



District Executive

Thursday 6th August 2020

9.30 am

**Virtual Meeting
using Zoom meeting software**

The following members are requested to attend the meeting:

Jason Baker
Mike Best
John Clark
Adam Dance
Sarah Dyke

Peter Gubbins
Henry Hobhouse
Val Keitch
Tony Lock
Peter Seib

Any members of the public wishing to address the meeting at Public Question Time need to email democracy@southsomerset.gov.uk by 9.00am on Wednesday 5th August 2020.

The meeting will be viewable online at: <https://youtu.be/NcAd8JrcWLo>

For further information on the items to be discussed, please contact democracy@southsomerset.gov.uk

This Agenda was issued on Wednesday 29 July 2020.

Alex Parmley, Chief Executive Officer

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

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.

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.

District Executive

Meetings of the District Executive are usually held monthly, at 9.30am, on the first Thursday of the month (unless advised otherwise). However during the coronavirus pandemic these meetings will be held remotely via Zoom video-conferencing. For more details on the regulations regarding remote/virtual meetings please see the Local Authorities and Police and Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 as part of the Coronavirus Act 2020.

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Public participation at meetings (held via Zoom)

Public question time

We recognise that these are challenging times but we still value the public's contribution to our virtual meetings. If you would like to participate and contribute in the meeting, please join on-line through Zoom at: <https://zoom.us/join> You will need an internet connection to do this.

Please email democracy@southsomerset.gov.uk for the details to join the meeting.

If you would like to view the meeting without participating, please see: <https://youtu.be/NcAd8JrcWLo>

The period allowed for participation in Public Question Time shall not exceed 15 minutes except with the consent of the Chairman and members of the Committee. Each individual speaker shall be restricted to a total of three minutes.

If you would like to address the meeting at Public Question Time, please email democracy@southsomerset.gov.uk by 9.00am on Wednesday 5th August 2020. When you have registered, the Chairman will invite you to speak at the appropriate time during the virtual meeting.

Virtual meeting etiquette:

- Consider joining the meeting early to ensure your technology is working correctly.
- Please note that we will mute all public attendees to minimise background noise. If you have registered to speak during the virtual meeting, the Chairman will un-mute your microphone at the appropriate time.
- Each individual speaker shall be restricted to a total of three minutes.
- When speaking, keep your points clear and concise.
- Please speak clearly – the Councillors are interested in your comments.

District Executive

Thursday 6 August 2020

Agenda

1. Minutes of Previous Meeting

To approve as a correct record the minutes of the District Executive meeting held on 02 July 2020.

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. Update Report on the Impact of Covid-19 on the Council** (Pages 6 - 14)
- 7. SSDC Financial Strategy 2020/21 - Revised** (Pages 15 - 29)
- 8. Capital Outturn Report for 2019/20** (Pages 30 - 41)
- 9. Revenue Outturn Report for 2019/20** (Pages 42 - 64)
- 10. 2020/21 Capital Budget Monitoring Report for the Period Ending 30th June 2020**
(Pages 65 - 75)
- 11. 2020/21 Revenue Budget Monitoring Report for the Period Ending 30th June 2020**
(Pages 76 - 95)
- 12. SSDC Annual Achievements Report 2019-20** (Pages 96 - 107)
- 13. District Executive Forward Plan** (Pages 108 - 113)
- 14. Date of Next Meeting** (Page 114)

Update Report on the Impact of Covid-19 on the Council

Executive Portfolio Holders: Cllr Peter Seib, Finance and Legal Services
Cllr Tony Lock, Protecting Core Services
Strategic Director: Kirsty Larkins, Director - Strategy and Commissioning
Lead Officers: Jo Nacey, Section 151 Officer
Kirsty Larkins, Director - Strategy and Commissioning
Contact Details: Jo.nacey@southsomerset.gov.uk or 01935 462243
Kirsty.larkins@southsomerset.gov.uk or 01935 462744

Purpose of the Report

To give Members an update on the continued impact Covid-19 is having on the Council including finances, demand, and organisational performance across the Council. The report sets out the impact on council finances, and its services.

Forward Plan

This report appeared on the Executive Forward Plan for presentation in August 2020.

Public Interest

The report sets out the impact Covid-19 has had on Council finances, service performance, the demand for services we provide and additional services set up in response to the pandemic.

Recommendations

That District Executive:-

1. Members note the impact on Covid-19 on Council Services and Finances.
2. Members note the additional services the Council is having to provide in response to the pandemic.

Background

1. Lockdown measures were introduced by Government on 23rd March 2020, and as a result the way in which we functioned as a Council radically changed.
2. Our continued aim through the crisis and during the recovery process is to ensure we are there to support our communities and businesses. Whilst demand is still high for some service areas we have now been able to move the majority of staff back to their substantive posts.
3. The Council finances continue to be impacted, with loss of income and increased expenditure despite grants from the Government.



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4. The measures developed in light of Covid-19 will provide assurance on progress of recovery and help inform decision moving forward.
5. During the initial response phase a large number of staff were re-deployed the majority have now been able to move back to their substantive posts.

Update on service provision and working with partners

6. We have had to develop new services and processes in response to the outbreak and the needs of the community, these have continued to evolve.
7. The Community Wellbeing Hub at Westlands continues to provide support to those in need, but due to drop in demand has scaled back the resources needed to maintain the service. It has now delivered over 921 food parcels to shielded, vulnerable and those facing financial hardship. In addition, they have supported children who are entitled to free school meals.
8. As regards homelessness, the team have managed to find suitable move on accommodation for all but 8 households who remain in hotel accommodation. However, the team have plans in place for the remaining 8 and they will be moving onto alternative accommodation.
9. We have successfully rolled out the discretionary grants to businesses. 181 businesses have benefitted from the grants at a value of £1,712,789. The mandatory grants have been awarded to 2988 businesses with a value of £35,195,000.
10. We are working LED to support the re-opening of leisure centres. Whilst there has been suggestion of funding from Government as yet there has been no money to support the re-opening of centres that are externally operated on behalf of Councils. We will continue to lobby through the Local Government Association, Sport England and direct to central Government.
11. Working closely with Somerset County Council and local businesses the high streets have reopened. To allow the flow of pedestrians and the ability of maintaining social distancing Chard and Yeovil have seen closures to parts of the town centres to traffic. Following feedback from businesses and the local community Holyrood Street in Chard is likely to reopen at the end of July whilst parts of Yeovil town centre will remain closed to vehicles whilst visitor numbers continues to grow. Our teams have worked together to provide additional signage through the high streets to encourage social distancing, and the flow of pedestrian's safely through the spaces. We have also provided advice to businesses about being Covid ready when they re-opened.
12. Central Government has asked Councils to indicate local opportunities to support recovery and submit "shovel ready" projects. The first part of the process was to put forward the projects to the Local Enterprise Partnership (LEP) for consideration. SSDC put forward a number of projects including work hubs for Chard and Yeovil, bids to improve the high streets, and an Innovation Park at Bunford, Yeovil. The LEP then decided which projects would go forward to Government for consideration across the area. Two projects are being considered for South Somerset, the Bunford Innovation Park development and Somerset County Council led Enterprise Hubs for Bruton.
13. We have produced an Economic Recovery Plan for South Somerset, and worked closely with other districts and the County to produce a Somerset Economic Recovery Growth Plan which was submitted to Government for discussion. This is an ambitious plan that



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provides links to all the themes in our Economic Strategy and seeks to ensure clean and inclusive growth as a vital component of the economic recovery. We have also worked with the Heart of the South West LEP to produce the Route Map to Recovery. The three separate plans complement each other and reflect common themes.

14. We have worked with Somerset County Council to support the development of Local Outbreak Management Plans; governance is through two boards: -
 - o COVID19 Health Protection Board led by Trudi Grant, Director PH.
 - o COVID Local Engagement Board which is member lead.

We will form part of any response to local outbreaks, in particular through our Environmental Health Specialists and our Communications Team who are already working to reduce the risk of outbreaks in South Somerset.

15. The new Business and Planning Act 2020 comes into force from Monday 27th July 2020 meaning a number of changes for key team across the Council: -
 - a) District Councils have now become responsible for administering pavement licences. This function has previously been carried out by Somerset County Council. There are extremely tight timescales and the teams have worked quickly to set up an online application form for businesses to complete.
 - b) There are a number of changes to Planning legislation and the team are working through these to ensure we are compliant.
16. Our Recovery Plan was approved at District Executive in June 2020 and provides a sound basis for us to “build back better” and continue to improve our services, ensuring resources are used in the areas most needed. The themes in the plan are based around the Communities of Practice (CoP) who have individual action plans. Each CoP is reviewing their actions and looking to see whether there are areas of work which can be bought forward to aid recovery.
17. We are actively involved with the Countywide recovery cell, which takes a strategic overview of recovery. We are focussing on two main areas of work: Impact assessment and Horizon Scanning. Developing our SSDC impact assessment to feed into the wider County impact assessment, will help us assess common areas of concern across the County and discuss common resolutions where possible. We are also carrying out a horizon scanning exercise, where we map out a timeline of upcoming events e.g. school holidays and map any potential impacts on services and communities to help us plan for the future.
18. We continue to engage with a number of other partnerships at various levels to support our businesses and communities. These includes:
 - With Central Government
 - working through the Avon and Somerset Local Resilience Forum – the body which we are “primary responders” on which is charged with responding to emergencies and major incidents
 - with Somerset councils and other agencies such as the CCG
 - at a local level, with town and parish councils together with community and voluntary organisations

Performance



19. **Appendix A** summarises performance in relation to Covid 19. Arts and Entertainment have a reduction in income due to lockdown. We are now able to re-open some of our facilities whilst adhering to the guidelines set out by Government.

Impact on our financial position

20. Covid-19 has had a significant impact on the Council finances. District councils in particular are increasingly reliant on income generated through fees, charges and investments. SSDC derives 53% of what it spends on services from income that it generates and clearly this has been impacted significantly. In addition, in responding to the crisis we have taken on additional costs to support our communities and businesses.
21. At this stage it is still very difficult to project the full impact on our 2020/21 budget and beyond which was approved by Full Council in February 2020, due to the many uncertainties about the timescale of the lifting of Covid-19 restrictions; the ongoing impact on our businesses; the ongoing needs of our residents and; the continued uncertainty surrounding the level of Central Government support and funding.

MHCLG monthly financial return

22. We completed our third monthly return to MHCLG as of 19 June 2020. We are mindful that Full Year projections must be caveated due to uncertainty and some of the assumptions we have had to make, nevertheless, we need to progress work on minimising the potential impacts.
23. A summary of the potential costs that we have reported are provided at **Appendix B**. Members are asked to note that this is a live document.

Central Government Covid-19 funding to date

24. We have received 4 tranches of money from MHCLG so far. We have been asked to complete a further monthly return for July but it is our understanding that MHCLG are now focusing on a formula to reimburse some of our lost income. We do not, as yet, have confirmation of the exact methodology and which areas will be covered. We do know, however, that we will be expected to fund a proportion of the lost income and probably all of the lost Commercial income.

Ring-fenced monies – Council Tax Support

25. Tranche 1) – Hardship Fund – Received £1,155,628 – This grant has been utilised in full to provide Council Tax reductions for those in receipt of CTS. We were expecting to have residual funds to support the costs of our Hub (which provides food boxes for those households facing hardship) but we have in fact exceeded the grant provided in relation to CTS support. These monies have been paid directly against our council tax payers' accounts and as such have not helped to mitigate our Covid-19 costs.

Un-ringfenced monies – General – New Burdens

26. Tranche 2) – Covid Response (New Burdens) - We were allocated £64,586 out of the £1.6bn fund announced, the majority of which went to the Upper Tier and Unitary councils with district councils across the country only receiving £10 million of the £1.6bn. This money was used to fund services for the homeless.

27. Tranche 3) – Covid Response 2 (New Burdens) - We were allocated £1,672,767. This was set against the MHCLG April return totaling £10.943m in additional costs and lost income and our most recent return of £10.374m. Therefore, this is only a short term easing of the pressure, equating to just over 1 month of additional cost and lost income.
28. Tranche 4) – Covid Response 3 (New Burdens) – We were allocated £266,968, taking our total un-ringfenced funding to £2,004,321. Our June return totaled £9.4m in cost and income pressures (see section 34).

Other measures

29. In response to potential cash flow problems that many councils were facing due to increased expenditure and decreased income, the Government has allowed councils to defer their Business Rates payment to Central Government three months. This is a delay rather than a payment “holiday”, but it has meant that we have not yet had to borrow as anticipated. This equates to £2.3m per month for 3 months that we are not paying to Government which supports our cash flow in the short term. To be clear, the expectation of Government is that this will need to be paid by the council to them at some point in the future.
30. We have continued to pay across the precept payments to the other preceptors, SCC, Police, Fire and parishes, as required by law.

Latest position

31. **Summary of Financial impact.** The table below shows the summary of our predicted cost and income impact for the full year. Further detail is given in Appendix B.

Affected area	£k
Income Losses	
Core funding – Business Rates – Impacts 21/22	278
Core funding – Council Tax - Impacts 21/22	575
Fees and Charges	4,681
Commercial Income	962
Treasury Income	360
Other income including Yeovil Innovation Centre	427
Expenditure	
Housing and Homelessness	290
Bereavement Services	164
Waste Management	1,013
Hub/Shielding	200
Other	450
Total Estimated Impact	9,400
Government Support Grants	(2,004)
Residual Pressure to be funded	7,396

NB. These are current assumptions and will be affected by how quickly lockdown measures are lifted and how services are affected by this and how long we will need to support people impacted by the crisis.



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32. It is also important to note that the forecast above does not include any assumption of further support for lost income as alluded to in paragraph 19. We also have an emerging pressure in **Leisure** and we are currently considering the level of funding needed to support our leisure provider, LED, in order to reopen the leisure sites. The outcome of this will be included in the next MHCLG return and updated in the next Executive report.

Strategy for dealing with the Impact of the Crisis

33. Our strategy for dealing with the impact has not changed since the last update. We have worked hard to put ourselves into a strong financial position through Transformation and our Commercial Strategy and so we are able to deal with the pressures and are not a council that is contemplating a S114 notice.
34. We continue to lobby Central Government through the LGA and other representative bodies. This is an important factor and we will be highlighting the disparity of support that has been provided to South West councils, with districts faring much worse than their county equivalents and with Unitaries showing a mixed picture.
35. We have reviewed our Financial Strategy (see separate report on this agenda) and our approach to commercial investment and risk; we have recast our Medium Term Financial Plan (MTFP) based on our latest estimates; and we continue to work with services to explore scenarios for recovery.
36. Key to our approach is our Recovery Plan. This looks at both the challenges and the opportunities presented by the current crisis and will use these to reshape our Council Plan.

Risk Matrix

This report is for information only – no risk profile

Council Plan Implications

As recommended by the report we will need to review the Council plan taking into account the resources available to us and increased demand for services.

Carbon Emissions and Climate Change Implications

There are no carbon emissions or climate change implications, this report is for information only

Equality and Diversity Implications

There are no equality or diversity implications

Privacy Impact Assessment

There are no privacy impact implications

Background Papers

Impact of Covid-19 on the Council- May 2020 District Executive
Recovery Plan- June 2020 District Executive

Covid-19 Recovery Co-ordination

Performance reporting – information accurate as at 17/07/20

Key Updates/ Points of Note/ Top Priorities

Arts and Entertainment – Number of performances cancelled at The Octagon and Westlands is down. Screenings have restarted at Westlands and the gross volume of refunds has fallen.

Benefits – The average time taken to process changes in circumstance for Housing Benefit and Council Tax Support has fallen by more than half since April 2020. Volume of Universal Credit related work has fallen by 94% from April 2020

Building Control – Time to process building regulations applications continues to fall. The number of planning applications received is recovering. Income in June was level with 2019 levels.

Communications – reach across social media continues to increase

Crematorium – The number of ‘service’ only has fallen during May and June, this is on a par with 2019. Full services are still unavailable and income is significantly reduced. The number of memorials taking place is rising week on week.

Customer Connect – The number of calls received on average (per fortnight) during April to June was 3938 with average wait time 3.51 minutes. The average number of calls answered at first point of contact was 76%. Return voice messages/call-backs reduced from 5 days in April to 24 hours currently.

Environmental Health – Total Environmental Health service requests, DFG referrals and Planning Consultation figures were up on the same period last year. Food inspections, HMO inspections and Infectious disease reports were much lower than the same period in 2019.

Housing – Known rough sleeper numbers have reduced since April, the number of hotel rooms has reduced. There are still higher than average rough sleepers. Waiting times for Homefinder have increased slightly to 7 days. The time spent in temporary accommodation has increased as has the number of families in temporary accommodation. The number of cases of homelessness prevented as at 01/07/20 is 128.

IT – Heat Incidents per day are currently averaging 17, compared to 12 pre-Covid. Service Requests are currently averaging 19 compared to 16 pre-Covid. People working remotely has increased from average 75 people pre-Covid to 265 on average every day currently.

Land Charges – Number of property search requests received is 60% down on same period last year. The average time taken to process applications is down from 12 days in 2019 to 4 days currently.

Licensing – Service requests, new premise applications and variations numbers are down on 2019 levels. Taxi driver and vehicle renewals are up on last year.

Locality – Play inspections are back up to pre-Covid levels, due to restrictions on playgrounds being lifted. Health walks have not restarted. A lot of resource has been taken for grant and project support and the schools out programme.

Payroll – Overtime payments are 48% less than the same period in 2019. Mileage claims are down by 30% compared to the same period last year whilst the cost of agency/casual staff has increased.

Planning – Total applications received are slightly lower than this time last year. Number of enforcement cases is higher than for the same period last year.

Risks & Issues (Red or New only)

Description	Mitigation / Action Required	RAG Status
		R
Arts & Entertainment, Crematorium	Beyond SSDC control	R
Benefits, Building Control, Careline, Customer Connect, Environmental Health, Housing, Locality, Planning	See Key Actions	A
Communications, IT, Land Charges, Licensing		G

Key Actions

Communities of Practice are compiling recovery plans in line with the above and the Council Plan.

Issues, blockers and escalations

Continuing restrictions hamper the return to full service for some areas

Opportunities

TBC

Appendix B – Impact Assumptions

Income Source	Full Year Impact	Assumptions
Core Funding	£k	
Retained Business Rates	278	Assumes a 10% default rate
Council Tax	575	Assumes a 10% default rate and significant increase in Council Tax Support claimants
Fees and Charges		
Car parking	951	Significant impact for first half of year and then reduction of 30% for second half due to changed shopping habits, confidence etc.
Westlands Entertainment Venue	1,140	Figures quoted are net income loss and assumed a significant impact for the full year.
Octagon Theatre	1,713	Figures quoted are net income loss and assumed a significant impact for the full year.
Ninesprings Café	22	Figures quoted are net income loss and assumed a significant impact for the full year.
Yeovil Recreation Ground Café	14	Figures quoted are net income loss and assumed a significant impact for the full year.
Garden Waste/Recycling	147	Suspended until mid-May
Tourism	48	Income figures affected for a full year.
Yeovil Innovation Centre	231	Same principle as commercial income
Planning Applications	13	£50k per month (April amount less large payments) to September then 75% of profiled budget
Building Control Fees	230	£8k per month (April amount) to September then 75% of profiled budget
Local Land Charges	279	£5k for Q1 & Q2, then 75% of profiled budget
Home Aid Partnership	38	£1.5k April, £0.5k May to Sept then 75% of profiled budget
Commercial Income - Rents	962	First quarter more than 92% of rents were received. Expect “hit” in second quarter and then longer term to recover.
Rents – in-district	196	As above
Other		

Treasury Investment Income	360	Reduction in available returns and investment funds reduced due to current pressures.
Other	86	Minor adjustments
Total Income Loss	7,283	
Cost Area		
Housing and Homelessness	290	Estimated costs including homelessness provision and support of the Hub.
Environmental and Regulatory (Death management)	164	Includes part of the cost of new cremator
Waste Partnership	1,013	Delays in Recycle more project etc
Other (includes IT and finance/procurement measures to support businesses)	450	Includes IT costs of homeworking (additional kit and band width) Also includes cost of staff processing grant claims and support of businesses/customer connect extended hours and 7 days per week
Shielding and Wellbeing Hub	200	We have advised MHCLG that this figure will be updated (increased) when we have quantified the costs relating to the Hub.
Total Costs	2,117	
Total Impact	9,400	

Financial Strategy 2020/21 - Revised

Executive Portfolio Holder: Peter Seib, Finance and Legal Services
Strategic Director: Kirsty Larkins, Strategy and Commissioning
Lead Officer: Jo Nacey, Section 151 Officer
Contact Details: Jo.Nacey@southsomerset.gov.uk or 01935 462243

Purpose of the Report

1. The purpose of this report is to provide Members with an updated Financial Strategy for 2020/21 onwards and provide information regarding the initial Medium Term Financial Plan (MTFP) estimates for the period 2021/22 to 2024/25 incorporating the forecast impact of the Covid-19 pandemic.
2. The principles of the Financial Strategy approach in September 2019 remain sound and this report focuses solely on the changes resulting from the Covid-19 pandemic and subsequently on the Medium Term Financial Plan.

Forward Plan

3. This report appeared on the District Executive Forward Plan with an anticipated Committee date of August 2020.

Public Interest

4. This report outlines South Somerset District Council's overall financial strategy setting out how the Council proposes to manage its financial position over the medium term (three to five years). It also provides an up to date set of estimates and assumptions regarding service costs and income, the funding available and the planned approach to 'balancing the books', funding services and funding delivery of the Council's ambitions for South Somerset over the same period. It is a legal requirement that the Council sets a balanced budget, and it is in the public interest that priority local services are both affordable and sustainable.
5. The Financial Strategy has been updated to incorporate the known effects and ongoing risks of Covid-19 on our resources and consequentially on our forward plans.

Recommendations

6. That the District Executive:
 - a. Note the updated Medium Term Financial Plan estimates.
 - b. Note and support the updated Financial Strategy as a result of updated forecasts of estimated available resources.
 - c. Note the anticipated need for the use of earmarked reserves to mitigate temporary falls in income.

- d. Note the intention to revisit the funding of the regeneration schemes and report back to District Executive with revised forecasts and recommendations.

Background

7. The Executive approved the Financial Strategy in September 2019 and a subsequent revision to the forecasts was presented and approved in November 2019. The principal aim of the Strategy is to enable the Council to set a balanced budget each year without the need to cut services and to be able to fund the ambitions of the Council for South Somerset. The key themes agreed in September remain the same.

The 2020/21 Budget and the effects of Covid-19

8. Members will be aware that we are required to make regular returns to the Ministry of Housing, Communities & Local Government (MHCLG) detailing our projected costs and reduced income in relation to the pandemic. We brought an initial report to District Executive on 4 June 2020. At this time the anticipated impact was in the region of £10m. Our latest return to MHCLG (19 June 2020) shows a similar picture. It should be noted that as regards income, the figures below are estimates based on risk analysis and scenario planning, rather than actual losses. In addition, mitigating action is being taken to reduce potential loss of income where possible. As an example, our collection of commercial income has held up well in the early months of the pandemic with 92% + of rental income collected, but we are planning for a potential drop in this income as the effects of the recession impact on our tenants.

Table 1 – In-year pressures (2020/21)

Affected area	£k
Income Losses	
Core funding – Business Rates – Impacts 21/22	278
Core funding – Council Tax - Impacts 21/22	575
Fees and Charges	4,681
Commercial Income (we have split this from in-district rental)	962
Treasury Income	360
Other income including Yeovil Innovation Centre	427
Expenditure	
Housing and Homelessness	290
Bereavement Services	164
Waste Management	1,013
Hub/Shielding	200
Other	450
Total Estimated Impact	9,400
Government Support Grants	(2,004)
Residual Pressure to be funded	7,396

Reserves position

9. The Government is currently preparing a new financial settlement for councils to offset elements of income loss as a result of the Coronavirus. At the time of writing we are awaiting details but initial communications suggest that councils will be required to cover the first 5% of income loss and then 25p in the pound thereafter, the other 75p in the

pound covered by Central Government. We are reliably informed that Commercial income losses will not be recovered whether they are for yield or for regeneration purposes. We are a council in a strong financial position due to the actions we have taken in recent years through Transformation and our Commercial Programme. We hold significant reserves albeit much of what we hold is earmarked towards delivering the Council's ambitions or covering risks within our finances. Therefore, given our strength, we are likely to be asked to cover proportionately more of the additional costs and income from our own resources.

10. As agreed by District Executive at their June meeting, as part of our approach we continue to lobby Central Government to "make good" on their original assurance that our additional costs would be funded. What the initial position on our reserves does not show, is to what extent they are required to support our plans, including our regeneration schemes. Our reserves position is shown in Appendix A.
11. The following table shows the best to worst case scenarios for the main mitigation reserves in 2020/21. We have assumed that at best the Government may cover up to half of our pressures but we have no indication as yet if this is feasible. We are aware that our "worst case" scenario may also be subject to change if our assumptions around the reduction of Council Tax and Business Rates income reduces further than anticipated. These are particularly difficult income streams to predict.

Table 2 – Scenario Planning

Reserve	Opening Balance April 2020 £k	Worst case scenario Call on reserve £k	Medium case scenario (Assumes Fees and Charges income recompensed at 75p in £1 excluding Commercial; Theatres and Treasury) £k	Best case scenario (Assumes Fees and Charges income recompensed at 75p in £1 excluding Commercial) £k	Range of residual balance March 2021 £k
Medium Term Financial Plan Support Fund	4,879	3,500	2,720	1,594	1,379 - 3,285
Capital Reserve	926	900	900	0	926 - 26
NNDR Volatility Reserve	2,696	1,000	853	853	1,696 – 1,843
Commercial Investment Risk Reserve	6,300	962	962	962	5,338
Treasury Management Reserve	600	360	360	152	448 - 240
Waste contingency	100	100	68	68	0 - 32
General Reserves	4,492	574	0	0	3,918 – 4,492
Totals	19,993	7,396	5,863	3,629	

12. The table shows that if we were called upon to fund the current forecast residual pressure of £7.396m from 2020/21 then our contingency reserves would be severely depleted. With a potential gap of £2.6m in 2021/22 (see section 14) this is of concern and the use of reserves to address budget gaps is a short term approach and is not sustainable. The positive in the message is that the current forecasts show an upturn in later years but this is of course based on many assumptions and therefore it is important to consider replenishing our reserves to help us mitigate future losses.

MTFP assumptions and updated forecasts (2021/22 onwards)

13. This report will focus on the forward forecasts and the impact of the Covid-19 pandemic on our income streams. The current year, 2020/21 impact will be considered in regular updates and through the usual budget monitoring process.
14. The key changes to the financial forecasts which have been updated are summarised below:

Table 3: MTFP assumptions

	Income Stream	Assumption and Summary of Impact
1	Council Tax – Deficit from 2020/21	Following the increase in applications for Council Tax Support and allowing for an increase in default we have revised our estimates for council tax collection in 2020/21. Due to the mechanics of the Collection Fund, this impacts us and the upper tier authority in the following year (2021/22). NB. The parish precept is unaffected. We have assumed a 5.5% negative impact (default and CTS eligibility)
2	Council Tax Base	With reference to the summary above, there is an ongoing impact on the council tax base which is discussed in more detail in Section 17.
3	Business Rates – Deficit from 2020/21	As with the deficit seen in Council Tax, we are aware that there will be an increase in Empty Property Relief, a direct cost to the Council; a reduction in valuations (material changes in circumstances) and; an increased element of default. We have assumed a 4.7% negative impact. Again this will impact us in 2021/22. All the councils in the Pool arrangement have similar experience and as such the shared result will be fairly consistent.
4	Business Rates – Reduced growth	We have seen modest c0.5% per annum growth in yields over the last few years. We generally do not budget for this yield growth until we make our annual business rates forecast return (NNDR1). So prior to this update the forecast was 0%. It is however now prudent to assume that the yield for 2021/22 will be reduced and we have applied a 1.5% reduction. We are hopeful that this will be a “blip” and have reverted to 0% for the forward years.

	Income Stream	Assumption and Summary of Impact
5	Parking income	We incorporated a significant reduction in car parking income into our 2020/21 forecasts to Ministry of Housing, Communities & Local Government (MHCLG). We are mindful that the impact may be long term as shopping habits change and customer confidence in face to face shopping is impacted. It is therefore prudent to factor in a pressure for the next three years at a reducing rate. This can of course be flexed if the improvement in income recovers more quickly.
6	Octagon and Westlands income	We have reported a significant, predictable reduction in income for the two sites. Clearly with the ongoing requirement for social distancing and the need to re-establish customer confidence, the impact will last beyond the current year. Work is underway to reopen on a different basis in the next calendar year and as such our forecasts for 2021/22 have reflected a 25% reduction to account for lower capacity etc. We have assumed that income will recover in 2022/23 onwards.
7	Tourism	The main income relates to Tourist Information Centre (TIC) ticket sales. This has been greatly impacted in 2020/21 and we have assumed a smaller £30k impact will continue into 2021/22.
8	Yeovil Innovation Centre	This is a difficult area to predict but we have had some interest from new tenants etc. We have assumed a £30k reduction in their income for 2021/22. Changing attitudes to office space may mean this figure has to be increased.
9	Commercial Income	We have reported a potential loss in commercial income during 2020/21 which (subject to approval) can be mitigated by the use of the Commercial Investment Risk Reserve. We have prudently assumed that this impact may continue into 2021/22 and have allowed another £274k. This again can be mitigated by the Risk Reserve, as is its intention.

Updated Medium Term Financial Plan Estimates

- The following table sets out a summary of the Council's latest forecasts of Net Expenditure and Funding, and shows a provisional budget gap of £2.647m in 2021/22 (16% of Net Expenditure). It is notable however, that we are assuming a "bounce back" in 2022/23 due to recovering income streams and therefore this is a temporary gap. Following bounce back the Gap is projected to rise again over the course of the following years to approximately £1.3m by 2024/25 (9% of Net Expenditure). This is only c£300k higher than the MTFP projections reported to District Executive in February and which our Financial Strategy was on course to address without cutting services.



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Table 4 – MTFP latest Forecast

	2020/21 £k	2021/22 £k	2022/23 £k	2023/24 £k	2024/25 £k
Net Expenditure Estimates	15,207	15,991	14,583	15,247	16,050
General Government Grants	-166	161	161	161	161
New Homes Bonus Grant	-1,603	0	0	0	0
<i>Funded By:</i>					
Business Rates	-7,210	-3,341	-3,698	-3,776	-3,854
Council Tax	-10,302	-9,813	-10,597	-10,918	-11,274
Earmarked Reserves	4,074	-350	-100	-50	300
General Reserves	0	0	0	0	0
Total Funding	-15,207	-13,343	-14,234	-14,583	-14,667
Budget Gap	0	2,647	350	665	1,383
Budget Gap Increase on Prior Year		2,647	-2,297	315	718

Subject to roundings

16. The changes in the MTFP since the February District Executive report can be summarised as follows.

Table 5 – MTFP Funding Changes Since Feb 2020

	2020/21 £k	2021/22 £k	2022/23 £k	2023/24 £k	2024/25 £k
Net Expenditure – February 2020	15,207	14,937	14,854	15,518	16,321
Investment income – Reduced return		274			
Parking income - Reduced		459	229	229	229
Reduction in Octagon net income		457			
Reduction in Westlands net income		304			
Tourism		30			
Yeovil Innovation Centre		30			
Commercial Loans Treasury Gain		-500	-500	-500	-500
Net Expenditure – June 2020	15,207	15,991	14,583	15,247	16,050
Total Funding – February 2020	-15,207	-14,653	-14,840	-15,184	-15,274
Business Rates Rebase		114	109	105	100
Collection Fund Deficit – Business Rates		278			
Council Tax Rebase		346	501	502	512
Collection Fund Deficit – Council Tax		575			
Somerset Rivers Authority - Reset		-4	-3	-5	-5
Total Funding – June	-15,207	-13,344	-14,234	-14,582	-14,667
Budget Gap – February	0	284	15	334	1,047
Net Changes Since February	0	2,363	335	331	336
Budget Gap – June	0	2,647	350	665	1,383

Note: In Table 5 above, funding is shown as a negative figure therefore 'minus' adjustments are in effect increasing the estimated funding available to the Council, and positive figures are reducing the funding available.

17. Table 6 below shows the change in assumptions has affected the projected budget gap over the coming years. Clearly, the most prominent change is in 2021/22 when the gap has increased by £2.4m. The budget gap for 2020/21 has not been adjusted as we do not

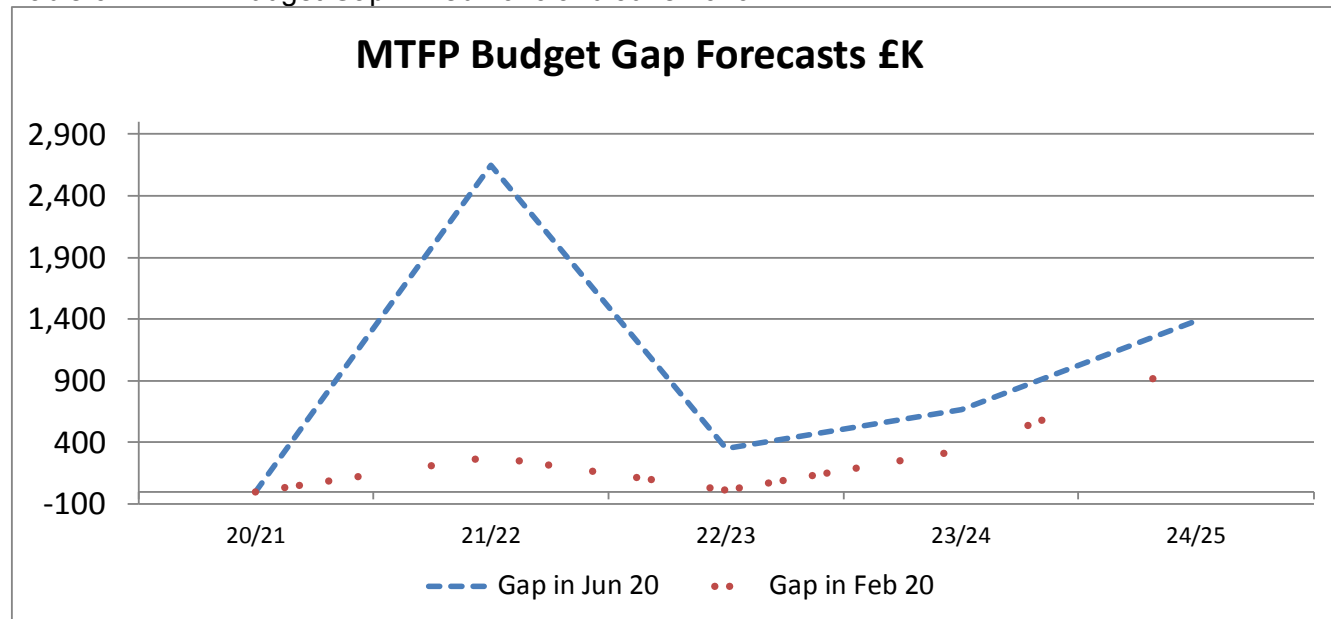


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intend to bring forward a revised budget but we will of course have to mitigate the in-year effects of the pandemic on our funding streams and costs.

18. It is notable that the budget gap beyond 2021/22 has not increased significantly as we are currently expecting a bounce-back to a significant degree with investment income improving and income streams from the Octagon and Westlands recovering. The Commercial Loans Treasury gain which relates to interest on our loan to SSDC Opium Power Ltd for our battery storage site is an added “windfall” which was not in the February estimates.

Table 6 – MTFP Budget Gap in Feb 2020 and June 2020



Savings Targets

19. In September the Executive agreed 3-Year Savings Targets rising to £2m per year by 2022/23. This was in addition to the £5.5m of savings already delivered through Transformation and the Commercial Strategy and included in the MTFP. The updated savings were summarised as below in Table 7.

Table 7 – Savings Targets 2020/21 to 2022/23

	2020/21 £k	2021/22 £k	2022/23 £k
Transformation: Non-staff efficiency savings	150	150	150
Treasury investment income	100	200	300
Commercial Services and Other Service Income	75	150	225
Commercial Investment Net Income	675	1,350	1,350
Sub-Total: Financial Strategy Savings	1,000	1,850	2,025

20. We believe these savings are still deliverable, but with consideration to the impact of Covid-19 and our revised forecasts, leading to a more challenging budget position, the savings targets may need to be increased as the costs crystallise. This would help us replenish our mitigating Earmarked Reserves. At this stage it is still a “watching brief” and a further update will be brought to Executive later in the year.

General Grant Funding

21. The forecast for 2020/21 was updated to incorporate the expected mitigation of Negative RSG. This was a welcome reprieve and is a continuing option for Central Government to help local authorities’ funding pressures. However, currently, we have no indication that the Government will mitigate this pressure in future years. For 2021/22 onwards the negative funding is forecast to be £327k per year.

Table 8 – General Grant Estimates

	2020/21 £k	2021/22 £k	2022/23 £k	2023/24 £k	2024/25 £k
Negative Revenue Support Grant	0	-327	-327	-327	-327
Rural Services Delivery Grant*	166	166	166	166	166

Business Rates Retention (BRR)

22. The Business Rates Income Target and Baseline were due to be “Reset” in 2020/21, however this was deferred until 2021/22. It is an area which is continuing to be a focus for Central Government who believe that there needs to be a new Business Rates funding mechanism and one of the steps within this is to reset growth. We were hopeful that the continuing delay of the Fair Funding Review would mean that the “reset” was also deferred but this is currently still “on the table” for 2021/22.
23. The following table summarises the impact of the “reset” with the new income forecasts on the coming years.

Table 9 – Business Rates Retention Funding Estimates

	2020/21 £k	2021/22 £k	2022/23 £k	2023/24 £k	2024/25 £k
BRR Estimates	5,918	3,619	3,698	3,776	3,854

Business Rates Pooling

24. A Somerset Business Rates Pool (comprising the County Council and the Districts the County Council area) provided a positive impact on funding in 2018/19, with increased financial benefit from being a 75% BRR Pilot in 2019/20. The predicted benefit share for SSDC from Pooling/Pilot status in 2019/20 is c£1.2m. This is still to be finalised.
25. Through the Spending Round the Government confirmed that the Pilot was for one year only, reverting to the 50% BRR system for 2020/21. The arrangements for subsequent years remain uncertain at this stage as this is subject to the reform of the BRR system and the Fair Funding Review.
26. This is a volatile funding stream and previous forecasts suggested a Pooling gain of c£1m for South Somerset in 2020/21. Since then, the changes reflected in the earlier



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assumptions has affected the yield on all the Pool members' business rates. An overall reduction in forecast business rates revenue of 15% would see this forecast reduce to just £100k, due to the mechanics of the business rates retention system. Therefore, the Pooling Gain has not been included in the MTFP at this stage.

27. Members may recall that in the Budget papers in February 2020 we set out the funding of the Regeneration Programmes. This including the use of £1.5m of business rates pooling gains. This is now at risk and alternative funding may be required. This is discussed in Section 31.

Council Tax

28. In February the Council Tax income forecasts within the MTFP assumed that Council Tax will increase by 2.99% per year and that growth in Band D equivalent properties would be generally in excess of 1% per year with a particularly large increase of 1.8% forecast in 2021/22. Subsequently, our forecasting of council tax growth has changed significantly. We are aware that there has been an exponential growth in Universal Credit applications. Many households have been hard hit by reduced incomes and we have seen a large number of our council tax payers now being eligible for Council Tax Support which is a direct cost to the Council. Council Tax Support could increase by 150% if it stays in line with unemployment forecasts, however, a 30% increase is a more pragmatic forecast. There is also likely to be increased default as residents reprioritise their spending in order to meet their needs.
29. The under recovery of collection fund income from Council Tax and Business Rates creates a deficit which is reflected in the council's accounts in the following year. The latest communications we have had from MHCLG has given councils dispensation to spread these deficits over 3 years. For us, this does not address the issue and is short termist in approach, delaying the "pain" for later years. It is however, still an option at budget setting time.
30. We have therefore had to make some significant changes to our previous estimates reflecting the effect this will have on our council tax base. The taxbase is calculated using a number of factors and these include the percentage of taxpayers that will be eligible for some sort of relief and also an assumption is included for default, thus reducing the funding to the council. This is a difficult area to forecast and we are in unprecedented times. We suspended default letters etc. to non-payers in March and held this stance for the following three months. We were mindful that many of our residents would be anxious about their finances and it was not an appropriate time for us to be chasing debt. This however has meant that we do not yet have a true picture of the likely default rate. We have therefore taken a pragmatic approach and assumed a 1.5% reduction in Council Tax base for 2021/22 followed by a static year and then a gradual rise.
31. The Council Tax Base estimates will be completed in early December and this will give us a more robust forecast.
32. The table below is updated to show the revised estimates now included in the MTFP.



Table 10 – Council Tax Income Forecast

	2020/21 Actual	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate
Council Tax Base					
Increase %	0.7%	-1.5%	0.0%	1.0%	1.2%
Increase in Band D Equivalents	444.7	-900.8	0	594.8	742.2
Tax Base	60,710.8	59,810.0	59,810.0	60,404.8	61,147.0
Council Tax Rate					
Increase % (MTFP assumption)	2.99%	1.99%	1.99%	1.99%	1.99%
Increase £	5.00	3.42	3.49	3.56	3.63
Band D Rate £	172.11	175.53	179.03	182.59	186.22
Council Tax Income					
Increase due to Tax Base £k	-74	155	0	-106	-136
Increase due to Tax Rate £k	-304	-205	-209	-215	-222
MTFP: Total Council Tax Income £k	10,449	10,499	10,708	11,029	11,387
Council Tax Income indicative scenarios £k:					
1% annual increase	10,247	10,397	10,604	10,923	11,277
0% annual increase	10,145	10,294	10,499	10,814	11,165

Regeneration Plans

33. Members will be aware that we have committed substantial funds to our regeneration projects in Yeovil, Chard and Wincanton. There is a significant difference between the **gross budgets** involved and the **net budgets**. This difference is the result of anticipated income generated by the scheme through such sources as: capital receipts (sales of property); revenue generated by the assets (this could be business rates or an income stream such as leisure) and; grants secured towards the schemes from other agencies or developers.
34. The **Yeovil “Refresh” project** has a net budget of £2.5m to be funded from capital receipts and nearly £1m of business rates pooling gains. These pooling gains have been significant in recent years but are at risk for 2020/21 due to the unprecedented reduction in business rates income. The net budget for the **Chard Regeneration Scheme** of £3m was anticipated to be funded from capital receipts, the 18/19 pooling gain and again £1m from future unallocated business rates pooling gains. The net budget funding of £2m for **Wincanton**, included capital receipts and a further call on business rates pooling gain. The table below shows the proposed funding of the net budgets, as included in the February Full Council report.

Table 11: Regeneration budgets

Regeneration Funding Plan	£000
Existing approvals:	
Consolidation of previous Yeovil capital budgets – funded from existing capital receipts	424
Area South Capital Fund contribution – funded from existing capital receipts	151
Agreed allocation from commercial investment (Marlborough)	500
Agreed allocation from 2018/19 business rates pooling gain	500
Agreed allocation from 2019/20 business rates pooling and pilot gain	1,425
Surplus revenue budget from 2019/20	500
Useable Capital Receipts	2,500
Sub-total	6,000
Proposed first call on future unallocated business rates pooling gains (will need contingency plan if insufficient income received)	1,500
Total Funding for Net Budget Requirement	7,500

35. Therefore, there is both a risk associated with the gross budget funding and the net budget funding, particularly the call on Business Rates pooling gains which will be impacted in year. Assumptions have been made regarding future income streams and growth in such areas as business rates income and leisure income but we must be mindful that the world has changed in the last few months and the anticipated income streams underpinning these projects may have been impacted.
36. It is not appropriate at this time to suggest that the regeneration projects are “stalled” but it is appropriate to revisit these projects in light of the latest information and challenge the assumed income streams, ensuring that the business cases are still viable and deliverable. In addition, there are indications from Government that funding pots may become available to assist with economic recovery and the revitalisation of town centres and it may be that the Council is able to secure additional grant funding towards the regeneration schemes. This will be looked at in assessing the schemes and the way forward. For the avoidance of doubt, the proposals for the Leisure Centre in Chard as part of the Chard Regeneration Plan will continue and construction is currently taking place.

How could Central Government help?

37. **Baseline Reset** – The impact on our Business Rates income in 2021/22 is estimated to be £2.161m. If this reset was deferred for a further year (as we have already built in the ongoing cost) this would substantially address our budget gap for 2021/22. (See Section 16)
38. **Income guarantee** – There could be additional support for the increase in Council Tax Support payments; a S31 payment to cover the increased empty property relief; transition grant to cover downward revaluations of business premises.
39. **New Homes Bonus (NHB)** - We have also assumed that no New Homes Bonus will be payable in 2021/22. A one-off payment has been mooted and this would offer further relief while this scheme is being reviewed.
40. **Negative RSG** – The last two years’ “negative RSG” pressures have been mitigated by Central Government. For us this payment is £327k in 2021/22 and is netted off our retained Business Rates. A further year of mitigation would help towards our efforts to recover from the additional costs and reduced income we have endured.



41. **Technical Accountancy options** – There has also been a call to allow **Minimum Revenue Provision (MRP)** holidays for up to 3 years. This may be appropriate for some councils but we see these payments as important in addressing our Capital Financing Requirement and illustrating our liquidity and ability to reduce our debt. There has also been a call to “**capitalise**” **Covid-19 costs**, hence making it possible for councils to spread the cost and also, if necessary, borrow to fund. Again, this appears short termist and we would be reluctant to incur further debt for what is, by nature, revenue expenditure.
42. **Regeneration funding** – This area is key to our plans but now, more than ever, it is a lifeline for our businesses and communities. We will therefore continue to lobby for grant funding to help us maintain the momentum we already have with our regeneration projects. Central Government should see potential funding as a net gain for the central coffers, with additional business rates; tax income; less reliance on benefits (housing, employment etc.); and wellbeing advantages from living and working in a modern, vibrant, future-proofed environment.

Our Financial Strategy – A reminder

43. At this juncture it is important to re-affirm the key themes of our Financial Strategy as approved in September as these underpin our planning and approach to this current crisis and our financial sustainability in the future.
44. The key themes to the Strategy are:
- a) Ensuring clear service priorities that clearly align with corporate strategy and plans;
 - b) Maximising operational efficiency and value for money through optimising benefits of the future operating model and exploring how new technologies can further improve efficiency;
 - c) Adopting robust financial control and reporting arrangements;
 - d) Developing approaches to manage and reduce demand on services in partnership with Somerset councils and other service delivery organisations;
 - e) Investing further in property, energy and new services to generate additional income that can be reinvested to maintain and improve services to our community;
 - f) Increasing the income yield from financial investments as part of a prudent treasury management approach;
 - g) Taking a more commercial approach and increasing income yield by 5% per year;
 - h) Reduce reliance on government grants such as New Homes Bonus for the funding of ongoing services;
 - i) Supporting and enabling economic and housing growth and regeneration to protect and enhance funding through local taxation and grant funding;
 - j) Focus on long term financial resilience through robust financial planning and maintaining appropriate reserves to manage risk and meet future commitments.

Conclusion and what do we need to do now?

45. **Reserves:** We have said from the beginning of this crisis that we have no immediate cashflow issues. That is not to say that we take lightly the effect the pandemic has had on our current year and forward year forecasts. We are proud of the way we have stepped up and supported our communities and that comes at a cost. We have robust finances and have been prudent enough to create resilience reserves such as our Commercial



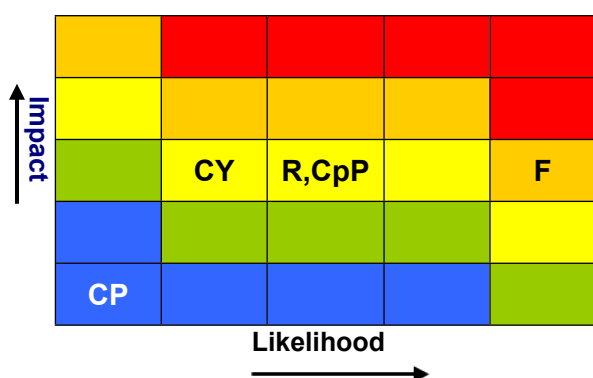
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Investment Risk Reserve; Business Rates Smoothing Reserve and our Medium Term Financial Plan Reserves. We may now find it is time to spend some of these reserves, not on the anticipated risks but on the newly presented impacts of the pandemic.

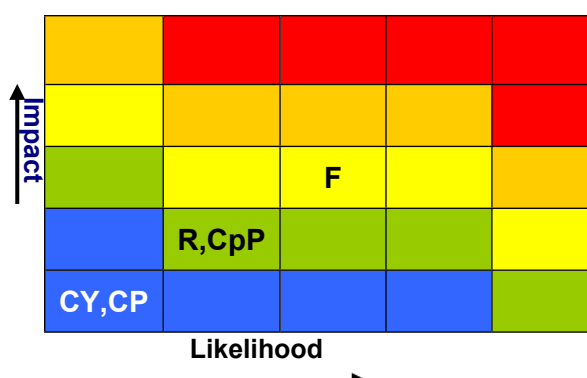
46. **Lobbying:** We need to continue to lobby Central Government for additional funds. Our 2020/21 impact estimates are likely to remain in the region of £8.5m excluding collection fund pressures of £853k which will crystallise in the following year (21/22), only partly mitigated by the unringfenced funding to date of £2.0m. We are pragmatic about our need to use our Commercial Risk Reserve to mitigate the risk of our Commercial investments, this is appropriate and manageable with a healthy balance in the reserve. It may also be appropriate to use our Business Rates Smoothing Reserve to mitigate the fluctuations in our Business Rates returns as they crystallise.
47. **Commercial income:** It is also notable that the Commercial income as a whole has been a significant factor in reducing our reliance on the traditional income streams and further focus on commercial investment may be one of our few avenues to mitigate falling income streams.
48. **Regeneration Programmes:** We need to review our assumptions regarding the funding of our regeneration programmes to ensure they are robust under a changed economic climate and if necessary to find alternative funding, where possible, to protect these schemes.
49. **Monitoring:** We will continue to provide regular updates of the in-year position and as the next budget setting period begins we will hopefully have more clarity on the level of support we can expect from Central Government and subsequently the actions we will need to take to ensure our reserves remain robust and that we can continue to deliver our services; our support for the vulnerable and our regeneration programmes which are so important to us and our communities.
50. **Plan for Change:** In light of these challenges, as reported at the last District Executive meeting in June, we are committed to advancing a new plan for change and development of the Council. It will take in aspects such as the digital strategy, but also look at updating our operating model, at the skills we need to develop for the future, how we manage demand and how we provide good services in the context of both higher demand and less resources.

Risk Matrix

Risk Profile before officer recommendations



Risk Profile after officer recommendations



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

51. The Financial Strategy and MTFP incorporate costs, income and funding implications directly related to the delivery the Council's aims and priorities.

Carbon Emissions and Climate Change Implications

52. Not applicable within this report.

Equality and Diversity Implications

53. Not applicable within this report.

Privacy Impact Assessment

54. Not applicable within this report.

Background Papers

55. The following report(s) may provide helpful background information in support of this report:
- Financial Strategy 2020/21 (District Executive 5 September 2019)
 - 2020/21 Draft Revenue and Capital Budgets and Medium Term Financial Plan (District Executive February 2020)

Summary of Usable Reserves

Appendix A

The following table shows the current balance on each usable reserve and the movements since 1 April 2019:

Capital Reserves	Balance as at 01/04/2019	Movement	Balance as at 31/03/2020
	£'000	£'000	£'000
Usable Capital Receipts	-22,244	5,366	-16,878
Internal Borrowing Reserve	-554	351	-203
Total	-22,798	5,717	-17,081
Revenue Reserves	Balance as at 01/04/2019	Movement	Balance as at 31/03/2020
	£'000	£'000	£'000
Internal Borrowing Repayments	-118	-91	-209
Capital Reserve	-1,277	351	-926
Cremator Replacement Capital Reserve	-549	0	-549
Election Reserve	-230	56	-174
Sports Facilities Reserve	-31	-10	-41
Yeovil Athletic Track Repairs Fund	-167	-12	-179
Planning Delivery Reserve	-16	0	-16
Bristol to Weymouth Rail Reserve	-28	-48	-76
Yeovil Refresh Reserve	-112	0	-112
IT Replacement Reserve	-10	0	-10
Insurance Fund	-50	0	-50
Transformation Reserve	-229	90	-139
Treasury Management Reserve	-150	-450	-600
Revenue Grants Reserve	-504	48	-456
Medium Term Financial Plan Support Fund	-5,019	1,742	-3,277
Council Tax/Housing Benefits Reserve	-822	118	-704
Closed Churchyards Reserve	-11	-4	-15
Health Inequalities	-32	0	-32
Deposit Guarantee Claims Reserve	-5	2	-3
Park Homes Replacement Reserve	-226	-30	-256
Planning Obligations Admin Reserve	-30	0	-30
Artificial Grass Pitch Reserve	-128	-18	-146
Business Support Scheme (Flooding)	-122	11	-111
Regeneration Fund	-2,094	-1,171	-3,265
NNDR Volatility Reserve	-3,955	1,259	-2,696
Ticket Levy Reserve	-64	-22	-86
Waste Reserve	-294	194	-100
Community Housing Fund	-211	0	-211
Community Safety Reserve	-79	11	-68
Housing & Homelessness Reserve	-458	56	-402
Commercial Investment Risk Reserve	-132	-6,168	-6,300
Spatial Policy Reserve	-334	29	-305
YIC Maintenance Reserve	-20	-20	-40
Climate Change Fund	0	-294	-294
Total Usable Reserves	-17,507	-4,371	-21,878

(Negative Figures = income, Positive figures = costs)

The list above excludes unusable reserves. These are the Capital Adjustment Account, Revaluation Reserve, Available for Sale Reserve, Financial Instrument Adjustment Account, Pensions Reserve and Collection Fund Adjustment Account.

Capital Outturn Report for 2019/20

Executive Portfolio Holder:	Peter Seib, Finance and Legal Services
Strategic Director:	Nicola Hix, Support Services
S151 Officer:	Jo Nacey
Lead Officer:	Ross Eaton, Finance Specialist
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Purpose of the Report

1. The purpose of this report is to inform Members of the outturn of the capital programme of the Council for 2019/20 i.e. the total spend for the year and how this compares with the agreed budget for the year, with explanations for the main differences. It also summarises what has been delivered through the capital invested and how this has been funded.

Forward Plan

2. This report appeared on the District Executive Forward Plan with an anticipated Committee date of July 2020.

Public Interest

3. This report sets out details of capital expenditure incurred in 2019/20 and the performance against the approved budgets for projects and the overall Capital Programme.

Recommendation(s)

4. That the District Executive: -
 - a) note the content of the report including the total spend of **£65.482m** on capital schemes during 2019/20; and small variance of **£13k** underspent across 57 completed schemes.
 - b) approve the revised Capital Programme spend as detailed in paragraph 10.

Background

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

Overall Outturn Position

6. The overall position for the Capital Budget for 2019/20 is that total spending amounted to **£65.482m**; this was £45.352m (225%) more than the original planned expenditure of £20,130m, reflecting approved additions to the Programme since the initial budget was approved.



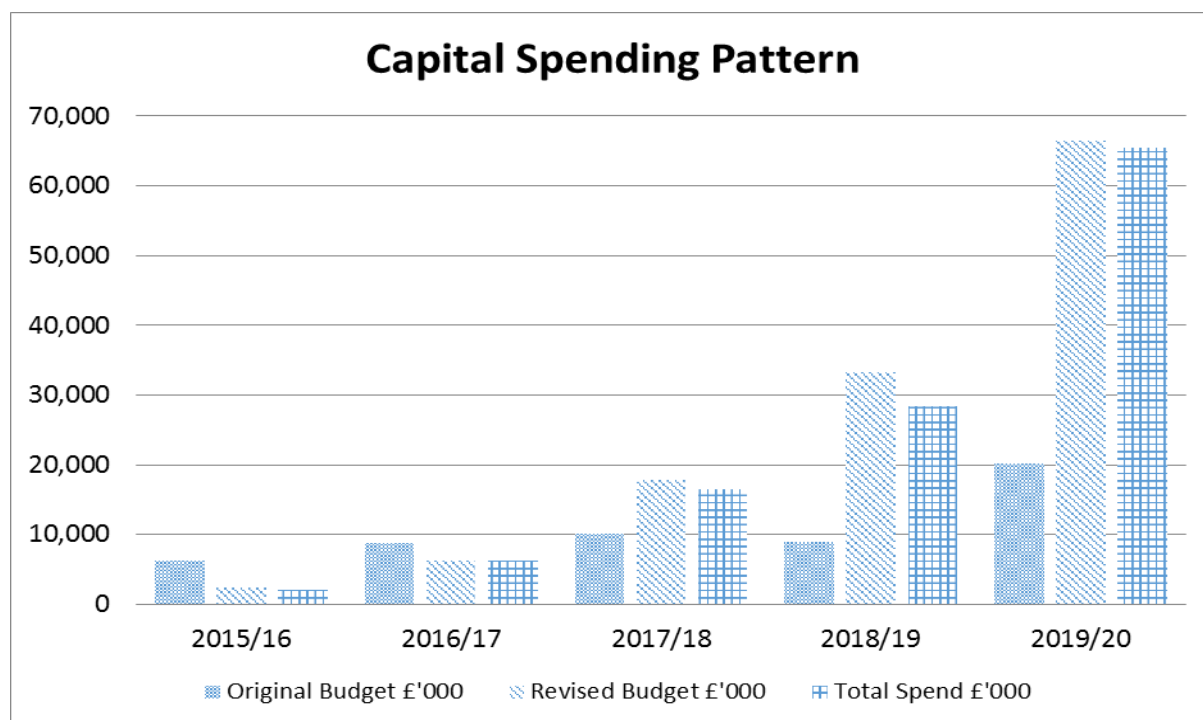
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7. The position on the Capital Budget for 2019/20 at Quarter 4 showed revised planned expenditure of **£66.547m**. The total spend of £65.482m was £1.065m (1.6%) less than planned. A final report on 2019/20 spend by scheme/project is attached at Appendix A. The main areas of expenditure during the year included:

- £50.91m Investment property acquisition – generating income to fund services to our communities.
- £7.58m Capital Loans – to be repaid in line with loan agreements.
- £2.20m Regeneration – improving town centres to stimulate economic growth.
- £1.26m Affordable Housing Scheme contributions – enabling delivery of affordable housing in the District.
- £0.87m Disabled Facilities Grants – enabling aids and adapting to support living at home.
- £0.51m Streetscene Vehicles – keeping the district's streets and green spaces clean and tidy.
- £0.41m Yeovil Crematorium – updating and improving the Crematorium to deliver a better service to the community.
- £0.36m Sports, Leisure and Play facilities – improving facilities healthy living and enjoyment in the community.
- £0.35m Yeovil Innovation Centre Phase 2 enhancement – supporting local economy and business incubation.
- £0.31m Transformation implementation costs – investing in improving customer service and efficiency.

Capital Spending Pattern

8. The graph below shows the actual spend compared to revised budget for the last 5 years. The graph clearly shows the increase in capital spending in the last 2 years, which reflects significant progress in the acquisition of Investment Property, in line with the Commercial Strategy approved by Council in 2017. The total 2019/20 spend represented 98% of the revised budgeted spend for the year, compared to 85% in 2018/19.





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9. The original budget of **£20.130m** increased by **£46.417m** in 2019/20 to the revised budget of **£66.547m**. This was mainly due to District Executive agreed funding and approvals by CEO in consultation with the Leader under delegated powers, for the purchase of Investment Property in 2019/20. The approach to Investment Property budgeting is to include the balance of approved funding within the 'Reserved Schemes' list, which sits outside the Programme approved budget total, until each individual acquisition is approved. This trend of in year changes to budget is likely therefore to continue in 2020/21 as further acquisitions are made.

Revised Capital Programme

10. Some amendments have been requested since Quarter 3. A summary of those amendments are outlined below and members are requested to approve the revised Capital Programme shown in Appendix B. The budget for 2019/20 was revised from £57.390m to £66.547m for the following reasons: -

	19/20 £'000	20/21 £'000	21/22 £'000	22/23 £'000	23/24 £'000
Capital Programme for Quarter 3 approved by District Executive in February 2020	57,390	10,011	3,004	84	0
Profiling amendments to capital programme	608	-1,298	690		
S106 funded projects		-22			
Less projects moved to reserve list:					
Investment in Property - The Ralph, Marlow	-423				
Investment in Property - Land at Dunball Trading Estate	-4				
Disabled facilities Grants		-407			
Affordable Housing – 117 Sherborne Rd, Yeovil	-25				
Plus allocations from reserve list:					
Investment in Property	8,518				
Affordable Housing – 23 Southway Drive, Yeovil	42				
Transformation	85				
Brympton Way Building Improvements		25			
Birchfield Pumping Station		45			
Add projects added to Area schemes:	17				
RCCOs & Virements:					
Octagon Electricity Upgrade & Air-Cooling	43				
Plus projects added to Capital Programme:					
Chard Regen – Phase 1 Construction		7,016	5,956		
Loan to Elleston	132				
EV Charge Points	90				
Westlands Improvement Works		800			
Chard Reservoir & Dam Outlets		18			
Installation of PV Panels		14	10		
Battery Storage/LED Bulbs at Yeovil Rec			10		
YIC – Car Park Extension		94			
Car Park Improvement Works		310			
Brympton Way Improvement Works		21			
Land Drainage Improvements		25			
CCTV Contribution to new system		25			



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Plus projects added to Capital Programme:					
Home Repairs Assistance		60			
HMO Grants		60			
Renewal of Skate Park provision in Area South		30	210	100	
Disabled Facilities Grants		1,239			
Capital Salaries	74				
Revised Capital Programme for Q4 2019/20	66,547	18,066	9,880	184	0

(Negative figures = income / balance available, positive figures = costs / use of funds available)

Additional Income

11. This section highlights any new funding or changes to external funding that have been received by the Council 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 2019/20 £'000	Additional funding Received 2020/21 £'000
S106 Commuted Sum – Copse Lane		-11
YWPC – Contribution to Crematorium Refurbishment	-45	
Disabled Facilities Grant		-1,239
Highways England Grant	-90	
Future High Street Fund Bid Grant	-150	

Completed schemes (including feasibility)

12. The table below shows the projects/schemes completed in the period with a value over £25k. *Note: 'IP' denotes 'Investment in Property'*

Scheme	Revised Net Budget £'000	Actual Spend £'000	Within acceptable limits?	Responsible Officer
IP - Alchemy, Welwyn Garden City	10,332	10,332	Y	R Orrett
IP - D1 Christchurch Bus Pk	7,485	7,484	Y	R Orrett
IP - The Ralph, Marlow	6,343	6,343	Y	R Orrett
IP - King William House, Bristol	5,736	5,736	Y	R Orrett
IP - B&Q Glastonbury	4,682	4,682	Y	R Orrett
IP - Centurion Mill, Exeter	4,469	4,468	Y	R Orrett
IP - 27-29 Sherwood Road, Bromsgrove	3,941	3,941	Y	R Orrett
IP - Bell House, Milton Keynes	3,085	3,084	Y	R Orrett
IP - Reevesland ind. Est, Newport	2,977	2,976	Y	R Orrett
IP - Trafalgar House, Taunton	1,865	1,865	Y	R Orrett
Purchase of Road Sweeper (1)	145	141	Y	C Cooper
Purchase of Road Sweeper (2)	141	141	Y	C Cooper
Octagon: Elec & Air Con Upgrade	129	129	Y	A Burgan
Affordable Housing - 23 Southway Drive, Yeovil	120	120	Y	J Calvert
Affordable Housing - Jarmin Way, Chard	100	100	Y	J Calvert



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Scheme	Revised Net Budget £'000	Actual Spend £'000	Within acceptable limits?	Responsible Officer
Affordable Housing - 117 Sherborne Rd, Yeovil	73	73	Y	J Calvert
Canal Way, Ilminster Play Area Equip	59	60	Y	S Barnes
Isuzu Boxed Tipper 1	46	46	Y	C Cooper
Isuzu Boxed Tipper 2	46	46	Y	C Cooper
Stoke Sub Hamdon Rec Ground	36	36	Y	D Haines
Iseki Tractor with cab	30	30	Y	C Cooper
Octagon Dimmers/LED Lighting	30	30	Y	A Burgan
Transfer of Castle Cary Market House	25	29	N	R Orrett
Mobile Devices for Council Members	33	27	N	D Chubb

13. In order for an over/under spend to be within acceptable limits, the variation on budget should be within £10,000 or 5% (whichever is greater) of revised budget. On this basis, 54 of the total 57 completed schemes (including those below £25k) are within an acceptable margin of the overall budget. These are identified as the schemes shaded in green on Appendix A, whilst the completed schemes outside of the acceptable margin are shaded in yellow. In terms of financial impact, the combined £3k underspend on the 3 schemes outside of the benchmark is not significant to the overall Capital Programme.
14. Each Area Committee was allocated an additional £25,000 in February 2019 for schemes in 2019/20. The table shows that following scheme approvals in 2019/20, Area unallocated capital balances have increased by £7,000.

	Area East £'000	Area North £'000	Area South £'000	Area West £'000	Totals £'000
Position at start of financial year	34	141	237	130	542
Additional resources approved by District Executive for 19/20	25	25	25	25	100
Allocations to/(from) reserve during year	-1	-46	-7	-40	-93
Position at end of financial year	58	120	255	115	549

Financing of the Capital Programme

15. The gross spend of £65.482m is the total capital expenditure that needs to be financed either through cash resources or borrowing. Members are recommended to approve the final financing of the capital programme from the following sources: -

Resources Used	£'000
Capital Receipts	4,887
Borrowing	56,781
External Contributions from funding partners	303
Capital Fund	551
Internal Borrowing Receipts	351
Capital Grants from Central Government	1,028
Loan Repayments (capital receipts)	1,581
Total Resources Used	65,482

16. We contributed £64,151m towards the £65,482m we spent last year with the balance utilising external funding/contributions. This means, for every £1 of our capital resources we contributed, we received 2p from external organisations.

Outstanding Loans

17. As part of the agreed loans policy the amount of any outstanding loans at the end of each financial year must be reported to this committee. As at 31st March 2020 the following loans were outstanding:

Borrower	Original Sum Lent £	Fixed Interest Rate	Outstanding at 31 March 20 £	Period of Loan	Final Repayment Date
Hinton St George Shop	190,000	2.67%	148,683	20 years	February 2036
Somerset Waste Partnership (1)	1,567,216	2.22%	795,352	7 years	August 2023
Somerset Waste Partnership (2)	4,125,205	3.19%	4,125,205	10 years	October 2029
OPIUM	14,508,705	Various	13,157,055	7.5 years	July 2026
Elleston	132,000	5.00%	132,000	7 years	2026/27
Total Outstanding			18,358,295		

18. There is also £4,600 outstanding in relation to the sale of council house mortgages, and £27,917 in car and bike loans.
19. Wessex Home Improvement Loans (WHIL) works in partnership with the Council to provide finance to home owners for essential maintenance and improvement works to their property. Loans are increasingly replacing grants allowing the Council to re-circulate funds. The Council has £672,988 of capital invested with WHIL. As at 31 March 2020 there was £501,599 on the loan book and £171,389 as available capital.

Section 106 Agreements

20. S106 agreements are legal agreements between Local Authorities and developers that are linked to a planning permission. The total balance held as at 31 March 2020 was £4,091,736. This is purely a South Somerset District Council financial summary, more detail on S106's is given to Area Committees on a quarterly basis.

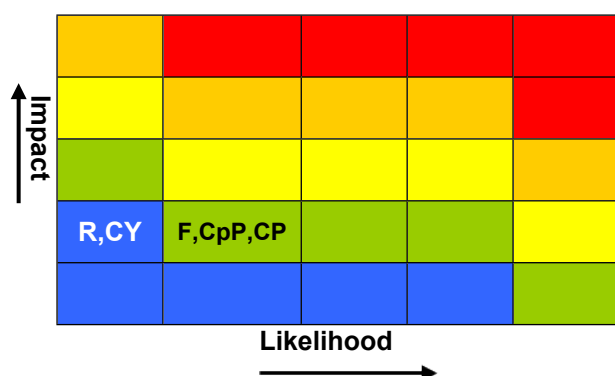
Financial Implications

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

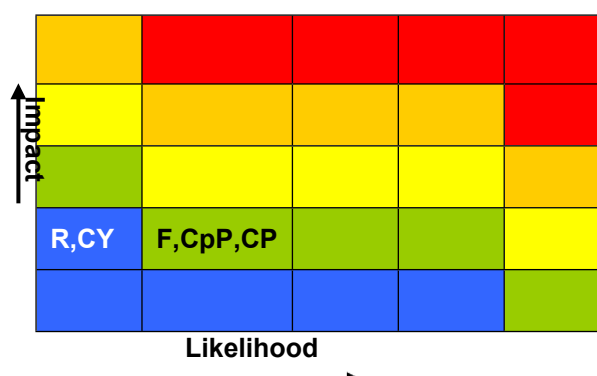
Risk Matrix

The risk matrix shows risk relating to the Corporate Plan headings.

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

22. There are no specific implications in these proposals.

Carbon Emissions and Climate Change Implications

23. There are no specific implications in these proposals.

Equality and Diversity Implications

24. There are no specific implications in these proposals.

Background Papers

Capital Monitoring Quarter 1 to 3 Reports to District Executive

REVISED CAPITAL PROGRAMME 2019/20 - 2023/24

CAPITAL PROGRAMME GROSS EXPENDITURE 2019/20 - 2023/24

Scheme	Original Approval Date	Current Approved Budget £000s	Spend in Previous Years £000s	2019/20 Estimated Spend £000s	2019/20 Actual Spend to 31 March 2020 £000s	2019/20 Projected Further Spend £000s	Future Years Estimated Spend £000s	Total Forecast Project Spend £000s	Forecast Underspend (-) / Overspend £000s	Forecast Underspend (-) / Overspend %	Project Officer	Comments
STRATEGIC MANAGEMENT												
Chief Executive - Alex Parmley												
Portfolio Holder - Cllr Val Keitch												
Transformation	Mar-16	2,689	2,379	310	310	0	0	2,689	0	0%	T Beattie	Remaining spend largely related to final transitional resources. Close budget monitoring will continue by the future state board and the updates provided to DX. Spend expected to be under remaining Transformation reserve funding.
Subtotal for Strategic Management		2,689	2,379	310	310	0	0	2,689	0			
COMMERCIAL SERVICES & INCOME GENERATION												
Director - Clare Pestell												
ARTS AND ENTERTAINMENT												
Service Manager - Adam Burgen												
Portfolio Holder - Cllr John Clarke												
Portfolio Holder - Cllr Val Keitch												
Octagon Dimmers/LED Lighting	Feb-16	71	41	30	30	0	0	71	0	0%	A Burgen	Project complete.
Octagon Electricity Upgrade & Air Cooling	Feb-19	129	0	129	129	0	0	129	0	0%	A Burgen / R Orrett	Works have completed. Costs over SSDC capital contribution of £86k were met from the Ticket Levy.
Westland Entertainment Venue - Works & Loan	Oct-15	2,407	2,838	-431	0	-431	0	2,407	0	0%	A Burgen	Works finished in 17/18. Internal loan repayments being made in line with original agreement. Works to be removed from programme.
Westlands Building Improvement Works	Feb-20	800	0	0	0	0	800	800	0	0%	A Burgen / R Orrett	2020/21 Scheme.
Upgrade Joanna France Building	Feb-16	27	0	0	0	0	27	27	0	0%	K Munday	Heads of Terms being agreed Q1 20/21. Once agreed then YOAC and SSDC works can commence. On site works proposed Autumn/Winter 20/21.
ENVIRONMENTAL SERVICES												
STREETSCENE												
Service Manager - Chris Cooper												
Portfolio Holder - Cllr Sarah Dyke												
Purchase of Road Sweeper	Feb-17	145	0	145	141	4	0	141	-4	-3%	C Cooper	Sweeper now purchased.
Purchase of Road Sweeper	Apr-19	141	0	141	141	-0	0	141	0	0%	C Cooper	Sweeper now purchased. Internally funded.
Double-cab Tipper	Apr-19	14	0	14	14	1	0	14	-1	-4%	C Cooper	Tipper now purchased. Internally funded.
Iseki Tractor with cab	May-19	30	0	30	30	-0	0	30	0	1%	C Cooper	Tractor now purchased. Internally funded.
Wessex 4.3m Hedge Cutter	May-19	13	0	13	13	0	0	13	-0	-3%	C Cooper	Hedge cutter now purchased. Internally funded.
Wessex 410 Roller Mower	May-19	18	0	18	17	1	0	17	-1	-6%	C Cooper	Roller mower now purchased. Internally funded.
Ford Transit w/elec Tail-Lift	May-19	16	0	16	16	0	0	16	-0	0%	C Cooper	Van now purchased. Internally funded.
Ford Transit 350 FE65 BSZ	Oct-19	15	0	15	15	-0	0	15	0	2%	C Cooper	Van now purchased. Internally funded.
Isuzu Boxed Tipper 1	Dec-19	46	0	46	46	0	0	46	-0	-1%	C Cooper	Tipper now purchased. Internally funded.
Isuzu Boxed Tipper 2	Dec-19	46	0	46	46	0	0	46	-0	-1%	C Cooper	Tipper now purchased. Internally funded.
Ford Transit Van	Dec-19	14	0	14	14	0	0	14	-0	0%	C Cooper	Van now purchased. Internally funded.
FORST ST6P Trailled Wood Chipper	Nov-19	15	0	15	15	1	0	15	-1	-3%	C Cooper	Wood Chipper now purchased. Internally funded.
LEISURE, RECREATION & TOURISM												
COUNTRYSIDE												
Service Manager - Katy Munday												
Portfolio Holder - Cllr Mike Best												
Riverside Park Planting Scheme	Dec-99	23	17	2	0	2	4	23	0	0%	R Whaites	This work is on hold due to the Covid-19 restrictions in place, any development work on this site will be on hold until the rangers catch up with the day to day running of the overall park.
Land at Schuldharm Ham Hill	Dec-99	286	281	5	2	3	0	283	-3	-1%	K Munday	Land purchase project complete.
Ninesprings Café Extension	Feb-19	103	0	3	2	1	100	103	0	0%	K Munday	Final fundraising required to complete project budget. Lack of officer time currently so project moved to 21/22.
Works to Chard Reservoir Dam & Outlets	Feb-20	18	0	0	0	0	18	18	0	0%	K Munday	2020/21 Scheme.
Installation of PV Panels on Ninesprings Café	Feb-20	10	0	0	0	0	10	10	0	0%	K Munday	2020/21 Scheme.
YEovil REC												
Service Manager - Katy Munday												
Portfolio Holder - Cllr Mike Best												
Yeovil Rec - J O'Donnell Pavilion upgrade	Feb-19	100	0	5	5	-0	95	100	0	0%	K Munday	Project delayed due to Covid-19 lockdown. Aiming for Autumn submission date to enable project to start in Jan/Feb '21.
Installation of PV Panels on J O'Donnell Pavilion	Feb-20	30	0	0	0	0	30	30	0	0%	K Munday	2020/21 Scheme.
Battery Storage or LED Bulbs at Yeovil Rec	Feb-20	10	0	0	0	0	10	10	0	0%	K Munday	2020/21 Scheme.
PROPERTY, LAND & DEVELOPMENT												
ENGINEERING AND PROPERTY SERVICES												
Service Manager - Robert Orrett												
Portfolio Holder - Cllr Sarah Dyke												
Commercial Loan	Jul-17	14,517	11,200	3,317	3,317	-0	0	14,517	0	0%	R Orrett	Final works to complete Phase 1 currently being delivered. Second phase commenced.
Investment Properties	Various	73,738	22,826	50,912	50,913	-1	0	73,738	0	0%	R Orrett	11 of 11 Investment Property purchases completed
Yeovil Innovation Centre - 1st Floor Fit-Out	May-19	320	0	315	299	16	5	320	0	0%	R Orrett	Fit out works fully delivered and lease complete. Retention due next year.
Yeovil Innovation Centre - Car Park Extension	Feb-20	94	0	0	0	0	94	94	0	0%	J Divall / R Orrett	2020/21 Scheme.
Car Park Enhancements	Feb-17	235	207	28	0	28	0	235	0	0%	R Orrett	Surfacing works to be implemented in 2020/21. Delayed due to staff shortage.
New Car Parks	Feb-08	810	570	0	0	0	240	810	0	0%	R Orrett / I Case	Millers Garage site works to be completed 2020/21.
Electric Vehicle Charge Points	Jan-19	90	0	90	90	-0	0	90	0	0%	R Orrett / I Case	Installation complete with outstanding items, final account and grant to be finalised.
Car Park Improvement Works	Feb-20	310	0	0	0	0	310	310	0	0%	R Orrett / I Case	0.00

Enhancement to SSDC Bldgs	Feb-16	559	359	29	29	-0	171	559	0	0%	R Orrett	Works to Petters have been delivered, remaining works will be in 20/21.
Brympton Way Building Improvement Works	Feb-20	105	0	0	0	0	105	105	0	0%	R Orrett	0.00
Capital Works to Council Portfolio	Feb-19	139	0	7	7	-0	132	139	0	0%	R Orrett	Works to be delivered in 20/21.
Transfer of Castle Cary Market House	Apr-16	45	20	25	29	-4	0	49	4	9%	R Orrett	Transfer now concluded.
Lufton 2000, Yeovil - All Phases	Dec-99	1,280	1,280	0	0	0	1,280	0	0	0%	R Orrett	No current works identified.
Land Drainage Maintenance Improvements	Feb-20	25	0	0	0	0	25	25	0	0%	R Orrett	2020/21 Scheme.
District Wide CCTV Contribution to new system	Feb-20	25	0	0	0	0	25	25	0	0%	R Orrett	2020/21 Scheme.
Birchfield Leachate Pumping Station	Feb-20	45	0	0	0	0	45	45	0	0%	R Orrett	2020/21 Scheme.
Yeovil Crematorium 5 year plan	Feb-16	686	668	18	12	6	0	686	0	0%	P Biggenden	Further works being considered in 20/21.
Confidential Scheme	Jul-17	4,100	496	400	400	0	3,204	4,100	0	0%	P Biggenden	Main project to start March/April 2020
Petters Way Refurbishment	Jun-18	250	132	90	90	-0	28	250	0	0%	P Biggenden	Further refurbishment works due in 20/21.
Manor Farm, Forton	S106	98	86	12	12	-0	0	98	0	0%	M Hicks	Project completed.
Subtotal for Commercial Services & Income Generation		101,998	41,021	55,499	55,873	-374	5,478	101,993	-5			
SERVICE DELIVERY												
Director - Martin Woods												
SERVICE DELIVERY FUNCTIONS												
ENVIRONMENTAL HEALTH												
Service Manager - Nigel Marston												
Portfolio Holder - Cllr Val Keitch												
Disabled Facilities Grants	Apr-19	13,733	11,627	867	867	-0	1,239	13,733	0	0%	V Dawson	Underspend at year end as predicted. Increase in large schemes has impacted on overall number processed. Looking at further resource next year to improve spend further.
Empty Property Grants	May-19	1,324	1,239	12	12	0	73	1,324	0	0%	V Dawson	Difficulty with resources to be able to progress this area. Will address though Housing CoP work during 20/21.
Home Repairs Assistance	Jun-19	1,482	1,350	42	24	18	90	1,482	0	0%	V Dawson	Grant requests have not come forward as predicted hence underspend.
HMO Grants	Jul-19	781	661	60	45	15	60	781	0	0%	V Dawson	Spend less than anticipated in last quarter due to properties not coming forward resulting in overall underspend.
ECONOMIC DEVELOPMENT												
Service Manager: Nigel Marston												
Portfolio Holder - Cllr John Clarke												
Yeovil Innovation Centre Phase II	Feb-16	1,747	1,680	51	50	1	16	1,747	0	0%	P Biggenden	Retention sum has been paid, minor works ongoing to spend available budget which will slip into 20/21.
Yeovil Innovation Centre Photovoltaics		0	0	0	0	0	0	0	0	0%	P Biggenden	Works being co ordinated with possible roof renewal.
Chard Regeneration	Jan-19	16,409	437	1,711	1,711	0	14,261	16,409	0	0%	P Paddon / R McElliot / M Holmes	Alliance Leisure Services now co-ordinating the construction of Phase 1. Phase 1 costs now know for certain and fully profiled.
Yeovil Refresh	Jan-19	2,500	0	479	479	-0	2,021	2,500	0	0%	P Paddon / I Timms / M Holmes	Design work started April 2019. SSDC net budget now forecast for future years.
Wincanton Regeneration	Dec-99	2,000	0	0	0	0	2,000	2,000	0	0%	P Paddon / P Williams	Project due to start in 2020/21. SSDC net budget now forecast for future years.
Market Towns Vision	Dec-99	5	0	5	5	0	0	5	0	0%	P Paddon / P Williams	No further spend in 2019/20. Remaining funds in Market Towns Vision Reserve.
HOUSING												
Portfolio Holder - Cllr Val Keitch												
Affordable Housing - Furnham Road Phase II/Jarmin Way, Chard (Knightstone)	Oct-15	200	100	100	100	0	0	200	0	0%	J Calvert	Scheme completed.
Affordable Housing - North Street, Crewkerne	Sep-16	1,040	0	1,040	780	260	0	1,040	0	0%	J Calvert	The Start-on-Site tranche was claimed as soon as works commenced. Project due to complete Jan '21 due to Covid-19 delays and on site ground issues.
Affordable Housing - West End Close, South Petherton (Stonewater)	Nov-17	996	218	778	0	778	0	996	0	0%	J Calvert	Site to complete fully in Aug '20.
Affordable Housing - 4 Properties Chard Working Mens Club (Stonewater)	May-17	216	0	216	162	54	0	216	0	0%	J Calvert	Start on site 75% tranche now claimed. Final tranche due to be claimed in Feb '21. Covid-19 delays and issues with drainage in the process of being solved.
Affordable Housing - 5 Bought not Built (BCHA)	Jul-17	92	74	18	19	-0	0	92	0	0%	J Calvert	Scheme completed.
Affordable Housing - Magna at South St, Crewkerne	Dec-99	0	0	0	0	0	0	0	0	0%	J Calvert	Scheme completed.
Affordable Housing - Refurbishment of SSDC owned property	Mar-19	55	0	55	0	55	0	55	0	0%	J Calvert	Refurbishment work due to complete August '20.
Affordable Housing - The Link Day Centre	N/A	5	0	5	5	0	0	5	0	0%	J Calvert	Scheme completed.
Affordable Housing - Yeovil (117 Sherborne Rd)	Feb-14	73	0	73	73	-0	0	73	0	0%	J Calvert	Scheme completed.
Affordable Housing - 23 Southway Drive, Yeovil	Apr-19	120	0	120	120	-0	0	120	0	0%	J Calvert	Purchase of property completed.
LOCALITIES												
AREA NORTH												
Service Manager - Tim Cook												
Area Chairman - Cllr Adam Dance												
Area North Committee Allocation		87	13	75	25	50	0	87	0	0%	T Cook	Updates reported to Area Committee. 3 of 6 schemes completed.
AREA SOUTH												
Service Manager - Natalie Ross												
Area Chairman - Cllr Peter Gubbins												
Area South Committee Allocation		14	0	14	5	9	0	14	0	0%	T Cook	Updates reported to Area Committee. 1 of 3 schemes completed.
AREA EAST												
Service Manager - Tim Cook												
Area Chairman - Cllr Henry Hobhouse												
Area East Committee Allocation		47	5	42	33	9	0	47	0	0%	T Cook	Updates reported to Area Committee. 4 of 7 schemes completed.
AREA WEST												
Service Manager - Tim Cook												
Area Chairman - Cllr Jason Baker												
Area West Committee Allocation		65	0	42	29	13	23	65	0	0%	T Cook	Updates reported to Area Committee. 2 of 5 schemes completed.
LOCALITY (PHW)												
Service Manager - Tim Cook												

Lead Specialist - Nicola Hix												
Portfolio Holder - Cllr Peter Seib												
Capital Salaries		3,031	2,957	74	74	-0	0	3,031	0	0%	N Hix	Allocation of budget made in line with time spent on various capital projects.
Loan to Somerset Waste Partnership - Repayment (1)	Oct-14	0	0	0	0	0	0	0	0	0%	N Hix	Loan repayments were made as agreed.
Loan to Somerset Waste Partnership for Vehicles (2)	Feb-17	5,000	0	4,125	4,125	-0	875	5,000	0	0%	N Hix	Majority of loan for vehicles was drawn down in February 2020. Loan agreement in place linked to a repayment schedule. Repayments start in April 2020. Remainder of
Loan to Somerset Waste Partnership - Repayment (2)	Feb-17	0	0	0	0	0	0	0	0	0%	N Hix	Loan repayments being made as agreement.
Loan to Hinton St George Shop - Repayment	Oct-15	0	0	0	0	0	0	0	0	0%	N Hix	Loan repayments being made as agreement.
Loan to Elleston	Dec-99	132	0	132	132	0	0	132	0	0%	N Hix	Loan drawn down. Repayments scheduled for 2021/22 onwards.
ICT SERVICES												
Lead Specialist - Toffe Beattie												
Portfolio Holder - Cllr Peter Seib												
ES Upgrade	Feb-19	30	0	0	0	0	30	30	0	0%	D Chubb	Project delayed, now due to commence in Qtr 2 of 2020/21.
Mobile Devices for Council Members	Feb-19	33	0	33	27	6	0	33	0	0%	D Chubb	Devices purchased and issued within budget.
Firewalls & Security	Feb-19	25	0	25	6	19	0	25	0	0%	D Chubb	Project commenced. New firewalls in place. Other security upgrades were delayed to ensure alignment with the Digital Strategy.
Total for Support Services		8,251	2,957	4,389	4,365	24	905	8,251	0			
Total Gross Capital Programme		163,278	68,601	66,547	65,482	1,066	28,130	163,276	-3			

CAPITAL PROGRAMME FUNDING 2019/20 - 2023/24

Funding	£000s
External Grants & Contributions - Assets	601
External Grants & Contributions - REFCUS	2,631
Repayment Loans	10,970
Capital Fund	3,408
Internal Borrowing Reserve	353
Usable Capital Receipts	6,599
Externally Borrowed not Usable Capital Receipts	70,115
Total Capital Programme Financing	94,677

REFCUS = Revenue Expenditure Funded by Capital Under Statute. This is expenditure on assets not owned by the authority e.g. parish play areas funded through S106.

RESERVE SCHEMES APPROVED IN PRINCIPLE

Scheme	Original Date of Project Approval		Previous Year's Spend £000s	2019/20 Est Spend £000s	Actual Spend to 30 June 2019 £000s	Future Est Spend £000s
Wyndham Park Community Facilities	Mar-17		0	0	0	400
Market Towns Vision	Feb-06		377	0	0	345
Investment in Land, Property & Renewables			0	0	0	71,153
Gas Control System - Birchfield	Feb-13		130	0	0	440
Affordable Housing - Unallocated	Feb-14		0	0	0	1,155
Affordable Housing - Rural Contingency Fund	Sep-16		0	0	0	500
Affordable Housing - Bought not built Allocation			0	0	0	201
Affordable Housing - Mortgage Rescue Contingency Fund			0	0	0	277
Investment in Market Housing	Feb-15		0	0	0	1,931
Disabled Facilities Grant			0	0	0	1,228
ICT Replacement			0	0	0	187
Transformation	Mar-16		0	0	0	61
Contingency for Plant Failure			0	0	0	174
Home Farm, Somerton			0	0	0	298
Lufton 2000, Yeovil - All Phases	Apr-99		1,280	0	0	240
Sports Zone	Feb-08		0	0	0	0
Gypsy & Traveller Acquisition Fund	Feb-09		17	0	0	133
Infrastructure & Park Homes Contingency	Sep-09		0	0	0	91
Total Reserve Schemes Approved in Principle			1,804	0	0	78,814

AREA RESERVE SCHEMES

Scheme	2019/20 Est Spend £000s	Actual Spend to 31 March 2020 £000s	Future Est Spend £000s	Total Forecast Spend £000s
North	75	25	120	170
South	14	5	255	264
East	42	33	58	68
West	42	29	138	151
Total	172	91	572	653

Scheme	2019/20 Est Spend £000s	Actual Spend to 31 March 2020 £000s	Future Est Spend £000s	Total Forecast Spend £000s
Capital Programme	66,547	65,482	28,130	94,677
Contingent Liabilities and Reserve Schemes	172	91	79,386	79,558
Total Capital Programme to be Financed	66,720	65,573	107,516	174,235

Projects agreed before November 2015

The table below highlights the schemes agreed before November 2015, and provides a reason for the delay in their progression. Members need to confirm their approval for the project to stay in the capital programme.

Project	Date Funding Agreed	Original Budget £'000	Remaining Budget £'000	Reason for Delay (Update from Officer)	Risks of not retaining funding (Update from Officer)
Land Acquisition & Enhancements at Waterside Road	Feb 08	35	3	Land now acquired. Liaising about possible transfer to Wincanton Town Council.	Tree management scheme complete, car park enhancement works complete. Transfer of land to WTC expected in 20/21.
New Car Parks	Feb 08	810	240	The majority of the scheme has been delivered in previous years. With the remaining element there have been delays with obtaining planning consent and also releasing the legal covenant. This is now resolved so we can progress to tender and construction in 20/21.	There has been significant expenditure to purchase the land. This funding is required to finish construction of this car park. Without it the site would remain unusable.
Wincanton Community Sports Centre 10 year plan	Sep 12	178	42	New 10 year plans for our sports facilities were completed during 2018 and highlight that this money is still required. It will be spent on the agreed maintenance programmes by the Property Service team, although this team currently lacks the staff resource required to implement the planned preventative maintenance identified.	If this budget were to be removed, then finance would not be available for planned preventative maintenance, which could eventually result in the failure of plant and could lead to the temporary closure of facilities.

Revenue Outturn Report for 2019/20

Executive Portfolio Holder: Peter Seib, Finance and Legal Services
Strategic Director: Nicola Hix, Support Services
Service Manager: Jo Nacey, Section 151 Officer
Lead Officer: Paul Matravers, Lead Specialist, Finance
Contact Details: Paul.Matravers@southsomerset.gov.uk or (01935) 462275

Purpose of Report

1. To inform Members of the actual spend against budgets for the 2019/20 financial year.

Forward Plan

2. This report appeared on the District Executive Forward Plan with an anticipated Committee date of July 2020.

Public Interest

3. The Council is accountable to the public for its financial performance. This report demonstrates the financial management performance for the last financial year (2019/20), describing larger differences between planned and actual net spending during the year, and summarises the end of year position for reserves and balances.

Recommendations

4. The Executive is recommended to:
 - (a) Note the net spending for the year of £16,357,133, an underspend of £834,349 (4.85%) compared to final budget, and explanations of variances from budget holders for the 2019/20 financial year as shown in paragraphs 7-10;
 - (b) Approve budget carry forwards of £340,670 into the 2020/21 budget (as shown in Appendix B);
 - (c) Approve individual service overspends are funded from general balances and the net underspend of £493,679 after carry forwards is returned to general balances;
 - (d) Approve the budget virements in paragraph 38, table 7;
 - (e) Note the virements in Appendix E;
 - (f) Note the use of the specific reserves in paragraph 31 and the transfers to and from balances outlined in the General Fund table paragraph 32, table 5;
 - (g) Note the position of the Area Committee balances in paragraph 35.

5. Full Council approved the original 2019/20 budget in February 2019. This represents the financial plans that the District 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.
6. District Executive has received regular budget monitoring reports throughout the year which have highlighted variances from budgets and comments from the budget holders.

Summary of Revenue Outturn Position

7. Overall, the outturn position for the year shows a net underspend against approved budget. The main reason for the underspend is the achievement of surplus income from commercial investments which has significantly exceeded the budget and helped to offset some in year spending pressures. Surplus income was also achieved on the treasury income performance, which reflects the diversification into long-term strategic (pooled) investments, which returned a higher yield.
8. The table below shows a high-level summary by Directorate of the revenue outturn position. It shows the overall outturn for SSDC Services in 2019/20 was £834,349 underspent (or 4.85%) against the final budget.

Table 1 – Revenue Budget Outturn 2019/20

Directorate	Original Budget £'000	Movement During the Year £'000	Final Budget £'000	Actual Spend £'000	Variation on Spend £'000	Variation on Spend after Carry Forwards
Chief Executive	641	-87	555	560	5	5
Strategy	1,720	973	2,693	2,427	-266	-169
Support Services	4,712	-728	3,984	4,274	290	300
Service Delivery	2,460	190	2,650	2,662	13	217
Commercial Services & Income Generation	6,664	646	7,310	6,434	-876	-847
Total	16,197	994	17,192	16,357	-834	-494

(Negative figures = income / reduction in budget, positive figures = costs)

9. Budget holders have been asked to provide an explanation of the variance in their service, giving reasons for the overall under or overspend. Appendix A to this report sets out the detail of the outturn position on Council spending and the carry forwards requested under the financial procedure rules.
10. The Services with significant variances (over £100,000) after carry forwards are as follows:

Table 2 – Significant Differences Between Outturn and Budget

Service	Service Manager	Variance £'000	Budget Holders' Comments
Commercial Investments	Robert Orrett	-812.3 F	£880k attributable to additional rental income due to progress of the Commercial Strategy ahead of budget.



Service	Service Manager	Variance £'000		Budget Holders' Comments
Building Control	Nigel Marston	198.8	A	Pay budgets were overspent due the use of agency staff employed to meet the resource requirements.
Development Management	Nigel Marston	282.7	A	Pay budgets were overspent due the use of agency staff employed to meet the resource requirements. Application numbers around average for the year, but larger fee applications have reduced resulting in under achievement of income.
Finance Corporate Costs	Nicola Hix	-194.3	F	Net over achievement of income meant that £1m could be moved to the Medium Term Financial Support Fund Reserve for budget pressures in 20/21, and £0.3m to the Treasury Management Risk Reserve.
Support Service Functions	Toffer Beatie	450.9	A	Software and hardware maintenance costs along with network connectivity have been centralised, however this was not reflected in the budget which remained in individual services budgets. This resulted in an adverse variance shown on this budget, but hidden underspends across other service variances. Virements to correct this going forward will be completed in 2020/21 in line with Digital Strategy Implementation.

F = Favourable (underspent and/or income surplus), A = Adverse (overspent and/or income shortfall)

Delivery of Savings

11. As part of effective financial planning and control it is important to monitor that savings proposed in the 2019/20 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.

Table 3 – 2019/20 Budgeted Major Savings (over £25,000)

Description	Income/ Saving Target £'000	Actual Saving at Year-End £'000	Shortfall £'000
Transformation (See paragraph 15 regarding one-off service resilience transitional costs of £494,900 for 19/20)	756.8	756.8	0
Sales, Fees and Charges - Arts	5.4	5.4	0
Sales, Fees and Charges - Planning	15.0	0	15
Sales, Fees and Charges - Licensing	9.3	9.3	0
Sales, Fees and Charges - Welfare/Careline	12.4	8.4	4
Sales, Fees and Charges - Horticulture/ Street Scene	21.8	21.8	0
Sales, Fees and Charges - Countryside	11.0	11.0	0
Parking Fee Income	135.0	45.0	90
Insurance Premiums Procurement saving	50.0	50.0	0
Total Major Savings	1,016.7	907.7	109

(Negative figures = excess, positive figures = shortfall)



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12. As reported throughout 2019/20 one-off service resilience transitional costs of £494,900 for 2019/20 were agreed by District Executive in June 2019. Whilst the approved budget (and table 5 above) reflects the full delivery of savings per the business case it is appropriate to recognise some of the savings have effectively been reinvested to provide service resilience and meet workload as changes continue to be made.

Carry Forwards

13. In the Financial Procedure Rules, Managers can request that specific underspends (minimum of £5,000 for any specific purpose) may be carried forward to the following year. However, those rules also state that District Executive may waive this depending on corporate need.
14. The accounting rules require that grants need to be accounted for in the year they are actually paid/received and not when committed. Therefore, the carry forward on the grant budgets reflects the commitments to pay grants that have been made by the various committees.
15. Specific carry forward requests amounting to £340,670 are shown in Appendix B and the District Executive is recommended to approve these. This would effectively result in a net underspend after carry forwards of £493,679.
16. Under the Council's Financial Procedure Rules, District Executive can approve an overspend of a maximum of £25,000 to be carried forward into the following year unless District Executive agree that they are funded from General Balances. The service areas that would need to carry the overspend forward would have difficulty finding savings to compensate and, in considering also the fact the overall outturn is below budget, it is recommended that no overspends are carried forward to individual services in 2020/21 on this occasion.

Council Tax Scheme

17. The Council Tax Support Scheme (CTS) provides for discounted tax charges to households with lower income. The authority has set an estimated budget for 2019/20 of £9.042m within the Council Tax Base for annual CTS discounts. A total of £8.908m has been allocated as at 31st March 2020. 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 (SSDC share is c14.3% for 2019/20). For information, the budget for 2020/21 is £9.397m.
18. A Hardship Scheme is in place for extreme circumstances with a budget of £30K for the year. By the end of 2019/20 the Council had received 121 requests for hardship relief, of which 108 were successful. The amount awarded for the financial year was £18,166 compared to 97 successful claims at a value of £14,330 in 2018/19.
19. The in-year collection rate for Council Tax was 96.91% for 2019/20 compared to 97.38% for 2018/19. The number of people opting to pay by 12 instalments rather than 10 continues to increase (currently 16,834 households). In respect of prior years' outstanding debt, at the end of 2019/20 we had reduced the total of £7.567m outstanding by £2.243m.

Non Domestic Rates



South Somerset District Council

20. The in-year collection rate for Non Domestic Rates at 31 March 2020 was 96.64% for 2019/20 compared to 97.49% for 2018/19. In respect of prior years' outstanding debt, at the end of 2019/20 we had reduced the total of £2.628m outstanding by £918K.
21. 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. For 2019/20 this distribution is based on the one-off 75% BRR Pilot arrangements (Gov 25%, SSDC 44%, SCC 30%, Fire 1%).
22. The final business rates funding end of the year position for 2019/20 has delivered positive news regarding the resources available to SSDC both from our individual in year income position and the gain due being part of the Somerset Business Rates Pool. For 2019/20 we are reporting a total surplus of £681,620.
23. The surplus results from a number of factors including higher business rates net growth than budgeted; variances in reliefs/discounts awarded and non-collection losses (bad debts).
24. This Revenue Outturn report reflects a transfer of the £681,620 surplus to the NNDR Volatility Reserve. This reserve then stands at £2.696m for future volatility on Non Domestic Rates as shown in table 4.

Council Tax Reforms

25. Members agreed to amend some discounts to Council Tax from 1st April 2013, one of which relates to long term empty properties (unfurnished and unoccupied for 2 years or more). There were 199 such properties at the end of March 2020. 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 208. Most of this reduction is attributable to the change in the premium charged from 1 April 2019 (see next paragraph). Tax payers have been better at telling us about the status of their properties i.e. if they are a second home or now occupied.
26. Legislation gives councils the power to increase the Council Tax premium on empty homes. During the final debate on the Rating (Property in Common Occupation) and Council Tax (Empty Homes Premium) Bill, MPs approved an amendment to enable councils to levy up to 200 per cent council tax premium on homes that have been empty for between five and 10 years and up to 300 per cent premium on homes that have been empty for 10 years or more. This is in addition to existing plans to allow councils to double the council tax premium for homes that have been empty for two years or more. A report was approved by District Executive on the 7th February 2019. From the 1st April 2019 dwellings that have been empty for more than two years, a premium of 100% of the charge will be added (this was previously 50%). Further changes will come into effect from 1st April 2020.

Discretionary Housing Payments

27. The Government DHP funding allocation for 2019/20 is up to £233K. In addition to this, the Council is permitted to spend up to £349K of its own money on DHP awards, although no budget has been set for this discretion. By the end of the year we had processed 420 DHP applications, 355 of which were successful with a total award value of £206K. The total sum paid represents 88.41% of the Government DHP grant.



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28. Universal Credit recipients have their housing cost support paid directly by DWP, however they are still able to apply to SSDC for a DHP and the number of Universal Credit recipients in the district is increasing each month. Universal credit related DHP's are included in the figures in above paragraph.

Reserves, Balances and Contingency

29. In addition to the funds available in the Revenue Budget, the Council also holds funds in reserves and balances.

30. Reserves are amounts that have been set aside from annual revenue budgets to meet specific known events that will happen in the future. An example of such a reserve is the amount set aside annually to cover the cost of South Somerset District Council elections that occur every four years. The complete list of specific Reserves and the current balance on each one is provided at Appendix D.

31. The table below shows all transfers in or out of each one that has been actioned under the authority delegated in the Financial Procedure Rules during the last quarter. Transfers out of specific reserves that require reporting to District Executive for noting are as follows:

Table 4 – Reserves Movements and Balances

Reserve	Balance at 01/01/20 £'000	Transfers In/ Out £'000	Balance at 31/03/20 £'000	Reason for Transfer
Capital				
Useable Capital Receipts	-22,303	5,425	-16,878	Funding of capital expenditure during 2019/20 £6,469k less capital receipts of £1,044k received during quarter 4.
Internal Capital Loans Reserve	-554	351	-203	Funding of capital expenditure from internal borrowing.
Revenue				
Capital Reserve	-1,331	405	-926	Release of Capital Contributions to fund capital schemes in 19/20 £550k; Repayment of Solar PV -£1k; Repayment of Westland's loan -£65k; Revenue Contributions to Capital Outlay: Electric and Air Conditioning upgrade at Octagon -£43k Refurbishment of Goldenstones changing rooms -£36k
Yeovil Athletic Track Fund	-160	-19	-179	Annual contribution to athletic track sinking fund for maintenance
Bristol to Weymouth Rail Reserve	-28	-47	-75	Surplus on partnership spend for 2019/20
Transformation Reserve	-166	27	-139	Transfers to fund Transformation Programme costs during 2019/20



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Reserve	Balance at 01/01/20 £'000	Transfers In/ Out £'000	Balance at 31/03/20 £'000	Reason for Transfer
Revenue Grants Reserve	-467	11	-456	Release of grants for expenditure in 2019/20 Queen Camel Neighbourhood Plan £4k High Street clean up fund £5K LA Parks improvement fund £19K Unspent Brexit grant returned to reserve at year end £17k
MTFP Support Fund	-2,277	-1,000	-3,277	Additional treasury interest used to top up fund
Council Tax/Housing Benefits Reserve	-766	62	-704	Council Tax annexe grant -£55k received Funding for outsourced work and adjustment for transitional resources £28k Settlement of the 2018/19 Housing Benefit Subsidy £89k
Closed Churchyards	-17	2	-15	Additional contributions towards work in closed churchyards
Deposit Guarantee Claims Reserve	-4	1	-3	Year-end adjustment to amount needed in reserve based on need
Park Homes Replacement Reserve	-226	-30	-256	Budgeted contribution from revenue towards Park Homes future replacements
Artificial Grass Pitch Reserve	-124	-22	-146	Revenue surplus transferred into reserve for future maintenance
Business Support Scheme (Flooding)	-120	9	-111	Funding for River Parrett works
Regeneration Fund	-1,382	-1,883	-3,265	Budgeted contributions from revenue and business rates into the reserve - £1,925k Final year end transfers to fund Regeneration programmes costs during 2019/20 in Chard, Wincanton and Yeovil £42k
NNDR Volatility Fund	-1,455	-1,241	-2,696	Budget contribution to reserve of £559k and additional £682k NND income into reserve
Ticket Levy Reserve	-163	77	-86	Ticket levies and contributions into reserve of £59k Release of ticket levy funds £136k



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Reserve	Balance at 01/01/20 £'000	Transfers In/ Out £'000	Balance at 31/03/20 £'000	Reason for Transfer
Waste Reserve	-294	-194	-100	Funding released for Recycle-more project
Community Safety Fund	-70	2	-68	Year-end adjustment to fund spend during 2019/20
Housing & Homelessness Reserve	-385	-17	-402	Year-end adjustment to match Flexible Homelessness Grant to actual revenue spend
Commercial Investment Risk Reserve	-6,243	-57	-6,300	Budgeted from additional income achieved from commercial investment purchases set aside to mitigate future risks that may occur
Spatial Policy Reserve	-362	57	-305	Consolidation of grant received and grants spent within Spatial Policy during 2019/20
Climate Change Fund	-350	56	-294	Funding of climate change activities during 2019/20

(Negative figures = income / balance available, positive figures = costs / use of funds available)

32. A memorandum account has now been set up to record Building Control surpluses and deficits on the chargeable work. On a rolling three-year basis, taking into account the below the line costs, Building Control has made a deficit of £168,161.
33. **General Fund Balance** represents the accumulated revenue surpluses that are held to mitigate financial risks and unforeseen costs. Within the total, however, are amounts that have been earmarked by the District Executive for specific purposes. The table below shows the current position on the General Fund Balance compared to that previously reported.

Table 5 – General Fund Balance

General Fund Balances	£'000
Balance at 1 April 2019	-4,593
Area & Economic Development Balances	121
2019/20 Carry forwards	170
Financial Strategy agreed reserve transfers (September 19 District Executive)	811
A303 Funding	12
Underspend on Revenue Budget at outturn for 2019/20	-834
Support for 2019/20 budget	-786
General Fund Balance at 31st March 2020	-5,099
Area & Economic Development Balances	121
Commitments	145
Unallocated General Fund Balance at 31st March 2020	-4,833
Recommended carry forwards (Appendix B) if approved	341
Final Unallocated General Fund Balance	-4,492

(Negative figures = Balances held and transfers in, positive figures = transfers from balances / funding allocations)

34. Within the Financial Strategy the current assessment for a minimum balance to be maintained in the General Fund Balance is in the range £2.8m to £3.1m. The current balance exceeds this minimum, however, the surplus may be required to fund the unplanned costs related to Covid-19 during 2020/21, as detailed in the Financial Strategy report.

Area and Group Balances

35. Each Area Committee has balances of funds that can be used during the year based on accumulated budget allocations set aside but not yet spent. The table below summarised the movement and balances for each area for 2019/20 financial year:

Table 6 – Area Balances

	Area East £	Area North £	Area West £	Area South £	Total £
Position at start of financial year	-49,190	-23,900	-46,220	0	-119,310
Allocations to/from reserve during year	0	0	0	0	0
Position at end of financial year	-49,190	-23,900	-46,220	0	-119,310
Less commitments not yet spent	45,730	10,000	0	0	55,730
Unallocated balance available	-3,460	-13,900	-46,220	0	-63,580

(Negative figures = income / balance available, positive figures = costs / use of funds available)

36. The table shows that area balances have not reduced during the year. There remains an overall uncommitted balance of £63,580. Allocations of the Area Reserves are detailed in Appendix C.

Budget Transfers (“Virements”)

37. Under the Financial Procedure Rules, providing that the Section 151 Officer has been notified in advance, Directors and Managers may authorise any virements for an individual cost centre within their responsibility. Directors and Managers 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 E for District Executive to note and have been approved by the S151 Officer.

38. All virements outside of the criteria set out above require the approval of District Executive and, such virements are detailed in the table below.

Table 7 – Virements for District Executive to note

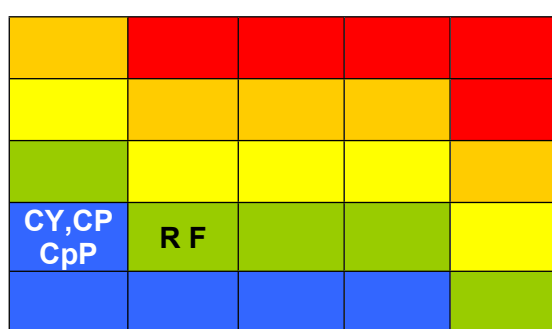
Amount £	From	To	Details
66,910	Learning and Development	Various	Allocation of training budget

39. Under the Financial Procedure Rules any adjustments to stock or stores accounts exceeding £1,000 shall be reported to Committee. Following stock checks on the 31st March 2020 no adjustments exceeding £1,000 were required.

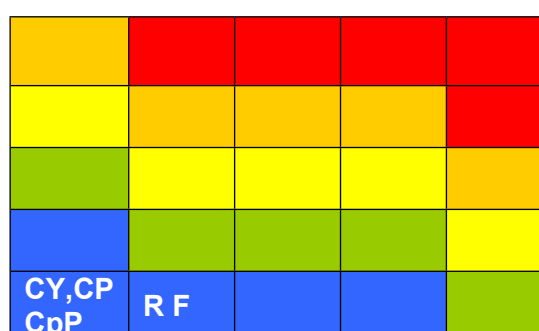
Risk Matrix

40. The risk matrix below represents the risk assessment of the financial health of the Council based on performance during 2019/20 and the end of year balances position.

Risk Profile before officer recommendations



Risk Profile after officer recommendations



Key

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

Background Papers

Appendix A - District Executive detailed budgets out turn position 2019/20
Appendix B – Carry forwards 2019/20
Appendix C - Area Reserves
Appendix D - Usable Reserves
Appendix E - Virements

2019-2020 Budget Detail

Service with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Submitted	Carry Forwards Recommended by Senior Leadership Team	Variance expected 31/03/20	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
STRATEGIC MANAGEMENT								
Chief Executive : Alex Parmley								
Service Manager: Alex Parmley								
MANAGEMENT BOARD (DMB)	Expenditure	599,460	638,058	38,598			38,598	<i>The expenditure variance for the year is in respect of salaries and consultants fees. This additional expenditure incurred has been covered by external contributions or grant funding received.</i>
	Income	(47,000)	(80,755)	(33,755)			(33,755)	
Portfolio Holder: Cllr Val Keitch	TOTAL	552,460	557,303	4,843	0	0	4,843	
Service Manager: Sara Kelly								
TRANSFORMATION (DMT)	Expenditure	129,070	129,068	(2)			(2)	<i>All spend for the year has been covered from the Transformation Reserve which was originally set aside for this purpose.</i>
	Income	(126,570)	(126,568)	2			2	
Portfolio Holder: Cllr Val Keitch	TOTAL	2,500	2,500	0	0	0	0	
TOTAL STRATEGIC MANAGEMENT	Expenditure	728,530	767,126	38,596	0	0	38,596	
	Income	(173,570)	(207,323)	(33,753)	0	0	(33,753)	
	TOTAL	554,960	559,803	4,843	0	0	4,843	
TOTAL CHIEF EXECUTIVE	Expenditure	728,530	767,126	38,596	0	0	38,596	
	Income	(173,570)	(207,323)	(33,753)	0	0	(33,753)	
	TOTAL	554,960	559,803	4,843	0	0	4,843	
COMMERCIAL SERVICES & INCOME GENERATION								
Director: Clare Pestell								
Arts & Entertainment								
Service Manager: Adam Burgan								
OCTAGON (GOC)	Expenditure	2,258,210	2,579,937	321,727	13,000	13,000	334,727	Increased spending in performance costs, building maintenance and wages were a result of additional performance and increased attendance that was offset by increase income from ticket sales. Profitability on secondary spend was down on the previous year, but still exceeded budget expectation and will be reviewed.
	Income	(1,959,430)	(2,301,276)	(341,846)			(341,846)	The theatre has enjoyed a very strong year with increased attendance resulting in the income budget being significantly exceeded. The theatre was closed for the last two weeks of the financial year with 13 performances cancelled, the year end position would have been significantly better if this had not been the case.
Portfolio Holder: Cllr John Clarke	TOTAL	298,780	278,661	(20,119)	13,000	13,000	(7,119)	
WESTLANDS (GWL)	Expenditure	1,380,550	1,456,485	75,935			75,935	An improvement on 2018/19 outturn figure. The closure of the venue at the end of March has impacted on the year end figure due to a number performances, screenings and meetings/events being cancelled. Solid progress continues to be made against the business plan targets. The year saw a modest growth in ticket sales for performances and stronger growth for meetings and events.
	Income	(1,261,780)	(1,282,440)	(20,660)			(20,660)	
Portfolio Holder: Cllr John Clarke	TOTAL	118,770	174,045	55,275	0	0	55,275	
TOTAL ARTS & ENTERTAINMENT	Expenditure	3,638,760	4,036,422	397,662	13,000	13,000	410,662	
	Income	(3,221,210)	(3,583,716)	(362,506)	0	0	(362,506)	
	TOTAL	417,550	452,706	35,156	13,000	13,000	48,156	
Environmental Services								
Service Manager: Chris Cooper								
STREETSCENE (KHT)	Expenditure	3,290,760	3,458,688	167,928			167,928	Although the service overspent the budget, some of these costs were necessary to access additional income as shown in the line below. In addition to this the service invested in some items to improve or maintain the structure of this part of the organisation (purchasing some plant, equipment, etc).

Service with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Submitted	Carry Forwards Recommended by Senior Leadership Team	Variance expected 31/03/20	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
	Income	(1,572,320)	(1,772,604)	(200,284)			(200,284)	The MOT facility, nursery and transport teams failed to make their targeted income & a review of what they charge for will be carried out over the coming weeks . There were underspends in Support due to vacant posts as we past through the transformation process & our Street Cleaning team generated an excellent level of income which helped balance the Environmental Services team budgets overall. We are confident that improvements will continue to be made through 20/21.
Portfolio Holder: Cllr Sarah Dyke	TOTAL	1,718,440	1,686,084	(32,356)	0	0	(32,356)	
WASTE & RECYCLING (KWT)	Expenditure	6,583,630	6,575,963	(7,667)			(7,667)	Considering the size of the budget, a variance of this scale is minimal and the service has effectively ended the year as projected
	Income	(1,972,250)	(2,035,722)	(63,472)			(63,472)	Income is higher than projected, primarily through green waste charges. As such there are no concerns or key changes resulting from this years financial out turn.
Portfolio Holder: Cllr Sarah Dyke	TOTAL	4,611,380	4,540,241	(71,139)	0	0	(71,139)	
TOTAL ENVIRONMENTAL SERVICES	Expenditure	9,874,390	10,034,651	160,261	0	0	160,261	
	Income	(3,544,570)	(3,808,326)	(263,756)	0	0	(263,756)	
	TOTAL	6,329,820	6,226,325	(103,495)	0	0	(103,495)	
Income / Opportunity Development								
Service Manager: James Divall/ Justine Parton								
INCOME/ OPPORTUNITY DEVELOPMENT (IOD)	Expenditure	368,400	390,648	22,248			22,248	The budget in respect of utilities and National non-domestic rates has been exceeded due to the charge applicable to empty rooms being a cost the centre.
	Income	(484,750)	(505,474)	(20,724)			(20,724)	A mixed year with new tenants and innovative programmes being introduced to the centre, whilst dealing with the consequences of the COVID-19 pandemic at the end of the financial year. Emergency response and recovery plans have been put into play with changes to operations and support. Income from room hire has increased in comparison to the previous year, however income from rents was less than the budget. Income streams at the centre will be monitored closely in 2020/21 as COVID-19 has caused a few casualties with some business opting to leave or change their working operational (i.e. work from home).
Portfolio Holder: Cllr John Clarke	TOTAL	(116,350)	(114,826)	1,524	0	0	1,524	
TOTAL INCOME/ OPPORTUNITY DEVELOPMENT	Expenditure	368,400	390,648	22,248	0	0	22,248	
	Income	(484,750)	(505,474)	(20,724)	0	0	(20,724)	
	TOTAL	(116,350)	(114,826)	1,524	0	0	1,524	
Leisure, Recreation & Tourism								
Service Manager: Katy Menday								
COUNTRYSIDE (GCT)	Expenditure	653,580	709,150	55,570	16,350	16,350	71,920	Extra casual staff were required to cover sickness leave and costs to develop Ham Hill Lottery submission, grant income has been received to offset the latter spend. Additional expenditure on Ninesprings Café purchasing stock for resale, this cost has been offset by additional income. A request for a carry forward against café performance submitted to enable continued café investment and improvements
	Income	(309,340)	(385,762)	(76,422)			(76,422)	Grant income received to deliver a range of projects across the countryside sites. The Ninesprings Café exceeded the business plan income target resulting in the income budget being exceeded.
Portfolio Holder: Cllr Mike Best	TOTAL	344,240	323,388	(20,852)	16,350	16,350	(4,502)	
YEOVIL RECREATION CENTRE (GSP)	Expenditure	306,280	317,822	11,542			11,542	Additional expenditure on premises budgets due to repairs required on the facilities.
	Income	(125,580)	(137,048)	(11,468)			(11,468)	The Galley Café income budget was exceeded partially due to the updated refreshment offering. Extra sessions and activities at the Artificial Grass Pitch resulted in the income target at the facility being exceeded.
Portfolio Holder: Cllr Mike Best	TOTAL	180,700	180,774	74	0	0	74	
TOURISM & HERITAGE (GTR)	Expenditure	268,660	234,141	(34,519)			(34,519)	Managed to underspend as aware third party event ticket income would not hit income targets as sales have moved online.

Service with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Submitted	Carry Forwards Recommended by Senior Leadership Team	Variance expected 31/03/20	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
	Income	(107,680)	(72,509)	35,171			35,171	Diversified retail income at TICs performed well, as did grant income for Heritage team. The income in respect of ticket sales was less than the budget, this is being addressed by reviewing general retail income streams and expanding this income source to cover the shortfall.
Portfolio Holder: Cllr Mike Best	TOTAL	160,980	161,632	652	0	0	652	
TOTAL LEISURE, RECREATION & TOURISM	Expenditure	1,228,520	1,261,113	32,593	16,350	16,350	48,943	
	Income	(542,600)	(595,319)	(52,719)	0	0	(52,719)	
	TOTAL	685,920	665,794	(20,126)	16,350	16,350	(3,776)	
Property, Land & Development								
Service Manager: Robert Orrett								
BIRCHFIELD (CIBF)	Expenditure	64,290	54,202	(10,088)			(10,088)	General underspend across nominals partly countered by recurring overspend on Trade Effluent.
	Income	0	0	0			0	
Portfolio Holder: Cllr Tony Lock	TOTAL	64,290	54,202	(10,088)	0	0	(10,088)	
PROP LAND & DEV- CASE OFFICER (CICO)	Expenditure	278,150	211,159	(66,991)			(66,991)	Underspend due to holding a vacancy
	Income	0	0	0			0	
Portfolio Holder: Cllr Tony Lock	TOTAL	278,150	211,159	(66,991)	0	0	(66,991)	
LAND DRAINAGE (CILD)	Expenditure	72,000	36,632	(35,368)			(35,368)	£33k underspend on repairs and maintenance but work will be required in subsequent years
	Income	0	0	0			0	
Portfolio Holder: Cllr Tony Lock	TOTAL	72,000	36,632	(35,368)	0	0	(35,368)	
OPERATIONAL PROPERTIES (CIOP)	Expenditure	1,111,380	1,117,162	5,782			5,782	Overall trading loss of £17k from Canteen due to lower sales, and internal catering demand, last month COVID impact. £28k below budget on service charge income from offices. £9k down on PV feed in tariff income budget. Overspent on Electricity (£13k) and repairs and maintenance (£8k) budget at depot.
	Income	(547,290)	(477,946)	69,344			69,344	
Portfolio Holder: Cllr Tony Lock	TOTAL	564,090	639,216	75,126	0	0	75,126	
COMMERICAL PROPERTIES (CIPR)	Expenditure	96,710	101,775	5,065			5,065	
	Income	(183,690)	(213,305)	(29,615)			(29,615)	£31k unbudgeted income from Housing to Rent
Portfolio Holder: Cllr John Clarke	TOTAL	(86,980)	(111,530)	(24,550)	0	0	(24,550)	
PROP, LAND & DEV - SPECIALISTS (CISP)	Expenditure	136,940	114,603	(22,337)			(22,337)	Underspend due to not recruiting
	Income	0	0	0			0	
Portfolio Holder: Cllr Tony Lock	TOTAL	136,940	114,603	(22,337)	0	0	(22,337)	
COMMERICAL INVESTMENTS (KCM)	Expenditure	3,128,940	3,211,030	82,090			82,090	£16k overspend on repairs and maintenance due to higher than forecast activity
	Income	(2,886,130)	(3,780,581)	(894,451)			(894,451)	£880k attributable to additional rental income due to progress against Commercial Strategy ahead of budget.
Portfolio Holder: Cllr John Clarke	TOTAL	242,810	(569,551)	(812,361)	0	0	(812,361)	
CAR PARKING (KCP)	Expenditure	772,000	818,942	46,942			46,942	£15k overspend on repairs and maintenance due to staff shortage; £58k overspend on NNDR; £31k overspend on service charges; £14k saving on payments to contractors; £21k saving on staff and wages due to a vacancy
	Income	(2,055,670)	(2,012,286)	43,384			43,384	£12k over budget on ticket sales, £48k shortfall on season tickets, £38k shortfall on excess charges, £16k shortfall on compensation scheme due to changing arrangements for Wincanton - compensated by one off income for rents and wayleaves.
Portfolio Holder: Cllr John Clarke	TOTAL	(1,283,670)	(1,193,344)	90,326	0	0	90,326	
ENGINEERING SERVICES (KEN)	Expenditure	17,170	27,423	10,253			10,253	£8k overspend on repairs and maintenance; £13k overspend on IT
	Income	(11,910)	(4,825)	7,085			7,085	
Portfolio Holder: Cllr Tony Lock	TOTAL	5,260	22,598	17,338	0	0	17,338	
TOTAL PROPERTY, LAND & DEVELOPMENT	Expenditure	5,677,580	5,692,928	15,348	0	0	15,348	
	Income	(5,684,690)	(6,488,943)	(804,253)	0	0	90,198	
	TOTAL	(7,110)	(796,015)	(788,905)	0	0	(788,905)	
TOTAL COMMERCIAL SERVICES & INCOME GENERATION	Expenditure	20,787,650	21,415,762	628,112	29,350	29,350	657,462	
	Income	(13,477,820)	(14,981,778)	(1,503,958)	0	0	(609,507)	
	TOTAL	7,309,830	6,433,984	(875,846)	29,350	29,350	(846,496)	

Service with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Submitted	Carry Forwards Recommended by Senior Leadership Team	Variance expected 31/03/20	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
SERVICE DELIVERY								
Director: Martin Woods								
Customer Connect Team								
Service Manager: Sharon Jones								
CUSTOMER CONNECT TEAM (PCR)	Expenditure	690,960	615,073	(75,887)			(75,887)	Underspend in salaries is due to not recruiting to all vacant roles. Invoiced quarterly, variation is due to one quarter invoiced in different period.
	Income	(47,440)	(56,039)	(8,599)			(8,599)	
Portfolio Holder: Cllr Tony Lock	TOTAL	643,520	559,034	(84,486)	0	0	(84,486)	
TOTAL CUSTOMER FOCUSSED TEAM	Expenditure	690,960	615,073	(75,887)	0	0	(75,887)	
	Income	(47,440)	(56,039)	(8,599)	0	0	(8,599)	
	TOTAL	643,520	559,034	(84,486)	0	0	(84,486)	
Case Team								
Service Manager: Kirsty Larkins								
CASE TEAM (DCT)	Expenditure	1,803,150	1,799,240	(3,910)			(3,910)	No overspend. Overtime was due largely to backlog in Revenues and Benefits.
	Income	(144,460)	(144,469)	(9)			(9)	
Portfolio Holder:	TOTAL	1,658,690	1,654,771	(3,919)	0	0	(3,919)	
TOTAL CASE TEAM	Expenditure	1,803,150	1,799,240	(3,910)	0	0	(3,910)	
	Income	(144,460)	(144,469)	(9)	0	0	(9)	
	TOTAL	1,658,690	1,654,771	(3,919)	0	0	(3,919)	
Service Delivery Functions								
Service Manager: Nigel Marston								
ENFORCEMENT & COMPLIANCE (DEC)	Expenditure	46,620	46,097	(523)			(523)	Spend within budget.
	Income	0	0	0			0	
Portfolio Holder:	TOTAL	46,620	46,097	(523)	0	0	(523)	
REVENUES & BENEFITS (FBN)	Expenditure	697,200	663,352	(33,848)			(33,848)	Savings on electronic bank charges and discretionary discounts have offset an overspend on outsourcing work. Increased income received due to collection of additional court costs.
	Income	(699,760)	(733,526)	(33,766)			(33,766)	
Portfolio Holder: Cllr Mike Best	TOTAL	(2,560)	(70,174)	(67,614)	0	0	(67,614)	
HOUSING BENEFIT SUBSIDY (FHB)	Expenditure	28,747,550	28,784,739	37,189			37,189	Subsidy is monitored monthly and the subsidy claim will be externally audited and finally adjusted in Autumn 2020.
	Income	(29,318,510)	(29,475,015)	(156,505)	56,000	56,000	(100,505)	
Portfolio Holder: Cllr Mike Best	TOTAL	(570,960)	(690,276)	(119,316)	56,000	56,000	(63,316)	
HOUSING STANDARDS (HCP)	Expenditure	96,660	90,173	(6,487)			(6,487)	Income increased due to Houses of Multiple Occupation licensing work continuing during this period. Home Aid income exceeded the target due to additional resource brought in to process additional Disabled Facilities Grants. The additional resource was funded from external grant money received.
	Income	(67,450)	(108,199)	(40,749)			(40,749)	
Portfolio Holder: Cllr Val Keitch	TOTAL	29,210	(18,026)	(47,236)	0	0	(47,236)	
ENV HEALTH & COMM PROTECTION (HEH)	Expenditure	407,360	371,341	(36,019)	3,000	3,000	(33,019)	Underspend on salary due to a vacant post. Underspend on various expenditure budgets including printing and equipment costs. Income on pest control significantly less than the budget due to lack of skilled resource to undertake the work required. This shortfall of income has been partially offset by increased income from food safety.
	Income	(62,360)	(45,475)	16,885			16,885	
Portfolio Holder: Cllr Mike Best	TOTAL	345,000	325,866	(19,134)	3,000	3,000	(16,134)	
HOUSING (HHL)	Expenditure	1,516,640	1,288,214	(228,426)	43,000	43,000	(185,426)	Expenditure is less due to a reduction in the bad debt provision for the year and less expenditure on homelessness bed and breakfast costs. Income is down due to vacant properties and reduced management income from traveller sites.
	Income	(924,200)	(740,444)	183,756			183,756	
Portfolio Holder: Cllr Val Keitch	TOTAL	592,440	547,770	(44,670)	43,000	43,000	(1,670)	
LICENSING (HLC)	Expenditure	112,960	137,136	24,176			24,176	Overspend mainly attributed to agency, overtime, bad debt and taxi testing fees
	Income	(319,930)	(327,507)	(7,577)			(7,577)	

Service with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Submitted	Carry Forwards Recommended by Senior Leadership Team	Variance expected 31/03/20	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
Portfolio Holder: Cllr John Clarke	TOTAL	(206,970)	(190,371)	16,599	0	0	16,599	
CARELINE (HWL)	Expenditure	114,920	117,452	2,532			2,532	Fee income was less than the budget. This will be addressed by increased marketing of the service in 2020/21. The increased marketing and the changes made to how the service is delivered should address the income shortfall and ensure the 2020/21 income target is achieved.
	Income	(427,850)	(411,456)	16,394			16,394	
Portfolio Holder: Cllr Mike Best	TOTAL	(312,930)	(294,004)	18,926	0	0	18,926	
ENFORCEMENT (KET)	Expenditure	31,440	47,057	15,617			15,617	Budget overspent largely due to cost for stray dog contract. This is due to identified resources not having been re-allocated. Being rectified for 2020-21 Lack of resource to skill up locality team has lead to lack of enforcement action and service of fixed penalty notices.
	Income	(3,000)	(38)	2,962			2,962	
Portfolio Holder: Cllr Sarah Dyke	TOTAL	28,440	47,019	18,579	0	0	18,579	
LAND CHARGES (LLC)	Expenditure	23,350	18,945	(4,405)			(4,405)	Due to staff resource, the turn around time slipped to 40 days which resulted in customers not using the service for a period of time. The turnaround time has been reduced to 5 days meaning the demand for the service has increased and income is being received.
	Income	(411,370)	(312,463)	98,907			98,907	
Portfolio Holder: Cllr John Clarke	TOTAL	(388,020)	(293,518)	94,502	0	0	94,502	
RIGHTS OF WAY (LRW)	Expenditure	2,810	7,707	4,897			4,897	Minimal cases received and the need to employ an external consultant for the expertise required on the case has resulted in an overspend. The process is being reviewed as soon as possible in order to improve the service offering.
	Income	(16,500)	(4,344)	12,156			12,156	
Portfolio Holder: Cllr Sarah Dyke	TOTAL	(13,690)	3,363	17,053	0	0	17,053	
BUILDING CONTROL (RBC)	Expenditure	460,420	677,166	216,746			216,746	Continued use of agency staff for vacant posts has resulted in an overspend on pay budgets. An approved inspector went into liquidation and the work/fees reverted to Local Authority which attributed to over achievement of income.
	Income	(561,240)	(579,179)	(17,939)			(17,939)	
Portfolio Holder: Cllr John Clarke	TOTAL	(100,820)	97,987	198,807	0	0	198,807	
DEVELOPMENT MANAGEMENT (RDC)	Expenditure	1,041,400	1,215,312	173,912			173,912	Overspend due to the cost of agency staff, the recent recruitment process has resulted in successfully recruiting permanent staff. This has meant the number of agency staff employed has reduced and an associated reduction in expenditure will be seen. Application numbers around average for the year, but larger fee applications have reduced resulting in under achievement of income.
	Income	(1,765,680)	(1,656,864)	108,816			108,816	
Portfolio Holder: Cllr John Clarke	TOTAL	(724,280)	(441,552)	282,728	0	0	282,728	
ECONOMIC DEVELOPMENT (RED)	Expenditure	329,790	250,067	(79,723)	81,110	81,110	1,387	Some key work streams aligned to external budgets plus flexibility built into initial 2 year ED Strategy Delivery Budget to allow for carry forward.
	Income	(50,000)	(51,536)	(1,536)			(1,536)	
Portfolio Holder: Cllr John Clarke	TOTAL	279,790	198,531	(81,259)	81,110	81,110	(149)	
STREET NAMING & NUMBERING (SSN)	Expenditure	7,210	11,517	4,307			4,307	Spend within budget
	Income	(30,230)	(34,965)	(4,735)			(4,735)	
Portfolio Holder: Cllr John Clarke	TOTAL	(23,020)	(23,448)	(428)	0	0	(428)	
COMMUNITY SAFETY (TCS)	Expenditure	34,300	34,297	(3)			(3)	Spend within budget, the expenditure is funded from an earmarked reserve.
	Income	(31,300)	(31,297)	3			3	
Portfolio Holder: Cllr Mike Best	TOTAL	3,000	3,000	0	0	0	0	
TOTAL SERVICE DELIVERY FUNCTIONS	Expenditure	33,670,630	33,760,572	89,942	127,110	127,110	217,052	
	Income	(34,689,380)	(34,512,308)	177,072	56,000	56,000	233,072	
	TOTAL	(1,018,750)	(751,736)	267,014	183,110	183,110	450,124	
Localities								
Service Manager: Tim Cook								
AREA EAST (DAE)	Expenditure	64,440	34,998	(29,442)	1,750	1,750	(27,692)	Underspend due to not spending discretionary project budget.
	Income	(8,390)	(4,454)	3,936			3,936	
Chairman: Cllr Henry Hobhouse	TOTAL	56,050	30,544	(25,506)	1,750	1,750	(23,756)	
AREA NORTH (DAN)	Expenditure	17,840	8,454	(9,386)	3,830	3,830	(5,556)	Main underspend around grants.
	Income	0	0	0			0	
Chairman: Cllr Adam Dance	TOTAL	17,840	8,454	(9,386)	3,830	3,830	(5,556)	
AREA SOUTH (DAS)	Expenditure	98,540	47,547	(50,993)	15,670	15,670	(35,323)	Mainly underspent on discretionary grants.
	Income	(31,370)	(38,987)	(7,617)			(7,617)	

Service with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Submitted	Carry Forwards Recommended by Senior Leadership Team	Variance expected 31/03/20	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
Chairman: Cllr Peter Gubbins	TOTAL	67,170	8,560	(58,610)	15,670	15,670	(42,940)	
AREA WEST (DAW)	Expenditure	62,980	42,050	(20,930)			(20,930)	
	Income	(17,440)	(2,207)	15,233			15,233	Mainly underspent on discretionary grants.
Chairman: Cllr Jason Baker	TOTAL	45,540	39,843	(5,697)	0	0	(5,697)	
LOCALITY TEAM (DLT)	Expenditure	553,650	504,359	(49,291)			(49,291)	
	Income	0	0	0			0	Overspent on travel but offset by underspend on salaries and equipment and tools.
Portfolio Holder:	TOTAL	553,650	504,359	(49,291)	0	0	(49,291)	
PLAY, HEALTH & WELLBEING (PHW)	Expenditure	224,850	210,386	(14,464)			(14,464)	Project funding not used due to transition from Community Health & Leisure to Locality
	Income	(152,210)	(150,353)	1,857			1,857	Commuted sums are variable year on year. No longer carrying out playground annual inspections.
Portfolio Holder: Cllr Mike Best	TOTAL	72,640	60,033	(12,607)	0	0	(12,607)	
TOTAL LOCALITIES	Expenditure	1,022,300	847,794	(174,506)	21,250	21,250	(153,256)	
	Income	(209,410)	(196,001)	13,409	0	0	13,409	
	TOTAL	812,890	651,793	(161,097)	21,250	21,250	(139,847)	
Regeneration								
Service Manager: Natalie Fortt								
REGENERATION (RGE)	Expenditure	304,410	304,409	(1)			(1)	Revenue costs currently within SSDC net budget allocation for the 3 Regeneration schemes. The required budget is moved from the Regeneration reserve.
	Income	(242,810)	(242,811)	(1)			(1)	
Portfolio Holder: Cllr John Clarke	TOTAL	61,600	61,598	(2)	0	0	(2)	
TOTAL REGENERATION	Expenditure	304,410	304,409	(1)	0	0	(1)	
	Income	(242,810)	(242,811)	(1)	0	0	(1)	
	TOTAL	61,600	61,598	(2)	0	0	(2)	
Service Delivery Specialists								
Service Manager: Nigel Marston								
SERV DELIVERY LEAD SPECIALISTS (DLS)	Expenditure	250,400	251,290	890			890	
	Income	0	0	0			0	Spend within budget
Portfolio Holder:	TOTAL	250,400	251,290	890	0	0	890	
TOTAL SERVICE DELIVERY SPECIALISTS	Expenditure	250,400	251,290	890	0	0	890	
	Income	0	0	0	0	0	0	
	TOTAL	250,400	251,290	890	0	0	890	
Service Delivery Team Managers								
Service Manager: Martin Woods								
SERVICE DELIVERY - MANAGERS (DTM)	Expenditure	241,400	235,450	(5,950)			(5,950)	Underspent due to vacant hours
	Income	0	0	0			0	
Portfolio Holder:	TOTAL	241,400	235,450	(5,950)	0	0	(5,950)	
TOTAL SERVICE DELIVERY TEAM MANAGERS	Expenditure	241,400	235,450	(5,950)	0	0	(5,950)	
	Income	0	0	0	0	0	0	
	TOTAL	241,400	235,450	(5,950)	0	0	(5,950)	
TOTAL SERVICE DELIVERY	Expenditure	37,983,250	37,813,828	(169,422)	148,360	148,360	(21,062)	
	Income	(35,333,500)	(35,151,628)	181,872	56,000	56,000	237,872	
	TOTAL	2,649,750	2,662,200	12,450	204,360	204,360	216,810	
STRATEGY & COMMISSIONING								
Director: Netta Meadows								
Strategy & Comm Case								
Service Manager: Jan Gamon								
STRATEGY & COMM CASE OFFICERS (SCC)	Expenditure	294,000	258,191	(35,809)			(35,809)	Underspend due to a vacant post for the majority of the financial year
	Income	0	0	0			0	

Service with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Submitted	Carry Forwards Recommended by Senior Leadership Team	Variance expected 31/03/20	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
Portfolio Holder: Cllr Val Keitch	TOTAL	294,000	258,191	(35,809)	0	0	(35,809)	
TOTAL STRATEGY & COMM CASE	Expenditure	294,000	258,191	(35,809)	0	0	(35,809)	
	Income	0	0	0	0	0	0	
	TOTAL	294,000	258,191	(35,809)	0	0	(35,809)	
Comms, Marketing & Media								
Service Manager: Richard Birch								
COMMUNICATIONS (CCM)	Expenditure	90,000	84,363	(5,637)			(5,637)	Currently looking at an alternative provider of social media analysis and scheduling, but our intention is to see this delivered within existing budgets so that no additional allocation is needed. We are supplementing the Environment Strategy communications role (which is budgeted for separately) from the communications budgets but, again, it is anticipated this can be easily achieved within the existing allocation. We have asked that the GL503 budget remains in place to accommodate some marketing and publicity costs we have this year to support our work with commercial services.
	Income	0	0	0			0	
Portfolio Holder: Cllr Val Keitch	TOTAL	90,000	84,363	(5,637)	0	0	(5,637)	
TOTAL COMMS, MARKETING & MEDIA	Expenditure	90,000	84,363	(5,637)	0	0	(5,637)	
	Income	0	0	0	0	0	0	
	TOTAL	90,000	84,363	(5,637)	0	0	(5,637)	
Performance, People & Change								
Service Manager: Charlotte Jones								
PERFORMANCE PEOPLE & CHANGE (CPL)	Expenditure	280,630	281,066	436			436	Underspend on Training budget courses had to be cancelled due to Covid-19 outbreak, some took place virtually at a reduced cost. We would like to carry forward the budget to be able to run the course once it is safe to do so. SLGGS-underspent at the end of the year as 2 of the graduates secured permanent roles. The underspend will be refund to the other LA's in Somerset.
	Income	(22,860)	(69,237)	(46,377)	42,130	42,130	(4,247)	
Portfolio Holder: Cllr Val Keitch	TOTAL	257,770	211,829	(45,941)	42,130	42,130	(3,811)	
TOTAL PERFORMANCE, PEOPLE & CHANGE	Expenditure	280,630	281,066	436	0	0	436	
	Income	(22,860)	(69,237)	(46,377)	42,130	42,130	(4,247)	
	TOTAL	257,770	211,829	(45,941)	42,130	42,130	(3,811)	
Strategic Planning								
Service Manager: Jan Gamon								
PROCUREMENT, CONTRACT & RISK (CPR)	Expenditure	53,260	56,522	3,262			3,262	CoCredo Costs - This is a 4 year agreement put in place 19-20 (£1,384) plus some PAYG elements before contract agreed, all paid upfront.
	Income	0	0	0			0	ProContract Annual Fee (booked to line 3120 previous year) - is ongoing subscription.
Portfolio Holder: Cllr Val Keitch	TOTAL	53,260	56,522	3,262	0	0	3,262	
PLACE PLANNING (CPS)	Expenditure	515,630	532,398	16,768	7,500	7,500	24,268	Over spend on RP720 - Planning Policy due to external consultant commissions for evidence base reports to support the Local Plan Review.
	Income	(186,070)	(249,958)	(63,888)			(63,888)	
Portfolio Holder: Cllr Val Keitch	TOTAL	329,560	282,440	(47,120)	7,500	7,500	(39,620)	
CONTRACTED SPORTS FACILITIES (GSF)	Expenditure	487,040	465,802	(21,238)			(21,238)	Underspend on maintenance at Goldenstones, Wincanton and Westlands sports centres
	Income	(240,510)	(294,960)	(54,450)			(54,450)	
Portfolio Holder: Cllr Val Keitch	TOTAL	246,530	170,842	(75,688)	0	0	(75,688)	
CIVIL CONTINGENCIES AND H&S (HCC)	Expenditure	83,180	55,888	(27,292)	22,000	22,000	(5,292)	Reflects Emergency Planning Standby Allowance underspend
	Income	(6,110)	(1,514)	4,596			4,596	
Portfolio Holder: Cllr Val Keitch	TOTAL	77,070	54,374	(22,696)	22,000	22,000	(696)	
PLANNING POLICY (RPP)	Expenditure	770	0	(770)			(770)	No spend this financial year. The budget relates to Strategic Transport and the main Local Plan budget is within Place Planning.
	Income	0	0	0			0	

Service with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Submitted	Carry Forwards Recommended by Senior Leadership Team	Variance expected 31/03/20	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
Portfolio Holder: Clr Val Keitch	TOTAL	770	0	(770)	0	0	(770)	
VOLUNTARY, COMM & SOCIAL ENT (SVCSE)	Expenditure	291,540	289,044	(2,496)			(2,496)	No significant variance
	Income	0	0	0			0	
Portfolio Holder: Clr Val Keitch	TOTAL	291,540	289,044	(2,496)	0	0	(2,496)	
DEMOCRATIC SERVICES (RLD)	Expenditure	671,400	639,939	(31,461)	25,330	25,330	(6,131)	Underspends on Members Conference, Investigations and printing/stationary.
	Income	(1,400)	(6,154)	(4,754)			(4,754)	
Portfolio Holder: Clr Peter Seib	TOTAL	670,000	633,785	(36,215)	25,330	25,330	(10,885)	
ELECTIONS (RLE)	Expenditure	944,160	1,045,363	101,203			101,203	We await final settlement of claim for May 19 EU election as well as Dec 19 GE. There will be further expenditure on LM776 with re-imbursements due to Mendip DC but this will be claimed back.
	Income	(763,480)	(886,586)	(123,106)			(123,106)	
Portfolio Holder: Clr Peter Seib	TOTAL	180,680	158,777	(21,903)	0	0	(21,903)	
TOTAL STRATEGIC PLANNING	Expenditure	3,046,980	3,084,956	37,976	54,830	54,830	92,806	
	Income	(1,197,570)	(1,439,172)	(241,602)	0	0	(241,602)	
	TOTAL	1,849,410	1,645,784	(203,626)	54,830	54,830	(148,796)	
Strategy & Comm Specialists								
Service Manager: Netta Meadow								
STRGY & COMM LEAD SPECIALISTS (SCLS)	Expenditure	201,740	226,481	24,741			24,741	Additional expenditure on staffing
	Income	0	0	0			0	
Portfolio Holder: Clr Val Keitch	TOTAL	201,740	226,481	24,741	0	0	24,741	
TOTAL STRATEGY & COMM SPECIALISTS	Expenditure	201,740	226,481	24,741	0	0	24,741	
	Income	0	0	0	0	0	0	
	TOTAL	201,740	226,481	24,741	0	0	24,741	
TOTAL STRATEGY & COMMISSIONING	Expenditure	3,913,350	3,935,057	21,707	54,830	54,830	76,537	
	Income	(1,220,430)	(1,508,409)	(287,979)	42,130	42,130	(245,849)	
	TOTAL	2,692,920	2,426,648	(266,272)	96,960	96,960	(169,312)	
SUPPORT SERVICES								
Director: Netta Meadows								
Support Services Case								
Service Manager: Lisa Davis								
SUPPORT SERVICES CASE OFFICERS (RCO)	Expenditure	932,460	949,908	17,448			17,448	Overspend relates to salary scenarios that were unavoidable for 19/20 but have now come to an end so won't be an issue in future years budgets.
	Income	(22,000)	(22,674)	(674)			(674)	
Portfolio Holder: Clr Peter Seib	TOTAL	910,460	927,234	16,774	0	0	16,774	
SUPPORT SERVICES CASE WORK (RXC)	Expenditure	360,840	311,574	(49,266)	10,000	10,000	(39,266)	Shift to a more digital focus resulted in a vast reduction in printing requests. As a result the income target was unachievable and fell significantly short of budget. However the shortfall was largely covered by savings elsewhere within the budget resulting from a reduction in MFD usage, paper and stationery which are all positive indicators of our commitment to the environment strategy.
	Income	(95,470)	(39,492)	55,978			55,978	
Portfolio Holder: Clr Peter Seib	TOTAL	265,370	272,082	6,712	10,000	10,000	16,712	
TOTAL SUPPORT SERVICES CASE	Expenditure	1,293,300	1,261,482	(31,818)	10,000	10,000	(21,818)	
	Income	(117,470)	(62,166)	55,304	0	0	55,304	
	TOTAL	1,175,830	1,199,316	23,486	10,000	10,000	33,486	
Support Services Functions								
Service Manager: Nicola Hix								
FINANCE CORPORATE COSTS (RFC)	Expenditure	4,637,350	4,731,253	93,903			93,903	Underspend on budget in respect of insurance premiums, offset by interest payable in respect of external borrowing resulting in overspend.
	Income	(3,729,190)	(4,017,483)	(288,293)			(288,293)	Net over achievement of income meant that £1m could be moved to the Medium Term Financial Support Fund Reserve for budget pressures in 20/21, and £0.3m to the Treasury Management Risk Reserve.

Service with Elements		Annual Budget	Actual to 31st March	Variance to 31st March	Carry Forwards Submitted	Carry Forwards Recommended by Senior Leadership Team	Variance expected 31/03/20	Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		£	£	£	£	£	£	
Portfolio Holder: Clr Peter Seib	TOTAL	908,160	713,770	(194,390)	0	0	(194,390)	
Service Manager: Nicola Hix								
SUPPORT SERVICES FUNCTIONS (RSF)	Expenditure	787,060	1,209,134	422,074			422,074	Overspend largely relates to spend against I.S. Maint Software & Hardware. Some expenditure budgets remain within the individual services codes but now the new Digital Services Team are in place it is likely all IS function budgets will be pooled into here for reviewing and close monitoring by the IT Lead Specialist. Other small overspend across the other functions linked to various reasons.
	Income	(138,400)	(109,575)	28,825			28,825	
Portfolio Holder: Clr Peter Seib	TOTAL	648,660	1,099,559	450,899	0	0	450,899	
TOTAL SUPPORT SERVICES FUNCTIONS	Expenditure	5,424,410	5,940,387	515,977	0	0	515,977	
	Income	(3,867,590)	(4,127,058)	(259,468)	0	0	(259,468)	
	TOTAL	1,556,820	1,813,329	256,509	0	0	256,509	
Support Services Specialists								
Service Manager: Netta Meadows								
SUPPORT SERV LEAD SPECIALISTS (RLS)	Expenditure	381,100	371,737	(9,363)			(9,363)	Vacant post for part 19/20 created a small underspend.
	Income	0	0	0			0	
Portfolio Holder: Clr Peter Seib	TOTAL	381,100	371,737	(9,363)	0	0	(9,363)	
Service Manager: Nicola Hix								
SUPPORT SERVICES SPECIALISTS (RSS)	Expenditure	870,270	890,947	20,677			20,677	Overspend due to agency support needed within legal function.
	Income	0	(833)	(833)			(833)	
Portfolio Holder: Clr Peter Seib	TOTAL	870,270	890,114	19,844	0	0	19,844	
TOTAL SUPPORTSERVICES SPECIALISTS	Expenditure	1,251,370	1,262,684	11,314	0	0	11,314	
	Income	0	(833)	(833)	0	0	(833)	
	TOTAL	1,251,370	1,261,851	10,481	0	0	10,481	
TOTAL SUPPORT SERVICES	Expenditure	7,969,080	8,464,553	495,473	10,000	10,000	505,473	
	Income	(3,985,060)	(4,190,057)	(204,997)	0	0	(204,997)	
	TOTAL	3,984,020	4,274,496	290,476	10,000	10,000	300,476	
TOTAL SSDC	Expenditure	71,381,860	72,396,326	1,014,466	242,540	242,540	1,257,006	
	Income	(54,190,380)	(56,039,195)	(1,848,815)	98,130	98,130	(856,234)	
	TOTAL	17,191,480	16,357,131	(834,349)	340,670	340,670	(493,679)	

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Carry Forward Requests 2019/20				Appendix B	
Directorate	Service	Description	Code	Carry Forwards Submitted £	
Service Delivery	Locality	St Peters & St Pauls PPC, Muchelney- feasibility work, Project not yet completed.	ND600 3500	1,000	
		Curry Rivel Village Hall Management Committee - new curtains, Project not yet completed.	ND600 3500	1,000	
		North Vale PC - Holton 20mph speed limit, County Council resources mean delay to project.	ED600 3500	750	
		Project Charltons - feasibility work. Project not yet completed.	ED600 3500	1,000	
		Yeovil Starlettes - new costumes, Delay due to coronavirus group not able to meet.	SD600 3500	570	
		Odcombe Parish Council - landscaping, Project not yet completed.	SD600 3500	1,000	
		Meadway Hall, Compton Dundon, 26 February 2020 minute 98 project not yet completed	ND600 3500	1,830	
		Good Fellowship Club - transport costs, 4 March 2020 agenda item/draft mins161 project not yet completed.	SD600 3500	2,100	
		YMCA Mendip/South Somerset - youth empowerment zones, 4 March 2020 agenda item/draft mins 161.	SD600 3500	12,000	
	Economic Dev	EDS Delivery Programme over 2 financial years, key workstream aligned to external budgets	RE735 3989	81,110	
	Careline	Careline Contract for 2020/21	HA122 4000	99,000	
	Enforcement	Kennelling Contract for 2020/21	KE397 3240	25,000	
Strategy & Commissioning	Democratic Services	Members Conference, Unable to use at current times/restrictions.	LM672 3434	10,600	
		Members Training, Unable to complete full programme due to restrictions.	LM673 0551	11,870	
		Members Conference, Unable to use at current times/restrictions.	LM673 3434	2,860	
	People, Performance & Change	Corporate training courses - programme unable to be completed in year, budget required to fulfill the planned training	CH635 0500	42,130	
	Planning Policy	Commissioning of RPS to complete further cycle audit work, due to Government extension of LCWIP	RP720 3240	7,500	
	Support Services	Support Services Case	Replacement of FAT PC's Lack of lead specialist and then COVID caused delays.	CP644 3130	10,000
	Commercial Services & Income Generation	Countryside	Refurbish and replace ageing furniture and equipment at Ninesprings Café	GC167 1005	16,350
Arts & Entertainment		OD Arts Festival grant, festival delayed to 2020/21	GA280 3989	10,000	
		Move to Improve - 2020/21 seed funding for project	GA280 3989	3,000	
		Total underspend to carry forward		340,670	

Appendix C

AREA RESERVES Quarter 4 2019/20

Allocation of Reserves	Approval Date	Approved Allocation	Balance 2019/20	Transfer from Reserves during 2019/20
		£	£	£
Area East Balance B/fwd 1st April 2019			-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
Balance of reserve Unallocated Balance 31st March 2020			-3,460	-49,190
Area North Balance B/fwd 1st April 2019			-23,900	
Support towards progressing affordable rural housing schemes	Mar-09	15,000	10,000	
Totals			10,000	0
Balance of reserve Unallocated Balance 31st March 2020			-13,900	-23,900
Area West Balance B/fwd 1st April 2019			-46,220	
Totals			0	0
Balance of reserve Unallocated Balance 31st March 2020			-46,220	-46,220

(Negative Figures = income, Positive figures = costs)

(Area South has no reserve remaining)

Summary of Usable Reserves

Appendix D

The following table shows the current balance on each usable reserve and the movements since 1 April 2019:

Capital Reserves	Balance as at 01/04/2019	Movement	Balance as at 31/03/2020
	£'000	£'000	£'000
Usable Capital Receipts	-22,244	5,366	-16,878
Internal Borrowing Reserve	-554	351	-203
Total	-22,798	5,717	-17,081
Revenue Reserves	Balance as at 01/04/2019	Movement	Balance as at 31/03/2020
	£'000	£'000	£'000
Internal Borrowing Repayments	-118	-91	-209
Capital Reserve	-1,277	351	-926
Cremator Replacement Capital Reserve	-549	0	-549
Election Reserve	-230	56	-174
Sports Facilities Reserve	-31	-10	-41
Yeovil Athletic Track Repairs Fund	-167	-12	-179
Planning Delivery Reserve	-16	0	-16
Bristol to Weymouth Rail Reserve	-28	-48	-76
Yeovil Refresh Reserve	-112	0	-112
IT Replacement Reserve	-10	0	-10
Insurance Fund	-50	0	-50
Transformation Reserve	-229	90	-139
Treasury Management Reserve	-150	-450	-600
Revenue Grants Reserve	-504	48	-456
Medium Term Financial Plan Support Fund	-5,019	1,742	-3,277
Council Tax/Housing Benefits Reserve	-822	118	-704
Closed Churchyards Reserve	-11	-4	-15
Health Inequalities	-32	0	-32
Deposit Guarantee Claims Reserve	-5	2	-3
Park Homes Replacement Reserve	-226	-30	-256
Planning Obligations Admin Reserve	-30	0	-30
Artificial Grass Pitch Reserve	-128	-18	-146
Business Support Scheme (Flooding)	-122	11	-111
Regeneration Fund	-2,094	-1,171	-3,265
NNDR Volatility Reserve	-3,955	1,259	-2,696
Ticket Levy Reserve	-64	-22	-86
Waste Reserve	-294	194	-100
Community Housing Fund	-211	0	-211
Community Safety Reserve	-79	11	-68
Housing & Homelessness Reserve	-458	56	-402
Commercial Investment Risk Reserve	-132	-6,168	-6,300
Spatial Policy Reserve	-334	29	-305
YIC Maintenance Reserve	-20	-20	-40
Climate Change Fund	0	-294	-294
Total Usable Reserves	-17,507	-4,371	-21,878

(Negative Figures = income, Positive figures = costs)

The list above excludes unusable reserves. These are the Capital Adjustment Account, Revaluation Reserve, Available for Sale Reserve, Financial Instrument Adjustment Account, Pensions Reserve and Collection Fund Adjustment Account.

Appendix E

The following virements should be noted:

Value £	From	To	Description
6,000	Street Cleansing	Horticulture	Re-allocate diesel budget
500	Area Development – East, North, South & West	Tourism	Funding Welcome Host training
6,480	Learning & Development	Various	Allocation of training budget
12,390	Reserves	Planning Policy	A303 funding
7,500	Area Development	Planning Policy	Funding for LCCWIP & Playing Pitch Strategy
21,050	Various	Learning & Development	Adjustment to the allocation of training budget
4,780	Learning & Development	Various	Allocation of training budget
1,120	Healthy Lifestyles	In It Together	Re-profiling budgets
15,700	Case Team	Development Management	Adjustment to Development Management Graduate funding

2020/21 Capital Budget Monitoring Report for the Period Ending 30th June 2020

Executive Portfolio Holder:	Peter Seib, Finance and Legal Services
Strategic Director:	Nicola Hix, Support Services
Section 151 Officer:	Jo Nacey, Section 151 Officer
Lead Officer:	Ross Eaton, Finance Specialist
Contact Details:	ross.eaton@southsomerset.gov.uk or (01935) 462274

Purpose of the Report

1. The purpose of this report is to provide Members with an in-year projection in 2020/21 of the forecast spending (“outturn”) against the Council’s approved Capital Programme Budget, and to explain projected variations against individual projects and the Programme as a whole.

Forward Plan

2. This report appeared on the District Executive Forward Plan with an anticipated Committee date of August 2020.

Public Interest

3. This report gives an update on the forecast capital financial position and budgetary variations for the financial year 2020/21, as at 30th June 2020. Maintaining effective control over capital spending within approved budgets helps to ensure capital investment is affordable and meets agreed priorities.

Recommendations

4. That the District Executive:
 - a. Note the content of the report;
 - b. Approve the revised Capital Programme spend profile as detailed in paragraph 7, Table 1.
 - c. Approve the projects listed on Appendix B remain in the capital programme.

Background

5. Full Council approved the original Capital Programme in February 2020. Monitoring of the agreed programme has been delegated to District Executive.

Capital Programmes

6. The revised gross Capital Programme for this financial year and beyond is attached in Appendix A. The forecast spend for 2020/21 has been revised down from **£18.066 million** to **£16.986 million** as shown in Table 1 below. Additional information is included to show the various sources of planned funding for the programme, shown on Table 2.

Table 1 – Revised Gross Capital Programme Q1 2020/21 – 2024/25

(negative figures = income/reduction in budget, positive figures = costs)

	20/21 £'000	21/22 £'000	22/23 £'000	23/24 £'000	24/25 £'000	Total £'000
Capital Programme for Quarter 1 of 2020/21	18,066	9,880	184	0	0	28,130
Plus Slippage from 2019/20	1,484					1,483
Plus Projects approved since 1st April 20:						
Transformation - IT Software	42					42
Investment in Property - OPIUM	100					100
Projects moved to Reserve List:						
Affordable Housing - West End Close, South Petherton (Stonewater)	-706					-706
Plus Projects agreed at Area Committee:						
Area North - Hamdon Community Arts Project (HCAP)	13					13
Area South - West Coker Commemoration Fund (WCCF)	7					7
Re-profiling of forecast spending between financial years	-2,020	2,020				0
Revised Gross Capital Programme for 2020/21 at 30th June 2020	16,986	11,900	184	0	0	29,070

7. As Table 1 shows the total planned capital investment in the approved programme 2020/21 to 2024/25 has increased from **£28.13 million** to **£29.07 million**. This is primarily due to the slippage into 2020/21 from 2019/20 of unspent funding, and the return of £0.706m to the Affordable Housing reserve.
8. The detail of the Capital Programme showing all the projects included in the approved budget is shown in Appendix A.



South Somerset District Council

Table 2 – Capital Programme Sources of Funding 2020/21 – 2024/25

	20/21 £'000	21/22 £'000	22/23 £'000	23/24 £'000	24/25 £'000	Total £'000
External Grants & Contributions - Assets	245	112	1	0	0	358
External Grants & Contributions – REFCUS*	1,541	0	0	0	0	1,541
Capital Receipts	5,790	4,938	183	0	0	10,911
Capital Fund Earmarked Reserve	1,957	894	0	0	0	2,851
Internal Borrowing Reserve	0	0	0	0	0	0
Borrowing	7,453	5,956	0	0	0	13,409
Total Capital Programme Financing	16,986	11,900	184	0	0	29,070

*REFCUS = Revenue Expenditure Financed from Capital Under Statute. This is for costs of a capital nature that do not create assets for the council e.g. capital grants to the other entities.

Progress on various schemes

9. Progress on individual schemes is attached on Appendix A, including responsible officer comments on the forecast spending profile between financial years and performance against targets.
10. Within the current financial year **£1.416 million** has been spent up to the end of Q1, of the total of **£16.986 million** projected for the year. The most significant areas of spend so far this year include:
 - £826k on Regeneration schemes.
 - £149k on Disabled Facility and Home Repair grants.
 - £139k on the Yeovil Crematorium Refurbishment.
 - £125k on Affordable Housing projects.
 - £100k on Commercial loans.
 - £42k on Transformation.
11. Schemes which are expected to be delayed this year and are more than £50,000 and have slipped to 2021/22 in Q1 are shown on Table 3:

Table 3 – Capital Project over £50k delayed into 2021/22

Project	Date Funding Approved	Slippage to 2021/22 £'000	Reason for Delay
Westlands Building Improvement Works	Feb-20	400	Availability of human resources in Property & Engineering, combined with timing and extent of works, means that work is to be split between 20/21 & 21/22.

Car Park Improvement Works	Feb-20	155	Availability of human resources in Property & Engineering, combined with timing and extent of works, means that work is to be split between 20/21 & 21/22.
Enhancement to SSDC Buildings	Feb-16	171	Further works to now be delayed to 21/21 due to Covid-19.
Capital Works to Council Portfolio	Feb-19	132	Further works to now be delayed to 21/21 due to Covid-19.
Wincanton Regeneration	Dec-19	860	Only £140k will be spent in 20/21 so remaining net budget moved to future years.
Affordable Housing - North Street, Crewkerne	Sep-16	260	Has been split into 2 phases. Phase 1 due to complete 2020/21. Phase 2 to complete in 2021/22

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

Capital Programme & Reserves

12. The total capital reserve schemes approved in principle currently has a forecast gross spend of **£29.070 million** over the period 2021/22 to 2024/24, with a further **£0.712 million** across the Area capital reserves that are currently awaiting allocation. Detail of these reserve schemes can be found on page 4 of Appendix A.
13. The total current capital programme, contingent liabilities and reserves allocates a total gross spend of some **£109.160 million** to various schemes over the next five years. This includes approved funding commitments of **£79.378 million** currently held in the “reserve schemes” list pending individual projects moving into the operational programme, including for example investment properties, regeneration schemes, affordable housing schemes. Further details are shown in Appendix A, and summarised below in Table 4.

Table 4 – Capital Programme and Reserve Schemes for 2020/21 - 2024/25

	£'000
Capital Programme (as detailed in paragraph 7)	29,070
Contingent Liabilities and Reserve Schemes	80,090
Total Programme to be Financed	109,160

Projects agreed at or before February 2016

14. Schemes that were agreed before February 2016 that have not yet completed are detailed on Appendix B. Appendix B also incorporates responsible officer comments on the reason for the delay, and the risks of not retaining the funding.

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 at 30th June 2020 is £4,151,668. This



South Somerset District Council

is purely a whole district South Somerset District Council financial summary, more detail on S106's is given to Area Committees on an annual basis.

16. There has been no S106 funding added to the Q1 2020/21 capital programme.

Community Infrastructure Levy (CIL)

17. Community Infrastructure Levy (CIL) is a tax on new developments designed to pay for infrastructure that supports growth. For SSDC this has been defined as: transport, defences, schools, hospital and other health and social care facilities. This definition allows the levy to be used to fund a very broad range of facilities such as play areas, parks and green spaces, cultural and sports facilities, district heating schemes and police stations and other community safety facilities.
18. This flexibility gives local areas the opportunity to choose what infrastructure they need to deliver their Local Plan. Parish and Town Councils will receive 15% of all CIL received within their administrative boundary. This rises to 25% if the town or parish has made a 'Neighborhood Plan'.
19. SSDC also receive a 5% administration fee to fund the CIL case officer post. Table 6 below shows the amounts received and balance held on 30th June 2020.

Table 6 – Community Infrastructure Levy (CIL) balance held on 30th June 2020

	£'000
CIL Deposits	536
Less 15% / 25% to Parishes	-85
Less 5% Administration Fee	-26
Balance of CIL held by SSDC	425

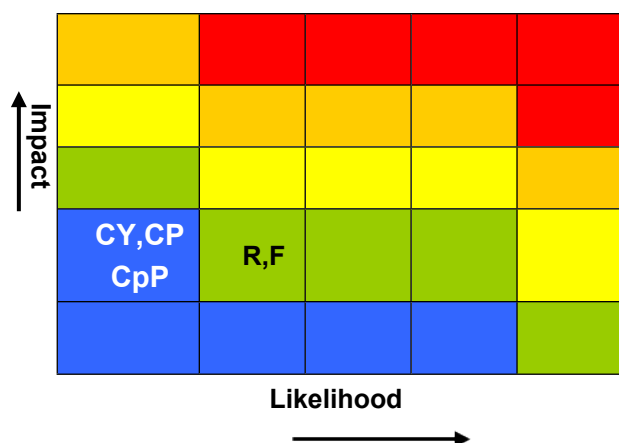
Wessex Home Improvement Loans (WHIL)

20. 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.
21. The District Executive previously agreed a loan (outside the original policy) for Wessex Home Improvement Loans (Wessex Resolutions CIC) to provide a loan of £200,000 to Somerset Care and Repair Ltd at a 4.5% fixed interest rate, with capital and interest being repayable over 15 years. This loan will contribute towards completing the conversion of the Milford Inn, Yeovil into six flats, and to enable the building of three housing units in the grounds. All of the £200,000 has now been drawn-down and the conversion of Milford Inn has now been finished.
22. The Council has £672,988 of capital invested with WHIL. As at the end of June 2020 there was £499,692 on the loan book and £173,296 as available capital.

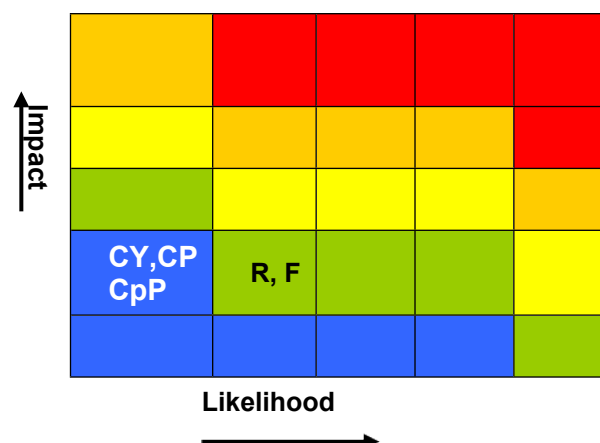
Financial Implications

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

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

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

Carbon Emissions and Climate Change Implications

25. There are no specific implications in these proposals.

Equality and Diversity Implications

26. There are no specific implications in these proposals.

Privacy Impact Assessment

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

Background Papers

28. Capital Programme Budget report to Council in February 2019.

REVISED CAPITAL PROGRAMME 2020/21 - 2024/25

CAPITAL PROGRAMME GROSS EXPENDITURE 2020/21 - 2024/25

Scheme	Original Approval Date	Current Approved Budget £000s	Spend in Previous Years £000s	2020/21 Estimated Spend £000s	2020/21 Actual Spend to 30 June 2020 £000s	2020/21 Projected Further Spend £000s	Future Years Estimated Spend £000s	Total Forecast Project Spend £000s	Forecast Underspend (-) / Overspend £000s	Forecast Underspend (-) / Overspend %	Project Officer	Comments
STRATEGIC MANAGEMENT												
Chief Executive - Alex Parmley												
Portfolio Holder - Cllr Val Keitch												
Transformation	Mar-16	2,731	2,689	42	42	0	0	2,731	0	0%	N Hix	Remaining spend largely related to final transitional resources. Close budget monitoring will continue by the future state board and the updates provided to DX. Spend expected to be under remaining Transformation reserve funding.
Subtotal for Strategic Management		2,731	2,689	42	42	0	0	2,731	0			
COMMERCIAL SERVICES & INCOME GENERATION												
Director - Clare Pestell												
ARTS AND ENTERTAINMENT												
Service Manager - Adam Burgan												
Portfolio Holder - Cllr John Clarke												
Portfolio Holder - Cllr Val Keitch												
Westland Entertainment Venue Loan	Oct-15	0	0	0	0	0	0	0	0	0%	N Hix	Internal loan repayments being made in line with original agreement.
Westlands Building Improvement Works	Feb-20	800	0	400	0	400	400	800	0	0%	R Orrett	Works to be spread equally between 20/21 and 21/22.
Upgrade Joanna France Building	Feb-16	27	0	27	0	27	0	27	0	0%	K Munday	HoT being agreed with Athletics Club prior to works commencing. Works anticipated Q3 20/21 as outside of athletics season.
LEISURE, RECREATION & TOURISM COUNTRYSIDE												
Service Manager - Katy Munday												
Portfolio Holder - Cllr Mike Best												
Riverside Park Planting Scheme	Dec-99	23	17	0	0	0	6	23	0	0%	R Whaites	Covid-19 has postponed previous spending plans until spring/summer 2021.
Ninesprings Café Extension	Feb-19	103	2	1	0	1	100	103	0	0%	K Munday	Project delayed due to Covid and staff re-deployment in response work. Project timescales to be reviewed due to operational restrictions placed on the business, and low availability of grant income for such projects currently.
Works to Chard Reservoir Dam & Outlets	Feb-20	18	0	18	0	18	0	18	0	0%	K Munday	Specifications being draw up with Inspecting Engineer prior to appointment of contractors. Work to take place in winter months when reservoir water levels allow.
Installation of PV Panels on Ninesprings Café	Feb-20	10	0	0	0	0	10	10	0	0%	K Munday	Linked to Ninesprings extension project, timescales to be reviewed.
YEOVIL REC												
Service Manager - Katy Munday												
Portfolio Holder - Cllr Mike Best												
Yeovil Rec - J O'Donnell Pavilion upgrade	Feb-19	100	5	95	0	95	0	100	0	0%	K Munday	Project delayed due to Covid-19 and staff re-deployment. If balance of grant income can be secured then build phase expected Q4 20/21.
Installation of PV Panels on J O'Donnell Pavilion	Feb-20	30	0	30	0	30	0	30	0	0%	K Munday	Linked to Yeovil Rec pavilion upgrade delivery timescales.
Battery Storage or LED Bulbs at Yeovil Rec	Feb-20	10	0	0	0	0	10	10	0	0%	K Munday	Linked to Yeovil Rec pavilion upgrade delivery timescales.
PROPERTY, LAND & DEVELOPMENT												
ENGINEERING AND PROPERTY SERVICES												
Service Manager - Robert Orrett												
Portfolio Holder - Cllr Sarah Dyke												
Commercial Loan	Jul-17	14,617	14,517	100	100	0	0	14,617	0	0%	R Orrett	All works now complete.
Yeovil Innovation Centre - 1st Floor Fit-Out	May-19	320	299	21	0	21	0	320	0	0%	R Orrett	Remaining budget to be spent by end of March 21.
Yeovil Innovation Centre - Car Park Extension	Feb-20	94	0	94	1	93	0	94	0	0%	R Orrett / J Divall	Costs are fully expected to be spent in 20/21.
Car Park Enhancements	Feb-17	235	207	28	0	28	0	235	0	0%	R Orrett	Costs are fully expected to be spent in 20/21.
New Car Parks	Feb-08	810	570	240	0	240	0	810	0	0%	R Orrett / I Case	Costs are fully expected to be spent in 20/21.
Electric Vehicle Charge Points	Jan-19	90	90	0	0	0	0	90	0	0%	R Orrett / I Case	Works complete and grant funding from HE received.
Car Park Improvement Works	Feb-20	310	0	155	0	155	155	310	0	0%	R Orrett / I Case	Works likely to be spread equally between 20/21 and 21/22.
Enhancement to SSDC Bldgs	Feb-16	559	388	0	0	0	171	559	0	0%	R Orrett	Further expenditure to be deferred until 21/22
Brympton Way Building Improvement Works	Feb-20	105	0	105	0	105	0	105	0	0%	R Orrett	Costs are fully expected to be spent in 20/21.
Capital Works to Council Portfolio	Feb-19	139	7	0	0	0	132	139	0	0%	R Orrett	Further expenditure to be deferred until 21/22.
Land Drainage Maintenance Improvements	Feb-20	25	0	25	0	25	0	25	0	0%	R Orrett	This may potentially pushed into 21/22 as the work needs to be done in dryer months.
District Wide CCTV Contribution to new system	Feb-20	25	0	25	0	25	0	25	0	0%	R Orrett	SDCs tender likely to be received in Q3 20/21 so anticipate the spend being complete in 20/21.
Birchfield Leachate Pumping Station	Feb-20	45	0	30	0	30	15	45	0	0%	R Orrett	Once waiver agreed then £30k will be spent 20/21. The remainder 21/20.
Yeovil Crematorium 5 year plan	Feb-16	686	680	6	0	6	0	686	0	0%	P Bigginden	Remaining budget expected to be spent by end of Q4 20/21.
Confidential Scheme	Jul-17	4,100	896	2,199	139	2,060	1,005	4,100	0	0%	P Bigginden	Main project to start March/April 2020
Petters Way Refurbishment	Jun-18	250	222	28	0	28	0	250	0	0%	P Bigginden	Further expenditure on hold at present time.
Subtotal for Commercial Services & Income Generation		23,531	17,900	3,627	240	3,387	2,004	23,531	0			
SERVICE DELIVERY												
Director - Martin Woods												
SERVICE DELIVERY FUNCTIONS												
ENVIRONMENTAL HEALTH												
Service Manager - Nigel Marston												
Portfolio Holder - Cllr Val Keitch												
Disabled Facilities Grants	Apr-19	13,733	12,494	1,239	143	1,096	0	13,733	0	0%	V Dawson	Costs to date are to be expected as due to COVID restrictions there has been very little activity. Impact to be monitored as restrictions lift and more activity can take place.
Empty Property Grants	May-19	1,324	1,251	73	0	73	0	1,324	0	0%	V Dawson	Costs to date are to be expected as due to COVID restrictions there has been very little activity.

Home Repairs Assistance	Jun-19	1,482	1,374	108	6	102		1,482	0	0%	V Dawson	Costs to date are to be expected as due to COVID restrictions there has been very little activity.
HMO Grants	Jul-19	781	706	75	0	75	0	781	0	0%	V Dawson	Costs to date are to be expected as due to COVID restrictions there has been very little activity.
ECONOMIC DEVELOPMENT												
Service Manager: Nigel Marston												
Portfolio Holder - Cllr John Clarke												
Yeovil Innovation Centre Phase II	Feb-16	1,747	1,730	17	0	17	0	1,747	0	0%	P Biggenden	Remaining budget expected to be spent by end of Q4 20/21..
Chard Regeneration	Jan-19	16,409	2,148	8,305	784	7,521	5,956	16,409	0	0%	N Fortt	Allocation is fully expected to be spent in 20/21.
Yeovil Refresh	Jan-19	2,500	479	1,325	42	1,283	696	2,500	0	0%	N Fortt	Allocation is fully expected to be spent in 20/21.
Wincanton Regeneration	Dec-19	2,000	0	140	0	140	1,860	2,000	0	0%	N Fortt	It is likely that only £140,000 will be needed in this current year, remaining spend moved to 21/22.
HOUSING												
Portfolio Holder - Cllr Val Keitch												
Affordable Housing - North Street, Crewkerne	Sep-16	1,040	780	0	0	0	260	1,040	0	0%	J Calvert	Split into 2 phases. Phase 1 due to complete 2020/21. Phase 2 to complete in 2021/22
Affordable Housing - West End Close, South Petherton	Nov-17	290	218	72	73	-1	0	290	0	0%	J Calvert	Finished Phase 1. Balance returned to reserves.
Affordable Housing - 4 Properties Chard Working Mens Club	May-17	216	162	54	0	54	0	216	0	0%	J Calvert	Due to complete Q4 20/21.
Affordable Housing - Refurbishment of SSDC owned property	Mar-19	55	0	55	53	2	0	55	0	0%	J Calvert	Due to complete in Q2 20/21.
LOCALITIES												
AREA NORTH												
Service Manager - Tim Cook												
Area Chairman - Cllr Adam Dance												
Area North Committee Allocation		80	17	63	29	34	0	80	0	0%	T Cook	Updates reported to Area Committee.
AREA SOUTH												
Service Manager - Natalie Ross												
Area Chairman - Cllr Peter Gubbins												
Area South Committee Allocation		16	0	16	0	16	0	16	0	0%	T Cook	Updates reported to Area Committee.
AREA EAST												
Service Manager - Tim Cook												
Area Chairman - Cllr Henry Hobhouse												
Area East Committee Allocation		14	5	9	0	9	0	14	0	0%	T Cook	Updates reported to Area Committee.
AREA WEST												
Service Manager - Tim Cook												
Area Chairman - Cllr Jason Baker												
Area West Committee Allocation		36	0	13	0	13	23	36	0	0%	T Cook	Updates reported to Area Committee.
LOCALITY (PHW)												
Service Manager - Tim Cook												
Portfolio Holder - Cllr Mike Best												
Grants for Parishes with Play Area - Curry Rivel	S106	22	20	2	0	2	0	22	0	0%	S Barnes	Awaiting maintenance plan from Parish before project is complete.
Grant for Youth Facilities	Qtr 3 14/15	5	0	5	0	5	0	5	0	0%	S Barnes	Broadway and Horton exploring project options.
Wyndham Park Play Area Equipment	S106	147	79	0	0	0	68	147	0	0%	S Barnes	Play Climbing frame being installed on newly adopted land during Q2 20/21.
Jarman Way, Chard - Play Area Equipment	S106	42	14	28	0	28	0	42	0	0%	S Barnes	Ongoing Tender and Consultation work being undertaken.
Snowden Park Play Area Equipment, Chard	S106	69	66	3	0	3	0	69	0	0%	S Barnes	Project nearing completion, opening press release being worked on.
Harbin Fields, Yewvil - Play Area Equipment	S106	44	44	0	0	0	0	44	0	0%	S Barnes	Project complete. Remaining budget to be transferred to Wyndham Park.
Montacute - Play Area Equipment	S106	6	0	6	0	6	0	6	0	0%	S Barnes	Montacute PC working on the project with SSDC Officer.
Ilminster Recreation Ground	S106	44	0	44	0	44	0	44	0	0%	S Barnes	Project in planning stage.
Old Kelways Play Area, Langport	S106	54	41	0	0	0	13	54	0	0%	S Barnes	Project ongoing.
Flagship Play Area	Feb-18	142	111	31	1	30	0	142	0	0%	S Barnes	Nearing completion. Slide and net to be installed during Q2 20/21.
Grant to Milborne Port Rec	Mar-14	136	36	100	1	99	0	136	0	0%	S Barnes	Project in planning stage.
Langport Memorial Ground New Changing Facilities	S106	7	3	0	0	0	4	7	0	0%	S Barnes	Work with local community yet to be undertaken.
Renewal of Skate Park provision in Area South	Feb-20	340	0	30	0	30	310	340	0	0%	R Parr	Working with SSDC Procurement Specialist, with plans to establish a select list of companies that will be invited to tender for skate park design and construction. The plan is to construct the first skate park early in 21/22.
Huish Episcopi Swimming Pool	Apr-16 /Aug-17	509	438	71	0	71	0	509	0	0%	L Pincombe	Awaiting final claim from Academy. Delayed due to change in business manager. Additional S106 money also awaited.
Forton Playing Pitches, Chard	S106	85	0	85	0	85	0	85	0	0%	L Pincombe	Completion of land conveyance expected Q2 20/21.
Holyrood Sports Hall	S106	17	14	3	0	3	0	17	0	0%	L Pincombe	Remaining money earmarked for cricket nets, awaiting claim from Academy.
Ilminster Cricket Club	S106	52	17	35	0	35	0	52	0	0%	D Haines	ICC have had architects drawings produced for the new pavilion and are now obtaining professional cost estimates to determine a overall project cost. This project cost figure and pavilion designs will assist external fundraising for the project. Overall the project is moving forward in the correct way.
Caryford Community Hall	S106	21	0	0	0	0	21	21	0	0%	D Haines	Project delayed due to COVID-19 and principle contractor going into liquidation.
Sparkford Cricket Club	S106	12	9	3	4	-1	0	12	0	0%	D Haines	Planning permission granted Nov 19. Feasibility stage funding.
South Petherton Cricket Club	S106	34	29	0	0	0	5	34	0	0%	D Haines	At the request of the Assistant Parish Clerk, no further progress meetings have been held as due to staffing capacity issues they could not support this project development at this time. Officers are ready to re-engage with the parish once they are ready to proceed.
COMMUNITIES												
Service Manager - Tim Cook												
Portfolio Holder - Cllr Val Keitch												
Enhancements to Waterside Rd, Wincanton	Feb-08	31	28	3	0	3	0	31	0	0%	T Cook	To be transferred to WTC in 20/21.
Subtotal for Service Delivery												
		43,541	22,312	12,013	1,134	10,878	9,216	43,541	0			
STRATEGY & COMMISSIONING												
Director - Netta Meadows												
STRATEGIC PLANNING												
Service Manager - Jan Gamon												
GOLDENSTONES												

Portfolio Holder - Cllr Val Keitch												
Goldenstones 10 Yr Plan Changing Rm's Refurbishment	Mar-17	285	249	36	0	36	0	285	0	0%	L Pincombe	Funding required for capital maintenance, lack of resource currently available within the property team to progress delivery at this time.
Goldenstones Sports Centre - 10 Yr Maintenance Plan	Feb-19	440	0	310	0	310	130	440	0	0%	L Pincombe	Funding required for capital maintenance, lack of resource currently available within the property team to progress delivery at this time.
SPORT FACILITIES												
Portfolio Holder - Cllr Val Keitch												
Wincanton Community Sports Centre 10 year plan	Sep-12	178	136	42	0	42	0	178	0	0%	L Pincombe	Funding required for capital maintenance, lack of resource currently available within the property team to progress delivery at this time.
Wincanton Sports Centre - 10 Year Maintenance Plan	Feb-19	476	0	306	0	306	170	476	0	0%	L Pincombe	Funding required for capital maintenance, lack of resource currently available within the property team to progress delivery at this time.
PLANNING/SPATIAL POLICY												
Service manager: Jo Wilkins												
Portfolio Holder - Cllr Mike Best												
Lyde Road Pedestrian & Cycle Way, Yeovil	Feb-17	250	0	250	0	250	0	250	0	0%	L Pincombe	Ian Timms supporting the delivery of this project with SCC. Detailed plans now in place, delivery expected Q4 20/21.
Total for Strategy & Commissioning		1,629	385	944	0	944	300	1,629	0			
SUPPORT SERVICES												
Director - Netta Meadows												
SUPPORT SERVICES FUNCTIONS												
FINANCIAL SERVICES												
Lead Specialist - Nicola Hix												
Portfolio Holder - Cllr Peter Seib												
Capital Salaries		3,031	3,031	0	0	0	0	3,031	0	0%	N Hix	Allocation of budget will be made in line with time spent on various capital projects.
Loan to Somerset Waste Partnership - Repayment (1)	Oct-14	0	0	0	0	0	0	0	0	0%	N Hix	Loan repayments being made as agreed.
Loan to Somerset Waste Partnership for Vehicles (2)	Feb-17	5,000	4,125	311	0	311	564	5,000	0	0%	N Hix	Second draw down of loan will be mid year.
Loan to Somerset Waste Partnership - Repayment (2)	Feb-17	0	0	0	0	0	0	0	0	0%	N Hix	Second draw down of loan will be mid year.
Loan to Hinton St George Shop - Repayment	Oct-15	0	0	0	0	0	0	0	0	0%	N Hix	Loan repayments being made as agreed.
Loan to Elleston	Dec-99	132	132	0	0	0	0	132	0	0%	N Hix	Interest only repayments for 20/21, with principal repayments due 21/22 in line with loan agreement.
ICT SERVICES												
Lead Specialist - Toffer Beattie												
Portfolio Holder - Cllr Peter Seib												
ES Upgrade	Feb-19	30	0	30	0	30	0	30	0	0%	T Beattie	Costs are fully expected to be spent in 20/21.
Firewalls & Security	Feb-19	25	6	19	0	19	0	25	0	0%	T Beattie	Costs are fully expected to be spent in 20/21.
Total for Support Services		8,218	7,294	360	0	360	564	8,218	0			
Total Gross Capital Programme												
		79,650	50,580	16,986	1,416	15,569	12,084	79,650	0			
29,070												

CAPITAL PROGRAMME FUNDING 2020/21-2024/25

Funding	£000s
External Grants & Contributions - Assets	357
External Grants & Contributions - REFCUS	1,541
Repayment Loans	12,269
Capital Fund	0
Internal Borrowing Reserve	2,852
Usable Capital Receipts	-1,358
Externally Borrowed not Usable Capital Receipts	13,409
Total Capital Programme Financing	29,070

REFCUS = Revenue Expenditure Funded by Capital Under Statute. This is expenditure on assets not owned by the authority e.g. parish play areas funded through S106.

RESERVE SCHEMES APPROVED IN PRINCIPLE

Scheme	Original Date of Project Approval	Previous Year's Spend £000s	2019/20 Est Spend £000s	Actual Spend to 30 June 2019 £000s	Future Est Spend £000s
Wyndham Park Community Facilities	Mar-17	0	0	0	400
Market Towns Vision	Feb-06	377	0	0	345
Investment in Land, Property & Renewables		0	0	0	71,053
Gas Control System - Birchfield	Feb-13	130	0	0	440
Affordable Housing - Unallocated	Feb-14	0	0	0	1,861
Affordable Housing - Rural Contingency Fund	Sep-16	0	0	0	500
Affordable Housing - Bought not Built Allocation		0	0	0	201
Affordable Housing - Mortgage Rescue Contingency Fund		0	0	0	277
Investment in Market Housing	Feb-15	0	0	0	1,931
Disabled Facilities Grant		0	0	0	1,228
ICT Replacement		0	0	0	187
Transformation	Mar-16	0	0	0	19
Contingency for Plant Failure		0	0	0	174
Home Farm, Somerton		0	0	0	298
Lufton 2000, Yeovil - All Phases	Apr-99	1,280	0	0	240
Sports Zone	Feb-08	0	0	0	0
Gypsy & Traveller Acquisition Fund	Feb-09	17	0	0	133
Infrastructure & Park Homes Contingency	Sep-09	0	0	0	91
Total Reserve Schemes Approved in Principle		1,804	0	0	79,378

AREA RESERVE SCHEMES

Scheme	2020/21 Est Spend £000s	Actual Spend to 30 June 2020 £000s	Future Est Spend £000s	Total Forecast Spend £000s
North	50	29	133	154
South	16	0	273	289
East	9	0	83	93
West	13	0	163	176
Total	88	29	653	712

Scheme	2020/21 Est Spend £000s	Actual Spend to 30 June 2020 £000s	Future Est Spend £000s	Total Forecast Spend £000s
Capital Programme	16,986	1,416	12,084	29,070
Contingent Liabilities and Reserve Schemes	88	29	80,031	80,119
Total Capital Programme to be Financed	17,074	1,446	92,115	109,188

Projects agreed before February 2016

The table below highlights the schemes agreed before February 2016, and provides a reason for the delay in their progression. Members need to confirm their approval for the project to stay in the capital programme.

Project	Date Funding Agreed	Original Budget £'000	Remaining Budget £'000	Reason for Delay (Update from Officer)	Risks of not retaining funding (Update from Officer)
Land Acquisition & Enhancements at Waterside Road	Feb 08	35	3	Land now acquired. Liaising about transfer to Wincanton Town Council.	Tree management scheme complete, car park enhancement works complete. Transfer of land to WTC expected in 20/21.
New Car Parks	Feb 08	810	240	The majority of the scheme has been delivered in previous years. With the remaining element there have been delays with obtaining planning consent and also releasing the legal covenant. This is now resolved and funds are fully expected to be spent in 20/21.	There has been significant expenditure to purchase the land. This funding is required to finish construction of this car park. Without it the site would remain unusable.
Wincanton Community Sports Centre 10 year plan	Sep 12	178	42	New 10 year plans for our sports facilities were completed during 2018 and highlight that this money is still required. It will be spent on the agreed maintenance programmes by the Property Service team, although this team currently lacks the staff resource required to implement the planned preventative maintenance identified.	If this budget were to be removed, then finance would not be available for planned preventative maintenance, which could eventually result in the failure of plant and could lead to the temporary closure of facilities.

2020/21 Revenue Budget Monitoring Report for the Period Ending 30th June 2020

Executive Portfolio Holder: Peter Seib, Finance & Legal Services
Strategic Director: Nicola Hix, Support Services
Lead Officer: Paul Matravers, Lead Specialist, Finance
Contact Details: Paul.Matravers@southsomerset.gov.uk or 01935 462275

Purpose of the Report

1. The purpose of this report is to provide Members with the current projection of the forecast spending and income ("outturn") against the Council's approved Revenue Budget for the financial year, and to explain projected variations against budget.

Forward Plan

2. This report appeared on the District Executive Forward Plan with an anticipated Committee date of 6th August 2020.

Public Interest

3. This report gives an early forecast revenue financial position and budgetary variations of the Council for the financial year 2020/21, as at 30th June 2020. Maintaining the financial health and resilience of the organisation is important in ensuring the ongoing delivery of priority services in our community.

Recommendations

4. That the District Executive:
 - a. Notes current 2020/21 financial position of the Council;
 - b. Notes the predicted variance to approved Directorate Budgets as detailed in paragraph 9, Table 1;
 - c. Notes the transfers made to and from reserves outlined in paragraph 28 Table 3, the Area Reserves as detailed in Appendix B, and the Corporate Reserves as detailed in Appendix C.

Background

5. The 2020/21 original budget was approved by Council in February 2020. 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.

6. This is the first forecast for the year, which is completed at the end of Quarter 1 (1st April to 30th June 2020). The projected position should be regarded as a reasonable indication of possible differences between actual and budgeted spend and income for the year. Experience shows that the position at the end of the year can vary, sometimes significantly even without COVID-19, from early forecasts with time for management to take corrective action and manage risks and opportunities before the end of the financial year.
7. It important to recognise that a number of assumptions have been made in relation to COVID-19 but at this stage it is very hard to judge the full impact on 2020/21 budget. Therefore, this report is slightly different than our usual presentation of the budget monitoring position and is very strongly linked to the revised Financial Strategy 2020/21 Update Report which is part of this agenda.

Summary of the Current Revenue Financial Position and Forecast Outturn

8. In order to complete 'The 2020/21 Budget and the effects of Covid-19' section of the financial strategy report, budget holders have been asked to forecast expenditure and income for the year in order that the expected outturn and the projected variances are identified and reported. This was particularly critical for those affected by COVID-19. Appendix A also shows additional comments provided from budget holders following the distribution of the budget monitoring reports for the end of June 2020.
9. A number of budgets have been affected by COVID-19, some in relation to additional expenditure, and others as a result of under receipt of income. The areas of the budget that are currently affected by COVID-19 and which affect the net revenue position are shown in the table below:

Table 1 – Variances expected for 2020/21

Affected area	£'000
Income Losses	
Fees and Charges (includes Westlands, Octagon, Car Parking)	4,681
Commercial Income	962
Treasury Income	360
Other income including Yeovil Innovation Centre	427
Expenditure	
Housing and Homelessness	290
Waste Management	1,013
Hub/Shielding	200
Other	450
Total Estimated Impact (excluding CT & NDR)	8,383
Government Funding to date	(2,004)
Rough Sleepers Grant (SCC)	(136)
Net Estimated Impact (excluding CT & NDR)	6,243

10. There is currently a net forecast overspend of £6.243m for 2020/21. The grant received is to be distributed across the revenue budget for 2020/21 during quarter 2 to correct some of the variances already showing, especially for areas of spend such as the Food Hub. We are awaiting details from Government regarding a further grant allocation in relation to lost income. We are aware that we will still be required to subsume a



significant element of this impact. The remainder of the shortfall (when quantified) will be funded as agreed within the Financial Strategy Report.

11. Following on from Table 1 above, there are significant areas of concern that will need closely monitoring, some identified as directly affected by COVID-19, but others only partially affected such as:

- **Octagon and Westlands** - Significant variances on income and expenditure budgets anticipated. The figures assume not being able to run any events at the Octagon for the remainder of the financial year. Further grant funding from the Arts Council is expected but no income has been included at this stage. For Westlands, the figures assume the running of the film programme only for the remainder of the financial year. If income earning events resume at both venues, the budget position will improve.
- **Yeovil Recreation Centre** - The site being closed for first two months of the financial year has resulted in an anticipated shortfall of income at the site. Income earning activities recommenced on 1 June when the site was partially re-opened, however a shortfall of income against budget is still anticipated at year end.
- **Countryside** - It is anticipated that there will be a shortfall against the income targets due to COVID-19. The assumption is that the countryside events programme will be cancelled for the remaining part of the calendar year. Two months of income has been lost at the Ninesprings Cafe due to the closure, however since re-opening income streams have been good. The National Heritage Lottery Funded Ham Hill project will result in additional expenditure; this will be offset by the grant income received.
- **Building Control** - Overspend is due to continued use of agency staff. Income is below target due to Covid-19, which has created continued uncertainty along with material supply issues on site.
- **Parking Income** – Forecast to overspend £73k on NNDR and a further £30k on service charges in 2020/21 for a total of overspend of £103k. COVID-19 has also drastically reduced income so far this year, with the current estimate being that income will be £950k underachieved by year-end.
- **Commercial Investment Properties Income** - Currently forecasting a gross deficit of £0.962m for the year, as a result of COVID-19 and possible non collection of rent for the year. Any shortfall in income for the year that does come to fruition will be covered by a movement from the Commercial Risk Reserve that has been established for events such as this.
- **Treasury Investment income** – The Council has substantial investments in pooled funds. It is anticipated that the return on these investments will significantly reduce in this financial year due to COVID-19. The Council's treasury advisors have indicated that the return on pooled fund investments will be between 25% and 50% less than 2019/20 depending on the type of pooled fund investment.

The pooled fund investments have started to show signs of recovery in Quarter 1 and it is anticipated that the recovery will continue, which will have a positive impact on the investment returns for the remaining part of the financial year.

12. Managers in the affected areas are continually monitoring income and expenditure trends together with their Finance Specialist and, if required, plans will be implemented to bring spending and income in line with the approved budgets where possible.
13. The approved base budget for 2020/21 was £15.207m. No movements have been made between 1st April 2020 and 30th June 2020 therefore the budget remains unchanged. Carry forwards from the 2019/20 budget totalling £340,670 have been requested, details of the carry forward requests are included in the 2019/20 outturn report which is included as an agenda item at this committee.

Budget Virements

14. Under the Financial Procedure Rules, providing that the S151 Officer has been notified in advance, Directors/Managers may authorise any virements for an individual cost centre within their responsibility. Directors and Managers 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 virements. All virements outside of the criteria set out above require the approval of District Executive, there are no virements this quarter.

Delivery of Savings

15. As part of effective financial planning and control it is important to monitor the delivery of savings planned within the approved budget. The table below details the major savings (savings over £25,000) that were agreed and the expected achievement of those savings at year-end. The table only highlights projected shortfalls and does not identify where targets may be exceeded.

Table 2 – 2020/21 Budgeted Major Savings (over £25,000)

Description	Income/ Saving Target £'000	Forecast Saving at Year-End £'000	Shortfall £'000
Transformation – Non pay	150.0	100.0	50.0
Sales, Fees and Charges - Arts	5.0	0	5.0
Sales, Fees and Charges - Licensing	6.0	0	6.0
Sales, Fees and Charges - Horticulture/ Street Scene	20.0	20.0	0
Sales, Fees and Charges - Waste	40.0	40.0	0
Sales, Fees and Charges - Countryside	4.0	0	4.0
Increase in rental income	66.7	0	66.7
Increase in service charges	39.0	0	39.0
Total Major Savings	330.7	160.0	170.7

(Negative figures = shortfall)

16. Table 2 shows that a significant element of the major savings target for 2020/21 may not be achieved. The achievement of savings will be carefully monitored during Quarter 2 and Quarter 3 to clarify whether the budget expectation is realistic given the effect of COVID-19. The projected shortfall on its own is not material to the overall financial performance for the year, especially given COVID-19 and it is anticipated that the impact of the shortfall will have to be managed within the overall budget total.



South Somerset District Council Council Tax Support and Council Tax

17. The Council Tax Support Scheme (CTS) provides for discounted tax charges to households with lower income. The Authority has set an estimate for 2020/21 of £9.397m within the Council Tax Base for annual CTS discounts. As part of the response to Covid-19, the Government provided local authorities with a council tax hardship fund to support economically vulnerable people and households in their local area. This grant is to compensate billing authorities for the council tax foregone in 2020/21 due to additional council tax reliefs provided to recipients of working age local tax support schemes during the Covid-19 emergency. SSDC received £1.156m from this hardship fund.
18. A total of £10.565m CTS discounts have been awarded as at 30th June 2020. 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 (SSDC share is c14.4% for 2020/21).
19. The Hardship Scheme is in place for extreme circumstances with a budget of £30,000 for the year. By the end of Quarter 1, SSDC had received 29 requests for hardship relief of which 22 were successful. The amount awarded to the end of quarter 1 was £9,339.
20. The in-year collection rate for Council Tax is 28.17% for 2020/21 compared to 28.11% for quarter 1 last year. The number of people opting to pay by 12 instalments rather than 10 continues to increase (currently 17,399 households). This means the collection profile will see more income during February and March than last year. At the end of quarter 1, we had reduced the total of £9.334m outstanding debt relating to previous years by £730k.

Non Domestic Rates

21. The in-year collection rate for Non Domestic Rates is 39.66% for 2020/21 compared to 32.68% for quarter 1 last year. Due to the introduction of 100% extended retail relief for 2020/21, as a consequence of the Covid-19 support measures, the collectable debt has reduced and payments received so far in quarter 1, expressed as a percentage of the revised collectable debt, is higher. At the end of quarter 1, we had reduced the total of £3.696m outstanding debt relating to previous years by £247k.
22. 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. Following the ending of the one year BRR pilot arrangements for 2019/20, this now reverts to the standard shares for 2020/21 (Gov 50%, SSDC 40%, SCC 9%, Fire 1%).

Council Tax Reforms

23. Members agreed at District Executive in February 2019 to increase the Empty Home Premium on empty properties to the maximum percentage, as detailed in the legislation. From the 1st April 2019 dwellings that have been empty for more than two years, a premium of 100% of the charge will be added (this previously was 50%). From the 1st April 2020, a premium of 200% of the charge will be added for dwellings that have been empty for more than 5 years. Further changes will come into effect from 1st April 2021.
24. At the end of June 2020, there were 181 long-term empty properties (unfurnished and unoccupied for 2 years or more). At the same point last year, there were 198 properties.



South Somerset District Council

Of the current 181, 70 have been empty for more than 5 years and are subject to the increased premium of 200%.

Discretionary Housing Payments

25. The Government DHP funding allocation for 2020/21 is up to £315,793. In addition to this the Council is permitted to spend up to £473,689 of its own money on DHP awards, although no budget has been set for this discretion. By the end of Quarter 1 we had processed 173 DHP applications, 157 of which were successful with a total award value of £64,259. A further £22,630 is committed up to the end of this financial year. The total sum paid and committed (£86,899) represents 27.52% of the Government DHP grant.
26. Universal Credit recipients have their housing cost support paid directly by DWP, however they are still able to apply to SSDC for a DHP and the number of Universal Credit recipients in the district is increasing each month. Universal credit related DHP's are included in the figures in the above paragraph.

Reserves & Balances

27. Reserves are amounts 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 B. The complete list of specific Corporate Reserves and the current balance on each one is provided at Appendix C. The Appendix shows all movements of each one that has been actioned under the authority delegated in the Financial Procedure Rules.
28. Transfers out of specific reserves that require reporting to District Executive for noting are as follows:

Table 3 – Reserves Movements

Reserve	Balance at 01/04/2020 £'000	Transfers £'000	Balance at 30/06/2020 £'000	Reason for Transfer
Capital				
No Movements				
Revenue				
Capital Reserve	-926	-3	-929	Photovoltaic additional tariff income (£2.75k).
Transformation Reserve	-139	32	-107	Funding of quarter 1 transformation expenditure (£32.4k), programme completed at the end of May.
Revenue Grants Reserve	-456	2	-454	Funding used for staff transition funding (agreed at July 2019 DX)
Council Tax/Housing Benefits Reserve	-704	64	-640	Funding for transitional resources and IT software changes (£137k), less Housing Benefit grants received from DWP (£73k) transferred to reserve.
Ticket Levy Reserve	-86	3	-83	Ticket Levies to reserve movements.

Reserve	Balance at 01/04/2020 £'000	Transfers £'000	Balance at 30/06/2020 £'000	Reason for Transfer
Community Housing Fund	-211	41	-170	Transfer to revenue for Community Led Housing in High Ham
Housing & Homelessness Reserve	-402	-18	-420	£381k transfer to fund service level agreements for various housing programmes, less and programs and £399K in Homelessness and rough sleeping grants from government.

(Negative figures = income, positive figures = costs)

General Fund Balance

29. The General Fund Reserve Balance represents the accumulated revenue surpluses that are held to mitigate financial risks and unforeseen costs. Within the total, however, are amounts that have been earmarked by the District Executive for specific purposes. The table below shows the current position on the General Fund Balance compared to that previously reported.

Table 4 - General Fund Balance

	£'000
Balance at 1 st April 2020	-5,099
Area & Economic Development Balances	121
2020/21 Carry Forwards (if agreed earlier by this committee)	341
Commitments	145
Current Estimated overspend in 2020/21 (worse case call on reserves)	1,592
Unallocated General Fund Balance at 30th June 2020	-2,900
Commitment agreed at July 2020 DX	100
Unallocated General Fund Balance	-2,800

(Negative figures = income, positive figures = costs)

30. The current assessment of minimum balance requirement is £2.8m. It is advisable to continue to hold a balance above this minimum to provide headroom and flexibility to manage risk and avoid falling below recommended levels. Current balances as at 30th June exceed this minimum requirement providing financial resilience to address some of the financial pressures of COVID-19.

Financial Implications

31. As part of monitoring an assessment of risk has been made. This review of balances and reserves has shown that the Council currently has sufficient balances to cover major areas of financial risk. The balance at the 30th June 2020 is estimated to be £3.873 million.
32. Details of the current key risks are listed in the table below with an update from the responsible officer.

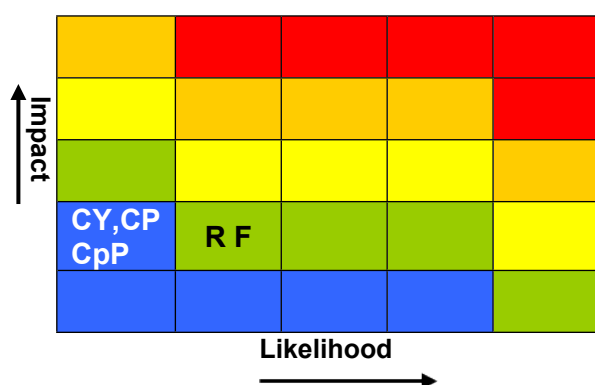
Table 5 - Risks

Current Risk	Responsible Officer	Officer's Update
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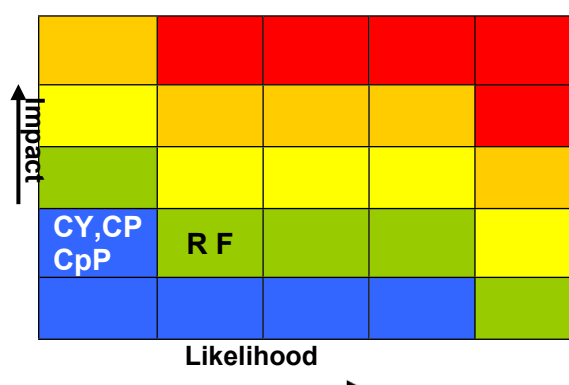
Current Risk	Responsible Officer	Officer's Update
Interest Rates	S151 Officer	Interest rates remain low with possibility of being cut to zero or even going into negative territory. Low interest rates reduce the cost of borrowing with the adverse impact being the return on investments will be lower. Continual monitoring of investments and borrowing is being undertaken to ensure returns are maximised whilst taking account of risk.
Business Rate Income	Director-Service Delivery	The collection rate is up by 6.98% compared to the previous year's quarter 1. Paragraph 21 provides information for this increase. This is a volatile measure affected by the timing of summonses and payments made by large businesses.
The Council Tax Support Scheme	Director-Service Delivery	The original budget of £9.397m together with the £1.156m Hardship Grant from Government gives an overall budget of £10.553m. Currently £10.565m has been allocated by the end of quarter 1 which is 100.1%. If costs exceed the assumption in the Council Tax Base this recovery risks a deficit in the Collection Fund to be paid in subsequent years in proportion to precept totals.
Housing Benefit Subsidy	Director-Service Delivery	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 in autumn 2020.
The UK's Exit from the EU	S151 Officer	We still do not yet know the impact in the medium to long term. If consumer confidence reduces there may be a further impact on SSDC's income streams such as planning, licensing, theatre income, and car parking, although this is considered a low risk at this stage. Financing / treasury costs and income may also be affected.

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

33. The budget is closely linked to the Council Plan, and maintaining financial resilience and effective resource planning is important to enable the council to continue to fund its priorities for the local community.

Carbon Emissions and Climate Change Implications

34. There are no implications currently in approving this report.

Equality and Diversity Implications

35. 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

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

Background Papers

Budget Setting reports to Full Council in February 2020

2020-21 Budget Detail

Service with Elements		Year to date				Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>	
		Budget to 30th June £	Actual to 30th June £	Variance to 30th June £	Annual Budget £		
STRATEGIC MANAGEMENT							
Chief Executive : Alex Parmley							
Service Manager: Alex Parmley							
MANAGEMENT BOARD (DMB)		Expenditure	133,290	146,119	12,829	533,160	Overspend in realtion to salary costs
		Income	(4,375)	0	4,375	(17,500)	
Portfolio Holder: Cllr Val Keitch		TOTAL	128,915	146,119	17,204	515,660	
Service Manager:							
TRANSFORMATION (DMT)		Expenditure	(37,500)	(275,995)	(238,495)	(150,000)	The variance is due to a 2019/20 year end accrual for pension strain costs that are paid over a three period but accounted for in previous years. The 2020/21 negative budget relates to savings that need to be found across all budgets during 2020/21.
		Income	0	0	0	0	
Portfolio Holder: Cllr Val Keitch		TOTAL	(37,500)	(275,995)	(238,495)	(150,000)	
TOTAL STRATEGIC MANAGEMENT		Expenditure	95,790	(129,876)	(225,666)	383,160	
		Income	(4,375)	0	4,375	(17,500)	
		TOTAL	91,415	(129,876)	(221,291)	365,660	
TOTAL CHIEF EXECUTIVE		Expenditure	95,790	(129,876)	(225,666)	383,160	
		Income	(4,375)	0	4,375	(17,500)	
		TOTAL	91,415	(129,876)	(221,291)	365,660	
COMMERCIAL SERVICES & INCOME GENERATION							
Director: Clare Pestell							
Arts & Entertainment							
Service Manager: Adam Burgan							
OCTAGON (GOC)		Expenditure	544,198	218,551	(325,647)	2,143,120	Significant variances on income and expenditure budgets anticipated. The figures assume not being able to run any events for the remainder of the financial year. If performances resume, the budget position will improve. Further grant funding from Arts Council is expected but no income has been included at this stage.
		Income	(458,399)	(244,966)	213,433	(1,827,600)	
Portfolio Holder: Cllr John Clarke		TOTAL	85,799	(26,415)	(112,214)	315,520	
WESTLANDS (GWL)		Expenditure	330,373	123,158	(207,215)	1,351,340	Significant variances on income and expenditure budgets anticipated. The figures assume the running of the film programme only for the remainder of the financial year. If income earning events resume, the budget position will improve.
		Income	(281,540)	(93,058)	188,482	(1,216,010)	
Portfolio Holder: Cllr John Clarke		TOTAL	48,833	30,100	(18,733)	135,330	
TOTAL ARTS & ENTERTAINMENT		Expenditure	874,571	341,709	(532,862)	3,494,460	
		Income	(739,939)	(338,024)	401,915	(3,043,610)	
		TOTAL	134,632	3,685	(130,947)	450,850	
Environmental Services							
Service Manager: Chris Cooper							
STREETSCENE (KHT)		Expenditure	738,477	691,183	(47,294)	3,290,840	Underspend due to vacant posts

Service with Elements		Year to date				Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		Budget to 30th June £	Actual to 30th June £	Variance to 30th June £	Annual Budget £	
	Income	(308,725)	(105,403)	203,322	(1,528,670)	Shortfall due to internal recharges not processed until Q2 circa £50K and some profiling of budgets needed to reflect income streams. Horticultural income reduced due to Covid 19
Portfolio Holder: Cllr Sarah Dyke	TOTAL	429,752	585,780	156,028	1,762,170	
WASTE & RECYCLING (KWT)	Expenditure	1,658,110	1,657,828	(282)	6,637,610	<i>Contact costs to the Somerset Waste Partnership are in line with the original budget and at this time do not reflect the affect on the service of Coivd-19</i> <i>Garden Waste income received is greater than the annual budget by £37K however it is difficult to predict the outturn position at the moment following the suspension of the service in April and May during to Coivd-19</i>
	Income	(1,086,675)	(1,145,250)	(58,575)	(1,849,630)	
Portfolio Holder: Cllr Sarah Dyke	TOTAL	571,435	512,578	(58,857)	4,787,980	
TOTAL ENVIRONMENTAL SERVICES	Expenditure	2,396,587	2,349,011	(47,576)	9,928,450	
	Income	(1,395,400)	(1,250,653)	144,747	(3,378,300)	
	TOTAL	1,001,187	1,098,358	97,171	6,550,150	
Income / Opportunity Development						
Service Manager: James Divall/ Justine Parton						
INCOME/ OPPORTUNITY DEVELOPMENT (IOD)	Expenditure	123,725	86,617	(37,108)	398,600	
	Income	(442,196)	(343,678)	98,518	(529,490)	
Portfolio Holder: Cllr John Clarke	TOTAL	(318,471)	(257,061)	61,410	(130,890)	
TOTAL INCOME/ OPPORTUNITY DEVELOPMENT	Expenditure	123,725	86,617	(37,108)	398,600	
	Income	(442,196)	(343,678)	98,518	(529,490)	
	TOTAL	(318,471)	(257,061)	61,410	(130,890)	
Leisure, Recreation & Tourism						
Service Manager: Katy Munday						
COUNTRYSIDE (GCT)	Expenditure	132,397	135,177	2,780	638,090	It is anticipated that there will be a shortfall against the income targets due to COVID-19. The assumption is that the countryside events programme will be cancelled for the remain part of the calendar year. Two months of income has been lost at the Ninesprings Cafe due to the closure, however since re-opening income streams have been good. The National Heritage Lottery Funded Ham Hill project will result in additional expenditure, this will be offset by the grant income received.
	Income	(68,685)	(33,909)	34,776	(305,610)	
Portfolio Holder: Cllr Mike Best	TOTAL	63,712	101,268	37,556	332,480	
YEOVIL RECREATION CENTRE (GSP)	Expenditure	61,193	53,815	(7,378)	309,050	The site being fully closed for first two months of the financial year has resulted in an expected shortfall of income at the site. Income earning activities recommenced on 1 June when the site was partially re-opened, however a shortfall of income against budget is still anticipated at year end
	Income	(39,982)	(5,084)	34,898	(127,090)	
Portfolio Holder: Cllr Mike Best	TOTAL	21,211	48,731	27,520	181,960	
TOURISM & HERITAGE (GTR)	Expenditure	38,633	39,881	1,248	262,420	Income is not expected to meet the annual budget due to the Tourist Information Centre and the Community Heritage Access Centre being closed for the first quarter of the financial year.
	Income	(12,842)	0	12,842	(96,670)	
Portfolio Holder: Cllr Mike Best	TOTAL	25,791	39,881	14,090	165,750	

Service with Elements		Year to date				Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		Budget to 30th June £	Actual to 30th June £	Variance to 30th June £	Annual Budget £	
TOTAL LEISURE, RECREATION & TOURISM	Expenditure	232,223	228,873	(3,350)	1,209,560	
	Income	(121,509)	(38,993)	82,516	(529,370)	
	TOTAL	110,714	189,880	79,166	680,190	
Property, Land & Development						
Service Manager: Robert Orrett						
BIRCHFIELD (CIBF)	Expenditure	10,990	4,440	(6,550)	64,290	Trade effluent discharge costs expected to exceed budget by £10k based on prior years.
	Income	0	0	0	0	
Portfolio Holder: Cllr Tony Lock	TOTAL	10,990	4,440	(6,550)	64,290	
PROP LAND & DEV- CASE OFFICER (CICO)	Expenditure	71,203	52,139	(19,064)	284,810	Budget on target, no variance expected.
	Income	0	0	0	0	
Portfolio Holder: Cllr Tony Lock	TOTAL	71,203	52,139	(19,064)	284,810	
LAND DRAINAGE (CILD)	Expenditure	18,000	1	(17,999)	72,000	Budget on target, no variance expected.
	Income	0	0	0	0	
Portfolio Holder: Cllr Tony Lock	TOTAL	18,000	1	(17,999)	72,000	
OPERATIONAL PROPERTIES (CIOP)	Expenditure	485,476	433,491	(51,985)	1,117,300	Canteen cost saving estimated at £42k; CCTV running costs £15k overspent due to re-calculated charges. Canteen income at risk of being £90k under income target.
	Income	(138,035)	12,281	150,316	(550,250)	
Portfolio Holder: Cllr Tony Lock	TOTAL	347,441	445,772	98,331	567,050	
COMMERICAL PROPERTIES (CIPR)	Expenditure	39,797	46,052	6,255	108,010	NNDR overspent by £6k; Bus Station head rent £5k above budget.
	Income	(91,562)	(70,072)	21,490	(235,000)	
Portfolio Holder: Cllr John Clarke	TOTAL	(51,765)	(24,020)	27,745	(126,990)	
PROP, LAND & DEV - SPECIALISTS (CISP)	Expenditure	35,498	24,930	(10,568)	141,990	Budget on target, no variance expected.
	Income	0	0	0	0	
Portfolio Holder: Cllr Tony Lock	TOTAL	35,498	24,930	(10,568)	141,990	
COMMERICAL INVESTMENTS (KCM)	Expenditure	833,507	199,908	(633,599)	3,311,830	Income showing above target income for the year, however no accounting adjustments have been completed yet for Interest and MRP to be removed. Shortfall of income expected as per main report. Estimate that 10% of rents will not be recoverable due to COVID-19.
	Income	(1,440,513)	(1,864,831)	(424,318)	(5,252,140)	
Portfolio Holder: Cllr John Clarke	TOTAL	(607,006)	(1,664,923)	(1,057,917)	(1,940,310)	
CAR PARKING (KCP)	Expenditure	446,961	329,711	(117,250)	767,790	Expecting £73k overspend on NNDR and £30k on service charges for a total of £103k overspend. Estimated to recover £950k less in car parking revenue due to COVID-19.
	Income	(459,373)	(93,014)	366,359	(1,955,670)	
Portfolio Holder: Cllr John Clarke	TOTAL	(12,412)	236,697	249,109	(1,187,880)	
ENGINEERING SERVICES (KEN)	Expenditure	4,293	108	(4,185)	17,170	Budget on target, no variance expected.
	Income	(1,515)	(2,598)	(1,083)	(11,910)	
Portfolio Holder: Cllr Tony Lock	TOTAL	2,778	(2,490)	(5,268)	5,260	
TOTAL PROPERTY, LAND & DEVELOPMENT	Expenditure	1,945,725	1,090,780	(854,945)	5,885,190	
	Income	(2,130,998)	(2,018,234)	112,764	(8,004,970)	
	TOTAL	(185,273)	(927,454)	(742,181)	(2,119,780)	
TOTAL COMMERCIAL SERVICES & INCOME GENERATION	Expenditure	5,572,831	4,096,990	(1,475,841)	20,916,260	
	Income	(4,830,042)	(3,989,582)	840,460	(15,485,740)	
	TOTAL	742,789	107,408	(635,381)	5,430,520	

SERVICE DELIVERY

Director: Netta Meadows

Customer Connect Team

Service Manager: Sharon Jones

Service with Elements		Year to date				Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		Budget to 30th June £	Actual to 30th June £	Variance to 30th June £	Annual Budget £	
CUSTOMER CONNECT TEAM (PCR)	Expenditure	170,980	159,431	(11,549)	683,920	There is an underspend on salaries as there are some vacant posts within the team. The plan is to bring in extra resource once recovery demand picks up.
	Income	(15,810)	(7,208)	8,602	(15,810)	
Portfolio Holder: Cllr Tony Lock	TOTAL	155,170	152,223	(2,947)	668,110	
TOTAL CUSTOMER FOCUSED TEAM	Expenditure	170,980	159,431	(11,549)	683,920	
	Income	(15,810)	(7,208)	8,602	(15,810)	
	TOTAL	155,170	152,223	(2,947)	668,110	
Case Team						
Service Manager: Kirsty Larkins/Marie Collins						
CASE TEAM (DCT)	Expenditure	478,615	489,707	11,092	1,914,460	The current variance is due to staff costs, however these are expected to be on budget by year end.
	Income	(191,970)	(191,970)	0	(191,970)	
Portfolio Holder:	TOTAL	286,645	297,737	11,092	1,722,490	
TOTAL CASE TEAM	Expenditure	478,615	489,707	11,092	1,914,460	
	Income	(191,970)	(191,970)	0	(191,970)	
	TOTAL	286,645	297,737	11,092	1,722,490	
Service Delivery Functions						
Service Manager: Nigel Marston						
ENFORCEMENT & COMPLIANCE (DEC)	Expenditure	12,428	12,174	(254)	49,710	
	Income	0	0	0	0	
Portfolio Holder:	TOTAL	12,428	12,174	(254)	49,710	
REVENUES & BENEFITS (FBN)	Expenditure	168,468	100,372	(68,096)	549,390	
	Income	(140,095)	(78,099)	61,996	(545,680)	
Portfolio Holder: Cllr Mike Best	TOTAL	28,373	22,273	(6,100)	3,710	
HOUSING BENEFIT SUBSIDY (FHB)	Expenditure	6,042,033	6,522,711	480,678	24,168,130	
	Income	(6,319,123)	(6,432,473)	(113,350)	(24,739,090)	
Portfolio Holder: Cllr Mike Best	TOTAL	(277,090)	90,238	367,328	(570,960)	
HOUSING STANDARDS (HCP)	Expenditure	24,848	22,034	(2,814)	99,390	There are a number of minor variations in expenditure, however, the budget is expected to be on target over the course of the year. The income shortfall is a combination of HMO income and Home Aid income. Due to COVID-19 restrictions Home Aid income is below target as Disabled Facilities Grants could not be progressed. Additional resource will be put in place to address this issue in the coming months.
	Income	(16,862)	(12,255)	4,607	(67,450)	
Portfolio Holder: Cllr Val Keitch	TOTAL	7,986	9,779	1,793	31,940	
ENV HEALTH & COMM PROTECTION (HEH)	Expenditure	94,217	89,115	(5,102)	376,870	There are a number of minor variations in expenditure, however, the budget is expected to be on target over the course of the year. The shortfall in income is mainly due to the delay in issuing Pollution Prevention & Control invoices. This is expected to be addressed during quarter 2.
	Income	(28,613)	(8,835)	19,778	(37,980)	
Portfolio Holder: Cllr Mike Best	TOTAL	65,604	80,280	14,676	338,890	
HOUSING (HHL)	Expenditure	710,784	924,990	214,206	1,599,340	The overspends within this budget are the result of unbudgeted COVID-19 related expenditure. Grant funding towards homelessness costs is expected from MHCLG and SCC, but to date it has not been received.
	Income	(829,430)	(797,423)	32,007	(961,820)	
Portfolio Holder: Cllr Val Keitch	TOTAL	(118,646)	127,567	246,213	637,520	
LICENSING (HLC)	Expenditure	28,353	25,158	(3,195)	113,410	There are a number of minor variations in expenditure, the underspend is mainly due to the reduction in mileage costs.

Service with Elements		Year to date				Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		Budget to 30th June £	Actual to 30th June £	Variance to 30th June £	Annual Budget £	
	Income	(54,297)	(46,678)	7,619	(350,430)	Income is currently down against budget as COVID-19 has resulted in reduced application numbers. The impact is being monitored and it is hoped that this will recover as the restrictions are lifted. There is also work ongoing regarding premise licence renewals which has affected some income, it is anticipated this will be completed by the end of quarter 2.
Portfolio Holder: Cllr John Clarke	TOTAL	(25,944)	(21,520)	4,424	(237,020)	
CARELINE (HWL)	Expenditure	37,310	49,836	12,526	110,920	
	Income	(360,273)	(386,989)	(26,716)	(423,850)	
Portfolio Holder: Cllr Mike Best	TOTAL	(322,963)	(337,153)	(14,190)	(312,930)	At this stage budget is expected to be on target at year end.
ENFORCEMENT (KET)	Expenditure	5,963	2,582	(3,381)	31,440	There are a number of minor variations in expenditure, however, the budget is expected to be on target over the course of the year.
	Income	(750)	0	750	(3,000)	No significant variance.
Portfolio Holder: Cllr Sarah Dyke	TOTAL	5,213	2,582	(2,631)	28,440	
LAND CHARGES (LLC)	Expenditure	5,838	2,567	(3,271)	23,350	
	Income	(106,812)	(44,716)	62,096	(427,250)	The number of applications has reduced due to COVID-19. Since the restrictions were eased there has been an increase in demand for this service. It is also hoped that the recent Government announcement regarding the temporary reduction in stamp duty payments will help to improve this position further.
Portfolio Holder: Cllr John Clarke	TOTAL	(100,974)	(42,149)	58,825	(403,900)	
RIGHTS OF WAY (LRW)	Expenditure	702	305	(397)	2,810	
	Income	(4,125)	0	4,125	(16,500)	The income shortfall is as a result of COVID-19.
Portfolio Holder: Cllr Sarah Dyke	TOTAL	(3,423)	305	3,728	(13,690)	
BUILDING CONTROL (RBC)	Expenditure	77,880	90,714	12,834	458,530	The overspend is due to continued use of agency staff, however, the outturn should be less than last year due to the downturn in work.
	Income	(111,054)	(68,146)	42,908	(561,240)	The income is below target due to COVID-19, which has created continued uncertainty along with material supply issues on site.
Portfolio Holder: Cllr John Clarke	TOTAL	(33,174)	22,568	55,742	(102,710)	
DEVELOPMENT MANAGMENT (RDC)	Expenditure	179,453	265,832	86,379	717,810	
	Income	(365,237)	(369,987)	(4,750)	(1,460,950)	
Portfolio Holder: Cllr John Clarke	TOTAL	(185,784)	(104,155)	81,629	(743,140)	
ECONOMIC DEVELOPMENT (RED)	Expenditure	48,182	88,782	40,600	192,730	Business Rates Retention pilot project funds to be reclaimed from SCC.
	Income	0	51,536	51,536	0	
Portfolio Holder: Cllr John Clarke	TOTAL	48,182	140,318	92,136	192,730	
STREET NAMING & NUMBERING (SSN)	Expenditure	1,802	2,153	351	7,210	
	Income	(7,890)	(5,237)	2,653	(31,560)	The income is below target due to the COVID-19, which has resulted in a slow down in larger developments.
Portfolio Holder: Cllr John Clarke	TOTAL	(6,088)	(3,084)	3,004	(24,350)	
COMMUNITY SAFETY (TCS)	Expenditure	750	0	(750)	3,000	
	Income	0	0	0	0	
Portfolio Holder: Cllr Mike Best	TOTAL	750	0	(750)	3,000	
TOTAL SERVICE DELIVERY FUNCTIONS	Expenditure	7,439,011	8,199,325	760,314	28,504,040	
	Income	(8,344,561)	(8,199,302)	145,259	(29,626,800)	
	TOTAL	(905,550)	23	905,573	(1,122,760)	
Localities						
Service Manager: Tim Cook						
AREA EAST (DAE)	Expenditure	8,173	1,736	(6,437)	32,690	Variance higher than usual due to reduced community grant activity due to Covid-19. Budget to be aligned to Area Chapter work. Grants to be spent by year end.
	Income	(1,127)	0	1,127	(4,510)	

		Year to date				Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
Service with Elements		Budget to 30th June	Actual to 30th June	Variance to 30th June	Annual Budget	
		£	£	£	£	
Chairman: Cllr Henry Hobhouse	TOTAL	7,046	1,736	(5,310)	28,180	
AREA NORTH (DAN)	Expenditure	3,990	0	(3,990)	15,960	Variance higher than usual due to reduced community grant activity due to Covid-19. Budget to be aligned to Area Chapter work. Grants to be spent by year end.
	Income	0	0	0	0	
Chairman: Cllr Adam Dance	TOTAL	3,990	0	(3,990)	15,960	
AREA SOUTH (DAS)	Expenditure	17,623	8,291	(9,332)	70,490	Variance higher than usual due to reduced community grant activity due to Covid-19. Budget to be aligned to Area Chapter work. Grants to be spent by year end.
	Income	(2,925)	(2,487)	438	(11,700)	
Chairman: Cllr Peter Gubbins	TOTAL	14,698	5,804	(8,894)	58,790	
AREA WEST (DAW)	Expenditure	6,853	0	(6,853)	27,410	Variance higher than usual due to reduced community grant activity due to Covid-19. Budget to be aligned to Area Chapter work. Grants to be spent by year end.
	Income	(878)	0	878	(3,510)	
Chairman: Cllr Jason Baker	TOTAL	5,975	0	(5,975)	23,900	
LOCALITY TEAM (DLT)	Expenditure	143,433	121,914	(21,519)	573,730	Variance due to vacant posts.
	Income	0	0	0	0	
Portfolio Holder:	TOTAL	143,433	121,914	(21,519)	573,730	
PEST CONTROL (DCP)	Expenditure	8,070	1,068	(7,002)	32,283	Activity restricted due to Covid-19. Budget to be spent by year end.
	Income	(7,575)	(1,054)	6,521	(30,300)	
Portfolio Holder: Cllr Mike Best	TOTAL	495	14	(481)	1,983	
PLAY, HEALTH & WELLBEING (PHW)	Expenditure	34,493	8,428	(26,065)	137,970	Activity restricted due to Covid-19. Budget to be spent by year end.
	Income	(7,313)	(11,000)	(3,687)	(65,330)	
Portfolio Holder: Cllr Mike Best	TOTAL	27,180	(2,572)	(29,752)	72,640	
TOTAL LOCALITIES	Expenditure	222,635	141,437	(81,198)	890,533	
	Income	(19,818)	(14,541)	5,277	(115,350)	
	TOTAL	202,817	126,896	(75,921)	775,183	
Regeneration						
Service Manager: Martin Woods/Natalie Fortt						
REGENERATION (RGE)	Expenditure	20,310	55,254	34,944	81,240	The costs will be funded from reserves so there will be no variance at year-end.
	Income	(4,910)	0	4,910	(19,640)	
Portfolio Holder: Cllr John Clarke	TOTAL	15,400	55,254	39,854	61,600	
TOTAL REGENERATION	Expenditure	20,310	55,254	34,944	81,240	
	Income	(4,910)	0	4,910	(19,640)	
	TOTAL	15,400	55,254	39,854	61,600	
Service Delivery Specialists						
Service Manager: Nigel Marston						
SERV DELIVERY LEAD SPECIALISTS (DLS)	Expenditure	64,715	106,721	42,006	258,860	<i>Overspend due to additional staff costs</i>
	Income	0	0	0	0	
Portfolio Holder:	TOTAL	64,715	106,721	42,006	258,860	
TOTAL SERVICE DELIVERY SPECIALISTS	Expenditure	64,715	106,721	42,006	258,860	
	Income	0	0	0	0	
	TOTAL	64,715	106,721	42,006	258,860	
Service Delivery Team Managers						
Service Manager: Netta Meadows						
SERVICE DELIVERY - MANAGERS (DTM)	Expenditure	63,243	61,124	(2,119)	252,970	<i>Budget on target, no variance expected.</i>

Service with Elements		Year to date				Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		Budget to 30th June £	Actual to 30th June £	Variance to 30th June £	Annual Budget £	
Portfolio Holder:	Income	0	0	0	0	
	TOTAL	63,243	61,124	(2,119)	252,970	
TOTAL SERVICE DELIVERY TEAM MANAGERS	Expenditure	63,243	61,124	(2,119)	252,970	
	Income	0	0	0	0	
	TOTAL	63,243	61,124	(2,119)	252,970	
TOTAL SERVICE DELIVERY	Expenditure	8,459,509	9,212,999	753,490	32,586,023	
	Income	(8,577,069)	(8,413,021)	164,048	(29,969,570)	
	TOTAL	(117,560)	799,978	917,538	2,616,453	

STRATEGY & COMMISSIONING

Director: Kirsty Larkins

Strategy & Comm Case

Service Manager: Peter Paddon

STRATEGY & COMM CASE OFFICERS (SCC)	Expenditure	93,153	84,379	(8,774)	372,610	The underspend is due to a Case Officer vacancy.
Portfolio Holder: Cllr Val Keitch	Income	0	0	0	0	
	TOTAL	93,153	84,379	(8,774)	372,610	
TOTAL STRATEGY & COMM CASE	Expenditure	93,153	84,379	(8,774)	372,610	
	Income	0	0	0	0	
	TOTAL	93,153	84,379	(8,774)	372,610	

Comms, Marketing & Media

Service Manager: Richard Birch

COMMUNICATIONS (CCM)	Expenditure	23,573	21,425	(2,148)	94,290	Budget on target, no variance expected.
Portfolio Holder: Cllr Val Keitch	Income	0	0	0	0	
	TOTAL	23,573	21,425	(2,148)	94,290	
TOTAL COMMS, MARKETING & MEDIA	Expenditure	23,573	21,425	(2,148)	94,290	
	Income	0	0	0	0	
	TOTAL	23,573	21,425	(2,148)	94,290	

Performance, People & Change

Service Manager: Kirsty Larkins

PERFORMANCE PEOPLE & CHANGE (CPL)	Expenditure	127,890	62,211	(65,679)	498,450	There is an underspend to date due to a vacancy within the team and a delay with being able to book some of the training required due to COVID-19.
	Income	(33,000)	(173,621)	(140,621)	(132,000)	
	TOTAL	94,890	(111,410)	(206,300)	366,450	Money has been received for the graduates scheme, which will pay the salaries, any surplus will be refunded.
Portfolio Holder: Cllr Val Keitch						
TOTAL PERFORMANCE, PEOPLE & CHANGE	Expenditure	127,890	62,211	(65,679)	498,450	
	Income	(33,000)	(173,621)	(140,621)	(132,000)	
	TOTAL	94,890	(111,410)	(206,300)	366,450	

Strategic Planning

Service Manager: Peter Paddon

PROCUREMENT, CONTRACT & RISK (CPR)	Expenditure	14,060	12,757	(1,303)	56,240	No significant variance.
Portfolio Holder: Cllr Val Keitch	Income	0	0	0	0	
	TOTAL	14,060	12,757	(1,303)	56,240	

		Year to date				Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
Service with Elements		Budget to 30th June £	Actual to 30th June £	Variance to 30th June £	Annual Budget £	
PLACE PLANNING (CPS)	Expenditure	134,392	164,686	30,294	445,140	The additional spend relates to agency and consultant fees to progress Local Plan workstreams, however, no variance is anticipated by year-end.
	Income	(136,910)	(40,653)	96,257	(138,830)	
Portfolio Holder: Cllr Val Keitch	TOTAL	(2,518)	124,033	126,551	306,310	
CONTRACTED SPORTS FACILITIES (GSF)	Expenditure	120,935	(39,595)	(160,530)	481,490	There is currently an underspend on maintenance but no variance is anticipated by year-end.
	Income	(60,127)	26,738	86,865	(240,510)	
Portfolio Holder: Cllr Val Keitch	TOTAL	60,808	(12,857)	(73,665)	240,980	
CIVIL CONTINGENCIES AND H&S (HCC)	Expenditure	15,745	2,038	(13,707)	62,980	There is currently an underspend on contractors, but no variance is anticipated by year-end.
	Income	(1,250)	0	1,250	(6,110)	
Portfolio Holder: Cllr Val Keitch	TOTAL	14,495	2,038	(12,457)	56,870	
PLANNING POLICY (RPP)	Expenditure	193	0	(193)	770	
	Income	0	0	0	0	
Portfolio Holder: Cllr Val Keitch	TOTAL	193	0	(193)	770	
VOLUNTARY, COMM & SOCIAL ENT (SVCSE)	Expenditure	71,065	128,629	57,564	284,260	The budget profile will be adjusted to reflect the expenditure patterns on grants made to the voluntary organisations.
	Income	0	0	0	0	
Portfolio Holder: Cllr Val Keitch	TOTAL	71,065	128,629	57,564	284,260	
DEMOCRATIC SERVICES (RLD)	Expenditure	166,825	160,639	(6,186)	667,300	
	Income	(350)	0	350	(1,400)	
Portfolio Holder: Cllr Peter Seib	TOTAL	166,475	160,639	(5,836)	665,900	
ELECTIONS (RLE)	Expenditure	51,277	9,116	(42,161)	211,430	There is currently an underspend on elections activity, but no variance is anticipated by year-end.
	Income	(2,005)	101,850	103,855	(8,020)	
Portfolio Holder: Cllr Peter Seib	TOTAL	49,272	110,966	61,694	203,410	
TOTAL STRATEGIC PLANNING	Expenditure	574,492	438,270	(136,222)	2,209,610	
	Income	(200,642)	87,935	288,577	(394,870)	
	TOTAL	373,850	526,205	152,355	1,814,740	
Strategy & Comm Specialists						
Service Manager: Kirsty Larkins						
STRGY & COMM LEAD SPECIALISTS (SCLS)	Expenditure	53,547	41,496	(12,051)	214,190	The underspend is due to a vacancy. The recruitment to the People, Performance and Change, Lead Specialist role is currently underway.
	Income	0	0	0		
Portfolio Holder: Cllr Val Keitch	TOTAL	53,547	41,496	(12,051)	214,190	
TOTAL STRATEGY & COMM SPECIALISTS	Expenditure	53,547	41,496	(12,051)	214,190	
	Income	0	0	0	0	
	TOTAL	53,547	41,496	(12,051)	214,190	
TOTAL STRATEGY & COMMISSIONING	Expenditure	872,655	647,781	(224,874)	3,389,150	
	Income	(233,642)	(85,686)	147,956	(526,870)	
	TOTAL	639,013	562,095	(76,918)	2,862,280	
SUPPORT SERVICES						
Director: Nicola Hix						
Support Services Case						
Service Manager: Nicola Hix						
SUPPORT SERVICES CASE OFFICERS (RCO)	Expenditure	234,713	224,835	(9,878)	938,850	Nil variance predicted at year end
	Income	(21,710)	(21,036)	674	(21,710)	
Portfolio Holder: Cllr Peter Seib	TOTAL	213,003	203,799	(9,204)	917,140	

Service with Elements		Year to date				Budget Holders' Comments on Variances to Profiled Budgets & Outturn <i>Accountants' Comments in Italics</i>
		Budget to 30th June £	Actual to 30th June £	Variance to 30th June £	Annual Budget £	
SUPPORT SERVICES CASE WORK (RXC)	Expenditure	90,210	27,273	(62,937)	360,840	There are underspends predicted against stationery, postage and Multi Functional Device's due to revised working arrangements as a result of COVID-19. The number of printing requests continue to reduce as more digital methods of delivery are used. This is consistent with the Environment Strategy.
	Income	(13,868)	(3,743)	10,125	(55,470)	
Portfolio Holder: ClIr Peter Seib	TOTAL	76,342	23,530	(52,812)	305,370	
TOTAL SUPPORT SERVICES CASE	Expenditure	324,923	252,108	(72,815)	1,299,690	
	Income	(35,578)	(24,779)	10,799	(77,180)	
	TOTAL	289,345	227,329	(62,016)	1,222,510	
Support Services Functions						
Service Manager: Nicola Hix						
FINANCE CORPORATE COSTS (RFC)	Expenditure	1,001,605	651,703	(349,902)	2,621,600	
	Income	(96,878)	(1,178,327)	(1,081,449)	(2,298,940)	
Portfolio Holder: ClIr Peter Seib	TOTAL	904,727	(526,624)	(1,431,351)	322,660	
SUPPORT SERVICE FUNCTIONS (RSF)	Expenditure	515,339	679,789	164,450	1,006,130	
	Income	(24,105)	19,076	43,181	(121,850)	
Portfolio Holder: ClIr Peter Seib	TOTAL	491,234	698,865	207,631	884,280	
TOTAL SUPPORT SERVICES FUNCTIONS	Expenditure	1,516,944	1,331,492	(185,452)	3,627,730	
	Income	(120,983)	(1,159,251)	(1,038,268)	(2,420,790)	
	TOTAL	1,395,961	172,241	(1,223,720)	1,206,940	
Support Services Specialists						
Service Manager: Nicola Hix						
SUPPORT SERV LEAD SPECIALISTS (RLS)	Expenditure	114,797	115,228	431	459,190	
	Income	0	0	0	0	
Portfolio Holder: ClIr Peter Seib	TOTAL	114,797	115,228	431	459,190	
Service Manager: Nicola Hix						
SUPPORT SERVICES SPECIALISTS (RSS)	Expenditure	260,900	292,070	31,170	1,043,600	
	Income	0	0	0	0	
Portfolio Holder: ClIr Peter Seib	TOTAL	260,900	292,070	31,170	1,043,600	
TOTAL SUPPORTSERVICES SPECIALISTS	Expenditure	375,697	407,298	31,601	1,502,790	
	Income	0	0	0	0	
	TOTAL	375,697	407,298	31,601	1,502,790	
TOTAL SUPPORT SERVICES	Expenditure	2,217,564	1,990,898	(226,666)	6,430,210	
	Income	(156,561)	(1,184,030)	(1,027,469)	(2,497,970)	
	TOTAL	2,061,003	806,868	(1,254,135)	3,932,240	
TOTAL SSDC	Expenditure	17,218,349	15,818,792	(1,399,557)	63,704,803	
	Income	(13,801,689)	(13,672,319)	129,370	(48,497,650)	
	TOTAL	3,416,660	2,146,473	(1,270,187)	15,207,153	

Appendix B

AREA RESERVES Quarter 1 2020/21

Allocation of Reserves	Approval Date	Approved Allocation	Balance 2020/21	Transfer from Reserves during 2020/21
		£	£	£
Area East Balance B/fwd 1st April 2020			-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
Balance of reserve Unallocated Balance 30th June 2020			-3,460	-49,190
Area North Balance B/fwd 1st April 2020			-23,900	
Support towards progressing affordable rural housing schemes	Mar-09	15,000	10,000	
Totals			10,000	0
Balance of reserve Unallocated Balance 30th June 2020			-13,900	-23,900
Area West Balance B/fwd 1st April 2020			-46,220	
Totals			0	0
Balance of reserve Unallocated Balance 30th June 2020			-46,220	-46,220

(Negative Figures = income, Positive figures = costs)

(Area South has no reserve remaining)

Summary of Usable Reserves

Appendix C

The following table shows the current balance on each usable reserve and the movements since 1 April 2020:

Capital Reserves	Balance as at 01/04/2020	Movement	Balance as at 30/06/2020
	£'000	£'000	£'000
Usable Capital Receipts	-16,878	0	-16,878
Internal Borrowing Reserve	-203	0	-203
Total	-17,081	0	-17,081
Revenue Reserves	Balance as at 01/04/2020	Movement	Balance as at 30/06/2020
	£'000	£'000	£'000
Internal Borrowing Repayments	-209	0	-209
Capital Reserve	-926	-3	-929
Cremator Replacement Capital Reserve	-549	0	-549
Election Reserve	-174	0	-174
Sports Facilities Reserve	-41	0	-41
Yeovil Athletic Track Repairs Fund	-179	0	-179
Planning Delivery Reserve	-16	0	-16
Bristol to Weymouth Rail Reserve	-76	0	-76
Yeovil Refresh Reserve	-112	0	-112
IT Replacement Reserve	-10	0	-10
Insurance Fund	-50	0	-50
Transformation Reserve	-139	32	-107
Treasury Management Reserve	-600	0	-600
Revenue Grants Reserve	-456	2	-454
Medium Term Financial Plan Support Fund	-3,277	0	-3,277
Council Tax/Housing Benefits Reserve	-704	64	-640
Closed Churchyards Reserve	-15	0	-15
Health Inequalities	-32	0	-32
Deposit Guarantee Claims Reserve	-3	0	-3
Park Homes Replacement Reserve	-256	0	-256
Planning Obligations Admin Reserve	-30	0	-30
Artificial Grass Pitch Reserve	-146	0	-146
Business Support Scheme (Flooding)	-111	0	-111
Regeneration Fund	-3,265	0	-3,265
NNDR Volatility Reserve	-2,696	0	-2,696
Ticket Levy Reserve	-86	3	-83
Waste Reserve	-100	0	-100
Community Housing Fund	-211	41	-170
Community Safety Reserve	-68	0	-68
Housing & Homelessness Reserve	-402	-18	-420
Commercial Investment Risk Reserve	-6300	0	-6,300
Spatial Policy Reserve	-305	0	-305
YIC Maintenance Reserve	-40	0	-40
Climate Change Fund	-294		-294
Total Usable Reserves	-21,878	121	-21,757

(Negative Figures = income, Positive figures = costs)

The list above excludes unusable reserves. These are the Capital Adjustment Account, Revaluation Reserve, Available for Sale Reserve, Financial Instrument Adjustment Account, Pensions Reserve and Collection Fund Adjustment Account.

SSDC Annual Achievements Report 2019-20

Executive Portfolio Holder:	Cllr Val Keitch, Strategy & Housing
Director:	Kirsty Larkins, Strategy and Commissioning
Lead Specialist:	Peter Paddon, Strategic Planning
Lead Officer:	Cath Temple, Specialist - Performance
Contact Details:	Cath.temple@southsomerset.gov.uk 01935 462565

Purpose of the Report

1. This report presents a summary of outcomes achieved against the Council Plan Annual Action Plan for the year April 2019 to March 2020.

Public Interest

2. South Somerset District Council (SSDC) is an ambitious and forward-thinking council that is committed to transforming, improving and adapting to be ready for the future. We place our residents and businesses firmly at the centre of everything we do and we are incredibly proud of the work we have achieved alongside our communities in 2019/20.

Recommendations

3. That the District Executive:-
 - a. notes and comments on the attached achievements report at Appendix A.
 - b. recommends to Council to approve the 2019/20 achievements report for publication.

Council Plan and Annual Action Plan 2018-19

4. The Council Plan 2020-24 sets out what the Council wants to achieve in support of our vision for South Somerset - ***a place where businesses flourish, communities are safe, vibrant and healthy; where residents enjoy good housing and cultural, leisure and sporting activities.*** An Annual Action Plan for 2020-21 was agreed by Full Council in February 2020 which included eight priority projects and 38 areas of focus under five themes: - Protecting Core Services; Economy; Environment; Places where we live and Healthy, Self-reliant Communities.
5. Our Council Plan shows our ambitions to make major changes in the way that we operate and deliver services over the next few years whilst continuing to deliver services and priority projects that meet the needs of our residents, visitors and businesses.
6. Despite the challenges of Covid-19 we continue to strive to provide excellent services. There are still some areas within the Council which need improvement and we will be focussing on these over the coming year.



7. Just some of last year's highlights and achievements are –

- A balanced budget was delivered with no cuts to services
- Launched regeneration projects which will support three of our key towns in South Somerset – Yeovil, Chard and Wincanton
- A 10-year Economic Development Strategy was launched to ensure we are well-placed to attract new businesses, help start-ups and encourage diversity and innovation.
- We are continuing to be a more commercial organisation, investing in projects that will provide essential income to pay for our highly-valued services.
- Alongside this we continue to improve customer service with new technology, providing dedicated resources to support those who are most vulnerable, continuing our great work to alleviate homelessness and working hard to protect the environment.
- The Council received or is shortlisted for a range of national awards or commendations for our work.

8. The attached draft report in Appendix A provides an overview of just some of the great work being undertaken across the Council as we continue to commit to our goals of being great to work for, excellent to work with, leading the way and delivering for our communities.

Financial Implications

9. None.

Council Plan Implications

10. This is the annual report relating to the delivery of the Council Plan

Carbon Emissions and Climate Change Implications

11. None

Equality and Diversity Implications

12. None

Privacy Impact Assessment

13. None.

Background Papers

13. Council Plan 2020-24 and Annual Action Plan 2020-21.

End of year Achievement Report

2019 - 2020

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Find out about our achievements for South Somerset



**Protecting
Core Services**



Economy



Environment



Housing



**Healthy, Self-reliant
Communities**

Our Vision for South Somerset:

A place where businesses flourish, communities are safe, vibrant and healthy; where residents enjoy good housing, and cultural, leisure and supporting activities.



Priority project:

The Council agrees a small number of priorities each year as part of our Council Plan annual action plan. Priority projects contribute to the achievement of the Council's ambitions for South Somerset. You can read more about the Council's priority projects for 2020-21 [here](#) for.

South Somerset District Council (SSDC) is an ambitious and forward-thinking council that is committed to transforming, improving and adapting to be ready for the future. We place our residents and businesses firmly at the centre of everything we do and we are incredibly proud of the work we have achieved alongside our communities in 2019/20.

A balanced budget delivered with no cuts to services whilst continuing with regeneration projects. These will support three of our key towns in South Somerset – Yeovil, Chard and Wincanton.

Following acknowledgement of the climate emergency, SSDC approved our Environment Strategy, which aims to make the District carbon neutral by 2030.

The 10-year Economic Development Strategy has been embedded ensuring that we are well placed to attract new businesses, help start-ups and encourage diversity and innovation.

We are continuing to be a more commercial organisation, investing in projects that provide essential income to pay for our highly valued services. Customer Service continues to be transformed and improved with new technology, providing dedicated resource to support those who are most vulnerable, continuing our great work to alleviate homelessness and working hard to protect the environment.

This is all in addition to the excellent value we provide for residents including free school holiday Play days, a superb network of parks and open spaces, waste and recycling collections, leisure, arts and entertainment services including swimming facilities at Wincanton and Yeovil, The Octagon Theatre and Westlands.

This achievements report provides you with an overview of just some of the great work being undertaken by SSDC as we continue to commit to our goals of being great to work for, excellent to work with, leading the way and delivering for our communities.



**Protecting
Core Services**



Economy



Environment



Housing



**Healthy, Self-reliant
Communities**



Protecting core services

2019-20

In order to protect front line services we set out to:

- Transform customer services through technology
- Provide access to services to suit our customers' needs
- Actively manage assets and resources to ensure the best financial or community return
- Seek business opportunities for the Council
- Work with partners to achieve economies, resilience and influence

£2.2m



Our ambitious Transformation Programme has continued to make good progress without cutting services and helping to generate £2.2m in commercial income by 2021.



**Highly commended
for two national MJ
awards**

For Workforce Transformation and as Best Commercial Council.



Supported **Local, European** and **General** elections.

79%

Of planning applications were **submitted on-line**, saving time and money. Number of applications up from 1290 to 1322 this year.



Our hub at **Petters Way** has been redesigned, improved access for all including self-serve areas



Our Customer Access Points in Yeovil, Chard and Wincanton provided direct help and advice across the district.



Enhanced our property portfolio through prudent, ambitious and exciting investments now providing an annual income of £2.3m



49,000

People following all SSDC's Facebook accounts and almost been a **62% growth in SSDC's Facebook page** since April 2019 and March 2020, with posts reaching an average of 236,021 users.



Priority Project



To promote a strong and growing economy with thriving urban, rural and land based businesses and improving productivity we aspired to:

- Work with businesses and use our assets
- Provide advice and support
- Deliver initiatives that ensure worker skills meet the employers' needs

• Lobby for and support infrastructure improvements to enable growth

• Capitalise on our high quality culture, leisure and tourism opportunities to bring people into the district



Yeovil Refresh

Our ambitious plan for the regeneration of Yeovil town centre has continued. The Yeovil Access Strategy was produced in January 2020 and the Public Realm Design Guide approved and adopted in March 2020.



Chard Regeneration

Plans for the regeneration of Chard town centre were finalised with planning permission granted in September 2019. Demolition started on site in December 2019 with construction of the Leisure Centre underway. £1m was awarded from the High Street Heritage Action Zone Fund in September 2019.



Wincanton Regeneration

The public consultation ended in March 2019 and the Wincanton Town Centre Strategy was formally supported by Area East Committee in July 2019. The budget was approved in October and the Wincanton Regeneration Board was established in November. Work is now ongoing to progress the priority projects identified in the strategy.



Priority Project

All three of these Priority Projects will continue into 2019-20. You can read more about our plans for 2019-20 in the updated [Council Plan](#).



To promote a strong and growing economy with thriving urban, rural and land based businesses and improving productivity we aspired to:

- Work with businesses and use our assets
- Provide advice and support
- Deliver initiatives that ensure worker skills meet the employers' needs
- Lobby for and support infrastructure improvements to enable growth
- Capitalise on our high quality culture, leisure and tourism opportunities to bring people into the district



Local Plan

Review ongoing for South Somerset 2016-2036 – including public consultation on the Issues and Options.



New Anchor Tenant

Moved into the Yeovil Innovation Centre Phase 2. New meeting room fitted out with up to the minute conferencing and presentation equipment.



We have worked with and part-funded Somerset Education Business Partnership who have engaged with over 66 Employers & 16 Educational Instructors bringing business and education together in South Somerset. Apprenticeship funding secured and representation on “Think Tank” with **Yeovil College**.



10-year strategy

We continued with our ten-year strategy for economic prosperity and growth in South Somerset covering rural & urban economies, transport, communications, skills, workspace, innovation and investment – making South Somerset a great place

to do business



We continued to provide **support and advice to food businesses who may be affected by Brexit** in particular relation to export certification





To keep South Somerset clean, green and attractive we worked in partnership to:

- Promote recycling and minimise waste
- Promote the use of 'green' technology
- Maintain and promote access to our Country Parks and open spaces to promote good mental and physical health
- Keep streets and neighbourhoods clean and attractive
- Continue to support long term flood resilience
- Promote a high quality built environment in line with Local Plan policies
- Support communities to develop and implement local, parish & neighbourhood plans



SSDC approved our First Environment Strategy and started to implement the actions following acknowledgement of the Climate Emergency

4 Climate Emergency drop in events help across the County.

625 residents came along to have their say.



Green Flag Awards

Retained at Ham Hill and Yeovil Country parks and Chard Reservoir Local Nature Reserve.



Awarded a South West in Bloom, **Five star Best Park Award** for Yeovil Country Park



Yeovil won Gold for South West In Bloom for the third year running.
Curry Rivel and Haselbury Plucknett also won Gold.

Milborne Port & Templecombe won Silver Gilt



To keep South Somerset clean, green and attractive we worked in partnership to:

- Promote recycling and minimise waste
- Promote the use of 'green' technology
- Maintain and promote access to our Country Parks and open spaces to promote good mental and physical health
- Keep streets and neighbourhoods clean and attractive
- Continue to support long term flood resilience
- Promote a high quality built environment in line with Local Plan policies
- Support communities to develop and implement local, parish & neighbourhood plans



The battery energy (25MW) storage site near Taunton – completed and operational by the end of 2019.

Environment Champions in place across SSDC. Recycling audit undertaken, action plan being worked on. Parishes looking for volunteers to act as Environment Champions.

Flood resilience
Supported the work of the **Somerset Rivers Authority**



2280



Trees planted at Yeovil Rec



SSDC pave the way for new charging network for electric vehicles



3000+ trees planted as part of the Great Parish Tree Giveaway across **61** parishes

SLIM MY WASTE



Recycle all your food waste

SSDC along with the other members of Somerset Waste Partnership supported the "Slim my Waste, feed my face" initiative to promote recycling food waste.



To enable the provision of housing that meets the future and existing needs of residents and Employers we worked with partners to:

- Minimise homelessness and rough sleeping
- Work with the private rented sector to improve the standard and availability of rented accommodation
- Tackle fuel poverty
- Work to minimise the impact of personal or household debt
- Enable people to live independently for as long as they are able

82

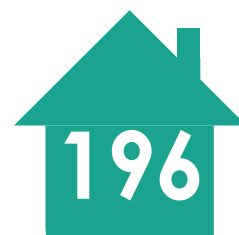
Disabled facilities grants

(DFGs) allowed residents to continue to live independently in their homes.

Operated the Severe Weather Emergency Provision for 16 nights and as a result

helped 28 people with emergency accommodation and follow up support.

In partnership with The Newt Somerset, SSDC won the **Royal Town Planning Institute's Excellence in Planning for Heritage and Culture Award**



New affordable homes

In South Somerset by partnership working with developers and housing associations.



Houses in Multiple Occupation (HMOs) were licensed to ensure standards for tenants are maintained in rented accommodation.

254

Households received timely advice and support, which prevented homelessness

The Homelessness and Rough Sleeper Strategy & Action Plan 2019-2023 was successfully adopted.

Provided **11-Unit temporary accommodation property** for homeless families with self-contained bedsits and communal facilities and commenced work to bring an old building back into use for 6 more units of temporary housing.



Healthy, Self-reliant Communities

2019-20

To build healthy, self-reliant, active Communities we committed to:

- Support communities so that they can identify their needs and develop local solutions
- Target support to areas of need
- Help people to live well by enabling quality cultural, leisure, play, sport & healthy lifestyle facilities & activities
- Work with partners to tackle health issues such as diabetes and hypertension, and mental health
- Work with partners to keep our communities safe



1161

Food inspections completed to ensure safe places for communities to eat and buy food.

359

investigations of noise complaints, helping to address causes or factors of poor mental health and wellbeing.



Construction of a new adventure play park and outdoor gym at Stoke Sub Hamdon



The Octagon Theatre and Westlands Entertainment Venue set a new box office record selling over

161,943 tickets!

£2.8 million worth (64% on-line) across both venues, and supported by 15,800 hours donated by our magnificent volunteers.

Community Heritage Access Centre (CHAC)

CHAC created a First World War commemorative walks guide for Yeovil, funded by the South West Museum Development Fund and launched with a series of locally led events.



47 Community Led projects

We facilitated £167,000 of grants, which helped to create investment of over £560,000 into supporting increased local quality of life.

12,500+



People attended children's play days across the district with support from SSDC including 6000 visitors to the National Play Day event at Yeovil Country Park.

Construction of a new skate park in Wincanton.

Looking ahead - Our future plans for 2020 - 21



Protecting
Core Services



Economy



Environment



Places where we live



Healthy, Self-reliant
Communities

Looking ahead to 2020-21 we are set for another year full of ambition for South Somerset – while still facing many of the challenges arising from reduced Government funding and rising demand for services. We are committed to protecting vital front line services, while increasing our digital services to provide 24/7 access to customers.

Our Council Plan for 2020-24 agreed by Full Council in 2020, shows our ambitions to make major changes in the way that we operate and deliver services over the next few years whilst continuing to deliver services and priority projects that meet the needs of our residents, visitors and businesses.

Our Annual Action Plan for 2020-21 includes 38 areas of focus across our five Council Plan themes: Protecting Core Services, Economy, Environment, Places where we live and Healthy, Self-Reliant Communities. We have also identified eight priority projects for the coming year, with dedicated resources and detailed plans to support their progress and long-term contribution to the well-being of South Somerset. This year's Annual Action Plan also includes a series of local priorities for each of our four areas – North, South, East and West.

Council Plan 2020-24

You can read about our Council Plan annual action plan for 2020-24 [here](#).



District Executive Forward Plan

Executive Portfolio Holder: Val Keitch, Leader, Strategy and Housing
Strategic Director: Kirsty Larkins, Strategy and Commissioning
Lead Officer: Angela Cox, Democratic Services Specialist
Contact Details: angela.cox@southsomerset.gov.uk or (01935) 462148

Purpose of the Report

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.

Public Interest

2. 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.

Recommendations

3. That District Executive is asked to:
 - a) approve the updated Executive Forward Plan for publication as attached at Appendix A
 - b) note the contents of the Consultation Database as shown at Appendix B.

Executive Forward Plan

4. 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.

Consultation Database

5. 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.

Background Papers

6. None.

Appendix A - SSDC Executive Forward Plan

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
Date TBC	The Future of Local Government in Somerset	Portfolio Holder - Strategy & Housing	Director Service Delivery	Jan Gamon, Lead Specialist (Strategic Planning)	District Executive South Somerset District Council
September 2020	Queen Camel Neighbourhood Plan Referendum	Portfolio Holder - Protecting Core Services	Director Strategy and Commissioning	Anna-Maria Lenz, Specialist (Strategic Planning)	District Executive
September 2020	Yeovil Refresh Ring-fenced Assets and Development Opportunities (Confidential)	Portfolio Holder - Area South including Yeovil Refresh	Director Place	Natalie Fortt, Area Development Lead South	District Executive
September 2020	Transformation Update	Portfolio Holder - Strategy & Housing	Director Strategy and Commissioning	Toffer Beattie, Lead Specialist (Digital Change)	District Executive
September 2020	Adoption of roadway, Chard Business Park, Jarman Way, Chard	Portfolio Holder - Economic Development including Commercial Strategy	Director Commercial Services & Income Generation	Dan Bennett, Property and Development Project Manager	District Executive
September 2020	Planning appeal decisions – Government submission	Portfolio Holder - Protecting Core Services	Director Service Delivery	Stephen Baimbridge, Lead Specialist - Built Environment	District Executive

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
September 2020	Investment Asset quarterly update report	Portfolio Holder - Economic Development including Commercial Strategy	Director Commercial Services & Income Generation	Robert Orrett, Commercial Property. Land & Development Manager	District Executive
September 2020	Quarterly Corporate Performance Report	Portfolio Holder - Strategy & Housing	Director Strategy and Commissioning	Cath Temple, Specialist (Performance)	District Executive
October 2020	Remote Meeting Protocol for SSDC	Portfolio Holder - Finance, Legal & Democratic Services	Director Strategy and Commissioning	Angela Cox, Specialist (Democratic Services)	District Executive
October 2020	Covid 19 Update Report - financial and service impact	Portfolio Holder - Finance, Legal & Democratic Services	Director Strategy and Commissioning	Jo Nacey, Section 151 Officer	District Executive
October 2020	The Somerset Climate Emergency Strategy	Portfolio Holder - Environment	Director Service Delivery	Vicki Dawson, Lead Specialist (Environmental Health)	District Executive
November 2020	Capital & Revenue Budget monitoring reports for Quarter 2	Portfolio Holder - Finance, Legal & Democratic Services	Director Support Services	Jo Nacey, Section 151 Officer	District Executive
December 2020	Recycle More - information on the extended recycling programme	Portfolio Holder - Environment	Director Commercial Services & Income Generation	Chris Cooper, Environment Services Manager	District Executive

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
December 2020	Transformation Update	Portfolio Holder - Strategy & Housing	Director Strategy and Commissioning	Toffer Beattie, Lead Specialist (Digital Change)	District Executive
December 2020	Covid 19 Update Report - financial and service impact	Portfolio Holder - Finance, Legal & Democratic Services	Director Strategy and Commissioning	Jo Nacey, Section 151 Officer	District Executive
December 2020	Quarterly Corporate Performance Report	Portfolio Holder - Strategy & Housing	Director Strategy and Commissioning	Cath Temple, Specialist (Performance)	District Executive
December 2020	Investment Asset quarterly update report	Portfolio Holder - Economic Development including Commercial Strategy	Director Commercial Services & Income Generation	Robert Orrett, Commercial Property. Land & Development Manager	District Executive
January 2021 January 2021	Council Tax Support Scheme 2021/22	Portfolio Holder - Finance, Legal & Democratic Services	Director Service Delivery	Lead Specialist	District Executive South Somerset District Council
February 2021	Capital & Revenue Budget monitoring reports for Quarter 3	Portfolio Holder - Finance, Legal & Democratic Services	Director Support Services	Jo Nacey, Section 151 Officer	District Executive
February 2021 February 2021	Council Plan 2021/22	Portfolio Holder - Strategy & Housing Portfolio Holder - Finance, Legal & Democratic Services	Director Strategy and Commissioning Director Support Services	Kirsty Larkins, Director (Strategy and Commissioning)	District Executive South Somerset District Council

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
February 2021 February 2021	2021/22 Revenue and Capital Budget	Portfolio Holder - Finance, Legal & Democratic Services	Director Support Services	Jo Nacey, Section 151 Officer	District Executive South Somerset District Council
TBC	Leisure Contracts	Portfolio Holder - Health & Well-Being	Director Service Delivery	Lynda Pincombe, Specialist - Strategic Planning	District Executive
TBC	Dualling of A303 from Sparkford to Ilchester	Portfolio Holder - Protecting Core Services	Director Strategy and Commissioning	Lynda Pincombe, Specialist - Strategic Planning	District Executive
TBC	Allowenshay mains water connection	Portfolio Holder - Health & Well-Being	Director Support Services	Tim Cook, Locality Team Manager	District Executive

APPENDIX B - Current Consultations – August 2020

Purpose of Document	Portfolio	Director	Response to be agreed by	Contact	Deadline for response
<p>Public Works Loan Board: Future lending terms HM Treasury fundamental review of business rates: call for evidence</p> <p>This call for evidence seeks views on how the business rates system currently works, issues to be addressed, ideas for change and a number of alternative taxes.</p> <p>https://www.gov.uk/government/consultations/hm-treasury-fundamental-review-of-business-rates-call-for-evidence</p>	Finance and Legal Services	Director – Service Delivery	Officers in consultation with Portfolio Holder	Helen Morris, Specialist – Revenues Jo Nacey, Section 151 Officer	18 September 2020
<p>The Local Government Association (LGA) Model Member Code of Conduct</p> <p>The LGA has committed to reviewing the current model member code of conduct, as recommended by the Committee on Standards in Public Life's report into Local Government Ethical Standards. The LGA held an event on Civility in Public Life with a range of stakeholders at the end of last year and three consultation workshops at the beginning of this year. Our consultants have also examined examples of good practice, both in local government and other professions. The LGA consultation draft model member code of conduct is the result of this initial work. It is the intention to create additional guidance, working examples and explanatory text. We very much welcome comment on the consultation draft. We would particularly like to know if it stands up to the new ways of working that have been introduced and gives enough of a steer on social media and online activity.</p> <p>https://www.local.gov.uk/code-conduct-consultation-2020</p>	Finance and Legal Services	Director – Strategy and Commissioning	Individual responses by Councillors	Richard Ward, Monitoring Officer	17 August 2020

Agenda Item 14

Date of Next Meeting

Members are asked to note that the next scheduled meeting of the District Executive will take place on **Thursday, 3rd September 2020** as a virtual meeting via Zoom meeting software commencing at 9.30 a.m.