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## District Executive

**Thursday 5th November 2020**

**9.30 am**

**Virtual Meeting  
using Zoom meeting software**

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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](mailto:democracy@southsomerset.gov.uk) by 9.00am on Wednesday 4<sup>th</sup> November 2020

The meeting will be viewable online at: <https://youtu.be/r28vSles4SM>

For further information on the items to be discussed, please contact [democracy@southsomerset.gov.uk](mailto:democracy@southsomerset.gov.uk)

This Agenda was issued on Wednesday 28 October 2020.

*Alex Parmley, Chief Executive Officer*

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

## 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.

The Executive Forward Plan and copies of executive reports and decisions are published on the Council's web site: <http://modgov.southsomerset.gov.uk/ieDocHome.aspx?bcr=1>

Agendas and minutes can also be viewed via the Modern.gov app (free) available for iPads and Android devices. Search for 'Modern.gov' in the app store for your device, install, and select 'South Somerset' from the list of publishers, then select the committees of interest. A wi-fi signal will be required for a very short time to download an agenda but once downloaded, documents will be viewable offline.

## **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](mailto: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/r28vSles4SM>

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](mailto:democracy@southsomerset.gov.uk) by 9.00am on Wednesday 4<sup>th</sup> November 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 5 November 2020**

## Agenda

### 1. Minutes of Previous Meeting

To approve as a correct record the minutes of the District Executive meeting held on 1<sup>st</sup> October 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. **"Towards a Climate Resilient Somerset" - Somerset's Climate Emergency Strategy** (Pages 5 - 24)
7. **Corporate Performance Report 2020-21: 2nd Quarter** (Pages 25 - 37)
8. **2020/21 Capital Budget Monitoring Report for the Period Ending 30th September 2020** (Pages 38 - 51)
9. **2020/21 Revenue Budget Monitoring Report for the Period Ending 30th September 2020** (Pages 52 - 75)
10. **District Executive Forward Plan** (Pages 76 - 80)
11. **Date of Next Meeting** (Page 81)

## **‘Towards a Climate Resilient Somerset’ – Somerset’s Climate Emergency Strategy**

|                             |   |
|-----------------------------|---|
| Executive Portfolio Holder: | Cllr Sarah Dyke, Environment                                  |
| Strategic Director:         | Kirsty Larkins; Strategic Director Strategy and Commissioning |
| Lead Specialist             | Peter Paddon; Lead Specialist - Strategy and Commissioning    |
| Lead Officer:               | David Crisfield; Specialist – Strategic Planning              |
| Contact Details:            | david.crisfield@southsomerset.gov.uk or 01935 462240          |

### **Purpose of the Report**

1. The purpose of this report is to seek District Executive Committee approval of the Somerset Climate Emergency Strategy - “Towards a Climate Resilient Somerset” and to agree its progress to Full Council for adoption.

### **Forward Plan**

2. This report appeared on the District Executive Forward Plan with an anticipated Committee date of 5<sup>th</sup> November 2020.

### **Public Interest**

3. In accordance with the motion passed to declare a Climate Emergency by South Somerset District Council in 2019, and similar motions declared or recognised by the three other District Councils and Somerset County Council, this Strategy has been developed in order to identify ways in which Somerset can achieve carbon neutrality by 2030 and to make the county resilient to the inevitable effects of Climate Change in the longer term.
4. The Strategy sets out the current context via an evidence base, outlines the goals and outcomes that we want to achieve and provides an initial, high-level action plan to deliver the activities required to achieve those aims.
5. The Strategy has been co-produced by SCC and the four District Councils along with a wide range of academic, sectoral and subject experts and partner organisations. It is planned that this Strategy will be adopted by SCC and the four District Councils of Somerset before the end of 2020 and will inform policy and funding decisions over the coming years.

### **Recommendations**

6. That District Executive approves



- i. The Somerset Climate Emergency Strategy – “Towards a Climate Resilient Somerset” and
- ii. Its progress to Full Council for adoption.

## **Background**

7. In 2019, the five Somerset Local Authorities each recognised or declared a ‘Climate Emergency’ and agreed to collaborate in producing a joint Climate Emergency Strategy. Whilst each declaration is slightly different, all aspire to achieving carbon neutrality in their own operations and to work towards achieving this across the geography of their administrative area. Given the alignment of the declarations, it was agreed that a cross-authority Strategy be developed to identify ways in which the county of Somerset can become ‘Carbon Neutral’ by 2030.
8. Experts from the field of academia, industry, climate activism and subject matter experts from across the Somerset Local Authorities worked together to develop the scope of a high-level Framework document. It described how we planned to approach this work and identified the key areas of focus and to help members of the public understand the scale of the challenge set by the ambitious targets within the ‘Climate Emergency’ and to inform the resulting Strategy and local Action Plans
9. The Framework document identified a number of key themes and proposed actions and an initial planned direction of travel for the Strategy. It recommended the work would be carried out through a number of discreet yet interdependent work streams made up of local authority and industry experts. The role of these work streams would be to understand the international, national and local context and impacts of Climate Change and to begin to focus, on the challenges ahead, the Outcomes we would need to achieve and to identify specific actions and activities to deliver the Strategy’s Goals and Objectives.

## **Strategy Development**

### **Consultation**

10. Somerset Climate Action Network (SCAN) was commissioned to support a comprehensive public consultation on the Framework document during January and February 2020. The public feedback was overwhelmingly positive on the direction of travel proposed and the emerging foci for the Strategy. The consultation report noted overwhelming public agreement with the majority of actions being proposed receiving a 90%-plus approval rating as being a ‘priority’ or ‘major priority’, in the public view.
11. Of the 33 proposed actions the least popular was still regarded as a ‘priority’ or ‘major priority’ by 76% of respondents.
12. The overwhelming message was that the Somerset adults and young people who took part in the consultation wanted the Councils to take Climate Change action as soon as possible, provided it was proven to be effective, communicated and, where possible, taken forward in collaboration with local communities.

13. Further consultation was undertaken with the business community of Somerset; an event held at Taunton Rugby Club in January 2020 was attended by over 100 delegates from businesses across Somerset who were invited to feedback their priorities regarding climate change, the barriers to implementing initiatives and to share best practice.
14. Another event hosted by the South West Councils and sponsored by WSP Consulting was also successfully held earlier in February 2020 providing further insight and expertise to leading edge thoughts on tackling Climate Change.
15. Due to the overwhelmingly positive feedback on the Framework document and the express wish of the public for the Strategy to be completed and implemented as soon as possible, the decision was taken to revise the original plans and dispense with the requirement for a second consultation on the final draft Strategy document itself.
  - a. Following the consultation, work began on shaping the Strategy based on the feedback received and analysis of the changes required for Somerset to become carbon neutral and increase our resilience to the risks posed by Climate Change at a local level.
  - b. To utilise the knowledge available within the County, a wide range of partners with sector expertise were invited to inform and lead several work streams within the Strategy along with input and review from a range of key organisations with Climate Change and sustainability sector intelligence and expertise. To ensure the approach taken was on a sound scientific basis further guidance was also taken from academics at Exeter University and experts from Somerset Climate Action Network (SCAN).
  - c. A joint, cross-authority Scrutiny Task & Finish (T&F) Group comprising nominated members from each of the 5 Local Authorities was set up in 2019 to oversee development of the Strategy and to provide guidance to the Strategic Management Group of Officers responsible for bringing the Strategy together. The T&F Group has met on six occasions between September 2019 and September 2020. These meetings have included a number of work stream-based breakout sessions, the consideration of work stream progress reports and provided an opportunity for Members to discuss and give advice and support on:
    - the scope of the Strategy
    - the guiding principles to guide the work and direction of travel
    - the Somerset Climate Emergency Framework document and consultation process
    - the Goals and Outcomes
    - the draft Somerset-wide Strategy
  - d. With support and guidance from a range of organisations and individuals with sector knowledge, the Strategy was developed to:

- i. Provide an evidence base, setting out how our climate is changing and the challenges and opportunities we face.
- ii. Provide the beginnings of a policy framework, outlining our goals and ambitions for tackling Climate Change here in Somerset, and
- iii. Inform a high-level action plan, setting out the critical actions needed to deliver our goals, enabling us all to adapt and thrive in the future.

## Strategy Focus

16. The Climate Emergency Strategy for Somerset is built around 3 goals:

**Goal 1:** To decarbonise Local Authorities, the wider public sector estates and reduce our carbon footprint

**Goal 2:** To work towards making Somerset a Carbon Neutral County by 2030

**Goal 3:** To have a Somerset which is prepared for, and resilient to, the impacts of Climate Change

17. Work was undertaken to understand where Somerset's carbon emissions are generated, and to begin to understand our wider carbon consumption, identifying nine sectors which are impacted by Climate Change and have a major impact upon our ambition to become a carbon neutral County by 2030.

18. These nine sectors are:

1. The **Energy** we use, the emissions produced from its use and the types of energy we will look to harness in future
2. Our **Transport** networks, when and where we travel, and the means we choose to make these journeys
3. The **Built Environment** - where and how we live and work, the types of homes we live in, our commercial and industrial buildings and what we want for buildings in the future
4. Our local economy, specifically our **Business, Industry and Supply Chains**
5. Our **Natural Environment** - how we can protect it and utilise it to reduce the harmful impacts of Climate Change
6. Our **Farming and Food** - what, where and how we produce our food and crops, vital to the rural economy of Somerset
7. Our **Water** resources - how they are managed to minimise the impacts of flooding and drought on our residents, buildings and landscapes
8. The management of our **Waste and Resources**



9. How we **Communicate** and Engage with Somerset's citizens to enable us all to make life choices which reduce our impact on the environment locally, nationally and globally
  
19. Specialists from the Local Authorities and partner organisations led work on each of the nine themes or sectors, analysing and prioritising current and future issues, considering local and UK Government policy implications, analysing opportunities and challenges each would face in achieving our Goals and identifying a series of actions needed to minimise emissions and build resilience within each area of work.
  - a. The Strategy outlines a wide range of objectives and outcomes that each sector will need to deliver in order to cut emissions and to adapt and build our County's resilience to the adverse impacts of Climate Change in the immediate, medium and longer term.
  - b. A summary of the opportunities and benefits and barriers and challenges in each of the sectors are documented within the main body of the Strategy, with more detailed analysis within respective sectoral documents that are appended to the main Full Strategy document.
  - c. Whilst the majority of the technical detail is contained within the appendices, the Strategy is still a complex and lengthy document. In order to ensure accessibility to the general public a much shorter 'Summary' Strategy Document has also been developed. This Summary document focuses more on the issues of climate change, what it will mean for Somerset and what we are going to do about it. It also focusses on some suggestions on how residents can get involved and what they can do to address some of the issues.

## Action Plan

20. An initial high-level Action Plan has been created setting out a list of actions that have been identified which will be required to start us on the journey to carbon neutrality.
21. Where known, these actions have been costed, key lead organisations identified and timescales for delivery set. Other actions require further work to understand in more detail the quantum of the task ahead and to define associated costs. In some areas more detailed feasibility studies are required and project funding is still to be identified. The Action Plan is a 'live' document which will be reviewed and updated regularly to monitor progress, new technologies and innovations, national and local policy, legislative change, and funding streams as they become available or cease.
22. Projects within the strategic Action Plan will be prioritised through an assessment of:
  - Strategic fit with the Goals of the Strategy



- Activities which can be taken forward quickly
  - Scale of impact
  - Deliverability risk
  - Timescales to completion
  - Resources and capacity to deliver
  - Funding required and available to initiate and enable the activity
  - Costs of projects against return on investment (in terms of carbon saved and progress towards achieving our agreed goals and outcomes;
  - Benefit to Somerset and
  - Sustainability.
23. The ability of the Somerset authorities to deliver on these actions is entirely dependent on our ability to:
- Secure and maintain partnership buy-in and ownership of the Somerset-wide Strategy;
  - Engage all segments of our Community in contributing; and
  - Lobby for, and secure Government support, national policy change, funding and resources.
24. Discussions are ongoing regarding the future governance and funding arrangements for the actions to be delivered by the five Local Authorities.

## Delivery

25. The Strategy identifies that it will be essential to prioritise actions and project delivery. It proposes further work to develop a Marginal Abatement Cost Curve (MACC) tool (which essentially illustrates the cost effectiveness of different actions by presenting their cost per tonne of CO<sub>2</sub> saved and the total amount of CO<sub>2</sub> that could be saved). MACC assessments are a powerful tool for understanding the best place to put funding in order to deliver carbon savings. It is likely that MACC analysis will influence future iterations of the Action Plan as well as the evolving strategic action plan for the Somerset-wide Strategy.
26. The Strategy highlights a number of issues where a pan-Somerset, wider than single authority or multi-agency approach, is required or would otherwise be beneficial. The strategy also notes that as local authorities we have limited reach in terms of our powers and influence. For this reason, the engagement and commitment of every organisation, business, community and resident of Somerset is required. The Somerset-wide Strategy sets out that we will collectively work with communities, communicate effectively with them, and lobby Government to enable this.
27. Key Performance Indicators (KPIs) will be developed at a programme level to monitor actions and review progress. Progress will subsequently be reviewed and reported to each local authority annually.



28. The Strategy recognises the need to set up strong governance processes to ensure delivery of the actions identified. It states that a steering group, committee or task-force combining Officers and Members from across the Local Authorities and representatives from key organisations, will be needed to oversee the delivery of these actions. They will also advise on future courses of action, agree funding priorities and help communicate the successes and challenges that Somerset faces as we aim for a carbon neutral County by 2030.
29. Exmoor National Park Authority is supportive of the Strategy and is working with relevant thematic groups and partners to identify where they can work together on actions to deliver the shared ambitions of their climate response.

### **Views of the Joint Scrutiny Task & Finish Group/Portfolio Holders and approval process**

30. As noted earlier, a Joint Scrutiny Task & Finish (T&F) Group was set up in 2019 to oversee development of the Somerset-wide Strategy.
31. The draft Somerset-wide Strategy was first presented to the T&F group at a meeting on 13th August 2020 and subsequently revised to take account of comments made by the group and officers. Subsequently the final draft document has been discussed again with the T&F members and Portfolio Holders on 21 September 2020.
32. The Task & Finish Group have produced a joint, cross authority statement declaring their support for the Strategy.

*“The Climate Emergency Scrutiny Task and Finish Group gave support, guidance and advice to the cross-Local Authority group of Officers who prepared this Climate Emergency Strategy and its associated Action Plans. The Strategy outlines Somerset’s first steps towards meeting the urgent challenges which the Climate Emergency and Climate Change present.*

*What is being considered today is the result of a year’s worth of research, analysis, consultation and debate, all of which has informed and enabled the writing of this evidence-based Strategy. Officers from all 5 Authorities worked in collaboration with a host of partner organisations, sector experts and local activists, drawing on their expertise, every one passionate about tackling the effects of the Climate Emergency.*

*The Strategy is robust and ambitious. While individual Members of the Task and Finish Group may support elements of the Strategy and Action Plan to differing degrees, we all agree that the time for Somerset to take action to minimise our environmental impact is now.*

*This is a Strategy for the whole of Somerset, not just our 5 Local Authorities. It will take the efforts of every community, business, adult and child in Somerset to commit to the aims of the Strategy if we are to make swift progress towards carbon neutrality, and aid Somerset’s resilience to the impacts of the Climate Emergency.*

*The analysis of the feedback from our comprehensive consultations over the last year has revealed overwhelming support for the actions and approach being proposed in the Strategy, coupled with a message, that came through loud and clear, that we as local authorities and community leaders must start taking action on climate change as soon as possible, provided that it is effective, communicated and, where possible, done in collaboration with local communities. The adoption of this Strategy would be an important step in the enabling of the coordinated necessary actions that we must all be taking.*

*As the foreword to the Strategy says, this is the start of the journey. We won't have included everything that we need to do, or got everything right first time. Policies will change and our understanding of the challenges ahead will increase. We don't have all the answers yet, but we are committed to taking the necessary actions.*

*The Task and Finish Group are proud to be associated with this Strategy and recommend to this Committee that it progresses to Full Council for adoption”.*

33. In addition the five council Portfolio Holders have also issued a joint statement as follows

*“The 5 Cabinet Members responsible for Climate Change are delighted to recommend to you the Climate Change Strategy ‘Towards a Climate Resilient Somerset’.*

*This is a very important piece of work which we are proud to be associated with which starts us on our journey to making this county resilient to the impacts of Climate Change.*

*We have liaised closely with the Task and Finish Group and Officers from the Local Authorities across the county who have all worked extremely hard to develop this Strategy and to give us what we feel is an ambitious but deliverable route map for the way forward.*

*We would ask that this Full Council formally adopts this Strategy so implementation on the ground can commence as soon as possible.*

34. In a separate meeting on 25th September 2020, the Leaders and Chief Executives Group approved for the Strategy to be taken through the relevant governance meetings.
35. As a result, the Strategy is now being taken through each of the Somerset Councils' democratic pathways along the following timescales.
36. The intention is for the Somerset-wide Strategy to have been adopted by each of the Councils by the end of-November 2020.



|                     | <b>SW&amp;T</b>      | <b>SDC</b>           | <b>MDC</b>           | <b>SSDC</b>          | <b>SCC</b>           |
|---------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Scrutiny            | 14 <sup>th</sup> Oct | 16 <sup>th</sup> Nov | 19 <sup>th</sup> Oct | 3 <sup>rd</sup> Nov  | 14 <sup>th</sup> Oct |
| Executive / Cabinet | 20 <sup>th</sup> Oct | 25 <sup>th</sup> Nov | 2 <sup>nd</sup> Nov  | 5 <sup>th</sup> Nov  | 9 <sup>th</sup> Nov  |
| Full Council        | 26 <sup>th</sup> Oct | 25 <sup>th</sup> Nov | 9 <sup>th</sup> Nov  | 19 <sup>th</sup> Nov | 18 <sup>th</sup> Nov |

## Conclusion

37. The Strategy has been produced jointly by the Somerset local authorities as a joint strategic response to each Council’s Climate Emergency Declaration. It sets three strategic goals, provides the strategic context, evidence and exploration of issues associated with delivery against those goals and identifies the outcomes needed to work towards carbon neutrality as well as a strategic action plan.
38. The Strategy is recommended for adoption by the Council as a corporate strategy to guide project development and delivery and inform local policy, budget setting processes and as a means to engaging with our communities, businesses and partners on how we are working towards our carbon neutrality target.
39. The Council is already committed to working towards carbon neutrality for the Council and the county as a whole by 2030. How we get there and when carbon neutrality can actually be achieved by depends on the scale and pace of radical action. Members should be under no illusions that meeting the target of carbon neutrality by 2030 will be extremely difficult and we have to be cognisant that it relies heavily on action beyond our own control, but it is important that we do everything we can within our power to work towards achieving it.
40. We must be clear, that the 2030 target we committed to working towards through our Climate Emergency Declaration is not informed by detailed evidence of what can be achieved locally. Without significant changes in wider society and national Government regulation, policy, funding and action, (things beyond our immediate control) achieving this target will be near impossible.
41. At this stage, the carbon impact of delivering the actions contained within the Action Plan have not been fully quantified. This is a conscious decision to focus on implementation of the plan and delivery of the actions within it. This means that we cannot yet identify the specific pathway that all of the actions contained within the plan would result in. Despite this, we know that the actions being proposed are based on assessment of the issues, opportunities and what the Committee on Climate Change and others deem to be necessary to reach carbon neutrality, and we are frontloading delivery of these actions wherever possible so that we can do everything within our sphere of influence to push us towards the Paris-aligned trajectory and compliance with our cumulative CO2 budgets.

## Financial Implications

42. High level assumptions of potential financial costs has been factored into preparation of the Action Plan, however more detailed work is required to understand specific costs of individual actions, and detailed costs are not yet known for every action that has been identified.
43. Whilst the delivery of every identified action would clearly have significant financial implications, the commitment to working towards carbon neutrality has already been made through the Climate Emergency Declaration. A range of actions have been identified that will require funding to progress and each is to be considered on its own merit and with an appropriate business case.
44. Priority actions will be considered by the service planning and, where appropriate, the budget setting process over the coming months. Annual reviews of the Action Plan are intended to be aligned to budget setting processes. Discussions are ongoing regarding the future governance and funding arrangements for the actions to be delivered.

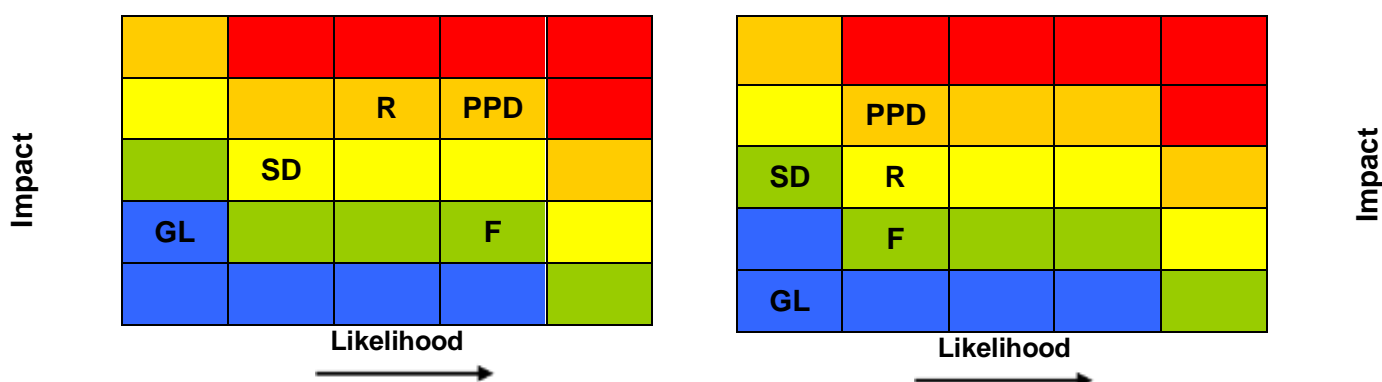
### Legal implications and details of Statutory Powers

45. There are no direct detailed legal implications associated with the report or the Somerset-wide Strategy. Individual actions may have legal implications associated with their delivery, though at this stage it is not possible to identify exactly what these might be. Accordingly, these will need to be considered in more detail as projects are developed. The strategy and plan are not produced in pursuit of formal statutory requirements, therefore there are no mandatory regulatory or legislative legal requirements to comply with which apply to their production, scope or publication.

### Risk Matrix

Risk Profile before officer recommendations

Risk Profile after officer recommendations



#### Key

|   |  |
|---|--|
| <b>Categories</b>                                   | <b>Colours</b> (for further detail please refer to Risk management strategy) |
| Delivery of Services – SD<br>Health and Safety - HS | <b>Catastrophic impact and likelihood certain</b>                            |





Governance and Legal – GL  
Financial - F  
Project/Programme Delivery - PPD  
Reputation - R  
SC - Staffing and Capacity

|   |
|---|
| <b>Significant impact and likelihood probable</b> |
| <b>Moderate impact and likelihood possible</b>    |
| <b>Limited impact and likelihood unlikely</b>     |
| <b>Minimal impact and likelihood remote</b>       |

## Council Plan Implications

46. Approval of the Climate Emergency Strategy will help the Council deliver the Council Plan Environment theme and associated areas of focus.

## Carbon Emissions and Climate Change Implications

47. The Strategy is intended to directly lead to carbon reductions and improved resilience of our Council and communities to the projected impacts of climate change.

## Equality and Diversity Implications

48. A single Equality Impact Assessment (EIA) has been produced to accompany the Action Plan. Officers with an overview of the Equalities function, who have experience of identifying impacts on those with protected characteristics have been consulted for this initial identification of potential impacts.

49. The assessment identifies at a high level where there is potential for negative, neutral and positive outcomes as a result of the actions identified depending on the detail of actions as projects develop. Generally, actions were expected to have broadly positive outcomes, but would require further assessment and wider external consultation in relation to specific delivery plans for some of the actions within the Action Plan where an individual or group would see or experience a direct physical change as a result of an action.

The EIA is attached at Appendix 1

## Privacy Impact Assessment

50. No privacy impacts are anticipated as consequence of this report.

## Background Papers

51. For sight of individual background papers, including the detailed appendices, please go to: [www.somerset.gov.uk/climate-emergency](http://www.somerset.gov.uk/climate-emergency)



# Somerset Equality Impact Assessment

Before completing this EIA please ensure you have read the EIA guidance notes – available from your Equality Officer

|                                  |   |                       |                                       |
|----------------------------------|---|-----------------------|---------------------------------------|
| <b>Organisation prepared for</b> | <b>Somerset County Council, Mendip District Council, Sedgemoor District Council, Somerset West and Taunton Council, South Somerset District Council</b> |                       |                                       |
| <b>Version</b>                   | <b>1.0</b>  | <b>Date Completed</b> | <b>24<sup>th</sup> September 2020</b> |

## Description of what is being impact assessed

### **Towards a Climate Resilient Somerset – Somerset’s Climate Emergency Strategy Strategy and Draft Strategic Action Plan**

The Action Plan describes, in high level terms, the activity that will take place, and the changes that will be delivered, as part of the Councils’ response to addressing the Climate Emergency. Further detail regarding a number of these activities will be necessary in due course and will be contained within various project plans that will flow from this Action Plan, but which do not exist at this point in time.

This EIA therefore identifies in general terms the likely impact of this work on different groups of people taken in the round, rather than on an action-by-action basis (although some of the actions will be referenced where appropriate). If necessary, depending upon the type of action proposed (specifically where an individual or group would see or experience a direct physical change as a result of an action with the Action Plan), specific EIAs will be necessary in order to help shape the relevant delivery plan for that action.

It also needs to be recognised that not all people sharing a protected characteristic within the county will necessarily experience the same impact (be it positive or negative) from a particular action.



**Evidence**

**What data/information have you used to assess how this policy/service might impact on protected groups?** Sources such as the [Office of National Statistics](#), [Somerset Intelligence Partnership](#), [Somerset's Joint Strategic Needs Analysis \(JSNA\)](#), Staff and/ or [area profiles](#),, should be detailed here

The Somerset Climate Emergency Strategy and associated appendices including the strategic action plan has been reviewed.

As explained below, a review of data as well of wider consultation will be necessary at a later point when it comes to detailed design of actions that will have a direct impact on individuals and groups with protected characteristics.

**Who have you consulted with to assess possible impact on protected groups?** If you have not consulted other people, please explain why?

Officers within Somerset County Council with an overview of the Equalities function, who have experience of identifying impacts on those with protected characteristics have been consulted for this initial identification of potential impacts.

Wider external consultation will be necessary in relation to delivery plans of some of the actions within the Action Plan where an individual or group would see or experience a direct change as a result of an action

## Analysis of impact on protected groups

The Public Sector Equality Duty requires us to eliminate discrimination, advance equality of opportunity and foster good relations with protected groups. Consider how this policy/service will achieve these aims. In the table below, using the evidence outlined above and your own understanding, detail what considerations and potential impacts against each of the three aims of the Public Sector Equality Duty. Based on this information, make an assessment of the likely outcome, before you have implemented any mitigation.

| Protected group | Summary of impact   | Negative outcome | Neutral outcome | Positive outcome   |
|-----------------|---|------------------|-----------------|--------------------|
| Age             | <p>The factors that make people vulnerable to the impacts of climate change are most acute amongst particular groups; older people are one of these categories. Older people are physiologically at most risk of health impacts from extreme heat and cold. This Strategy and associated action plans aims to help mitigate the effect and risk of climate change on older people with this protected group and should be seen as delivering, over time, a positive impact.</p> <p>Those potentially most likely to gain from actions around improving energy efficiency within the home are people who traditionally suffer from fuel poverty, which includes a significant proportion of older people.</p> <p>Recouping any personal investment required in the form of energy bill savings is likely to be over the medium/long-term and, therefore, may be of disproportionately less benefit to older people.</p> <p>Particular care and attention should however be given to mitigate or eliminate any potential negative impacts for the group relating to the focus on active travel within the plan (e.g walking and cycling). Important to encouraging walking amongst older people in particular to ensure</p> | X                |                 | X<br><br><br><br>X |

|                          |   |   |  |                     |
|--------------------------|---|---|--|---------------------|
|                          | <p>mental and physical health and wellbeing, is the provision of facilities such as toilets and benches. Installation of such amenities within the pedestrian environment should be a consideration if walking is to be maximised amongst all equality groups.</p> <p>Climate Change and action to address climate issues are seen to be of particular interest to younger people and enabling the young people to be engaged in initiatives and observe that direct action is being will be a positive outcome for this age group</p>  |   |  | X                   |
| <p><b>Disability</b></p> | <p>The factors that make people vulnerable to the impacts of climate change are most acute amongst particular groups; people with disabilities are one of these categories. People with certain disabilities (particularly circulatory and respiratory conditions) are physiologically at most risk of health impacts from extreme heat and cold. The Strategy and associated action plans aim to help mitigate the effect and risk of climate change so should be seen as delivering, over time, a positive impact.</p> <p>Air pollutants can worsen respiratory conditions such as asthma. The actions of this Strategy will, over time, help improve air quality within the county and should therefore, have a particularly positive impact for those with such conditions.</p> <p>Additionally, those potentially most likely to gain from actions around improving energy efficiency within the home are people who traditionally suffer from fuel poverty, notably older and disabled groups.</p> <p>However, depending on grants available, the affordability to invest in energy efficiency improvement schemes could disproportionately affect those with lower disposable incomes which data tells us could include disabled people.</p> | X |  | X<br><br>X<br><br>X |

|                            |   |   |  |   |
|----------------------------|---|---|--|---|
|                            | <p>Particular care and attention should be given to mitigate or eliminate any potential negative impacts for the group relating to the focus on active travel. As with older people, it is important to encourage walking amongst people with disabilities, is the provision of facilities such as toilets, benches and flat and ramped routes for wheelchair users. Installation of such amenities within the pedestrian environment should be a consideration if walking is to be maximised amongst all equality groups.</p> <p>Encouragement of electric modes of transport such as e-bikes and e-scooters have posed particular risks to people with visual impairment in other areas. Particularly short-term rentals of e-scooters. Their speed and almost silent operation are an issue as is inconsiderate parking, where there have been numerous examples of them being left on pavements, creating a significant trip hazard for the visually impaired. Separation of pedestrians and e-scooter and bike riders within any pedestrianised space will help mitigate this risk together with dedicated parking bays / racks for these modes of transport. The involvement of people with disabilities in designing schemes could help in mitigating the risks involved</p> <p>Careful consideration to people with language disabilities should be made when designing and implementing community communications campaigns with regard to promoting climate action initiatives</p> | X |  | X |
| <b>Gender reassignment</b> | <p>Mitigating the impacts of climate change should be seen as delivering, over time, a positive impact for everyone, including people within this group. No additional impacts, from the proposed Strategy and associated action plans have been identified that would disproportionately affect this group.</p>  |   |  | X |

|                                       |   |  |  |                            |
|---------------------------------------|---|--|--|----------------------------|
| <b>Marriage and civil partnership</b> | Mitigating the impacts of climate change should be seen as delivering, over time, a positive impact for everyone, including people within this group. No additional impacts, from the proposed Strategy and associated action plans, have been identified that would disproportionately affect this group.  |  |  | X                          |
| <b>Pregnancy and maternity</b>        | <p>Air pollutants can cause respiratory illness in pregnant women and also lead to low birth weight or pre-term birth. This proposal will, over time, help improve local air quality and should have a positive impact on some pregnant women.</p> <p>More pedestrian and other active travel routes will positively impact pre and post-natal women</p> <p>No additional impacts, from the proposed Strategy and associated action plans have been identified that would disproportionately affect this group.</p> |  |  | <p>X</p> <p>X</p> <p>X</p> |
| <b>Race and ethnicity</b>             | Mitigating the impacts of climate change should be seen as delivering, over time, a positive impact for everyone, including people within this group. No additional impacts, from the proposed Strategy and associated action plans have been identified that would disproportionately affect this group.   |  |  | X                          |
| <b>Religion or belief</b>             | Mitigating the impacts of climate change should be seen as delivering, over time, a positive impact for everyone, including people within this group. No additional impacts, from the proposed Strategy and associated action plans have been identified that would disproportionately affect this group.   |  |  | X                          |



|   | <p>However, the possible negative impacts identified within the Disability group are also likely to apply to this group.</p> <p>Rural Isolation - Mitigating the impacts of climate change should be seen as delivering, over time, a positive impact for everyone, including people within this group. The positive impacts will include greater access to public transport, better rural broadband connectivity and access to alternative energy sources. No negative impacts, from the proposed Strategy and associated action plans, have been identified that would disproportionately affect this group.</p> | X  |   | X                        |
|---|--|--|---|--------------------------|
| <p><b>Negative outcomes action plan</b><br/>Where you have ascertained that there will potentially be negative outcomes, you are required to mitigate the impact of these. Please detail below the actions that you intend to take.</p> |  |  |   |                          |
| <b>Action taken/to be taken</b>   | <b>Date</b>  | <b>Person responsible</b>                | <b>How will it be monitored?</b>                          | <b>Action complete</b>   |
| <p>Age - Recouping any personal investment required for energy savings initiatives.</p> <p>Lobby for and promote government schemes and grants</p>  | 31/12/2021   | Energy and Built Environment workstreams | Lobbying of central government and promotion of schemes   | <input type="checkbox"/> |
| <p>Disabilities – Affordability of energy savings initiatives</p> <p>Lobby for and promote government schemes and grants</p>  | 31/12/2021   | Energy and Built Environment workstreams | Lobbying of central government and promotion of schemes   | <input type="checkbox"/> |
| <p>Disabilities – The unintended consequences of promotion of use of e-bikes, e-scooters etc</p>  | 31/12/2021   | Transport and Energy Workstreams         | Involvement of people with disabilities in the design and | <input type="checkbox"/> |

|   |                                       |  |  |                          |
|---|---------------------------------------|--|--|--------------------------|
| Involve disabled groups in the design and development of schemes  |                                       |  | development of schemes   |                          |
| Low Income - Affordability of energy savings initiatives<br>Lobby for and promote government schemes and grants | 31/12/2021                            | Energy and Built Environment workstreams         | Lobbying of central government and promotion of schemes                              | <input type="checkbox"/> |
| Carers – As disabilities, above   | 31/12/2021                            | Transport, Energy and Communications workstreams | Involvement of people with disabilities and carers in designing of schemes and tools | <input type="checkbox"/> |
| <b>If negative impacts remain, please provide an explanation below.</b>   |                                       |  |  |                          |
|   |                                       |  |  |                          |
| <b>Completed by:</b>  | <b>Jon Doyle</b>                      |  |  |                          |
| <b>Date</b>   | <b>24<sup>th</sup> September 2020</b> |  |  |                          |
| <b>Signed off by:</b>   | <b>Jon Doyle</b>                      |  |  |                          |
| <b>Date</b>   | <b>24<sup>th</sup> September 2020</b> |  |  |                          |
| <b>Equality Lead/Manager sign off date:</b>   | <b>5<sup>th</sup> October 2020</b>    |  |  |                          |
| <b>To be reviewed by: (officer name)</b>  | <b>Mark Fortune</b>                   |  |  |                          |
| <b>Review date:</b>   | <b>1<sup>st</sup> January 2021</b>    |  |  |                          |





## Corporate Performance Report 2020-21: 2nd Quarter

|                             |  |
|-----------------------------|--|
| Executive Portfolio Holder: | Val Keitch, Strategy and Policy                        |
| Strategic Director:         | Kirsty Larkins, Director of Strategy and Commissioning |
| Lead Specialist:            | Brendan Downes, Performance and Change                 |
| Lead Officer:               | Cath Temple, Specialist - Performance                  |
| Contact Details:            | Cath.temple@southsomerset.gov.uk or 01935 462587       |

## Purpose of the Report

1. This report sets out the current position of the Council's agreed key performance indicators and covers the period from July to September 2020 (Q2).

## Forward Plan

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

## Public Interest

3. The council is accountable to the local community for its performance. We publish performance monitoring information to demonstrate outcomes and to highlight opportunities to learn and improve for the future.

## Recommendations

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

## Background

5. The Council monitors a set of Key Performance Indicators (KPIs) which are published on our [website](#)

## Quarter 2 Performance

6. The attached report includes our performance from July to September 2020 and covers KPIs for each of the five themes within the Council Plan.
7. The KPIs were revised for this year to align more closely with the areas of focus within the Council Plan 2016/21. Some of the measures are annual therefore there is no data to report this quarter.



## **South Somerset District Council**

8. Covid-19 continued to have a significant impact on our services during this reporting period. Demand for our services remained high, whilst needing to set up additional services to aid our communities and businesses during the pandemic.
9. The Digital Team is now in place and working hard to implement new systems and ways of working to assist with our changed workplace.
10. The attached report shows that in some areas there were dips in performance during quarter 2. The commentary provided within the report is from the relevant Lead Officer and gives greater detail into the background and improvement plans in place. Overall, 18 KPIs are showing a steady or improving position and 15 KPIs are either on or above target. We continue to monitor performance closely and take action as appropriate.

### **Financial Implications**

11. There are no direct financial implications related to this report.

### **Legal implications (if any) and details of Statutory Powers**

12. Not applicable for this report

### **Risk Matrix**

13. This report is for information and comment only, there is no risk profile.

### **Council Plan Implications**

14. This report is consistent with the Council Plan 2016/21.

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

15. This report covers some of the measures from the Environment Strategy.

### **Equality and Diversity Implications**

16. There are no direct implications within this report.

### **Privacy Impact Assessment**

17. There are no direct implications as the report contains no personal data.

### **Background Papers**

- Council Plan 2016/21 and Annual Action Plan 2020/21.



# South Somerset District Council

## Corporate Performance Monitoring

Quarter 2 report: July - September 2020



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**Protecting  
Core Services**



**Economy**



**Environment**



**Places where we live**



**Healthy, Self-reliant  
Communities**



In line with the Performance Management Framework, these KPIs link with the delivery plans for each Community of Practice.

This is our second quarterly report for the 2020-21 Council Plan annual action plan. There are two sets of comparisons for the data within the report. One compares performance against the agreed target and the other compares the current result with past performance to give a direction of travel.

For the 25 quarterly targets there were 13 measures above target (green), 3 were on target (amber) and 9 were below target (red).

For direction of travel this quarter, 6 improved (green), 14 stayed the same as last quarter (amber) 5 were worse (red) than the previous quarter.

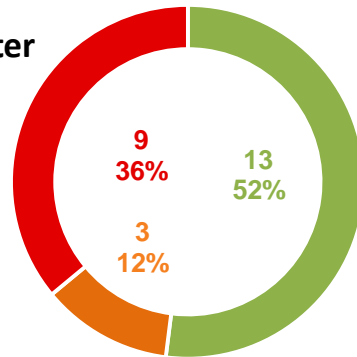
The commentary included within the report explains the current position in more detail, this commentary has been provided by the Lead Specialists/Specialists within the appropriate areas.

COVID 19 has had an impact on the majority of performance against targets.

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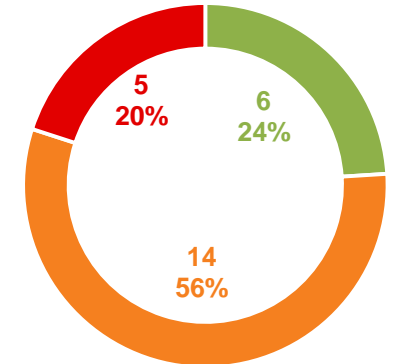
**Progress against targets - summary for this quarter**

- Red = significantly below target
- Amber = behind target
- Green = on, ahead of or above target















**Direction of travel - summary for this quarter**









- ↓ Red = Significantly worse than last quarter (more than 10%)
- ↔ Amber = No real change
- ↑ Green = Improved on the last quarter



# Protecting Core Services

| Ref  | Measure<br>(frequency of reporting)   | Description  | Target<br>20/21                | Q1<br>20/21 | Q2<br>20/21   | Perf<br>against<br>target   | Direction<br>of travel  | Supporting information  |
|------|---|--|--------------------------------|-------------|---------------|---|---|---|
| PCS1 | Number of on-line accounts activated – Household & Business (Quarterly)<br>* Revised target for 2020/21   | The number of new Customer accounts during the quarter   | <b>40,000</b>                  | 5590        | <b>4674</b>   |    |    | Anticipated increase during 'My Account' take up campaign which will take place before annual billing 2021  |
| PCS2 | Number of new online services in 2020/21<br>* New measure for 2020/21                                     | Total figure of all new transactions previously not available on website. In brackets is the number different processes        | <b>20,000</b>                  | 5471<br>(7) | 2578<br>(2)   |    |    | Online Direct Debit and e-billing are in the final stages of completion for full roll out. This has been delayed due to COVID19 work.   |
| PCS3 | Service requests through on-line forms as a % of all requests (Quarterly)<br>* Revised target for 2020/21 | % of transactions being completed using online service forms instead of other channels, for the same service e.g. phone/letter | <b>85%</b>                     | 80%         | 83%           |    |    | For Quarters 1 and 2 this does not include waste services due to the fact that all reporting is currently done through their new IT system. We are exploring ways of identifying and including this data.                 |
| PCS4 | % of property portfolio with a performance assessment (Quarterly)   | The number of SSDC owned properties with an assessment in place  | <b>95%</b>                     | 50%         | <b>50%</b>    |    |    | Current capacity means this KPI has not progressed, the timescales have slipped due to change in focus to Covid-19 priorities. Our business plan aims to resolve this during 2020.  |
| PCS5 | Council Tax Collection (Quarterly)  | The % of council tax collected at 31 <sup>st</sup> March   | <b>98% (annual cumulative)</b> | 39.66%      | <b>55.05%</b> |  |  | We recently sent out more than 6000 "soft" recovery letters, encouraging people to get in touch with us regarding debt owed. We followed this up with 1500 SMS messages and our recovery programme continues.             |
| PCS6 | NNDR collection (Quarterly)   | The % of National Non Domestic Rates collected at 31 <sup>st</sup> March   | <b>97% (annual cumulative)</b> | 28.17%      | <b>59.64%</b> |  |  | The collectable amount has been significantly reduced as a result of the introduction of reliefs as part of the government's response to Covid19. As mentioned above, we are undertaking a recovery programme at present. |

# Protecting Core Services

| Ref   | Measure<br>(frequency of reporting)                                      | Description   | Target<br>20/21 | Q1<br>20/21 | Q2<br>20/21 | Perf against<br>target  | Direction of<br>travel  | Supporting information   |
|-------|--|---|-----------------|-------------|-------------|---|---|--|
| PCS7  | Speed of processing - Housing Benefit new claims (Quarterly)             | The average (mean) number of days taken from receipt of application from the customer to notification of decision | 21              | 33          | 43          |    |    | A few complex cases have affected the mean performance, but the large majority are processed within target. A recovery action plan was put in place and by the end of the quarter the target was being achieved. |
| PCS8  | Speed of processing - Housing benefit change of circumstance (Quarterly) | The average (mean) number of days taken from notification of change by the customer to notification of adjustment | 7               | 3           | 5           |    |    |  |
| PCS9  | Speed of processing - Council tax new claims (Quarterly)                 | The average (mean) number of days taken from receipt of application from the customer to notification of decision | 30              | 39          | 46          |    |    | Council Tax Support caseload continued to increase due to COVID19. Focus has been put on improving this, and we expect to see improvements in the next quarter performance.                                      |
| PCS10 | Speed of processing – Council tax change of circumstance (Quarterly)     | The average (mean) number of days taken from notification of change by the customer to notification of adjustment | 7               | 12          | 2           |  |  | The Universal Credit automation system is now in place which is why the Council Tax Support “Change of Circumstances” has improved dramatically and will continue to do so.                                      |





# Protecting Core Services

| Ref   | Measure (frequency of reporting)                                | Description   | Target 20/21               | Q1 20/21 | Q2 20/21     | Perf against target   | Direction of travel   | Supporting information   |
|-------|---|---|----------------------------|----------|--------------|---|---|--|
| PCS11 | Speed of processing – planning applications – major (Quarterly) | The % of valid major planning applications determined within 13 weeks   | <b>60%</b>                 | 93.75%   | <b>87%</b>   |  |  | The average performance over the last 12 months was 89%, a good performance despite challenges within the service. Reliance on agents/applicants agreeing extensions of time contribute significantly to this performance. An improvement Programme is in place for the Planning Service |
| PCS12 | Speed of processing – planning applications – minor (Quarterly) | The % of valid minor planning applications determined within 8 weeks  | <b>70%</b>                 | 95.03%   | <b>90%</b>   |  |  | The average performance over the last 12 months was 92.75%, again largely due to applicants agreeing to extensions in time. An improvement Programme is in place for the Planning Service  |
| PCS13 | Speed of processing – planning applications – other (Quarterly) | The % of all valid other planning applications determined within 8 weeks  | <b>80%</b>                 | 96.86%   | <b>94%</b>   |  |  | The average performance over the last 12 months was 95.7%, again largely due to applicants agreeing to extensions in time. An improvement Programme is in place for the Planning Service   |
| PCS14 | Planning appeals lost as a % of all decisions (Quarterly)       | The number of appeals to the Planning Inspector lost (i.e. decision overturned) expressed as a % of all decisions | <b>10% (max threshold)</b> | 3.39%    | <b>5.33%</b> |  |  | Although showing a drop in performance, we remain below the threshold of 10% of all decisions made. The Service will maintain a watching brief on performance and will report to the relevant Committee(s) if there are any concerns.  |

**NB: PCS14** The description provide by MHCLG (Ministry of Housing, Communities and Local Government) is 'The quality of decisions is the percentage of planning applications refused, for major development that have been overturned at appeal, once nine months have elapsed following the end of the assessment period' and its measured over years not quarters:- April 16\_March 18 – 7.38%, April 17\_March 19 – 4.23% and April 18\_March 20 2.00%

# Protecting Core Services



| Ref   | Measure<br>(frequency of reporting)                                | Description  | Target<br>20/21    | Q1<br>20/21           | Q2<br>20/21   | Perf against<br>target  | Direction<br>of travel  | Supporting information   |
|-------|--|--|--------------------|-----------------------|---------------|---|---|--|
| PCS15 | Planning – Extensions of time<br>new measure for 2020/21           | The number of accepted<br>requests for extensions<br>of time to determine<br>planning applications | To be<br>confirmed | 55%                   | <b>60%</b>    |  |  | This measure considers the<br>number of requests for<br>extensions that are accepted,<br>hence why the target is 100%. In<br>Q1 of the 388 decisions made,<br>204 had agreements to the<br>request for an extension.<br>In Q2 of the 347 decisions made,<br>208 had agreements to the<br>request for an extension. |
| PCS16 | Planning – Validations<br>new measure for 2020/21                  | The number of days<br>between receipt of<br>applications and<br>assessment for<br>validation       | 3 days             | 6 days                | <b>7 days</b> |  |  | As outlined above there is<br>currently an improvement<br>programme in place across the<br>Planning Service to consider all<br>elements of the process to be in<br>place improvements.   |
| PCS17 | Commercial property income<br>yield (Annual)                       | The annual income from<br>SSDC commercial<br>property investments                                  | £449k              | <b>Annual measure</b> |               |   |   |  |
| PCS18 | Annual average yield increase of<br>business services (%) (Annual) | The % and numerical<br>value of income (yield)<br>across all income<br>generating services         | 5% or<br>£250k     | <b>Annual measure</b> |               |   |   |  |



# Protecting Core Services



| Ref   | Measure<br>(frequency of reporting)                  | Description   | Target<br>20/21 | Q1<br>20/21           | Q2<br>20/21 | Perf<br>against<br>target | Direction of<br>travel | Supporting information |
|-------|--|---|-----------------|-----------------------|-------------|---------------------------|------------------------|------------------------|
| PCS19 | Employer of choice<br>* new measure for 2020/21      | <b>Employee retention</b><br>National rate for turnover .<br>Annual % of workforce, not<br>including casuals  |                 | <b>Annual measure</b> |             |                           |                        |                        |
|       |  | <b>Employee sickness</b><br>Public sector average<br>sickness per employee per<br>year  |                 | <b>Annual measure</b> |             |                           |                        |                        |
|       |  | <b>Employee feedback</b> from<br>wellbeing survey<br><br>Participation of workforce<br><br>Average score<br>(mean score for UK<br>population is 51)                               |                 | <b>Annual measure</b> |             |                           |                        |                        |
| PCS20 | Feedback from residents<br>* new measure for 2020/21 | <ul style="list-style-type: none"> <li>• Connections made with residents (FB &amp; Twitter)</li> <li>• Town &amp; Parish updates</li> <li>• Committee meeting viewings</li> </ul> |                 | <b>Annual measure</b> |             |                           |                        |                        |

# Economy



| Ref | Measure (Frequency of reporting)                                | Description   | Target 20/21   | Q1 20/21   | Q2 20/21  | Perf against target | Direction of travel | Supporting information   |
|-----|---|---|--|--|---|---------------------|---------------------|--|
| E1  | % spend with local SMEs (bi-annual)                             | <p>The proportion of SSDC purchasing through local SME suppliers (within the SSDC postcode area), as a % of total spend for goods and services.</p> <p>We assign SME status on the EU definition of SME. &lt;250 employees, We base local status on SSDC postcodes, using CEDAR Vendor addresses.</p> | 10%  | 9%   | 11%   |                     |                     | <p>Year to date (Q2 2020/21) performance is 11% with Local/SME of our £6.4M external spend (6 months spend April 20 – Sept 20).</p> <p>Year to date (Q2 2020/21) spend when calculated on a 30 mile radius* from BA20 2HT returns a 60% Local/SME spend. This has been influenced by significant payments related to Chard regeneration.</p> <p>*Definition as proposed from ED team, and as benchmarked with comparable authorities)</p>  |
| E2  | Delivery of the Economic Development Strategy (EDS) (Quarterly) | The number of actions and priority projects which are in progress, aligned to the EDS delivery plan.  | <p>Revised figure of <b>25 projects</b> in progress</p> <p>(30 Milestones in progress)</p> | <p>19 on target (green)</p> <p>5 near target (amber)</p> <p>1 requires attention (red)</p> | <b>21 on target, 3 near target and 1 requires attention</b> |                     |                     | <p>Significant work has been completed through this quarter to contribute to a district, county and regional response and recovery to Covid 19. The situation is developing and the team are reacting quickly and appropriately to national drivers including guidance from Government on relevant support schemes. It should be noted that reacting to this guidance and advice can require significant officer resource and this has, and will, influence the Ec-Dev Team's focus.</p> |



Environment

# Environment

| Ref | Measure                                       | Description   | Target 20/21               | Q1 20/21              | Q2 20/21 | Perf against target | Direction of travel | Supporting information  |
|-----|---|---|----------------------------|-----------------------|----------|---------------------|---------------------|---|
| EN1 | Number of trees planted                       | Trees planted across the District   | <b>1000</b>                | <b>Annual measure</b> |          |                     |                     | Schemes being developed and grant fund applications submitted in advance of planting seasons later in the year.   |
| EN2 | Number of environmental forums held           | The number of events or opportunities to engage with our Customers to improve environmental awareness | <b>4 Annual cumulative</b> | 1                     | 2        |                     |                     | New newsletter developed (Get SuSSed) to keep in touch with Champions each month. Programme of online workshops being developed on various subjects for Champions working with external partners.   |
| EN3 | Carbon footprint reduction                    | The % reduction in the footprint across the SSDC estate   | <b>10%</b>                 | <b>Annual measure</b> |          |                     |                     |   |
| EN4 | % of household waste recycled (Quarterly)**   | The % of all household waste recycled (Somerset wide)   | <b>53%</b>                 | <b>48.40%</b>         |          |                     |                     | The reduction (which is a negative outcome) was due to the closure of recycling sites, which account for a significant proportion of the recyclable tonnage. Generally there was an upturn in the amount of recycling collected from the kerbside, although this was also tempered by the suspension of the garden waste service for part of the quarter. |
| EN5 | Residual waste sent to landfill (Quarterly)** | The % of residual waste volume going to landfill (Somerset wide)                                      | <b>46%</b>                 | <b>16.79%</b>         |          |                     |                     | The reduction (positive outcome) was due to a combination of an overall reduction in residual waste and significantly, the start of moving away from landfill, to energy recovery as the main method of treatment.  |
| EN6 | Waste recycled in the UK (Quarterly)**        | The % of all waste collected which is recycled in the UK (Somerset wide)                              | <b>90%</b>                 | <b>98.51%</b>         |          |                     |                     | The reduction in the amount of dry recycling processed outside of the UK, is also due to the change in collection contractor, as well as very little paper, or cardboard being sent from the recycling sites in Q1. This was as a result of Covid-19 and the recycling sites being closed for about 6-7 weeks during this period.                         |

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\*\*SSDC is part of the Somerset Waste Partnership. Data relating to waste services is supplied by SWP and is not available at a district level. The data supplied by SWP relates to the previous quarter.



# Places where we live



| Ref   | Measure  | Description  | Target 20/21   | Q1 20/21              | Q2 20/21 | Perf against target | Direction of travel | Supporting information  |
|-------|--|--|----------------|-----------------------|----------|---------------------|---------------------|---|
| PWWL1 | Number of cases of homelessness prevented/helped (Quarterly) | The number of households assisted by SSDC to prevent or relieve homelessness           | 30 per Quarter | 128                   | 45       |                     |                     | Figures are returning to pre-peak Covid levels  |
| PWWL2 | Length of stay in temporary accommodation (Quarterly)        | The average (mean) number of days spent in temporary accommodation (B&B)               | 7 days         | 24                    | 27       |                     |                     | This slight increase is due to the last of the long-stayers that were accommodated during the Covid peak and who left during Q2 |
| PWWL3 | Number of households in temporary accommodation (Quarterly)  | The number of households in temporary accommodation as at the final day of the quarter | 30             | 58                    | 50       |                     |                     | A slow return towards pre-Covid levels  |
| PWWL4 | Affordable housing completed (Annual)                        | The number of affordable homes completed for occupation                                | 254 pa         | <b>Annual measure</b> |          |                     |                     |   |
| PWWL5 | Affordable housing as a % of all housing completed (Annual)  | Number of affordable homes completed as a % of all new housing completions             | 35%*           | <b>Annual measure</b> |          |                     |                     |   |

# Healthy, Self Reliant Communities

The Council's area of focus for 'Healthy, Self-Reliant Communities' relies significantly on our work with partners through the design and delivery of a range of community based programmes. A small number of Key Performance Indicators are included below.

| Ref   | Measure   | Description  | Target 20/21 | Q1 20/21              | Q2 (20/21) | Perf against target | Direction of travel | Supporting information |
|---|---|--|--------------|-----------------------|------------|---------------------|---------------------|------------------------|
| HSRC1   | Participation in Health Walks (Annual)                | The number of residents participating in health walks supported by SSDC                                | 10,500       | <b>Annual measure</b> |            |                     |                     |                        |
| HSRC2   | Volunteering at SSDC (Annual)                         | The number of days provided through volunteering at SSDC   | 2300         | <b>Annual measure</b> |            |                     |                     |                        |
| HSRC3   | Investment into local communities facilities (Annual) | The value of investment by SSDC into local facilities enabling cultural, leisure and sports activities | £464k        | <b>Annual measure</b> |            |                     |                     |                        |
| Awaiting new measures from the HSRC Community of Practice |   |  |              |                       |            |                     |                     |                        |



## **2020/21 Capital Budget Monitoring Report for the Period Ending 30<sup>th</sup> September 2020**

Executive Portfolio Holder: Peter Seib, Finance and Legal Services  
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 November 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 30<sup>th</sup> September 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 transfer of the £100k agreed for the Ninesprings extension project to the John O’Donnell Pavilion Improvements Project at Yeovil Recreation Centre (YRC), detailed in paragraphs 12 - 16.
  - d. 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 Programme

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 **£16.985 million** to **£16.428 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 Q2 2020/21 – 2024/25**

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

|   | 20/21<br>£'000 | 21/22<br>£'000 | 22/23<br>£'000 | 23/24<br>£'000 | 24/25<br>£'000 | Total<br>£'000 |
|---|----------------|----------------|----------------|----------------|----------------|----------------|
| <b>Capital Programme for Quarter 1 of 2020/21</b>         | <b>16,985</b>  | <b>11,900</b>  | <b>184</b>     | <b>0</b>       | <b>0</b>       | <b>29,069</b>  |
| <b>Projects approved since 1<sup>st</sup> July 20:</b>    |                |                |                |                |                |                |
| DELETTI EV Charger Project                                |                | 250            |                |                |                | <b>250</b>     |
| <b>Projects moved to Reserve List:</b>                    |                |                |                |                |                |                |
| Affordable Housing - Refurbishment of SSDC owned property | -2             |                |                |                |                | <b>-2</b>      |
| <b>Allocations from the reserve list</b>                  |                |                |                |                |                |                |
| Investment in Land, Property & Renewables                 | 1,535          |                |                |                |                | <b>1,535</b>   |
| Omni-Channel Telephony                                    | 10             |                |                |                |                | <b>10</b>      |
| Transformation  | 1              |                |                |                |                | <b>1</b>       |
| <b>Allocations from the Internal Lease Pot</b>            |                |                |                |                |                |                |
| Cushman UTV Full Cab & Snowblade                          | 17             |                |                |                |                | <b>17</b>      |
| Ford Transit 350 L2 RWD                                   | 20             |                |                |                |                | <b>20</b>      |
| <b>Projects agreed at Area Committee:</b>                 |                |                |                |                |                |                |
| Area North - Curry Woods Conservation Trust               | 13             |                |                |                |                | <b>13</b>      |
| Area South - Yeovil Refresh Allocation                    | 151            |                |                |                |                | <b>151</b>     |

|   | 20/21<br>£'000 | 21/22<br>£'000 | 22/23<br>£'000 | 23/24<br>£'000 | 24/25<br>£'000 | Total<br>£'000 |
|---|----------------|----------------|----------------|----------------|----------------|----------------|
| Area West - Ilminster Tennis & Bowling Club                                     | 13             |                |                |                |                | 13             |
| Area West - Broadway & Horton Cricket Club                                      | 5              |                |                |                |                | 5              |
| <b>Re-profiling of forecast spending between financial years</b>                | <b>-2,320</b>  | <b>1,815</b>   | <b>505</b>     |                |                | <b>0</b>       |
| <b>Revised Gross Capital Programme for 2020/21 at 30<sup>th</sup> June 2020</b> | <b>16,428</b>  | <b>13,965</b>  | <b>689</b>     | <b>0</b>       | <b>0</b>       | <b>31,082</b>  |

7. As Table 1 shows the total planned capital investment in the approved programme 2020/21 to 2024/25 has increased from **£29.07 million to £31.08 million**. This is primarily due to Investment in Land, Property & Renewables and the District-wide installation of Electric Vehicle charge points.
8. The detail of the Capital Programme showing all the projects included in the approved budget is shown in Appendix A.
9. £156,570 has been allocated to cover COVID related capital expenditure up to the end of August 2020 from the Central Government COVID funding grants received so far.

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

|   | 20/21<br>£'000 | 21/22<br>£'000 | 22/23<br>£'000 | 23/24<br>£'000 | 24/25<br>£'000 | Total<br>£'000 |
|---|----------------|----------------|----------------|----------------|----------------|----------------|
| External Grants & Contributions - Assets  | 31             | 276            | 1              | 0              | 0              | 308            |
| External Grants & Contributions – REFCUS* | 1,819          | 0              | 0              | 0              | 0              | 1,819          |
| Capital Receipts                          | 5,374          | 5,508          | 688            | 0              | 0              | 11,570         |
| Capital Fund Earmarked Reserve            | 177            | 2,225          | 0              | 0              | 0              | 2,402          |
| Internal Borrowing Reserve                | 37             | 0              | 0              | 0              | 0              | 37             |
| Borrowing                                 | 8,990          | 5,956          | 0              | 0              | 0              | 14,946         |
| <b>Total Capital Programme Financing</b>  | <b>16,428</b>  | <b>13,965</b>  | <b>689</b>     | <b>0</b>       | <b>0</b>       | <b>31,082</b>  |

\*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

10. 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.
11. Within the current financial year **£5.309 million** has been spent up to the end of Q2, of the total of **£16.428 million** projected for the year. The most significant areas of spend so far this year include:
  - £2.670m on Regeneration schemes.
  - £1.414m on Commercial loans.
  - £468k on Disabled Facility and Home Repair grants.
  - £223k on Investment Properties.
  - £146k on the Yeovil Crematorium Refurbishment.
  - £125k on Affordable Housing projects.
  - £43k on Transformation.
12. Schemes which are expected to be delayed this year and are more than £50,000 and have slipped to 2021/22 in Q2 are shown on Table 3:

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

| <b>Project</b>                           | <b>Date Funding Approved</b> | <b>Slippage to 2021/22 £'000</b> | <b>Reason for Delay</b>   |
|--|------------------------------|----------------------------------|---|
| Lyde Road Pedestrian & Cycle Way, Yeovil | Feb-17                       | 250                              | Capital Bid being submitted to extend this project. Funds to be spent in 2021/22. |

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

## Request to Transfer Capital Funding

13. The Leisure & Recreation Manager is requesting that the £100k approved on capital bid 2019-06 for the extension at Ninesprings café be transferred to the John O'Donnell Pavilion Improvements Project at Yeovil Recreation Centre, for which £100k was also approved on capital bid 2019-06, to create a total capital budget of £200k for the John O'Donnell Pavilion.
14. COVID has caused delays in the delivery of both projects. To enable the swift progression and completion of the project that has the most commercial value, but that also delivers the greatest wellbeing benefits for our residents, Members are asked to consider the transfer of the Ninesprings capital to the YRC capital project budget. This transfer would preserve the already confirmed £52,000 of grant offers as delivery needs to be in the coming 12 months, but with increased competition



## South Somerset District Council

for all grants officers cannot be sure of securing the full grant amount as originally set out in the capital appraisal. Officers will continue to pursue grant funding to keep the overall capital contribution down. This move would complete the project budget and allow works to commence early 21/22. Any unspent capital would be returned, and the Ninesprings extension would be re-visited with a new capital application in future years.

### 15. Impact Statement for the Ninesprings project:

- Extra café covers are not realised in the short term and therefore no increased sales.
- Heritage service does not have a permanent display space.
- Tourist Information Centre remains closed (in Petters Way) and is delayed in finding a new permanent home at an attraction.
- The cafe remains open and continues to trade without disruption. The existing good income levels, exceeding the budget, are retained.
- Solar PV project is not delayed and panels can be fitted to the building to bring running costs down.
- Heritage service focuses on an improved online presence (through a new shared website), a digital archive, to open the collections to more people.
- The Tourism team focus their resource at Cartgate TIC (staying open through the winter) and business support through the period of COVID response and recovery, ensuring the visitor economy is supported.

### 16. Impact Statement for the Yeovil Recreation Centre Project:

- Project can commence in March 2021 after the outcome of the submitted Viridor bid (40k). Enabling an opening in Summer 2021 for the school holidays.
- Income is maximised by having a full café facility open for the busy summer months following the same successful model as the Ninesprings Café.
- Secured grant funding (Sport England £40k, Clarks Foundation £5k, Yeovil Town Council £5k, and other parish councils £2k) is retained as part of the project budget. These offers were some time ago now and some funders need us to deliver in the coming 12 months or offers will be withdrawn.
- An estimated seven new part time jobs would be created for baristas and shift leads in the new café.
- The community room would provide a safe space for a range of wellbeing and exercise sessions. Partners and session leaders are already engaged with us on potential opportunities e.g. SASP for young people excluded from formal education. New wellbeing sessions for target groups would be developed including families.
- The Recreation Ground would have a gateway to activities, the new website would enable online bookings and all areas of the site would experience enhanced use
- A volunteering team could be established for the site as they have a space to meet and operate from.
- The site develops a sense of community, as has happened at Ninesprings, as the café provides a welcoming space with staff trained in dementia awareness and shared chatty tables.

17. Overall, the local communities experience enhanced well-being through an improved greenspace and access to new opportunities. The facility is improved and is more marketable as an attraction and improves the visitor economy for Yeovil and South Somerset. The site generates more income and decreases overall running costs at the facility.

### Capital Programme & Reserves

18. The total capital reserve schemes approved in principle currently has a forecast gross spend of **£31.082 million** over the period 2021/22 to 2024/25, with a further **£0.728 million** gross spend across the Area Capital Programme over the period 2021/22 to 2024/25. Detail of these reserve schemes can be found on page 4 of Appendix A.
19. The total current Capital Programme, Area Capital Programme and Reserve Schemes allocates a total gross spend of some **£109.642 million** to various schemes over the next five years. This includes approved funding commitments of **£77.832 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 on Appendix A, and summarised below in Table 4.

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

|  | <b>£'000</b>   |
|--|----------------|
| Capital Programme (as detailed in paragraph 7) | 31,082         |
| Area Capital Programme                         | 728            |
| Reserve Schemes                                | 77,832         |
| <b>Total Programme to be Financed</b>          | <b>109,642</b> |

### Projects agreed at or before May 2016

20. Schemes that were agreed before May 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

21. S106 agreements are legal agreements between local authorities and developers that are linked to a planning permission. The total balance held at 30<sup>th</sup> September 2020 is £4,020,348. This 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.
22. There has been no S106 funding added to the Q2 2020/21 capital programme.

### Community Infrastructure Levy (CIL)

23. 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.
24. 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'.
25. 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 30<sup>th</sup> June 2020.

**Table 6 – Community Infrastructure Levy (CIL) balance held on 30<sup>th</sup> September 2020**

|                                    | <b>£'000</b> |
|------------------------------------|--------------|
| CIL Deposits                       | 661          |
| Less 15% / 25% to Parishes         | -104         |
| Less 5% Administration Fee         | -33          |
| <b>Balance of CIL held by SSDC</b> | <b>524</b>   |

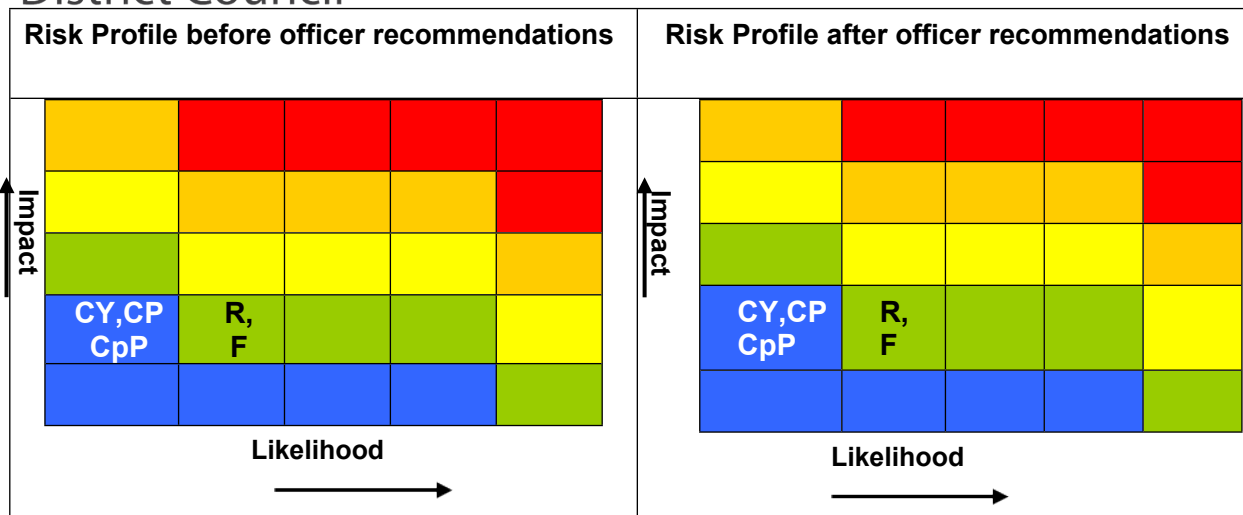
### **Wessex Home Improvement Loans (WHIL)**

26. 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.
27. 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.
28. The Council has £672,988 of capital invested with WHIL. As at the end of September 2020 there was £497,789 on the loan book and £175,199 as available capital.

### **Financial Implications**

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

### **Risk Matrix**



**Key**

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

**Council Plan Implications**

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

**Carbon Emissions and Climate Change Implications**

31. There are no specific implications in these proposals.

**Equality and Diversity Implications**

32. There are no specific implications in these proposals.

**Privacy Impact Assessment**

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

**Background Papers**

34. Capital Programme Budget report to Council in February 2020.

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   |
|--|------------------------|-------------------------------|-------------------------------|-------------------------------|--|---------------------------------------|------------------------------------|------------------------------------|---|---------------------------------------|---------------------|--|
| <b>STRATEGIC MANAGEMENT</b>                        |                        |                               |                               |                               |  |                                       |                                    |                                    |   |                                       |                     |  |
| Chief Executive - Alex Parmley                     |                        |                               |                               |                               |  |                                       |                                    |                                    |   |                                       |                     |  |
| Portfolio Holder - Cllr Val Keitch                 |                        |                               |                               |                               |  |                                       |                                    |                                    |   |                                       |                     |  |
| Transformation                                     | Mar-16                 | 2,732                         | 2,689                         | 43                            | 43   | 0                                     | 0                                  | 2,732                              | 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.  |
| <b>Subtotal for Strategic Management</b>           |                        | <b>2,732</b>                  | <b>2,689</b>                  | <b>43</b>                     | <b>43</b>                                  | <b>0</b>                              | <b>0</b>                           | <b>2,732</b>                       | <b>0</b>                                  |                                       |                     |  |
| <b>COMMERCIAL SERVICES &amp; INCOME GENERATION</b> |                        |                               |                               |                               |  |                                       |                                    |                                    |   |                                       |                     |  |
| Director - Clare Pestell                           |                        |                               |                               |                               |  |                                       |                                    |                                    |   |                                       |                     |  |
| <b>ARTS AND ENTERTAINMENT</b>                      |                        |                               |                               |                               |  |                                       |                                    |                                    |   |                                       |                     |  |
| Service Manager - Adam Burgan                      |                        |                               |                               |                               |  |                                       |                                    |                                    |   |                                       |                     |  |
| Portfolio Holder - Cllr Mike Best                  |                        |                               |                               |                               |  |                                       |                                    |                                    |   |                                       |                     |  |
| 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                           | 3  | 397                                   | 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            | Agreement for lease confirmed with Athletics Club prior to works commencing. Works anticipated Q3/Q4 of 20/21 as outside of athletics season.  |
| <b>ENVIRONMENTAL SERVICES</b>                      |                        |                               |                               |                               |  |                                       |                                    |                                    |   |                                       |                     |  |
| <b>STREETSCENE</b>                                 |                        |                               |                               |                               |  |                                       |                                    |                                    |   |                                       |                     |  |
| Service Manager - Chris Cooper                     |                        |                               |                               |                               |  |                                       |                                    |                                    |   |                                       |                     |  |
| Portfolio Holder - Cllr Sarah Dyke                 |                        |                               |                               |                               |  |                                       |                                    |                                    |   |                                       |                     |  |
| Cushman UTV Full Cab & Snowblade                   | Aug-20                 | 17                            | 0                             | 17                            | 17   | -0                                    | 0                                  | 17                                 | 0   | 0%                                    | C Cooper            | Vehicle now purchased. Internally funded.  |
| Ford Transit 350 L2 RWD                            | Aug-20                 | 20                            | 0                             | 20                            | 20   | -0                                    | 0                                  | 20                                 | 0   | 0%                                    | C Cooper            | Vehicle now purchased. Internally funded.  |
| <b>LEISURE, RECREATION &amp; TOURISM</b>           |                        |                               |                               |                               |  |                                       |                                    |                                    |   |                                       |                     |  |
| <b>COUNTRYSIDE</b>                                 |                        |                               |                               |                               |  |                                       |                                    |                                    |   |                                       |                     |  |
| 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 Whites            | Covid-19 has postponed previous spending plans until Spring/Summer 2021.   |
| Ninesprings Café Extension                         | Feb-19                 | 3                             | 2                             | 1                             | 0  | 1                                     | 0                                  | 3                                  | 0   | 0%                                    | K Munday            | Due to Covid delays and shifting service and community priorities, proposal is to postpone the Ninesprings extension and move capital funding to Yeovil Rec project. Scheme to be revisited in future years under a new application.   |
| Works to Chard Reservoir Dam & Outlets             | Feb-20                 | 18                            | 0                             | 18                            | 0  | 18                                    | 0                                  | 18                                 | 0   | 0%                                    | K Munday            | Contractors appointed for specialist diving works and structure maintenance. Waiting for suitable water levels and weather to complete works this winter.  |
| Installation of PV Panels on Ninesprings Café      | Feb-20                 | 10                            | 0                             | 0                             | 0  | 0                                     | 10                                 | 10                                 | 0   | 0%                                    | K Munday            | Awaiting outcomes of Engie report and subsequent business cases to progress works across SDC buildings as part of Environment Strategy to reduce energy use.   |
| <b>YEOVIL REC</b>                                  |                        |                               |                               |                               |  |                                       |                                    |                                    |   |                                       |                     |  |
| Service Manager - Katy Munday                      |                        |                               |                               |                               |  |                                       |                                    |                                    |   |                                       |                     |  |
| Portfolio Holder - Cllr Mike Best                  |                        |                               |                               |                               |  |                                       |                                    |                                    |   |                                       |                     |  |
| Yeovil Rec - J O'Donnell Pavilion upgrade          | Feb-19                 | 200                           | 5                             | 25                            | 6  | 19                                    | 170                                | 200                                | 0   | 0%                                    | K Munday            | Project delayed due to Covid-19 and staff re-deployment. Sport England grant secured at £40K and Viridor submission for £40K due in October 2020. Request to move original Ninesprings capital to Yeovil Rec project to complete the budget and enable delivery to commence in winter 2021 (Q4). |
| 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.   |
| <b>PROPERTY, LAND &amp; DEVELOPMENT</b>            |                        |                               |                               |                               |  |                                       |                                    |                                    |   |                                       |                     |  |
| <b>ENGINEERING AND PROPERTY SERVICES</b>           |                        |                               |                               |                               |  |                                       |                                    |                                    |   |                                       |                     |  |
| Service Manager - Robert Orrett                    |                        |                               |                               |                               |  |                                       |                                    |                                    |   |                                       |                     |  |
| Portfolio Holder - Cllr John Clark                 |                        |                               |                               |                               |  |                                       |                                    |                                    |   |                                       |                     |  |
| Commercial Loan                                    | Jul-17                 | 15,931                        | 14,517                        | 1,414                         | 1,414                                      | -0                                    | 0                                  | 15,931                             | 0   | 0%                                    | R Orrett            | Loans made in line with agreed loan schedules – progress on individual projects linked to these reported within quarterly Investment Asset update reports to Executive.  |
| Investment in Land, Property & Renewables          | Oct-19                 | 9,900                         | 9,677                         | 223                           | 223  | 0                                     | 0                                  | 9,900                              | 0   | 0%                                    | R Orrett            | Property renovations 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                            | 8  | 86                                    | 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 SDC 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 be 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 in 21/20.  |
| Yeovil Crematorium 5 year plan                     | Feb-16                 | 686                           | 680                           | 6                             | 3  | 3                                     | 0                                  | 686                                | 0   | 0%                                    | P Biggenden         | Remaining budget expected to be spent by end of Q4 20/21.  |
| Confidential Scheme                                | Jul-17                 | 4,100                         | 896                           | 199                           | 143  | 56                                    | 3,005                              | 4,100                              | 0   | 0%                                    | P Biggenden         | Main project to start March/April 2020   |
| Petters Way Refurbishment                          | Jun-18                 | 250                           | 222                           | 28                            | 0  | 28                                    | 0                                  | 250                                | 0   | 0%                                    | P Biggenden         | Further expenditure on hold at present time.   |

|  |                |               |               |              |              |              |              |               |          |    |                   |   |
|--|----------------|---------------|---------------|--------------|--------------|--------------|--------------|---------------|----------|----|-------------------|---|
| <b>Subtotal for Commercial Services &amp; Income Generation</b>        |                | <b>34,782</b> | <b>27,577</b> | <b>3,131</b> | <b>1,837</b> | <b>1,294</b> | <b>4,074</b> | <b>34,782</b> | <b>0</b> |    |                   |   |
| <b>SERVICE DELIVERY</b>  |                |               |               |              |              |              |              |               |          |    |                   |   |
| Director - Martin Woods  |                |               |               |              |              |              |              |               |          |    |                   |   |
| <b>SERVICE DELIVERY FUNCTIONS</b>                                      |                |               |               |              |              |              |              |               |          |    |                   |   |
| <b>ENVIRONMENTAL HEALTH</b>  |                |               |               |              |              |              |              |               |          |    |                   |   |
| Service Manager - Vikki Dawson   |                |               |               |              |              |              |              |               |          |    |                   |   |
| Portfolio Holder - Cllr Sarah Dyke                                     |                |               |               |              |              |              |              |               |          |    |                   |   |
| Disabled Facilities Grants   | Apr-19         | 13,733        | 12,494        | 1,239        | 446          | 793          | 0            | 13,733        | 0        | 0% | V Dawson          | Expenditure still down on target due to COVID restrictions. Additional resource has been put in place to try and increase capacity to process DFGs.   |
| Empty Property Grants  | May-19         | 1,324         | 1,251         | 73           | 0            | 73           | 0            | 1,324         | 0        | 0% | V Dawson          | Expenditure is still below target due to COVID restrictions. Unable to yet release much resource to this area of work so activity still low. Likely year end underspend in this budget  |
| Home Repairs Assistance  | Jun-19         | 1,482         | 1,374         | 108          | 8            | 100          | 0            | 1,482         | 0        | 0% | V Dawson          | Expenditure is still below target due to COVID restrictions. Unable to yet release much resource to this area of work so activity still low.  |
| HMO Grants   | Jul-19         | 781           | 706           | 75           | 13           | 62           | 0            | 781           | 0        | 0% | V Dawson          | Expenditure is still below target due to COVID restrictions. Unable to yet release much resource to this area of work so activity still low.  |
| DELETTI EV Charger Project   | Aug-19         | 250           | 0             | 0            | 0            | 0            | 250          | 250           | 0        | 0% | J Divall/V Dawson | SSDC have put forward 25 sites for installations out to tender. All installations to be completed by December 2021 at the latest.   |
| <b>ECONOMIC DEVELOPMENT</b>  |                |               |               |              |              |              |              |               |          |    |                   |   |
| Service Manager:   |                |               |               |              |              |              |              |               |          |    |                   |   |
| Portfolio Holder - Cllr John Clark                                     |                |               |               |              |              |              |              |               |          |    |                   |   |
| 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..  |
| <b>HOUSING</b>   |                |               |               |              |              |              |              |               |          |    |                   |   |
| Service Manager:   |                |               |               |              |              |              |              |               |          |    |                   |   |
| 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 December 2020. Phase 2 to complete in 2021/22  |
| Affordable Housing - West End Close, South Petherton (Stonewater)      | 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 (Stonewater) | May-17         | 216           | 162           | 54           | 0            | 54           | 0            | 216           | 0        | 0% | J Calvert         | Delays caused by rectification of a drainage issue have meant the previous drainage plan is not acceptable to Wessex Water. Stonewater's only option now is to pursue a drainage requisition, the cost of which is £165k, against what they had allocated for the previous strategy approach which was £50k. This tips the scheme into the red, even with the Homes England and LA grants allocated against it. Their Development Officer is seeking internal approval to consider whether to proceed or not. |
| Affordable Housing - Refurbishment of SSDC owned property              | Mar-19         | 53            | 0             | 53           | 53           | 0            | 0            | 53            | 0        | 0% | J Calvert         | Completed. Unspent funds returned to reserve.   |
| <b>LOCALITIES</b>  |                |               |               |              |              |              |              |               |          |    |                   |   |
| <b>AREA NORTH</b>  |                |               |               |              |              |              |              |               |          |    |                   |   |
| Service Manager - Tim Cook   |                |               |               |              |              |              |              |               |          |    |                   |   |
| Area Chairman - Cllr Adam Dance  |                |               |               |              |              |              |              |               |          |    |                   |   |
| Area North Committee Allocation  |                | 92            | 17            | 75           | 47           | 28           | 0            | 92            | 0        | 0% | T Cook            | Updates reported to Area Committee.   |
| <b>AREA SOUTH</b>  |                |               |               |              |              |              |              |               |          |    |                   |   |
| Service Manager - Natalie Ross   |                |               |               |              |              |              |              |               |          |    |                   |   |
| Area Chairman - Cllr Peter Gubbins                                     |                |               |               |              |              |              |              |               |          |    |                   |   |
| Area South Committee Allocation  |                | 166           | 0             | 166          | 6            | 160          | 0            | 166           | 0        | 0% | T Cook            | Updates reported to Area Committee.   |
| <b>AREA EAST</b>   |                |               |               |              |              |              |              |               |          |    |                   |   |
| 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.   |
| <b>AREA WEST</b>   |                |               |               |              |              |              |              |               |          |    |                   |   |
| Service Manager - Tim Cook   |                |               |               |              |              |              |              |               |          |    |                   |   |
| Area Chairman - Cllr Jason Baker                                       |                |               |               |              |              |              |              |               |          |    |                   |   |
| Area West Committee Allocation   |                | 53            | 0             | 30           | 0            | 30           | 23           | 53            | 0        | 0% | T Cook            | Updates reported to Area Committee.   |
| <b>LOCALITY (PHW)</b>  |                |               |               |              |              |              |              |               |          |    |                   |   |
| Service Manager - Tim Cook   |                |               |               |              |              |              |              |               |          |    |                   |   |
| Portfolio Holder - Cllr Mike Best                                      |                |               |               |              |              |              |              |               |          |    |                   |   |
| Grants for Parishes with Play Area - Curry Rivel                       | S106           | 22            | 20            | 2            | 2            | -0           | 0            | 22            | 0        | 0% | S Barnes          | Project 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            | 5            | -5           | 68           | 147           | 0        | 0% | S Barnes          | Play Area climbing frame installed and being used. Other play equipment will be sourced following a public consultation.  |
| 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 Complete  |
| Harbin Fields, Yeovil - Play Area Equipment                            | S106           | 44            | 44            | 0            | 0            | 0            | 0            | 44            | 0        | 0% | S Barnes          | Project complete. Remaining budget has been transferred to Wyndham Park.  |
| Montacute - Play Area Equipment  | S106           | 6             | 0             | 6            | 6            | 0            | 0            | 6             | 0        | 0% | S Barnes          | Project Complete  |
| Ilminster Recreation Ground  | S106           | 44            | 0             | 44           | 0            | 44           | 0            | 44            | 0        | 0% | S Barnes          | Work starting end of October 2020.  |
| 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           | 2            | 29           | 0            | 142           | 0        | 0% | S Barnes          | Slide and Net installed. 3 towers to complete refurbishment in next 6 months.   |
| 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        | No further claim can be made until more S106 money available.   |
| Forton Playing Pitches, Chard  | S106           | 85            | 0             | 85           | 0            | 85           | 0            | 85            | 0        | 0% | L Pincombe        | Completion of land conveyance expected Q3/4 20/21.  |
| Holyrood Sports Hall   | S106           | 17            | 14            | 3            | 3            | -0           | 0            | 17            | 0        | 0% | L Pincombe        | Project complete.   |

|   |        |               |               |               |              |               |               |               |          |      |                           |   |
|---|--------|---------------|---------------|---------------|--------------|---------------|---------------|---------------|----------|------|---------------------------|---|
| 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. Planning permission has now been granted for the pavilion |
| 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. Plans are to move forward over next few months to re-tender for the construction work  |
| Sparkford Cricket Club  | S106   | 12            | 9             | 3             | 4            | -1            | 0             | 12            | 0        | 0%   | D Haines                  | Planning permission granted November 2019. Feasibility stage funding project completed  |
| 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.                      |
| <b>COMMUNITIES</b>  |        |               |               |               |              |               |               |               |          |      |                           |   |
| 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.  |
| <b>Subtotal for Service Delivery</b>  |        | <b>23,060</b> | <b>19,685</b> | <b>2,420</b>  | <b>670</b>   | <b>1,751</b>  | <b>954</b>    | <b>23,060</b> | <b>0</b> |      |                           |   |
| <b>PLACE</b>  |        |               |               |               |              |               |               |               |          |      |                           |   |
| Director - Martin Woods   |        |               |               |               |              |               |               |               |          |      |                           |   |
| <b>REGENERATION</b>   |        |               |               |               |              |               |               |               |          |      |                           |   |
| Regeneration  |        |               |               |               |              |               |               |               |          |      |                           |   |
| Service Manager - Natalie Fortt   |        |               |               |               |              |               |               |               |          |      |                           |   |
| Portfolio Holders - Cllr Jason Baker, Cllr Peter Gubbins, Cllr Henry Hobhouse |        |               |               |               |              |               |               |               |          |      |                           |   |
| Chard Regeneration  | Jan-19 | 16,409        | 2,148         | 8,305         | 2,669        | 5,636         | 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         | 91           | 1,234         | 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 £140k will be needed in this current year, remaining spend moved to 21/22.   |
| <b>Subtotal for Place</b>   |        | <b>20,909</b> | <b>2,627</b>  | <b>9,770</b>  | <b>2,760</b> | <b>7,010</b>  | <b>8,512</b>  | <b>20,909</b> | <b>0</b> |      |                           |   |
| <b>STRATEGY &amp; COMMISSIONING</b>   |        |               |               |               |              |               |               |               |          |      |                           |   |
| Director - Kirsty Larkins   |        |               |               |               |              |               |               |               |          |      |                           |   |
| <b>STRATEGIC PLANNING</b>   |        |               |               |               |              |               |               |               |          |      |                           |   |
| Service Manager - Peter Paddon  |        |               |               |               |              |               |               |               |          |      |                           |   |
| <b>GOLDENSTONES</b>   |        |               |               |               |              |               |               |               |          |      |                           |   |
| Portfolio Holder - Cllr Mike Best   |        |               |               |               |              |               |               |               |          |      |                           |   |
| 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.  |
| <b>SPORT FACILITIES</b>   |        |               |               |               |              |               |               |               |          |      |                           |   |
| 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.  |
| <b>PLANNING/SPATIAL POLICY</b>  |        |               |               |               |              |               |               |               |          |      |                           |   |
| Service manager: Jo Wilkins   |        |               |               |               |              |               |               |               |          |      |                           |   |
| Portfolio Holder - Cllr Mike Best   |        |               |               |               |              |               |               |               |          |      |                           |   |
| Lyde Road Pedestrian & Cycle Way, Yeovil                                      | Feb-17 | 250           | 0             | 0             | 0            | 0             | 250           | 250           | 0        | 0%   | Natalie Fortt / Ian Timms | Capital Bid being submitted to extend this project. Funds to be spent in 2021/22.   |
| <b>Total for Strategy &amp; Commissioning</b>                                 |        | <b>1,629</b>  | <b>385</b>    | <b>694</b>    | <b>0</b>     | <b>694</b>    | <b>550</b>    | <b>1,629</b>  | <b>0</b> |      |                           |   |
| <b>SUPPORT SERVICES</b>   |        |               |               |               |              |               |               |               |          |      |                           |   |
| Director - Nicola Hix   |        |               |               |               |              |               |               |               |          |      |                           |   |
| <b>SUPPORT SERVICES FUNCTIONS</b>   |        |               |               |               |              |               |               |               |          |      |                           |   |
| <b>FINANCIAL SERVICES</b>   |        |               |               |               |              |               |               |               |          |      |                           |   |
| Lead Specialist - Nicola Hix/Paul Matravers                                   |        |               |               |               |              |               |               |               |          |      |                           |   |
| 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                     |   |
| 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.  |
| <b>ICT SERVICES</b>   |        |               |               |               |              |               |               |               |          |      |                           |   |
| Lead Specialist - Toffer Beattie  |        |               |               |               |              |               |               |               |          |      |                           |   |
| Portfolio Holder - Cllr Peter Seib  |        |               |               |               |              |               |               |               |          |      |                           |   |
| E5 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.  |
| Omni-Channel Telephony  | Oct-20 | 10            | 0             | 10            | 0            | 10            | 0             | 10            | 0        | 100% | T Beattie                 | Costs are fully expected to be spent in 20/21.  |
| <b>Total for Support Services</b>   |        | <b>8,228</b>  | <b>7,294</b>  | <b>370</b>    | <b>0</b>     | <b>370</b>    | <b>564</b>    | <b>8,228</b>  | <b>0</b> |      |                           |   |
| <b>Total Gross Capital Programme</b>  |        | <b>91,340</b> | <b>60,257</b> | <b>16,428</b> | <b>5,309</b> | <b>11,119</b> | <b>14,654</b> | <b>91,340</b> | <b>0</b> |      |                           |   |
| <b>31,082</b>   |        |               |               |               |              |               |               |               |          |      |                           |   |



| Funding   | £000s         |
|---|---------------|
| External Grants & Contributions - Assets        | 308           |
| External Grants & Contributions - REFCUS        | 1,819         |
| Capital Receipts                                | 11,570        |
| Capital Fund                                    | 2,402         |
| Internal Borrowing Reserve                      | 37            |
| Externally Borrowed not Usable Capital Receipts | 14,946        |
| <b>Total Capital Programme Financing</b>        | <b>31,082</b> |

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                                  | 69,516                 |
| Gas Control System - Birchfield                       | Feb-13                            | 130                         | 0                       | 0                                  | 440                    |
| Affordable Housing - Unallocated                      | Feb-14                            | 0                           | 0                       | 0                                  | 1,863                  |
| 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                                  | 177                    |
| Transformation  | Mar-16                            | 0                           | 0                       | 0                                  | 18                     |
| 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                    |
| Gypsy & Traveller Acquisition Fund                    | Feb-09                            | 17                          | 0                       | 0                                  | 133                    |
| Infrastructure & Park Homes Contingency               | Sep-09                            | 0                           | 0                       | 0                                  | 91                     |
| <b>Total Reserve Schemes Approved in Principle</b>    |                                   | <b>1,804</b>                | <b>0</b>                | <b>0</b>                           | <b>77,832</b>          |

#### AREA CAPITAL PROGRAMME

| Scheme       | 2020/21 Est Spend £000s | Actual Spend to 30 June 2020 £000s | Future Est Spend £000s | Total Forecast Spend £000s |
|--------------|-------------------------|------------------------------------|------------------------|----------------------------|
| North        | 50                      | 47                                 | 120                    | 170                        |
| South        | 166                     | 6                                  | 123                    | 289                        |
| East         | 9                       | 0                                  | 83                     | 93                         |
| West         | 30                      | 0                                  | 146                    | 176                        |
| <b>Total</b> | <b>255</b>              | <b>54</b>                          | <b>473</b>             | <b>728</b>                 |

| Scheme  | 2020/21 Est Spend £000s | Actual Spend to 30 June 2020 £000s | Future Est Spend £000s | Total Forecast Spend £000s |
|---|-------------------------|------------------------------------|------------------------|----------------------------|
| Capital Programme                             | 16,428                  | 5,309                              | 14,654                 | 31,082                     |
| Contingent Liabilities and Reserve Schemes    | 255                     | 54                                 | 78,305                 | 78,560                     |
| <b>Total Capital Programme to be Financed</b> | <b>16,684</b>           | <b>5,363</b>                       | <b>92,959</b>          | <b>109,642</b>             |

### Projects agreed before May 2016

The table below highlights the schemes agreed before February 2016, and provides a reason for the delay in their progression. Members are asked 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)   |
|---|---------------------|-----------------------|------------------------|---|--|
| Upgrade Joanna France Building                    | Feb 16              | 27                    | 27                     | Partner athletics club was securing their funding package and also changing their legal status as organisation. This work is now complete and so works can commence. Change in officer team managing the site also created delays.                                | Building becomes unsuitable and/or unsafe for club and visitor use and entire athletics facility suffers. Income at athletics arena suffers due to lack of facilities & bookings. Building fails to comply with access requirements. Athletes and site users do not have appropriate space to train. |
| Yeovil Innovation Centre Phase II                 | Feb 16              | 1,730                 | 17                     | Construction completed September 2018, retention paid in September 2019. Minor remaining funds to be spent on a new bicycle shed alongside new car park installation.   | LEP contribution of 25% will have to be repaid pro-rata with any unspent budget. All money will be spent by end of 2020/21.  |
| Land Acquisition & Enhancements at Waterside Road | Feb 08              | 35                    | 3                      | Acquisition of land was delayed, 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.  |

| <b>Project</b>                                 | <b>Date Funding Agreed</b> | <b>Original Budget £'000</b> | <b>Remaining Budget £'000</b> | <b>Reason for Delay (Update from Officer)</b>  | <b>Risks of not retaining funding (Update from Officer)</b>   |
|--|----------------------------|------------------------------|-------------------------------|--|---|
| 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 30<sup>th</sup> September 2020**

Executive Portfolio Holder: Peter Seib, Finance and Legal Services  
Director: Nicola Hix, Support Services  
S151 Officer: Jo Nacey, Section 151 Officer  
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 5<sup>th</sup> November 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 30<sup>th</sup> September 2020. It also incorporates the impact Covid-19 has had on Council finances. 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 the 2020/21 forecast financial position of the Council;
  - b. notes the predicted variance to approved Directorate Budgets as detailed in paragraphs 10 and 12;
  - c. notes the budget virements made under delegated authority as detailed in Appendix B;
  - d. approves the budget virements included in paragraph 16, Table 4;
  - e. approves a budget allocation of up to £420k towards local government change, to be held in an earmarked reserve;



- f. notes the transfers made to and from reserves outlined in paragraph 30 Table 6, the Area Reserves as detailed in Appendix C, and the Corporate Reserves as detailed in Appendix D.

## **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 in accordance with the Financial Procedure Rules. All of the Council's income and expenditure has a responsible budget holder.
6. This is the second report for the year, which is completed at the end of Quarter 2 (1<sup>st</sup> April to 30<sup>th</sup> September 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. Our demand-led services are particularly difficult to forecast, but we use trend analysis to make these areas as accurate as possible.
7. We are continually monitoring the effect of COVID-19 on the Council's finances, and it is important to recognise there are still a number of assumptions at this stage and it is very hard to judge the full impact on 2020/21 budget as further Government measures could also affect this. The budget monitoring report has now been adapted to include information which would have been reported previously in the 'Update Report on the Impact of Covid-19 on the Council' report presented to Executive. Incorporating this report allows Members to see the full picture in one report for the financial year 2020/21.
8. NB. It is important to emphasise that the returns which we have made to the Ministry of Housing, Communities and Local Government (MHCLG) and which have been reported in our Covid-19 updates, have been gross, as instructed in their guidance. What we present here is the figures following the mitigation i.e. after we have implemented management actions and other mitigations such as furlough payments.

## **Summary of the Current Revenue Financial Position and Forecast Outturn**

9. Managers have 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 services affected by COVID-19. Appendix A to this report sets out the position as at the end of quarter 2 and details the forecast outturn for 2020/21.
10. The Council has received 4 tranches of funding from Central Government so far. Tranche 1 was ringfenced grant has been utilised in full to provide Council Tax reductions for those in receipt of CTS therefore is excluded from the revenue budget. The remaining unringfenced grants are shown in table 1.



**Table 1 – COVID Funding**

|  | £         | £                |
|--|-----------|------------------|
| <b>Central Government COVID Funding</b>    |           |                  |
| Tranche 2 - Covid Response 1 (New Burdens) | 64,586    |                  |
| Tranche 3 - Covid Response 2 (New Burdens) | 1,672,767 |                  |
| Tranche 4 - Covid Response 3 (New Burdens) | 266,968   |                  |
| <b>Total Unringfenced Grant</b>            |           | <b>2,004,321</b> |

11. Appendix A shows there is currently a net forecast overspend of £4.206m (27.05%) for 2020/21. Of the unringfenced funding shown above, £336,950 has been distributed across the revenue budgets for expenditure directly incurred as a result of COVID-19 up until the end of August 2020. An additional £156,570 has been allocated to cover COVID-19 related capital expenditure up to the end of August 2020. The remaining £1,510,801 remains unallocated at present to allow for, further COVID direct expenditure and also pending the outcome of potential income to be received from the Central Government Income Compensation Scheme. Allocating the remaining grant will reduce the potential overspend to £2.695m (17.33%) for 2020/21.
12. During Quarter 2, the first Income Compensation Scheme return was submitted to MHCLG. As previously reported, the Scheme requires councils to cover the first 5% of the income loss, based on budget and then the Government will reimburse 75p in the pound thereafter of the net loss (after underspends in expenditure is deducted). Hence, the Council will need to subsume another 25p in the pound of the net loss. The return for 1<sup>st</sup> April to 31<sup>st</sup> July showed a claim of £471k made to Central Government. This claim does not include the loss on all of our income streams as areas such as Treasury income and Commercial Investment Income are excluded.
13. Table 2 below details the services with major variances forecast for 2020/21 as predicted at 30th September 2020.

**Table 2 – Major Variances (+/- £50,000)**

| Directorate                               | Service                | Forecast Variance £'000 | Explanation of variance   |
|---|------------------------|-------------------------|---|
| Commercial Services and Income Generation | Arts and Entertainment | 300                     | Ongoing restrictions have meant that a reduced schedule is in place - this has resulted in large variances in income for Westlands and Octagon but these are mitigated where possible by significant savings in expenditure budgets. In order to reduce the variance against budget a number of staff have either been furloughed or redeployed to other services in the first six months of the year. Applications for cultural grant funding have been submitted and if successful the variance on income budgets will reduce accordingly and the overall position against budget will improve. |

| Directorate              | Service                                | Forecast Variance<br>£'000 | Explanation of variance  |
|--------------------------|--|----------------------------|--|
|                          | Waste / Recycling                      | 706                        | SSDC's share of Somerset Waste Partnership's budget variance in relation to costs of, kerbside collections, recycling sites and recycle more. This figure also relates to a delay in the roll-out of the Recycle More programme.   |
|                          | Income / Opportunity Development (YIC) | 95                         | Anticipated that there will be a shortfall of income against budget due to tenants vacating, income from room hire is also less than anticipated due to restrictions in place. These variances are partially offset by expected underspends on utilities and maintenance budgets   |
|                          | Commercial Investments                 | 732                        | Currently forecasting a gross deficit 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 crystallise will be covered by a movement from the Commercial Risk Reserve which was established to smooth fluctuations in the market and economy and mitigate risk.  |
|                          | Car Parking                            | 1,114                      | Forecast loss based on average income taken from April – September 2020.   |
| Service Delivery         | Building Control                       | 250                        | The forecast year end variance is based on the service having to run with agency staffing due to difficulties in recruitment.<br>Income affected by COVID-19 lockdown with continued uncertainty along with material supply issues on site.  |
|                          | Revenues and Benefits                  | 150                        | No court cost income due to suspension of recovery action.   |
| Strategy & Commissioning | Contracted Sports Facilities           | 395                        | Forecast operator subsidy and reduced income from closure period.  |
| Support Services         | Finance Corporate Costs                | 225                        | The Council has substantial investments in pooled funds, it is anticipated that the return on these investments will reduce temporarily. The advice received indicates that the return on pooled fund investments will be between 25% and 50% less than 2019/20.<br><br>The pooled fund investments have started to show signs of recovery which will have a positive impact on the investment returns for the remaining part of the financial year. |

(Negative figures = underspend / surplus income, positive figures = overspend / income shortfall)



14. COVID-19 has had a significant impact on the Council finances and it is important that we can quantify this and mitigate where possible to ensure we remain on a robust, sustainable financial footing. 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. It has already been recognised this will not be possible in all areas.
15. The approved base budget as at 1st April 2020 was £15.207m for 2020/21, which was increased to £15.548m to include £340.7k budget carried forward from the previous financial year.

**Table 3 – Net Budget Reconciliation**

|  | £'000         |
|--|---------------|
| <b>Approved base budget as at April 2020</b>               | <b>15,207</b> |
| 2020/21 Carry forwards                                     | 340           |
| <b>Revised Budget as at 30<sup>th</sup> September 2020</b> | <b>15,547</b> |

## Budget Virements

16. 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 £50,000, 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 £50,000 per virement. All virements outside of the criteria set out above require the approval of District Executive, there are no such virements this quarter.

**Table 4 – Virements over £50,000**

| Amount<br>£ | From                                  | To                  | Details                                    |
|-------------|---------------------------------------|---------------------|--|
| 337,350     | Other income & Expenditure            | Various             | Allocation of COVID19 grants for spend     |
| 162,670     | Various Arts & Entertainment          | Various             | Transfer of salaries for CV19 redeployment |
| 63,390      | Various Leisure, Recreation & Tourism | CV19 Well-being Hub | Transfer of salaries for CV19 redeployment |

## Delivery of Savings

17. 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 5 – 2020/21 Budgeted Major Savings (over £25,000)**

| Description   | Income/<br>Saving<br>Target<br>£'000 | Forecast<br>Saving<br>at Year-<br>End<br>£'000 | Shortfall<br>£'000 |
|---|--------------------------------------|--|--------------------|
| Transformation – Non pay (Additional savings identified outside of the business case agreed by Council) | 150.0                                | 50.0   | 100.0              |
| 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                                 | 0  | 40                 |
| 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               |
| <b>Total Major Savings</b>  | <b>330.7</b>                         | <b>70.0</b>                                    | <b>260.7</b>       |

(Negative figures = shortfall)

18. Table 5 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 the second half of the financial year 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.

## Council Tax Support and Council Tax

19. The Council Tax Support Scheme (CTS) provides for discounted tax charges to households with lower incomes. 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. This grant related to 2020/21 only.
20. A total of £10.712m CTS discounts have been awarded as at 30<sup>th</sup> September 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).
21. The Hardship Scheme is in place for extreme circumstances with a budget of £30,000 for the year. By the end of Quarter 2, SSDC had received 47 requests for hardship relief of which 39 were successful. The amount awarded to the end of quarter 2 was £10,834.



## South Somerset District Council

22. The in-year collection rate for Council Tax is 55.05% for 2020/21 compared to 55.56% for quarter 2 last year. The number of people opting to pay by 12 instalments has decreased (currently 16862 households), however these figures have now been adjusted for those who do not pay due to having maximum CTS. At the end of quarter 2, we had reduced the total of £9.334m outstanding debt relating to previous years by £1.142m.

### Non Domestic Rates

23. The in-year collection rate for Non Domestic Rates is 59.64% for 2020/21 compared to 56.29% for quarter 2 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 2, expressed as a percentage of the revised collectable debt, is higher. At the end of quarter 2, we had reduced the total of £3.696m outstanding debt relating to previous years by £433k.
24. Non Domestic Rates income that we collect is distributed between Central Government, SSDC, the County Council, and the 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

25. 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 for 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.
26. At the end of September 2020, there were 153 long-term empty properties (unfurnished and unoccupied for 2 years or more). At the same point last year, there were 159 properties. Of the current 153, 65 have been empty for more than 5 years and are subject to the increased premium of 200%.

### Discretionary Housing Payments (DHP)

27. 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 2, we had processed 248 DHP applications, 224 of which were successful with a total award value of £123,057. A further £18,392 is committed up to the end of this financial year. The total sum paid and committed (£141,449) represents 44.8% of the Government DHP grant.



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 the above paragraph.

### Reserves & Balances

29. 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 C. The complete list of specific Corporate Reserves and the current balance on each one is provided at Appendix D. The Appendix shows all movements of each one that has been actioned under the authority delegated in the Financial Procedure Rules.

30. Transfers out of specific reserves that require reporting to District Executive for noting are as follows:

**Table 6 – Reserves Movements**

| <b>Reserve</b>                       | <b>Balance at 01/07/2020<br/>£'000</b> | <b>Transfers<br/>£'000</b> | <b>Balance at 30/09/2020<br/>£'000</b> | <b>Reason for Transfer</b>   |
|--------------------------------------|--|----------------------------|--|--|
| <b>Capital</b>                       |  |                            |  |  |
| Usable Capital Receipts              | -16,878                                | -15                        | -16,893                                |  |
| <b>Revenue</b>                       |  |                            |  |  |
| Internal Borrowing Reserve           | -209                                   | -112                       | -321                                   | Repayments from revenue accounts for internal loans for vehicles and equipment.  |
| Capital Reserve                      | -928                                   | -164                       | -1,092                                 | Revenue contribution to capital in respect of new Cremator   |
| Transformation Reserve               | -107                                   | 6                          | -101                                   | Funding of transformation expenditure.   |
| Revenue Grants Reserve               | -454                                   | 1                          | -453                                   | Forerunner grant (localism bill) transfer to fund Queen Camel Neighbourhood Plan work                                  |
| Council Tax/Housing Benefits Reserve | -640                                   | -165                       | -805                                   | Funding for transitional resources (£5k) less revenues new burdens grant received (£170k) transferred to reserve.      |
| Ticket Levy Reserve                  | -83                                    | -2                         | -85                                    | Ticket levies to reserve movements.  |
| Community Safety Reserve             | -68                                    | 21                         | -47                                    | Transfer to revenue to fund Yeovil Co-Ordinator post   |
| Community Initiatives Reserve        | 0                                      | -163                       | -163                                   | Transfer in to fund Community initiatives (£524k) and transfer to revenue to fund Somerset Families Programme (£361K). |



| Reserve                         | Balance at 01/07/2020<br>£'000 | Transfers<br>£'000 | Balance at 30/09/2020<br>£'000 | Reason for Transfer  |
|---------------------------------|--------------------------------|--------------------|--------------------------------|--|
| Local Government Change Reserve | 0                              | -199               | -199                           | Funding of costs associated with changes to local government in Somerset. Transfer into reserve to fund local government change costs (£420k). Project team and associated costs for Q1 and Q2 transferred to revenue code (£221k) |

(Negative figures = income, positive figures = costs)

### Change to Local Government in Somerset

31. The five councils of Somerset have been looking at change to the system of local government over the past two years. In February 2020, Council agreed (along with the other three districts in Somerset) to develop a business case for change to a more collaborative and integrated system of local government that tackled the challenges our communities face, led to better outcomes and improved the sustainability of services. Over the course of the past year, government has been indicating that it wished to see changes in the system of local government with such changes being set out in a Devolution and Recovery White paper – originally intended to be published in the Autumn but now likely in early 2021. Work on the business case by the four district councils was delayed due to the councils focussing on supporting communities and businesses through Covid-19 but was accelerated in the summer following indications from the government that an invitation to submit proposals for change in Somerset was imminent.
32. Council agreed to support the Stronger Somerset Business Case developed by the four district councils at the meeting in September 2020. The business case was developed using a mixture of staff from the four councils together with external expertise and support. The government has invited all councils in Somerset to submit a final business case for change by 9 December 2020 and stakeholder engagement is now taking place with a view to refining and developing the final business case. The process of change will likely take more than two years and will continue to need resources at the different stages of the process. Funding for this workstream totalling £420k has been found within existing reserves, mainly the Business Rates Pooling gain and an earmarked reserve has been created. When all the costs have crystallised any surplus funds will be transferred to General Reserves.

### General Fund Balance

33. 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 7 - General Fund Balance**

|   | <b>£'000</b>  |
|---|---------------|
| Balance at 1 <sup>st</sup> April 2020   | -5,099        |
| Area & Economic Development Balances  | 121           |
| 2020/21 Carry Forwards  | 341           |
| Commitments   | 252           |
| Current Estimated overspend in 2020/21 (worse case call on reserves)                        | 4,206         |
| Support for 2020/21 Budget  | 944           |
| COVID Grant Funding Balance   | -1,511        |
| <b>Unallocated General Fund Balance at 30<sup>th</sup> September 2020</b>                   | <b>-746</b>   |
| Income Compensation Claim to date   | -471          |
| <b>Unallocated General Fund Balance at 30<sup>th</sup> September 2020 (Including claim)</b> | <b>-1,217</b> |

(Negative figures = income, positive figures = costs)

34. 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 30<sup>th</sup> September do not meet this requirement and it will be necessary to allocate certain earmarked reserves (such as the Commercial Investment Risk Reserve) to mitigate some of the overspend and return the General Fund Balance to an appropriate level.

### Financial Implications

35. 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.
36. Details of the current key risks are listed in the table below with an update from the responsible officer.

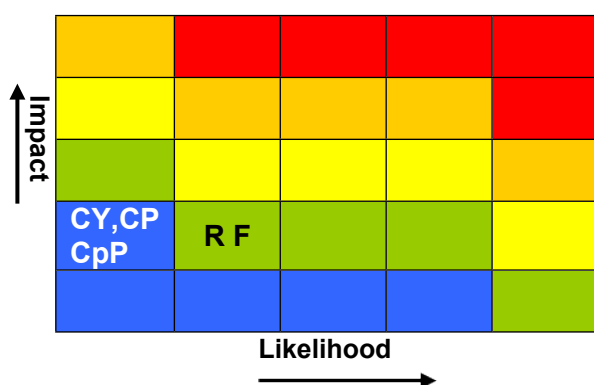
**Table 8 - Risks**

| <b>Current Risk</b>  | <b>Responsible Officer</b> | <b>Officer's Update</b>  |
|----------------------|----------------------------|--|
| Interest Rates       | S151 Officer               | Interest rates remain low with the 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 3.35% compared to the previous year's quarter 2. Paragraph 21 provides information for this increase. This is a volatile measure affected by the timing of summonses and payments made by large businesses.   |

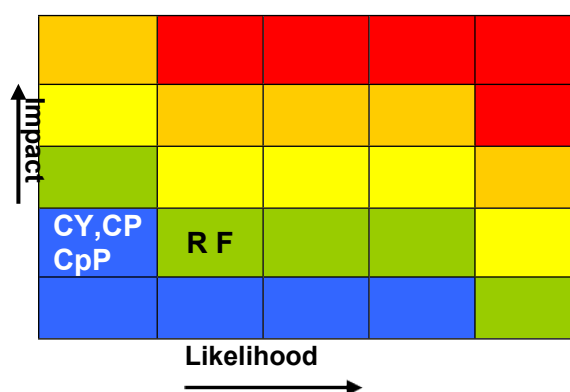
| Current Risk                   | Responsible Officer       | Officer's Update   |
|--------------------------------|---------------------------|--|
| The Council Tax Support Scheme | Director-Service Delivery | The original budget of £9.397m together with the £1.156m Hardship Grant from Government gives an overall budget of £10.553m. Currently £10.712m has been allocated by the end of quarter 2, which is 101.1%. 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 UKs 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.  |
| Covid-19                       | S151 Officer              | We continue to monitor the effects of the pandemic on our service provision and budget. We continue to work with our Local Authority counterparts to lobby for adequate funding from Central Government to mitigate our increased costs and offset relevant areas of our income. We have adequate reserves to offset these pressures but we are mindful that we also have ambitious plans for regeneration which rely on significant funding in order to progress. |

## Risk Matrix

Risk Profile before officer recommendations



Risk Profile after officer recommendations



### Key

| Categories                      | Colours (for further detail please refer to Risk management strategy) |
|---------------------------------|---|
| R = Reputation                  | Red = High impact and high probability                                |
| CpP = Corporate Plan Priorities | Orange = Major impact and major probability                           |
| CP = Community Priorities       | Yellow = Moderate impact and moderate probability                     |
| CY = Capacity                   |   |



|               |   |
|---------------|---|
| F = Financial | Green = Minor impact and minor probability                |
|               | Blue = Insignificant impact and insignificant probability |

### **Council Plan Implications**

37. 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**

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

### **Equality and Diversity Implications**

39. 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**

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

### **Background Papers**

41. Budget Setting reports to Full Council in February 2020
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## 2020-21 Budget Detail

| Service with Elements                              |                    | Year to date                  |                               |                                 | Outturn Forecast   |                                 |                                 | Budget Holders' Comments on Variances to Profiled Budgets & Outturn<br><i>Accountants' Comments in Italics</i>  |
|--|--------------------|-------------------------------|-------------------------------|---------------------------------|--------------------|---------------------------------|---------------------------------|---|
|  |                    | Budget to 30th September<br>£ | Actual to 30th September<br>£ | Variance to 30th September<br>£ | Annual Budget<br>£ | Expected Total by Year End<br>£ | Variance expected 31/03/21<br>£ |   |
| <b>STRATEGIC MANAGEMENT</b>                        |                    |                               |                               |                                 |                    |                                 |                                 |   |
| Chief Executive : Alex Parmley                     |                    |                               |                               |                                 |                    |                                 |                                 |   |
| Service Manager: Alex Parmley                      |                    |                               |                               |                                 |                    |                                 |                                 |   |
| MANAGEMENT BOARD (DMB)                             | Expenditure        | 501,200                       | 553,341                       | 52,141                          | 767,780            | 767,780                         | 0                               |   |
|  | Income             | (230,070)                     | (221,316)                     | 8,754                           | (238,820)          | (238,820)                       | 0                               |   |
| Portfolio Holder: <b>Cllr Val Keitch</b>           | TOTAL              | 271,130                       | 332,025                       | 60,895                          | 528,960            | 528,960                         | 0                               |   |
| Service Manager: Toffer Beattie                    |                    |                               |                               |                                 |                    |                                 |                                 |   |
| TRANSFORMATION (DMT)                               | Expenditure        | (68,710)                      | (264,075)                     | (195,365)                       | (143,710)          | (143,710)                       | 0                               | 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.   |
|  | Income             | (6,290)                       | (6,285)                       | 5                               | (6,290)            | (6,290)                         | 0                               |   |
| Portfolio Holder: <b>Cllr Val Keitch</b>           | TOTAL              | (75,000)                      | (270,360)                     | (195,360)                       | (150,000)          | (150,000)                       | 0                               |   |
| <b>TOTAL STRATEGIC MANAGEMENT</b>                  | <b>Expenditure</b> | <b>432,490</b>                | <b>289,266</b>                | <b>(143,224)</b>                | <b>624,070</b>     | <b>624,070</b>                  | <b>0</b>                        |   |
|  | <b>Income</b>      | <b>(236,360)</b>              | <b>(227,601)</b>              | <b>8,759</b>                    | <b>(245,110)</b>   | <b>(245,110)</b>                | <b>0</b>                        |   |
|  | <b>TOTAL</b>       | <b>196,130</b>                | <b>61,665</b>                 | <b>(134,465)</b>                | <b>378,960</b>     | <b>378,960</b>                  | <b>0</b>                        |   |
| <b>TOTAL CHIEF EXECUTIVE</b>                       | <b>Expenditure</b> | <b>432,490</b>                | <b>289,266</b>                | <b>(143,224)</b>                | <b>624,070</b>     | <b>624,070</b>                  | <b>0</b>                        |   |
|  | <b>Income</b>      | <b>(236,360)</b>              | <b>(227,601)</b>              | <b>8,759</b>                    | <b>(245,110)</b>   | <b>(245,110)</b>                | <b>0</b>                        |   |
|  | <b>TOTAL</b>       | <b>196,130</b>                | <b>61,665</b>                 | <b>(134,465)</b>                | <b>378,960</b>     | <b>378,960</b>                  | <b>0</b>                        |   |
| <b>COMMERCIAL SERVICES &amp; INCOME GENERATION</b> |                    |                               |                               |                                 |                    |                                 |                                 |   |
| Director: Clare Pestell                            |                    |                               |                               |                                 |                    |                                 |                                 |   |
| <b>Arts &amp; Entertainment</b>                    |                    |                               |                               |                                 |                    |                                 |                                 |   |
| Service Manager: Adam Burgan                       |                    |                               |                               |                                 |                    |                                 |                                 |   |
| OCTAGON (GOC)                                      | Expenditure        | 1,103,935                     | 364,728                       | (739,207)                       | 2,180,050          | 738,060                         | (1,441,990)                     | <i>The ongoing restrictions have meant that a reduced schedule is in place, this has resulted in projected variances on both income and expenditure budgets. In order to reduce the variance against budget a number of staff have either been furloughed or redeployed to other services in the first six months of the year.</i>  |
|  | Income             | (914,399)                     | (423,027)                     | 491,372                         | (1,827,600)        | (302,270)                       | 1,525,330                       |   |
| Portfolio Holder: <b>Cllr Mike Best</b>            | TOTAL              | 189,536                       | (58,299)                      | (247,835)                       | 352,450            | 435,790                         | 83,340                          |   |
| WESTLANDS (GWL)                                    | Expenditure        | 577,485                       | 199,253                       | (378,232)                       | 1,288,080          | 516,490                         | (771,590)                       | <i>Current restrictions have meant that a reduced schedule is in place, this has resulted in projected variances on both income and expenditure budgets. Applications for cultural grant funding have been submitted and if successful the variance on income budgets will reduce accordingly and the overall position against budget will improve.</i>   |
|  | Income             | (563,480)                     | (211,358)                     | 352,122                         | (1,216,410)        | (302,230)                       | 914,180                         |   |
| Portfolio Holder: <b>Cllr Mike Best</b>            | TOTAL              | 14,005                        | (12,105)                      | (26,110)                        | 71,670             | 214,260                         | 142,590                         |   |
| <b>TOTAL ARTS &amp; ENTERTAINMENT</b>              | <b>Expenditure</b> | <b>1,681,420</b>              | <b>563,981</b>                | <b>(1,117,439)</b>              | <b>3,468,130</b>   | <b>1,254,550</b>                | <b>(2,213,580)</b>              |   |
|  | <b>Income</b>      | <b>(1,477,879)</b>            | <b>(634,385)</b>              | <b>843,494</b>                  | <b>(3,044,010)</b> | <b>(604,500)</b>                | <b>2,439,510</b>                |   |
|  | <b>TOTAL</b>       | <b>203,541</b>                | <b>(70,404)</b>               | <b>(273,945)</b>                | <b>424,120</b>     | <b>650,050</b>                  | <b>225,930</b>                  |   |
| <b>Environmental Services</b>                      |                    |                               |                               |                                 |                    |                                 |                                 |   |
| Service Manager: Chris Cooper                      |                    |                               |                               |                                 |                    |                                 |                                 |   |
| STREETSCENE (KHT)                                  | Expenditure        | 1,708,867                     | 1,673,456                     | (35,411)                        | 3,335,180          | 3,335,180                       | 0                               | Slight underspend on agency staff, however expect this to be used later in the year to cover maternity leave. Horticulture budget indicates a healthy position. Skip hire is overspent but was due to miscoding. Purchase of plant is overspent, however this will balance later in the year. Tools and materials are underspent as we are tightly controlling this variable in line with additional income costs which are uncertain due to Covid. |



| Service with Elements                         |                    | Year to date                  |                               |                                 | Outturn Forecast   |                                 |                                 | Budget Holders' Comments on Variances to Profiled Budgets & Outturn<br><i>Accountants' Comments in Italics</i>   |
|---|--------------------|-------------------------------|-------------------------------|---------------------------------|--------------------|---------------------------------|---------------------------------|--|
|   |                    | Budget to 30th September<br>£ | Actual to 30th September<br>£ | Variance to 30th September<br>£ | Annual Budget<br>£ | Expected Total by Year End<br>£ | Variance expected 31/03/21<br>£ |  |
|   | Income             | (571,497)                     | (676,556)                     | (105,059)                       | (1,533,320)        | (1,533,320)                     | 0                               | Income is positive and has been enhanced by commuted sums and grant monies. There are some internal recharges for the nursery which are outstanding. Street Cleansing income has been positive. The MOT budget remains in deficit. Internal recharges and further invoices still need to be made which will provide a clearer position as the year develops, however considering the negative impact on income as a result of the Covid outbreak and lockdown, this is a positive position at this time. |
| Portfolio Holder: <b>Cllr Sarah Dyke</b>      | TOTAL              | 1,137,370                     | 996,900                       | (140,470)                       | 1,801,860          | 1,801,860                       | 0                               |  |
| WASTE & RECYCLING (KWT)                       | Expenditure        | 3,316,220                     | 3,315,634                     | (586)                           | 6,637,610          | 7,343,720                       | 706,110                         | SSDC's share of Somerset Waste Partnership's budget variance in relation to costs of kerbside collection, kerbside collections, recycling sites and recycle more.  |
| Portfolio Holder: <b>Cllr Sarah Dyke</b>      | Income             | (1,355,648)                   | (1,428,523)                   | (72,875)                        | (1,849,630)        | (1,849,630)                     | 0                               |  |
|   | TOTAL              | 1,960,572                     | 1,887,111                     | (73,461)                        | 4,787,980          | 5,494,090                       | 706,110                         |  |
| <b>TOTAL ENVIRONMENTAL SERVICES</b>           | <b>Expenditure</b> | <b>5,025,087</b>              | <b>4,989,090</b>              | <b>(35,997)</b>                 | <b>9,972,790</b>   | <b>10,678,900</b>               | <b>706,110</b>                  |  |
|   | <b>Income</b>      | <b>(1,927,145)</b>            | <b>(2,105,079)</b>            | <b>(177,934)</b>                | <b>(3,382,950)</b> | <b>(3,382,950)</b>              | <b>0</b>                        |  |
|   | <b>TOTAL</b>       | <b>3,097,942</b>              | <b>2,884,011</b>              | <b>(213,931)</b>                | <b>6,589,840</b>   | <b>7,295,950</b>                | <b>706,110</b>                  |  |
| <b>Income / Opportunity Development</b>       |                    |                               |                               |                                 |                    |                                 |                                 |  |
| Service Manager: James Divall/ Justine Parton |                    |                               |                               |                                 |                    |                                 |                                 |  |
| INCOME/ OPPORTUNITY DEVELOPMENT (IOD)         | Expenditure        | 215,350                       | 156,383                       | (58,967)                        | 398,600            | 363,600                         | (35,000)                        | It is anticipated that there will be a shortfall of income against budget due to tenants vacating, income from room hire is also less than anticipated due to restrictions in place. These variances are partially offset by expected underspends on utilities and maintenance budgets   |
| Yeovil Innovation Centre                      | Income             | (471,294)                     | (354,306)                     | 116,988                         | (529,490)          | (399,490)                       | 130,000                         |  |
| Portfolio Holder: <b>Cllr John Clark</b>      | TOTAL              | (255,944)                     | (197,923)                     | 58,021                          | (130,890)          | (35,890)                        | 95,000                          |  |
| <b>TOTAL INCOME/ OPPORTUNITY DEVELOPMENT</b>  | <b>Expenditure</b> | <b>215,350</b>                | <b>156,383</b>                | <b>(58,967)</b>                 | <b>398,600</b>     | <b>363,600</b>                  | <b>(35,000)</b>                 |  |
|   | <b>Income</b>      | <b>(471,294)</b>              | <b>(354,306)</b>              | <b>116,988</b>                  | <b>(529,490)</b>   | <b>(399,490)</b>                | <b>130,000</b>                  |  |
|   | <b>TOTAL</b>       | <b>(255,944)</b>              | <b>(197,923)</b>              | <b>58,021</b>                   | <b>(130,890)</b>   | <b>(35,890)</b>                 | <b>95,000</b>                   |  |
| <b>Leisure, Recreation &amp; Tourism</b>      |                    |                               |                               |                                 |                    |                                 |                                 |  |
| Service Manager: Katy Menday                  |                    |                               |                               |                                 |                    |                                 |                                 |  |
| COUNTRYSIDE (GCT)                             | Expenditure        | 366,735                       | 268,942                       | (97,793)                        | 623,030            | 623,030                         | 0                               | Expenditure lower than forecast due to reduced staffing (redeployment) and volunteering at countryside sites. Some project and grounds works postponed but Covid secure works schedules picking up in Q3. Increased expenditure on Chard site vehicle coming to the end of its life. Anticipate higher than average expenditure on tree management due to impacts of ash dieback this winter.  |
|   | Income             | (152,165)                     | (211,613)                     | (59,448)                        | (305,610)          | (305,610)                       | 0                               |  |
| Portfolio Holder: <b>Cllr Mike Best</b>       | TOTAL              | 214,570                       | 57,329                        | (157,241)                       | 317,420            | 317,420                         | 0                               | Heritage Fund advance payment of £50K towards Ham Hill project balances against project expenditure at the site. Ninesprings Café has performed very well since reopening in June due to increased use of greenspace as a result of pandemic.  |
| YEOVIL RECREATION CENTRE (GSP)                | Expenditure        | 135,657                       | 115,467                       | (20,190)                        | 307,260            | 307,260                         | 0                               | Significant, unexpected and back dated NNDR charge explains the total expenditure variance. Rectifying ASB during and post lockdown had some impact on expenditure.  |
|   | Income             | (84,607)                      | (53,318)                      | 31,289                          | (127,090)          | (127,090)                       | 0                               |  |
| Portfolio Holder: <b>Cllr Mike Best</b>       | TOTAL              | 51,050                        | 62,149                        | 11,099                          | 180,170            | 180,170                         | 0                               |  |
|   |                    |                               |                               |                                 |                    |                                 |                                 | Closure of the site through lock down significantly impacted the income at the site. Bookings are now picking up as clubs appreciate the outside and Covid secure assessed spaces. Winter season income will increase through Q3. Galley refreshment hatch out performed budget with sales high when the site reopened. Assuming no further lock down and closure of facilities .  |
| TOURISM & HERITAGE (GTR)                      | Expenditure        | 116,730                       | 83,385                        | (33,345)                        | 257,250            | 220,000                         | (37,250)                        | Expenditure low as CHAC closed and volunteering unable to re-start and so project expenditure low. Both TICs closed during lock down and only Cartgate TIC reopened since in July. Tourism generally not developing publications (expenditure) or selling advertising space (income) but focusing on business support and online presence. River Parrett project works continues and any expenditure will be reallocated at year end.  |

| Service with Elements                          |                    | Year to date                  |                               |                                 | Outturn Forecast   |                                 |                                 | Budget Holders' Comments on Variances to Profiled Budgets & Outturn<br><i>Accountants' Comments in Italics</i>  |
|--|--------------------|-------------------------------|-------------------------------|---------------------------------|--------------------|---------------------------------|---------------------------------|---|
|  |                    | Budget to 30th September<br>£ | Actual to 30th September<br>£ | Variance to 30th September<br>£ | Annual Budget<br>£ | Expected Total by Year End<br>£ | Variance expected 31/03/21<br>£ |   |
|  | Income             | (34,635)                      | (12,126)                      | 22,509                          | (96,670)           | (45,000)                        | 51,670                          | Income generation via Heritage service ceased during and post lock down as tours and events cannot be delivered. Likely impact on full years income budget but hope to resume some limited activities from later this year if situation allows. TICs have missed income targets for sales (as closed for first half of main season) ; bus and event tickets all off sale and so some income now restored but not to usual levels as visitor footfall decreased. |
| Portfolio Holder: <b>Clr Mike Best</b>         | TOTAL              | 82,095                        | 71,259                        | (10,836)                        | 160,580            | 175,000                         | 14,420                          | Assumes TIC and heritage services income generation can continue to restart without further closures.   |
| <b>TOTAL LEISURE, RECREATION &amp; TOURISM</b> | <b>Expenditure</b> | <b>619,122</b>                | <b>467,794</b>                | <b>(151,328)</b>                | <b>1,187,540</b>   | <b>1,150,290</b>                | <b>(37,250)</b>                 |   |
|  | <b>Income</b>      | <b>(271,407)</b>              | <b>(277,057)</b>              | <b>(5,650)</b>                  | <b>(529,370)</b>   | <b>(477,700)</b>                | <b>51,670</b>                   |   |
|  | <b>TOTAL</b>       | <b>347,715</b>                | <b>190,737</b>                | <b>(156,978)</b>                | <b>658,170</b>     | <b>672,590</b>                  | <b>14,420</b>                   |   |
| <b>Property, Land &amp; Development</b>        |                    |                               |                               |                                 |                    |                                 |                                 |   |
| Service Manager: Robert Orrett                 |                    |                               |                               |                                 |                    |                                 |                                 |   |
| BIRCHFIELD (CIBF)                              | Expenditure        | 21,980                        | 7,072                         | (14,908)                        | 64,290             | 64,290                          | 0                               | £10k forecast overspend on Trade Effluent Discharge costs offset by underspend on R&M Plant. Further underspends forecast for Electricity, Monitoring & Testing and Professional fees.  |
|  | Income             | 0                             | 0                             | 0                               | 0                  | 0                               | 0                               |   |
| Portfolio Holder: <b>Clr Tony Lock</b>         | TOTAL              | 21,980                        | 7,072                         | (14,908)                        | 64,290             | 64,290                          | 0                               |   |
| PROP LAND & DEV- CASE OFFICER (CICO)           | Expenditure        | 142,405                       | 107,358                       | (35,047)                        | 284,810            | 284,810                         | 0                               | Current underspend due to 1 x full-time Grade 6 and 1 x full-time Grade 4 posts remaining vacant. One is being recruited now and FM team change will offset balance.  |
|  | Income             | 0                             | (2,144)                       | (2,144)                         | 0                  | 0                               | 0                               |   |
| Portfolio Holder: <b>Clr Tony Lock</b>         | TOTAL              | 142,405                       | 105,214                       | (37,191)                        | 284,810            | 284,810                         | 0                               |   |
| LAND DRAINAGE (CILD)                           | Expenditure        | 36,000                        | 20,801                        | (15,199)                        | 72,000             | 57,000                          | (15,000)                        | R&M Buildings forecast underspend of £15k, minor forecast overspend of £1.4k on Internal Grounds Comm Charge more than offset by £3.1k forecast underspend on Miscellaneous Expenditure.  |
|  | Income             | 0                             | 0                             | 0                               | 0                  | 0                               | 0                               |   |
| Portfolio Holder: <b>Clr Tony Lock</b>         | TOTAL              | 36,000                        | 20,801                        | (15,199)                        | 72,000             | 57,000                          | (15,000)                        |   |
| OPERATIONAL PROPERTIES (CIOP)                  | Expenditure        | 700,838                       | 586,541                       | (114,297)                       | 1,126,740          | 1,031,740                       | (95,000)                        | Canteen cost saving estimated at £60k; CCTV running costs forecast to be £15k overspent due to re-calculated charges. Costs saving for Public offices forecast at £50k due to reduced operating costs.  |
|  | Income             | (277,989)                     | (116,318)                     | 161,671                         | (561,160)          | (471,160)                       | 90,000                          | Canteen income forecast as being £90k under income target due to expected closure for 2020/21.  |
| Portfolio Holder: <b>Clr Tony Lock</b>         | TOTAL              | 422,849                       | 470,223                       | 47,374                          | 565,580            | 560,580                         | (5,000)                         |   |
| COMMERCIAL PROPERTIES (CIPR)                   | Expenditure        | 62,535                        | 64,570                        | 2,035                           | 108,010            | 130,890                         | 22,880                          | NNDR overspent by £17.9k due to budget being set too low. Bus station head rent £5k above budget.   |
|  | Income             | (141,559)                     | (86,908)                      | 54,651                          | (235,000)          | (235,000)                       | 0                               | No variance forecast at this point.   |
| Portfolio Holder: <b>Clr John Clark</b>        | TOTAL              | (79,024)                      | (22,338)                      | 56,686                          | (126,990)          | (104,110)                       | 22,880                          |   |
| PROP, LAND & DEV - SPECIALISTS (CISP)          | Expenditure        | 70,995                        | 51,352                        | (19,643)                        | 141,990            | 141,990                         | 0                               | Forecast underspend due to 1 x full-time Grade 6 post remaining vacant. FM team change will offset underspend.  |
|  | Income             | 0                             | 0                             | 0                               | 0                  | 0                               | 0                               |   |
| Portfolio Holder: <b>Clr Tony Lock</b>         | TOTAL              | 70,995                        | 51,352                        | (19,643)                        | 141,990            | 141,990                         | 0                               |   |
| COMMERCIAL INVESTMENTS (KCM)                   | Expenditure        | 1,659,625                     | 351,518                       | (1,308,107)                     | 3,311,840          | 3,311,840                       | 0                               | <i>Variance of £1.3m due to journal for interest and MRP on commercial investments not being completed before the end of Quarter 2. This has now been completed. Other small variances across nominals covered by underspend on Project Expenditure.</i>  |
|  | Income             | (2,714,324)                   | (3,311,973)                   | (597,649)                       | (5,252,140)        | (4,520,140)                     | 732,000                         | <i>Current variance due to profiling of budget v actual timing of rent received. Estimated shortfall of income in line with monthly returns to MHCLG.</i>   |
| Portfolio Holder: <b>Clr John Clark</b>        | TOTAL              | (1,054,699)                   | (2,960,455)                   | (1,905,756)                     | (1,940,300)        | (1,208,300)                     | 732,000                         |   |
| CAR PARKING (KCP)                              | Expenditure        | 534,834                       | 394,670                       | (140,164)                       | 774,700            | 815,610                         | 40,910                          | NNDR Forecast £26k overspend, service charges forecast £30k overspend, underspend on agency staff of £16k forecast for year.  |
|  | Income             | (962,280)                     | (421,902)                     | 540,378                         | (1,955,670)        | (882,990)                       | 1,072,680                       | Forecast loss based on average income taken from April-September 2020.  |
| Portfolio Holder: <b>Clr Tony Lock</b>         | TOTAL              | (427,446)                     | (27,232)                      | 400,214                         | (1,180,970)        | (67,380)                        | 1,113,590                       |   |
| ENGINEERING SERVICES (KEN)                     | Expenditure        | 8,585                         | 543                           | (8,042)                         | 17,170             | 17,170                          | 0                               | Current underspends but expected to be fully spent.   |
|  | Income             | (3,030)                       | (7,267)                       | (4,237)                         | (11,910)           | (11,910)                        | 0                               | No variation forecast at this point.  |
| Portfolio Holder: <b>Clr Tony Lock</b>         | TOTAL              | 5,555                         | (6,724)                       | (12,279)                        | 5,260              | 5,260                           | 0                               |   |
| <b>TOTAL PROPERTY, LAND &amp; DEVELOPMENT</b>  | <b>Expenditure</b> | <b>3,237,797</b>              | <b>1,584,425</b>              | <b>(1,653,372)</b>              | <b>5,901,550</b>   | <b>5,855,340</b>                | <b>(46,210)</b>                 |   |
|  | <b>Income</b>      | <b>(4,099,182)</b>            | <b>(3,946,512)</b>            | <b>152,670</b>                  | <b>(8,015,880)</b> | <b>(6,121,200)</b>              | <b>1,894,680</b>                |   |

| Service with Elements                                    |                    | Year to date                  |                               |                                 | Outturn Forecast    |                                 |                                 | Budget Holders' Comments on Variances to Profiled Budgets & Outturn<br><i>Accountants' Comments in Italics</i>  |
|--|--------------------|-------------------------------|-------------------------------|---------------------------------|---------------------|---------------------------------|---------------------------------|---|
|  |                    | Budget to 30th September<br>£ | Actual to 30th September<br>£ | Variance to 30th September<br>£ | Annual Budget<br>£  | Expected Total by Year End<br>£ | Variance expected 31/03/21<br>£ |   |
|  | TOTAL              | (861,385)                     | (2,362,087)                   | (1,500,702)                     | (2,114,330)         | (265,860)                       | 1,848,470                       |   |
| <b>TOTAL COMMERCIAL SERVICES &amp; INCOME GENERATION</b> | <b>Expenditure</b> | <b>10,778,776</b>             | <b>7,761,673</b>              | <b>(3,017,103)</b>              | <b>20,928,610</b>   | <b>19,302,680</b>               | <b>(1,625,930)</b>              |   |
|  | <b>Income</b>      | <b>(8,246,907)</b>            | <b>(7,317,339)</b>            | <b>929,568</b>                  | <b>(15,501,700)</b> | <b>(10,985,840)</b>             | <b>4,515,860</b>                |   |
|  | <b>TOTAL</b>       | <b>2,531,869</b>              | <b>444,334</b>                | <b>(2,087,535)</b>              | <b>5,426,910</b>    | <b>8,316,840</b>                | <b>2,889,930</b>                |   |
| <b>SERVICE DELIVERY</b>                                  |                    |                               |                               |                                 |                     |                                 |                                 |   |
| Director: Netta Meadows                                  |                    |                               |                               |                                 |                     |                                 |                                 |   |
| <b>Customer Connect Team</b>                             |                    |                               |                               |                                 |                     |                                 |                                 |   |
| Service Manager: Sharon Jones                            |                    |                               |                               |                                 |                     |                                 |                                 |   |
| CUSTOMER CONNECT TEAM (PCR)                              | Expenditure        | 351,800                       | 302,625                       | (49,175)                        | 693,760             | 693,760                         | 0                               | Underspend in salaries as holding positions whilst waiting for new phone system to aid with remote training.  |
|  | Income             | (15,810)                      | (7,208)                       | 8,602                           | (15,810)            | (15,810)                        | 0                               |   |
| Portfolio Holder: <b>Cllr Tony Lock</b>                  | TOTAL              | 335,990                       | 295,417                       | (40,573)                        | 677,950             | 677,950                         | 0                               |   |
| <b>TOTAL CUSTOMER FOCUSED TEAM</b>                       | <b>Expenditure</b> | <b>351,800</b>                | <b>302,625</b>                | <b>(49,175)</b>                 | <b>693,760</b>      | <b>693,760</b>                  | <b>0</b>                        |   |
|  | <b>Income</b>      | <b>(15,810)</b>               | <b>(7,208)</b>                | <b>8,602</b>                    | <b>(15,810)</b>     | <b>(15,810)</b>                 | <b>0</b>                        |   |
|  | <b>TOTAL</b>       | <b>335,990</b>                | <b>295,417</b>                | <b>(40,573)</b>                 | <b>677,950</b>      | <b>677,950</b>                  | <b>0</b>                        |   |
| <b>Case Team</b>   |                    |                               |                               |                                 |                     |                                 |                                 |   |
| Service Manager: Kirsty Larkins/Marie Collins            |                    |                               |                               |                                 |                     |                                 |                                 |   |
| CASE TEAM (DCT)  | Expenditure        | 969,920                       | 981,953                       | 12,033                          | 1,927,150           | 1,927,150                       | 0                               | No variance expected at year end, some re-profiling of budgets and funding is required.   |
|  | Income             | (191,970)                     | (191,970)                     | 0                               | (191,970)           | (191,970)                       | 0                               |   |
|  | TOTAL              | 777,950                       | 789,983                       | 12,033                          | 1,735,180           | 1,735,180                       | 0                               |   |
| <b>TOTAL CASE TEAM</b>                                   | <b>Expenditure</b> | <b>969,920</b>                | <b>981,953</b>                | <b>12,033</b>                   | <b>1,927,150</b>    | <b>1,927,150</b>                | <b>0</b>                        |   |
|  | <b>Income</b>      | <b>(191,970)</b>              | <b>(191,970)</b>              | <b>0</b>                        | <b>(191,970)</b>    | <b>(191,970)</b>                | <b>0</b>                        |   |
|  | <b>TOTAL</b>       | <b>777,950</b>                | <b>789,983</b>                | <b>12,033</b>                   | <b>1,735,180</b>    | <b>1,735,180</b>                | <b>0</b>                        |   |
| <b>Service Delivery Functions</b>                        |                    |                               |                               |                                 |                     |                                 |                                 |   |
| Service Manager: Helen Morris                            |                    |                               |                               |                                 |                     |                                 |                                 |   |
| ENFORCEMENT & COMPLIANCE (DEC)                           | Expenditure        | 24,855                        | 25,085                        | 230                             | 49,710              | 49,710                          | 0                               |   |
|  | Income             | 0                             | 0                             | 0                               | 0                   | 0                               | 0                               |   |
| Portfolio Holder:  | TOTAL              | 24,855                        | 25,085                        | 230                             | 49,710              | 49,710                          | 0                               | No variance expected at year end.   |
| REVENUES & BENEFITS (FBN)                                | Expenditure        | 519,860                       | 389,160                       | (130,700)                       | 723,620             | 723,620                         | 0                               | Outstanding Software invoice to be paid.  |
|  | Income             | (370,560)                     | (244,789)                     | 125,771                         | (715,680)           | (565,680)                       | 150,000                         | Due to the suspension of recovery action there is no court cost income.   |
| Portfolio Holder: <b>Cllr Mike Best</b>                  | TOTAL              | 149,300                       | 144,371                       | (4,929)                         | 7,940               | 157,940                         | 150,000                         |   |
| HOUSING BENEFIT SUBSIDY (FHB)                            | Expenditure        | 13,674,075                    | 12,947,268                    | (726,807)                       | 27,348,150          | 27,348,150                      | 0                               | The mid year subsidy estimate has increased but corresponding income has not yet been received.   |
|  | Income             | (14,002,988)                  | (12,618,165)                  | 1,384,823                       | (27,919,110)        | (27,919,110)                    | 0                               |   |
| Portfolio Holder: <b>Cllr Mike Best</b>                  | TOTAL              | (328,913)                     | 329,103                       | 658,016                         | (570,960)           | (570,960)                       | 0                               |   |
| HOUSING STANDARDS (HCP)                                  | Expenditure        | 49,695                        | 45,043                        | (4,652)                         | 99,390              | 99,390                          | 0                               | We are now able to carry out Disabled Facility Grant visits and start the application process, however there will be a time lag as we receive the income towards the end of the grant process.                          |
|  | Income             | (44,725)                      | (30,024)                      | 14,701                          | (78,450)            | (78,450)                        | 0                               |   |
| Portfolio Holder: <b>Cllr Val Keitch</b>                 | TOTAL              | 4,970                         | 15,019                        | 10,049                          | 20,940              | 20,940                          | 0                               |   |
| ENV HEALTH & COMM PROTECTION (HEH)                       | Expenditure        | 193,935                       | 169,370                       | (24,565)                        | 387,870             | 387,870                         | 0                               |   |
|  | Income             | (31,735)                      | (48,093)                      | (16,358)                        | (37,980)            | (37,980)                        | 0                               |   |
| Portfolio Holder: <b>Cllr Mike Best</b>                  | TOTAL              | 162,200                       | 121,277                       | (40,923)                        | 349,890             | 349,890                         | 0                               | No variance expected at year end.   |
| HOUSING (HHL)  | Expenditure        | 1,562,103                     | 1,527,360                     | (34,743)                        | 2,437,220           | 2,437,220                       | 0                               |   |
|  | Income             | (1,376,390)                   | (1,300,593)                   | 75,797                          | (1,464,650)         | (1,464,650)                     | 0                               | There are increased housing costs due to COVID19 some of which we are yet to receive grants for.  |
| Portfolio Holder: <b>Cllr Val Keitch</b>                 | TOTAL              | 185,713                       | 226,767                       | 41,054                          | 972,570             | 972,570                         | 0                               |   |
| LICENSING (HLC)  | Expenditure        | 59,135                        | 52,224                        | (6,911)                         | 113,410             | 113,410                         | 0                               | We are still seeing a reduced amount of applications due to COVID 19, we will continue to monitor. However the Premise licence work has now been completed, but there will be a backlog in raising the manual invoices. |
|  | Income             | (114,133)                     | (95,597)                      | 18,536                          | (350,430)           | (350,430)                       | 0                               |   |
| Portfolio Holder: <b>Cllr Tony Lock</b>                  | TOTAL              | (54,998)                      | (43,373)                      | 11,625                          | (237,020)           | (237,020)                       | 0                               |   |
| CARELINE (HWL)   | Expenditure        | 105,620                       | 98,578                        | (7,042)                         | 210,580             | 210,580                         | 0                               | Expenditure as expected at this point in the year.  |
|  | Income             | (381,465)                     | (395,164)                     | (13,699)                        | (423,850)           | (411,450)                       | 12,400                          | Income mostly comes in earlier in the year. Reduction in installations from March to July. Membership numbers are similar to last year.   |
| Portfolio Holder: <b>Cllr Mike Best</b>                  | TOTAL              | (275,845)                     | (296,586)                     | (20,741)                        | (213,270)           | (200,870)                       | 12,400                          |   |
| ENFORCEMENT (KET)  | Expenditure        | 27,429                        | 15,894                        | (11,535)                        | 56,440              | 56,440                          | 0                               | There are some outstanding invoices, but expect to be on target at year end.  |

| Service with Elements                    |                    | Year to date             |                          |                            | Outturn Forecast    |                            |                            | Budget Holders' Comments on Variances to Profiled Budgets & Outturn<br><i>Accountants' Comments in Italics</i>   |
|--|--------------------|--------------------------|--------------------------|----------------------------|---------------------|----------------------------|----------------------------|--|
|  |                    | Budget to 30th September | Actual to 30th September | Variance to 30th September | Annual Budget       | Expected Total by Year End | Variance expected 31/03/21 |  |
|  |                    | £                        | £                        | £                          | £                   | £                          | £                          |  |
|  | Income             | (1,500)                  | 0                        | 1,500                      | (3,000)             | (3,000)                    | 0                          |  |
|  | TOTAL              | 25,929                   | 15,894                   | (10,035)                   | 53,440              | 53,440                     | 0                          |  |
| Portfolio Holder: <b>Cllr Sarah Dyke</b> |                    |                          |                          |                            |                     |                            |                            |  |
| LAND CHARGES (LLC)                       | Expenditure        | 11,675                   | 9,378                    | (2,297)                    | 23,350              | 23,350                     | 0                          | Now that restrictions have lifted and along with the temporary reduction in stamp duty in the last 2 months we are continuing to see an increase in searches.  |
|  | Income             | (213,625)                | (172,067)                | 41,558                     | (427,250)           | (427,250)                  | 0                          |  |
| Portfolio Holder: <b>Cllr John Clark</b> | TOTAL              | (201,950)                | (162,689)                | 39,261                     | (403,900)           | (403,900)                  | 0                          |  |
| RIGHTS OF WAY (LRW)                      | Expenditure        | 1,405                    | 559                      | (846)                      | 2,810               | 1,000                      | (1,810)                    | All costs incurred are recharged to the customer   |
|  | Income             | (8,250)                  | 0                        | 8,250                      | (16,500)            | (1,000)                    | 15,500                     |  |
| Portfolio Holder: <b>Cllr Sarah Dyke</b> | TOTAL              | (6,845)                  | 559                      | 7,404                      | (13,690)            | 0                          | 13,690                     |  |
| BUILDING CONTROL (RBC)                   | Expenditure        | 150,660                  | 205,718                  | 55,058                     | 459,300             | 609,300                    | 150,000                    | Continued use of agency staff, due to Covid a large number of historic applications have re surfaced & require resource (Payment was received a number of years ago)<br>Income affected by Covid 19 lockdown with continued uncertainty along with material supply issues on site. |
|  | Income             | (222,107)                | (156,576)                | 65,531                     | (561,240)           | (461,240)                  | 100,000                    |  |
| Portfolio Holder: <b>Cllr Tony Lock</b>  | TOTAL              | (71,447)                 | 49,142                   | 120,589                    | (101,940)           | 148,060                    | 250,000                    |  |
| DEVELOPMENT MANAGMENT (RDC)              | Expenditure        | 358,995                  | 572,396                  | 213,401                    | 717,900             | 717,900                    | 0                          | Main areas of overspend are staffing and agency costs, highway consultant and refunds of fees.   |
|  | Income             | (730,475)                | (671,307)                | 59,168                     | (1,460,950)         | (1,460,950)                | 0                          |  |
| Portfolio Holder: <b>Cllr Tony Lock</b>  | TOTAL              | (371,480)                | (98,911)                 | 272,569                    | (743,050)           | (743,050)                  | 0                          |  |
| ECONOMIC DEVELOPMENT (RED)               | Expenditure        | 135,075                  | 214,827                  | 79,752                     | 327,150             | 327,150                    | 0                          | Due to expenditure on Business Rates Retention pilot projects (Catalyst, Unlocking Growth and Enabling Growth) before quarterly financial claim to Somerset County Council.  |
|  | Income             | (53,260)                 | (61,258)                 | (7,998)                    | (53,260)            | (53,260)                   | 0                          |  |
| Portfolio Holder: <b>Cllr John Clark</b> | TOTAL              | 81,815                   | 153,569                  | 71,754                     | 273,890             | 273,890                    | 0                          |  |
| STREET NAMING & NUMBERING (SSN)          | Expenditure        | 3,605                    | 2,923                    | (682)                      | 7,210               | 7,210                      | 0                          | No concerns, on track to be within budget. Slightly down on income due to initial delays caused by Covid 19  |
|  | Income             | (15,780)                 | (15,703)                 | 77                         | (31,560)            | (31,560)                   | 0                          |  |
| Portfolio Holder: <b>Cllr John Clark</b> | TOTAL              | (12,175)                 | (12,780)                 | (605)                      | (24,350)            | (24,350)                   | 0                          |  |
| COMMUNITY SAFETY (TCS)                   | Expenditure        | 1,500                    | 1,643                    | 143                        | 13,000              | 13,000                     | 0                          | No variance expected at year end.  |
|  | Income             | 0                        | (10,000)                 | (10,000)                   | (10,000)            | (10,000)                   | 0                          |  |
| Portfolio Holder: <b>Cllr Mike Best</b>  | TOTAL              | 1,500                    | (8,357)                  | (9,857)                    | 3,000               | 3,000                      | 0                          |  |
| <b>TOTAL SERVICE DELIVERY FUNCTIONS</b>  | <b>Expenditure</b> | <b>16,879,622</b>        | <b>16,277,426</b>        | <b>(602,196)</b>           | <b>32,977,110</b>   | <b>33,125,300</b>          | <b>148,190</b>             |  |
|  | <b>Income</b>      | <b>(17,566,993)</b>      | <b>(15,819,336)</b>      | <b>1,747,657</b>           | <b>(33,553,910)</b> | <b>(33,276,010)</b>        | <b>277,900</b>             |  |
|  | <b>TOTAL</b>       | <b>(687,371)</b>         | <b>458,090</b>           | <b>1,145,461</b>           | <b>(576,800)</b>    | <b>(150,710)</b>           | <b>426,090</b>             |  |
| <b>Localities</b>                        |                    |                          |                          |                            |                     |                            |                            |  |
| Service Manager: Tim Cook                |                    |                          |                          |                            |                     |                            |                            |  |
| AREA EAST (DAE)                          | Expenditure        | 19,915                   | 12,056                   | (7,859)                    | 35,260              | 35,260                     | 0                          | Will be spent by year end<br>Income target from room hire will not be met as building now sold.<br>Likely overspend due to unmet income and cost of redundancy linked to Churchfields.   |
|  | Income             | (3,075)                  | (819)                    | 2,256                      | (5,330)             | (820)                      | 4,510                      |  |
| Chairman: <b>Cllr Henry Hobhouse</b>     | TOTAL              | 16,840                   | 11,237                   | (5,603)                    | 29,930              | 34,440                     | 4,510                      |  |
| AREA NORTH (DAN)                         | Expenditure        | 15,310                   | 11,626                   | (3,684)                    | 19,790              | 19,790                     | 0                          | Grant budget to be allocated and spent by year end.  |
|  | Income             | 0                        | 0                        | 0                          | 0                   | 0                          | 0                          |  |
| Chairman: <b>Cllr Adam Dance</b>         | TOTAL              | 15,310                   | 11,626                   | (3,684)                    | 19,790              | 19,790                     | 0                          |  |
| AREA SOUTH (DAS)                         | Expenditure        | 62,505                   | 19,368                   | (43,137)                   | 107,260             | 107,260                    | 0                          | Variation partially due to grant carry forwards that are likely to be spent. Predicted underspend at year end.   |
|  | Income             | (25,350)                 | (22,176)                 | 3,174                      | (29,600)            | (29,600)                   | 0                          |  |
| Chairman: <b>Cllr Peter Gubbins</b>      | TOTAL              | 37,155                   | (2,808)                  | (39,963)                   | 77,660              | 77,660                     | 0                          |  |
| AREA WEST (DAW)                          | Expenditure        | 16,705                   | 12,063                   | (4,642)                    | 27,410              | 23,900                     | (3,510)                    | Grant budget to be allocated and spent by year end.<br>Income from room hire will not be realised  |
|  | Income             | (1,755)                  | 0                        | 1,755                      | (3,510)             | 0                          | 3,510                      |  |
| Chairman: <b>Cllr Jason Baker</b>        | TOTAL              | 14,950                   | 12,063                   | (2,887)                    | 23,900              | 23,900                     | 0                          |  |
| LOCALITY TEAM (DLT)                      | Expenditure        | 288,645                  | 247,548                  | (41,097)                   | 575,510             | 575,510                    | 0                          | Underspend due to vacancies. Looking to reduce this through recruitment.   |
|  | Income             | 0                        | 0                        | 0                          | 0                   | 0                          | 0                          |  |
|  | TOTAL              | 288,645                  | 247,548                  | (41,097)                   | 575,510             | 575,510                    | 0                          |  |
| PEST CONTROL (DCP)                       | Expenditure        | 16,140                   | 9,174                    | (6,966)                    | 32,280              | 32,280                     | 0                          | Underspend in fuel and transport costs partially Covid related. Predicted to be balanced at the end of year.<br>Income due from commercial work.   |
|  | Income             | (15,150)                 | (7,691)                  | 7,459                      | (30,300)            | (30,300)                   | 0                          |  |
| Portfolio Holder: <b>Cllr Mike Best</b>  | TOTAL              | 990                      | 1,483                    | 493                        | 1,980               | 1,980                      | 0                          |  |
| PLAY, HEALTH & WELLBEING (PHW)           | Expenditure        | 92,178                   | 44,101                   | (48,077)                   | 200,210             | 200,210                    | 0                          | Healthy Lifestyles budget underspent due to reduced activity. Planned spend on play activities in Autumn half term.  |
|  | Income             | (88,265)                 | (98,652)                 | (10,387)                   | (127,570)           | (127,570)                  | 0                          |  |
| Portfolio Holder: <b>Cllr Mike Best</b>  | TOTAL              | 3,913                    | (54,551)                 | (58,464)                   | 72,640              | 72,640                     | 0                          |  |

| Service with Elements                       |  | Year to date                  |                               |                                 | Outturn Forecast    |                                 |                                 | Budget Holders' Comments on Variances to Profiled Budgets & Outturn<br><i>Accountants' Comments in Italics</i>                                   |
|---|--|-------------------------------|-------------------------------|---------------------------------|---------------------|---------------------------------|---------------------------------|--|
|   |  | Budget to 30th September<br>£ | Actual to 30th September<br>£ | Variance to 30th September<br>£ | Annual Budget<br>£  | Expected Total by Year End<br>£ | Variance expected 31/03/21<br>£ |  |
| <b>TOTAL LOCALITIES</b>                     | <b>Expenditure</b>                       | 511,398                       | 355,936                       | (155,462)                       | 997,720             | 994,210                         | (3,510)                         |  |
|   | <b>Income</b>                            | (133,595)                     | (129,338)                     | 4,257                           | (196,310)           | (188,290)                       | 8,020                           |  |
|   | <b>TOTAL</b>                             | <b>377,803</b>                | <b>226,598</b>                | <b>(151,205)</b>                | <b>801,410</b>      | <b>805,920</b>                  | <b>4,510</b>                    |  |
| <b>Regeneration</b>                         |  |                               |                               |                                 |                     |                                 |                                 |  |
| Service Manager: Martin Woods/Natalie Fortt |  |                               |                               |                                 |                     |                                 |                                 |  |
| REGENERATION (RGE)                          | Expenditure                              | 40,620                        | 115,842                       | 75,222                          | 81,240              | 81,240                          | 0                               | As money is spent on the revenue side of regeneration, funds are moved from the reserve to the cost centres to give a zero variance at year-end. |
|   | Income                                   | (9,820)                       | 0                             | 9,820                           | (19,640)            | (19,640)                        | 0                               |  |
|   | TOTAL                                    | 30,800                        | 115,842                       | 85,042                          | 61,600              | 61,600                          | 0                               |  |
|   | Portfolio Holder: <b>Cllr John Clark</b> |                               |                               |                                 |                     |                                 |                                 |  |
| <b>TOTAL REGENERATION</b>                   | <b>Expenditure</b>                       | <b>40,620</b>                 | <b>115,842</b>                | <b>75,222</b>                   | <b>81,240</b>       | <b>81,240</b>                   | <b>0</b>                        |  |
|   | <b>Income</b>                            | <b>(9,820)</b>                | <b>0</b>                      | <b>9,820</b>                    | <b>(19,640)</b>     | <b>(19,640)</b>                 | <b>0</b>                        |  |
|   | <b>TOTAL</b>                             | <b>30,800</b>                 | <b>115,842</b>                | <b>85,042</b>                   | <b>61,600</b>       | <b>61,600</b>                   | <b>0</b>                        |  |
| <b>Service Delivery Specialists</b>         |  |                               |                               |                                 |                     |                                 |                                 |  |
| Service Manager: Helen Morris               |  |                               |                               |                                 |                     |                                 |                                 |  |
| SERV DELIVERY LEAD SPECIALISTS (DLS)        | Expenditure                              | 129,430                       | 168,306                       | 38,876                          | 258,860             | 335,460                         | 76,600                          | Overspend due to additional staff costs.   |
|   | Income                                   | 0                             | 0                             | 0                               | 0                   | 0                               | 0                               |  |
|   | TOTAL                                    | 129,430                       | 168,306                       | 38,876                          | 258,860             | 335,460                         | 76,600                          |  |
| <b>TOTAL SERVICE DELIVERY SPECIALISTS</b>   | <b>Expenditure</b>                       | <b>129,430</b>                | <b>168,306</b>                | <b>38,876</b>                   | <b>258,860</b>      | <b>335,460</b>                  | <b>76,600</b>                   |  |
|   | <b>Income</b>                            | <b>0</b>                      | <b>0</b>                      | <b>0</b>                        | <b>0</b>            | <b>0</b>                        | <b>0</b>                        |  |
|   | <b>TOTAL</b>                             | <b>129,430</b>                | <b>168,306</b>                | <b>38,876</b>                   | <b>258,860</b>      | <b>335,460</b>                  | <b>76,600</b>                   |  |
| <b>Service Delivery Team Managers</b>       |  |                               |                               |                                 |                     |                                 |                                 |  |
| Service Manager: Netta Meadows              |  |                               |                               |                                 |                     |                                 |                                 |  |
| SERVICE DELIVERY - MANAGERS (DTM)           | Expenditure                              | 126,485                       | 169,118                       | 42,633                          | 252,970             | 291,470                         | 38,500                          | Overspend due to additional staff costs.   |
|   | Income                                   | 0                             | 0                             | 0                               | 0                   | 0                               | 0                               |  |
|   | TOTAL                                    | 126,485                       | 169,118                       | 42,633                          | 252,970             | 291,470                         | 38,500                          |  |
| <b>TOTAL SERVICE DELIVERY TEAM MANAGERS</b> | <b>Expenditure</b>                       | <b>126,485</b>                | <b>169,118</b>                | <b>42,633</b>                   | <b>252,970</b>      | <b>291,470</b>                  | <b>38,500</b>                   |  |
|   | <b>Income</b>                            | <b>0</b>                      | <b>0</b>                      | <b>0</b>                        | <b>0</b>            | <b>0</b>                        | <b>0</b>                        |  |
|   | <b>TOTAL</b>                             | <b>126,485</b>                | <b>169,118</b>                | <b>42,633</b>                   | <b>252,970</b>      | <b>291,470</b>                  | <b>38,500</b>                   |  |
| <b>TOTAL SERVICE DELIVERY</b>               | <b>Expenditure</b>                       | <b>19,009,275</b>             | <b>18,371,206</b>             | <b>(638,069)</b>                | <b>37,188,810</b>   | <b>37,448,590</b>               | <b>259,780</b>                  |  |
|   | <b>Income</b>                            | <b>(17,918,188)</b>           | <b>(16,147,852)</b>           | <b>1,770,336</b>                | <b>(33,977,640)</b> | <b>(33,691,720)</b>             | <b>285,920</b>                  |  |
|   | <b>TOTAL</b>                             | <b>1,091,087</b>              | <b>2,223,354</b>              | <b>1,132,267</b>                | <b>3,211,170</b>    | <b>3,756,870</b>                | <b>545,700</b>                  |  |
| <b>STRATEGY &amp; COMMISSIONING</b>         |  |                               |                               |                                 |                     |                                 |                                 |  |
| Director: Kirsty Larkins                    |  |                               |                               |                                 |                     |                                 |                                 |  |
| <b>Strategy &amp; Comm Case</b>             |  |                               |                               |                                 |                     |                                 |                                 |  |
| Service Manager: Peter Paddon               |  |                               |                               |                                 |                     |                                 |                                 |  |
| STRATEGY & COMM CASE OFFICERS (SCC)         | Expenditure                              | 173,005                       | 165,989                       | (7,016)                         | 359,310             | 359,310                         | 0                               | Current underspend due to vacancy earlier in the year.   |
|   | Income                                   | 0                             | 0                             | 0                               | 0                   | 0                               | 0                               |  |
|   | TOTAL                                    | 173,005                       | 165,989                       | (7,016)                         | 359,310             | 359,310                         | 0                               |  |
|   | Portfolio Holder: <b>Cllr Val Keitch</b> |                               |                               |                                 |                     |                                 |                                 |  |
| <b>TOTAL STRATEGY &amp; COMM CASE</b>       | <b>Expenditure</b>                       | <b>173,005</b>                | <b>165,989</b>                | <b>(7,016)</b>                  | <b>359,310</b>      | <b>359,310</b>                  | <b>0</b>                        |  |
|   | <b>Income</b>                            | <b>0</b>                      | <b>0</b>                      | <b>0</b>                        | <b>0</b>            | <b>0</b>                        | <b>0</b>                        |  |
|   | <b>TOTAL</b>                             | <b>173,005</b>                | <b>165,989</b>                | <b>(7,016)</b>                  | <b>359,310</b>      | <b>359,310</b>                  | <b>0</b>                        |  |
| <b>Comms, Marketing &amp; Media</b>         |  |                               |                               |                                 |                     |                                 |                                 |  |
| Service Manager: Richard Birch              |  |                               |                               |                                 |                     |                                 |                                 |  |
| COMMUNICATIONS (CCM)                        | Expenditure                              | 47,145                        | 45,659                        | (1,486)                         | 94,290              | 94,290                          | 0                               | The communications budget is proceeding as planned this year with a minor underspend to date.  |
|   | Income                                   | 0                             | 0                             | 0                               | 0                   | 0                               | 0                               |  |
|   | TOTAL                                    | 47,145                        | 45,659                        | (1,486)                         | 94,290              | 94,290                          | 0                               |  |
|   | Portfolio Holder: <b>Cllr Val Keitch</b> |                               |                               |                                 |                     |                                 |                                 |  |
| <b>TOTAL COMMS, MARKETING &amp; MEDIA</b>   | <b>Expenditure</b>                       | <b>47,145</b>                 | <b>45,659</b>                 | <b>(1,486)</b>                  | <b>94,290</b>       | <b>94,290</b>                   | <b>0</b>                        |  |
|   | <b>Income</b>                            | <b>0</b>                      | <b>0</b>                      | <b>0</b>                        | <b>0</b>            | <b>0</b>                        | <b>0</b>                        |  |
|   | <b>TOTAL</b>                             | <b>47,145</b>                 | <b>45,659</b>                 | <b>(1,486)</b>                  | <b>94,290</b>       | <b>94,290</b>                   | <b>0</b>                        |  |

| Service with Elements                         |                    | Year to date                  |                               |                                 | Outturn Forecast   |                                 |                                 | Budget Holders' Comments on Variances to Profiled Budgets & Outturn<br><i>Accountants' Comments in Italics</i>  |
|---|--------------------|-------------------------------|-------------------------------|---------------------------------|--------------------|---------------------------------|---------------------------------|---|
|   |                    | Budget to 30th September<br>£ | Actual to 30th September<br>£ | Variance to 30th September<br>£ | Annual Budget<br>£ | Expected Total by Year End<br>£ | Variance expected 31/03/21<br>£ |   |
| <b>Performance, People &amp; Change</b>       |                    |                               |                               |                                 |                    |                                 |                                 |   |
| Service Manager: Kirsty Larkins               |                    |                               |                               |                                 |                    |                                 |                                 |   |
| PERFORMANCE PEOPLE & CHANGE (CPL)             | Expenditure        | 281,720                       | 155,827                       | (125,893)                       | 528,760            | 528,760                         | 0                               | 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 requirements.<br>Money has been received for the graduates scheme, which will pay the salaries, any surplus will be refunded.  |
|   | Income             | (66,000)                      | (176,621)                     | (110,621)                       | (132,000)          | (132,000)                       | 0                               |   |
| Portfolio Holder: <b>Cllr Val Keitch</b>      | TOTAL              | 215,720                       | (20,794)                      | (236,514)                       | 396,760            | 396,760                         | 0                               |   |
| <b>TOTAL PERFORMANCE, PEOPLE &amp; CHANGE</b> | <b>Expenditure</b> | <b>281,720</b>                | <b>155,827</b>                | <b>(125,893)</b>                | <b>528,760</b>     | <b>528,760</b>                  | <b>0</b>                        |   |
|   | <b>Income</b>      | <b>(66,000)</b>               | <b>(176,621)</b>              | <b>(110,621)</b>                | <b>(132,000)</b>   | <b>(132,000)</b>                | <b>0</b>                        |   |
|   | <b>TOTAL</b>       | <b>215,720</b>                | <b>(20,794)</b>               | <b>(236,514)</b>                | <b>396,760</b>     | <b>396,760</b>                  | <b>0</b>                        |   |
| <b>Strategic Planning</b>                     |                    |                               |                               |                                 |                    |                                 |                                 |   |
| Service Manager: Peter Paddon                 |                    |                               |                               |                                 |                    |                                 |                                 |   |
| PROCUREMENT, CONTRACT & RISK (CPR)            | Expenditure        | 28,120                        | 22,085                        | (6,035)                         | 56,240             | 56,240                          | 0                               | Employment of interim specialist cover for 6 months will use the current underspend.  |
|   | Income             | 0                             | 0                             | 0                               | 0                  | 0                               | 0                               |   |
| Portfolio Holder: <b>Cllr Val Keitch</b>      | TOTAL              | 28,120                        | 22,085                        | (6,035)                         | 56,240             | 56,240                          | 0                               |   |
| PLACE PLANNING (CPS)                          | Expenditure        | 236,307                       | 295,149                       | 58,842                          | 453,410            | 453,410                         | 0                               | Current overspend due to consultancy costs related to the Local Plan review for housing needs and historic environmental assessments, plus environment strategy / climate change fund related spend. It is anticipated that the variance will level out in the second half of the financial year. |
|   | Income             | (137,550)                     | (40,653)                      | 96,897                          | (138,830)          | (138,830)                       | 0                               |   |
| Portfolio Holder: <b>Cllr Val Keitch</b>      | TOTAL              | 98,757                        | 254,496                       | 155,739                         | 314,580            | 314,580                         | 0                               |   |
| CONTRACTED SPORTS FACILITIES (GSF)            | Expenditure        | 241,120                       | 164,738                       | (76,382)                        | 481,490            | 796,320                         | 314,830                         | Due to C19 there have been additional costs to support our provider re-opening, some of which will be offset by reduced operating costs and government funding.<br>Reduced income from closures and lack of surplus from operator.  |
|   | Income             | (120,255)                     | (11,979)                      | 108,276                         | (240,510)          | (160,510)                       | 80,000                          |   |
| Portfolio Holder: <b>Cllr Val Keitch</b>      | TOTAL              | 120,865                       | 152,759                       | 31,894                          | 240,980            | 635,810                         | 394,830                         |   |
| CIVIL CONTINGENCIES AND H&S (HCC)             | Expenditure        | 31,490                        | 26,350                        | (5,140)                         | 62,980             | 62,980                          | 0                               | Current underspend to be used for H&S policy renewal work.  |
|   | Income             | (2,500)                       | (744)                         | 1,756                           | (6,110)            | (6,110)                         | 0                               |   |
| Portfolio Holder: <b>Cllr Val Keitch</b>      | TOTAL              | 28,990                        | 25,606                        | (3,384)                         | 56,870             | 56,870                          | 0                               |   |
| PLANNING POLICY (RPP)                         | Expenditure        | 0                             | 0                             | 0                               | 0                  | 0                               | 0                               |   |
|   | Income             | 0                             | 0                             | 0                               | 0                  | 0                               | 0                               |   |
| Portfolio Holder: <b>Cllr Val Keitch</b>      | TOTAL              | 0                             | 0                             | 0                               | 0                  | 0                               | 0                               |   |
| VOLUNTARY, COMM & SOCIAL ENT ( SVCSE)         | Expenditure        | 142,130                       | 142,040                       | (90)                            | 284,260            | 284,260                         | 0                               | No significant variance   |
|   | Income             | 0                             | 0                             | 0                               | 0                  | 0                               | 0                               |   |
| Portfolio Holder: <b>Cllr Val Keitch</b>      | TOTAL              | 142,130                       | 142,040                       | (90)                            | 284,260            | 284,260                         | 0                               |   |
| DEMOCRATIC SERVICES (RLD)                     | Expenditure        | 358,980                       | 323,682                       | (35,298)                        | 692,630            | 692,630                         | 0                               | Current underspend on Members' training, conferences and travel linked to CV19.   |
|   | Income             | (700)                         | 0                             | 700                             | (1,400)            | (1,400)                         | 0                               |   |
| Portfolio Holder: <b>Cllr Peter Seib</b>      | TOTAL              | 358,280                       | 323,682                       | (34,598)                        | 691,230            | 691,230                         | 0                               |   |
| ELECTIONS (RLE)                               | Expenditure        | 100,130                       | 41,859                        | (58,271)                        | 222,930            | 222,930                         | 0                               | Awaiting reimbursement for 2019 parliamentary elections and 2019 EU elections.  |
|   | Income             | (15,510)                      | 90,273                        | 105,783                         | (19,520)           | (19,520)                        | 0                               |   |
| Portfolio Holder: <b>Cllr Peter Seib</b>      | TOTAL              | 84,620                        | 132,132                       | 47,512                          | 203,410            | 203,410                         | 0                               |   |
| <b>TOTAL STRATEGIC PLANNING</b>               | <b>Expenditure</b> | <b>1,138,277</b>              | <b>1,015,903</b>              | <b>(122,374)</b>                | <b>2,253,940</b>   | <b>2,568,770</b>                | <b>314,830</b>                  |   |
|   | <b>Income</b>      | <b>(276,515)</b>              | <b>36,897</b>                 | <b>313,412</b>                  | <b>(406,370)</b>   | <b>(326,370)</b>                | <b>80,000</b>                   |   |
|   | <b>TOTAL</b>       | <b>861,762</b>                | <b>1,052,800</b>              | <b>191,038</b>                  | <b>1,847,570</b>   | <b>2,242,400</b>                | <b>394,830</b>                  |   |
| <b>Strategy &amp; Comm Specialists</b>        |                    |                               |                               |                                 |                    |                                 |                                 |   |
| Service Manager: Kirsty Larkins               |                    |                               |                               |                                 |                    |                                 |                                 |   |
| STRGY & COMM LEAD SPECIALISTS (SCLS)          | Expenditure        | 107,095                       | 68,800                        | (38,295)                        | 214,190            | 214,190                         | 0                               | The underspend is due to a Case Officer vacancy.  |
|   | Income             | 0                             | 0                             | 0                               | 0                  | 0                               | 0                               |   |
| Portfolio Holder: <b>Cllr Val Keitch</b>      | TOTAL              | 107,095                       | 68,800                        | (38,295)                        | 214,190            | 214,190                         | 0                               |   |
| <b>TOTAL STRATEGY &amp; COMM SPECIALISTS</b>  | <b>Expenditure</b> | <b>107,095</b>                | <b>68,800</b>                 | <b>(38,295)</b>                 | <b>214,190</b>     | <b>214,190</b>                  | <b>0</b>                        |   |
|   | <b>Income</b>      | <b>0</b>                      | <b>0</b>                      | <b>0</b>                        | <b>0</b>           | <b>0</b>                        | <b>0</b>                        |   |
|   | <b>TOTAL</b>       | <b>107,095</b>                | <b>68,800</b>                 | <b>(38,295)</b>                 | <b>214,190</b>     | <b>214,190</b>                  | <b>0</b>                        |   |

| Service with Elements                     |                    | Year to date                  |                               |                                 | Outturn Forecast   |                                 |                                 | Budget Holders' Comments on Variances to Profiled Budgets & Outturn<br><i>Accountants' Comments in Italics</i>  |
|---|--------------------|-------------------------------|-------------------------------|---------------------------------|--------------------|---------------------------------|---------------------------------|---|
|   |                    | Budget to 30th September<br>£ | Actual to 30th September<br>£ | Variance to 30th September<br>£ | Annual Budget<br>£ | Expected Total by Year End<br>£ | Variance expected 31/03/21<br>£ |   |
| <b>TOTAL STRATEGY &amp; COMMISSIONING</b> | <b>Expenditure</b> | 1,747,242                     | 1,452,178                     | (295,064)                       | 3,450,490          | 3,765,320                       | 314,830                         |   |
|   | <b>Income</b>      | (342,515)                     | (139,724)                     | 202,791                         | (538,370)          | (458,370)                       | 80,000                          |   |
|   | <b>TOTAL</b>       | <b>1,404,727</b>              | <b>1,312,454</b>              | <b>(92,273)</b>                 | <b>2,912,120</b>   | <b>3,306,950</b>                | <b>394,830</b>                  |   |
| <b>SUPPORT SERVICES</b>                   |                    |                               |                               |                                 |                    |                                 |                                 |   |
| Director: Nicola Hix                      |                    |                               |                               |                                 |                    |                                 |                                 |   |
| <b>Support Services Case</b>              |                    |                               |                               |                                 |                    |                                 |                                 |   |
| Service Manager: Sara Kelly               |                    |                               |                               |                                 |                    |                                 |                                 |   |
| SUPPORT SERVICES CASE OFFICERS (RCO)      | Expenditure        | 474,655                       | 460,943                       | (13,712)                        | 946,410            | 946,380                         | (30)                            | Secondments to service delivery have been covered with temporary arrangements that have delivered some savings. Vacancies are being managed carefully and not necessarily replaced on a like for like basis with Stronger Somerset in mind.   |
|   | Income             | (26,370)                      | (25,696)                      | 674                             | (26,370)           | (26,370)                        | 0                               |   |
| Portfolio Holder: <b>ClIr Peter Seib</b>  | <b>TOTAL</b>       | <b>448,285</b>                | <b>435,247</b>                | <b>(13,038)</b>                 | <b>920,040</b>     | <b>920,010</b>                  | <b>(30)</b>                     |   |
| SUPPORT SERVICES CASE WORK (RXC)          | Expenditure        | 190,580                       | 79,327                        | (111,253)                       | 371,000            | 371,000                         | 0                               | Large underspends against stationary, postage, phones and MFD's due to home working arrangements.   |
|   | Income             | (27,735)                      | (7,602)                       | 20,133                          | (55,470)           | (25,000)                        | 30,470                          | Printing requests continue to reduce as we move towards more digital methods of delivery. This is consistent with our environment strategy. Also reduced office attendance has seen alternative approaches adopted across the authority which has reduced the requirement for print services. |
| Portfolio Holder: <b>ClIr Peter Seib</b>  | <b>TOTAL</b>       | <b>162,845</b>                | <b>71,725</b>                 | <b>(91,120)</b>                 | <b>315,530</b>     | <b>346,000</b>                  | <b>30,470</b>                   |   |
| <b>TOTAL SUPPORT SERVICES CASE</b>        | <b>Expenditure</b> | <b>665,235</b>                | <b>540,270</b>                | <b>(124,965)</b>                | <b>1,317,410</b>   | <b>1,317,380</b>                | <b>(30)</b>                     |   |
|   | <b>Income</b>      | <b>(54,105)</b>               | <b>(33,298)</b>               | <b>20,807</b>                   | <b>(81,840)</b>    | <b>(51,370)</b>                 | <b>30,470</b>                   |   |
|   | <b>TOTAL</b>       | <b>611,130</b>                | <b>506,972</b>                | <b>(104,158)</b>                | <b>1,235,570</b>   | <b>1,266,010</b>                | <b>30,440</b>                   |   |
| <b>Support Services Functions</b>         |                    |                               |                               |                                 |                    |                                 |                                 |   |
| Service Manager: Nicola Hix               |                    |                               |                               |                                 |                    |                                 |                                 |   |
| FINANCE CORPORATE COSTS (RFC)             | Expenditure        | 1,695,965                     | 1,371,532                     | (324,433)                       | 2,778,170          | 2,778,170                       | 0                               | The Council has substantial investments in pooled funds, it is anticipated that the return on these investments will reduce. The advice received indicates that the return on pooled fund investments will be between 25% and 50% less than 2019/20.  |
|   | Income             | (967,353)                     | (1,635,903)                   | (668,550)                       | (2,792,460)        | (2,492,460)                     | 225,000                         | The pooled fund investments have started to show signs of recovery which will have a positive impact on the investment returns for the remaining part of the financial year.  |
| Portfolio Holder: <b>ClIr Peter Seib</b>  | <b>TOTAL</b>       | <b>728,612</b>                | <b>(264,371)</b>              | <b>(992,983)</b>                | <b>(14,290)</b>    | <b>285,710</b>                  | <b>225,000</b>                  |   |
| SUPPORT SERVICE FUNCTIONS (RSF)           | Expenditure        | 721,445                       | 897,373                       | 175,928                         | 1,012,770          | 1,012,770                       | 0                               |   |
|   | Income             | (57,375)                      | 1,839                         | 59,214                          | (121,850)          | (61,850)                        | 60,000                          | There is a shortfall in income from legal fees and costs recovered.   |
| Portfolio Holder: <b>ClIr Peter Seib</b>  | <b>TOTAL</b>       | <b>664,070</b>                | <b>899,212</b>                | <b>235,142</b>                  | <b>890,920</b>     | <b>950,920</b>                  | <b>60,000</b>                   |   |
| <b>TOTAL SUPPORT SERVICES FUNCTIONS</b>   | <b>Expenditure</b> | <b>2,417,410</b>              | <b>2,268,905</b>              | <b>(148,505)</b>                | <b>3,790,940</b>   | <b>3,790,940</b>                | <b>0</b>                        |   |
|   | <b>Income</b>      | <b>(1,024,728)</b>            | <b>(1,634,064)</b>            | <b>(609,336)</b>                | <b>(2,914,310)</b> | <b>(2,554,310)</b>              | <b>285,000</b>                  |   |
|   | <b>TOTAL</b>       | <b>1,392,682</b>              | <b>634,841</b>                | <b>(757,841)</b>                | <b>876,630</b>     | <b>1,236,630</b>                | <b>285,000</b>                  |   |
| <b>Support Services Specialists</b>       |                    |                               |                               |                                 |                    |                                 |                                 |   |
| Service Manager: Nicola Hix               |                    |                               |                               |                                 |                    |                                 |                                 |   |
| SUPPORT SERV LEAD SPECIALISTS (RLS)       | Expenditure        | 233,065                       | 232,370                       | (695)                           | 462,660            | 462,660                         | 0                               |   |
|   | Income             | 0                             | 0                             | 0                               | 0                  | 0                               | 0                               |   |
| Portfolio Holder: <b>ClIr Peter Seib</b>  | <b>TOTAL</b>       | <b>233,065</b>                | <b>232,370</b>                | <b>(695)</b>                    | <b>462,660</b>     | <b>462,660</b>                  | <b>0</b>                        |   |
| Service Manager: Nicola Hix               |                    |                               |                               |                                 |                    |                                 |                                 |   |
| SUPPORT SERVICES SPECIALISTS (RSS)        | Expenditure        | 522,000                       | 642,203                       | 120,203                         | 1,043,800          | 1,103,800                       | 60,000                          |   |
|   | Income             | 0                             | 0                             | 0                               | 0                  | 0                               | 0                               |   |
| Portfolio Holder: <b>ClIr Peter Seib</b>  | <b>TOTAL</b>       | <b>522,000</b>                | <b>642,203</b>                | <b>120,203</b>                  | <b>1,043,800</b>   | <b>1,103,800</b>                | <b>60,000</b>                   |   |
| <b>TOTAL SUPPORTSERVICES SPECIALISTS</b>  | <b>Expenditure</b> | <b>755,065</b>                | <b>874,573</b>                | <b>119,508</b>                  | <b>1,506,460</b>   | <b>1,566,460</b>                | <b>60,000</b>                   |   |
|   | <b>Income</b>      | <b>0</b>                      | <b>0</b>                      | <b>0</b>                        | <b>0</b>           | <b>0</b>                        | <b>0</b>                        |   |
|   | <b>TOTAL</b>       | <b>755,065</b>                | <b>874,573</b>                | <b>119,508</b>                  | <b>1,506,460</b>   | <b>1,566,460</b>                | <b>60,000</b>                   |   |
| <b>TOTAL SUPPORT SERVICES</b>             | <b>Expenditure</b> | <b>3,837,710</b>              | <b>3,683,748</b>              | <b>(153,962)</b>                | <b>6,614,810</b>   | <b>6,674,780</b>                | <b>59,970</b>                   |   |



| Service with Elements |              | Year to date                     |                                  |                                    | Outturn Forecast   |                                    |                                       | Budget Holders' Comments on Variances to Profiled Budgets & Outturn<br><i>Accountants' Comments in Italics</i> |
|-----------------------|--------------|----------------------------------|----------------------------------|------------------------------------|--------------------|------------------------------------|---------------------------------------|--|
|                       |              | Budget to 30th<br>September<br>£ | Actual to 30th<br>September<br>£ | Variance to<br>30th September<br>£ | Annual Budget<br>£ | Expected Total<br>by Year End<br>£ | Variance<br>expected<br>31/03/21<br>£ |  |
|                       | Income       | (1,078,833)                      | (1,667,362)                      | (588,529)                          | (2,996,150)        | (2,605,680)                        | 315,470                               |  |
|                       | <b>TOTAL</b> | <b>2,758,877</b>                 | <b>2,016,386</b>                 | <b>(742,491)</b>                   | <b>3,618,660</b>   | <b>4,069,100</b>                   | <b>375,440</b>                        |  |
| <b>TOTAL SSDC</b>     | Expenditure  | 35,805,493                       | 31,558,071                       | (4,247,422)                        | 68,806,790         | 67,815,440                         | (991,350)                             |  |
|                       | Income       | (27,822,803)                     | (25,499,878)                     | 2,322,925                          | (53,258,970)       | (47,986,720)                       | 5,197,250                             |  |
|                       | <b>TOTAL</b> | <b>7,982,690</b>                 | <b>6,058,193</b>                 | <b>(1,924,497)</b>                 | <b>15,547,820</b>  | <b>19,828,720</b>                  | <b>4,205,900</b>                      |  |



## Appendix B

The following virements should be noted:

| <b>Value £</b> | <b>From</b>            | <b>To</b>                         | <b>Description</b>                   |
|----------------|------------------------|-----------------------------------|--------------------------------------|
| 4,650          | Car Parks              | Street Cleansing                  | Car Park maintenance                 |
| 4,320          | Learning & Development | Various                           | Allocation of training budget        |
| 2,270          | Horticulture           | Yeovil Recreation Centre          | Adjustment to budget                 |
| 770            | Transport              | Planning Policy                   | Amalgamation of budget               |
| 11,000         | Housing Standards      | Food Safety                       | HMO budget matched to salary post    |
| 7,500          | Learning & Development | Various                           | Allocation of training budget        |
| 3,200          | Public Offices         | Area Development                  | Rent for Yeovil Crime Reduction Team |
| 13,300         | S & C Case Officers    | Local Government Change Programme | Funding of post                      |

## Appendix C

### AREA RESERVES Quarter 2 2020/21

| Allocation of Reserves  | Approval Date | Approved Allocation | Balance 2020/21 | Transfer from Reserves during 2020/21 |
|---|---------------|---------------------|-----------------|---------------------------------------|
|   |               | £                   | £               | £                                     |
| <b>Area East</b><br><b>Balance B/fwd 1st April 2020</b>                     |               |                     | <b>-49,190</b>  |                                       |
| 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                                     |
| <b>Balance of reserve</b><br><b>Unallocated Balance 30th September 2020</b> |               |                     | <b>-3,460</b>   | <b>-49,190</b>                        |
| <b>Area North</b><br><b>Balance B/fwd 1st April 2020</b>                    |               |                     | <b>-23,900</b>  |                                       |
| Support towards progressing affordable rural housing schemes                | Mar-09        | 15,000              | 10,000          |                                       |
| Ham Hill National Heritage Lottery (NHLF) Project                           | Sep-20        | 5,000               | 5,000           |                                       |
| Totals  |               |                     | 15,000          | 0                                     |
| <b>Balance of reserve</b><br><b>Unallocated Balance 30th September 2020</b> |               |                     | <b>-8,900</b>   | <b>-23,900</b>                        |
| <b>Area West</b><br><b>Balance B/fwd 1st April 2020</b>                     |               |                     | <b>-46,220</b>  |                                       |
| Blackdown Hills AONB Somerset Connections Project                           | Sep-20        | 6,000               | 6,000           |                                       |
| Totals  |               |                     | 6,000           | 0                                     |
| <b>Balance of reserve</b><br><b>Unallocated Balance 30th September 2020</b> |               |                     | <b>-40,220</b>  | <b>-46,220</b>                        |

(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 2020:

| <b>Capital Reserves</b>                 | <b>Balance as at 01/07/2020</b> | <b>Movement</b> | <b>Balance as at 30/09/2020</b> |
|---|---------------------------------|-----------------|---------------------------------|
|   | <b>£'000</b>                    | <b>£'000</b>    | <b>£'000</b>                    |
| Usable Capital Receipts                 | -16,878                         | -15             | -16,893                         |
| Internal Borrowing Reserve              | -203                            | 0               | -203                            |
| <b>Total</b>                            | <b>-17,081</b>                  | <b>-15</b>      | <b>-17,096</b>                  |
|   |                                 |                 |                                 |
| <b>Revenue Reserves</b>                 | <b>Balance as at 01/07/2020</b> | <b>Movement</b> | <b>Balance as at 30/09/2020</b> |
|   | <b>£'000</b>                    | <b>£'000</b>    | <b>£'000</b>                    |
| Internal Borrowing Repayments           | -209                            | -112            | -321                            |
| Capital Reserve                         | -928                            | -164            | -1,092                          |
| 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        | -75                             | 0               | -75                             |
| Yeovil Refresh Reserve                  | -112                            | 0               | -112                            |
| IT Replacement Reserve                  | -10                             | 0               | -10                             |
| Insurance Fund                          | -50                             | 0               | -50                             |
| Transformation Reserve                  | -107                            | 6               | -101                            |
| Treasury Management Reserve             | -600                            | 0               | -600                            |
| Revenue Grants Reserve                  | -454                            | 1               | -453                            |
| Medium Term Financial Plan Support Fund | -3,277                          | 0               | -3,277                          |
| Council Tax/Housing Benefits Reserve    | -640                            | -165            | -805                            |
| Closed Churchyards Reserve              | -15                             | 0               | -15                             |
| Health Inequalities                     | -31                             | 0               | -31                             |
| 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                     | -83                             | -2              | -85                             |
| Waste Reserve                           | -100                            | 0               | -100                            |
| Community Housing Fund                  | -171                            | 0               | -171                            |
| Community Safety Reserve                | -68                             | 21              | -47                             |
| Housing & Homelessness Reserve          | -420                            | 0               | -420                            |
| Commercial Investment Risk Reserve      | -6,300                          | 0               | -6,300                          |
| Spatial Policy Reserve                  | -305                            | 0               | -305                            |
| YIC Maintenance Reserve                 | -40                             | 0               | -40                             |
| Climate Change Fund                     | -294                            | 0               | -294                            |
| Community Initiatives Reserve           | 0                               | -163            | -163                            |
| Local Government Change Reserve         | 0                               | -199            | -199                            |
| <b>Total Usable Reserves</b>            | <b>-21,756</b>                  | <b>-777</b>     | <b>-22,534</b>                  |

(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.



## 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

## 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. There are no current consultation documents.

## Background Papers

6. None.

## Appendix A - SSDC Executive Forward Plan

| Date of Decision               | Decision   | Portfolio   | Service Director                                 | Contact  | Committee(s)  |
|--------------------------------|--|---|--|--|---|
| December 2020<br>December 2020 | SSDC Scheme of Delegation                                      | Portfolio Holder - Protecting Core Services                           | Director Service Delivery                        | Barry James, Interim Planning Lead Specialist                  | District Executive<br>South Somerset District Council |
| 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                  | Update on the Medium Term Financial Plan                       | Portfolio Holder - Finance, Legal & Democratic Services               | Director Support Services                        | Jo Nacey, Section 151 Officer                                  | District Executive                                    |
| December 2020                  | Supporting Families and Improving Life Chances, project update | Portfolio Holder - Health & Well-Being                                | Director Service Delivery                        | Leigh Rampton, Lead Specialist (Communities)                   | District Executive                                    |
| December 2020                  | The Somerset Economy Recovery & Growth Plan                    | Portfolio Holder - Economic Development including Commercial Strategy | Director Commercial Services & Income Generation | Peter Paddon, Lead Specialist (Economy)                        | 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                                    |

| Date of Decision               | Decision   | Portfolio   | Service Director                                 | Contact   | Committee(s)  |
|--------------------------------|--|---|--|---|---|
| December 2020                  | Changes to the Regulation of Investigatory Powers Act 2000 (RIPA)            | Portfolio Holder - Finance, Legal & Democratic Services               | Director Place                                   | Paula Goddard, Specialist (Legal Services)            | District Executive                                    |
| December 2020<br>December 2020 | Council Tax Support Scheme 2021/22   | Portfolio Holder - Finance, Legal & Democratic Services               | Director Service Delivery                        | Sharon Jones, Customer Focussed Team Manager          | District Executive<br>South Somerset District Council |
| January 2021                   | The Octagon Theatre Redevelopment  | Portfolio Holder - Economic Development including Commercial Strategy | Director Commercial Services & Income Generation | Adam Burgan, Arts & Entertainment Manager             | District Executive                                    |
| January 2021                   | Recycle More - information on the extended recycling programme               | Portfolio Holder - Environment  | Director Commercial Services & Income Generation | Chris Cooper, Environment Services Manager            | District Executive                                    |
| January 2021                   | Somerset Waste Partnership Annual Report and Draft Business Plan 2020 - 2024 | Portfolio Holder - Environment  | Director Commercial Services & Income Generation | Chris Cooper, Environment Services Manager            | District Executive                                    |
| January 2021                   | Transformation Update  | Portfolio Holder - Strategy & Housing                                 | Director Strategy and Commissioning              | Kirsty Larkins, Director (Strategy and Commissioning) | District Executive                                    |

| Date of Decision | Decision  | Portfolio   | Service Director                                       | Contact  | Committee(s)  |
|------------------|---|---|--|--|---|
| January 2021     | Negotiation Strategy for Planning                         | Portfolio Holder - Protecting Core Services                           | Director Service Delivery                              | Barry James, Interim Planning Lead Specialist                  | District Executive                                    |
| January 2021     | Remote Meeting Protocol for SSDC                          | Portfolio Holder - Finance, Legal & Democratic Services               | Director Strategy and Commissioning                    | Angela Cox, Specialist (Democratic Services)                   | District Executive                                    |
| 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    | Council Plan 2021/22                                      | Portfolio Holder - Strategy & Housing                                 | Director Strategy and Commissioning                    | Kirsty Larkins, Director (Strategy and Commissioning)          | District Executive<br>South Somerset District Council |
| February 2021    | 2021/22 Revenue and Capital Budget                        | Portfolio Holder - Finance, Legal & Democratic Services               | Director Support Services<br>Director Support Services | Jo Nacey, Section 151 Officer                                  | District Executive<br>South Somerset District Council |
| February 2021    | Quarterly Corporate Performance Report                    | Portfolio Holder - Strategy & Housing                                 | Director Strategy and Commissioning                    | Cath Temple, Specialist (Performance)                          | District Executive                                    |
| March 2021       | 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                                    |

| Date of Decision | Decision  | Portfolio   | Service Director                    | Contact   | Committee(s)  |
|------------------|---|---|-------------------------------------|---|---|
| March 2021       | Leisure Operator Contract   | Portfolio Holder - Health & Well-Being                  | Director Service Delivery           | Lynda Pincombe, Specialist - Strategic Planning       | District Executive                                    |
| April 2021       | Annual review of the Regulation of Investigatory Powers Act 2000 (RIPA) | Portfolio Holder - Finance, Legal & Democratic Services | Director Place                      | Paula Goddard, Specialist (Legal Services)            | District Executive                                    |
| May 2021         | Capital & Revenue Budget Outturn reports for Quarter 4                  | Portfolio Holder - Finance, Legal & Democratic Services | Director Support Services           | Jo Nacey, Section 151 Officer                         | District Executive                                    |
| May 2021         | Quarterly Corporate Performance Report                                  | Portfolio Holder - Strategy & Housing                   | Director Strategy and Commissioning | Cath Temple, Specialist (Performance)                 | District Executive                                    |
| TBC              | Devolution in Somerset  | Portfolio Holder - Strategy & Housing                   | Chief Executive<br>Chief Executive  | Jan Gamon, Programme Director, Stronger Somerset      | District Executive<br>South Somerset District Council |
| TBC              | Proposals from the Planning Re-imagined Workshops                       | Portfolio Holder - Protecting Core Services             | Director Strategy and Commissioning | Kirsty Larkins, Director (Strategy and Commissioning) | District Executive                                    |
| TBC              | Allowenshay mains water connection                                      | Portfolio Holder - Health & Well-Being                  | Director Support Services           | Tim Cook, Locality Team Manager                       | District Executive                                    |





## **Date of Next Meeting**

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

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