

The Council is likewise anxious to avoid the risk that, where one or more wards of a parish are over represented by councillors, the residents of those wards (and their councillors) could be perceived as having more influence than others on the council. During the review process and in its consultations, the Council is committed to consistently showing the ratios of electors to councillors that would result from its proposals.

- **Naming of parish wards**

With regard to the names of parish wards, the Council will endeavour to reflect existing local or historic place names, and will give a strong presumption in favour of ward names proposed by local interested parties,

REORGANISATION OF COMMUNITY GOVERNANCE ORDERS AND COMMENCEMENT

The review will be completed when the Council adopts the reorganisation of Community Governance Orders. Copies of this order, the map(s) that show the effects of that order in detail, and the documents(s) which set out the reasons for the decisions that the Council has taken (including where it has decided to make no change following a review) will be deposited at the Council's offices and on its website.

In accordance with the Guidance issued by the government, the Council will issue maps to illustrate each recommendation at a scale that will not normally be smaller than 1:10,000.

These maps will be deposited with the Secretary of State at the Department of Communities and Local Government and at the Council's Offices at Brympton Way, Yeovil BA20 2HT.

Prints will also be supplied, in accordance with the regulations, to Ordnance Survey, the Registrar General, the Land Registry, the Valuation Office Agency, the Boundary Commission for England and the Electoral Commission.

The provisions of the Order would take effect, for financial and administrative purposes, from 1st April in the designated year.

New or revised parish electoral arrangements come into force at ordinary parish elections, rather than parish by-elections, so they usually have to wait until the next scheduled parish elections, namely May 2019. They can come into force sooner, which will have the effect of cutting the term of the existing councillors. In addition the term of the new councillors will also be shortened to ensure that the parish election cycle continues to correspond with that of the District Council (and other parish councils) so as to ensure that election costs continue to be shared.

CONSEQUENTIAL MATTERS

- **General Principles**

The Council notes that a Reorganisation Order may cover any consequential matters that appear to the Council to be necessary or proper to give effect to the Order. These may include:

- The transfer and management or custody of property;
- The setting of precepts for new parishes;
- Provision with respect to the transfer of any functions, property, rights and liabilities;
- Provision for the transfer of staff, compensation for loss of office, pensions and other staffing matters.

In these matters, the Council will be guided by Regulations that have been issued following the 2007 Act.

In particular, the Council notes that the Regulations regarding the transfer of property, rights and liabilities require that any apportionments shall use the population of the area as estimated by the proper officer of the Council as an appropriate proportion.

Furthermore, the Council notes that the regulations regarding the establishment of a precept for a new parish require the Council to calculate the first anticipated precept for a newly constituted parish council and for the amount of that precept to be included in the Reorganisation Order.

- **District ward boundaries**

The Council is mindful that it may be necessary, although it is not anticipated, for it to recommend the Electoral Commission to make alterations to the boundaries of district wards or county electoral divisions to reflect the changes made at parish level. The Council notes that it will be for the Electoral Commission to decide if related alterations should be made and when they should be implemented, and that the Commission may find it appropriate to direct the Boundary Committee for England to conduct an electoral review of affected areas.

The Council notes that the Electoral Commission will require evidence that the Council has consulted on any such recommendations for the alterations to the boundaries of district wards to County electoral divisions as part of the review. Of course, such recommendations for alterations may only become apparent during the course of the review. Even so, the Council will endeavour to include any such draft recommendations for alterations at the earliest possible opportunity for consultation that will arise after they become apparent.

Where any such consequential matters affect Somerset County Council, the Council will also seek the views of that council with regard to alterations to electoral division boundaries in accordance with the government's guidance.

DATE OF PUBLICATION OF THESE TERMS OF REFERENCE

Date of Publication: 17 November 2017

Any modifications (if any) will be published as soon as practicable after they have been made.

Agenda Item 11

District Executive Forward Plan

Executive Portfolio Holder: Ric Pallister, Leader, Strategy and Policy

Director: Ian Clarke, Director - Support Services

Lead Officer: Ian Clarke, Director – Support 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:-

- I. approve the updated Executive Forward Plan for publication as attached at Appendix A;
- II. note the contents of the Consultation Database as shown at Appendix B.

4. Executive Forward Plan

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

5. Consultation Database

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

6. Background Papers

6.1 None.

Appendix A - SSDC Executive Forward Plan – November 2017

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
December 2017	SSDC Operational Property and Council HQ review	Portfolio Holder for Property & Climate Change and Income Generation	Director Commercial Services & Income Generation	Clare Pestell, Director (Commercial Services & Income Generation)	District Executive
December 2017	CIL Governance - Policy to decide how funds are allocated	Portfolio Holder for Strategic Planning (Place Making)	Director Service Delivery	Martin Woods, Director (Service Delivery)	District Executive
December 2017	Draft Somerset Waste Partnership Business Plan	Portfolio Holder for Environment & Economic Development and Transformation	Director Commercial Services & Income Generation	Chris Cooper, Streetscene Manager	District Executive
December 2017	Confirmation of Neighbourhood Plan for Wincanton	Portfolio Holder for Strategic Planning (Place Making)	Director Service Delivery	Jo Wilkins, Senior Policy Planner	District Executive
December 2017	Quarterly Performance and Complaints Monitoring Report	Portfolio Holder for Strategy and Policy	Director Service Delivery	Anna-Maria Lenz, Performance Officer	District Executive
December 2017	Proposed introduction of fees for Food Hygiene Rating re-scores	Portfolio Holder for Area West	Director Service Delivery	Nigel O'Grady, Principal Food Safety Officer	District Executive
December 2017	Update on the Medium Term Financial Strategy / Plan	Portfolio Holder for Finance and Legal Services	Director Support Services	Paul Fitzgerald, Section 151 Officer	District Executive

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
December 2017	Update on Westland Business Plan	Portfolio Holder Leisure & Culture	Director Commercial Services & Income Generation	Adam Burgan, Arts & Entertainment Manager	District Executive
December 2017	Update on the Yeovil Crematorium Refurbishment	Portfolio Holder for Area South	Director Commercial Services & Income Generation	Alasdair Bell, Environmental Health Manager	District Executive
January 2018	Council Tax and Housing Benefit fraud report	Portfolio Holder for Finance and Legal Services	Director Support Services	Ian Potter, Revenues and Benefits Manager	District Executive
January 2018	Transformation Project Progress Report	Portfolio Holder for Strategy and Policy	Chief Executive	Alex Parmley, Chief Executive	District Executive
February 2018	Yeovil Town Centre Markets	Councillor David Recardo	Assistant Directors (Communities)	Natalie Fortt, Area Development Lead South	District Executive
February 2018 February 2018	2018/19 Budget and Medium Term Financial Strategy	Portfolio Holder for Finance and Legal Services	Director Support Services	Paul Fitzgerald, Section 151 Officer	District Executive South Somerset District Council
March 2018	Quarterly Performance and Complaints Monitoring Report	Portfolio Holder for Strategy and Policy	Director Service Delivery	Anna-Maria Lenz, Performance Officer	District Executive
April 2018	Transformation Project Progress Report	Portfolio Holder for Strategy and Policy	Chief Executive	Alex Parmley, Chief Executive	District Executive

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
July 2018 July 2018	Approval of South Somerset Early Review Local Plan Submission Plan	Portfolio Holder for Strategic Planning (Place Making)	Director Service Delivery	Jo Wilkins, Senior Policy Planner	District Executive South Somerset District Council

APPENDIX B - Current Consultations – November 2017

Purpose of Document	Portfolio	Director	Response to be agreed by	Contact	Deadline for response
<p>Business rates relief for new fibre on telecommunication hereditaments</p> <p>The Telecommunication Infrastructure (Relief from Non-Domestic Rates) Bill provides the powers necessary to implement 100% business rates relief for new full fibre infrastructure. Through these powers we will make regulations which deliver the relief to operators of telecom networks who install new fibre on their networks. This new fibre will be eligible for 100% relief from business rates for the 5 years from 1 April 2017 to 31 March 2022.</p> <p>The government is seeking views on how the draft regulations implement this relief.</p> <p>https://www.gov.uk/government/consultations/business-rates-relief-for-new-fibre-on-telecommunication-hereditaments</p>	Finance and Legal Services	Director (Support Services)	Officers in consultation with Portfolio Holders	Ian Potter	21 st November 2017
<p>Access to elections: Call for Evidence</p> <p>A Call for Evidence asking for views on how people with disabilities experience registering to vote and voting itself.</p> <p>https://www.gov.uk/government/consultations/access-to-elections-call-for-evidence</p>	Strategy and Policy	Director (Support Services)	Officers in consultation with Portfolio Holders	Roger Quantock	14 th November 2017
<p>Planning for the right homes in the right places: consultation proposals</p> <p>Consultation on further measures set out in the housing white paper to boost housing supply in England.</p> <p>https://www.gov.uk/government/consultations/planning-for-the-right-homes-in-the-right-places-consultation-proposals</p>	Strategic Planning (Place Making)	Director (Service Delivery)	Officers in consultation with Portfolio Holders	Colin McDonald / David Norris	9 th November 2017

Purpose of Document	Portfolio	Director	Response to be agreed by	Contact	Deadline for response
<p>Somerset County Council (SCC) are consulting on the future of Somerset Family Support Service & Children's Centres</p> <p>http://www.somersetconsults.org.uk/consult.ti/FamilySupportChildrensCentres/consultationHome</p>	Strategy and Policy / Leisure and Culture	Director (Service Delivery)	Officers in consultation with Portfolio Holders	Alice Knight	1 st December 2017
<p>Disqualification criteria for councillors and mayors</p> <p>This consultation paper sets out the government's proposals for updating the criteria disqualifying individuals from being elected, or holding office, as a local authority member or directly elected mayor.</p> <p>https://www.gov.uk/government/consultations/disqualification-criteria-for-councillors-and-mayors</p>	Finance and Legal Services	Director (Support Services)	Officers in consultation with Portfolio Holders	Ian Clarke	8 th December 2017
<p>Homelessness code of guidance for local authorities</p> <p>Consultation on the draft homelessness code of guidance document from government to local authorities.</p> <p>https://www.gov.uk/government/consultations/homelessness-code-of-guidance-for-local-authorities</p>	Strategy and Policy / Leisure and Culture	Director (Support Services)	Officers in consultation with Portfolio Holders	Kirsty Larkins	11 th December 2017

Agenda Item 12

Date of Next Meeting

Members are asked to note that the next scheduled meeting of the District Executive will take place on **Thursday, 7th December 2017** in the Council Chamber, Council Offices, Brympton Way, Yeovil commencing at 9.30 a.m.

Agenda Item 13

Exclusion of Press and Public

The Committee is asked to agree that the following item (agenda item 14) be considered in Closed Session by virtue of the Local Government Act 1972, Schedule 12A under paragraph 3:

“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 14

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted