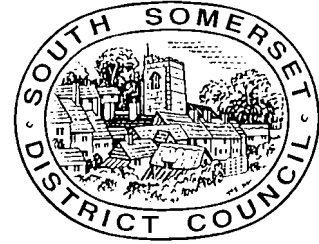


# South Somerset District Council

*Notice of Meeting*



## District Executive

*Making a difference where it counts*

**Thursday 4th October 2018**

**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.

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

The public and press are welcome to attend.

If you would like any further information on the items to be discussed, please contact the Democratic Services Specialist on 01935 462148 or [democracy@southsomerset.gov.uk](mailto:democracy@southsomerset.gov.uk)

This Agenda was issued on Wednesday 26 September 2018.

**Alex Parmley**, *Chief Executive Officer*

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



# District Executive Membership

Jason Baker  
Peter Gubbins  
Henry Hobhouse  
Val Keitch  
Graham Middleton  
Jo Roundell Greene  
Sylvia Seal  
Peter Seib  
Angie Singleton  
Nick Weeks

## Information for the Public

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

Members of the Public are able to:-

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

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

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

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

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 4 October 2018**

## Agenda

### 1. Minutes of Previous Meeting

To approve as a correct record the minutes of the District Executive meeting held on 6<sup>th</sup> September 2018.

### 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. Direct Hostel Provision, Move-on Accommodation and Support (Pages 4 - 14)

### 7. Update on the Development Consent Order Application for the Dualling of the A303 Sparkford to Ilchester (Pages 15 - 22)

### 8. SSDC Transformation Programme - Progress Report (Pages 23 - 27)

### 9. District Executive Forward Plan (Pages 28 - 32)

### 10. Date of Next Meeting (Page 33)

**\*\* Please Note:** There will be a **Council Plan Priority Setting Workshop** for District Executive Members at the conclusion of the District Executive meeting **\*\***

# Agenda Item 6

## **Direct Hostel Provision, Move-on Accommodation and Support**

*Executive Portfolio Holder:* Sylvia Seal, Health, Housing, Leisure & Culture  
*Assistant Director:* Martin Woods, Service Delivery  
*Service Manager:* Alice Knight/Barbie Markey, Housing & Welfare Manager  
*Lead Officer:* Alice Knight/Barbie Markey, Housing & Welfare Manager  
*Contact Details:* Alice.Knight@southsomerset.gov.uk or 01935 462943  
Barbie.Markey@southsomerset.gov.uk or 01935 462774

### **Purpose of the Report**

1. The purpose of this report is to secure future funding arrangements towards the cost of provision of services to assist single adults who are in need of accommodation and prevent homelessness

### **Forward Plan**

2. This report appeared on the District Executive Forward Plan for October 2018.

### **Public Interest**

3. This report covers the provision of services to vulnerable individuals who might otherwise be homeless by supporting the provision of a direct access hostel and related support services.
4. It will be of interest to members of the public concerned about the provision of emergency housing for those in need in their local area and to members of the public concerned about the total cost to the public purse in the event that the provision was no longer available.
5. It will be of particular interest to any member of the public who is seeking such assistance themselves, or has a friend or relative in need of such assistance.

### **Recommendations**

6. That District Executive:-
  - a. approve an increase to the base budget of up to £160,000 per year from 2019/20 as an unavoidable budget pressure to provide funding for services to assist single adults who are in need of accommodation and to prevent homelessness.
  - b. award funding of £160,000 to Home Group, the current provider, for 2019/20 through extension of our existing Service Level Agreement for one year.
  - c. authorise officers to assess, develop and procure a longer term arrangement for 2020/21, and delegate the final decision on the route to procurement to the Director – Service Delivery, in consultation with the Specialist - Procurement and the Portfolio Holder for Leisure and Culture.
  - d. note the outcomes achieved as a result of SSDC funding in 2017/18, and funding awarded from Somerset Positive Lives partnership.

- e. support the use of £100,000 of the Flexible Homelessness Support Grant (FSHG) as a one-off contribution towards the £160,000 cost in 2019/20, and note that contributions may be considered against any subsequent FSHG received in later years.

## **Background**

7. In April 2016, Members considered a report at District Executive about the cessation of the P4A contracts (Pathways for Adults) which came to an end following a decision by Somerset County Council.
8. The purpose of the contract covering services in South Somerset was to assist single adults who were in need of accommodation or 'housing related support', to prevent homelessness, and learn ways to live independently. It focussed on those who had a history of homelessness and those who had an offending background.
9. Following the ending of this contract, SSDC District Executive approved initially one year funding to enable the services to continue, to avoid an immediate crisis in homelessness in South Somerset and to avert a collapse in the provider market for these very specialist and crucial services.
10. In January 2017, having worked with Home Group to avert an immediate crisis and build on the success of the initial funding, SSDC approved a further two year funding package (2017-19). This enabled Home Group to progress with their new model of support for homeless people, build up their team and develop a more sustainable future for their service, including securing other funding for project work beyond their 'core' funding from SSDC.
11. Members recognised that it was likely that there would be a need for SSDC to provide ongoing future funding and therefore agreed that a report be brought back to District Executive on proposals for the future ongoing delivery of the service.
12. SSDC has statutory duties under the 1996 Housing Act (as amended by the Homelessness Act 2002 and now the Homelessness Reduction Act 2017) to prevent homelessness, provide suitable advice and assistance to those threatened with homelessness and help secure suitable accommodation for those in need. In particular, the Homelessness Reduction Act strengthens the Council's advice and prevention duties to all households threatened with homelessness, resulting in the need for closer partnership working with providers of emergency and temporary accommodation, and associated client support.
13. Minimising homelessness and rough sleeping is in the Council Plan 2016-21, and the Council Plan Action Plan 2018-19 lists meeting the new duties of the Homeless Reduction Act as a priority project.
14. In May 2018 SSDC, together with the other District Councils in Somerset, adopted the Somerset Homelessness Strategy 2017-19. The Strategy has 4 aims:
  - Support the transition in services required by the Homelessness Reduction Act 2017 to reduce and prevent homelessness
  - Support clients to remain in their existing accommodation where appropriate
  - Support clients to access suitable and affordable accommodation where appropriate

- Build and maintain strong working relationships across partnerships
15. Over the past year, we have seen increased pressure on the need for temporary accommodation. The demands of the Homeless Reduction Act have already increased our need for temporary accommodation due to us accommodating applicants for up to 56 days in the relief stage. Registered providers are also increasingly skipping bids from applicants who have any history of rent arrears or anti-social behaviour, which often means people find it more difficult to secure housing and remain in temporary accommodation for a longer time.
  16. We are now working with Home Group to link into their Home Achievement Programme which helps people become tenancy-ready, to try and reduce reliance on temporary accommodation.
  17. There is extensive evidence (both national and international) to show that investing in emergency and prevention services for homeless people saves public money. Homeless charity Shelter recommends that public agencies 'spend to save' through a range of short term interventions
    - a) to help prevent the loss of someone's home (which can have a direct impact on the cost to the local authority) and;
    - b) in longer term prevention services, to avoid the escalating costs of homelessness which incur both direct and indirect costs to the public sector (health, the economy, criminal justice) and to wider society.
  18. In 2015 Crisis published research which detailed the costs to the public sector of 'single homelessness' in the UK, illustrating that for every £1,500 spent on interventions, between £11,700 - £12,700 was saved in costs to the local authority. The additional costs of allowing homelessness to persist can escalate quickly – 30 people sleeping rough for 12 months can cost over £600,000 in public spending, rising to £1.2m if the situation persists for 2 years. Breaking the pattern of sustained or repeated homelessness is crucial both in terms of costs to the public purse and the health and wellbeing of our communities.

## Update

19. In May 2016, SSDC signed a new Service Level Agreement (SLA) with Home Group who had previously been managing the hostel accommodation, but to deliver a modified service which would achieve better value for money and better outcomes for clients.
20. The new arrangements also modified the structure of intensive housing management and general housing management tasks in order to optimise the use of Housing Benefit that can be used to part finance the delivery of the service.
21. Through these new arrangements, Home Group now provide as their core service:
  - High support – 24hr double cover – at Pathways Direct Access Hostel in Yeovil
  - 'Move on' medium and low support accommodation in Yeovil
  - Intensive Housing Management Support
  - Street Rough Sleeper Team and Client Safe Sleep Provision

22. Most referrals for the service come from SSDC's Housing & Welfare Team and we work closely with Home Group's management, support workers and clients to find the best possible solutions for each individual.
23. In addition, we worked with Home Group to secure an additional £88,000 in 2017/18 and 2018/19 from the Somerset Positive Lives Board. These funds were provided by Somerset County Council (SCC) and the decision was made locally to award this to Home Group to provide a support service to complement their work at the hostel accommodation. Through this, Home Group have been able to work proactively with clients, helping them not only sustain their tenancies but to develop the skills to move on and live independently in the future. Through this funding over the past two years Home Group has established:
  - Health & Wellbeing programme
  - Peer support
  - Volunteering
  - Home Achievement Programme
24. Despite the initial uncertainties, restructuring the funding arrangements has had some very positive outcomes. Each District Council in Somerset has worked closely with partners to develop local services suitable for local needs whilst learning from good practice as these develop differently around the county. The process has helped generate a clearer demarcation between the 'housing related support' elements and the 'intensive housing management' elements of the on-site provision. In South Somerset this has not only freed up Home Group to provide a much more flexible, targeted service, but enables some of the costs to be covered by the rental stream, largely supported through Housing Benefit.
25. Crucially, through channelling SSDC core funding for the Direct Access Hostel, we have secured a level of direct provision whilst leveraging in the Positive Lives funding to provide additional support for vulnerable individuals, focussing on managing their lives more positively and healthily, with all the added value benefits that brings. This additional funding and work would have not taken place, without the SSDC core funding for the hostel.
26. Naturally there is some uncertainty about the future of the Positive Lives funding which is currently awarded to Home Group by Somerset County Council through an annual discretionary grant.
27. In August 2018, agencies in the supported housing sector welcomed the news that the government has decided not to proceed with their proposed changes in funding for people living in supported accommodation. This means that clients should continue to be able to claim enhanced Housing Benefit to cover the costs of accommodation and associated support. The decision followed extensive consultation and the government recognised that vulnerable people and the organisations that support them needed access to sustainable forms of financial assistance rather than short term discretionary grants. This decision is significant in that it now enables providers to plan longer-term for investing in services and accommodation for the benefit of their clients.

## **Outcomes for 2017/18**

1. **£160k funded by SSDC - Direct Hostel Provision and Related support**
28. The SLA we have with Home Group for this work runs from April 2017 to March 2019. Accommodation is provided at Pathways (Newton Road, Yeovil) and 165-167 Sherborne

Road (Yeovil). Our SLA is for the provision of support and intensive housing management for homeless single people and childless couples. As well as running the direct access hostel, Home Group support their clients to prepare them for when they move on to alternative accommodation, such as helping people achieve the Home Achievement Programme (tenancy accreditation), complete benefit forms and tools for independent living.

29. SSDC funding enables the following positions:

Senior Client Services Manager (37.5hrs), Support Co-ordinator x 2 (37.5 hrs), Support Co-ordinator (30hrs), Support Worker (30hrs), Outreach Co-ordinator (32hrs), Waking Night Support Worker x 2 (35hrs)

**Outcomes and achievements for 17/18:**

- 240 referrals to the service; 236 referrals were accepted
- Provision of accommodation for 38 adults at any one time
- 53 clients exited the service

**Age range and gender of customers accessing the service**

| Age   | %  |
|-------|----|
| 18-25 | 15 |
| 26-30 | 23 |
| 31-40 | 36 |
| 41-50 | 13 |
| 51-60 | 7  |
| 61-70 | 3  |
| Not   | 3  |

|        |     |
|--------|-----|
| Male   | 76% |
| Female | 24% |

**Average length of stay**

|                | %  |
|----------------|----|
| Under 3 months | 39 |
| 3-6 months     | 22 |
| 6-12 months    | 22 |
| Over 12 months | 17 |

- 47% of clients achieved a positive move-on. Reasons for positive exits/planned move-on included General Needs Housing through Homefinder, lower/medium support, own accommodation, return to family, safety reasons
- 100% of the positive move-ons were still sustaining their accommodation at the end of each quarter



- 42% achieved a negative move-on. Reasons for negative exits included death, prison, behaviour, violence, rent arrears, drugs
  - 11% of move-ons were abandoned
30. All clients are supported to identify their own individual needs and intensive work with on-site staff helps them identify move-on accommodation, whether that is through alternative accommodation with Home Group (with low/to medium support) or they are gold/silver banded and move on to live independently.
  31. Home Group work closely with partner organisations to provide wraparound support for clients including SDAS (Drug and Alcohol service), probation, ReThink and mental health services. They work very closely with the police both on individual casework and on rough sleeper issues.
  32. Additional activities include Coffee and Chat hour every day to promote communal space and engage closely with clients, health assessments with every client, Sunday lunch and breakfast clubs to practice communal living and food preparation.

### **Rough Sleeper Outreach Service**

33. There has been a significant increase in rough sleeping across the UK over the past year, largely attributed to the rising cost of housing, shortage of affordable housing, changes in benefits through the Government's Welfare Reform programme, together with a chronic shortage in mental health services.
34. Home Group operates an outreach service for rough sleepers including a twice weekly Drop-In for advice, support and a hot drink, as well as 4 emergency beds which are set up in the dining room/communal area for emergency use.

91 clients have been supported through the Outreach Team in 2017/18 (up from 41 in 2016/17), as below:

| <b>May</b> | <b>June</b> | <b>July</b> | <b>Aug</b> | <b>Sept</b> | <b>Oct</b> | <b>Nov</b> | <b>Dec</b> | <b>Jan</b> | <b>Feb</b> | <b>Mar</b> | <b>April</b> |
|------------|-------------|-------------|------------|-------------|------------|------------|------------|------------|------------|------------|--------------|
| 7          | 6           | 0           | 14         | 14          | 12         | 8          | 5          | 5          | 8          | 6          | 6            |

35. Demand on the service has increased significantly over the past year and there are currently people on the waiting list for the hostel accommodation. In the winter 2017/18 we implemented SWEP (Severe Cold Weather Provision) for 28 nights between Nov-March, as temperatures dropped below zero, meaning all rough sleepers could access Pathways hostel. Additional beds and bedding were donated/purchased and extra staff were scheduled to cope with the demand.

## **2. Move-on and Pro-active support for individuals - £88,000 funded by SCC via Positive Lives Partnership.**

36. Since the end of the P4A contract, Home Group worked to develop a new model of more effective, sustainable and client-focussed support, to enable people to move on to more independent living. The closure of the P4A contract has created challenges, but has also provided the opportunity to develop new, innovative ways of working.
37. The aims fit with the Somerset Homelessness Strategy and the Somerset Health & Wellbeing Strategy. These client-centred support services focus on creating a more

holistic, integrated service to encourage positive step changes in the customer's lives, building on an individual's resilience to managing their own housing effectively and helping people sustain accommodation in the longer term.

38. Key elements of these services include:

- **Volunteering** – the concept of volunteering is now fully embedded into the service with both staff and customers. Home Group's team work with SPARK to support and encourage volunteering both from the community within the service and for customers to volunteer out in the community. Volunteering at Pathways includes music, gardening, e-Bed support, PCSOs running coffee mornings, provision of soup/hot drinks, CAP Money Matters advice, food preparation (with Julian House), food hygiene and volunteer training. Home Group are also developing roles for customers in running the service eg. Handyman, committee and Housemate roles.

Home Group are currently working with 10 agencies providing volunteering opportunities, supporting 17 placements (internal and external) with 90% of customers still engaged in volunteering after 6 weeks. Volunteering amongst customers include placements at PDSA, Oxfam, British Heart Foundation, YMCA, Yeovil Town Football Club and the Lords Larder.

- **Home Achievement Programme** - The Home Achievement Programme promotes mental and physical health and supports people to sustain their own tenancy. New modules are continually developed and include Managing Finances, Training and Education, Preparing for Work, Health & Safety at home.

To gain a recognised qualification NVQ1, customers must complete nine credits (and can then complete a further optional nine). The Home Achievement Programme is accredited by One Awards. It is delivered by workers trained in course delivery and assessment. If customers wish to move through Home Group's pathway of accommodation they must complete the Acquiring and Maintaining a Tenancy module (AMT). During 2017/18, 45 customers registered for the HAP and 55% completed the AMT.

- **Counselling** – this is offered to clients who are finding it difficult to access counselling services through their GP due to dual diagnoses or long waiting lists. A referral pathway was designed and up to 3 customers per quarter are now able to access 1:1 counselling for 6 sessions at NineSprings Natural Health Centre.
- **Peer support** – a range of initiatives including the Housemates role (welcoming newcomers, dealing with fire alarms etc), customer run residents meetings, customer experience videos, and creating a directory of peer support agencies which customers can access. Further peer support work will be developing through the PeerPoint project launched in April 2018.
- **Training** – Food Hygiene training, CAP budgeting, DWP guidance on managing Universal Credit. Intuitive Recovery Course – this highly successful course was run over 2 lots of 4 days. The emphasis is on changing people's belief that they can make positive changes in their own lives and behaviour, and find their own solutions. It is

particularly successful with people trapped in a cycle of drug and alcohol addiction. 23 customers registered and 15 completed this excellent course with very positive feedback

- **Health & Wellbeing** – every customer participates in a health and wellbeing assessment to help identify primary health and wellbeing support; this is reviewed every 3 months. Over 50 health coaching sessions and 144 groups were provided over the year. Groups included self-esteem and anger management, sexual health, well-women's group. Keeping Well, You are what you Eat, drug & alcohol awareness, oral health, physical activity (Goldenstones), boxing.

## Developments during 2018

39. During 2018 Home Group has further developed ambitious but tailored plans for providing services across South Somerset to meet the specific needs of local people (not just their own tenants) at risk of homelessness, and are working in partnership with us on a number of projects to help us meet our duties under the Homelessness Reduction Act.

- **The Link** – In July 2018, Home Group launched The Link – a new community Health & Wellbeing Hub operating from The Foyer in Yeovil. The Link offers a series of weekly workshops for customers experiencing, or at risk of homelessness. Workshops include budgeting, drug & alcohol awareness, emotional resilience, healthy eating and personal development
- **Tenancy Accreditation Scheme** – further development of the Home Achievement Programme (HAP) delivered by Home Group, but rolled out to customers across South Somerset in a range of different accommodation.

Due to the success of the HAP we are working with the other Local Authorities in Somerset to develop the longer term sustainability of tenancy accreditation schemes across the County. This will ensure all customers have access to a good quality scheme, which is accredited and recognised by landlords.

- **Health and Wellbeing** - One-to-one coaching sessions and social prescribing are offered to support people to change patterns of behaviour and enable people to make positive lifestyle choices. Key focus areas are:
  - Diet and healthy eating
  - Mental Wellbeing
  - Physical Health
  - Reducing or stopping alcohol misuse
  - Reducing or stopping substance misuse
  - Sexual health
  - Smoking cessation

Health and Wellbeing coaching is a goal-based process where the individual is supported by a coach to develop positive changes in behaviour.

- **PeerPoint** - PeerPoint is specifically tailored to social inclusion with particular relevance to those who have experienced homelessness. The opportunity to spend some time talking to others who have shared similar life experiences has clear and proven benefits to confidence and wellbeing. PeerPoint offers a safe environment

where people can come together on a weekly basis to develop these mutually supportive peer group relationships.

### **Partnership Working**

40. Home Group engages with a number of partnerships including the County-wide Positive Lives Operational and Strategic Boards. They co-ordinate the South Somerset Socially Excluded Panel and attend a number of other multi-agency partnerships (eg. Somerset Supported Housing Forum, One Team) where relevant. During 2017/18 they have developed good partnership working with Julian House to help find accommodation solutions for people leaving prison. The police give positive feedback about the team's outreach work and direct engagement with clients.

### **Multi Agency Working to Deliver the Homelessness Reduction Act (HRA)**

41. With the roll out of the HRA and the new responsibilities this places on SSDC, we will be working closer with a range of partners to reduce homelessness and help individuals and families find longer term solutions to accommodation and other issues they face. We are using our ringfenced Homeless Reduction Act funding (provided by central Government) to deliver a number of specific projects, including:

- Debt Advice – partnership with Citizens Advice South Somerset supporting clients at risk of homelessness to address debt issues and negotiate payment plans with creditors and landlords to prevent evictions
- Support for young people – working with Mendip YMCA to operate an advice hub for young people to prevent homelessness
- Hospital Resettlement – this project in partnership with Home Group will employ a part time worker to liaise closely with Yeovil District Hospital and Holly Court to help people find sustainable accommodation and associated support when they are discharged from hospital
- Floating support – two projects through Yeovil 4 Family and Bournemouth Churches Housing Association to offer longer term 1-1 support for vulnerable individuals and families in temporary accommodation and elsewhere to help them maintain their tenancies and find longer term solutions

### **Financial Implications**

42. It currently costs £240,000 per year to deliver the accommodation and associated housing support services (with £80,000 being contributed from Housing Benefit). The Council's Budget and Medium Term Financial Plan (MTFP) currently includes funding for the net difference of £160,000 per year up to March 2019 in line with previous Executive decision, with the cost removed from April 2019.

43. The service delivered through the current SLA makes a positive contribution towards the Council's duty to reduce homelessness. It is therefore proposed that from a budget perspective this cost is added into the base budget for homelessness prevention from 2019/20. This would provide for continuity assuming the level of demand can continue to be supported through this funding i.e. enabling the continuation of accommodation and associated housing support services to be provided in South Somerset.

44. The Council receives Government grant funding in respect of Homeless Prevention. £54,703 is incorporated within the indicative Finance Settlement for 2019/20, which helps towards the costs of our team and temporary accommodation provision. This is already reflected in our base budget ongoing.

45. In addition we have received Flexible Homelessness Support Grant (FSHG) in 2017/18 and 2018/19 (£155,758 in 2017/18 and £164,042 in 2018/19). This grant replaced the Temporary Accommodation Management Fee (TAMF) that was distributed to local authorities by the Department for Work and Pensions until the end of March 2017. The total funding of £319,800 is currently held in the Revenue Grants earmarked reserve, and plans are in place to commit the majority of these funds on homelessness support and prevention actions. In addition, in March 2018 the Government published the FSHG allocation for 2019/20 which is £253,761. It is proposed to commit £100,000 from this grant, at this stage as a one-off as we only have the allocation for 2019/20 confirmed, towards the £160,000 budget requirement. If sufficient FSHG continues beyond 2019/20 it is proposed to continue to prioritise a proportion of this grant towards this area of need.

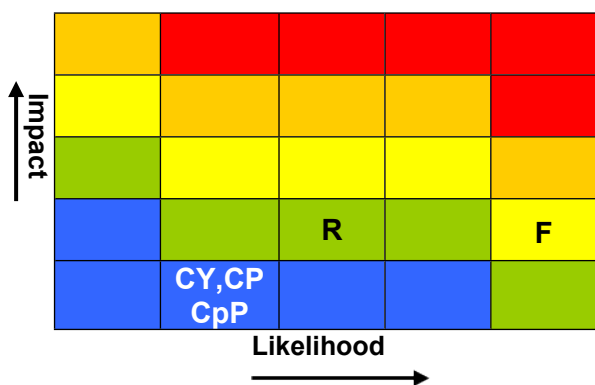
The ongoing impact on the MTFP would therefore be:

|  | 2019/20<br>£ | 2020/21<br>onwards<br>£ |
|--|--------------|-------------------------|
| Budget requirement for supported temporary accommodation | 160,000      | 160,000                 |
| Use of Flexible Homelessness Support Grant               | -100,000     | ?                       |
| Impact on Net Budget – Unavoidable Cost Pressure         | 60,000       | 160,000                 |

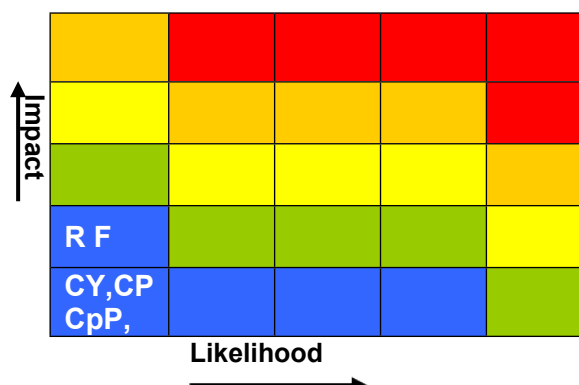
46. In order to enable continuation of service to we propose extending our existing Service Level Agreement with Home Group for a further year in 2019/20, and for officers to develop proposals for longer term arrangements, subject to procurement, from 2020/21.

## 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             |

## **Council Plan Implications**

### **Homes**

- Minimise homelessness and rough sleeping
- Work to minimise the impact of personal or household debt
- Enable people to live independently

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

No implications

## **Equality and Diversity Implications**

This proposal seeks to ensure continued provision for some of the most vulnerable and hard to reach people in our district. Home Group operates an effective Equal Opportunities Policy, which is specified in our SLA.

## **Privacy Impact Assessment**

Our SLA with Home Group specifies procedures for the handling of personal and confidential information and our obligations under the Data Protection Act 1998 and the GDPR 2018

## **Background Papers**

District Executive Agenda and Minutes, April 2016 and January 2017

DCLG/DWP Funding for Supported Housing Consultation Paper, November 2016 and Outcome August 2018

Shelter: Immediate Costs to Government of Loss of Home January 2012

Crisis: At What Cost – an estimation of the financial costs of single homelessness in the UK, July 2015

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# Agenda Item 7

## **Update on the Development Consent Order Application for the Dualling of the A303 Sparkford to Ilchester**

*Executive Portfolio Holders:* Angie Singleton, Strategic Planning (Place Making)  
Henry Hobhouse, Property, Climate Change & Income Generation

*Ward Member(s)* Mike Lewis, Tony Capozzoli

*Director:* Netta Meadows, Strategy and Support Services

*Service Manager:* Jan Gamon, Lead Specialist – Strategic Planning

*Lead Officer:* Jo Manley, Specialist – Strategic Planning

*Contact Details:* jo.manley@southsomerset.gov.uk or 01935 462442

### **Purpose of the Report**

1. To update District Executive on the Development Consent Order application for the dualling of the A303 Sparkford to Ilchester. To set out the issues so far identified from consideration of the application. District Executive is asked to agree delegation of the Council's "Relevant Representation" to the Lead Specialist, Strategic Planning and the Portfolio holders for Strategic Planning and Property & Climate Change and Income Generation.

### **Forward Plan**

2. This report appeared on the District Executive Forward Plan with a presentation date of October 2018.

### **Public Interest**

3. The report provides an update of the Development Consent Order application for the dualling of the A303 Sparkford to Ilchester. It sets out what a Relevant Representation is and how members of the public can get involved in the Examination of the application. It also sets out the key issues of relevance for SSDC that have been identified from consideration of the application so far.

### **Recommendation**


4. That the District Executive note this report and its contents, review and approve:
  - a. Delegated authority for the Council's Relevant Representations be given to the Lead Specialist, Strategic Planning in consultation with the relevant Portfolio Holders for Strategic Planning and Property, Climate Change and Income Generation.

### **Background**

5. District Executive considered a report on the 5<sup>th</sup> July 2018 which outlined the process by which Highways England are seeking to obtain planning permission for the dualling of the A303 between Sparkford and Ilchester.
6. In that report it was noted that the Council has previously submitted written representations to Highways England which set out the Council's strong support for the scheme and the principle of the preferred route and its design. Localised impacts were identified, where appropriate mitigation would be required to make the scheme acceptable.

7. The application was accepted by the Planning Inspectorate on the 23<sup>rd</sup> August 2018 and therefore we are now in the pre-examination period of the Development Consent Order (DCO) application (see diagram below for an outline of stages the application will go through).

**Diagram1: Stages of a Development Consent Order Application**

|   |   |
|---|---|
| <b>Pre-application</b>  | Period before submitting an application. Potential applicants have a statutory duty to carry out consultation on their proposals at this stage.   |
| <b>Acceptance</b>   | The Acceptance stage begins when an applicant submits an application for development consent to the Planning Inspectorate. The Planning Inspectorate, on behalf of the Secretary of State decides whether or not the application meets the standards required to be accepted for examination.   |
| <b>We are here:</b>  | <b>Pre-examination</b><br>At this stage, the public will be able to register with the Planning Inspectorate to become an Interested Party by making a Relevant Representation.<br>An Examining Authority is also appointed at the Pre-examination stage, and all Interested Parties will be invited to attend a Preliminary Meeting, run and chaired by the Examining Authority.<br>There is no statutory timescale for this stage of the process, but it usually takes approximately three months from the Applicant's formal notification and publicity of an accepted application. |
| <b>Examination</b>  | The Planning Inspectorate has up to six months to carry out the examination. During this stage Interested Parties who have registered by making a Relevant Representation are invited to provide more details of their views in writing.  |
| <b>Recommendation and Decision</b>  | The Planning Inspectorate must prepare a report on the application to the relevant Secretary of State, including a recommendation, within three months of the close of the six month Examination stage.   |



The relevant Secretary of State then has a further three months to make the decision on whether to grant or refuse development consent.

#### **Post Decision**

Once a decision has been issued by the relevant Secretary of State, there is a six week period in which the decision may be challenged in the High Court, known as Judicial Review.

8. The high level timetable remains as it was reported to members in July, for convenience this is reproduced below:
  - Examination - 13<sup>th</sup> December 2018 for a period of up to 6 months
  - Decision - end of 2019
  - Road construction to commence by March 2020
  - Road open - 2022/2023
9. As a host authority, the Council is automatically registered as an “Interested Party” to participate in the Examination and as explained in the July District Executive report, will be invited by the Inspectorate to submit various reports including Relevant Representations, Written Representations and a Local Impact Report (LIR).
10. It is worth members noting that individuals and groups can also become an Interested Party on the application by registering and making a Relevant Representation. The registration period has begun and closes on the 19<sup>th</sup> October, details are on the Planning Inspectorate’s website: <https://infrastructure.planninginspectorate.gov.uk/projects/south-west/a303-sparkford-to-ilchester-dualling/?ipcsection=docs>

#### **Update on Actions Agreed at July District Executive**

11. As agreed by Members in July a joint Adequacy of Consultation Response (AoCR) with Somerset County Council was submitted to the Planning Inspectorate in August. This set out how Highways England had undertaken consultation on the scheme in accordance with the regulations for consultation as set out in the 2008 Act.
12. Members also agreed in July that a joint Statement of in Principle Support for the scheme from ourselves and Somerset County Council be submitted to Highways England. This was in advance of any Statement of Common Ground (SoCG), which would clarify to the Examining Authority where progress is being made towards matters which have been agreed, not agreed and are under discussion. It was felt that at the time, the signing of a SoCG was premature because officers had not had the opportunity to see the DCO application or its associated documentation. The Statement of in Principle Support was submitted and officers will now begin to consider SoCG with Highways England.

13. The principle of the Council entering into a Planning Performance Agreement (PPA) with Highways England was also agreed in July. Unfortunately, despite our best efforts, we have been unable to secure a PPA. The process was proving to be resource intensive and would not have resulted in sufficient funding for the Council. It was therefore decided to focus officer's time on consideration of the planning application, which contains over 160 documents, and seeking to ensure the best possible mitigation from the scheme, rather than the PPA.
14. In recognition of the large and complex nature of this project, District Executive agreed a budget to resource the Council's involvement in it. External support has been secured from Somerset Ecology Services and South West Heritage Trust. These officers will provide the biodiversity, landscape, conservation and heritage advice required for the project.

### **Relevant Representations**

15. The Relevant Representation is a summary of the aspects of the application that the Council agrees and/or disagrees with and our reasons why. SSDC are producing a joint Relevant Representation with Somerset County Council. This needs to be submitted to the Planning Inspectorate by 19<sup>th</sup> October 2018.
16. At the July District Executive meeting, a scheme of delegation was agreed for this project. Approval of the Relevant Representation was delegated to District Executive. This report requests that the Relevant Representation is now delegated to the Lead Specialist – Strategic Planning and Portfolio Holders for Strategic Planning and Property & Climate Change and Income Generation, this is because officers have not had sufficient time to review the application documentation prior to this meeting of District Executive.
17. There are 161 documents in the DCO application. The majority of them are associated to the Environmental Statement but there are also Statements of Common Ground, Plans and reports such as a Road Safety Audit and other transport and traffic modelling reports. Some of these documents are in excess of 550 pages and so an assessment of the application is not a quick exercise.
18. SSDC officers have been working with SCC officers to divide up the application into relevant areas.

SSDC officers will be concentrating on the following specialist areas:

- Air Quality and Noise & Vibration
- Cultural Heritage and Landscape
- Biodiversity
- People and Communities (including traffic impact and economic issues)
- Climate

Whilst Somerset County Council officers will cover the following specialist areas:

- Geology and Soils
- Material Assets and Waste
- People and Communities
- Road Design and Engineering
- Traffic and Highways matters such as de-trunking
- Drainage

19. This report summaries the issues identified in the application. It does not identify whether these are agreed with or not, as specialist officers are required to make that judgement. Officers for each specialist area have been asked to review the application by the 3<sup>rd</sup> October. The Specialist – Strategic Planning, can therefore update members orally at the District Executive meeting, of any significant issues that they have identified, if any.
20. It is worth noting that the scheme submitted is at preliminary design stage, and whilst advanced, is not technically a detailed design. For example a signage strategy, lighting and materials have not been agreed and on that basis, further localised impacts or issues may emerge and these should be presented to the Examining Authority at the earliest convenience.

### **Impact on Air Quality**

21. The Environmental Statement explains that the scheme has the potential to cause both adverse and beneficial effects with regard to dust and local and regional air quality during the construction and operational phase of the scheme. It concludes that using best practice mitigation measures, potential dust impacts could be suitably controlled and there are not expected to be significant air quality effects at nearby receptors during the construction phase.
22. The predicted effects from the operation of the scheme on local air quality is anticipated not to be significant and therefore the Environmental Statement offers no mitigation measures. The scheme is predicted to cause an increase in regional emissions because the number of vehicles travelling along the route would increase, but this increase is not considered to be significant.

### **Impact on Noise and Vibration**

23. The Environmental Statement considers both temporary and permanent noise and vibration impacts. The assessment of construction noise shows that linear road works and construction of site compounds have the potential to produce significant adverse effects at identified receptors unless the mitigation measures set out, are employed. Assessment of construction vibration shows that piling would produce a significant adverse effect at 1 receptor, but construction works duration limits are set out and therefore the Environmental Statement concludes that no significant adverse effects will arise due to construction noise or vibration.
24. The operational noise assessment shows that 2 receptors (The Spinney and Annis Hill Farm) will experience significant adverse effects and additional compensation in the form of secondary glazing must be offered to the owners of those properties. All other receptors may be subject to minor or moderate increases in the short-term and minor increases in the long-term but none of these are considered to be significant.

### **Impact on Cultural Heritage**

25. The scheme is within an area of high historic and cultural value. Cultural heritage within the study area includes approximately 100 listed buildings, 2 scheduled monuments, Hazelgrove Registered Park and Garden (RPG), and 2 conservation areas, along with non-designated buildings, historic landscapes and buried archaeological remains.

26. Whilst designed to reduce the effects on cultural heritage the Environmental Statement concludes that the scheme will result in a permanent loss of approximately 14% of the RPG, resulting in a moderate adverse effect and reports 12 significant adverse effects for identified heritage assets. During operation there is the potential for significant effects on Hazlegrove House Group and Hazlegrove House Registered Park and Garden Group due to traffic noise and the installation of lighting columns. In addition, there is the potential for permanent significant adverse effects on unknown buried archaeological remains if discovered once construction starts.

### **Impact on Landscape**

27. The Environmental Statement identifies 7 local Landscape Character Areas (LCAs) within the study area. It also identifies 44 visual receptors including residential properties, public rights of way, Hazelgrove RPG and a long distance footpath. The assessment of impacts on landscape character and visual impacts in the Environmental Statement concludes that of the 7 LCAs, 2 would experience significant adverse effects during construction for a temporary period. One LCA (Hazelgrove) would experience significant effects in year 1 and by year 15 there would be no residual significant effects upon landscape in any LCA.
28. It is also noted that of the 44 visual receptors, 16 would experience significant effects during construction and by year 1, this would reduce to 7 receptors experiencing significant effects. In Year 15, there would be no visual receptors experiencing significant effects. Due to tree and shrub planting along the A303 corridor, construction of screening bunds, false cuttings or the placement of the proposed A303, and or reduction in traffic, 12 visual receptors would experience slight beneficial effects.

### **Impact on Biodiversity**

29. Within the study area there is a wide variety of designated sites, habitats and species. The impact on these ecological resources can be both direct or indirect and temporary or permanent and the likely significant effect for each ecological receptor is reliant on the mitigation measures that will be implemented. Whilst the habitat strategy is based on the principles of no net loss and also achieves a net gain in habitats of biodiversity value, the overall on-balance significance of effects on biodiversity as a result of the scheme is Slight Adverse for construction and Slight Adverse for operation.

### **Impact on People and Communities**

30. The potential effects of the scheme on non-motorised users, amenity, driver stress, view from the road, land use, community and development land, community facilities, local economy and agricultural land is all considered in this chapter of the Environmental Statement.
31. In summary the Environmental Statement concludes that there will be significant effects due to permanent land take from Pepper Hill Cottage and The Spinney and temporary land take from Camel Hill Cottage. Best and Most Versatile (BMV) agricultural land will also be lost. Some significant impacts are anticipated on individual farm businesses during construction with temporary

and permanent impacts with respect to land take, severance, access and husbandry for individual farms.

32. The provision of a new construction workforce locally will be beneficial for the economy. Despite slight adverse effects for non-motorised users and driver stress due to potential diversions and closures of routes, presence of construction material and machinery and vehicles, once operational, the benefits outweigh those temporary impacts.

### **Other Impacts**

33. Colleagues at the County Council are currently reviewing the application and modelling outputs are currently being undertaken to establish the scale of any traffic flows through surrounding villages and to fully understand the potential impacts. Work will be done to fully understand the potential impacts of this increased traffic including reviewing this increase from a noise and vibration and air quality and emission impact perspective.

### **Next Steps**

34. With District Executive approval, the Lead Specialist – Strategic Planning in conjunction with the Portfolio Holders for Strategic Planning and Property & Climate Change and Income Generation will approve the Relevant Representations for submission to the Planning Inspectorate on the 19<sup>th</sup> October.
35. Officers will continue to work jointly with Somerset County Council on the Local Impact Report and producing Written Representations, these will be brought back to District Executive for approval before submission before the Examination.
36. It should be noted that Highways England have informed officers that the preliminary meeting may be moved forward into November. This concerns officers as the Examination period effectively begins the day after this meeting, and the “clock begins ticking” on the reports that are required by the Planning Inspector. Officers are raising concerns with the Planning Inspectorate as the Examination will be resource intensive for the Council and bringing forward this stage, particularly given Christmas is also within this period, is not ideal.

### **Financial Implications**

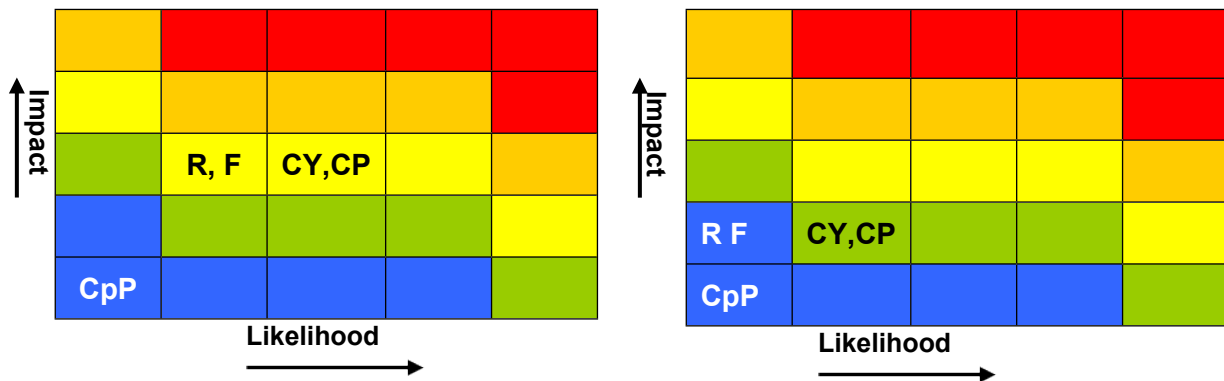
37. Officers from Strategy and Commissioning, Legal Services and Service Delivery will be required to support the project. External support has been secured using the budget agreed at the July District Executive meeting

### **Risk Matrix**

This should assist officers and members in making a more informed decision, in relation to Risk Management.

**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**

38. None.

**Carbon Emissions and Climate Change Implications**

39. None.

**Equality and Diversity Implications**

40. None.

**Privacy Impact Assessment**

41. No Impact.

**Background Papers**

42. None.

# Agenda Item 8

## **SSDC Transformation Programme – Progress Report**

*Executive Portfolio Holder:* Jo Roundell Greene, Environment, Economic Development & Transformation  
*Director:* Alex Parmley, Chief Executive  
*Lead Officer:* Caron Starkey, Strategic Lead for Transformation  
*Contact Details:* caron.starkey@southsomerset.gov.uk

### **Purpose of the Report**

1. This progress report has been prepared in accordance with the Transformation Programme Governance arrangements agreed by Full Council in April 2017 where it was agreed that the District Executive would receive quarterly updates on the progress of the council's Transformation Programme.

### **Forward Plan**

2. This report appeared on the District Executive Forward Plan with an anticipated Committee date of October 2018.

### **Public Interest**

3. The Council has embarked on an ambitious plan to totally redesign its service delivery to ensure an improved experience for the customers and the communities it serves whilst at the same time reducing the cost to the tax payer. This will be achieved through a radical change in the way our services are designed, the way service teams are structured to support service delivery and by making more use of digital technology including Electronic Document Management (EDM), workflow and web based technologies. Rather than cutting services, this is an investment based approach that will realise genuine efficiencies, whilst also realising improvements in levels of services for customers and modernising service delivery.

Implementation of the agreed business case will deliver: -

- recurring net annual savings of £2,483,925 from an investment of up to £7,448,155 (the savings comprise £2,541,821 reduction in staff costs, partly offset by £57,896 net increase in IT systems ongoing maintenance)
- a 'fit for purpose' organisation that will be in a position not only to drive continuous improvement but also to generate additional income to fund and support the council's future priorities.

### **Recommendation**

4. The District Executive is asked to note and comment on the report.

### **Background**

5. The previous quarterly progress report was made to District Executive in July 2018. The Transformation Programme Board continues to meet twice each month to resolve emerging issues and drive the programme forward. The programme is now in full delivery, it is a complex fast paced programme of organisational change to reposition the council financially and operationally so that it can deliver service delivery activities within budget and meet modern customer expectations of accessibility and convenience. Essentially it is a technology driven programme that improves all

aspects of people, process and systems to provide significant efficiencies and greater customer experience.

6. The programme has been designed to include several workstreams which deliver a new operating model that repositions most of the workforce to align with a different way of working underpinned with automation and a digital first customer offer which will be operational from January 2019

## **Programme Status**

### **The programme is on track and within budget to deliver expected benefits**

7. The Programme Board is provided with monthly updates in the form of programme and work stream level status reports. A consolidated quarterly report, is reported to the High Level Steering Group in accordance with the agreed governance structure.
8. The programme has repositioned the workforce to fit the new operating model, the intended selection activity was delivered in three phases and is now complete:
  - Phase 1 – New management roles and support services activity
  - Phase 2 – Strategy and Commissioning activity
  - Phase 3 – Service Delivery and Commercial activity (property services)
9. The selection activity for the new roles in the operating model was a substantial undertaking that used a significant amount of organisational resource and effort, it was an unsettling time for the workforce. Council operations were maintained during this challenging period, there were some service performance impacts as anticipated, but these have been managed and performance is now returning to standard levels. Performance continues to be closely monitored by management and reported through to Programme Board fortnightly.
10. All in scope roles have now been determined, the outcomes being reported in the previous update report. Offered roles have since been worked through to accepted terms, the last few cases have just been finalised. This now means that the estimated cost modelling undertaken on offered positions can now be repeated on known accepted roles to determine a final outcome position. This piece of work, as well as finalising the financial benefit of the programme, will determine the new staff establishment for the council from 1<sup>st</sup> January 2019, including agreed budget position in respect of vacant positions. This will be reported to District Executive when complete.

## **New ways of Working – going live with the operating model**

11. Following the completion of the workforce selection activity, the attention and effort of the organisation is now focussed on delivering the new ways of working to ensure that effective and efficient service delivery can be maintained from January on the reduced establishment numbers. All aspects of service delivery are changing; people, process and systems. It is not planned to have a “go-live date” for all the changes that are proposed to be made as this presents a higher than necessary risk and pressures on resources. Instead, changes will be introduced over a period of weeks commencing in late January. This reduces risks which may compromise customer provisions through soft launching, testing and piloting to refine and adapt the service delivery environment.
12. The process of moving the service delivery operations from old state to new state is called “transition”. There is a considerable amount of activity required to ensure that service delivery is maintained and the new ways of working and delivering services are implemented and embedded. The transition requirements have been identified by the Service Delivery Managers and grouped within the programme workstreams. This ensures that the Transformation Programme is focussed to deliver the key milestones and deliverables for successfully transitioning service delivery to the



new ways of working. It also provides for the progress of transition activity to be monitored and reported through the programme governance structure.

13. The Service Redesign workstream has been running since January 2018 and has identified new efficient ways of working and the supporting new technology;
  - Digital workflows to create efficiencies through automation
  - Digital content for the new website which includes the customer portal to access customer accounts.
  - Integration specifications for linking customer accounts to business line systems to provide real time view and update capability to enable customer self-serve facilities for transactional and enquiry activity.
  - Scripts for an improved customer focus service to support assisted and mediated access
14. Not all of the new digital functionality will be available at the same time in January 2019. Some will be available from end of November 18 for piloting and testing, a gradual introduction will be made from therein with the vast majority of identified digital improvements in place by end of May 2019. Residual implementation will continue through to the end of 2019. The technical product definitions for key milestone dates has been agreed with our technology partner Civica. Continual innovation and on-going process improvement will be embedded into the organisation.
15. The South Hams and West Devon Civica IT Lessons Learnt scrutiny report has been reviewed by the Technology work stream lead. The report does not identify any issues that are relevant to the SSDC approach or that we were not aware of and are managing through the contract. South Hams and West Devon had previously shared lessons learnt at the stage when the SSDC contract with Civica was drafted.

## **Channel Shift**

16. The new website for customers which includes the Customer and Business Portals will be functioning at the end of January, this will be a soft launch. The communications campaign to promote the Portals will be undertaken later to coincide with the despatch of Council Tax and Business Rates bills as self-serve and access to council tax and business rate accounts are a key feature of the new functionality. Additional channel shift campaigns to target specific demographics and customer groups will be timed to be undertaken as the relevant functionality becomes available. This suite of targeted channel shift campaigns will kick-start the necessary channel shift that is critical to the success of the new operating model. Customer Focussed Staff will also be supporting customers in utilising self-service channels.

## **Members Portal**

17. A detailed plan for the delivery of the Members Portal is currently being developed. The initial release of the site will be available in January 2019 with further development being generated through the Members Working Group.

## **New Customer Service provisions for face to face customer support**

18. The council has invested in technical solutions that support self-service for those customers that want and need to access services digitally. We recognise that for some demographics and customer groups self-service is neither applicable nor appropriate, so investment has also been made in providing excellent new facilities at Petters House in Yeovil to support customers. The building works to make the necessary adaptations have commenced. The facilities will become available in

phases from February 2019 which will enable continual operations from the site without closure. The works are due to be completed by March 2019.

19. We are also making provisions in other towns for Customer Access Points (CAPs). The CAP provisions are being developed with partners such as Town Councils and the Library Service. The CAP provisions are intended to be an enhancement to existing arrangements which will enable assisted self-serve and mediated access to our new online services. These are in the early stages of development and the intention is to pilot 4 new arrangements over the next 12 months and then to review the effectiveness and value of the provision before committing to further investment or final provisions.

### Financial Implications

20. There are no direct financial implications related to this report regarding the original transformation programme budget. The programme remains in budget and is forecast to deliver the expected financial savings.

### Risk Matrix

21. The risk register for the Transformation Programme focuses on Financial, Professional, Reputational and Quality associated risks. Management of these risks is undertaken by Officers assigned to risks and monitored through the Programme Board and the High Level Steering Group. There are 16 risks identified, and all currently reduce in severity once the range of controls and actions have been applied. The current risk matrix is as follows:

| Risks before controls and actions |   | Risks after controls and actions |   |
|-----------------------------------|---|----------------------------------|---|
| High                              | 9 | High                             | 0 |
| Medium                            | 7 | Medium                           | 9 |
| Low                               | 0 | Low                              | 7 |

### Council Plan Implications

22. This report is consistent with the Council Plan 2016 – 2021. Transformation is a priority of the current Plan.

### Carbon Emissions and Climate Change Implications

23. There are no direct implications

### Equality and Diversity Implications

24. There are no direct implications in this report. The redesign of services will require impact assessments to ensure new service delivery options meet with all relevant requirements. The assessment process is embedded into the service redesign work stream.
25. An Equality Impact Assessment was undertaken in 2017 prior to commencing the selection process for the repositioning of roles in the organisation. The Equality Impact Assessment deemed there was no inequitable impact for any group as a result of the reorganisation proposals as sufficient measures have been taken to address any potential areas of risk. The assessment was attached as one of the appendices to the formal consultation document in both phase 1 and phases 2/3.

## **Privacy Impact Assessment**

26. There are no direct implications

## **Background Papers**

27. Quarterly reports to District Executive and Transformation Programme Board as mentioned in this report.

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# Agenda Item 9

## **District Executive Forward Plan**

*Executive Portfolio Holder:* Val Keitch, Leader, Strategy and Policy  
*Lead Officer:* Angela Cox, Democratic Services Specialist  
*Contact Details:* [angela.cox@southsomerset.gov.uk](mailto:angela.cox@southsomerset.gov.uk) or (01935) 462148

### **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 – October 2018**

| <b>Date of Decision</b> | <b>Decision</b>   | <b>Portfolio</b>   | <b>Service Director</b>                          | <b>Contact</b>                                   | <b>Committee(s)</b> |
|-------------------------|---|--|--|--|---------------------|
| November 2018           | Economic Development Strategy   | Portfolio Holder for Environment & Economic Development and Transformation | Director Service Delivery                        | Peter Paddon, Lead Specialist (Economy)          | District Executive  |
| November 2018           | Capital & Revenue Budget monitoring reports for Quarter 2               | Portfolio Holder for Finance and Legal Services                            | Director Support Services                        | Nicola Hix, Lead Specialist (Finance)            | District Executive  |
| November 2018           | Quarterly Performance and Complaints Monitoring Report                  | Portfolio Holder for Strategy and Policy                                   | Director Strategy and Commissioning              | Zac Tredger, Specialist (Performance)            | District Executive  |
| December 2018           | Commercial Assets and Investments                                       | Portfolio Holder for Property & Climate Change and Income Generation       | Director Commercial Services & Income Generation | Commercial Property, Land and Development Manger | District Executive  |
| December 2018           | Annual review of the Regulation of Investigatory Powers Act 2000 (RIPA) | Portfolio Holder for Finance and Legal Services                            | Director Strategy and Commissioning              | Paula Goddard, Legal Specialist                  | District Executive  |
| January 2019            | Transformation Project Progress Report                                  | Portfolio Holder for Strategy and Policy                                   | Chief Executive                                  | Caron Starkey, Strategic Lead for Transformation | District Executive  |

| <b>Date of Decision</b>        | <b>Decision</b>  | <b>Portfolio</b>                                       | <b>Service Director</b>             | <b>Contact</b>  | <b>Committee(s)</b>                                   |
|--------------------------------|--|--|-------------------------------------|---|---|
| January 2019<br>February 2019  | Approval of Council Plan 2019/2020   | Portfolio Holder for Strategy and Policy               | Director Strategy and Commissioning | Netta Meadows,<br>Director (Strategy & Commissioning) | District Executive<br>South Somerset District Council |
| February 2019<br>February 2019 | South Somerset Local Plan Review, approval of Preferred Options for consultation | Portfolio Holder for Strategic Planning (Place Making) | Director Strategy and Commissioning | Jo Wilkins,<br>Acting Principal Spatial Planner       | District Executive<br>South Somerset District Council |
| February 2019<br>February 2019 | 2019/20 Budget and Medium Term Financial Strategy                                | Portfolio Holder for Finance and Legal Services        | Director Support Services           | Paul Fitzgerald,<br>Section 151 Officer               | District Executive<br>South Somerset District Council |
| February 2019                  | Capital & Revenue Budget monitoring reports for Quarter 3                        | Portfolio Holder for Finance and Legal Services        | Director Support Services           | Nicola Hix,<br>Lead Specialist (Finance)              | District Executive                                    |
| February 2019                  | Quarterly Performance and Complaints Monitoring Report                           | Portfolio Holder for Strategy and Policy               | Director Strategy and Commissioning | Zac Tredger,<br>Specialist (Performance)              | District Executive                                    |
| April 2019                     | Transformation Project Progress Report   | Portfolio Holder for Strategy and Policy               | Chief Executive                     | Caron Starkey, Strategic Lead for Transformation      | District Executive                                    |

| Date of Decision | Decision                                     | Portfolio  | Service Director                    | Contact                                    | Committee(s)       |
|------------------|--|--|-------------------------------------|--|--------------------|
| TBA              | Leisure Contracts                            | Portfolio Holder Leisure & Culture                     | Director Service Delivery           |  | District Executive |
| TBA              | Dualling of A303 from Sparkford to Ilchester | Portfolio Holder for Strategic Planning (Place Making) | Director Strategy and Commissioning | Jo Manley, Specialist (Strategic Planning) | District Executive |

**APPENDIX B - Current Consultations – October 2018**

| Purpose of Document   | Portfolio                    | Director                                     | Response to be agreed by                              | Contact | Deadline for response   |
|---|------------------------------|--|---|---------|-------------------------|
| <p>Rents for social housing from 2020-21</p> <p>We are seeking views on a proposed direction to the Regulator of Social Housing on social housing rents from 1 April 2020 onwards.</p> <p><a href="https://www.gov.uk/government/consultations/rents-for-social-housing-from-2020-to-2021?utm_source=b5801e8d-b9b7-4297-ba1d-9dab39fb7612&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily">https://www.gov.uk/government/consultations/rents-for-social-housing-from-2020-to-2021?utm_source=b5801e8d-b9b7-4297-ba1d-9dab39fb7612&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily</a></p> | <p>Strategy &amp; Policy</p> | <p>Director – Strategy and Commissioning</p> | <p>Officers in consultation with Portfolio Holder</p> |         | <p>08 November 2018</p> |



# Agenda Item 10

## **Date of Next Meeting**

Members are asked to note that the next scheduled meeting of the District Executive will take place on **Thursday, 1<sup>st</sup> November 2018** in the Council Chamber, Council Offices, Brympton Way, Yeovil commencing at 9.30 a.m.