

South Somerset District Council

Notice of Meeting



District Executive

Making a difference where it counts

Thursday 7th August 2008

9.30 a.m.

**Council Chamber
Council Offices
Brympton Way
Yeovil
Somerset**

Disabled access is available at this meeting venue



The public and press are welcome to attend.

If you would like any further information on the items to be discussed, please ring the Agenda Co-ordinator, Emily McGuinness on Yeovil (01935) 462462
email: democracy@southsomerset.gov.uk, website: www.southsomerset.gov.uk

This Agenda was issued on Wednesday 30th July 2008

Ian Clarke, Head of Legal and Democratic Services



2007-2008
*Neighbourhood and
Community Champions:
The Role of Elected Members*

2006-2007
*Improving Rural Services
Empowering Communities*

2005-2006
Getting Closer to Communities

**If you need this information in large print,
Braille, audio or another language,
please contact 01935 462203**



INVESTOR IN PEOPLE

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District Executive Membership

Tim Carroll – Leader of the Council

Mike Lewis - Area East Portfolio

Peter Seib - Economy, Planning and Transport

Tony Fife - Area South Portfolio

Robin Munday - Finance and Support Services

Jo Roundell Greene - Environment and Property

Ric Pallister - Deputy Leader and Vice-Chairman of the Executive

Patrick Palmer - Area North Portfolio

Sylvia Seal – Leisure and Culture

Kim Turner - Area West Portfolio

Information for the Public

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

Members of the Public are able to:-

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

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

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

The Council's Constitution is also on the web site and available for inspection in Council offices.

The Council's corporate priorities which guide the work and decisions of the Executive are set out overleaf.

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

South Somerset District Council – Corporate Aims

Our key aims are: (all equal)

- To deliver well managed cost effective services valued by our customers
- To increase economic vitality and prosperity
- To improve the health and well-being of our citizens
- To ensure safe, sustainable and cohesive communities
- To promote a balanced natural and built environment

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District Executive

Thursday, 7th August 2008

Agenda

Preliminary Items

1. To approve as a correct record the Minutes of the meeting held on 10th July 2008
2. Apologies for Absence
3. Declarations of Interest
4. Public Question Time
5. Chairman's Announcements

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Items for Discussion

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District Executive – 7th August 2008

6. Options for the Future Delivery of the Countryside Right of Way Service

Executive Portfolio Holder: Sylvia Seal (Leisure, Culture and Well-being)
Head of Service: David Julian, Countryside, Heritage and Tourism
Lead Officer: David Julian, Countryside, Heritage and Tourism
Contact Details: david.julian@southsomerset.gov.uk or (01935 462279)

Purpose of the Report

To provide the District Executive with a range of options for the future delivery of the Rights of Way Service.

Recommendation

District Executive is RECOMMENDED to determine how South Somerset District Council's Rights of Way Service is delivered in the future

Background

This report is brought to District Executive at this time because of contractual agreements between SSDC and Somerset County Council (SCC) relating to the Rights of Way (ROW) service.

In the event of terminating the existing agency agreement (option 3 below), SSDC is bound to give six months notice of their intention prior to the start of a financial year, (***i.e. notice must be given by 30th September 2008 to terminate the agreement on 31st March 2009***)

The Government's Comprehensive Spending Review requires public bodies to rigorously scrutinise the efficiency of their services to ensure that best value is achieved. SSDC is in a position where it can terminate its agreement with SCC to maintain Rights of Way and thus reduce its costs by approximately £80k per annum. Whilst the opportunity to make this financial saving must be considered, it does not necessarily follow that such a course of action would offer the best solution for the future delivery of the service.

SSDC maintains Rights of Way across the district under a delegation agreement with SCC. The statutory duty to provide this service is SCC's but it is delegated to SSDC and may be returned to SCC at any time provided the agreed period of notice is given. The Delegation of Agreement was signed on 21st May 1999.

SSDC's involvement with ROW and their maintenance predates this agreement by a number of years. From 1990 SSDC consciously opted to increase the level of service it provided. It was recognised by successive management regimes that well maintained and well way-marked access to the countryside was valued by residents and tourists. Particular attention was paid to popular routes close to towns and villages, and longer distance footpaths such as the Leland Trail (developed by SSDC), Parrett and Liberty Trails (developed in partnership with others).

A noteworthy feature of the ROW service is the excellent relationship that has developed with landowners, local groups, parish and town councils. Permissive rights of way, local enthusiasm and voluntary assistance have helped to extend and maintain the network.

South Somerset has approximately 1100 miles of well-maintained, well-signposted Rights of Way. Continued investment in the ROW service has been rewarded by a year-on-year increase in the length of routes opened and maintained for residents and visitors. The delivery of the service at its current level is the result of a progressive programme that developed our rights of way network and increased the potential for leisure, well-being, recreation, tourism and the wider economy.

Whilst a grant is received annually from SCC for an agreed programme of work, the overall cost of running our expanded service always exceeds the amount of income that we receive. In 2007 expenditure on the service was £275k whilst income from grants and other sources was £178k. This amounted to a net expenditure of £97k by SSDC on the ROW Service.

The following table shows the cost of running the service over the last three years. (Annual grants from SCC make up the bulk of the income received.)

Cost of running the ROW Service (excluding support costs)						
	Budget 2007/08 £'000	Actual 2007/08 £'000	Budget 2006/07 £'000	Actual 2006/07 £'000	Budget 2005/06 £'000	Actual 2005/06 £'000
Expenditure	235	275	238	315	322	373
Income (grants)	(150)	(178)	(146)	(188)	(100)	(111)
Net Cost	85	97	146	188	222	262

Whilst savings on expenditure are sought annually, it is likely that our current level of commitment to the ROW Service will result in continued expenditure in the future.

Three options for the future delivery of the service are offered for consideration:

- 1) To continue the delegated agreement with SCC, maintain the current level of service and commit to an ongoing annual net expenditure; or,
- 2) To continue the delegated agreement but reduce the level of service so that expenditure does not exceed the income received from grants and other sources; or,
- 3) To terminate the delegated agreement and return the service to Somerset County Council.

Options for the future delivery of the ROW service

An analysis of Strengths, Weaknesses, Opportunities and Threats is offered here to capture some of the key issues

Rights of Way Service Analysis of some key issues	
Strengths	<ul style="list-style-type: none"> • A well established, quality service that is valued by members, South Somerset residents and visitors to the district. • Directly helps to deliver four of SSDC's five corporate aims. • Adds value to other services such as Tourism, Streetscene, and the Health & Wellbeing agenda.

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	<ul style="list-style-type: none"> • Walking in South Somerset is promoted through its trail literature and circular walks packs (River Parrett Trail, Leland Trail, Liberty Trail, Levels and Moors Circular Walks Pack, Blackmore Vale Circular Walks Pack, Hills and Vales around Yeovil Circular Walks Pack, Two short Walks and a Cycle Ride Leaflet. • Year-on-Year success in improving a former BVPI. • Good example of partnership working between SSDC, SCC, Parish Councils, landowners and service users. • Provides good volunteer opportunities through Parish Paths Stewardship Scheme (last year 246 volunteer days were provided). Working with individuals, Parishes, The Ramblers and The BHS. • Good relationship with landowners and service users. • Good response times to requests for work. • High standard of workmanship. • Gives local control over priorities for funding maintenance or improvements.
Weaknesses	<ul style="list-style-type: none"> • Expenditure always exceeds income. • A non-statutory service for SSDC and is thus subjected to year-on-year efficiency savings. • Equivalent of 2 Ranger posts saved from budget over last 2 years leading to reduced service provision.
Opportunities	<ul style="list-style-type: none"> • Retaining the service must lead to a better balance between income and level of service. We can build 3-5 year plan/strategy for service. • Returning the Service to SCC will result in a direct financial saving.
Threats	<ul style="list-style-type: none"> • Option 1. commits SSDC to continued expenditure, and maintaining the current level of service will become increasingly more expensive. • Option 2. Budget reductions by SSDC will lead to a reduction in level of service. • Option 3. Handing the service back to SCC <i>may</i> result in reduced resources and a reduced level of service. • Options 2 and 3 will reduce the level of local contact currently based in area offices. • Options 2 and 3 <i>may</i> result in slower response times to requests for maintenance and repair. • Walks packs currently produced by SSDC generate a high level of expectation from users and require a high level of maintenance for advertised routes. • If the Service is returned to SCC, the direct links with SSDC Tourism Team and the countryside access promotion programme will be weakened or lost.

Likely Impact of Choosing Option 1

Continuing the delegated agreement, maintaining the current level of service and committing to ongoing annual net expenditure.

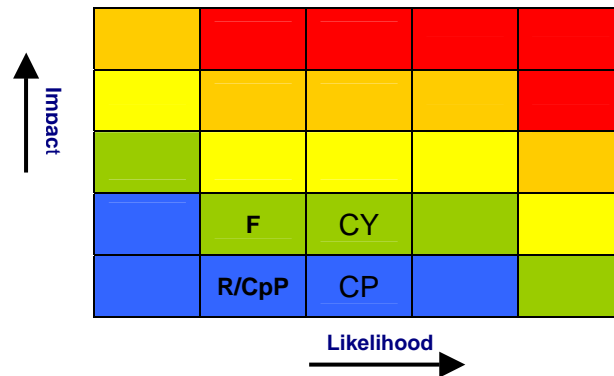
This would allow the service to continue operating to current service standards.

Retaining the contract of delegation with SCC gives SSDC the greatest degree of control over the service and service quality. Under the current scheme we have seen continual improvement to the former BVPI 178 – the national indicator that monitors the total length of Rights of Way in South Somerset that are open and useable by the public. If the current ROW agreements were maintained, the projected annual net expenditure will remain at around £80K.

For the past three years we have been able to achieve efficiencies and budget savings without adversely affecting quality of the service. It should be noted that further reductions in expenditure would almost certainly lead to a reduced level of service.

If expenditure was reduced, SSDC may well be perceived to be the custodian of a declining service and there may be adverse reputational consequences. In these circumstances it might be wiser to seek an alternative option at this stage.

Risk Matrix for Option 1



Key

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

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Likely Impact of Choosing Option 2

Continuing the delegated agreement but reducing the level of service so that expenditure does not exceed the income received from grants and other sources.

This option would see SSDC retain the contract of delegation with SCC, but the level of expenditure on Rights of Way would be reduced to at least the current level of 2008/09 budgeted income - £154k.

This option would be cost neutral, with SSDC expenditure matching income. This would generate a saving of around £80k pa on the current budget.

To reduce the ROW service to this level would cause adverse impacts, including:

- Reducing staffing levels and a reduction the amount of work the service would be able to undertake. The service would continue to meet statutory obligations, but would lead to stricter prioritization of the work programme, longer response times on less urgent jobs, and much less focus on projects.
- The ROW team currently has 5.5 full time employees and 3 seasonal contract employees. The level of income received from grants and other sources under this option would allow the retention of 3.5 full time staff and approximately £80k for materials and other labour. This would mean the loss of two full time posts to the service (although staff would be likely to be redeployed elsewhere). It would also make it unlikely that seasonal contract staff would be employed.
- Taking this option would reduce the capacity for working with parish councils and volunteers on the Parish Path Stewardship Scheme. There would be reduced resource for the co-ordination of working groups and the supervision of volunteers. Our working relationships with the Parishes on ROWs would diminish.

It is worth noting that the Parish Path Stewardship Scheme currently involves 32 Parishes carrying out practical work such as stile and gate replacement. In the past twelve months (the first year of the scheme) 246 volunteer days were contributed by the parishes as a result of the work of our volunteer co-ordinator. This in-kind contribution was worth in excess of £18k to ROW in South Somerset. **Appendix 1 shows the activities of the Parishes over the last twelve months.**

- The former BVPI 178 - the national indicator that monitors the total length of Rights of Way in South Somerset that are open and useable by the public would be likely to drop (we will still use this measure as a local indicator in the future).
- Anticipated damage to SSDC's reputation as service standards reduce.

Exploring the possibilities of Option Two

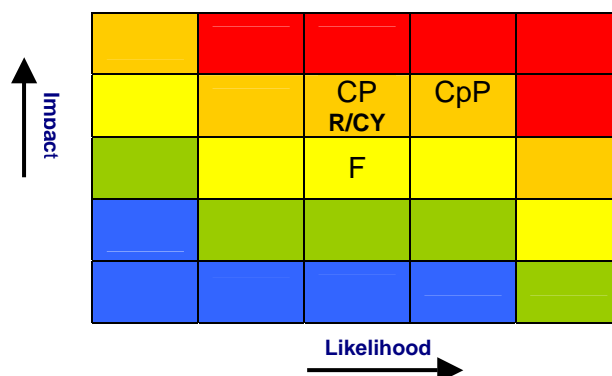
The potential exists to mitigate some of the anticipated adverse impacts listed above. If Option Two was the preferred choice, officers would explore ways of achieving greater operational efficiencies, by reviewing how the service could be managed as part of a wider service team.

Similarly, officers would explore the potential for the area teams to provide support to the Parishes and supervision for our volunteers. The budget for purchasing equipment and

materials is largely unaffected, so if this support could be provided in a different way, productivity should continue at or around its present level.

It should be noted that taking this option forward would need formal approval from SCC particularly if grants are used to fund our full-time employees

Risk Matrix for Option 2



Key

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

Likely Impact of Choosing Option 3

Terminating the delegated agreement and returning the ROW service to Somerset County Council

The most immediate and obvious impact of the service being returned to SCC would be the saving of approximately £80k per annum by SSDC. The financial saving has to be weighed against other possible consequences of handing the service back.

It is not possible at this stage to quantify the savings on 'below the line' support service costs. These costs are an apportionment of the running costs of the support service teams that in the short/medium term would continue to be recharged elsewhere after the cessation of the delegated ROW agreement.

The opinion of the Rights of Way Manager at SCC was sought. It would be fair to say that the County Council does not anticipate a reduction in level of service enjoyed in South Somerset. Neither do they anticipate a reduction in the level of partnership working with Parish Councils. However, it is recognised that the initial period of transfer of service may be accompanied by minor 'teething' problems.

To inform the decision-making process, a SSDC Scrutiny Commission was set up in June to make enquiries of Taunton Deane Borough Council, Sedgemoor District Council and West Somerset Council, authorities that had chosen to terminate their agency agreement and return the ROW service to SCC. The following additional information was obtained

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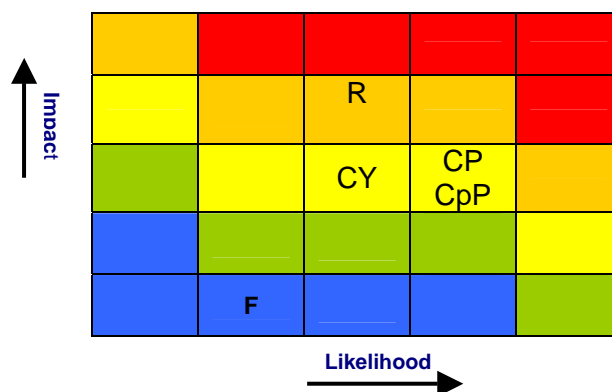
- In the cases of the authorities mentioned above, the transfer of the Rights of Way Service included the Legal aspect of the service, and therefore, each authority retained a small budget to cover the Town and Country Planning Act Diversions. SSDC's legal team currently deals with ROW matters and this position would be unaffected by terminating the delegated agreement.
- The County Council have only one officer allocated to each district area and this reflects the fact that SDC, WSC and TDBC transferred one member of staff when they transferred the Rights of Way Service back to the County Council.
- There is no way of monitoring complaints now the service has been transferred. Members of the public often still contact the District Councils to make complaints. However, all the District Councils can do is forward the complaint to the County Council. There is no requirement for the County Council to copy the District Councils into any response. The officer from TDBC did not feel that there had been an increase in the number of complaints since the transfer but there is no data upon which to base a judgement.
- There were no Customer Satisfaction Surveys conducted prior to the transfer of the Service.
- Prior to the transfer, the various authorities had put a lot of work into establishing good working relationships with parish councils. These working relationships may not have been developed as fast as anticipated following the transfer of the Service, but the County Council have now established Parish Liaison officers. They have not been in operation long enough to make a judgement on their effectiveness.
- The district authorities still take an active role in promoting rights of way, trails etc.

Members of the Scrutiny Committee met informally to consider the above responses and to make comments on the report due for consideration by the District Executive.

The following comments were made:

- It was appreciated that this report represents a difficult decision – the Rights of Way Service has a positive public profile and has an excellent relationship with a large number of dedicated volunteers. However, it was also recognised that in the current economic climate, difficult decisions have to be made about future service provision.
- It was felt that the SSDC ROW team offers a service over and above that which was provided by the other districts prior to transfer to Somerset County Council; and that whilst the other authorities may not have experienced an adverse impact on service levels, it was impossible to tell what the impact would be in South Somerset.
- As SSDC will retain its legal input to Rights of Way, it more difficult to make comparisons with the other authorities.
- Several members of the Scrutiny committee had been unable to attend the meeting to consider the report. It was therefore considered inappropriate to make any firm recommendations other than to say the committee recognises the reasons for considering this report and recognises potential risks to the authority's reputation.

Risk Matrix for option 3



Key

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

Financial Implications

The 2008/09 budget for the Rights or Way service is detailed in the table below:

	2008/09 Budget £	2008/09 Budget inc Job Evaluation costs £
Expenditure		
Employee Costs		
- Internally funded	73,900	94,490
- Agency funded	67,140	67,140
Premises Costs	31,000	31,000
Transport	20,810	20,810
Supplies & Services	20,500	20,500
Total Expenditure	213,350	233,940
Income		
Agency Income	(153,870)	(153,870)
Net Expenditure	59,480	80,070
Support Costs	166,360	Not yet available

The financial implications for the various options are as follows:

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Option 1

If the current level of service is maintained the cost of the service will be the full budget of £59,480 with the associated support costs of £166,360. Following the implementation of job evaluation additional funding of £20,590 will be required for internally funded salaries.

Option 2

If the service is reduced to match the agency income then the budget would be cost neutral making a saving of around £60k prior to job evaluation and £80k following its implementation. There would be no savings in support service costs as they would have to be redistributed throughout the council.

Option 3

If the agreement is terminated on the 31st March 2009 then the budget saving would be approximately £80k at 2008/9 job evaluated budget costs. Again there would be no savings in support costs as they would be apportioned to other services. It is assumed that staff would be transferred to SCC for redeployment and no redundancy costs incurred.

Implications for Corporate Priorities

The decision may impact on the following:

1. Delivering well managed, cost effective services valued by our customers
2. Increasing economic impact and prosperity
3. Improving the health and well being of our citizens
4. promoting a natural and built environment

Background Papers: *Rights of Way Agreement of Delegation with SCC, 1999*

District Executive – 7th August 2008

7. 2008/9 Budget Monitoring Report for the Period Ending 30 June 2008

Executive Portfolio Holder: Cllr. Robin Munday (Finance and Support Services)
Head of Service: Donna Parham, Head of Finance
Lead Officer: Donna Parham, Head of Finance
Contact Details: donna.parham@southsomerset.gov.uk or (01935 462225)

Purpose of the Report

The purpose of this report is to update Members on the current financial position of the revenue budgets of the Council and to report the reasons for variations from approved budgets for the period 1st April to 30th June 2008.

Recommendations

Members are recommended to:

- a) note the current 2008/9 financial position of the Council;
- b) note the reasons for variations to the previously approved budgets as detailed in paragraphs 2.3;
- c) approve the virements requested in paragraph 3;
- d) note the transfers made to and from reserves outlined in paragraph 6.2 and the position of the Area Reserves as detailed in Appendix C and the Corporate Reserves as detailed in Appendix D;
- e) note the transfers made under delegated authority in paragraph 6.4;
- f) note the virements made under delegated authority as detailed in Appendix B;
- g) approve the transfer of the £465,400 LABGI funding to general fund balances as detailed in paragraph 6.3.

1. Background

- 1.1 The 2008/09 original budget was approved by Council in February 2008. Under the Council's Financial Procedure Rules, budgets are split between "above" and "below" the line items, with budget holders being responsible for "above" the line items only. As every item of expenditure and income within the Council's accounts is "above" the line under the responsibility of an individual budget holder, this is purely a means of ensuring that individual managers focus their attention on what they can control.

2. Summary of the Current Revenue Financial Position and Forecast Outturn

- 2.1 Managers have been asked in 2008/09 to outline the actual expected outturn for the year and the reasons for under or overspends are provided by them. They have also been asked to provide an action plan to rectify any areas of overspending.

	£'000
Approved base budget as at April 2008	19,735
Budget Carry Forwards approved June 2008 – Revenue Budgets	410
<u>Transfers from Reserves to Budgets:</u>	
Area East	18
Transfer to Recycling	10
Transfer to Public Conveniences	(6)
Transfer from Treasury Management	1
Transfer from EDM System budget	(14)
Revised Budget as at 30 June 2008	20,154

2.2 The table below shows the position of revenue budgets as at 30 June 2008. This includes any approved transfers to or from reserves. It also includes the carry forwards agreed in the 2007/08 Outturn Report by this Committee in June 2008:

2.3 A summary of the revenue position as at 30 June 2008 is as follows:

Service	Original Budget £'000	Revised Budget £'000	Y/E Forecast £'000	Variance £'000	Comments on Major Variances (+/- £50,000)
Strategic Management	1,183.8	1,175.6	1,175.6	-	
Financial Services	(858.6)	(756.0)	(1,193.4)	(437.4)	A shortfall of £114k re salary turnover is anticipated. Investments are predicted to exceed budget by £551k
Legal Services	1,022.3	1,021.0	1,362.9	341.9	Implementation of Home Information Packs and the credit crisis has resulted in a 22% reduction in full searches. At the same time personal searches have increased by 52% this has decreased income significantly.
Human Resources	1,441.8	1,441.8	1,441.8	-	
Communications	182.4	175.0	175.0	-	
Policy & Performance	108.3	108.3	108.3	-	
Procurement	292.7	292.7	292.7	-	

Customer Services	657.2	657.2	663.2	6.0	
E Government & Technology	1,526.8	1,542.8	1,542.8	-	
Development & Building Control	548.2	530.9	530.9	-	
Economic Development Planning & Transport	2,155.8	2,160.8	2,160.8	-	
Revenues & Benefits	326.8	326.9	326.9	-	
Countryside & Tourism	631.2	636.2	636.2	-	
Environmental Health & Community Protection	1,179.8	1,191.7	1,167.7	(24.0)	
Housing & Welfare	1,065.4	1,040.4	1,190.4	150.0	Bed & breakfast is currently predicted to overspend by £140k, urgent attention is being given to this area. The recruitment freeze will produce a £50k underspend on salaries if it continues. Careline is not achieving the income growth and it is now predicted that there will be an overspend of £60k.
Sport, Art & Leisure	1,286.4	1,295.4	1,295.4	-	
Engineering & Property	111.6	110.0	126.0	16.0	
Streetscene	1,717.0	1,708.0	1,708.0	-	
Waste & Recycling	3,116.1	3,126.1	3,126.1	-	
Area East	668.3	767.7	767.7	-	
LSP	44.5	199.9	199.9	-	
Area North	362.0	395.0	395.0	-	
Area South	484.4	504.4	499.4	(5.0)	
Area West	480.7	502.0	502.0	-	
Total	19,734.9	20,153.8	20,201.3		
Overspend				47.5	

(amounts shown in brackets are net income figures)

2.4 There is an expected net overspend of currently approved budgets of £47,560 by the end of the financial year. This will result in an overspend equivalent to 0.24% of the revised budget.

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- 2.5 Appendix A to this report sets out the detail of the current position on Council spending.

3. Budget Virements

- 3.1 Under the Financial Procedure Rules, Heads of Service can authorise virements within each individual service of their responsibility (as defined by Appendix B of the Annual Budget Report) and up to a maximum of £25,000 between services within their responsibility providing that the Head of Finance has been notified in advance. Portfolio Holders can approve virements between services within their areas of responsibility, up to a maximum of £25,000 per virement and £50,000 in any one financial year. These virements should be approved by the Head of Finance and reported to District Executive. All virements exceeding these limits need the approval of District Executive. All virements between different Services, irrespective of value, need approving by District Executive. The virements that require noting as they have been approved by the Head of Finance are listed in Appendix B. Those requiring approval are detailed in the table below.

Value £	To	From	Description
20,760	Environmental Health	Area South	Transfer of salary budgets for admin staff that are assigned to Env Health
3,000	Property Services	Customer Services	Transfer of income budget for Bruton Museum rent. This has occurred to ensure consistency within Property Services re holding responsibility for all rental income.

4. Delivery of Efficiencies

- 4.1 From 2008/09 the Department for Communities & Local Government require all Councils to achieve 3% cashable efficiency targets. Based on 2007/08 out turn figures the target for South Somerset District Council (SSDC) is shown in the table below, together with SSDC achievement to date:

2008/09 Target £'000	SSDC Estimate £'000	Excess/(Shortfall) £'000
905	1,103	198

(amounts in brackets show efficiencies still to be achieved)

The table shows that SSDC has performed well so far in the delivery of efficiency savings.

- 4.2 Appendix E to this reports details the progress of all savings that were taken in the 2008/09 budget setting process.

5. External Partnerships

- 5.1 Some partnerships such as the LSP and SWAP (South West Audit Partnership) are monitored within SSDC's overall budget as SSDC is classified as "the accountable

body” for those partnerships. It is important however to include other partnerships that have a financial impact on SSDC and the following partnerships specifically will be included within the budget monitoring process although they are managed and run by other bodies;

Crewkerne Aqua Centre – The year has started well with income up by 20% on plan and expenditure down on plan by 12%. This means that at present the balance between the two is favourable but we can take nothing for granted this year with rising prices and the credit situation. The half year results will establish if this trend will continue. Currently the Centre is going through an audit and the outcome of this will be reported back.

Wincanton Sports Centre – In line with the service level agreement the Sports Centre provides SSDC with monthly budget monitoring figures. At the end of June income exceeds expenditure by £21k against a budgeted surplus of £4k. The Centre is currently upgrading the IT system and is not anticipating any major fluctuations to its budget.

South Somerset Voluntary Community Action (SSVCA) –At the end of May the management accounts were predicting a small surplus. It was also reported that the Voluntary Community Action Groups within Somerset have just secured a three year government grant (Improving Reach) for £350,000 which will be shared amongst the five districts.

6. Reserves, Balances and Contingency

6.1 In addition to the funds available in the Revenue Budget, the Council also has certain reserves, balances and contingency fund.

6.2 **Reserves** are amounts that have been set aside from annual revenue budgets to meet specific known events that will happen in the future. An example of such a reserve is the amount set aside annually to cover the cost of South Somerset District Council elections that occur every four years. Details of the reserves held within the Areas are provided in Appendix C. The complete list of specific Corporate Reserves and the current balance on each one is provided at Appendix D. The Appendix shows all transfers in or out of each one that has been actioned under the authority delegated in the Financial Procedure Rules. Transfers out of specific reserves that require reporting to District Executive for noting are as follows:

Reserve	Balance at 1/4/08 £	Transfers In £	Transfers Out £	Balance at 30/06/08 £	Reason for Transfer
Capital Reserve	1,140,381	7230	0	1,147,611	Revenue contribution from Area West Community Forum
Car Park Income VAT Reserve	479,862	47,040	0	526,902	Setting aside of VAT element of car park income which is being held until decision of legal test case
Voluntary Redundancy/ Early Retirement	399,310	0	(56,040)	343,270	Funding of revenue budgets for redundancies & early retirements

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Reserve					
Save to Earn Reserve	47,350	5,050	0	52,400	Funding of cash machine shortfall (£4,800) and repayment of Martock toilets (£250)
Insurance Fund	45,000	0	(2,717)	42,283	Enforcement claim for surveillance equipment
Risk Management Reserve	13,653	0	(250)	13,403	Contribution to Cemetery for risk assessment

(figures in brackets denote a reduction in the reserve)

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

As at 1/04/08 £000	General Fund Balances	Movement	As at 30/06/08 £000
2,730	Balance at 1 April 08		2,730
	Less:		
	Use of balances	(9)	(9)
(410)	Carry forwards to services 2008/09	0	(410)
	2008/9 budget once off use of balances	(330)	(330)
	Earmarked for specific purposes:		
	allocated to Committees:		
(109)	- Area East	18	(91)
(87)	- Area West	0	(87)
(57)	- Area North	0	(57)
(30)	Building Control Trading Balance	0	(30)
(7)	IT Replacement Committed Balance	0	(7)
(42)	Economic Development Balance	0	(42)
(300)	Job Evaluation	0	(300)
	Transfer LABGI funding to General Fund Balances	465	465
	Estimated overspend on Revenue Budget 2008/09	(48)	(48)
1,688	Estimated Unallocated General Fund Balance at 30 June 2008	96	1,784

(amounts shown in brackets are net income figures)

In July 2008, £465,400 LABGI income was received. In light of the current financial climate it is recommended that this funding be transferred to general fund balance. Any bids for the use of this funding will then be the subject of a separate DX report.

The review of balances and reserves showed that SSDC currently has sufficient balances to cover major areas of financial risk. The balance at the year end is expected to be £1,784,000 which exceeds the amount required under the risk assessment. Risks were reviewed at the end of 2007/8 this established that the minimum general balance should be £1,491,000. A further review is currently underway to reflect the possible effect of the economic downturn on SSDC's budgets.

- 6.4 The following transfers from balances are for noting by this Committee, as they have been undertaken under delegated authority:

Reserve	Balance at 1/04/08 £	Transfers In £	Transfers Out £	Balance at 30/06/08 £	Reason for Transfer
Area East Reserve	109,290		10,000	99,290	Funding of retail support initiative schemes
Area East Reserve	99,290		6,960	92,330	Funding of community planning project worker
Area East Reserve	92,330		1,060	91,270	Funding of caretaker

(figures in brackets denote a reduction in the reserve)

- 6.5 The 2008/09 Revenue Budget includes a Contingency Budget of £80,230 that is available for the District Executive to meet unplanned expenditure.

The current position on the Contingency Budget is as follows:

	Approved	£'000
Opening Balance at 1 April 2008		80
Approved trf from balances		
Heritage Feasibility Study	Nov 06	(8)
Amount remaining uncommitted:		72

Background Papers: Revenue Quarterly Monitoring File

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Appendix B

The following virements should be noted:

Value £	To	From	Description
6,960	Admin Support East	Area East Reserve / Balances	Funding for Community Worker from Area East Reserve
1,060	Community Work	Area East Reserve / Balances	Funding for Caretaker from Area East Reserve
10,000	Regeneration	Area East Reserve / Balances	Transfer from Area East Reserve to Regeneration Budget (Retail Support Initiatives Funding)
3,500	Regeneration	Discretionary Grants	Funding of Retail Support Initiatives from Members Discretionary Grant

Appendix D

Summary of Usable Reserves

The following table shows the current balance on each usable reserve and the movements since 1 April 2008:

Reserves	Balance as at 1/4/08 £'000	Movement £'000	Balance as at 30/06/08 £'000
Usable Capital Receipts	42,013	(73)	41,940
Capital Reserve	1,140	8	1,148
Crematorium Reserve	772	0	772
Car Park VAT Reserve	480	47	527
Voluntary Redundancy/Early Retirement Fund	399	(56)	343
Local Authority Business Growth Initiative Reserve	369	0	369
Yeovil Vision Reserve	149	0	149
Planning Delivery Reserve	133	0	133
Historic Buildings Reserve	87	0	87
Yeovil Athletic Track Sinking Fund	86	0	86
Local Plan Enquiry Reserve	56	0	56
Save to Earn Schemes Reserve	47	5	52
Insurance Fund	45	(3)	42
Bristol to Weymouth Rail Reserve	36	0	36
Town Centre Management Reserve	35	0	35
Corporate Grants Reserve	33	0	33
Election Reserve	17	0	17
Risk Management Reserve	13	0	13
Replacement of CCTV Reserve	10	0	10
Recreational Development Fund	9	0	9
Equipment Replacement Reserve	9	0	9
CFIRS II Economic Development Reserve	6	0	6
Total Usable Reserves	45,944	(72)	45,872

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

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District Executive – 7th August 2008

8. 2008/2009 Capital Budget Monitoring Report for the Quarter Ending 30th June 2008

Executive Portfolio Holder: Cllr. Robin Munday (Finance and Support Services)
Head of Service: Donna Parham, Head of Finance
Lead Officer: Donna Parham, Head of Finance
Contact Details: donna.parham@southsomerset.gov.uk or (01935 462225

Purpose of the Report

The purpose of this report is to update Members on the current financial position of the capital programme of the Council and to report the reasons for variations from approved budgets for the period 1st April to 30th June 2008.

Recommendations

Members are recommended to:

1. note the slippage in the Capital Programme as detailed in paragraph 3.1;
2. note the progress of individual capital schemes as detailed in Appendix A;
3. approve the additional funding request of £20,000 from the ICT Reserve as detailed in paragraph 2.2;
4. approve the virements of £103,000 as detailed in paragraph 2.3;
5. note the specific update relating to the land disposal policy as detailed in paragraph 2.4;

Background

The five-year Capital Programme was approved by Council in February 2008. Monitoring of the agreed programme has been delegated to District Executive.

Capital Programmes

The revised capital programme for this financial year and beyond is attached at appendix A. The spend for 2008/09 has been revised from **£6.341 million** to **£6.768 million** for the following reasons: -

	£'000	£'000
Approved Capital Programme for 2008/09		6,341
Add allocations from the reserves list:		
- Affordable Housing (various schemes) as approved by DX in May 08	947	
- Enhancement of Revenues & Benefits System (see paragraph 2.2)	20	
- Area East Capital Approved Schemes	7	

- Area North Capital Approved Schemes	23	
Subtotal		997
Less projects moved back to reserves:		
- Safety Improvement to Yeovil Bus Station	(39)	
- Affordable Housing (various schemes)	(87)	
- Area West Capital Approved Schemes	(11)	
Subtotal		(137)
Add virements between projects (see paragraph 2.3)		7
Add re-profiling of projects brought forward to 2008/09	73	
Less slippage from 2008/09 forecast to slip into 2009/10 (re-profiling)	(513)	
Net Slippage		(440)
Revised Capital Programme for 2008/09		6,768

(Slippage is shown in brackets reduce the capital spend in this financial year but increases it in 2008/09)

Additional Funding Request

A capital bid was made in 2006 to upgrade the hardware and database version of the Revenues and Benefits system to meet the supplier requirements to enable us to continue using the current system. The bid was based on an estimate provided by the supplier, Northgate, and was for £25,000.

Due to delays created by Northgate we haven't been able progress and they have only now advertised the release of the application that needs the upgrade.

The revised costs are due to an additional module of the system to produce statistical information for the DWP and need a new reporting tool, Business Objects in order to use the standard reports.

The change to the hardware and the additional modules will now cost £45,000, which is an additional £20,000 on top of the original bid. Therefore Members are requested to approve a further £20,000 from the ICT reserve. This will leave £437,000 unallocated in the reserve.

Virements and Revenue Contributions to Capital

Members are asked to approve the following virements and revenue contribution to capital: -

Amount £'000	From	To	Reason
40	Various Leisure Revenue Codes	Capital Octagon 10 Year Plan	Placing all the work in one contract for one long closedown, has allowed a best value solution for solving the challenging technical issues. The contract includes additional costs of remodelling the ground floor for a DDA toilet and enhanced air handling solutions.
32	Capital Enhancements to SSDC Buildings	Capital Octagon 10 Year Plan	The total contract price is £770,000, therefore requiring an additional £72,000 to that allocated in the capital bid.
15	Capital Enhancements to SSDC Buildings	Capital Fire Alarm & Detection	The original specification allowed for hard wiring of the new system throughout the building. However an advanced wireless system become available offering state of the art technology. This enabled installation with minimum distribution to staff & members but at this additional cost.
9	Capital Local Delivery Vehicle (Yeovil Vision)	Yeovil Bus Station Capital Feasibility	To fund additional contribution towards study
7	Area West Revenue Admin	Chard Community Forums 2007	Funding for Chard Forum
103	Total Virements		

Since the beginning of the financial year there has been one additional disposal of surplus/non strategic land at less than best consideration to a registered social landlord to the value of £170,000 agreed under the delegated authority awarded to the appropriate portfolio holder in conjunction with the Head of Finance. This brings the total disposals/leases of this nature agreed since the policy began to £1,487,000.

Progress on various schemes

Actual spend as at 30th June 2008 shows a net income of £47,000. The net income is due to grants received in quarter 1 for Gypsy Sites to the value of approx £1.1m. The current forecast spend by the year-end is £6.768 million. Major schemes that are expected to be delayed this year and have slipped to 2009/10 include:

Project	Slippage to 2009/10 £'000	Reason for Delay
Affordable Housing – Northbrook P, Larkhill Rd, South Cadbury & Sparkford	(302)	Spend dependant on completion date, which is outside our control as start on site date controlled by housing associations.
E-gov - E-Procurement	(40)	Delayed due to inhouse Cedar implementation
Multi Use Games Areas	(35)	Langport MUGA delayed as more work needs to be done to raise capacity level of playing field committee including fund raising.

Castle Cary Library	(20)	Dependent on action by SCC. Planning application for the library withdrawn in April and will not be reconsidered until October.
TOTAL	(397)	

(Figures shown in brackets reduce the capital expenditure budgets in this year)

Progress on individual schemes is attached at Appendix B, which now incorporates a 'traffic light system' indicating whether projects remain on schedule.

Background Papers: *Revenue Quarterly Monitoring File*
Capital Monitoring File

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District Executive – 7th August 2008

9. Foundry House and Mill Lane Change in Consideration Payable to Council

Executive Portfolio Holder: Tim Carroll/Jo Roundell-Greene/Tony Fife / Peter Seib
Head of Service: Martin Woods, Area Development Manager (South)
Lead Officer: Martin Woods, Area Development Manager (South)
Contact Details: martin.woods@southsomerset.gov.uk or
(01935)462708

Purpose of the Report

To note that the emerging scheme design and current economic circumstances currently experienced in the property market have had an effect on the asset value of the Foundry House and Mill Lane site and to seek approval to accept the revised offer of the Cornhill Group (Zero C) for the purchase of Foundry House and Mill Lane, to enable the development to proceed.

Recommendation

That District Executive is asked to authorise officers to:

- (1) accept the revised offer of £555,000 (£155,000 for Foundry House and £400,000 for the remainder of the site) together with overage clauses as described in the report.
- (2) enter into a legal agreement binding Cornhill to develop the site in accordance with the submitted plans, schedule of build, and development brief.

Background

Members will recall that at the District Executive meeting held in October 2008, Cornhill was selected as the approved development partner to achieve the Council's ambitions for this site. The offer was £940,000. In March 2008 this offer was agreed by mutual consent to be reduced to £804,000. This was as a consequence of this council's wish that a grant from the Housing Corporation was not sought as this would result in an increased amount of rented accommodation being provided, which in turn would reduce the overall scheme viability. This was agreed and dealt with as a Portfolio Holder's decision in accordance with the council's constitution at a meeting of the Portfolio Holder for Yeovil Vision, Tony Fife, the Portfolio Holder for Strategic Housing, Ric Pallister and the Leader, Tim Carroll.

Since January 2008 there has been turbulence in the banking sector and borrowing has become more difficult and in the ensuing credit crisis the property market, particularly in the residential sector has collapsed. The implications are that many previously viable property development schemes particularly those with substantial residential content are no longer going forward. This affects a number of key sites and commercial developments in and around Yeovil.

Report

The Foundry House and Mill Lane officer group, headed by the Head of Area Development South, and advised by our retained consultants Alder King have been meeting monthly to progress the legal agreement, the site construction details and public realm works.

We are working towards a planning application in July, with an on site start in November 2008. Cornhill (Zero C) have advised that they have invested over £80,000 in design works and site investigation. They have also held a public exhibition on the 13th May 2008.

At the officer group meeting on the 1st June, Cornhill submitted an open book reappraisal of development costs and profit. This reflected their assessment of current market conditions.

The revised appraisal reflects changes to the scheme through emerging scheme design and an anticipated 5% reduction in sales income. This, once the developer profit and site construction costs are taken into account, reduces the site value to £555,000, made up of £155,000 for Foundry House and £400,000 for the remainder of the site.

The revised offer now comprises;

- Initial payment of 10% (£55,500) on signature of legal agreement.
- Balance of monies payable on Date of Site Entry, and on satisfaction of the Pre-Conditions precedent.
- Overage to become payable after a 15% developer profit on cost has been taken. This means that the first £250,000 profit after the developer profit is to be paid to SSDC
- Profit thereafter split 50/50 between SSDC and the developer.
- Overage in its entirety on Foundry House is shared 50/50 between SSDC and the developer; if Zero C do the refurbishment.
- Any reductions in build costs mean SSDC getting 100% of cost savings

Evaluation of Offer

The important difference between this and the revised offer agreed at the Portfolio Holders meeting mentioned earlier in the report is that a reduced initial payment is being offered to reflect the market conditions and increased risk and the developer's need to cover costs and proceed with this project in a viable manner.

The offer however does potentially allow the council to recoup the difference between the previous offer of £804,000 and the current offer of £555,000 by way of overage, as per the above, through an improvement in market conditions. Overage is to become payable on the sale of the last unit, whether commercial or residential if the developer has secured their 15% profit on cost. This overage will be £250,000 if the scheme is able to create this level of profit due to an upturn in the market and hence prices. Above that we share the profit. The longest date for overage to be paid if applicable is 3 years after practical completion.

In order to ensure that this offer reflects best value to SSDC, Alder King has scrutinised the revised appraisal.

The bill of quantities has been separately reviewed by Alder King's in-house Project Manager who believes that the cost appears to be in the right cost range for a development of this size, nature and value and provides a good basis for assessing the overall financial viability of the scheme.

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Zero C have commissioned a sales and marketing report, submitted to SSDC to confirm current residential sales values. This housing market appraisal has confirmed the reduction in sales value.

The overall view of Alder King, endorsed by the officer team, is that that under current market conditions this offer is realistic and still represents best value for the council. Furthermore and most importantly it enables the scheme to proceed.

The prognosis if the scheme does not proceed, is for a further reduction in value of the site in the short term. Hence the recommendation is to accept the revised offer. There are in the current climate risks associated with this development, but the only way to avoid these is to not proceed until market conditions improve. This is not recommended.

A re-run of the evaluation criteria used to assess this bid against the other original bids has been undertaken. This shows that the revised terms do not impact on the ranking of the firms and therefore the revised Cornhill (Zero C) offer still reflects Best Value to SSDC.

It should be noted that Alder King hold accredited status which enables them to value assets for the public sector with the same status as the District Valuer.

Risk Analysis

A comprehensive legal agreement covering a wide range of issues and risks has been the subject of detailed negotiation between SSDC and Cornhill and once complete it is under this building agreement that the development will take place.

The risks identified below stem from undertaking the development. There are risks with not undertaking the development now. All the time Foundry House is empty, despite having security mechanisms in place, it is a target for arson and vandalism. As landowner we would be exposed to the risk of having to put right damage caused, or incur the possibility of a reduced valuation on the building.

If this revised arrangement is not concluded, it would follow that the site would have to be re-marketed. This process would involve significant cost in terms of national advertising and consultancy support similar or excess of the cost of the initial marketing exercise.

Finally if we remarket the site in the current economic climate, there is every likelihood that there would be less interest than previously and that the offer to the council would be further devalued.

Risk	Mitigation
Reputation If the scheme does not progress it will send a negative message The public has expressed their agreement to this development through the development brief and public exhibition.	The legal agreement controls the delivery of the project in the most effective way possible with a 4 year long stop date by which the agreement becomes invalid.

Corporate Plan Priorities	
<p>Yeovil Vision This project is a critical success factor in the Yeovil Vision delivering a range of publicly endorsed benefits.</p> <p>Economy A number of other developments will take their lead from this one, which if it does not proceed will lead to the lack of investment in this part of Yeovil.</p>	<p>The building agreement is strong tool in ensuring the development takes place. The developers have a good reputation, and are committed to the scheme. The changed consideration figure enables the development to go ahead.</p>
Financial	
<p>If the project does not proceed the council will have the liability of Foundry House. The site will have to be re - tendered for and in the current climate is likely to not return a positive financial sum.</p> <p>The developer may pay the deposit and not then start work therefore the council may not receive the balance.</p> <p>The overage may not be delivered.</p>	<p>The legal agreement ensures the council receives a deposit of £55,000, and an assured sum of £555,000 on Entry to Site, and allows for the difference of £250,000 between the original offer and this one to be made up if markets improve and or costs decrease. The risk of Foundry House is transferred to Cornhill</p> <p>This is covered by the legal agreement, which puts them on an obligation to start work and proceed diligently with a view to completing within 15 months; otherwise they are in breach of contract.</p> <p>This is dependant on the market and wider economic circumstances</p>

Financial Implications

In the report to District Executive in October 2007, Members were informed that Foundry House has a capital budget allocated of £319,000 but due to the nature of the work after listing an overspend has occurred. The overspend currently stands at £49,000 for fees and security. However it is likely that there will be further expenditure incurred on fees and security of £15,000 up until the completion of the contract.

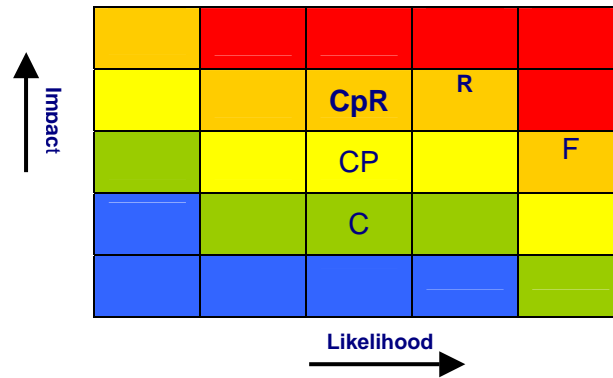
The sale of Foundry House will generate a capital receipt of £555,000. However it is recommended that the overspend of approximately £64,000 is met from the proceeds arising from the land sale.

This will result in a net increase to capital receipts of up to £491,000, which will be required to be set aside to offset the net loss in car park income.

It should be recognised that the difference between the revised figure of £805,000 and what is now offered of £555,000 is an overage, to be paid to council of the first £250,000 of developer income after 15% developer profit taken. Therefore, there is a high risk that the overage income may not be received.

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Risk Matrix



Key

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

Implications for Corporate Priorities

The project delivers on the Economic and Yeovil Vision Priorities

Background Papers: Reports to DX Oct
 Report to Management Board April 08
 Project Team minutes
 Building Agreement draft

District Executive – 7th August 2008

10. Forward Plan

Executive Portfolio Holder: Tim Carroll, Leader of the Council
Head of Service: Ian Clarke, Head of Legal and Democratic Services
Lead Officer: Ian Clarke, Head of Legal and Democratic Services
Contact Details: ian.clarke@southsomerset.gov.uk or (01935) 462184

Purpose of the Report

This report informs members of the current Executive Forward Plan, provides information on Portfolio Holder decisions and on consultation documents received by the Council that have been logged on the consultation database.

Recommendations

- (1) The District Executive is asked to approve the updated Executive Forward Plan for publication as attached at Appendix A;
- (2) The District Executive is asked to note the contents of the Consultation Database as shown at Appendix B.

Executive Forward Plan

The latest Forward Plan is attached at Appendix A. The timings given for reports to come forward are indicative only, and occasionally may change.

Consultation Database

The Council has agreed a protocol for processing consultation documents received by the Council. This requires consultation documents received to be logged. Currently, there are no on-going consultation documents logged in the database.

Background Papers: None

APPENDIX A

Date of Decision	Decision	Portfolio	Head of Service	Contact	Committees	Approval of Council Required	Date of Council	Consultation
04/09/2008	Carbon Reduction Strategy	Environment and Property	Corporate Director – Environment	Keith Wheaton- Green – Climate Change Officer Tel 01935462651	District Executive	No		
04/09/2008	Disabled Facilities Grants-future demand and expenditure	Housing, Environmental Health, Inclusion and Revenues	Corporate Director – Health and Well-being	Alasdair Bell, Deputy Head of Service – Environmental Health and Community Protection Tel:01935 467440	District Executive	No		
4/09/2008	To adopt a County Wide Air Quality Strategy	Housing, Environmental Health and Inclusion	Head of Environmental Health & Community Protection	Laurence Willis, Head of Environmental Health & Community Protection 01935 462428	District Executive	No		This report will propose a County Wide Air Quality Strategy and is being developed in consultation with other district councils.
4/09/2008	Future of Recycling bring bank provision	Environment and Property	Corporate Director – Environment	Vega Sturgess, Corporate Director Environment Steve Read - Managing Director SWP	District Executive	No		
04/09/2008	Corporate Performance Monitoring Report – Quarter One	Leader	Corporate Director – Communities	Sue Eaton, Performance Projects Manager 01935 462565	District Executive	No		
04/09/2008	Annual review of the Asset Management Action Plan	Environment and Property	Head of Engineering and Property Services	Brian Tufton, Head of Engineering and Property Services	District Executive	No		

Date of Decision	Decision	Portfolio	Head of Service	Contact	Committees	Approval of Council Required	Date of Council	Consultation
02/10/08	Medium Term Financial Plan 2009/10	Finance and Support Services	Financial Services	Donna Parham, Head of Finance 01935 462225	District Executive			
06/11/08	Revenue Budget Monitoring 2nd Quarter 2008/09	Finance and Support Services	Financial Services	Donna Parham, Head of Finance 01935 462225	District Executive			
06/11/08	Capital Programme Monitoring 2nd Quarter 2008/09	Finance and Support Services	Financial Services	Donna Parham, Head of Finance 01935 462225	District Executive			
06/11/2008	Economic Development Strategy	Economic Development, Planning and Transport	Andy Foyne, Head of Economic Development and Transport	Andy Foyne, Head of Economic Development and Transport	District Executive	Yes		
06/11/08	To review the Capital Programme and bids for new schemes for 2009/10	Finance and Support Services	Financial Services	Donna Parham, Head of Finance 01935 462225	District Executive			
04/12/2008	Corporate Performance Monitoring Report Quarter two	Leader	Corporate Director – Communities	Sue Eaton – Performance Projects Manager 01935 462565	No			
05/02/09	Revenue Budget Monitoring 3rd Quarter 2008/09	Finance and Support Services	Financial Services	Donna Parham, Head of Finance 01935 462225	District Executive			

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Date of Decision	Decision	Portfolio	Head of Service	Contact	Committees	Approval of Council Required	Date of Council	Consultation
05/02/09	To agree the level of Council tax for 2009/10	Finance and Support Services	Financial Services	Donna Parham, Head of Finance 01935 462225	District Executive			
05/02/09	Capital Programme Monitoring 3rd Quarter 2008/09	Finance and Support Services	Financial Services	Donna Parham, Head of Finance 01935 462225	District Executive			
05/02/09	To agree the Council's Treasury Management Strategy and Investment Policy 2009/10	Finance and Support Services	Financial Services	Donna Parham, Head of Finance 01935 462225	District Executive			
8/01/2009	Corporate Performance Monitoring Report Quarter 3	Leader	Corporate Director – Communities	Sue Eaton, Performance Projects Manager 01935 462565	District Executive	No		
June 2009	Corporate Performance Monitoring Report Quarter 4	Leader	Corporate Director – Communities	Sue Eaton, Performance Projects Manager 01935 462565	District Executive	No		

Date of Decision	Decision	Portfolio	Head of Service	Contact	Committees	Approval of Council Required	Date of Council	Consultation
tbc	Frontline Members Grant Scheme – Pilot evaluation	Leader	Head of Area Development - East	Alice Knight Voluntary Sector Development Officer 01963 435061	District Executive	No		It was agreed to operate a frontline Councillor grant scheme in 2007. At that time it was agreed that the scheme would be reviewed after 12 months to allow Members to evaluate the impact of the scheme.
tbc	Proposal to indemnify members/officers as a consequence of a change on the legal position in respect of serving on outside bodies	Finance and Support Services	Head of Legal & Democratic Services	Ian Clarke, Head of Legal & Democratic Services 01935 462184	District Executive	No		
tbc	To approve the final draft of the Sustainable Community Strategy	Leader of the Council	Area Development (East)	Helen Rutter, Head of Area Development (East) 01963 435012	District Executive	Yes		
tbc	Building Control Partnership	Economic Development, Planning and Transport	Simon Gale Head of Building and Development Control	Simon Gale, Head of Building and Development Control Simon.gale@southsomer.set.gov.uk	District Executive	No		

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APPENDIX B

Purpose of Document	Portfolio	Head of Service	Response to be Agreed By	Contact	Deadline for Response
Improving Access to primary care services in Somerset – Have your say – a consultation document from Somerset PCT	Health and Housing and Leisure and Culture (Health and Well-being)	David Stapleton, Corporate Director – Health and Well-Being	The document has been sent to the Chair of the LSP as well as being considered by the Scrutiny Committee. It is proposed that any final comments are considered by the Health and Well-being partnership/	David Stapleton	5 th August 2008
The draft Water resources Management Plan sets out how Wessex Water intend to provide sufficient water and protect the environment over the period 2010 to 2035.The full Document can be found at www.wessexwater.co.uk/wrmp	Economic Development, Planning and Transport	Andy Foyne, Head of Economic Development, Planning and Transport	The response will be agreed by the Portfolio Holder for Economic Development, Planning and Transport.	Keith Lane	10 October 2008
A consultation exercise by the Department for Communities and Local Government seeking views about moving the date of the Local Government Elections in 2009	Finance and Support Services	Ian Clarke, Head of Legal and Democratic Services	The Head of Service will respond subject to the agreement of the Portfolio Holder.	Roger Quantock	11 August 2008

District Executive – 7th August 2008

11. Date of Next Meeting

Members are asked to note that the next scheduled meeting of the District Executive will take place on Thursday, 4th September 2008 in the Council Chamber, Council Offices, Brympton Way, Yeovil commencing at 9.30 a.m.
