South Somerset District Council

South Somerset District Council

Request for Capital

Capital Request No: **2021-01**

Capital Name: **Online Form Building Package (SX)**

Date Created **18/11/2020**
Document Version: **1.1**
Author: **Toffer Beattie**

1 Purpose of Request

To procure a form building package for use across the council.

2 Objectives

Currently we use either Civica or Umbraco to build forms for our websites and portals. Both have limitations, and need a relatively high level of digital skills to use effectively. A commercially available e-form package has been identified that is considerably easier to use, is more flexible in its application and, since it is developed by the same company that we will be using to deploy Robotic Process Automation, will be fully compatible with this future capability.

3 Constraints and Decisions

There are no constraints, but the deployment of FX will enhance the development of our RPA capability.

Price: A budget of £18,000 is requested following soft market engagement. The vendor is giving us FOC access during the RPA Pilot to fully test capability.

4 Interfaces

This procurement would benefit the RPA pilot and would provide a valuable new tool for the council, but there are no critical dependencies or interfaces.

5 Measures of Success

- Improvement in quality of customer facing forms.
- Ease of creating new forms or amending existing forms.

6 Anticipated Benefits

- Improved customer satisfaction due to reduced applications turnaround time.
- Improved ability to amend existing forms due to factors such as changes in legislation.
- Increased speed of producing and amending forms – particularly useful for emergency applications (e.g. Covid).

7 Options Discounted

Do Nothing.

8 Key Information Summary

8.1	**Expected Duration Of Work**	
	Start Date:	TBD
	Other Key Milestones with Dates:	Full demonstration by supplier FY 20/21
	Expected Completion Date:	Q1 22/23

8.2	**Estimate of Officer Time Required: -**			
	Officer's Name	**Estimate of Officer hrs**	**Officer available? Y/N**	**Agreement of Officer? Y/N**
	Lead Specialist ICT Specialist ICT Case Officers	TBD TBD TBD	Yes Yes Yes	
	Are there any impacts on property?	N/A		
	Are there any impacts on IT systems?	Yes, these have been factored into the bid.		
	Are there any environmental impacts?	NO		
	Have you appropriately considered all Equality issues?	Yes		

8.3	**Risk Assessment**	
	Risk	**Steps taken to mitigate Risk**
	Unforeseen technical difficulties	Test deployments before acceptance. Trial of the product prior to purchase.
	Lack of capacity to create forms	Train and upskill business users as well as digital team

9 Financial Investment

9.1	**Total Costs and Funding**		
		Funding Body	**£' 000**
	SSDC Capital: -	District Executive Area Committees	18
	Other Sources: - - Grants		
	Total Capital Cost		**18**

9.2	**Breakdown of main areas of cost**					
		2021/22 £'000	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	FX EForms	18				
	Totals	**18**				

9.3	**External funds to be received**						
		Secured? Y/N	**2021/22 £'000**	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	List here						
	Totals						

9.4	**Revenue Implications of Capital scheme**						
		Cost Centre	**2021/22 £'000**	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	Loss of interest @ 2.0%	FT922	0.36				
	(Savings in expenditure)						
	Revenue Costs by Individual Budget: (List)			18	18	18	18
	Revenue Income						
	Total Revenue Expenditure / (Net saving)		**0.36**	**18**	**18**	**18**	**18**
	Cumulative		**0.36**	**18.36**	**36.36**	**54.36**	**72.36**

9.5	**Whole Life Costing**	
	Estimated useful life of asset (years)	5+
	Total Revenue Costs Year 1 to 5	72k
	Annual Revenue Cost after year 5	18k
	Total cost over whole life of asset	**108k+**

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

South Somerset District Council

South Somerset District Council

Request for Capital

Capital Request No: **2021-02**

Capital Name: **Meeting Room AV Upgrade**

Date Created **18/22/2020**
Document Version: **1.1**
Author: **Deborah Russell**

1 Purpose of Request

In light of the Covid19 Pandemic and associated new working practices there is a requirement to upgrade the Meeting Rooms and Council Chamber Audio Visual systems in Brympton Way to become compatible with new digital systems such as Microsoft Teams and Zoom etc.

2 Objectives

In the past meeting rooms in council offices have been used primarily in scenarios where all or most meeting attendees have been in the room. There has been relatively poor provision for the inclusion of remote participants who have generally joined by voice only and have not benefited from the interactive dimension of meetings. Similarly, public meetings (e.g. planning, DX, scrutiny etc) have been accessible only to those who have been able to attend in person. Post Covid this state of affairs will not be acceptable; we have become used to the freedom and flexibility that forced remote working has introduced us to; and continuing health security measures are likely to impact on how we use the workplace for some time to come. Going forward meeting rooms will have to be configured to enable collaboration with remote participants as much as they are to enable the physical meeting in one space.

To allow for the right virtual/physical mix the rooms in Brympton Way should include audio and video capability and maximise partnership working and allow internal and external attendees to video or teleconference as required. We need to upgrade the Audio Visual equipment in the Council Chamber to ensure compatibility with new digital applications being rolled out across the estate and to ensure agile/remote working and video conference works to an optimal level.

The ability to connect, charge devices, display presentations and documentation on screen, with robust audio facility and video and teleconference capability are required to ensure continuity of service and future proof the property for delivery of the digital strategy and meeting our strategic objectives.

3 Constraints and Decisions

Physical Infrastructure in the premises, power outlets, ports, network bandwidth and WiFi coverage.

4 Interfaces

Internal network, WiFi, Digital Desktop Applications (Teams, Skype, PowerPoint)
Property Management Team.

5 Measures of Success

- Secure agnostic solution that is accessible to majority of devices both internally and externally
- Interface with Microsoft Teams, Zoom, Skype for Business etc.

6 Anticipated Benefits

- More robust AV system.
- Better quality calls and VCs.
- Higher level of security.
- Enhanced Agile working experience.

7 Options Discounted

N/A

8 Key Information Summary

8.1	**Expected Duration Of Work**			
	Start Date:	TBD		
	Other Key Milestones with Dates:	TBD		
	Expected Completion Date:	TBD		
8.2	**Estimate of Officer Time Required: -**			
	Officer's Name	**Estimate of Officer hrs**	**Officer available? Y/N**	**Agreement of Officer? Y/N**
	1 Digital Infrastructure Specialist 1 Supplier Relationship Manager 1 Security Specialist 1 Strategy and Architecture Specialist 2 x Case Officers?	TBD TBD TBD TBD TBD	Y Y Y Y TBD	Y Y Y Y TBD
	Are there any impacts on property?	Requirement to ensure enough electrical infrastructure in place.		
	Are there any impacts on IT systems?	Systems need to be compatible with existing Digital application.		
	Are there any environmental impacts?	N/A.		
	Have you appropriately considered all Equality issues?	N/A.		
8.3	**Risk Assessment**			
	Risk	**Steps taken to mitigate Risk**		
	Risk Building infrastructure not in place to support changes Risk that system does not comply with Government Security model	Site survey by 3rd party Liaise with Security and Compliance to ensure solution remains fit for purpose		

9 Financial Investment

9.1	**Total Costs and Funding**		
		Funding Body	**£' 000**
	SSDC Capital: -	District Executive Area Committees	50
	Other Sources: - - Grants		
	Total Capital Cost		**50**

9.2	**Breakdown of main areas of cost**					
		2021/22 £'000	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	Display equipment	10				
	Audio equipment	10				
	Software to merge physical and virtual webcast	20				
	Charging	5				
	Connectivity	5				
	Totals	**50**				

9.3	**External funds to be received**						
		Secured? Y/N	**2021/22 £'000**	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	List here						
	Totals						

9.4	**Revenue Implications of Capital scheme**						
		Cost Centre	**2021/22 £'000**	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	Loss of interest @ 2.0%	FT922	1				
	(Savings in expenditure)						
	Revenue Costs by Individual Budget: (List)						
	Revenue Income						
	Total Revenue Expenditure / (Net saving)		**1**				
	Cumulative		1				

9.5	**Whole Life Costing**	
	Estimated useful life of asset (years)	10
	Total Revenue Costs Year 1 to 5	
	Annual Revenue Cost after year 5	
	Total cost over whole life of asset	

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

South Somerset District Council

South Somerset District Council

Request for Capital

Capital Request No: **2021-03**

Capital Name: **Private Sector Housing Grants**

Date Created **19/11/20**
Document Version: **1.1**
Author: **Vicki Dawson**

1 Purpose of Request

To seek funding of £60,000 to continue to provide Private Sector Housing Grants in 2020/21 across the district.

The provision of Private Sector Housing Grants has comprised part of the councils capital programme for many years and this bid is made in order to continue to fund this vital work.
£60,000 is requested towards expenditure on Houses in Multiple Occupation (HMO) Grants. This is in line with funding for the last couple of years. Grants are provided under the provisions of the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002.
Usually funding is also requested to support Home Repair Grants and Empty property grants. However due to the pandemic and a combination of being unable to visit along with additional duties taking priority, the allocation for the current year has not been spent and so this will be carried forward for the coming year. No additional funding is therefore requested for these grants.

2 Objectives

The aims in providing grant assistance are to help ensure decent housing standards across South Somerset, and to improve poor housing conditions in order to improve the health of local residents. This aligns directly with one of the priorities of the Somerset Housing Strategy 2019 – 2023 which is to achieve:

- A healthy living environment with secure and decent homes that fosters independent living within strong communities

This work also strongly supports the Council Plan 2020– 24 on both the theme for Places Where We Live and Environment. In particular the following areas of focus, which are:

- Match lifelong independent living with appropriate property solutions

- Implement the Environment Strategy action plan, in its aim of reducing carbon emissions across the district.

3 Constraints and Decisions

These grants have been provided for many years, and the infrastructure, resources and expertise to deliver them is in place. 2020-21 has continued to see demand in particular for HMO grants as more have required improvements as they fall into licensing requirements. Covid restrictions have caused some constraints since March but the team have worked out ways of remote surveying and limited contact to enable essential work to continue.

4 Interfaces

A change in legislation in Oct 2018 required increased numbers of HMO landlords to apply for a licence. Once a licence is granted, landlords must comply with the conditions of a licence. Officers are continuing to work with landlords to ensure properties are up to the requisite standard, and the ability to provide some grant aid has assisted this process. Further funding will ensure this support can continue and the standards of HMO's across the district will improve as a result.

The Councils Environment Strategy set out ambitious targets to reduce carbon emissions across the district by 2030. Helping in the provision of energy efficiency measures and thus reduction in use of fossil fuels will contribute to this target.

5 Measures of Success

Success will be measured by the number of properties improved as result of grant funding, and the amount spent of the funding awarded. It is difficult to state the number of expected improved properties as the level of grant varies depending on works required, however based on previous years we would expect around 20 HMOs to be improved.

6 Anticipated Benefits

Providing funding for Private Sector Housing Grants has been successful in helping deliver the Councils housing priorities and supporting the regulatory work of the private sector housing team over many years.

Houses in Multiple Occupation Grants (HMOs) - £60,000

HMOs provide an essential and affordable form of housing, often to young and immigrant communities. This tenure category is likely to see increasing demand as a result of pressures from the pandemic. It has traditionally been a tenure of housing that suffers poorer standards. HMO grants ensure basic safety and amenity standards are met. Any grant will only cover a proportion of the cost of any works required and thus act as an incentive to encourage landlords to bring properties in the sector up to a decent standard. It can be argued that as landlords are businessmen, they should pay all the costs of upgrading their HMOs themselves. However, in South Somerset we have always found that by providing small HMO grants landlords are encouraged to come forward and bring their properties up to standard. Offering these grants does not undermine the regulation of these properties and enforcement action will continue be taken wherever necessary.

7 Options Discounted

There is no other option to source funding for these grants. They are not mandatory, but have been provided for many years to deliver the priorities of the council and support the work of the Somerset Strategic Housing Partnership. Regulation of the private rented sector would still continue, however, improvement of HMOS would not be supported.

8 Key Information Summary

8.1	**Expected Duration Of Work**			
	Start Date:	April 2021		
	Other Key Milestones with Dates:			
	Expected Completion Date:	March 2022		
8.2	**Estimate of Officer Time Required: -**			
	Officer's Name	**Estimate of Officer hrs**	**Officer available? Y/N**	**Agreement of Officer? Y/N**
	Lead Specialist Environment Specialist EH Case officer service delivery	Split between all the officers 2.0 FTE	Y Y Y	N/A N/A N/A
	Are there any impacts on property?	N/A		
	Are there any impacts on IT systems?	N/A		

	Are there any environmental impacts?	Many of the grant works will serve to improve energy efficiency and hence reduce energy usage. Where possible environmentally aware contractors will be used.
	Have you appropriately considered all Equality issues?	Poor quality accommodation particularly in relation to shared HMO properties can significantly impact on those from protected characteristic groups Improving substandard housing will improve conditions for all, but especially for the most vulnerable

8.3	**Risk Assessment**	
	Risk	**Steps taken to mitigate Risk**
	The only real risk associated with this area of expenditure is that the building contractors fail to finish the work on time and the funding allocated is not spent as planned. This has been a problem in the past.	All schemes are closely monitored to try and ensure that this does not happen.

9 Financial Investment

9.1	**Total Costs and Funding**		
		Funding Body	**£' 000**
	SSDC Capital: -	District Executive Area Committees	60
	Other Sources: - - Grants		
	Total Capital Cost		**60**

9.2	**Breakdown of main areas of cost**						
		2021/22 £'000	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	HMO Grants	60				
	Totals	**60**				

9.3	**External funds to be received**						
		Secured? Y/N	**2021/22 £'000**	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	N/A		0				
	Totals		**0**				

9.4	**Revenue Implications of Capital scheme**						
		Cost Centre	**2021/22 £'000**	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	Loss of interest @ 2.0%	FT922	3.6				
	(Savings in expenditure)						
	Revenue Costs by Individual Budget: (List)						
	Revenue Income						
	Total Revenue Expenditure / (Net saving)		**3.6**				
	Cumulative		**3.6**				

9.5	**Whole Life Costing**	
	Estimated useful life of asset (years)	N/A
	Total Revenue Costs Year 1 to 5	N/A
	Annual Revenue Cost after year 5	N/A
	Total cost over whole life of asset	**N/A**

9.6	**VAT Implications**
	Based on the current information provided to us, the VAT is recoverable on this project as the future activity is non business.

South Somerset District Council

South Somerset District Council

Request for Capital

Capital Request No: **2021-04**

Capital Name: **Prigg Lane, Garage Roof Renewal**

Date Created **02/10/2020**
Document Version: **1.0**
Author: **Dan Bennett**

1 Purpose of Request

SSDC own nine lock up garages at Prigg Lane, South Petherton. The garages are let at a sub market rent reflecting their poor general condition. This report seeks approval to re-roof seven of the garages, following a successful pilot project to refurbish two of the garages last year.

2 Objectives

For SSDC to bring the condition of the garages up to a level that will allow a market rent to be charged and the void garages to be re-let.

3 Constraints and Decisions

There are no further decisions or planning consents required for this work. The trial project re roofed two garages last year that had been empty for a significant period of time. The improvement in the general condition of the garages allowed a higher rent to be charged without question.

4 Interfaces

There are no interfaces with other SSDC projects.

5 Measures of Success

1) Completion of the work to a good standard.
2) Securing lettings on the void garages.
3) Allowing the existing tenants to transition to a higher rent level.

6 Anticipated Benefits

The main benefit will be the reduction of liabilities for SSDC. The existing roofs are covered with an asbestos containing material supported on rotten timber joists. An unexpected collapse of the roof could lead to a significant liability for asbestos removal and compensation for damage to tenant's vehicles.

7 Options Discounted

Option a) – ignore situation
Option b) – demolish garages
Option a) was discounted for reasons of liability and reputational risk, option b) was discounted because a demand exists for garages in this location, and the letting of the garages financially outperforms other uses of the site.

8 Key Information Summary

8.1	**Expected Duration Of Work**	
	Start Date:	April 2021
	Other Key Milestones with Dates:	n/a
	Expected Completion Date:	May 2021

8.2	**Estimate of Officer Time Required: -**			
	Officer's Name	**Estimate of Officer hrs**	**Officer available?**	**Agreement of Officer?**
	Dan Bennett	20	Y	Y
	Are there any impacts on property?	The project can be resourced from within the property team. The project enhances part of the property portfolio, whilst minimising future liabilities.		
	Are there any impacts on IT systems?	No		
	Are there any environmental impacts?	The project would remove a known carcinogen from the garages and replace with a safer alternative. All asbestos disposal would be through licenced contractors.		
	Have you appropriately considered all Equality issues?	None identified		

8.3	**Risk Assessment**	
	Risk	**Steps taken to mitigate Risk**
	This is a straightforward project that will entail a) a survey, b) a specification of works, c) a tender or competitive quotation exercise	The project will be managed by an experienced project manager from start to finish

9 Financial Investment

9.1	**Total Costs and Funding**		
		Funding Body	**£' 000**
	SSDC Capital: -	District Executive Area Committees	10
	Other Sources: - - Grants		
	Total Capital Cost		**10**

9.2	**Breakdown of main areas of cost**					
		2021/22 £'000	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	Building work	10				
	Totals	**10**				

9.3	**External funds to be received**						
		Secured? Y/N	**2021/22 £'000**	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	N/A						
	Totals						

9.4	**Revenue Implications of Capital scheme**						
		Cost Centre	**2021/22 £'000**	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	Loss of interest @ 2.0%	FT922	0.2				
	(Savings in expenditure)						
	Revenue Costs by Individual Budget: (List)						
	Revenue Income						
	Total Revenue Expenditure / (Net saving)		**0.2**				
	Cumulative		0.2				

9.5	**Whole Life Costing**	
	Estimated useful life of asset (years)	30 years
	Total Revenue Costs Year 1 to 5	N/A
	Annual Revenue Cost after year 5	N/A
	Total cost over whole life of asset	**N/A**

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

South Somerset District Council

South Somerset District Council

Request for Capital

Capital Request No: **2021-05**

Capital Name: **Chard Business Park, Roadway Adoption**

Date Created **01/10/2020**
Document Version: **1.1**
Author: **Dan Bennett**

1 Purpose of Request

SSDC have an historic obligation at Chard Business Park to construct a roadway and have it adopted by County Council. The roadway was constructed in the early 1990's, but the adoption process was not completed. The roadway gives access to farmland, which now has planning consent for 300 new homes. The S106 agreement contains provisions to have this roadway adopted and the land-owner is now reverting to SSDC to discharge this obligation. Additional works have also been identified on adjacent SSDC owned roads regarding defective street lighting. This has been an unresolved issue for some years and is logical to tie into the same scheme of works.

2 Objectives

For SSDC to bring the roadway up to an adoptable standard and complete the legal process of adoption in a timely manner. To renew the defective street lighting on adjacent SSDC owned roadway.

3 Constraints and Decisions

DX approved the funding to undertake the required survey and investigation works to the roadway at their September meeting. When costs are established DX will be presented with a paper recommending that the expenditure is made. This is likely to be early in the New Year.

4 Interfaces

There are no interfaces with other SSDC projects, however the timings of the delivery will need to be defined within the S106 agreement covering the development.

5 Measures of Success

The completion of the adoption process and the acceptance of the roadway by County Council will be the measure of success. There are also several outstanding complaints regarding the defective street lighting elsewhere on the business park. Our policy to date has been to remove defective street lights, however this has now created a situation where the lack of lighting is generating complaints.

6 Anticipated Benefits

There are few benefits to SSDC from completing this historic obligation, however once the works are complete and the adoption is agreed by County Council we will no longer be responsible for the future maintenance liabilities of the roadway. The replacement of lighting elsewhere on the estate will also remove an ongoing liability to SSDC. We have the opportunity to specify a low energy type of lighting here, potentially reducing future energy use.

7 Options Discounted

Option a) – ignore situation
Option b) – challenge the historic obligation
Both these options were discounted on the grounds of reputational risk and excessive legal costs.

8 Key Information Summary

8.1	**Expected Duration Of Work**	
	Start Date:	April 2021

	Other Key Milestones with Dates:	n/a
	Expected Completion Date:	May 2021

8.2	**Estimate of Officer Time Required: -**			
	Officer's Name	**Estimate of Officer hrs**	**Officer available?**	**Agreement of Officer?**
	Dan Bennett	100	Y/~~N~~	Y/~~N~~
	Are there any impacts on property?	The only impact on the property team will be the officer time to deliver the project. There are enough other projects being delivered by officers in Chard to ensure that this project can be accommodated around them.		
	Are there any impacts on IT systems?	No		
	Are there any environmental impacts?	There are limited environment impacts identified from the project		
	Have you appropriately considered all Equality issues?	No equality issues identified		

8.3	**Risk Assessment**	
	Risk	**Steps taken to mitigate Risk**
	The significant risk here is around the non-completion of the project and the potential enforcement of the terms of the obligation through legal channels. The works will be put to competitive tender.	The project is being managed by an experienced project manager. The tender process should ensure that we pay a market rate for the works.

9 Financial Investment

9.1	**Total Costs and Funding**		
		Funding Body	**£' 000**
	SSDC Capital: -	District Executive Area Committees	125
	Other Sources: - - Grants		
	Total Capital Cost		**125**

9.2	**Breakdown of main areas of cost**					
		2021/22 £'000	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	Roadway Adoption	125				
	Totals	**125**				

9.3	**External funds to be received**						
		Secured? Y/N	**2021/22 £'000**	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	List here		0				
	Totals		**0**				

9.4	**Revenue Implications of Capital scheme**						
		Cost Centre	**2021/22 £'000**	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	Loss of interest @ 2.0%	FT922	2.5				
	(Savings in expenditure)						
	Revenue Costs by Individual Budget: (List)						
	Revenue Income						
	Total Revenue Expenditure / (Net saving)		**2.5**				
	Cumulative		2.5				

9.5	**Whole Life Costing**	
	Estimated useful life of asset (years)	Asset will be transferred to SCC on completion, with the exception of the new street lighting on adjoining streets that will remain with SSDC. The specification of a long life, low maintenance product should provide a minimum 25 year working life.
	Total Revenue Costs Year 1 to 5	
	Annual Revenue Cost after year 5	
	Total cost over whole life of asset	

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

South Somerset District Council

South Somerset District Council

Request for Capital

Capital Request No: **2021-06**

Capital Name: **Access Easement, Stoke Sub Hamdon**

Date Created **02/10/2020**
Document Version: **1.0**
Author: **Dan Bennett**

1 Purpose of Request

The Property Team have identified a site in Stoke Sub Hamdon that could support a single detached dwelling. A planning application has been submitted and a favourable result is expected shortly. This report seeks capital funding to unlock an access easement over 3rd party land to the development site.

2 Objectives

For SSDC to bring the development plot to the market with an access easement already in place.

3 Constraints and Decisions

The site has constrained access. This is currently achieved through an SSDC public car park, which is unsuitable for a dwelling. An alternative access can be achieved over land owned by Yarlington Housing Group.

4 Interfaces

There are no interfaces with other SSDC projects.

5 Measures of Success

The grant of planning consent, the grant of an access easement and the ultimate sale of the site. The costs expended in obtaining the easement will be recovered through the sale of the site.

6 Anticipated Benefits

The site is currently unmaintained and subject to occasional fly tipping. Clearing the site of the accumulated fly tipping and overgrowth cost in the region of £3000. In addition to the reduction of ongoing liabilities the site has the potential to generate a capital receipt in the region of £80,000.

7 Options Discounted

Option a) – attempt planning with an access through a public car park, which would likely result in a planning refusal
Option b) – leave the site as waste ground and accept the ongoing liability.
Both options discounted as they did not represent any improvement on the status quo.

8 Key Information Summary

8.1	**Expected Duration Of Work**			
	Start Date:	April 2021		
	Other Key Milestones with Dates:	n/a		
	Expected Completion Date:	September 2021		
8.2	**Estimate of Officer Time Required: -**			
	Officer's Name	**Estimate of Officer hrs**	**Officer available?**	**Agreement of Officer?**
	Dan Bennett	25	Y	Y

	Are there any impacts on property?	The only impact on the property team will be the officer time to deliver the project. The loss of the land from the portfolio both reduces the ongoing liability and generates a capital receipt. The land is non-strategic/non-operational.
	Are there any impacts on IT systems?	No
	Are there any environmental impacts?	There are limited environment impacts identified from the project
	Have you appropriately considered all Equality issues?	No equality issues identified

8.3	**Risk Assessment**	
	Risk	**Steps taken to mitigate Risk**
	Failing to secure an access easement would render the site inaccessible and adversely affect the market value	An early dialogue was opened with Yarlington Housing Group to ensure that an access easement was likely to be granted.

9 Financial Investment

9.1	**Total Costs and Funding**		
		Funding Body	**£' 000**
	SSDC Capital: -	District Executive Area Committees	20
	Other Sources: - - Grants		
	Total Capital Cost		**20**

9.2	**Breakdown of main areas of cost**						
		2021/22 £'000	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	Access Easement	20				
	Totals	**20**				

9.3	**External funds to be received**						
		Secured? Y/N	**2021/22 £'000**	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	N/A						
	Totals						

9.4	**Revenue Implications of Capital scheme**						
		Cost Centre	**2021/22 £'000**	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	Loss of interest @ 2.0%	FT922	0.4				
	(Savings in expenditure)						
	Revenue Costs by Individual Budget: (List)						
	Revenue Income						
	Total Revenue Expenditure / (Net saving)		**0.4**				
	Cumulative		**0.4**				

9.5	**Whole Life Costing**	
	Estimated useful life of asset (years)	Asset will be sold on open market on completion of easement
	Total Revenue Costs Year 1 to 5	
	Annual Revenue Cost after year 5	
	Total cost over whole life of asset	

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

South Somerset District Council

South Somerset District Council

Request for Capital

Capital Request No: **2021-07**

Capital Name: **Demolition of toilets, West Street, Crewkerne**

Date Created **20/11/20**
Document Version: **1.1**
Author: **Rebecca McElliott**

1 Purpose of Request

SSDC own a former public convenience in West Street car park, Crewkerne. The facilities were closed in 2005. Crewkerne Town Council leased the building from SSDC for £950 per annum between 2007 and 2018. The building has been vacant since 2018. The purpose of the request is for funding to demolish the building and create three additional car parking spaces in the car park.

2 Objectives

The objectives are to demolish a building that is an ongoing maintenance liability and create additional car parking spaces that will produce an income. The building is not held for any strategic purposes, does not produce an income, is an ongoing liability and does not meet the commercial strategy target net initial yield of 7%. In line with the commercial strategy, this project forms part of the rationalisation of the property portfolio.

3 Constraints and Decisions

Shortage of officer time would provide a constraint to the project in terms of timescales. Unable to find a contractor to carry out the work. No impact on other projects as it will require minimal officer time.

4 Interfaces

None.

5 Measures of Success

Demolition of building and increased income from car park due to increase in spaces.

6 Anticipated Benefits

Reduce expenditure on maintenance and security. Efficiency saving on staff time to manage the property. Increase in car park income through the creation of additional spaces. Value for money will be achieved by obtaining three quotes for the work to demolish building and create additional parking spaces.

7 Options Discounted

Consideration was given to re-letting the building or disposal by sale. Discounted because building is in poor condition, different levels internally, significant investment required to re-let. Disposal would create a need to provide an easement over SSDC car park to a third party which is undesirable.

8 Key Information Summary

8.1	**Expected Duration Of Work**	
	Start Date:	May 2021
	Other Key Milestones with Dates:	N/A
	Expected Completion Date:	

8.2	**Estimate of Officer Time Required: -**			
	Officer's Name	**Estimate of Officer hrs**	**Officer available? Y/N**	**Agreement of Officer? Y/N**
	Property specialist	8	Y	Y
	Are there any impacts on property?	Yes – overseeing the project. Instructing demolition contractor and contractor to create additional car parking spaces.		
	Are there any impacts on IT systems?	No		
	Are there any environmental impacts?	No		
	Have you appropriately considered all Equality issues?	N/A		

8.3	**Risk Assessment**	
	Risk	**Steps taken to mitigate Risk**
	No member support	Members consulted and no objections received
	Unable to find a contractor to carry out the work	Three quotes requested prior to project commencing – two received and awaiting one more

9 Financial Investment

9.1	**Total Costs and Funding**		
		Funding Body	**£' 000**
	SSDC Capital: -	District Executive Area Committees	20
	Other Sources: - - Grants		
	Total Capital Cost		**20**

9.2	**Breakdown of main areas of cost**					
		2021/22 £'000	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	Demolition of building and making good – creation of car parking spaces	20				
	Totals	**20**				

9.3	**External funds to be received**						
		Secured? Y/N	**2021/22 £'000**	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	N/A						
	Totals	**No**					

9.4	**Revenue Implications of Capital scheme**						
		Cost Centre	**2021/22 £'000**	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	Loss of interest @ 2.0%	FT922	0.4				
	(Savings in expenditure)						
	Revenue Costs by Individual Budget: (List)						
	Revenue Income						
	Total Revenue Expenditure / (Net saving)		**0.2**				
	Cumulative		0.2				

9.5	**Whole Life Costing**	
	Estimated useful life of asset (years)	N/A
	Total Revenue Costs Year 1 to 5	
	Annual Revenue Cost after year 5	
	Total cost over whole life of asset	**N/A**

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

South Somerset District Council

South Somerset District Council

Request for Capital

Capital Request No: **2021-08**

Capital Name: **Footbridge Assessment & Works**

Date Created **20/11/2020**
Document Version: **1.1**
Author: **Robert Orrett / Ian Case**

1. Purpose of Request

A number of bridges across the district that fall under SSDC ownership. These are mostly timber structures but the large ones have steel beams. The first stage would be to appoint consultant engineers to carry out a structural assessment for each bridge and identify a planned renewal programme and budget.

2. Objectives

The project objectives link to the Council Plan 2020-24 as follows:-

Protecting Core Services:

Deliver a high quality, effective and timely service to our customers and communities.

Healthy, Self-reliant Communities:

Enable quality, cultural, leisure and sport activities.

3. Constraints and Decisions

Risks of bridge assets depreciating to unacceptable extent; impact of unscheduled reactive renewals and repairs; Access limitations.

4. Interfaces

None.

5. Measures of Success

Avoiding interruptions to use of bridges and spaces. Planned programme of maintenance and repair.

6. Anticipated Benefits

Optimum economic life for bridges. Uninterrupted access for use and safe crossing of watercourses.

7. Options Discounted

No action.

8. Key Information Summary

8.1	**Expected Duration Of Work**	
	Start Date:	April 2021
	Other Key Milestones with Dates:	
	Expected Completion Date:	March 2023

8.2	**Estimate of Officer Time Required: -**			
	Officer's Name	**Estimate of Officer hrs**	**Officer available? Y/N**	**Agreement of Officer? Y/N**
	Specialist – Asset Management	30	Y	Y
	Case Officer	10	Y	Y

	Are there any impacts on property?	Some operational disruption.
	Are there any impacts on IT systems?	None
	Are there any environmental impacts?	None believed at this stage.
	Have you appropriately considered all Equality issues?	Access restrictions could cause and Equality issue.

8.3	**Risk Assessment**	
	Risk	**Steps taken to mitigate Risk**
	The usual procurement risks would apply.	Ensure specialist engineers are procured together with an appropriately experienced contractor with experienced officers carrying out design and feasibility checks.

9 Financial Investment

9.1	**Total Costs and Funding**		
		Funding Body	**£' 000**
	SSDC Capital: -	District Executive	40
	Other Sources: - - Grants		
	Total Capital Cost		**40**

9.2	**Breakdown of main areas of cost**					
		2021/22 £'000	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	SSDCs share of project	10	30			
	Totals	**10**	**30**			

9.3	**External funds to be received**						
		Secured? Y/N	**2021/22 £'000**	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	Not Applicable						
	Totals						

9.4	Revenue Implications of Capital scheme						
		Cost Centre	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000
	Loss of interest @ 2.0%	FT922	0.2	0.6			
	(Savings in expenditure)						
	Revenue Costs by Individual Budget: (List)		5	5	5	5	5
	Revenue Income						
	Total Revenue Expenditure / (Net saving)		**5.2**	**5.6**			
	Cumulative		**5.2**	**10.8**	**15.8**	**20.8**	**25.8**

9.5	Whole Life Costing	
	Estimated useful life of asset (years)	30 years
	Total Revenue Costs Year 1 to 5	A budget needs to be allocated for inspection / maintenance costs – Say £5k per annum
	Annual Revenue Cost after year 5	As above
	Total cost over whole life of asset	**£150k**

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

South Somerset District Council

South Somerset District Council

Request for Capital

Capital Request No: **2021-09**

Capital Name: **Rowan Way – Embankment Landslip**

Date Created **20/11/2020**
Document Version: **1.1**
Author: **Robert Orrett / Ian Case**

1. Purpose of Request

A section of steep embankment on SSDC open space land has slipped down to impinge into the fence and garden of the adjoining residential property in Rowan Way, Yeovil. Assessments are in hand to scope the structural design and evaluate drainage implications. This needs to be followed by implementation of remedial works to restore stability to the bank.

2. Objectives

The project objectives link to the Council Plan 2020-24 as follows:-

Protecting Core Services:

Deliver a high quality, effective and timely service to our customers and communities.

3. Constraints and Decisions

Continued impact on the resident and risk of further land slips. Significantly constrained site, preventing use of conventional plant for this type of operation restricting design and construction options.

4. Interfaces

None.

5. Measures of Success

Project carried out with minimal disruption in a much restricted working environment.

6. Anticipated Benefits

Stability of this section of the embankment preventing further collapses.

7. Options Discounted

No action.

8. Key Information Summary

8.1	**Expected Duration Of Work**			
	Start Date:	April 2021		
	Other Key Milestones with Dates:			
	Expected Completion Date:	September 2021		
8.2	**Estimate of Officer Time Required: -**			
	Officer's Name	**Estimate of Officer hrs**	**Officer available? Y/N**	**Agreement of Officer? Y/N**
	Specialist – Asset Management	30	Y	Y
	Case Officer	10	Y	Y
	Are there any impacts on property?	Some operational disruption.		
	Are there any impacts on IT systems?	None		

	Are there any environmental impacts?	Potentially as the area of open space is a designated area. However, we have carried out an ecological study and are aware of any constraints.
	Have you appropriately considered all Equality issues?	Yes - None

8.3	**Risk Assessment**	
	Risk	**Steps taken to mitigate Risk**
	This project addresses the local collapse behind 80 Rowan Way. The steep embankment is behind numerous properties. At this stage the full design is not known but is thought to consist of one realistic option in the use of gabion baskets. If this is not suitable then other options with significant cost options would need to be considered. . The usual procurement risks would apply.	Ensure specialist engineers are procured together with an appropriately experienced contractor with experienced officers carrying out design and feasibility checks. A site inspection has not revealed any other evidence of slippage and it looks to be a localised area.

9 Financial Investment

9.1	**Total Costs and Funding**		
		Funding Body	**£' 000**
	SSDC Capital: -	District Executive	50
	Other Sources: - - Grants		
	Total Capital Cost		**50**

9.2	**Breakdown of main areas of cost**						
		2021/22 £'000	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	SSDCs share of project	50				
	Totals	**50**				

9.3	**External funds to be received**						
		Secured? Y/N	**2021/22 £'000**	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	N/A						
	Totals						

9.4	Revenue Implications of Capital scheme						
		Cost Centre	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000
	Loss of interest @ 2.0%	FT922	1.0				
	(Savings in expenditure)						
	Revenue Costs by Individual Budget: (List)						
	Revenue Income						
	Total Revenue Expenditure / (Net saving)		**1.0**				
	Cumulative		1.0				

9.5	Whole Life Costing	
	Estimated useful life of asset (years)	50 years
	Total Revenue Costs Year 1 to 5	None
	Annual Revenue Cost after year 5	None
	Total cost over whole life of asset	

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

South Somerset District Council

South Somerset District Council

Request for Capital

Capital Request No:	**2021-10**
Capital Name:	**West Hendford Car Park – Crime Reduction Improvements**

Date Created	**20/11/2020**
Document Version:	**1.1**
Author:	**Robert Orrett / Ian Case**

1. Purpose of Request

This car park is an underground car park that we lease from Tesco since 1993 under a 125-year term. The car park has for years now suffered from the effects of anti-social behaviour degradation.

We are currently using the existing capital funding (2020/21) to provide a better underground car park environment by painting the surfaces, providing replacement lighting and measures to prevent the infestation of pigeons.

In recent months, the seriousness of the criminal activity has increased and we have met with the Police and other stakeholders. As a result, there is a need for further improvements to seal off the many openings whilst still maintaining as much natural light as possible and to provide improved and monitored CCTV camera system.

Because of the seriousness of the activity, the Police would like us to implement these measures to secure the site as soon as possible and therefore there may be some match funding available for the 'sealing off'. However, there is the issue of timing as if this bid was successful, the funding would only be available in April 2021. If this could be brought forward into this year to coincide with the other works it would be beneficial to the community and potentially our car park income.

It is also considered appropriate to monitor the new CCTV cameras which will have revenue implications for the CCTV budget.

2. Objectives

The project objectives link to the Council Plan 2020-24 as follows:-

Protecting Core Services:

Deliver a high quality, effective and timely service to our customers and communities.

Investigate emerging technologies and their potential for improving our performance.

Healthy, Self-reliant Communities:

Work with partners to keep, and help our residents feel safe in their homes and communities.

Priority Project 3 – to continue the refresh of Yeovil Town Centre

Install improved lighting in West Hendford.

3. Constraints and Decisions

The car park is leased from Tesco who own the structure, therefore we will need to be comfortable of the terms to protect any investment in the car park. Engagement with Yeovil Refresh team also required.

The car park will need to be closed for some of these works so a 'one hit' approach would be beneficial.

4. Interfaces

None

5. Measures of Success

Reduction of criminal activity resulting in increase in car park usage and improved customer experience.

6. Anticipated Benefits

Better managed car park, reduced anti-social behaviour and criminal activity leading to increased usage and better customer experience in this important town centre car park.

7. Options Discounted

No action.

8. Key Information Summary

8.1	**Expected Duration Of Work**	
	Start Date:	April 2021 (or sooner if possible?)
	Other Key Milestones with Dates:	
	Expected Completion Date:	September 2021

8.2	**Estimate of Officer Time Required: -**			
	Officer's Name	**Estimate of Officer hrs**	**Officer available? Y/N**	**Agreement of Officer? Y/N**
	Specialist – Asset Management	45	Y	Y
	Case Officer	15	Y	Y
	Are there any impacts on property?	Some operation disruption.		
	Are there any impacts on IT systems?	None.		
	Are there any environmental impacts?	Yes, removal of pigeon infestation.		
	Have you appropriately considered all Equality issues?	Yes		

8.3	**Risk Assessment**	
	Risk	**Steps taken to mitigate Risk**
	There are no outside partners other than contractors and potentially Sedgemoor who would monitor the CCTV. The usual procurement risks would apply.	Ensure a specialist and established supplier is procured with experienced officers carrying out design and feasibility checks.

9 Financial Investment

9.1	**Total Costs and Funding**		
		Funding Body	**£' 000**
	SSDC Capital: -	District Executive Area Committees?	50
	Other Sources: - - Grants	Possibility of up to £15k match funding from One Team funds dependent upon timing	
	Total Capital Cost		**50**

9.2	**Breakdown of main areas of cost**					
		2021/22 £'000	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	SSDCs share of project	50				
	Totals	**50**				

9.3	**External funds to be received**						
		Secured? Y/N	**2021/22 £'000**	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	Not Applicable						
	Totals						

9.4	**Revenue Implications of Capital scheme**						
		Cost Centre	**2021/22 £'000**	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	Loss of interest @ 2.0%	FT922	1				
	(Savings in expenditure)						
	Revenue Costs by Individual Budget: (List)			9	9	9	9
	Revenue Income						
	Total Revenue Expenditure / (Net saving)		**1**				
	Cumulative		1	10	19	28	37

9.5	**Whole Life Costing**	
	Estimated useful life of asset (years)	25 years
	Total Revenue Costs Year 1 to 5	Say 3 cameras monitored at £3k per camera = £9k per annum
	Annual Revenue Cost after year 5	As above plus inflation rises.
	Total cost over whole life of asset	**£225k**
9.6	**VAT Implications**	
	What are the VAT implications of the scheme? *Is this a VAT exempt activity?*	

South Somerset District Council

South Somerset District Council

Request for Capital

Capital Request No:	**2021-11**
Capital Name:	**Lufton Depot –** **Surfacing, Drainage Works & Security Improvements**
Date Created	**20/11/2020**
Document Version:	**1.1**
Author:	**Robert Orrett / Ian Case**

1. Purpose of Request

Lufton Depot is an operational depot subject to HGV traffic including tight turning movements to manoeuvre around the yard. Over the years the HRA surfacing has deteriorated to the extent that a significant area requires resurfacing. This uneven surface is becoming a H&S trip hazard at times and also when puddles freeze over.

There is also an amount of work need to the rear parking area again to create a safe parking environment for staff and operational vehicle parking.

The site is very flat and there are a number of drainage problems including the aging slot drainage running along the front of the building. These drains are not suitable for the use the area gets due to the length and lack of fall and are therefore prone to blocking. This causes problems with drainage but also ongoing maintenance issues. It is proposed to replace these with heavy duty drainage channels with inbuilt fall.

The current CCTV system installed in 2009 and upgraded in 2014 reaches the end of the current hire agreement in February 2021. Since 2014 under this agreement we have spent just under £50k and at the end of this term we do not own the equipment. There is additional monitoring and maintenance costs of around £3k per annum. There is an offer withy the existing supplier to upgrade the system under an another hire agreement which would amount to similar costs over the next 6.5 years and would tie us in again to this system as it is not open protocol. The alternative would be to purchase an open protocol system outright and including the required extra cameras and upgrades a budget cost for this is £20k. This would save some £30k over the 6 years and we would own the equipment. It would also mean that we could change our supplier should we desire to do so.

2. Objectives

The project objectives link to the Council Plan 2020-24 as follows:-

Protecting Core Services:

Deliver a high quality, effective and timely service to our customers and communities.

3. Constraints and Decisions

The depot is operational involving our own direct Environment services but also the Waste Partnership and now the Police as tenants. Therefore, there are constraints around working hours effectively meaning that some of the works would need to be carried out at weekends.

4. Interfaces

Tenants - Waste Partnership operation (Suez) & Police.

5. Measures of Success

Safe working environment for the operations carried out at the depot. Increased security for staff and equipment.

6. Anticipated Benefits

Maintenance of existing surfaces eliminated / reduced

7. Options Discounted

No action.

8. Key Information Summary

8.1	**Expected Duration Of Work**	
	Start Date:	April 2021
	Other Key Milestones with Dates:	
	Expected Completion Date:	March 2022

8.2	**Estimate of Officer Time Required: -**			
	Officer's Name	**Estimate of Officer hrs**	**Officer available? Y/N**	**Agreement of Officer? Y/N**
	Specialist – Asset Management	35	Y	Y
	Case Officer	25	Y	Y
	Are there any impacts on property?	Some operational disruption.		
	Are there any impacts on IT systems?	None		
	Are there any environmental impacts?	None believed at this stage.		
	Have you appropriately considered all Equality issues?	Yes		

8.3	**Risk Assessment**	
	Risk	**Steps taken to mitigate Risk**
	The usual procurement risks would apply.	Experienced officers carrying out design and feasibility checks.

9 Financial Investment

9.1	**Total Costs and Funding**		
		Funding Body	**£' 000**
	SSDC Capital: -	District Executive	85
	Other Sources: - - Grants		
	Total Capital Cost		**85**

9.2	**Breakdown of main areas of cost**					
		2021/22 £'000	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	SSDCs share of project (surfacing) Drainage works CCTV – new cameras and upgrades to external cameras and system	45 20 20				
	Totals	**85**				

9.3	**External funds to be received**						
		Secured? Y/N	**2021/22 £'000**	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	N/A						
	Totals						

9.4	**Revenue Implications of Capital scheme**						
		Cost Centre	**2021/22 £'000**	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	Loss of interest @ 2.0%	FT922	1.7				
	(Savings in expenditure)						
	Revenue Costs by Individual Budget: (List)						
	Revenue Income						
	Total Revenue Expenditure / (Net saving)		**1.7**				
	Cumulative		1.7				

9.5	**Whole Life Costing**	
	Estimated useful life of asset (years)	15 years
	Total Revenue Costs Year 1 to 5	As existing for maintenance and monitoring CCTV system.
	Annual Revenue Cost after year 5	As above
	Total cost over whole life of asset	

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

South Somerset District Council

South Somerset District Council

Request for Capital

Capital Request No:	**2021-12**
Capital Name:	**Digital Upgrade of Yeovil Town Centre CCTV Cameras**

Date Created	**20/11/2020**
Document Version:	**1.1**
Author:	**Robert Orrett / Ian Case**

1. Purpose of Request

Sedgemoor District Council (SDC) under a Service Level Agreement (SLA) monitor the CCTV cameras that we own in Yeovil town centre and have done so for many years.

The supplier who provide their recording and VMS (Video Management System) platform have voluntarily closed their business at the start of this year (Tekton).

All of the towns monitored by SDC are affected, including Yeovil and Taunton.

The successful bid of 2020/21 in the sum of £25k will be spent towards the end of the year as Sedgemoor are currently engaged in a tender exercise for the new system.

Since this bid we have experienced significant faults with the aging existing system and to keep as many cameras operating as possible we have by necessity upgraded 5 cameras to digital in order to free up DVR space. Some of the existing cameras are approaching 15/20 years old.

This request is to upgrade the remaining 24 cameras and include supplementing with extra cameras if appropriate to the network.

It will also include for installing an extra camera in an area known for crime issues to provide additional coverage.

2. Objectives

The project objectives link to the Council Plan 2020-24 as follows:-

Protecting Core Services:

Deliver a high quality, effective and timely service to our customers and communities.

Investigate emerging technologies and their potential for improving our performance.

Healthy, Self-reliant Communities:

Work with partners to keep, and help our residents feel safe in their homes and communities.

3. Constraints and Decisions

Persistent reduction in image quality. Reduced reliability and unscheduled revenue spend on ad hoc camera replacement producing a mix of different cameras and corresponding inconsistency in image quality for reliable crime reduction and enforcement purposes.

The system currently housed in Petters House so obviously we would need to retain as an operational property or incur moving costs for the system.

4. Interfaces

None.

5. Measures of Success

Uninterrupted service. Operating costs

A modern system planned and procured to be compatible with the new VMS system.

6. Anticipated Benefits

An up to date, reliable and consistent camera system able to provide clear images at varying light levels aiding enforcement and crime reduction.

7. Options Discounted

No action.

8. Key Information Summary

8.1	**Expected Duration Of Work**	
	Start Date:	April 2021
	Other Key Milestones with Dates:	
	Expected Completion Date:	March 2022

8.2	**Estimate of Officer Time Required: -**			
	Officer's Name	**Estimate of Officer hrs**	**Officer available? Y/N**	**Agreement of Officer? Y/N**
	Specialist – Asset Management	30	Y	Y
	Case Officer	20	Y	Y
	Are there any impacts on property?	Some operation disruption.		
	Are there any impacts on IT systems?	None directly as the VMS system is not run by SSDC.		
	Are there any environmental impacts?	No.		
	Have you appropriately considered all Equality issues?	Existing system and is a replacement of existing monitoring system.		

8.3	**Risk Assessment**	
	Risk	**Steps taken to mitigate Risk**
	There are no outside partners other than contractors and Sedgemoor DC who monitor the cameras and operate the CCTV VMS. The usual procurement risks would apply.	Ensure a specialist and established supplier is procured with experienced officers carrying out design and feasibility checks.

9 Financial Investment

9.1	**Total Costs and Funding**		
		Funding Body	**£' 000**
	SSDC Capital: -	District Executive Area Committees	65
	Other Sources: - - Grants	We could look to request a contribution from YTC	
	Total Capital Cost		**65**

9.2	**Breakdown of main areas of cost**					
		2021/22 £'000	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	SSDCs share of project to upgrade Installation of new camera	60 5				
	Totals	**65**				

9.3	**External funds to be received**						
		Secured? Y/N	**2021/22 £'000**	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	Not Applicable						
	Totals						

9.4	**Revenue Implications of Capital scheme**						
		Cost Centre	**2021/22 £'000**	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	Loss of interest @ 2.0%	FT922	1.3				
	(Savings in expenditure)						
	Revenue Costs by Individual Budget: (List)			3	3	3	3
	Revenue Income						
	Total Revenue Expenditure / (Net saving)		**1.3**				
	Cumulative		1.3	4.3	7.3	10.3	13.3

9.5	**Whole Life Costing**	
	Estimated useful life of asset (years)	15 years
	Total Revenue Costs Year 1 to 5	There will be an additional revenue cost of circa £3k per annum for the extra camera Not anticipated to be extra other than inflation rises.
	Annual Revenue Cost after year 5	As above.
	Total cost over whole life of asset	**£45k**

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

South Somerset District Council

South Somerset District Council

Request for Capital

Capital Request No:	**2021-13**
Capital Name:	**Yeovil Town Centre Walking and Cycling Package**

Date Created	**20/11/2020**
Document Version:	**1.1**
Author:	**Natalie Fortt**

1 Purpose of Request

To seek funding to deliver the Yeovil Town Centre Cycling and Walking Package. The Regeneration Programme Manager will continue to seek other funding opportunities with the aim of reducing this capital request or indeed replacing it altogether. However, at this time the details of the proposed government cycling infrastructure funds are unknown, so the full cost of the scheme has been included in this bid.

The improvements to cycling and walking within the town centre are part of the adopted Town Centre Transport Package, which is intended for incorporation into the emerging SSDC Local Plan 2020 -2040. We also anticipate this becoming part of the SCC Local Transport Plan in due course. The Town Centre Cycling and Walking Package is an element of the draft Local Cycling and Walking Plan (LCWIP) for Yeovil. The work also has positive implications for our Environment Strategy and our commitment to healthy communities.

Yeovil town centre suffers from a lack of connectivity which is created by the A30 Reckleford/Queensway cutting the town centre from the remainder of the settlement. This has meant that existing cycle ways and footways are severed from the town centre creating a reliance on motorised vehicles to access the town centre. This is a major contributory factor in the town centre being designated an Air Quality Management Area. Cycling rates remain low in Yeovil due to these factors and limited infrastructure to enable its resolution.

2 Objectives

The proposal would extend existing cycle ways into the town centre combined with the creation of new on road cycle lanes and off road segregated cycling and walking routes, including:

- Hendford off carriageway shared cycle and walking route approximate length 450 metres. Main route access to town centre from the South. This route crosses a number of side street junctions.
- Addlewell Lane on carriageway cycleway 150 metres. Alternate route into town centre access to South Street.
- Stars lane on carriageway Cycleway 250 metres. Road is bus route single carriageway, narrows at entrance to South Street. NB plan in place to reverse flow of Street at entrance to Stars lane car park through South Street.
- Widen existing cycleway station road and upgrade crossing to Toucan. This would create an upgraded junction for pedestrians and cyclists.
- Creation of adopted route between Pen Mill Mainline Railway Station and Town centre approximately 1 kilometre. This will require upgrade of existing pathway to meet adopted standards for shared walking/cycling route. This will include drainage, lighting and surfacing work.
- Creation of two new cycle storage areas linked to e- bike provision at SSDC owned Stars Lane and South Street Market car parks.

The main objectives of the project are to encourage a modal shift from car journeys to walking and cycling and to improve access to the town centre. The project is included in our Environment Strategy under the Travel and Transport section and will also assist our Air Quality Plan.

The project links to the Environment Key Area of Focus in the Council Plan. In particular, our response to the climate emergency. In South Somerset, 42% of our carbon emissions emanate from transport, compared with 33% from Domestic activities and 25% from industrial. Therefore, encouraging more sustainable modes of transport is vital if we are to dramatically reduce our carbon emissions.

The project also links to the Economy Key Area of Focus, in particular the aim to regenerate our Town Centres and High Streets. In fact, it is a key part of Priority Project 3 - Continue the Refresh of Yeovil Town Centre.

3 Constraints and Decisions

The lack of available officer time is a likely constraint. However, part of the budget has been allocated to paying for Project Management support in order to mitigate this. There is still the possibility the lack of SCC Officer time could affect the timescale for delivery.

The overall project and therefore each of the components is split into three phases and these are priced within the attached document. The phases are:

Phase 1 – Preliminary Design
Phase 2 – Detailed Design
Phase 3 – Tender and Award (delivery phase)

There will be a gateway decision making process at end phases 1 and 2, using the existing Regeneration Governance Structure. At the end of phase one a decision will need to be taken as to whether to go ahead with the project or put it on hold. This means the council could progress some and not others. Hendford and Addlewell Lane have the most issues in terms of land take so will be the most time intensive in detailed design and delivery phases.

Commitment into phase 2 will not only incur design costs but will mean the listed tasks allocated to SSDC needing to be tackled. These are significant in terms of activity and time commitments. At the close of phase 2 there will be a gating point as to whether to go ahead. A decision will also be required on the procurement process, as the council could potentially use our new construction framework, issue an open tender process or utilise existing SCC arrangements via their standing contract.

4 Interfaces

There are interdependencies between this project and the Public Realm projects included within the Yeovil Refresh. The council intend to deliver high quality permanent infrastructure improvements to tackle all of the factors that impact the way the town centre is utilised. This bid focuses on the delivery of the Cycling and Walking Infrastructure, however, the combination of both projects will fundamentally transform how the town centre is used in the future.

5 Measures of Success

Phase reports will be provided for Yeovil Refresh Board to make appropriate decisions.
Build phase will be judged as delivery of the scheme against agreed design.

The bid is associated with the creation of a Local Walking Cycling Infrastructure Plan LCWIP. This will include cycling rates and plans to increase them. This bid will contribute to the plan to increase rates.

6 Anticipated Benefits

The project will deliver key milestones within Council Plan Priority Project 3:

- Design the town centre walking & cycling interventions identified in LCWIP/Access strategy
- Commence construction of walking network
- Commence construction of cycling network

The project will also help achieve the actions identified in the Environment Strategy.

Additional tree planting could be used to encourage and enhance the user-experience through the provision of shade from urban heat-glare, safe-segregation and slowing down of traffic using the 'parallax effect', this will also have an impact on the reduction of air pollution.

VFM will be analysed through the design process against DfT standards, this is a core element of delivery of such schemes.

7 Options Discounted

As part of the Yeovil Refresh work a number of options have been considered to expand the Cycling and Walking network as part of the wider holistic transport strategy. The proposed package is the outcome of that work so we have already discounted a number of other concepts and ideas. The only other option is to not undertake the project which would undermine the wider approach to regeneration of Yeovil. This do nothing option has been discounted as it would not promote sustainable transport, reduce carbon emissions or produce benefits enhancing connectivity in the town.

8 Key Information Summary

8.1	**Expected Duration Of Work**	
	Start Date:	Nov 2020
	Other Key Milestones with Dates:	Phase 1 Gateway Decision – March 2021 Phase 2 Detailed Design – March 2021 Phase 2 Gateway Decision – Sep 2021 Phase 3, Implementation and Contract Prep – end of Sep 2021 Construction – January 2022
	Expected Completion Date:	January 2023

8.2	**Estimate of Officer Time Required: -**			
	Officer's Name	**Estimate of Officer hrs**	**Officer available? Y/N**	**Agreement of Officer? Y/N**
	Yeovil Refresh Project Manager	262	Y	Y
	Regeneration Programme Manager	20	Y	Y
	Legal Specialist	148	Y	Not yet, brief being developed
	Case Support	222	Y, funded through the budget	Y
	Are there any impacts on property?	No direct impact on property although some schemes adjoin SSDC owned land so there may be indirect impacts.		

	Are there any impacts on IT systems?	The project would have no impact on IT systems.
	Are there any environmental impacts?	The project would have a positive impact on the environment and is detailed in our Environment Strategy. The project will provide significant improvements to the cycleway infrastructure in Yeovil and create an opportunity for positive modal changes. Minimal-dig permeable surfacing will be used in the vicinity of our most valuable trees, in order to avoid causing damage to their health.
	Have you appropriately considered all Equality issues?	These are broadly considered but each section of the proposed cycle ways/walkways will be subject to legislative requirements. This includes detailed EIA at the appropriate point in the design process.

8.3	**Risk Assessment**	
	Risk	**Steps taken to mitigate Risk**
	There is a risk that the construction costs will be higher than expected.	Undertake a robust procurement process and not financially commit to the project until all costs are finalised.
	Lack of available staff time.	Project management time has been included in the project budget.
	Change in legal specifications for Cycletracks	These changes are recent so will be incorporated in the designs.
	Schemes may require land acquisitions	Option appraisals to be carried out on designs. Sufficient and early consultation with land owners.
	Damage to natural environment	Address through design consultation with specialists and use of appropriate construction methods for example minimal dig surfacing.

9 Financial Investment

9.1	**Total Costs and Funding**		
		Funding Body	**£' 000**
	SSDC Capital: -	This request	1,200
	Other Sources: - - Grants	Yeovil Refresh	200
	Total Capital Cost		**1,400**

9.2	**Breakdown of main areas of cost**					
		2021/22 £'000	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	Designs Phase 1 Phase 2 Phase 3 Construction of Cycling and Walking Package Two Cycle Storage Facilities SCC Project Management SSDC Project Management	 60 90 50 1,100 20 55 25				
	Totals	**1,400**				

9.3	**External funds to be received**						
		Secured? Y/N	**2021/22 £'000**	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	N/A						
	Totals	**0**					

9.4	**Revenue Implications of Capital scheme**						
		Cost Centre	**2021/22 £'000**	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	Loss of interest @ 2.0%	FT922	24				
	(Savings in expenditure)						
	Revenue Costs by Individual Budget: (List)						
	Revenue Income						
	Total Revenue Expenditure / (Net saving)		**24**				
	Cumulative		24				

9.5	**Whole Life Costing**	
	Estimated useful life of asset (years)	
	Total Revenue Costs Year 1 to 5	
	Annual Revenue Cost after year 5	Created assets will be owned and maintained by SCC.
	Total cost over whole life of asset	

9.6	VAT Implications
	What are the VAT implications of the scheme? Based on the current information provided to us, the VAT is recoverable on this project. *Is this a VAT exempt activity?* No

South Somerset District Council

South Somerset District Council

Request for Capital

Capital Request No:	**2021-14**
Capital Name:	**Lyde Road Strategic Cycleway**

Date Created	**20/11/2020**
Document Version:	**1.1**
Author:	**Natalie Fortt**

1 Purpose of Request

To seek funding to enable the creation of three sections the Lyde Road Cycleway in Yeovil. There is currently £250K of capital set aside for the cycleway (sections A-C). However, a further £279K is required to be able to complete the indicative funding package for these three sections and that shortfall forms the basis of this bid. A further bid for the remaining £279K has been submitted to the Active Travel Tranche 2 fund but the outcome of this bid is currently unknown.

The Eastern area of Yeovil is poorly served by the cycling network with patchy provision that does not provide direct or connected routes. Significant housing allocations have been made into this area through the local plan, with planning consent having been granted to a number of these schemes in 2020. This will increase the need for appropriate infrastructure provision into the area.

The area around Pen Mill Mainline Railway Station consists of narrow residential streets which means that road space is limited for cyclists and space would be needed to provide designated cycle ways. Additionally, there are no routes which provide direct access to the range of residential streets, schools and commercial areas which are located in this part of the town. This limited access and lack of clear, cohesive routes reduces the likelihood of cycling and walking being the chosen mode of transport.

2 Objectives

The proposal would deliver sections A, B and C of the route:

- Section A at the southern extremity travels through tight residential streets so will require reallocation of road space in that section.
- Section B provides new tiger crossing and access to an off-road multi-use segregated path which will link to section C.
- Section C travels fully off road providing safe routes for walker and cyclists to access the eastern residential areas of the town.

The main objective of which is to encourage a modal shift from car journeys to walking and cycling. The project is included in our Environment Strategy and will also assist our Air Quality Plan.

The project links to the Environment Key Area of Focus in the Council Plan. In particular, our response to the climate emergency. In South Somerset, 42% of our carbon emissions emanate from transport, compared with 33% from Domestic activities and 25% from industrial. Therefore, encouraging more sustainable modes of transport is vital if we are to dramatically reduce our carbon emissions.

In 2019 and 2020 work has been undertaken on the draft Local Cycling and Walking Infrastructure Plan (LCWIP) with the route being clearly identified as a solution to this area of the town. The route is intended for incorporation into the emerging SSDC local plan 2020 -2040. We also anticipate this becoming part of the SCC Local Transport Plan (LTP) in due course. This will include sections D & E which will complete the link to Mudford Road providing a strategic route which provides access to the eastern area of the town.

3 Constraints and Decisions

The lack of available officer time is a likely constraint. Aside from the capital funds time is needed to run consultation processes in line with the relevant legislation. Legal support is also required for land transfers. However, part of the budget has been allocated to paying for Project Management support in order to mitigate this. There is still the possibility the lack of SCC Officer time could affect the timescale for delivery.

SCC are facilitating the delivery of the cycleway but the project is being led by SSDC utilising existing SCC contracts with WSP, their highways technical advisors.

4 Interfaces

The project supports the aims of many other projects such as increasing access to the town centre and access to the country park but there are no interdependencies, the project can be completed in isolation.

Sections A & B are essential to the whole scheme, if these sections are not delivered then they put at risk the £550,000 planning obligation due from the NE SUE developer to complete the remaining sections D & E.

5 Measures of Success

Success will be measured by the delivery of a well-used on and off carriageway cycle route and an uplift in walking and cycling journeys in the eastern end of Yeovil.

The project has been a long standing aspiration of the council and the allocation of this funding would enable the delivery of the capital project that has been on the capital forward plan for some time.

6 Anticipated Benefits

The project feasibility was carried out in previous financial years. This phase finalises design and will lead to delivery of this new segregated Cycleway.

The project will give wider community benefits as it will increase access to the train station, supermarkets and employment sites. It will also help SSDC achieve the actions identified in the Environment Strategy, in particular, reducing air pollution and specifically NOx emissions, by enabling people to cycle and walk more safely and join up the railway station with safe cycle and walking routes.

The current e-scooter trial had hoped to connect to the Pen Mill Station but the road was viewed as being unsafe for e-scooting and cycling, so provision of a cycleway would assist in the use of e-vehicles as well as traditional bikes.

7 Options Discounted

The only other option is to not undertake the project. This has been discounted as it would do nothing to promote sustainable transport or reduce carbon emissions.

8 Key Information Summary

8.1	**Expected Duration Of Work**	
	Start Date:	March 2021
	Other Key Milestones with Dates:	Completion of Designs – December 2020 Road Safety Audit 3 – Feb 2021 Build Task Order – April 2021 Construction – July 2021 Complete – October 2021
	Expected Completion Date:	March 2022

8.2	**Estimate of Officer Time Required: -**			
	Officer's Name	**Estimate of Officer hrs**	**Officer available? Y/N**	**Agreement of Officer? Y/N**
	Yeovil Refresh Project Manager	131	Y	Y
	Regeneration Programme Manager	10	Y	Y
	Legal Specialist	37	Y	Y
	Are there any impacts on property?	The delivery of the scheme will require the transfer of land to enable the widening of an existing footway.		
	Are there any impacts on IT systems?	The project would have no impact on IT systems.		
	Are there any environmental impacts?	The project would have a positive impact on the environment, as residents would have the necessary infrastructure to access employment sites, supermarkets, train station and other attractions using bikes rather than the car. The project will fundamentally change the network in this area of the town and create an opportunity for positive modal changes.		
	Have you appropriately considered all Equality issues?	Do not consider there to be any equality impacts of the scheme. The Cycleway will comply with all legislative requirements.		

8.3	**Risk Assessment**	
	Risk	**Steps taken to mitigate Risk**
	There is a risk that the construction costs will be higher than expected.	Undertake a robust procurement process and not financially commit to the project until all costs are finalised. This will be in partnership with SCC.
	Lack of available staff time.	Project management time has been included in the project budget.
	Statutory Consultation Required, this could result in design changes and additional costs	We will carry out consultation in accordance with legislation but we have already tested our design against LTN120, which is the new government guidance on cycle ways.

9 Financial Investment

9.1	**Total Costs and Funding**		
		Funding Body	**£' 000**
	SSDC Capital: -	Approved in Capital Programme	250
		2021/22 Capital Bid	129
	Other Sources: - - Grants	Active Travel funding	150
	Total Capital Cost		**529**

9.2	**Breakdown of main areas of cost**					
		2021/22 £'000	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	Designs Construction SCC Project Management SSDC Project Management	45 450 25 9				
	Totals	**529**				

9.3	**External funds to be received**						
		Secured? Y/N	**2021/22 £'000**	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	N/A						
	Totals						

9.4	**Revenue Implications of Capital scheme**						
		Cost Centre	**2021/22 £'000**	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	Loss of interest @ 2.0%	FT922	2.58				
	(Savings in expenditure)						
	Revenue Costs by Individual Budget: (List)						
	Revenue Income						
	Total Revenue Expenditure / (Net saving)		**2.58**				
	Cumulative		2.58				

9.5	**Whole Life Costing**	
	Estimated useful life of asset (years)	30+
	Total Revenue Costs Year 1 to 5	N/A
	Annual Revenue Cost after year 5	Created asset will be owned and maintained by SCC.
	Total cost over whole life of asset	

9.6	**VAT Implications**
	What are the VAT implications of the scheme? Based on the current information provided to us, the VAT is recoverable on this project. *Is this a VAT exempt activity?* No

South Somerset District Council

South Somerset District Council
Request for Capital

Capital Request No: **2021-15**

Capital Name: **Operational Buildings Improvement Works**

Date Created **30/09/2020**
Document Version: **V1.0**
Author: **Robert Orrett**

1. Purpose of Request

a) Brympton Way – Chamber new external lobby

The Chambers cafeteria space is a significant facility for internal meetings, welfare and staff meals. Occupation during colder periods is adversely impacted by introduction of cold external area from extended opening phases of the external access door. The proposal is to design and construct (subject to planning) a permanent external lobby which will continue to allow access from the adjacent parking but largely mitigate the heat loss and draughts.

b) Multiple buildings – access to solar panels

The Council invested a number of years ago in PV Solar panels on five of its buildings. Performance of the panels is impaired by the panels becoming progressively more dirty. Access for cleaning is not possible in several locations without provision of access arrangements. The proposal is to make alterations to provide permanent solution to this for regular cleaning.

c) Wincanton Sports Centre – alarm panel

The main alarm system for Wincanton Sports Centre is a dated installation which is no longer supported by the manufacturer. The working life of the system has been extended by use of second-hand spares but this will not allow much further operational use. Cost of parts is increased by needing to source them in this way. Replacement will also update the system to current standards for electronic addressable panels. This is an essential part of managing the building safely.

2. Objectives

The project objectives link to the Council Plan 2016-21 as follows:-

Protecting Core Services:

Provide high quality cost effective services and transform customer services through technology.

Commercial management – required to meet our commitment to tenants at the property.

3. Constraints and Decisions

a) Reduced utilisation, due to unacceptable draughts and low temperatures, of this significant area which could play a more important role in post-COVID working when collaborative workspaces are expected. Also, wasted energy on excess heating.

b) Reducing performance in electricity generation costs, deprival of opportunity for regular cleaning and periodic substantial costs of temporary access.

c) The fire panel is critical to management of the building and the safety of all occupiers and users.

4. Interfaces

5. Measures of Success

No lost days of building use. Costs of property management. Units of electricity generated and cost savings. Contribution to carbon reduction.

6 Anticipated Benefits

a) Reduced heating costs and utility consumption. Improved working and welfare environment.

b) Improved performance in electricity generation measures. Reduced future costs of access for cleaning. Contribution proportion to energy conservation delivery.

c) Continued uninterrupted use and occupation of Wincanton Leisure Centre. Demonstrable safety of building occupiers and visitors.

7 Options Discounted

No action, periodic temporary access spend with reduced frequency of cleaning.

8 Key Information Summary

8.1	**Expected Duration Of Work**			
	Start Date:	April 2021		
	Other Key Milestones with Dates:			
	Expected Completion Date:	March 2022		
8.2	**Estimate of Officer Time Required: -**			
	Officer's Name	**Estimate of Officer hrs**	**Officer available? Y/N**	**Agreement of Officer? Y/N**
	Specialist – Asset Management	60	Y	Y
	Case Officer	40	Y	Y
	Are there any impacts on property?	Some operational disruption from (a) and noise from works from (a) and (b)		
	Are there any impacts on IT systems?	No		
	Are there any environmental impacts?	Improved energy conservation from (a) and (b)		
	Have you appropriately considered all Equality issues?	Yes and there are none.		

8.3	**Risk Assessment**	
	Risk	**Steps taken to mitigate Risk**
	There are no outside partners other than contractors and the usual procurement risks would apply.	Ensure a specialist and established supplier is procured with experienced officers carrying out design and feasibility checks.

9 Financial Investment

9.1	**Total Costs and Funding**		
		Funding Body	**£' 000**
	SSDC Capital: -	District Executive Area Committees	165
	Other Sources: - - Grants		
	Total Capital Cost		**165**

9.2	**Breakdown of main areas of cost**						
		2021/22 £'000	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	a) Brympton Way – Chamber new external lobby b) Multiple buildings – access to solar panels c) Wincanton Sports Centre – alarm panel	100 40 25				
	Totals	**165**				

9.3	**External funds to be received**						
		Secured? Y/N	**2021/22 £'000**	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	Not Applicable						
	Totals						

9.4	**Revenue Implications of Capital scheme**						
		Cost Centre	**2021/22 £'000**	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	Loss of interest @ 2.0%	FT922	3.3				
	(Savings in expenditure)						
	Revenue Costs by Individual Budget: (List)						

	Revenue Income						
	Total Revenue Expenditure / (Net saving)		**3.3**				
	Cumulative		**3.3**				

9.5	**Whole Life Costing**	
	Estimated useful life of asset (years)	20 years
	Total Revenue Costs Year 1 to 5	No extra
	Annual Revenue Cost after year 5	No extra
	Total cost over whole life of asset	**N/A**

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

South Somerset District Council

South Somerset District Council
Request for Capital

Capital Request No: **2021-16**

Capital Name: **Decarbonisation of Operational Buildings**

Date Created **30/09/2020**
Document Version: **V1.0**
Author: **Robert Orrett**

1. Purpose of Request

The South Somerset Environment Strategy was formally adopted and approved by Councillors of South Somerset District Council in October 2019. The strategy sets out both the immediate actions and long-term goals for the district achieve a significant reduction in SSDC's carbon emissions. It promotes the development and adoption of a sustainable environment, economy and communities within South Somerset and helps to develop a strategy that will achieve a significant reduction in SSDC's carbon emissions.

As part of its vision to be a leading Council in developing and adopting a Green Agenda to promote sustainable environment, economy and communities, SSDC is aiming to reduce the greenhouse gas (GHG) emissions of its operations. A significant proportion of its current GHG emissions is within its built estate and the focus of this project is on the technical aspects of reducing emissions from this source through the review of the ten buildings that form this project. The council aims to be carbon neutral across council operations and land holdings by 2030 at the latest, but ideally by 2023.

SSDC engaged with ENGIE to conduct energy audits/surveys on a selection of ten buildings to determine their pathway to net zero carbon. ENGIE carried out site visits and desktop analysis to analyse the potential for energy efficiency measures, conversion of traditional fossil fuel assets to low carbon solutions, green power generation and carbon offsetting.

This request is an outline request to seek allocation of the broad level of capital spend over a number of years estimated to be needed to implement a range of projects across all major operational buildings to progress to a stage where they can be operated as carbon neutral. The estimated overall cost required is £5m and the programme period proposed is 2021-28. The budget, programme and detail will all need to be developed as the programme progresses so revisions will be submitted during the programme period. 2028 has been adopted as end of programme period to allow buffer period recognising circumstances may arise which case delays and also the aim of improving on the absolute time deadline.

The initial stages will include:

- Establishment of programme structure and plan.
- Procurement review to advise on preferred options for appointment of consultants, contractors and suppliers.
- Review of funding options.
- Initial procurement of consultants.
- Design of initial packages of work.
- Procurement of contractors and suppliers and tendering of projects
- Delivery of initial packages of work

The amount of capital allocated to year 1 is itself an estimate intended to allow material progress but recognising that the pre-delivery stages will require a number of months to conclude.

The summary schedule from the Engie report is appended to this request. It should be noted that Goldenstones and Wincanton Leisure Centres were kept out of scope for that study. But they will require work and the costs may be larger on each of those than any other individual building.

2. Objectives

The project objectives link to the Council Plan 2016-21 as follows:-

Environment:
Implement the Environment Strategy action plan.

3. Constraints and Decisions

10 operational buildings shown on the schedule were reviewed. For SSDC, from the baseline 2019-20, scope 1, 2 and 3 emissions were 832 tCO2e. (Tonnes of carbon dioxide equivalent). This would be higher if Goldenstones and Wincanton are included.

4. Interfaces

5. Measures of Success

Reduction in tCO2e. Percentage progress towards carbon neutrality.

6. Anticipated Benefits

Progressive reduction in tCO2e. Greater efficiency of energy utilisation. Reduced utility costs.

7. Options Discounted

No action. Other options discussed in ENGIE report but a range of options need to be adopted in order to progress towards overall objective, periodic temporary access spend with reduced frequency of cleaning.

8. Key Information Summary

8.1	**Expected Duration Of Work**			
	Start Date:	April 2021		
	Other Key Milestones with Dates:			
	Expected Completion Date:	March 2028		
8.2	**Estimate of Officer Time Required: -**			
	Officer's Name	**Estimate of Officer hrs**	**Officer available? Y/N**	**Agreement of Officer? Y/N**
	Specialist – Asset Management Case Officer	Not estimated Not estimated	Y Y	Y Y
		This is a major programme. The Environment Strategy recognises that additional costs will be incurred. In general, the programme cannot be delivered through establishment staff resources and will require redeployment and recruitment.		
	Are there any impacts on property?	Some operational disruption while individual packages are delivered as this will generally be during working hours.		

	Are there any impacts on IT systems?	There are likely to be IT interfaces and additional requirements. These will be considered during design phases.
	Are there any environmental impacts?	Improved energy conservation from reduction in carbon dioxide equivalent and reduction in utility consumption.
	Have you appropriately considered all Equality issues?	Yes and there are none.

8.3	**Risk Assessment**	
	Risk	**Steps taken to mitigate Risk**
	There will be outside partners including consultants, contractors, and suppliers; the usual procurement risks would apply.	The procurement options will be properly reviewed and monitored.

9. Financial Investment

9.1	**Total Costs and Funding**		
		Funding Body	**£' 000**
	SSDC Capital: -	District Executive	5,000
	Other Sources: - - Grants		
	Total Capital Cost		**5,000**

9.2	**Breakdown of main areas of cost**					
		2021/22 £'000	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	Estimated total	400	800	800	800	750
	Totals	400	800	800	800	750

9.3	**External funds to be received**						
		Secured? Y/N	**2021/22 £'000**	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	To be developed						
	Totals						

9.4	**Revenue Implications of Capital scheme**						
		Cost Centre	**2021/22 £'000**	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	Loss of interest @ 2.0%	FT922	8	16	16	16	15
	(Savings in expenditure)						
	Revenue Costs by Individual Budget: (List)						
	Revenue Income						
	Total Revenue Expenditure / (Net saving)		**8**	**16**	**16**	**16**	**15**
	Cumulative		**8**	**24**	**40**	**56**	**71**

9.5	**Whole Life Costing**	
	Estimated useful life of asset (years)	20 years
	Total Revenue Costs Year 1 to 5	No extra
	Annual Revenue Cost after year 5	No extra
	Total cost over whole life of asset	**N/A**

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

Total tCO2e	918.9

Site	ECM Description	ECM category	Assumed year	Estimated natural gas saving (kWh)	Estimated electricity saving (kWh)	Estimated cost	Estimated net saving	Simple payback	Total tCO2 / year	NPV	Marginal abatement cost (£/tCO2e)
Brympton Way Offices (Y	Behaviour Management	Energy Efficiency: Behavi	2021	5,693	6,759	£4,497.00	£1,086.33	4.1	3.3	£6,053.72	-121.6
Brympton Way Offices (Y	Biomass	Green Thermal	2020	236,262	0	£220,000.00	£118.82	24.2	49.1	-£218,846.01	297.2
Brympton Way Offices (Y	Cavity Wall Insulation	Energy Efficiency: Buildin	2024	42,698	0	£44,970.00	£806.99	55.7	8.9	-£37,132.29	279.1
Brympton Way Offices (Y	Chiller Replacement	Energy Efficiency: Heatin	2028	0	27,157	£50,000.00	£3,932.33	12.7	8.6	-£11,808.20	91.7
Brympton Way Offices (Y	EC Fans	Energy Efficiency: Heatin	2024	0	49,660	£53,600.00	£6,430.77	8.3	15.7	£8,857.22	-37.6
Brympton Way Offices (Y	Lighting	Energy Efficiency: Lightin	2021	0	63,032	£25,029.16	£9,127.00	2.4	19.9	£63,614.58	-212.9
Brympton Way Offices (Y	Lighting Controls	Energy Efficiency: Lightin	2021	0	9,104	£6,750.00	£1,318.28	5.1	2.9	£6,053.49	-140.3
Brympton Way Offices (Y	PC Shutdown	Energy Efficiency: Small F	2021	0	130,508	£252,780.00	£18,897.56	13.4	41.2	-£69,242.21	111.9
Brympton Way Offices (Y	Solar PV Car Ports + EV Cl	Green Power	2023	0	123,876	£286,674.00	£19,429.35	14.8	39.1	£188,702.65	-321.4
Brympton Way Offices (Yeovil) Total				**284,653**	**410,096**	**£944,300.16**	**£61,147.43**	**15.4**	**188.7**		
Holyrood Lace Mill (Char	Disposal	Disposal	2022						36.0		
Holyrood Lace Mill (Chard) Total				**0**	**0**	**£0.00**	**£0.00**		**36.0**		
JOD Pavillion (Yeovil)	Behaviour Management	Energy Efficiency: Behavi	2021	1,924	734	£820.10	£156.68	5.2	0.6	£701.57	-74.0
JOD Pavillion (Yeovil)	GSHP's	Conversion	2025	94,292	-15,087	£24,472.00	£1,031.73	23.7	14.8	-£14,451.59	65.0
JOD Pavillion (Yeovil)	Lighting	Energy Efficiency: Lightin	2023	0	7,913	£5,815.34	£1,671.31	3.5	2.5	£10,416.88	-277.7
JOD Pavillion (Yeovil)	Roof mounted Solar PV	Green Power	2026	0	36,179	£32,185.54	£3,356.47	13.0	11.4	£413.32	-2.4
JOD Pavillion (Yeovil)	Solar PV Car Ports	Green Power	2027	0	14,861	£115,944.00	£6,965.83	16.6	4.7	-£48,290.12	685.6
JOD Pavillion (Yeovil) Total				**96,216**	**44,601**	**£179,236.98**	**£13,182.02**	**13.6**	**34.1**		
Lufton Depot (Yeovil)	ASHP's	Conversion	2024	0	43,450	£220,000.00	£7,278.99	30.2	13.7	-£149,304.64	725.0
Lufton Depot (Yeovil)	Behaviour Management	Energy Efficiency: Behavi	2021	0	3,495	£1,498.00	£474.54	3.2	1.1	£3,110.90	-187.8
Lufton Depot (Yeovil)	HVAC upgrades	Energy Efficiency: Heatin	2024	0	-200	£6,000.00	£15.15	396.1	0.2	-£5,852.89	1,612.6
Lufton Depot (Yeovil)	Lighting	Energy Efficiency: Lightin	2022	0	21,583	£10,336.00	£3,374.22	3.1	6.8	£22,435.23	-219.3
Lufton Depot (Yeovil)	Lighting Controls	Energy Efficiency: Lightin	2022	0	2,642	£2,550.00	£358.69	7.1	0.8	£933.70	-74.6
Lufton Depot (Yeovil)	Roof Insulation	Energy Efficiency: Buildin	2022	0	19,879	£10,722.00	£2,698.90	4.0	6.3	£15,490.38	-164.4
Lufton Depot (Yeovil)	Roof mounted Solar PV	Green Power	2024	0	57,770	£52,594.00	£7,985.14	6.6	18.3	£24,959.71	-91.2
Lufton Depot (Yeovil)	Solar PV Car Ports	Green Power	2028	0	18,020	£27,167.00	£2,571.49	10.6	5.7	-£2,192.09	25.7
Lufton Depot (Yeovil) Total				**0**	**166,640**	**£330,867.00**	**£24,757.12**	**13.4**	**53.0**		
Octagon Theatre (Yeovil)	ASHP's	Conversion	2025	128,995	-29,485	£50,000.00	£1,791.67	27.9	18.1	-£32,598.85	119.8
Octagon Theatre (Yeovil)	Behaviour Management	Energy Efficiency: Behavi	2021	3,449	4,662	£2,369.80	£722.35	3.3	2.1	£4,645.88	-147.8
Octagon Theatre (Yeovil)	Cavity Wall Insulation	Energy Efficiency: Buildin	2025	22,764	0	£23,698.00	£430.24	55.1	4.7	-£19,519.44	275.2
Octagon Theatre (Yeovil)	Lighting	Energy Efficiency: Lightin	2022	0	24,493	£9,259.39	£3,895.99	2.4	7.7	£28,579.44	-246.2
Octagon Theatre (Yeovil)	Lighting Controls	Energy Efficiency: Lightin	2022	0	2,415	£1,650.00	£342.04	4.8	0.8	£1,671.97	-146.1
Octagon Theatre (Yeovil)	Roof Insulation	Energy Efficiency: Buildin	2023	17,245	0	£3,000.00	£325.94	9.2	3.6	£165.57	-3.1
Octagon Theatre (Yeovil)	Roof mounted Solar PV	Green Power	2027	0	32,114	£27,290.54	£4,333.54	6.3	10.1	£14,797.85	-97.2
Octagon Theatre (Yeovil) Total				**172,453**	**34,200**	**£117,267.73**	**£11,841.76**	**9.9**	**47.2**		
Petters House (Yeovil)	Behaviour Management	Energy Efficiency: Behavi	2021	0	1,223	£1,137.00	£173.67	6.5	0.4	£549.74	-94.9
Petters House (Yeovil)	GSHP's	Conversion	2027	0	30,734	£49,528.00	£4,699.26	10.5	9.7	-£3,887.61	26.7
Petters House (Yeovil)	Lighting	Energy Efficiency: Lightin	2022	0	14,316	£11,199.01	£2,452.05	4.6	4.5	£12,615.86	-185.9
Petters House (Yeovil)	Lighting Controls	Energy Efficiency: Lightin	2022	0	1,622	£2,400.00	£230.45	10.4	0.5	-£161.79	21.0
Petters House (Yeovil)	Roof mounted Solar PV	Green Power	2028	0	25,605	£25,596.40	£3,435.72	7.5	8.1	£7,772.13	-64.0
Petters House (Yeovil)	Solar PV Car Ports + EV Cl	Green Power	2029	0	3,571	£260,645.80	£16,985.63	15.3	1.1	-£95,677.10	5,652.3
Petters House (Yeovil) Total				**0**	**77,071**	**£350,506.21**	**£27,976.78**	**12.5**	**24.4**		
Westlands Entertainmen	ASHP's	Conversion	2020	319,667	-47,010	£258,000.00	£5,035.18	51.2	51.6	-£209,097.07	270.4
Westlands Entertainmen	Behaviour Management	Energy Efficiency: Behavi	2021	0	6,052	£2,861.00	£719.09	4.0	3.1	£4,123.02	-87.5
Westlands Entertainmen	Cavity Wall Insulation	Energy Efficiency: Buildin	2025	79,585	0	£28,610.00	£1,023.15	28.0	11.0	-£18,672.94	112.9
Westlands Entertainmen	Glazing	Energy Efficiency: Buildin	2027	67,647	0	£23,000.00	£1,132.47	20.3	12.2	-£12,001.16	65.6
Westlands Entertainmen	HVAC upgrades	Energy Efficiency: Heatin	2023	63,668	2,582	£33,143.00	£1,581.13	21.0	14.0	-£17,786.66	84.4
Westlands Entertainmen	Lighting	Energy Efficiency: Lightin	2023	0	3,643	£3,073.15	£682.07	4.5	1.2	£3,551.25	-205.7
Westlands Entertainmen	Roof mounted Solar PV	Green Power	2022	0	121,140	£91,371.40	£8,945.14	9.0	38.3	-£4,493.99	7.8
Westlands Entertainmen	Solar PV Car Ports	Green Power	2021	0	76,288	£114,405.32	£8,190.66	11.0	24.1	-£34,855.57	96.4
Westlands Entertainment Venue Total				**530,568**	**162,695**	**£554,463.87**	**£27,308.89**	**20.3**	**155.5**		
Yeovil Country Park Cent	Behaviour Management	Energy Efficiency: Behavi	2021	0	872	£1,000.00	£121.66	8.2	0.3	£181.59	-43.9
Yeovil Country Park Cent	Roof mounted Solar PV	Green Power	2024	0	8,820	£9,229.00	£1,080.13	8.5	2.8	£1,261.45	-30.2
Yeovil Country Park Cent	Solar PV Car Ports	Green Power	2025	0	17,799	£42,260.00	£2,294.88	18.4	5.6	-£19,971.55	236.7
Yeovil Country Park Centre Total				**0**	**27,491**	**£52,489.00**	**£3,496.67**	**15.0**	**8.7**		
Yeovil Crematorium Exc	Behaviour Management	Energy Efficiency: Behavi	2021	1,592	1,543	£530.00	£265.78	2.0	0.8	£2,051.34	-167.1
Yeovil Crematorium Exc	Lighting	Energy Efficiency: Lightin	2023	0	2,455	£3,058.00	£590.96	5.2	0.8	£2,681.55	-230.5
Yeovil Crematorium Exc	Solar PV Car Ports	Green Power	2029	0	13,376	£21,000.00	£2,098.96	10.0	4.2	-£614.37	9.7
Yeovil Crematorium Exc Cremators Total				**1,592**	**17,374**	**£24,588.00**	**£2,955.70**	**8.3**	**5.8**		
Yeovil Innovation Centre	Lighting	Energy Efficiency: Lightin	2021	0	65,009	£18,134.62	£10,322.05	1.8	20.5	£82,115.72	-266.5
Yeovil Innovation Centre	Lighting Controls	Energy Efficiency: Lightin	2021	0	8,141	£4,350.00	£1,159.72	3.8	2.6	£6,913.52	-179.2
Yeovil Innovation Centre	Behaviour Management	Energy Efficiency: Behavi	2021	4,888	2,197	£3,839.00	£405.41	9.5	1.7	£98.47	-3.8
Yeovil Innovation Centre	Cavity Wall Insulation	Energy Efficiency: Buildin	2025	36,658	0	£38,390.00	£692.83	55.4	7.6	-£31,661.02	277.1
Yeovil Innovation Centre	ASHP's	Conversion	2023	202,840	-40,568	£110,000.00	£3,508.57	31.4	29.3	-£75,923.85	172.6
Yeovil Innovation Centre	Wind	Green Power	2022	0	84,029	£193,000.00	£11,086.32	17.4	21.5	-£85,326.92	264.9
Yeovil Innovation Centre	Roof mounted Solar PV	Green Power	2024	0	64,214	£115,114.00	£11,855.52	9.7	20.3	£29.72	-0.1
Yeovil Innovation Centre	Solar PV Car Ports + EV Cl	Green Power	2026	0	0	£99,338.00	£12,868.80	7.7	0.0	£25,646.99	0.0
Yeovil Innovation Centre (Yeovil) Total				**244,386**	**183,022**	**£482,827.62**	**£39,030.43**	**12.4**	**103.5**		
Grand Total				**1,329,868**	**1,123,190**	**£3,036,546.57**	**£211,696.80**	**14.3**	**656.9**		

South Somerset District Council

South Somerset District Council

Request for Capital

Capital Request No: **2021-17**

Capital Name: **Access for All footpaths within Various Open Spaces**

Date Created **13/10/2020**
Document Version: **1.0**
Author: **Stephen Fox**

1. Purpose of Request

To seek funding to undertake the installation of –

- A selection of 'Access for All' compliant hard surfaced footpaths within various open spaces across the district in order to improve pedestrian routes, green travel and healthy opportunities for all user groups.
- Seating / resting facilities at various locations in association with these new footpaths
- Screening and shading landscape planting
- A range of adult outdoor gym equipment as previously agreed

At the following locations

- **Bracey Road – Martock**
- **Larkhill Road / Lawrence way – Yeovil**
- **Milford Park – Yeovil (site for the outdoor Gym equipment)**
- **Hollands Walk – Yeovil**

Many of our older Open Spaces were traditionally designed simply as large green areas for informal activities and as such, little thought was given to the wider range of uses these spaces could provide nor how users would access or move through them. Subsequently many of these sites have now developed well established unsurfaced historical pedestrian routes across them that require surfacing to enable safe transit some of which are now established primary walk to school routes.

Following an accessibility assessment of our key Open Spaces (as part of the evidence gathering for the Open Space Strategy) it was identified that many of our key Open Spaces were in need of improvement to meet current access legislation, increase their usability or to meet current user expectations and uses.

All of these sites are situated within the urban environment and serve a significant function for the local community; certain groups, however, within the community find it difficult, or are unable to use these facilities.

These improvements form part of our Open Spaces Strategy action plan which has been designed to address help this detrimental shortfall in provision, and to safeguard the usage of these Open Spaces for future generations.

Funding

There are no internal funding streams available within existing budgets that can fund this work.

Site by site detail

Bracey Road – Martock

This is a very large open space situated within an area of dense housing; the site currently contains a wide variety of play and youth facilities including a small kick-about area; the whole site is heavily used by residents for a wide variety of activities; play, dog walking, informal sports and quiet contemplation. Currently there is only a poorly designed hoggin type short path leading to the edge of the open space, there are no internal paths leading or

linking any of the facilities. All users are limited in their ability to access the site during inclement weather and areas of the site are inaccessible for long periods during the autumn and winter period. The access for those users with mobility issues is particularly difficult or practically impossible.

The desire is to install a hard surface path from the roadside; around the open space with linking spurs to relevant facilities, supplemented with resting areas and some shade tree planting, thereby providing a facility than can be accessed throughout the year for all.

Larkhill / Lawrence Way – Yeovil

This is a primary walk to school route for Preston academy and Primary schools, it runs between two newish built housing estates and is on a significant slope, the lower part is hard surfaced but the main sloped area is not and we wish to hard surface the main slope area to stop water erosion and provide a safe a nonslip walk way for users. We would also look to future proof this path by installing suitable trunking which could be used to retro fit lighting cables should it be deemed necessary.

Milford Park – Yeovil

This is a strategic open space centrally situated within a densely populated part of Yeovil, it currently has a wide range of features including a heavily used community hall, MUGA and play and youth facilities. The site is on a primary 'walk to school' route for both Milford and Bucklers Mead Academies; we were successful in securing funding previously to hard surface the linking paths from the south of the site but there is currently no path leading from Allingham road to Chelston avenue which is the primary walking route across the open space, consequently users have to walk around the site when the weather is inclement or throughout the Autumn – Spring period.

This hard surfaced footpath would also allow users to access a largely underused area of Milford Park, previously it was also agreed that funding would be allocated for outdoor adult gym equipment and we are as part of this application seeking a contribution for a selection of equipment which will be positioned around this circuitous path, along with seating and areas of shade planting. We would also future proof this path by installing suitable trunking which could be used to retro fit lighting or other electrical dependent equipment.

Hollands Walk – Yeovil

This is the area to the front of Yeovil College and currently has a path on either side, however students and visitors traverse across the site and in inclement weather need to walk around the site we wish to install a linking path across the site.

The project will be initially managed / organised by the Specialist Horticulture officer and Horticulture Case officer with contractor management and supervision undertaken by the landscaping team leader.

There is currently sufficient resource to undertake this project.

2. Objectives

The key objectives of this project are; and link to the following SSDC strategies or aims.

- Ensure that key SSDC Open Spaces are 'Access for All' compliant
    - SSDC Council Plan (Environment & Healthy self-reliant Communities)

  - Emerging Public Open Space Strategy (Objective 1 & 2)
  - Environment strategy (Travel & Transport)

- Increase the effective usability of these key Open Spaces and its impact on the health benefits for its users
  - SSDC Council Plan (Environment & Healthy self-reliant Communities themes)
  - Open Space Strategy (Objective 1&4)
  - Environment strategy (Travel & Transport)
- React in a responsible manner to changes in user demands and demographics
  - SSDC Council Plan (Environment & Healthy self-reliant Communities themes)
  - Open Space Strategy (Objective 1&4)
- Improve the infrastructure of the park and to address current deficiencies
  - SSDC Council Plan (Environment & Healthy self-reliant Communities themes)
  - Open Space Strategy (Objective 1&4)
- Prolong' the seasonable usability of these Open Spaces.
  - SSDC Council Plan (Environment & Healthy self-reliant Communities themes)
  - Open Space Strategy (Objective 1&4)
- Remove health & safety issues (slips and trip hazards on soft surfaces)
  - SSDC Council Plan (Environment & Healthy self-reliant Communities themes)
  - Open Space Strategy (Objective 1&4)

3. Constraints and Decisions

If it is decided not to fund this project it is possible that the reputation of the council could be damaged due to certain groups of users being unable to access our facilities in line with current legislation, or claims for slips, trips and falls could be received which could lead to financial loss.

4. Interfaces

There are no interfaces required.

5. Measures of Success

Success will be measured by means of a site accessibility and risk assessment upon completion of the works, by the removal of potential slips and trip hazards and an increase in user benefits and usage of the sites.

6. Anticipated Benefits

Whilst there are no obvious financial benefits or immediate savings to SSDC; other than potential insurance claims from possible slips, trips or falls, the installation of these features will provide the following significant benefits to SSDC and our communities:

- A compliance with the Equalities Act 2010 and Building Regs BS:3800 part M - Exterior environment
- A significant improvement in access & usability of the parks and facilities
- A removal of potential health & safety risk (slips and trip hazards)
- A significant improvement in opportunities for users to undertake activities which will have health benefits for them either through walking, green travel or fitness.

Should this capitol project be successful it will be the third application as part of our Open Spaces Strategy Action plan programme where we have been able to identify sites that require significant improvement to ensure compliance with current legislation and for the benefit of the local community.

These previous applications have been undertaken using either internal staff or external contractors to ensure the project has been cost effective and efficient and have proven to be well regarded and heavily used by residents.

7 Options Discounted

None.

8 Key Information Summary

8.1	**Expected Duration Of Work**			
	Start Date:	April 2021		
	Other Key Milestones with Dates:			
	Expected Completion Date:	September 2021		
8.2	**Estimate of Officer Time Required: -**			
	Officer's Name	**Estimate of Officer hrs**	**Officer available? Y/N**	**Agreement of Officer? Y/N**
	Specialist Horticultural Officer	40	Yes	Yes
	Horticultural Case Officer	40	Yes	Yes
	Environment services Operations manager	10	Yes	Yes
	Team leader – landscaping & small works	30	Yes	Yes
	Are there any impacts on property?	No		

	Are there any impacts on IT systems?	No
	Are there any environmental impacts?	Potential use of recyclable materials for final footpath surfaces
	Have you appropriately considered all Equality issues?	Yes

8.3	**Risk Assessment**	
	Risk	**Steps taken to mitigate Risk**
	Cost increases on raw materials hence increase in quotation prices	Quotations are fixed in price for 30 days; regularly updated quotations and required tender submissions are sourced to ensure the best price is achieved
	Physical implementation of project, risk to public safety	Full risk assessment to be undertaken prior to commencement of works. SSDC Environment services staff will manage contractor and ensure compliance at all stages. Specialist Horticulture Officer is CDM qualified.
	Project is not delivered or is delayed due to outside/contractual issues.	All works will be undertaken are to be programmed in accordingly and with contracts in place with relevant contractors.

9 Financial Investment

9.1	**Total Costs and Funding**		
		Funding Body	**£' 000**
	SSDC Capital: -	District Executive Area Committees	218
	Other Sources: - - Grants		
	Total Capital Cost		**218**

9.2	**Breakdown of main areas of cost**					
		2021/22 £'000	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	Bracey Road Larkhill / Lawrence way Milford Park Hollands Walk	49 45 85 39				
	Totals	**218**				

9.3	**External funds to be received**						
		Secured? Y/N	**2021/22 £'000**	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	N/A						
	Totals						

9.4	**Revenue Implications of Capital scheme**						
		Cost Centre	**2021/22 £'000**	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	Loss of interest @ 2.0%	FT922	4.36				
	(Savings in expenditure)						
	Revenue Costs by Individual Budget: (List)						
	Revenue Income						
	Total Revenue Expenditure / (Net saving)		**4.36**				
	Cumulative		**4.36**				

9.5	**Whole Life Costing**	
	Estimated useful life of asset (years)	25+ years
	Total Revenue Costs Year 1 to 5	
	Annual Revenue Cost after year 5	
	Total cost over whole life of asset	

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

South Somerset District Council

South Somerset District Council

Request for Capital

Capital Request No: 2021-18

Capital Name: Organisational Performance Management and Appraisal / Engagement System

Date Created 02/10/20
Document Version: 1.0
Author: Cath Temple / Brian Hardy

1 Purpose of Request

Organisational Performance Management System:
Investment in an integrated performance management system with cascade of targets and KPI development and reporting owned directly by directorates and teams. Allows tailored reporting and narratives, and creation of bespoke reports designed to address specific audiences. To replace current PowerPoint reporting structure. Potentially delivered through Civica platform

- Employee Appraisal & Engagement: Allows for timely and consistent interaction with all employee`s, including the ability to manage meaningful and comprehensive feedback. Features include: one to one check-ins; end-to-end digital engagement for organisational agility and resilience; 360 degree appraisals and reviews (with real time feedback); personal development plans (PDP`d) and mapping of achievements and skills.

2 Objectives

The key objectives are:

- Measure the desired results and outcomes of our key services, activities and projects.
- Provide an evidence base for service improvement,
- Enable better decision making and efficient use of our resources.
- Allow drill down into performance data and support uptake of ownership of performance
- Potential move to real time reporting on system generated metrics
- Promote timely and consistent interaction between managers and staff
- Provide meaningful and comprehensive feedback to staff at all levels
- Manage all aspects of 360 degree appraisals and reviews
- Provide a management dashboard for individual and team scheduled tasks
- Generate appraisal reports to improve clarity regarding personal performance & role specific expectations
- Allow for regular PDP`s to develop within an accessible resource

Utilising a performance management system linked to data sources will enable us to monitor measure and improve our services more effectively and efficiently.

3 Constraints and Decisions

Implementation of an integrated system would impact all (reported) areas in terms of:

- Corporate Priorities and targets
- Departmental work plans and target
- Definition of Deliverables & KPI’s
- Data structure and quality
- System integration
- Regularity of reporting
- Inter alia
- Role profiles – grade related responsibilities / expectations

Annual review of KPI set for SSDC would lead to requirement for ongoing review of system integration

4 Interfaces

- System interfaces need to be considered, as the corporate reporting reflects many and varied systems and processes across many functions.
- The landscape mapping and associated improvements planned through the digital strategy would need consideration and close working with Digital Team.
- Dialogue is ongoing to understand this roadmap.

5 Measures of Success

- Availability of “real-time” performance data would enable each area to monitor, measure, report upon and improve their levels of service in a more dynamic manner (more relevant to high transaction volume, dynamic data e.g. customer connect).
- Staff appraisal would be held in `real time` and available to managers & Directors in a dynamic and accessible format.
- Staff appraisal & PDP information will be seen as transparent & held in greater regard at all levels.
- Data and analysis is readily available to all parties.

6 Anticipated Benefits

- Implementation of the system will enable teams to monitor and measure their performance thereby allowing them to report on performance measures, e.g. KPIs for the performance report in real time that may allow interventions to save money, avoid risk of costs or increase revenues, (deliverable of the Protecting Core Services Community of Practice).
- There will be additional time savings (process efficiency equating to financial savings) with data extracts being automatically uploaded to a performance reporting system rather than current manual interventions.
- Some KPI’s related to DWP & MHCLG are required by legislation, so availability and accuracy of data is merited.
- Availability of real time reporting for members will also build understanding and confidence in data and performance. This should provide clarity for stakeholders and reduce time spend at Scrutiny & District Executive challenging data.
- Appraisal and performance reporting regularly scheduled to include monthly & quarterly reviews.
- Real-time feedback will allow for dynamic management intervention, which will lead to improved staff performance.
- Customisable 360 Appraisals & Reviews will allow for professional development at all levels and a greater sense of employee`s having a voice.
- Development objectives & PDP`s can be set and regularly reviewed to the process to become more impactful.

7 Options Discounted

- A number of potential systems are under review (emperform, Performance Pro, Staff Circle, Clear Company, 365.) – This work is ongoing.
- Existing Microsoft platforms under review with Lewis Walsh of the Digital Team, currently this isn’t an option due to the early implementation stages of these products.
- Civica: Standard reporting functionality assessed Q2 2019, which did not meet requirements. However, Civica were open to developing at cost.

8 Key Information Summary

8.1	**Expected Duration Of Work**	
	Start Date:	Review of required functionality
	Other Key Milestones with Dates:	New KPI suite Agreed and implemented 1/4/21

	Expected Completion Date:	Development of specification and sourcing of provider – End Q3 2020 Development – Q4 2020 – Q1 2021. Phased migration to new reporting platform Q2-Q3 2021. Dates subject to agreement based on capacity of Digital Team

8.2	**Estimate of Officer Time Required: -**			
	Officer's Name	**Estimate of Officer hrs**	**Officer available? Y/N**	**Agreement of Officer? Y/N**
	Performance Specialist	8 weeks capacity reserved to support project to vendor onboarding. Jan-Feb 2021.	Y	Y
	L&D Specialist	2 weeks capacity to define requirements, and support rollout of system	Y	Y
	Digital Team: Architecture, SRM, Technical, Analyst etc	??	?	Not yet
	Are there any impacts on property?	None		
	Are there any impacts on IT systems?	Yes: Impacts to be confirmed by Digital Team		
	Are there any environmental impacts?	Yes: No more paper reports. Also supports move to management in virtual environment, and reduction in travel.		
	Have you appropriately considered all Equality issues?	Further investigation needed to ensure system is available to use by all staff		

8.3	**Risk Assessment**	
	Risk	**Steps taken to mitigate Risk**
	New system doesn't integrate fully with existing systems.	Full system specification received, integration and implementation fully planned.
	Digital Team not resourced to assist with integration and implementation.	As above
	In-Business Teams not resourced to assist with implementation.	Resource and communication planning. Phased integration and cutover with sensitivity to business peaks and troughs
	Ensure new system is secure in terms of DPA2018.	Undertake DPIA ahead of agreement

9 Financial Investment

9.1	Total Costs and Funding		
		Funding Body	**£' 000**
	SSDC Capital: -	District Executive	40
	Other Sources: - - Grants		
	Total Capital Cost		**40**

9.2	Breakdown of main areas of cost						
		2021/22 £'000	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	All areas/teams across SSDC manually reporting performance	40				
	Totals	**40**				

9.3	External funds to be received						
		Secured? Y/N	**2021/22 £'000**	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	N/A						
	Totals						

9.4	Revenue Implications of Capital scheme						
		Cost Centre	**2021/22 £'000**	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	Loss of interest @ 2.0%	FT922	0.8				
	(Savings in expenditure)						
	Revenue Costs by Individual Budget: (List)						
	Revenue Income						
	Total Revenue Expenditure / (Net saving)		**0.8**				
	Cumulative		**0.8**				

9.5	Whole Life Costing	
	Estimated useful life of asset (years)	10
	Total Revenue Costs Year 1 to 5	
	Annual Revenue Cost after year 5	
	Total cost over whole life of asset	

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

South Somerset District Council

South Somerset District Council
Request for Capital

Capital Request No: **2021-19**

Capital Name: **Yeovil Small Business Centre – Roof renewal**

Date Created **02/10/2020**
Document Version: **1.1**
Author: **Dan Bennett**

1 Purpose of Request

SSDC own and operate the premises known as the Yeovil Small Business Centre. The centre provides up to 18 small office and commercial spaces in a B1 planning use class. The premises are let commercially to a variety of tenants. The buildings require a level of investment to allow the retention of the existing tenants and to attract new tenants as the units become vacant. The key areas requiring investment are the roof and the external doors, both of which are now failing and creating issues that cannot be resolved with minor repairs.

2 Objectives

For SSDC to renew the defective areas of the roof & integral valley gutters to resolve all leaks into the building. Also to renew the rotten timber external doors and windows to maintain a satisfactory level of security at the premises. The roof works consist of the replacement of a failed valley gutter over the western building. When the roof is made accessible during the works a detailed inspection will be undertaken and a further capital bid could be raised for additional works to the eastern building in a future budget year.

3 Constraints and Decisions

There are no further decisions or planning consents required for this work.

4 Interfaces

There are no interfaces with other SSDC projects.

5 Measures of Success

1) Completion of the work to a good standard.
2) Maintaining an up to date facility that allows swift re letting of any void units.
3) Retaining existing tenants.
4) Resolving ongoing complaints regarding leaks and door condition.
5) Introducing a more energy efficient roofing system and external doors, in line with our commitment to the climate emergency.

6 Anticipated Benefits

The main benefit will be the reduction of future liabilities for SSDC. The existing timber doors and windows can be replaced with a low maintenance alternative. The new roof can be insulated to current standards reducing building energy consumption. The roof is currently leaking and causing internal damage to the building, the rectification of which has been included in the capital bid figures below.

7 Options Discounted

Option a) – ignore situation, lose tenants or reduce rents.
Option b) – relocate tenants, no other SSDC premises available.
Option a) was discounted for reasons of liability and reputational risk, option b) was discounted as it did not resolve the issue with this building.

8 Key Information Summary

8.1	**Expected Duration Of Work**	
	Start Date:	May 2021
	Other Key Milestones with Dates:	n/a
	Expected Completion Date:	October 2021

8.2	**Estimate of Officer Time Required: -**			
	Officer's Name **Dan Bennett**	**Estimate of Officer hrs**	**Officer available?**	**Agreement of Officer?**
	Dan Bennett	40	Y/~~N~~	Y/~~N~~
	Are there any impacts on property?	The project can be resourced from within the property team. The project enhances part of the property portfolio, whilst minimising future liabilities.		
	Are there any impacts on IT systems?	No		
	Are there any environmental impacts?	The project would replace existing building elements with more energy efficient products, reducing energy consumption within the building.		
	Have you appropriately considered all Equality issues?	None identified		

8.3	**Risk Assessment**	
	Risk	**Steps taken to mitigate Risk**
	This is a straightforward project that will entail a) a survey, b) a specification of works, c) a tender or competitive quotation exercise	The project will be managed by an experienced project manager from start to finish

9 Financial Investment

9.1	**Total Costs and Funding**		
		Funding Body	**£' 000**
	SSDC Capital: -	SSDC	65
	Other Sources: - - Grants		
	Total Capital Cost		**65**

9.2	**Breakdown of main areas of cost**					
		2021/22 £'000	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	Building work	65				
	Totals	**65**				

9.3	**External funds to be received**						
		Secured? Y/N	**2021/22 £'000**	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	N/A		0				
	Totals		**0**				

9.4	**Revenue Implications of Capital scheme**						
		Cost Centre	**2021/22 £'000**	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	Loss of interest @ 2.0%	FT922	1.3				
	(Savings in expenditure)						
	Revenue Costs by Individual Budget: Gutter Clearance		0.15	0.15	0.15	0.15	0.15
	Revenue Income						
	Total Revenue Expenditure / (Net saving)		**1.45**	**0.15**	**0.15**	**0.15**	**0.15**
	Cumulative		1.45	1.60	1.75	1.90	2.05

9.5	**Whole Life Costing**	
	Estimated useful life of asset (years)	25 years/doors 20 years/roof
	Total Revenue Costs Year 1 to 5	Doors/£0 Roof/£750 (gutter clearance)
	Annual Revenue Cost after year 5	Doors/£0 Roof £200/per annum (say £800 gutter clearance every 5 years)
	Total cost over whole life of asset	**Doors/£0 Roof/£3,000**

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

South Somerset District Council

South Somerset District Council
Request for Capital

Capital Request No: **2021-20**

Capital Name: **Fleetmaster Upgrade**

Date Created **10/11/2020**
Document Version: **1.0**
Author: **Chris Cooper**

1 Purpose of Request

To upgrade the Fleetmaster System which is essential in ensuring that SSDC 'O' licence fleet information is secure and available if required by the Traffic Commissioner. We have used this system for over 20 years and is now outdated. The system is a single point of failure as all fleet information is stored in this one place. The information was supported by the system provider, however, they no longer promote this platform and there is only one individual within the company who understands how this system works.

The project is to replace this outdated system with an up to date fleet management system and associated hardware to enable users of the system to engage with it whilst on operational duties.

At this time the costs indicated are estimates as we haven't yet sought prices for the potential options and requirements.

2 Objectives

- To ensure the critical 'O' licence requirements are met and all current and historical fleet related information is available if requested by the Traffic Commissioner in order to keep the fleet legally compliant and secure. Therefore ensuring the continuity of SSDC fleet operations.
- To improve efficiency by preventing double inputting of data through moving to digital technology that automatically joins all sources of information together for finance, the fleet, workshops, stores and drivers.
- To remove the need for double entry of financial information between different systems.
- To enable us to record and report on carbon emissions and measure fleet changes that may result in progress towards the environmental targets set in SSDC strategies.
- To remove the current risks: single point of failure and one person in the organisation who understands how the system works.

3 Constraints and Decisions

We do need the support of our Finance, IT and Digital Strategy team to work with us to ensure this project is successful as it is so vital to not only the fleet within our service but to SSDC as a whole.

4 Interfaces

It is intended that the fleet management system connects directly with several processes that SSDC currently have, to move to digitalisation. The ideal is to input information once into the financial system preventing double entry of invoices – both purchase ledger and sales ledger and transference of our fuel system. We also intend to connect the stores ordering system through the Portal directly to the stores issuing part of the new system. In going digital with in-cab technology this would then allow SSDC 360 to provide our staff with their job tickets and enable the removal of several paper based systems for recording daily user checks on their vehicle, defects, timesheets etc.

5 Measures of Success

This section should define how success will be measured. For example, if a piece of software is being purchased, this could be tested against the specification as a measure of quality.

6 Anticipated Benefits

- Reliable and accessible storage of fleet data including, vehicle maintenance inspections, servicing, repair and history of the fleet, ensuring compliance with fleet transport legislation.
- Removal of double entry as new system will link to current SSDC financial systems making efficiency savings in time and the removal of possible inaccuracies.
- The digital transference of paper based systems – e.g. Daily user checks and defect reporting.
- Provision of accurate real-time data to improve time and management of the fleet, vehicle workshops, stores, fuel provision, administration staff and the drivers themselves.
- More secure and accountable reporting systems.
- Improved stock control.
- Improved recharging to customers through continual work flow data using digital technology.
- Being a hosted web based system it removes the requirement for SSDC's I.t. teams' input, as it will provide secure access through a simple internet browser for users, whilst meeting UK data management standards.
- The new system will enable far more accurate information to be provided and reports produced that may have a significant impact on carbon management programmes for SSDC.

7 Options Discounted

One option would be to do nothing, due to the importance of the function, and discontinuation of the supported Fleetmaster system, we have discounted this as an option.

Our options are as we see them:

- Upgrading the existing Fleetmaster system provided by Asset Works with their subsequent platform called FleetFocus M5 or adding functionality to the existing service using Asset Works Touch Screen module.
- Changing the system completely to a different provider for an alternative product that meets our needs.

We realise that either system will have to interact with Cedar to achieve the outcomes listed above.

We are currently investigating the alternatives on the market to ensure that we identify the most appropriate alternative.

Should we decide not to upgrade this system and continue with Fleetmaster, we continue to work in an inefficient manner with a critical risk of services failure should the Fleetmaster system fail. It is no longer supported to a satisfactory level and does not allow a more efficient and effective way of working that meets the future needs of our business and does not comply with the digital strategy.

8 Key Information Summary

8.1	**Expected Duration Of Work**	
	Start Date:	April 2021
	Other Key Milestones with Dates:	Identify potential suppliers Tender for submissions Either: Upgrade of system through current provider, Or: Install and transfer historical data onto replacement system Testing and snagging
	Expected Completion Date:	February 2022

8.2	**Estimate of Officer Time Required: -**			
	Officer's Name	**Estimate of Officer hrs**	**Officer available? Y/N**	**Agreement of Officer? Y/N**
	Case Officer – Finance & Admin	150	Y	Y
	Case Officer – Environmental Services Support	100	Y	Y
	Team Leader – Support	74	Y	Y
	Specialist – Fleet	74	Y	Y
	I.T. Specialist	150	Y	NA
	Case Officer – Digital Services	TBC	?	?
	Finance – Specialist	TBC	?	?
	Are there any impacts on property?	None		
	Finance	Crucial interfaces - E5 (Cedar) & Fleet system Input from finance to ensure all requirements are met and agreed between all parties.		
	Are there any impacts on IT systems?	This fits with the digitalisation process that is being implemented throughout the council to remove double handling, enable agile working and remove reliance on paper based systems. Oversee the project providing us with essential knowledge and advice to ensure successful outcome		
	Are there any environmental impacts?	Only improvements - going digital enables less paper and better reporting will provide data for efficiencies in vehicle use therefore impacting our carbon management for SSDC		
	Have you appropriately considered all Equality issues?	We have considered all equality issues and none have been identified		

8.3	**Risk Assessment**	
	Risk	**Steps taken to mitigate Risk**
	Loss of vital data.	Two systems to run in tandem until all testing carried out. Ensure frequent backing up of data is practiced – currently automatically done. Input of an IT specialist would reduce the risk of data loss.
	Systems not compatible	Ensure everyone involved understands the requirements regular updates and feedback on progress (including Finance) This would be written into any agreements and assurance from companies involved prior to purchase of any system would be sought.

9 Financial Investment

9.1	**Total Costs and Funding - Estimated**		
		Funding Body	**£' 000**
	SSDC Capital: -	District Executive Area Committees	57
	Other Sources: - - Grants	None	
	Total Capital Cost		**57**

9.2	**Breakdown of main areas of cost - Estimated**					
		2021/22 £'000	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	Up-grade of Fleetmaster System Purchase of mobile devices for vehicles	27 30				
	Totals	**57**				

9.3	**External funds to be received**						
		Secured? Y/N	**2021/22 £'000**	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	List here	none	N/A				
	Totals						

9.4	Revenue Implications of Capital scheme						
		Cost Centre	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000
	Loss of interest @ 2.0%	FT922	1.14				
	(Savings in expenditure)						
	Revenue Costs by Individual Budget: (List)	KH605	10	15	15	25	25
	Revenue Income						
	Total Revenue Expenditure / (Net saving)		**11.14**	**15**	**15**	**25**	**25**
	Cumulative		11.14	26.14	41.14	66.14	91.14

9.5	Whole Life Costing	
	Estimated useful life of asset (years)	15+
	Total Revenue Costs Year 1 to 5	£90k
	Annual Revenue Cost after year 5	£25k a year
	Total cost over whole life of asset	**£340k**

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

Other Useful Information

We are seeking the financial backing to replace a desperately out of date and inefficient Fleet Management System which we rely on as a business. We have identified this as our biggest critical business risk and the need to upgrade is long overdue and needed.

Should the system fail, we could be non-compliant in our duties as O licence operators and open to serious actions from the traffic commissioner's office – this could result in a prohibition notice being served if not addressed. This also means revocation should we fail to operate within it terms. Full details of the Goods Vehicle Operators Licence can be provided on request.

We are currently investigating the various options available on the market.

The bid also includes the necessary hardware/software to enable our operational teams to carry out their duties and essential work digitally, removing timely and inefficient paperwork systems, filing systems and once again, the double handling of data across various departments of the service.

South Somerset District Council

South Somerset District Council

Request for Capital

Capital Request No: **2021-21**

Capital Name: **Careline Product Development**

Date Created **03/10/2020**
Document Version: **1.0**
Author: **James Divall / Tim Cook**

1 Purpose of Request

To improve the overall customer experience and level of service as well as meet the Careline services target of 5% yield under the SSDC Commercial Strategy; some changes are needed to the service. These changes (as found in attached Careline Business plan 2021-22) include adapting operational structure as well as implementing some new financial controls and new resources to support the service.

Analysis of the current model has identified a lack of resource and new product lines for proactive development to make sure that we are competitive within the industry. Therefore, a different and wider commercial approach is required in order not to lose the hard working good reputation of this service. SSDC knows that there is a demand for our Careline service, it meets a number of our corporate SSDC objectives and that the 'Careline offer' needs to be developed further with an additional resource established with a more focussed approach to development and growth.

Amongst other developments, the Careline Service needs to invest in new product lines, updated technology and unique selling points to provide the competitive edge we need in the market and to turn the tide in creating a greater income generation. Something that is much needed with decreasing customers and increasing costs to the service.

An increased cost last year includes our 24-hour control centre, which responds to calls for help and support, is contracted to Sedgemoor District Council. Our contract with Sedgemoor's runs from 2015-2020 (extended for a year in 2020 with an additional increase in our fee of £99,000 (a total contract of £133,937)) and is closely monitored to ensure that the highest standards are achieved and that all our clients receive the best possible response, 24 hours a day, 365 days a year.

The capital bid aims to address the development need of the service above, by creating a £20,000 development budget so we can purchase new modern product lines to include within the revitalised business offer. The new tech can be purchased, stored, test and introduced into the Careline product list in turn helping to improve the service quality and support increased income generation.

2 Objectives

The key objective is to improve the service and meet the 5% yield improvements in the 2021-22 budget. How the improved service meets the corporate SSDC objectives can be found below:

Housing: *To enable housing communities to meet the existing and future needs of residents and employers we will work to:*

- Match lifelong independent living with appropriate property solutions.

Healthy, self-reliant Communities: *To enable communities which are cohesive, sustainable and enjoy a high quality of life we will:*

- Work with partners to keep our residents safe and help them to feel safe in their local area.
- Work with partners to reduce the impact of social isolation and create a feeling of community.

Protecting core services: *To ensure a modern, efficient and effective council that delivers for its communities, we will:*

- Take a more commercial approach to become self-sufficient financially.
- Become a leader in its field, delivering high quality and effective services to its customers and communities.

3 Constraints and Decisions

Constraints:

- Budget management / budget / increased costs (linked to Sedgemoor Contract for call centre support)
- Comms centre capacity (Sedgemoor costs)

- Out of date products

Decisions:
- Unity authority – cross District / County
- Closer collaboration between Sedgemoor and Deane Helpline – Changes to systems.

4 Interfaces

- Website / social media
- As above – System changes as a result of comms centre collaboration.

5 Measures of Success

- Current product list vs competitor analysis (what has our competition got – how can we get the advantage?
- 5% yield – income targets / efficiency / fees and charges review
- Increase to installations in new properties (to include those without landlines).

6 Anticipated Benefits

Mobile devices with up to date software will enable on site updates of PNC database. This will reduce the time needed in the office and increase the number of demonstrations/installations that can be carried out in a day from two to three.

The main benefits of capital investment are mainly focused on maintaining and improving market share and improving our offer to customers.

The purchase of smart hub technology will open up a new market to Careline. We are currently unable to deliver to many new build properties as existing technology requires a telephone landline. Smart hub technology is connected via Wi-Fi and operates with a SIM card in the same way as a mobile phone.

We have worked with our supplier (Tunstall) to test one unit and to work out a pricing structure. The unit will be more expensive as it requires a £40 per year fee for the SIM.

We receive a lot of interest from existing customers in GPS solutions which will enable a response to a fall or incident outside of the home. This has become more relevant as people want and need regular exercise which is a concern for those prone to falls or ill health.

7 Options Discounted

- Continue as we are – use same equipment, try to promote the service but struggling against competitors.
- Wait and see what the wider unity offer could look like – be led by the others Districts and Public Health Commissioners.

8 Key Information Summary

8.1	**Expected Duration Of Work**	
	Start Date:	March 2021
	Other Key Milestones with Dates:	
	Expected Completion Date:	March 2022

8.2	**Estimate of Officer Time Required: -**			
	Officer's Name	**Estimate of Officer hrs**	**Officer available? Y/N**	**Agreement of Officer? Y/N**
	All officers job titles listed here (not names). If an officer outside your department is required please obtain their comment in the 'Comment by other services' boxes below.	20 hrs LO (Careline) 74 hrs LO on promoting Careline and new offer via partnerships. 10 hrs S&C specialist (Comms)	Yes Yes Yes	Yes Yes Yes
	Are there any impacts on property?	N/A		
	Are there any impacts on IT systems?	Purchase and set up of new mobile devices. – To be agreed by Digital Team.		
	Are there any environmental impacts?	No, however as seen in the Careline Business Plan appendices, the Locality service who run Careline are looking to trail e-vans as part of the fleet delivering this service		
	Have you appropriately considered all Equality issues?	Considered to open Careline service to more people so impact will be positive.		

8.3	**Risk Assessment**	
	Risk	**Steps taken to mitigate Risk**
	Investment not having to effect on business plan proposals	The investment helps us develop our offer, trial new technology on the market and future proof the organisation. All things that will help develop the Careline service.
	Further change in technology	Aim is to keep on top of tech on the market and trial the new options with our customers before committing to new tech.
	Unity authority progression	Whatever the outcome the service will be needed and an improved service will only help the unity to continue BAU.

9 Financial Investment

9.1	**Total Costs and Funding**		
		Funding Body	**£' 000**
	SSDC Capital: -	District Executive Area Committees	20

	Other Sources: - - Grants		
	Total Capital Cost		**20**

9.2	**Breakdown of main areas of cost**						
		2021/22 £'000	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	Portable/mobile data capable laptops x4 New tech – Details below	3 17				
	Totals	**20**				

9.3	**External funds to be received**						
		Secured? Y/N	**2021/22 £'000**	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	N/A						
	Totals						

9.4	**Revenue Implications of Capital scheme**						
		Cost Centre	**2021/22 £'000**	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	Loss of interest @ 2.0%	FT922	0.4				
	(Savings in expenditure)						
	Revenue Costs by Individual Budget: (List)						
	Revenue Income						
	Total Revenue Expenditure / (Net saving)		**0.4**				
	Cumulative		0.4				

9.5	**Whole Life Costing**	
	Estimated useful life of asset (years)	5-10
	Total Revenue Costs Year 1 to 5	
	Annual Revenue Cost after year 5	
	Total cost over whole life of asset	

9.6	VAT Implications
	What are the VAT implications of the scheme? Based on the current information provided to us, the VAT is recoverable on this project as the future activity would be either Zero Rated or Standard Rated. *Is this a VAT exempt activity?* No

Equipment investment identified as part of the capital bid:

- Small portable/mobile data capable laptops x4 with PC connect software & unit connectors & PNC software [replacement kit]
- Smart hubs [new to Careline]
- Extension speakers [new to Careline]
- Vibby fall detectors
- Smoke detectors
- Telecare items [some new to Careline]
- Unit refurbishment items [replacement chargers & leads]

Marketing & Communications

- Improvements to the Careline Website development
- Corporate display board and event marketing material

South Somerset District Council

South Somerset District Council

Request for Capital

Capital Request No: **2021-22**

Capital Name: **Digital Capital Reserve Programme 2021-23**

Date Created **19/11/2020**
Document Version: **1.0**
Author: **Deborah Russell**

1. Purpose of Request

To give the Council the ability to respond to changing ITC requirements in a timely and responsive way by maintaining and extending the IT Capital Reserve for a further 2 years.

2. Objectives

Following on from Transformation, South Somerset District Council (SSDC) adopted a new Digital Strategy. Fundamental to the strategy was developing the ability to deliver rapid and effective business change, often by leveraging the market.

This capital programme covers a number of deliverables all of which involve the enhancement of systems and infrastructure before they become unreliable and expensive to maintain. These initiatives are required to enable the business to deliver better working practices across the organisation. This will include the ability to provide more robust agile working by improving the virtual desktop capability, whilst assuring security across all platforms, especially in response to recent COVID restrictions and security breaches highlighted by other organisations.

In order to ensure full resilience and 'always on' functionality, investment in our Disaster Recovery capability will be required to ensure it can maintain continuity of service.

In order to deliver this strategy there are a number of initiatives that need to be undertaken to drive forward beneficial change. The Digital Team have identified a new 2+ Year Capital Programme which is presented in this bid that would deliver against the following Corporate themes:

- Working with partners to improve services, efficiencies, resilience and influence.
- Embracing innovation and improved technology to improve customer service and access.
- Empowering a confident, flexible workforce.

3. Constraints and Decisions

The capital programme involves technology with which the in-house team are familiar and generally able to deploy/support as a part of their normal activities, however there are occasions where working outside of normal hours or consultancy is required. This will be handled on a project-by-project basis.

Disruption to staff is always kept to a minimum but project time periods may on occasions be influenced by peaks in demand such as end of year activities.

This is a programme of renewals and though in some cases the renewal process will yield improved functionality, the programme is not specifically about new projects for which a separate appraisal process will be followed.

4. Interfaces

Dealing with any technical interfaces will be managed on a project by project basis.

5. Measures of Success

Within the capital programme we will always strive for efficiencies such as combining technologies if we can, leveraging existing 3rd party agreements to ensure value for money and also delaying the project if there are technical and economic advantages.
Success will be measured on an individual project basis with key success factors being, but not limited to:

- Reduces the risk that digital technology will fail and service cannot be quickly restored in line with a formal support agreement(s)
- Underpins the Council Plan by providing the core systems and equipment that enable service delivery
- Will give the Digital team the opportunity to adopt improved technologies that enable further efficiencies in terms of licencing, carbon and flexible working.

6 Anticipated Benefits

All technologies are replaced and updated with the most appropriate technology at the time which should be scalable and allow capacity for future growth. Although impossible to quantify in advance this does inevitably drive down costs as the fact that the proposed capital programme is £159,000 cheaper than the previous one demonstrates.

The Digital landscape on which the Council depends to provide services would be up to date and under appropriate support and maintenance agreements in line with the businesses & security needs and core requirements.

7 Options Discounted

Do Nothing.

8 Key Information Summary

8.1	**Expected Duration Of Work**			
	Start Date:	1st April 2021.		
	Other Key Milestones with Dates:			
	Expected Completion Date:	March 2023		
8.2	**Estimate of Officer Time Required: -**			
	Officer's Name	**Estimate of Officer hrs**	**Officer available? Y/N**	**Agreement of Officer? Y/N**
	Officers will be allocated on a project by project basis.	N/A	Y	Y
	Are there any impacts on property?	N/A		
	Are there any impacts on IT systems?	An IT submission.		
	Are there any environmental impacts?	Try to use environmentally aware suppliers. Aim to reduce energy consumption. Ensure that they keep in line with all environmental legislation.		
	Have you appropriately considered all Equality issues?	N/A		

8.3	Risk Assessment	
	Risk	**Steps taken to mitigate Risk**
	A generic risk is that the technology or a supplier could change within the lifetime of this bid to such an extent that the original estimate is no longer representative either in terms of the delivered technology or the cost of the project.	The risk has to be accepted, however it would be mitigated, if not fully addressed by • Sourcing a service from well know suppliers with a stable business model • a supplementary report to management board with appropriate options

9 Financial Investment

9.1	Total Costs and Funding		
		Funding Body	**£' 000**
	SSDC Capital: -	District Executive Area Committees	200
	Other Sources: - - Grants		
	Total Capital Cost		**200**

9.2	Breakdown of main areas of cost					
		2021/22 £'000	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	Device Standardisation/Refresh	30				
	Security upgrade	15	15			
	Upgrade Disaster Recovery (DR) Capability	40	20			
	Modern Workplace Enhancements	50	30			
	Totals	**135**	**65**			

9.3	External funds to be received						
		Secured? Y/N	**2021/22 £'000**	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	N/A						
	Totals						

9.4	Revenue Implications of Capital scheme						
		Cost Centre	**2021/22 £'000**	**2022/23 £'000**	**2023/24 £'000**	**2024/25 £'000**	**2025/26 £'000**
	Loss of interest @ 2.0%	FT922	4				

	(Savings in expenditure)						
	Revenue Costs by Individual Budget: (List)						
	Revenue Income						
	Total Revenue Expenditure / (Net saving)		**4**				
	Cumulative		4				

9.5	**Whole Life Costing**	
	Estimated useful life of asset (years)	The assets within this capital programme will all have a life expectancy of at least five years.
	Total Revenue Costs Year 1 to 5	Revenue costs are already accounted for within the Digital Services revenue budget.
	Annual Revenue Cost after year 5	• The revenue costs would be consistent throughout the 5-year plan. • Any savings released by each project would be returned by way of the annual budget savings assessment. • The cost after year 5 will continue because Digital Services will not allow the authority's infrastructure to be unsupported. Where it is technically, financially and logistically practical Digital Services may extend the lifespan of certain infrastructure
	Total cost over whole life of asset	

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