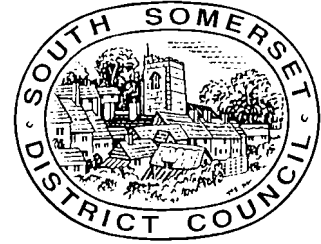


South Somerset District Council

Notice of Meeting



District Executive

Making a difference where it counts

Thursday 2nd October 2014

9.30 am

**Council Chamber
Council Offices
Brympton Way
Yeovil
Somerset BA20 2HT**

Disabled Access is available at this meeting venue.



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

The public and press are welcome to attend.

If you would like any further information on the items to be discussed, please ring the Agenda Co-ordinator, **Angela Cox 01935 462148**, website: www.southsomerset.gov.uk

This Agenda was issued on Wednesday 24 September 2014.

Ian Clarke, Assistant Director (Legal & Corporate Services)

This information is also available on our website
www.southsomerset.gov.uk



INVESTORS IN PEOPLE

District Executive Membership

Ric Pallister
Tim Carroll
Peter Gubbins
Henry Hobhouse
Shane Pledger
Jo Roundell Greene
Sylvia Seal
Peter Seib
Angie Singleton
Nick Weeks

Information for the Public

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

Members of the Public are able to:-

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

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

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

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

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

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)

- **Jobs** - We want a strong economy which has low unemployment and thriving businesses
- **Environment** - We want an attractive environment to live in with increased recycling and lower energy use
- **Homes** - We want decent housing for our residents that matches their income
- **Health and Communities** - We want communities that are healthy, self-reliant, and have individuals who are willing to help each other

District Executive

Thursday 2 OCTOBER 2014

Agenda

1. Minutes of Previous Meeting

To approve as a correct record the minutes of the District Executive meeting held on 4th September 2014.

2. Apologies for Absence

3. Declarations of Interest

4. Public Question Time

5. Chairman's Announcements

6. Report from Yeovil District Hospital NHS Foundation Trust (Pages 1 - 25)

7. Draft Asset Management Plan (Pages 26 - 30)

8. Highway Officer Report (Pages 31 - 34)

9. Loan to Somerset Waste Partnership for Waste Vehicles (Pages 35 - 37)

10. Policy on Audio/Visual Recording and Photography at Council Meetings (Pages 38 - 42)

11. Medium Term Financial Strategy and Medium Term Financial Plan (Pages 43 - 52)

12. District Executive Forward Plan (Pages 53 - 57)

13. Date of Next Meeting

Members are asked to note that the next scheduled meeting of the District Executive will take place on Thursday, 6th November 2014 in the Council Chamber, Council Offices, Brympton Way, Yeovil commencing at 9.30 a.m.

14. Exclusion of Press and Public (Page 58)

15. Investing in Infrastructure - Progressing SSDC projects (Confidential) (Pages 59 - 93)

Agenda Item 6

Report from Yeovil District Hospital NHS Foundation Trust

Executive Portfolio Holder: Cllr Sylvia Seal, Leisure and Culture
SSDC Representative: Mrs Lesley Boucher

Council of Governors meeting held on September 9th 2014

Introduction from Peter Wyman, Chairman of Yeovil District Hospital

Peter Wyman, Chairman of YDH, welcomed the newly elected governors. Prior to the meeting, he met with governors and summarised current operational pressures with increasing A&E attendances, ongoing utilisation of “winter” escalation beds and difficulties in arranging discharge to social care and community hospitals. He also highlighted the related financial position, which is demonstrating adverse variance to plan, largely as a result of difficulties in recruiting to key medical posts and the nursing costs associated with ongoing operation of the escalation ward. He also spoke of plans to address the challenges, noting the importance of the Trust’s strategic plans to build on the Symphony Project and to integrate care in South Somerset across primary, social, acute and community care, further information about which was articulated by Paul Mears in his report.

The demographics of a huge aging population is the main cause. YDH would need to build a new ward every three years to cope.

However, a totally new design of the system is necessary using technology e.g. skype and Nurses at YDH advising the many nursing homes in the catchment area. Huge institutional savings need to be made. There are many new ideas formulating in the pipeline!

Paul Mears, Chief Executive

Paul Mears, Chief Executive, stated that Governors are aware that work to develop integrated care across hospital, community services, primary care and social care has been a key priority for the organisation over the last two years.

The Symphony Project

The Symphony Project has been instrumental in developing the concept in how to integrate care, particularly for older people and those with complex needs.

It is recognised that a New Care Model needs to be devised with the aim to get patients out of hospital as soon as possible. This is a dilemma across the whole UK. YDH is awaiting the outcome from the CCG (Clinical Commissioning Group) concerning alternative commissioning models, which would enable them to contract more simply, a new integrated care model. Change is vital as currently, GPs are struggling and huge demands on all resources are causing systems to creak, possibly leading to implode!

Monitor

Monitor – YDH’s Five Year Plan was submitted over the summer. The financial forecasts for the Trust are a significant challenge and will require the Trust to develop a very different model of care if the hospital is to ensure a financially sustainable

future. The Trust has recently engaged Oliver Wyman consultancy to support the development of the Five Year Plan and, in particular to understand and advise on the viability and sustainability for the organisation.

Monitor recently visited YDH. They are aware of the challenging financial situation.

Strategic Estates Partner

The process for selecting a Strategic Estates Partner is near conclusion. This is an important issue as working with the new partner will realize some key capital projects on the Cheverton Site and surrounds.

Positive reports have been made by external regulators concerning the Endoscopy Department, the Pharmacy and the Histopathology Service and Mortuary.

Paul Mears finished his report with the news that a new Commercial Director has been appointed to develop commercial opportunities such as The Kingston Wing. Simon Lilley was until recently the Director of Marketing at Flybe, the low cost airline.

Tim Newman's Financial Report (See attachment sent electronically for detail).

It was noted that the shortage of doctors is causing financial problems as employing locums is extremely expensive. There are ongoing discussions with Monitor concerning extra funding as the deficit forecast for this year had risen to £4,000,000

Sophie Sennet, Contacts Manager

Sophie Sennet, Contacts Manager, discussed the main problem occurring through the Contact Centre which is DNA! Do Not Attend!

Each time an appointment is wasted because a patient does not turn up, it costs the Trust in the region of £160. That can be up to £160,000 per month.

Helen Ryan, Director of Nursing

Yeovil District Hospital NHS Foundation Trust increased Patient Safety incident reporting for 2013/2014 by 23%. From the CQC intelligence monitoring report it is within the expected range of reporting incidents relating to death and severe harm.

In 13/14 the local target of no more than 9 cases of Clostridium difficile infection was achieved with only 3 assessed as attributable to hospital care at Yeovil District Hospital NHS Foundation Trust. There were no cases of hospital acquired MRSA during 2013/14 and the Trusts' aim of zero tolerance was achieved.

Yeovil District Hospital NHS Foundation Trust reported 121 pressure ulcers for 2013/2014, with an in year figure of 52 (April to August). For April to August 2014/2015 there have been 40 reported pressure ulcers.

The main meeting concluded with appointments to the various sub committees.

Governors Report

May 14 / June 14

3	Dashboard - Outcome, Safety & Workforce Indicators
4	Dashboard - Early Warning Indicators
5	Mortality
6	RTT
7	Waiting Lists
8	A&E
9	Ambulance Targets
10-11	Cancer
12	First to follow up
13	Cancelled Operations
14	Safety
15	Friends & Family
16	Patient complaints and compliments
17	Admissions
18	Length of Stay – long stayers
19	Mandatory Training
20	Annual Appraisal
21	Staff Turnover
22	Sickness Absence
23	Appendix I - Terms

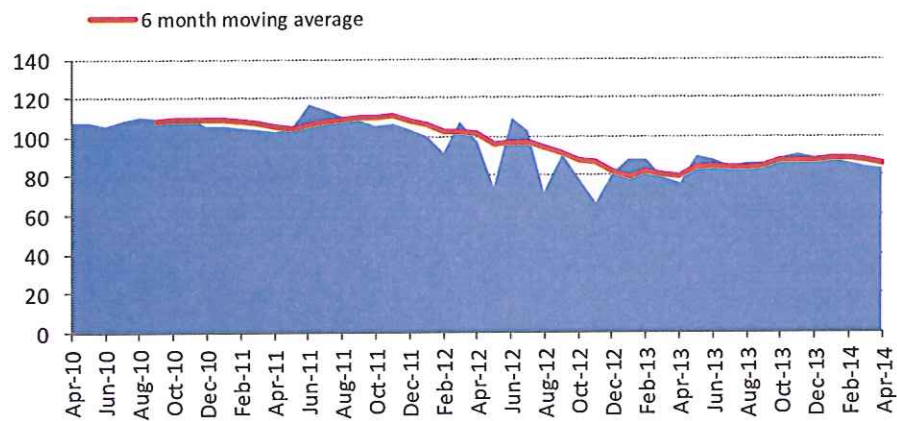
Summary Trend Results	FY	FY	FY	YTD	Results					
	11/12	12/13	13/14	14/15	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14
Mortality										
HSMR	97.9	90.2	90.8	84.2	88.1	86.3	84.2	83.6		
Actual number of deaths	608	571	606	145	48	47	62	53	47	45
Finance & Monitor score										
I&E position distance from plan (£m)	0.1	-0.3	0.4	0.3	0.2	0.2	0.3	-0.2	-0.2	-0.3
% of cost improvement plans in place (CIP)	100.0%	92.0%			92.4%	78.5%	85.6%	63.3%	90.3%	62.3%
Monitor Score					1	1	1	2	0	2
Patient Experience										
F&F Test - % Extremely Likely to Recommend	n/a	n/a	72.3%	70.3%	73.3%	67.3%	69.0%	70.6%	66.4%	73.4%
F&F Test - Response rate	n/a	n/a	18.5%	21.9%	19.9%	22.0%	20.0%	20.4%	23.4%	21.8%
Number of Complaints	227	250	267	34	8	9	9	18	10	6
Number of Compliments	1,633	1,405	1,220	0	87	64				
Cancelled Ops - Breaches of <28day readmission			3.2%	0.0%	9.5%	0.0%	0.0%	0.0%	0.0%	0.0%
Cancelled Ops - Breaches <=5 cal day offer of new date			3.2%	4.1%	0.0%	0.0%	0.0%	33.3%	0.0%	18.2%
Safety										
C difficile cases	23	17	9	2	1	1	0	0	1	1
MRSA	2	1	0	0	0	0	0	0	0	0
Patient falls	959	1047	763	220	80	69	79	92	61	67
Pressure ulcers +2	194	198	102	29	9	10	10	12	7	10
Workforce										
Sickness Absence (avg) %	3.6%	3.7%	3.5%	3.2%	3.9%	3.6%	3.2%	3.4%	3.0%	3.3%
Annual Appraisal (avg) %		72.3%	80.3%	81.0%	80.0%	83.0%	81.0%	81.0%	81.0%	81.0%
Mandatory Training (avg) %		72.3%	79.8%	80.3%	80.0%	79.0%	79.0%	82.0%	82.0%	82.0%
Staff Turnover (avg) %		11.5%	12.8%	12.6%	13.0%	13.0%	12.4%	12.5%	12.6%	12.7%

Early Warning Indicators

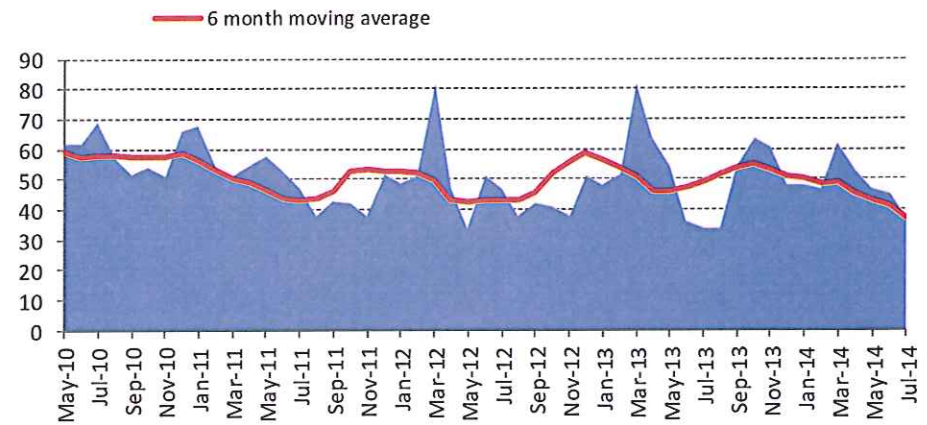
Summary Trend Results	FY	FY	YTD	Results		
	12/13	13/14	14/15	Apr-14	May-14	Jun-14
RTT						
15wks RTT - Admitted Pathways		89.9%	86.1%	85.6%	87.0%	85.7%
15wks RTT - Non-admitted Pathways		95.5%	92.9%	92.9%	92.5%	93.3%
15wks RTT - Incomplete Pathways		88.2%	91.2%	93.4%	90.4%	90.0%
Admissions / Waiting lists						
Total admissions	38,332	38,424	9,890	3,301	3,278	3,311
Total Elective admissions	19,711	19,575	5,121	1,743	1,605	1,773
Day Case admissions	16,411	16,386	4,212	1,475	1,302	1,435
Daycase Rate	83.3%	83.7%	82.2%	84.6%	81.1%	80.9%
Waiting List Size - Outpatients inc C2C.	2,596	2,941	3,059	3,029	3,217	3,059
Waiting List Size - Inpatients / Day case	1,323	1,435	1,719	1,496	1,650	1,719
Efficiency						
1st to follow up				1:1.6	1:1.7	1:1.6
% Discharges between 8am-12pm	17.9%	19.1%	17.0%	16.3%	16.3%	19.9%
Average length of stay	4.3 days	4.5 days	4.5 days	4.7 days	4.5 days	4.3 days
A&E						
A&E attendances	46,113	45,538	12,086	3,797	4,119	4,170
A&E attendances - % inc / dec vs LY	5.0%	-1.2%		-0.9%	7.2%	7.6%
A&E - % patients seen and discharged 4 hrs	95.1%	96.2%	96.1%	97.1%	95.3%	95.8%
Ambulance Handover < 30mins	94.5%	99.2%	99.9%	99.7%	99.9%	99.9%
Ambulance Handover fines	£34,080	£32,200	£1,200	£800	£200	£200

HSMR in April 14 was 83.6. Actual number of deaths in July 14 was 37.

Hospital Standardised Mortality Ratio (HSMR)

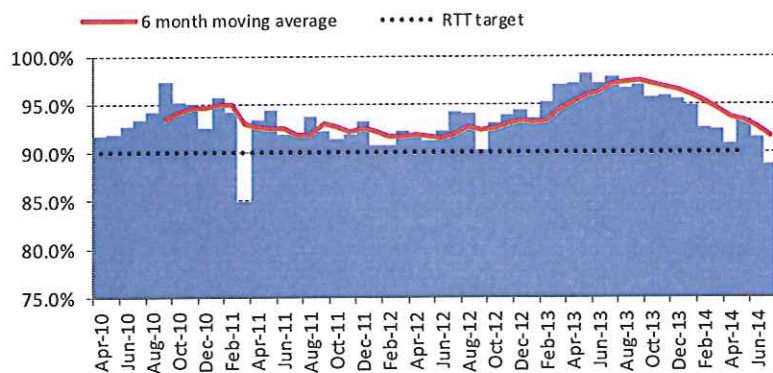


Actual number of deaths

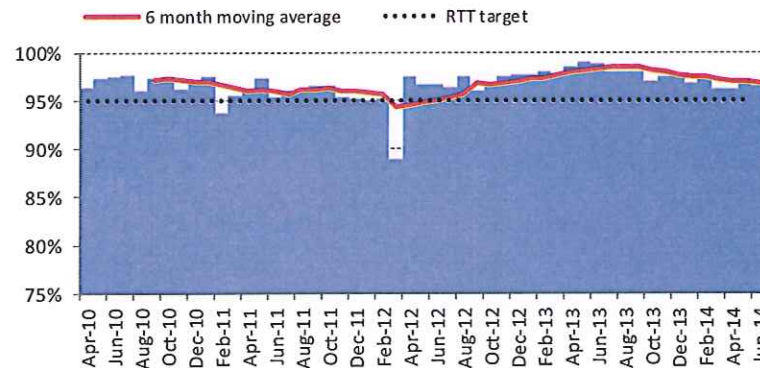


In July 14, 88.8% (target 90%) of admitted patients and 95.1% (target 95%) of non-admitted patients completed consultant-led treatment within 18 weeks of referral. While this is below the target for admitted pathways, this was pre-agreed with the CCG as part of the national RTT recovery project.

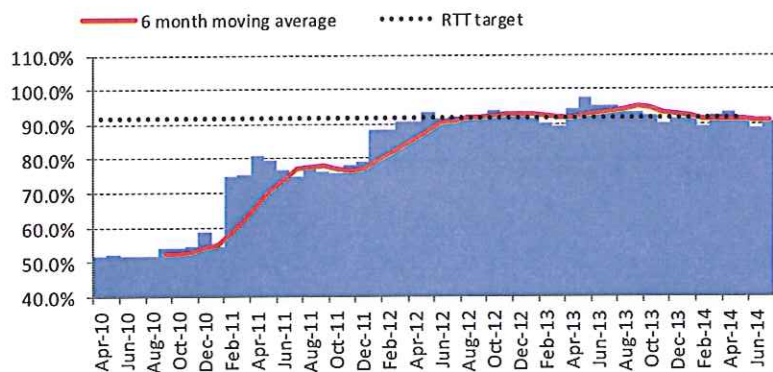
RTT completed pathways - 18 week - admitted



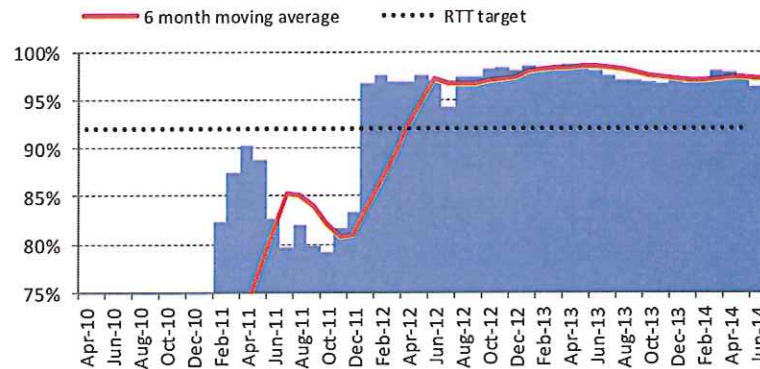
RTT completed pathways - 18 week - non admitted



RTT incompleting pathways - 18 week - admitted

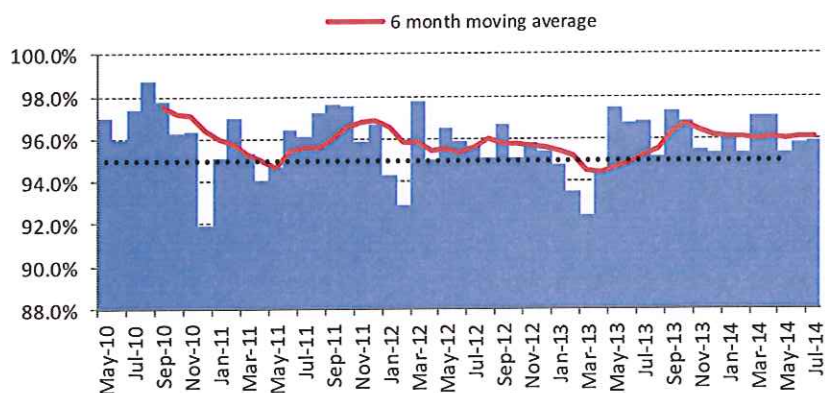


RTT incompleting pathways - 18 week - non admitted



In July 14, 95.86% (target 95%) of patients were seen and discharged within 4 hours from A&E.
Average A&E attendances in July were 136 per day. Ambulance arrivals averaging 39 for the last 12 months

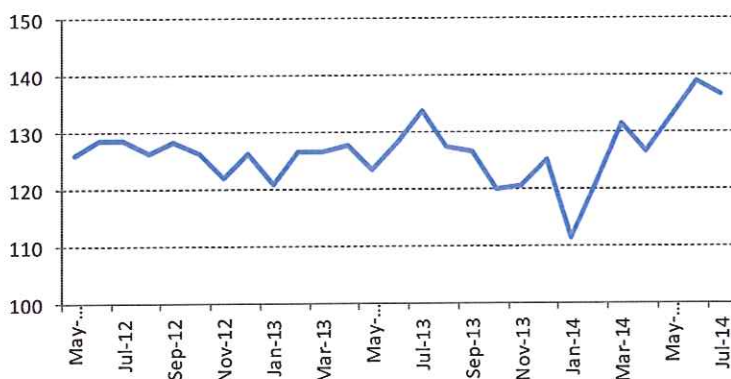
A&E 4 hour performance - All Attendances



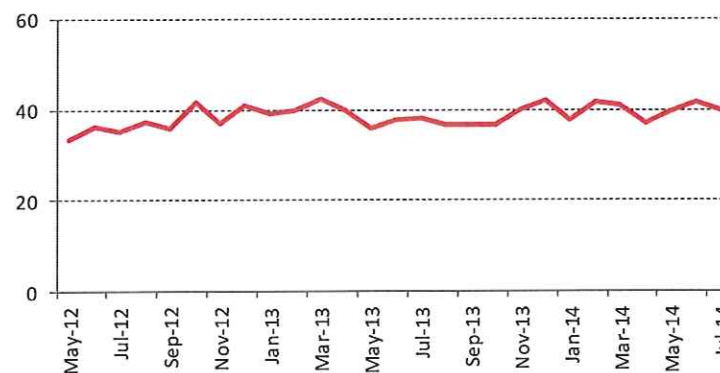
Average attendances per day

Day	Jul-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14
Monday	146	117	130	145	134	150	152	148
Tuesday	132	107	119	125	123	134	137	139
Wednesday	129	116	115	130	123	133	126	125
Thursday	135	115	123	123	116	126	131	135
Friday	121	107	112	127	131	126	131	129
Saturday	136	108	119	125	130	124	133	138
Sunday	138	108	127	142	132	143	157	145
Grand Total	134	111	121	132	127	133	139	136

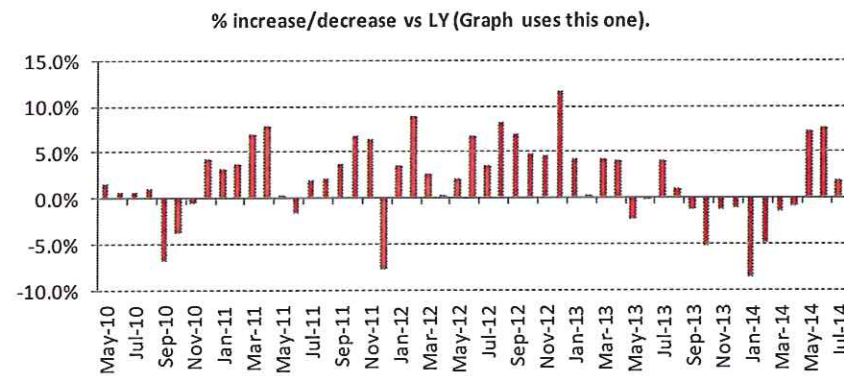
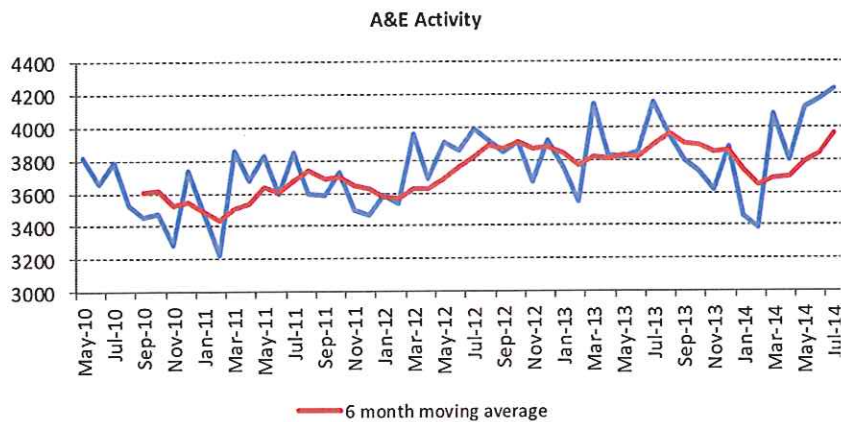
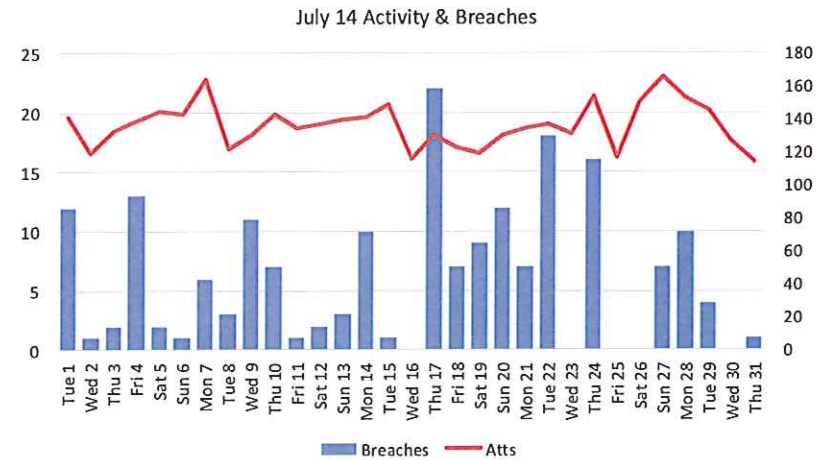
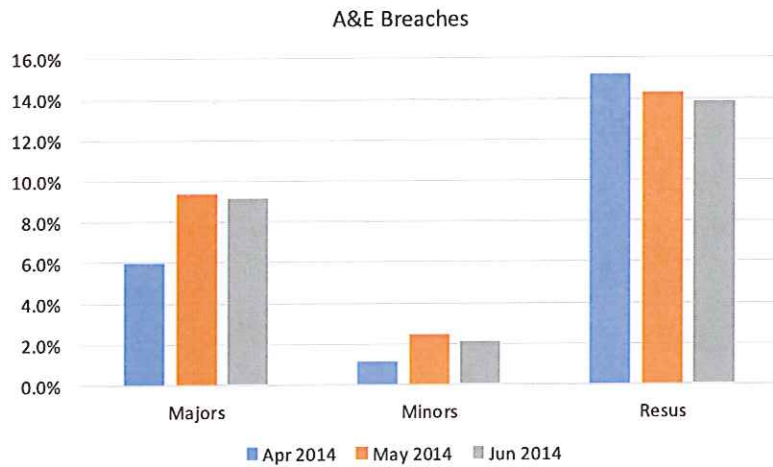
Avg A&E attendance per day



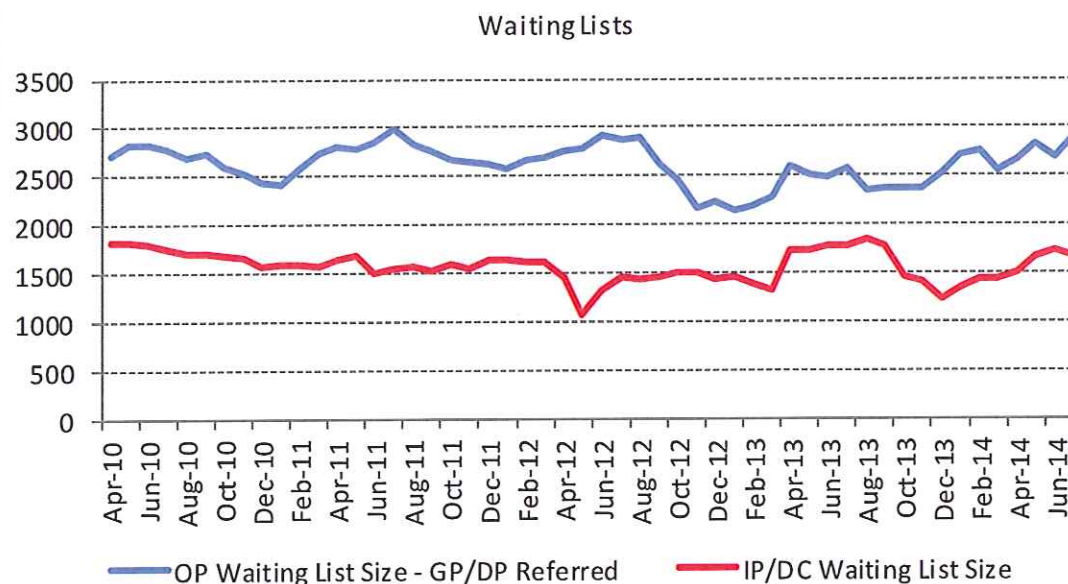
Avg A&E ambulance arrivals per day



A&E activity over the two month period June and July has increased by 4.7% vs last year (+397 attendances).
 YTD A&E attendances (16,316) have increased by 4.1% vs last year (15,656).
 Q1 Breach rate has decreased over all 3 areas, Majors, Minors and Resus.



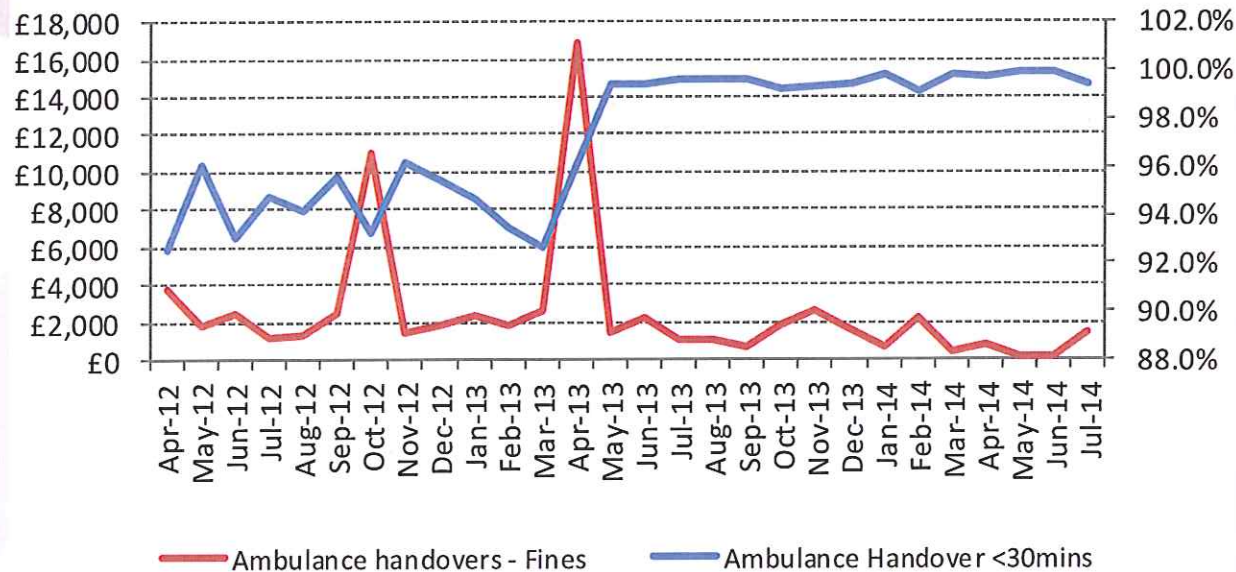
At the end of July 14, the inpatient and day case waiting list has fallen to 1671, a decrease of 104 patients year on year (-6%). The outpatient waiting list rose to 2,930 at the end of July, a year on year increase of 211 patients (+8.2%), this increase is mostly due to the Ophthalmology service restarting.



Numbers above are live waiting list patients, they **include** patients that have chosen to delay their treatment. Currently it is difficult to identify these patients due to the booking methods i.e. this information is only in the form of a “comment”. Previously we used a separate waiting list code, which enabled us to exclude these patients from our reports. This was stopped in order to increase visibility of all patients. The above numbers do not include planned or suspended patients i.e. medically unfit or regular future bookings i.e. five year endoscopies.

We have achieved the 30 minute handover target (98%) for the last 12 months running

The last 12 months fines total £13,400. In the same period in the previous 12 months the fines were £46,240. Mainly due to spikes in October 12 (£10,980) and April 13 (£16,800)



NOTES:

Ambulance fines for over 30mins only began in April 2011

Imposed Fines have changed each year but have always been based on breaching 30 mins or more

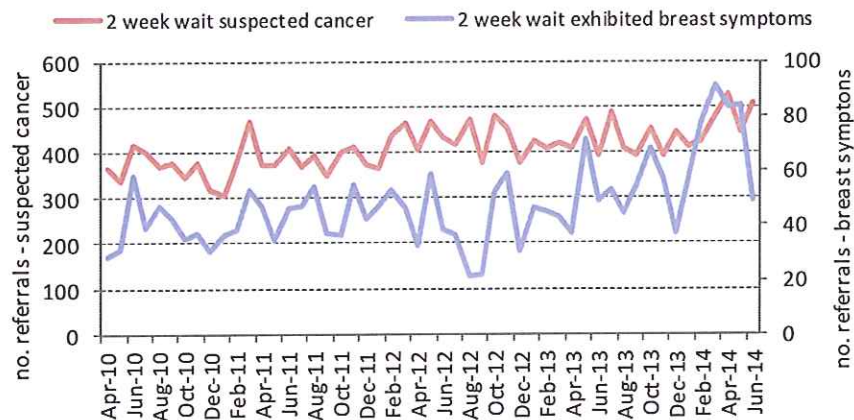


Cancer 2 week waits

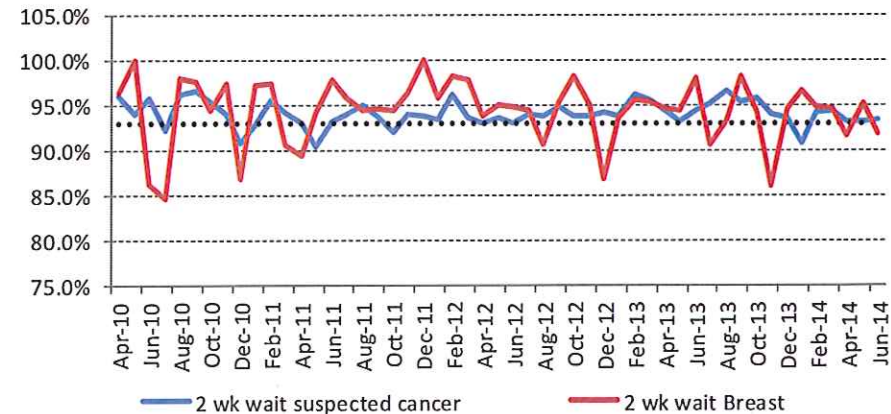
In Quarter 1 we achieved the 93% target for 2 Week Waits in suspected cancers (93.2%), as well as exhibited breast referrals (93.1%).

Referrals have risen to 508 suspected cancers in June 2014, a 29% increase year-on-year. Exhibited breast referrals have fallen to 49, returning to the same level as this time last year following several months of very high referral rates.

Number of referrals



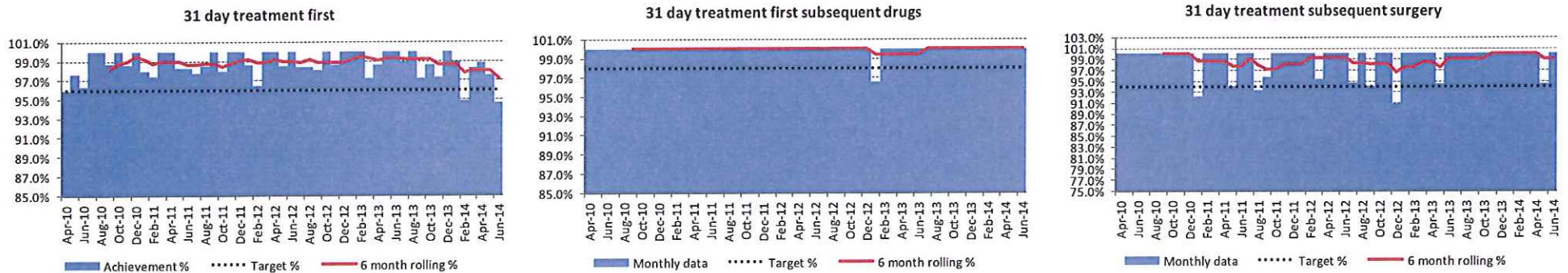
2 week cancer targets



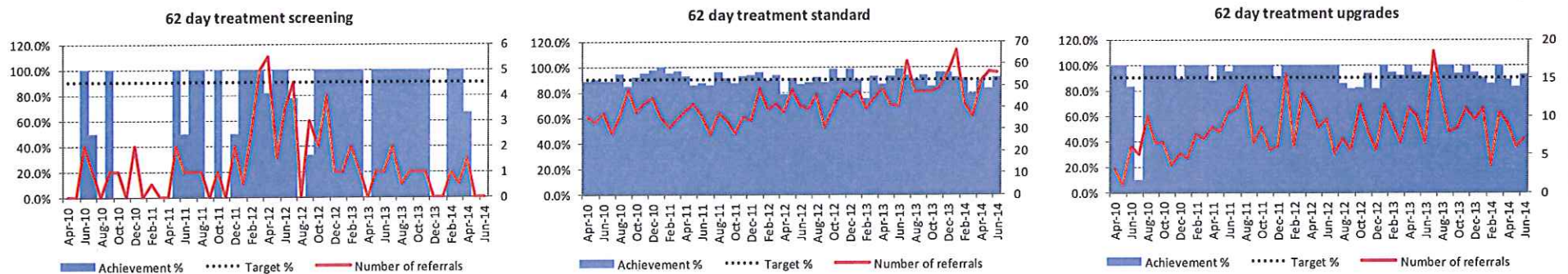


Cancer 31 day and 62 day targets

In Quarter 1, we achieved the 96% target of delivering treatment within 31 days of the decision to treat (1st treatment), despite falling to 94.7% in June.

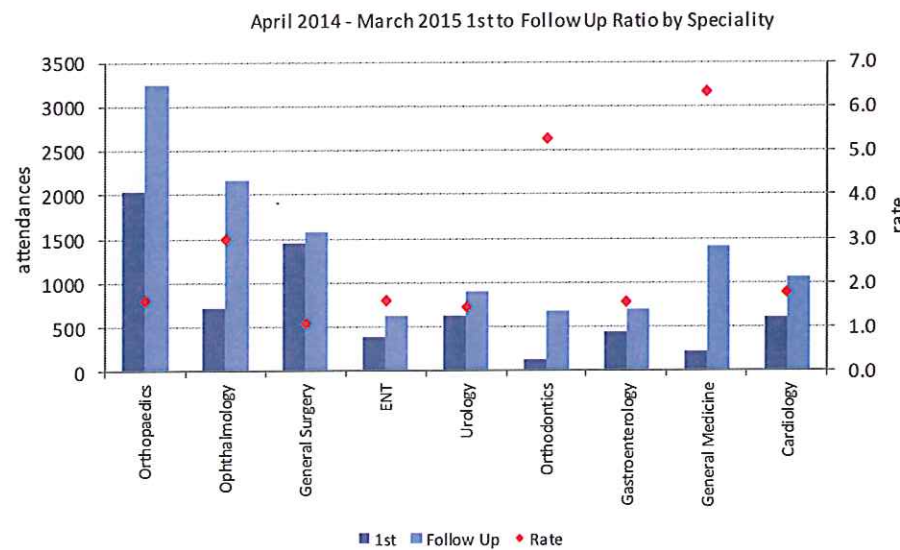
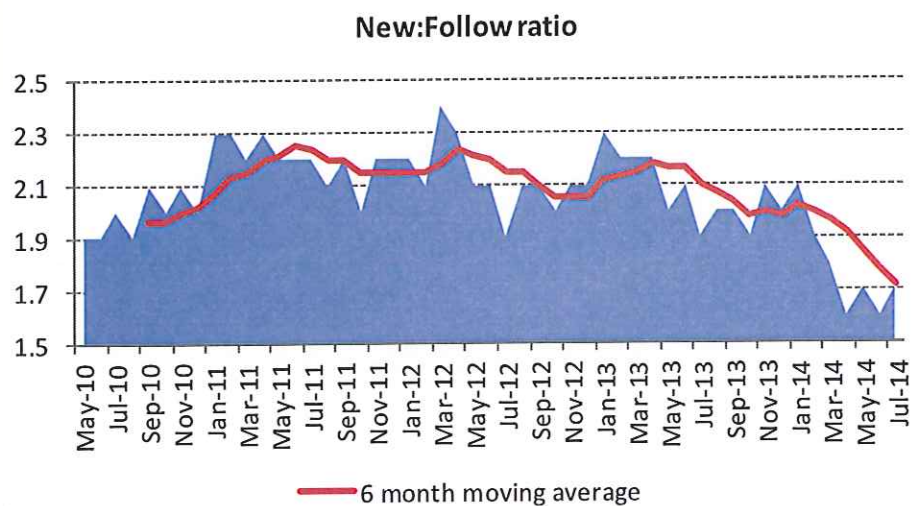


We achieved the 62 day 85% target in Quarter 1. The 90% screening target was failed, though there was only a single breach, which shared with Musgrove Park (only three screening patients were treated during the quarter).



1st to follow up ratio for consultant led activity in July 2014 was 1:1.7, with the 6 month rolling average 1st to follow-up ratio being 1:1.8.

General Medicine (1:5.8) and Orthodontics (1:5.1) have the highest first to follow up ratios.



Cancelled operations

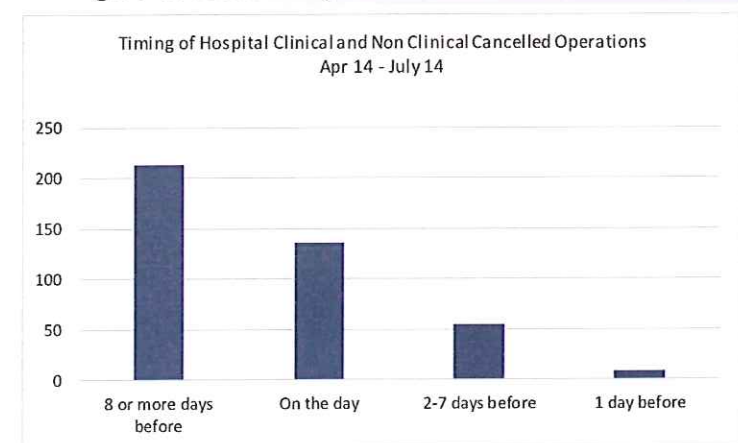
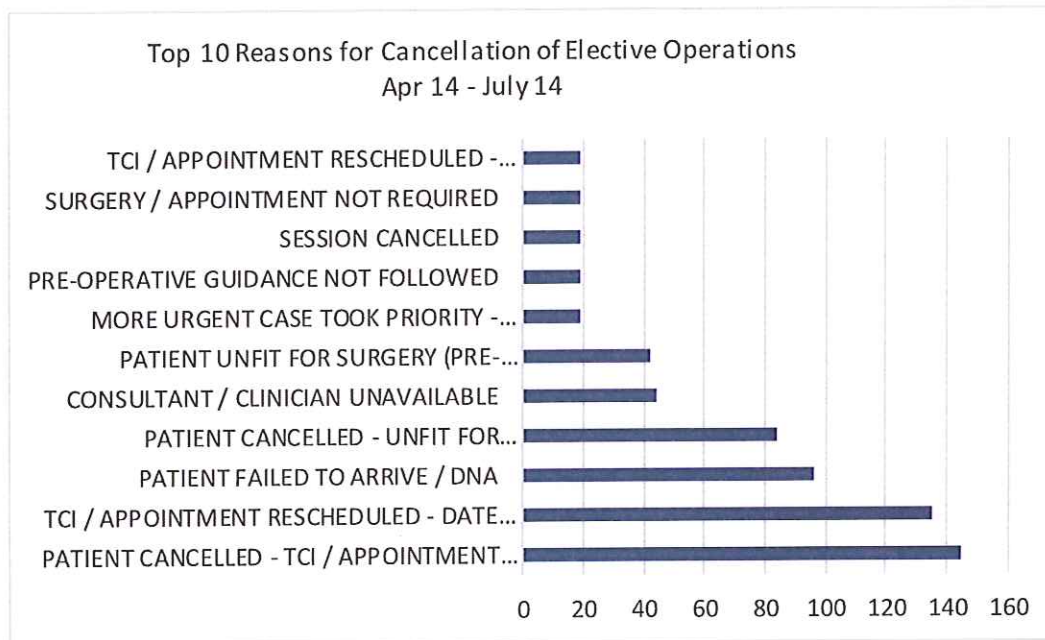
For any elective operation cancelled by the trust **on the day of the operation/admission**, an offer of a new date must be made within **5 calendar days**, and the newly offered date must be within **28 days** of the cancelled operation date.

July 14, 8 operations have been cancelled by the trust on the day for non-clinical reasons. All of these patients were offered a new date within 5 days or transferred to other trusts, and all newly offered dates were within 28 days of the cancelled operation.

Most common reason of cancelling an operation is "patient cancellation"

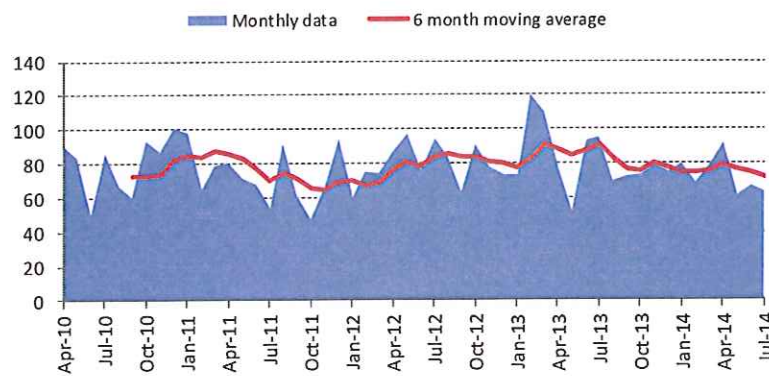
For Hospital Clinical and Non Clinical Cancellations – 33% are cancelled on the day, while 52% give at least 8 days notice

Patient Cancellations – 55% on the day, 30% give at least 8 days notice.

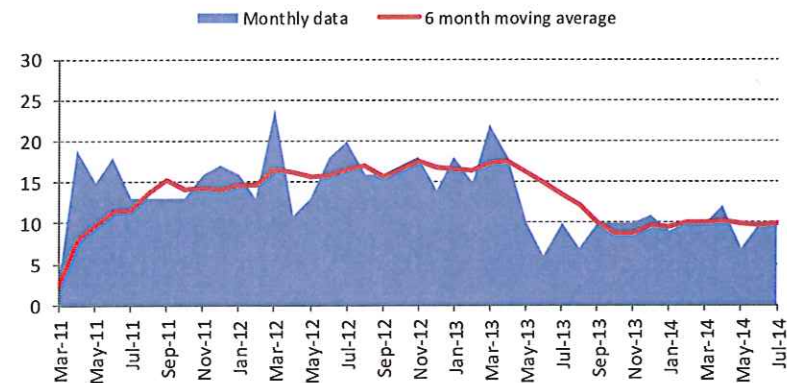


We have reported 283 patient falls compared to 318 last year (Apr – Jul). In July 14 there was 1 C.Diff case reported, (YTD = 3). The last reported case of MRSA was in Mar 13 with only 4 cases in the last 3 years. Pressure ulcers are on a decreasing trend

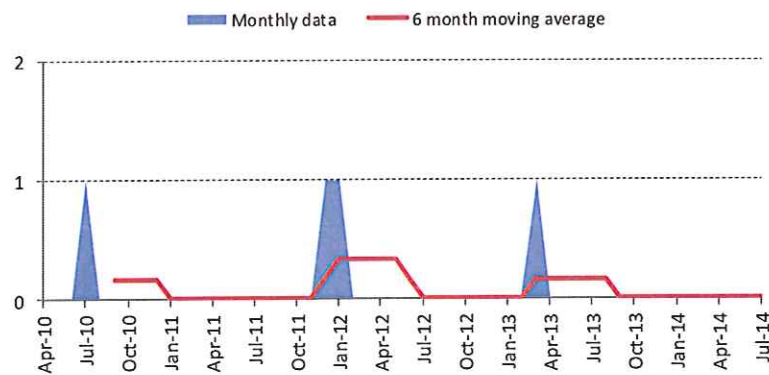
Patient falls



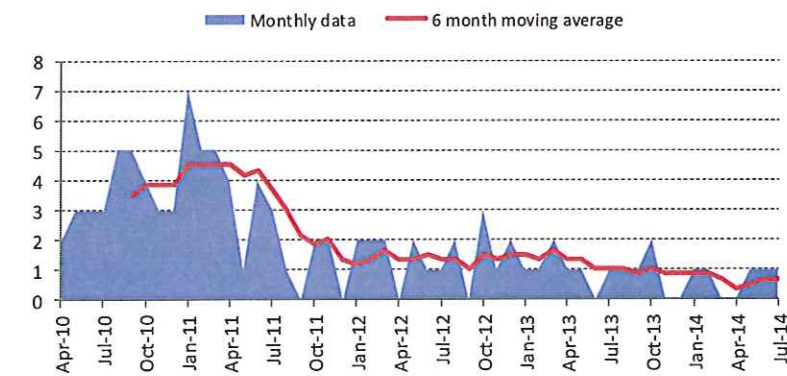
Pressure ulcers +2



MRSA



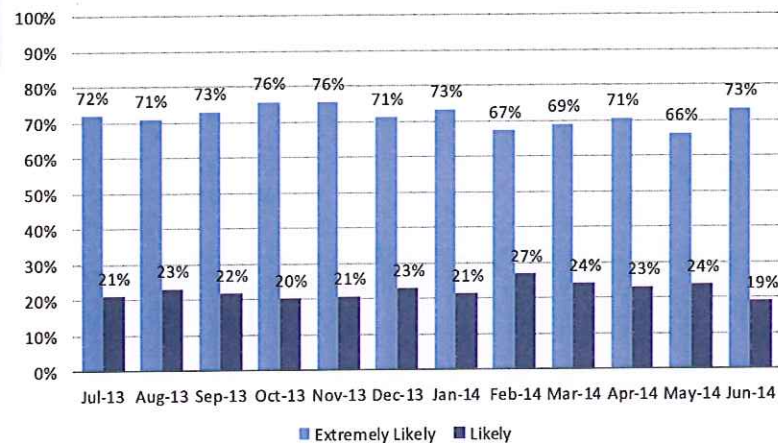
C difficile cases



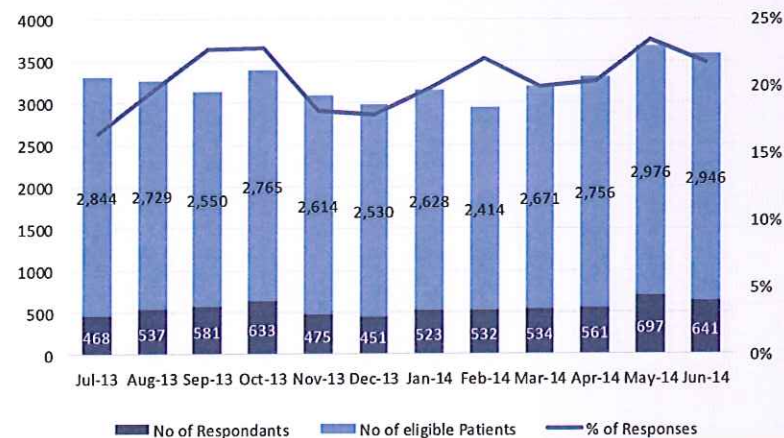
YTD response rate 21.8%, improved A&E response rate of 13.3%.

	No of Respondants			No of eligible Patients			% of Responses		
	A&E	IP	TOTAL	A&E	IP	TOTAL	A&E	IP	TOTAL
Jul-13	85	383	468	1,894	950	2,844	4.5%	40.3%	16.5%
Aug-13	81	456	537	1,828	901	2,729	4.4%	50.6%	19.7%
Sep-13	144	437	581	1,705	845	2,550	8.4%	51.7%	22.8%
Oct-13	166	467	633	1,815	950	2,765	9.1%	49.2%	22.9%
Nov-13	98	377	475	1,700	914	2,614	5.8%	41.2%	18.2%
Dec-13	121	330	451	1,657	873	2,530	7.3%	37.8%	17.8%
Jan-14	135	388	523	1,657	971	2,628	8.1%	40.0%	19.9%
Feb-14	149	383	532	1,612	802	2,414	9.2%	47.8%	22.0%
Mar-14	129	405	534	1,820	851	2,671	7.1%	47.6%	20.0%
Apr-14	126	435	561	1,846	910	2,756	6.8%	47.8%	20.4%
May-14	220	477	697	2,026	950	2,976	10.9%	50.2%	23.4%
Jun-14	274	367	641	2,059	887	2,946	13.3%	41.4%	21.8%
TOTAL	1,108	4,061	4,734	10,599	5,433	16,032	10.5%	74.7%	29.5%

Friends and Family Test Inpatient and ED Response to 'extremely likely' and 'likely' to recommend YDH

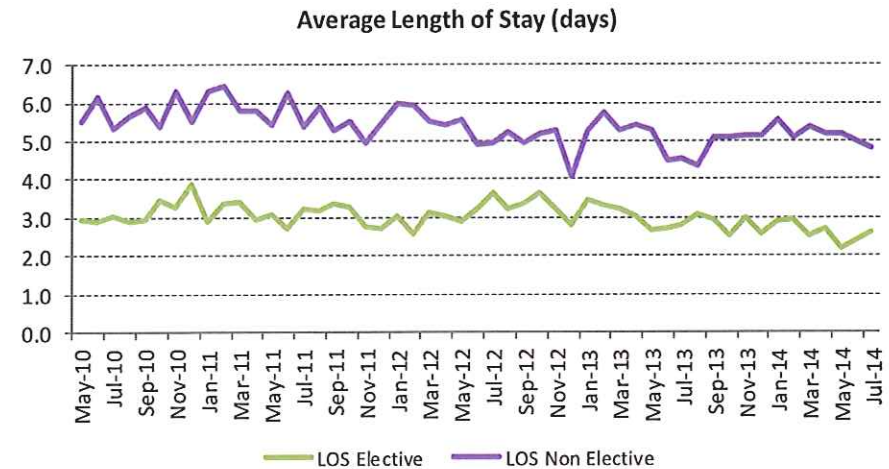
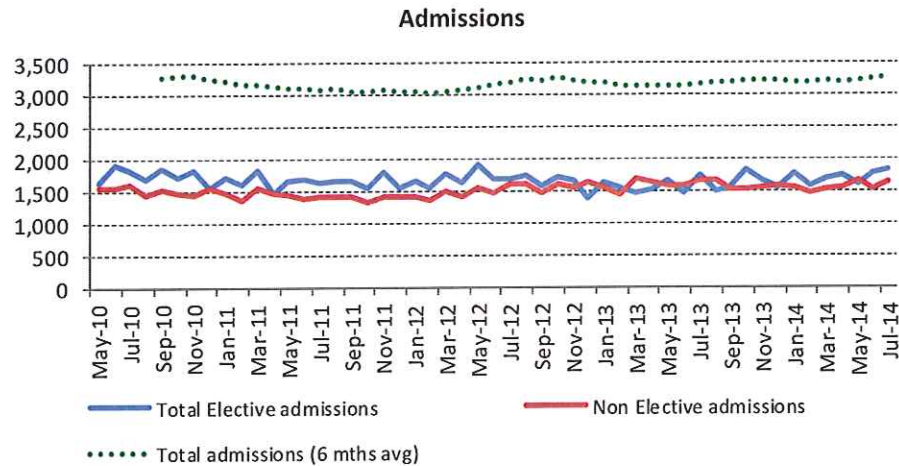


Friends and Family Test % of Responses



Total elective admissions in July 14 were 1,834 compared to non-elective 1,632. For the last 12 months the mix has remained at approximately a 50:50 equal split, the July 14 split was 53% Elective to 47% Non Elective admissions.

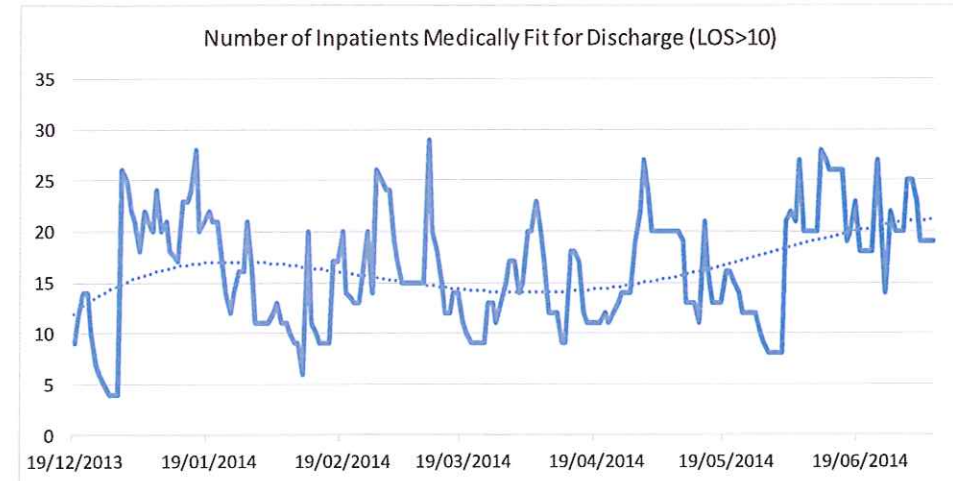
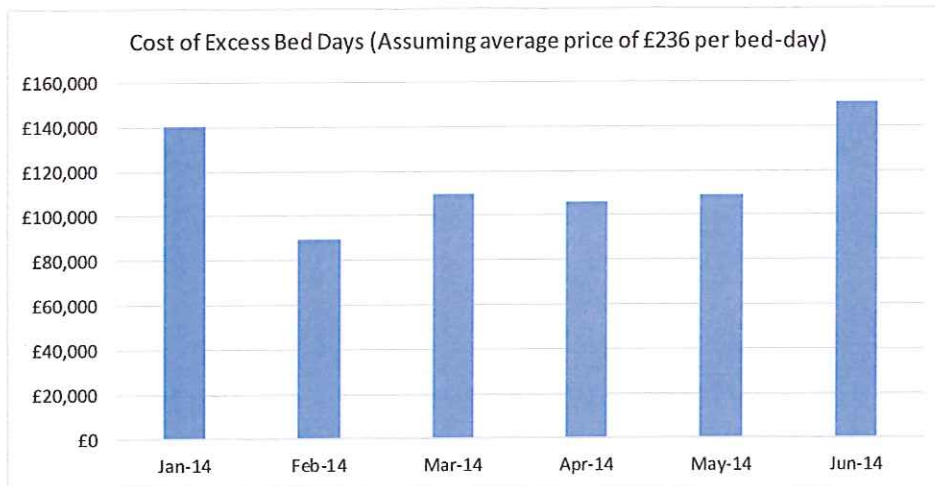
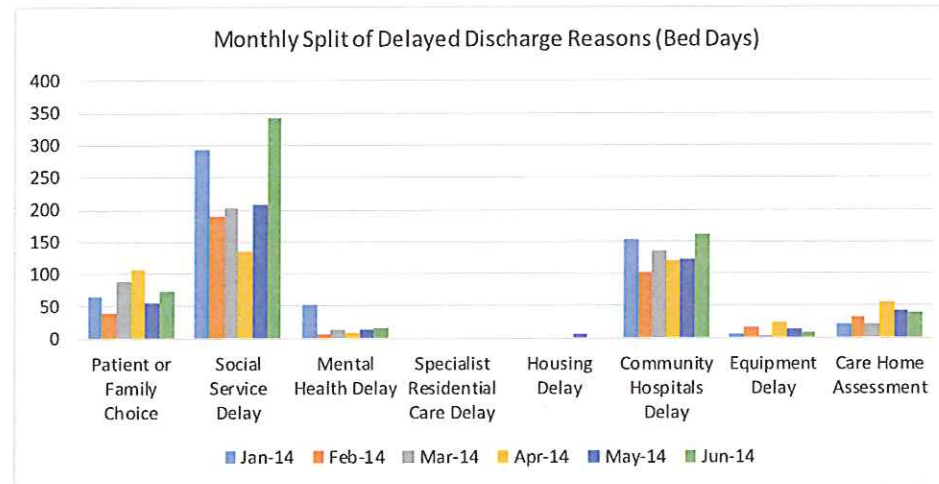
The average length of stay in July 14 was 2.6 days for Elective SBU and 4.8 days for UCLTC SBU.



Average LOS	Jul-11	Jul-12	Jul-13	Jul-14
Elective	3.2	3.6	2.8	2.6
Non Elective	5.4	5.0	4.5	4.8

There is ongoing work to monitor the actual length of stay vs. the expected length of stay based on estimated discharge date.

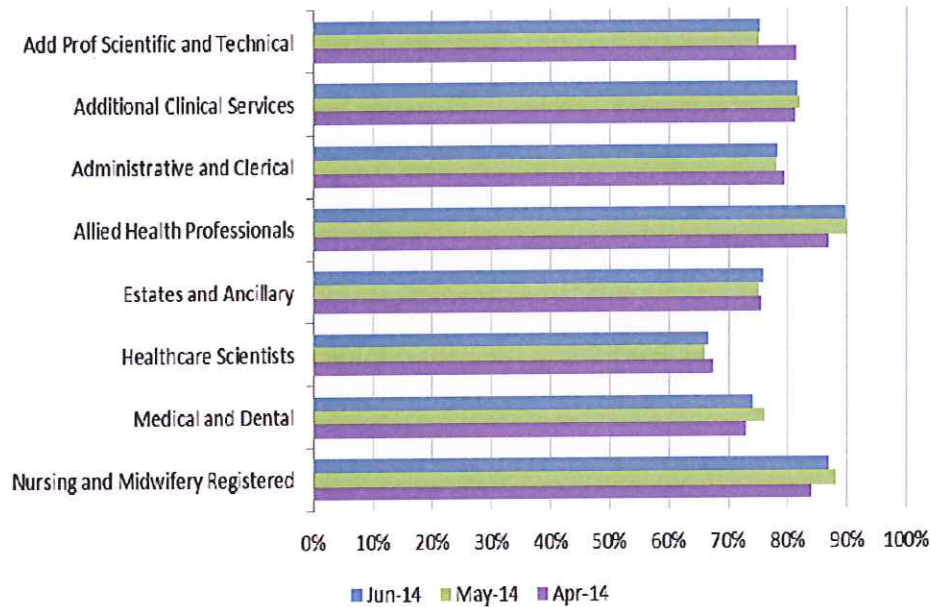
The number of patients medically fit for discharge is on an increasing trend, the main reasons being due to social service delay and community hospital delays.



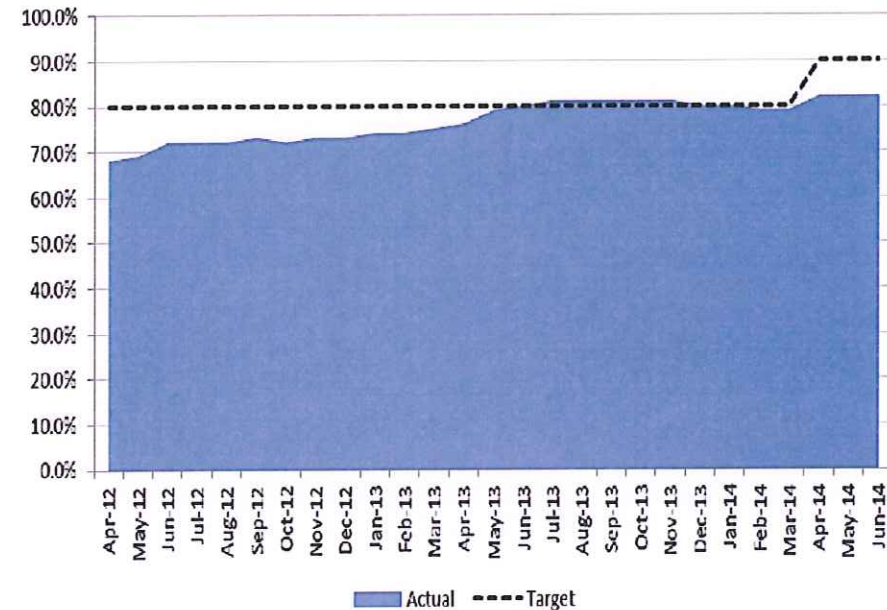
Mandatory Training

The percentage of staff remaining in date for all elements of their Mandatory Training has remained the same at 82% in June, against a revised target of 90%

Mandatory Training by Staff Group - % of staff remaining in date

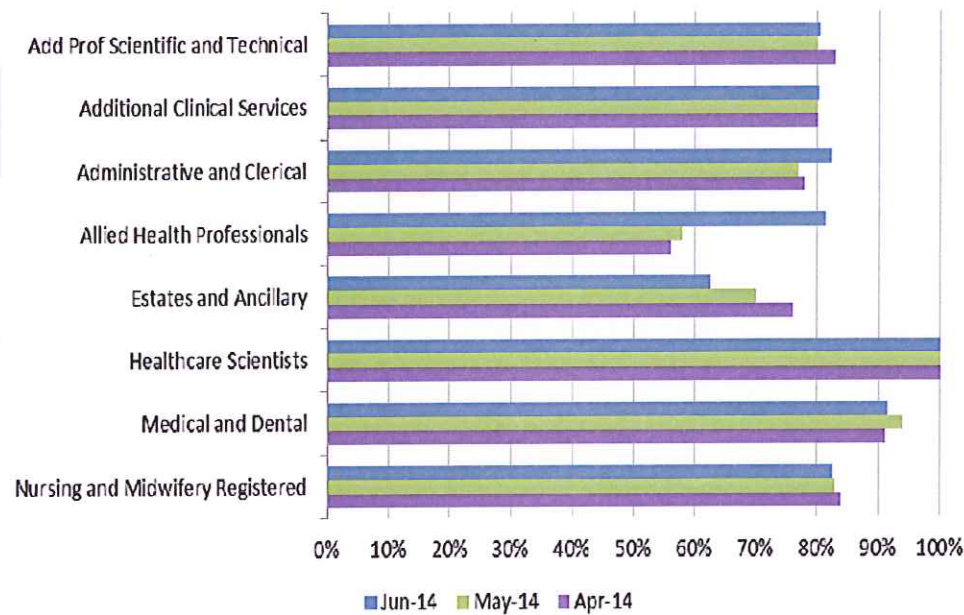


Mandatory Training Compliance vs Target

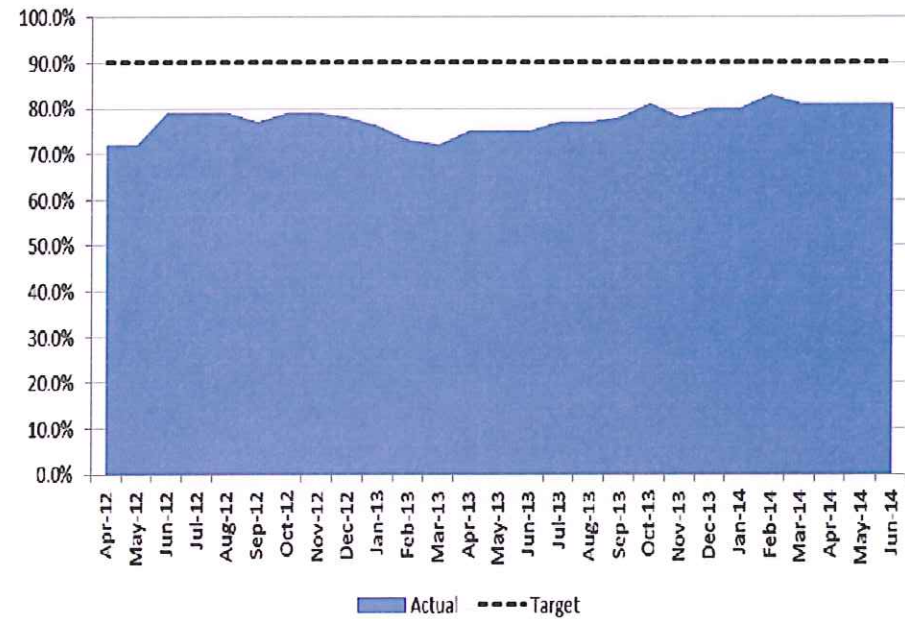


The percentage of staff remaining in date for their Annual Appraisal remained the same at 81%, against a target of 90%.

Annual Appraisal by Staff Group - % of staff remaining in date

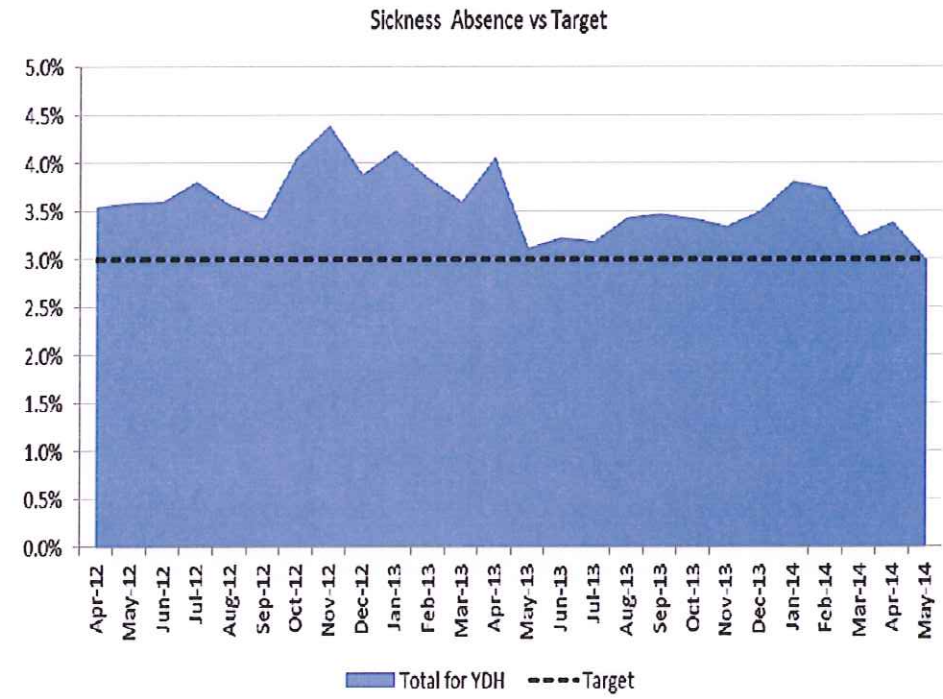
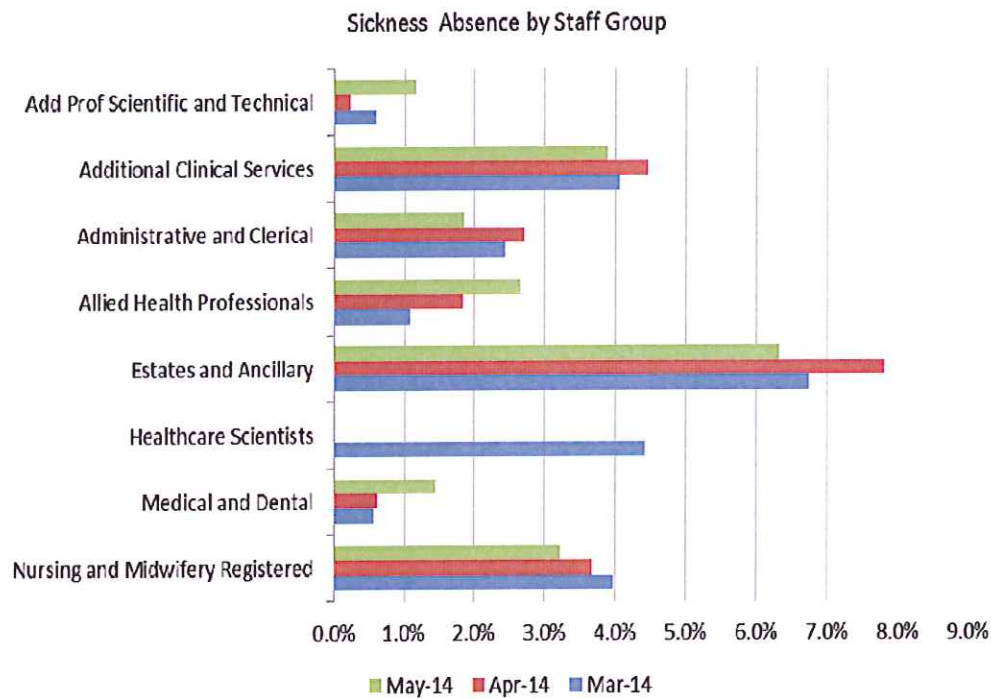


Appraisal Compliance vs Target



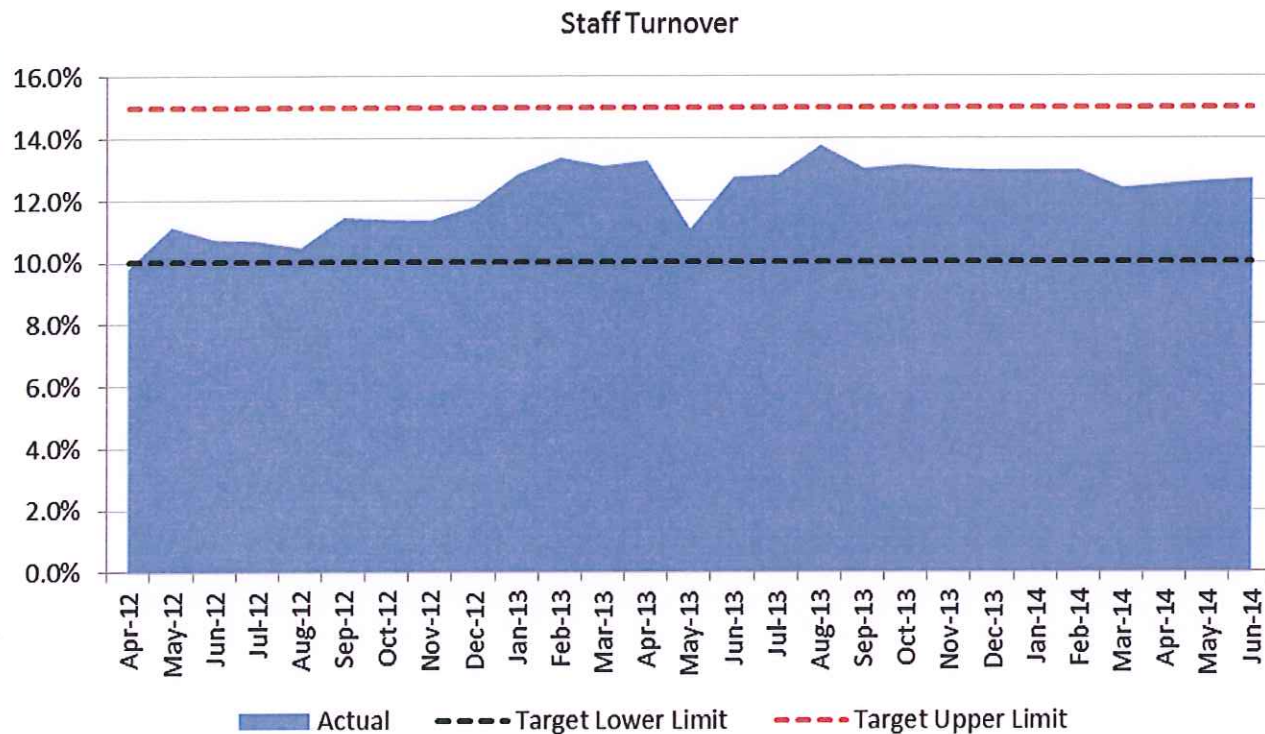
Sickness Absence

The Sickness Absence Rate for Month 2 was 2.9%, (0.4% lower than the Month 1 performance) representing a favourable variance against target. All areas with high levels of sickness absence have action plans in place to improve attendance.



Staff Turnover

Staff Turnover increased slightly to 12.8% (against a target upper limit of 15%). The rolling twelve-month average is 12.8%.



HSMR [Hospital standardised mortality ratio]	Weighted risk of mortality against national average
I&E	Income & Expenditure
CIP	Cost improvement plan
F&F	Friends and Family
RTT targets	% patients that started consultant-led treatment within 15/18 weeks (admitted / non-admitted patient) (complete / incomplete pathway)
1st to follow up	Ratio – number of follow up appointments to 1 st appointment
Ambulance handover	Time it takes from when ambulance arrives to when we accept the patient into A&E
DNA	Did not attend

Agenda Item 7

Draft Asset Management Plan

Executive Portfolio Holder: Tim Carroll, Deputy Leader, Finance & Spatial Planning
Strategic Director: Vega Sturgess, Operations & Customer Focus
Assistant Directors: Donna Parham, Finance & Corporate Services
Laurence Willis, Environment
Contact Details: vega.sturgess@southsomerset.gov.uk, 01935 462200
donna.parham@southsomerset.gov.uk, 01935 462225
laurence.willis@southsomerset.gov.uk, 01935 462428

1. Purpose of the Report

To seek District Executive approval for the proposed Asset Management Plan.

2. Forward Plan

This report appeared on the forward plan for presentation in June 2014.

3. Public Interest

South Somerset District Council owns a range of properties and land assets. We aim to look after these in the most effective and efficient way and use them to further the objectives of the council.

4. Recommendation

That District Executive approve the draft Asset Management Plan.

5. Background

Members will recall that the Asset Management Strategy (AMS) was adopted by Full Council in May 2014 on the understanding that the annual Asset Management Plan (AMP) was approved each year by District Executive. A summary of the strategy is included as Appendix 1 to this report.

Full Council endorsed the approach to develop the Annual Action Plan as being first prioritised by officers and then by Strategic Asset Steering Group (SASG) looking at where there was most financial gain as well as adding most value to the community. Having the Plan agreed by District Executive ensures that all portfolio holders have an opportunity to shape the work for the following year.

Development of the Asset Management Plan 2014-15 (Appendix 2)

The Plan this year has been developed since Full Council's approval of the AMS in May and so, by necessity, cannot be presented until September 2014. In future years, the Plan should come forward before the start of the new financial year.

As SASG focuses on the delivery of the AMS and the carrying out of strategic property reviews, the annual Asset Management Plan is at a high level. It focuses on the strategic and not the operational issues which are handled by normal service planning processes, involving portfolio holders where appropriate.

The process has included:

- Consultation with all service managers about their strategic asset requirements for 14-15.
- Early draft was then checked and amended by SASG.
- Further work by Property and other services on the feasibility of the plan with current resources.
- Final draft approved by SASG.

The draft plan is attached to this document as Appendix 2.

Resources

It should be noted that agreeing the attached Plan more than fully stretches existing resources and if some projects experience unforeseen challenges then slippages could occur. Progress will be monitored by SASG at quarterly meetings and remedies sought, if appropriate. While plans are important, it is also vital to retain flexibility in order to capitalise on new, emerging opportunities and in this case SASG will review the plan and reprioritise or refocus other capacity to ensure that the key priorities each year are achieved.

6. Financial Implications

The Asset Management Plan can be financed from existing resources with emerging financial implications being assessed if further projects emerge.

7. Corporate Priority Implications

None directly arising from the report.

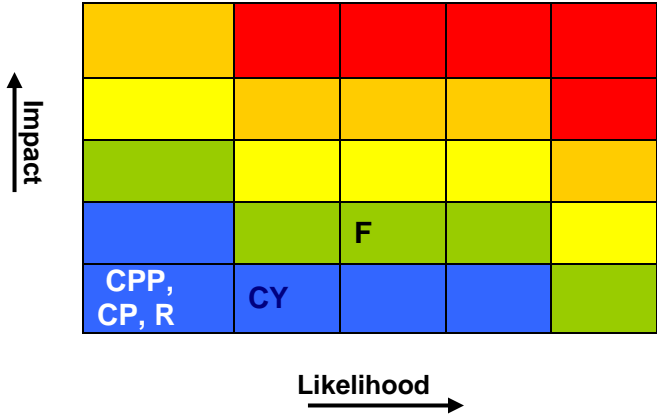
8. Carbon Emissions and Climate Change Implications

The strategy commits to continue to strive to reduce the organisation’s energy use via its buildings.

9. Equality and Diversity Implications

Full consideration to equalities has been given in producing this Strategy.

10. Risk Implications



Key:

Categories:

R = Reputation

CpP = Council Plan Priorities

CP = Community Priorities

CY = Capacity

F = Financial

Colours:

Red = High impact & high probability

Orange = Major impact and major probability

Yellow = Moderate impact and moderate probability

Green = Minor impact and minor probability

Blue = Insignificant impact & insignificant probability

11. Background Papers

Report to District Executive, May 2014

Report to Full Council, May 2014

Appendix 1: Asset Management Strategy on a page 2014-17 (**Already approved by Full Council, May 2014**)

Purpose: The Asset Strategy aligns SSDC's physical assets with the Council Plan goals, underpinning where resources allow the delivery of the Plan and key strategies. It ensures that the asset base of the council is optimised to meet wider public policies and future needs of the organisation, South Somerset residents and businesses.

Aims: The Asset Strategy will:

- Ensure the most economic and efficient use of property
- Align assets to council areas of focus and key strategies
- Achieve value for money from assets & optimise income generation opportunities
- Develop sustainable property management
- Explore further collaborative working arrangements
- Be responsive to customer need and service agendas

We will:

- Create an annual action plan aligned with corporate goals and resource available
- Use sound property data to challenge property utilisation and review maintenance backlog
- Dispose of unsuitable or inefficient properties, seek further shared use arrangements & income generation opportunities
- Focus on energy management and seek better performance from contractors
- Be mindful of accessibility, equalities, consultation requirements and data management and links to other council plans and strategies

Strategic Direction: Retain Brympton Way as head office, Petters Way as Yeovil Town Centre office, the Octagon Theatre and Lufton Depot; provide an SSDC presence in Chard, Crewkerne, Ilminster, Langport, Wincanton and Yeovil; seek sharing opportunities with partners in office/depot accommodation, make retained buildings more energy efficient; dispose of or transfer buildings that do not contribute to the council's objectives, ensure business continuity, safety and accessibility for staff and visitors.

We will deliver asset related actions within the Council Plan and through the following strategies and policies where resources allow

Page 29

Corporate

Acquisition / Disposal Policy
 Medium Term Financial Strategy
 Capital Strategy
 Area Review
 ICT Strategy
 Various lettings policies
 Repairs & Maintenance Policy
 Procurement Strategy
 Car Park Strategy Review

With District Executive, Strategic Asset Steering Group, Asset Management Team, agency partners.

Jobs

Economic Development Strategy
 Car park Strategy Review
 Yeovil Vision
 Chard Vision
 South Somerset Market Town Vision

With Market Towns Investment Group, Chard Regeneration Scheme, Yeovil Vision, Yeovil Innovation Centre

Environment

Carbon Reduction & Climate Change Strategy
 Open Space Strategy
 Green Infrastructure Strategy (in production)
 ICT Strategy
 Countryside Management Plans
 Contaminated Land Strategy
 Car Park Strategy Review

With Carbon Board, Birchfield Liaison Group, Friends of Country Parks, Cemetery and Crematorium Joint Committee

Homes

Somerset Housing Strategy
 Empty Homes Strategy
 Homelessness & Temporary Accommodation Strategy

With Somerset Strategic Housing Officers Group

Health & Communities

Playing Pitch Strategy
 Sport/Active Leisure Strategy
 Area Review/Equality Objectives
 Asset Transfer Policy
 Response to the Localism Bill
 Community Right to Buy
 Play Strategy
 Young People Strategy
 Planning Policy Guidance 17 Strategy

With Health & Wellbeing Boards, LED and the HUB, Area Committees, Parish and Town Councils, Community Groups

Outcomes

Improved value for money, quality of services delivered, well maintained buildings, good asset data, more shared use, compliance with legislation, good accessibility, strong alignment with corporate goals, good cross-service input, clarity about decision-making, release of capital, reduced running costs, improved productivity, improved community strength and delivery of the Council Plan.

Appendix 2 : Draft Annual Asset Management Plan on a Page (2014-15)

Purpose: The Asset Management Plan outlines agreed high level actions for each year. It will be updated annually, with progress monitored at SASG along with a more detailed list of actions arising from service plans and area development plans.

Our plans for 2014-15

Corporate

Review area and community office provision (including sharing opportunities).

Complete shared accommodation project in Brympton Way.

Work with partners towards shared accommodation space at Petters House.

Dispose of, transfer or develop buildings and land that do not contribute to the council's strategic outcomes or have an economic importance, (eg Grove Alley toilets, land at Martock, some car parks etc).

Seek income generation potential from our assets.

Jobs

Provide property support to the Chard Regeneration scheme- Boden Mill/ACI site.

Provide initial support for the Yeovil Innovation Centre, development of Phase Two (once other projects in the AMP are finalised).

Environment

Continue to deal with council owned sites where there is an identified risk from a former use (brownfield sites).

Make retained buildings more energy efficient (eg work on lighting replacement at Brympton Way and West Hendford Car park).

Review property portfolio to establish whether there are further viable PV projects.

Design and implement any suitable PV schemes.

Homes

Facilitate conversion of our buildings at Goldcroft to use as housing units.

Facilitate conversion of our property at Sherborne Road to housing units.

Facilitate conversion of Woodland Grove.

Facilitate conversion of our property at South St Yeovil, to mixed use.

Maintain facilitative role to assist with Rope Walk project at High St, West Coker.

Investigate potential for earning revenue by acquiring housing for rental purposes.

Health and Communities

Respond to community requests and opportunities as they arise.

Complete the transfer of responsibility for Bruton toilet provision.

Respond to Wincanton Car park request to end compensation scheme.

Act in a supporting role with Crewkerne and Somerton Town Councils to find additional off-street spaces.

Complete the Yeovil Country Park Ranger Base.

Work to support our leisure facilities across the district and undertake essential property work due to contractual arrangements on our key buildings.

If possible, support leisure schemes elsewhere in the district with professional support and advice.

Agenda Item 8

Highways Officer Report

Executive Portfolio Holder: Ric Pallister, Strategy and Policy
Strategic Director: Rina Singh, Place and Performance
Assistant Director: Martin Woods, Economy
Service Manager: David Norris, Development Management Manager
Contact Details: david.norris@southsomerset.gov.uk or 01935 462382

1. Purpose of the Report

This report proposes to supplement the current level of Highway and Transport advice provided to South Somerset District Council via the statutory highway authority, Somerset County Council.

2. Public Interest

Highways advice and expertise in the planning process is an important consideration in determining applications. The aim of this report is to enable the Council to secure a greater level of highways advice available to members, officers and the public in discharging their planning duty.

3. Recommendation

The District Executive is recommended to agree:

To approve funding of £141,300 (£47,100 per annum) from the Infrastructure Fund to enable either a three year fixed term appointment for the procurement of highways advice or consultancy advice.

4. Forward Plan

This report was not on the forward plan and has come at this time in view of an opportunity to work with a neighbouring council who are also advertising for a similar post and share costs.

5. Background

Planning decisions require sound highway's opinions, in order that the traffic impact of proposals is fully understood fully. On larger schemes the assessment of the highways impact is often possible only after several iterations of schemes. The availability of staff to maintain these discussions and to then make final comments is currently constrained by the availability of Highways Officers. This resource is provided by Somerset County Council as part of their statutory highways function. The processes within County for the determination of planning applications can also be restricted by the need to go through internal consultation on, for instance, Travel Planning, Safety Auditing and then the Adoption process. This can take some time, and can frustrate the bringing forward of sites for development leading to delays in the provision of homes and jobs.

Recently SCC, have issued standing advice that applies generically to applications to minimise the input and allow concentration on major schemes. This should assist in the longer term, but often members want to ask questions of a scheme at committee and without a highway presence then this can cause difficulties. Furthermore, the

interpretation/robustness of this standing advice has resulted in several planning appeals being allowed and it is considered that the ability to discuss the smaller schemes directly with a highway officer would result in more robust decisions being made.

Members will be aware of the requirement for local authorities to provide timely decisions. Analysis of large-scale applications over the last 12 months clearly shows that there has been an increase in the time taken by the County Council to provide conclusive highway comments. This has had a significant impact upon the speed at which the district council can provide a firm recommendation to members and this has implications.

Recently Government has introduced the opportunity for developers to have their planning application directly determined by the Planning Inspectorate if the council consistently exceeds the statutory period to determine planning applications. Members will also be aware that a developer has the right to appeal against 'non-determination' upon the expiry of the expected period of determination.

The impact of this is that the ability to make a formal decision is taken away from the elected members and given directly to the Planning Inspectorate. Whilst it is possible for the local authority to present their case at the subsequent appeal it is perceived poorly by the local community and can have an adverse impact upon the reputation of the council.

6. Report

The proposal is for SSDC to pay for a senior highways surveyor to provide professional and technical advice specifically for SSDC applications to supplement the resource currently available. At present it is envisaged an officer would be employed by SSDC and that officer would be seconded to SCC Highways and would seek to integrate into their teams, but work exclusively for South Somerset. There is a difficulty in recruiting and appointing highways officers at present and if the appointment proved difficult to make, the recommendation allows us to procure specialist advice from a dedicated highway consultancy up to the value of the post. The work would include the areas of technical design guidance and standards, the supervision of privately owned development sites, and both major and minor highway improvement projects, essential highway projects, and policy development.

Negotiations are taking place between the district and county as to who will ultimately be responsible for the management of the post and where it will be based. It is recognised that the funding of this post is being justified on the basis that SSDC requires a dedicated resource and this will be reflected in the final agreement. In the unlikely event that it is not possible to reach an agreement with the County Council then the opportunity remains to employ an external consultant to provide highways advice.

The desired outputs are:

- Greater availability of Highways Officer guidance to Area Committees
- Pre-application guidance more widely available to discuss and improve planning applications
- Faster determination of planning applications
- More support at key planning appeals

- More time for pre-application work resulting in better outcomes for the built environment

7. Risks

It is important that members recognise that the role will not replace the processes in county hall that contribute to highways advice, such as the safety audit, the signals input, travel planning, and the legal team drawing up section 106 documentation and the adoption processes. All these factors contribute to overall time taken in bringing forward development. It is therefore very much ‘front end’ advice to an existing process, and cannot therefore be guaranteed to speed up the time taken from receipt of a planning application to delivery on the ground.

8. Financial Implications

The cost of the post at the top of Scale 7 is £44,100 plus £3,000 per annum for travel and other costs. If members approve funding for 3 years the overall cost is £141,300. This can be funded from the Infrastructure Reserve which currently stands at £1 million. If member approve the recommendations in this report it will reduce to £858,700.

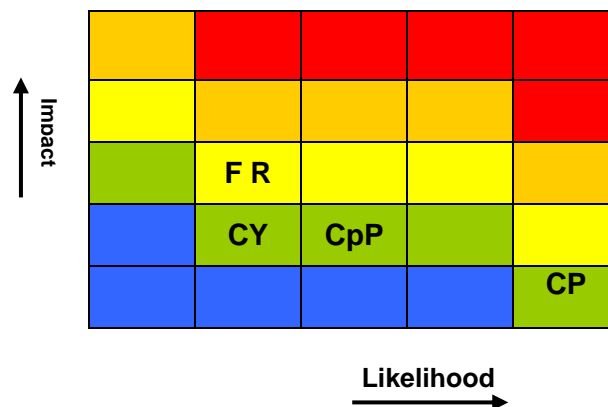
(Note there is a further report in this agenda requesting funding of £100,000 from the fund if both are approved £758,700 will remain in the reserve).

SSDC will continue to negotiate with SCC to share the funding of the post possibly along a 20/80 (SCC/SSDC) split.

There is a risk that at the end of the three year secondment that there are redundancy costs that will be borne by SSDC and these costs could include employment compensation that predates this post.

9. Risk Matrix

The following risk matrix identifies and summarises the risks associated with taking the decision as set out in the report as the recommendation(s). Should there be any proposal to amend the recommendation(s) by either members or officers at the meeting then the impact on the matrix and the risks it identifies must be considered prior to the vote on the recommendation(s) taking place.



Key

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

10. Corporate Priority Implications

This report will enable the District Council to meet several of the aims outlined in Focus One: Jobs and Focus 2: Homes within the SSDC Council Plan 2012-15.

It will also enable the Council to meet specific objectives within the SSDC Economic Development Strategy 2012-15

11. Carbon Emissions and Climate Change Implications

There are no current implications associated with this report

12. Equality and Diversity Implications

There are none directly associated with this report

13. Background Papers

SSDC Council Plan 2012-2015

Agenda Item 9

Loan to Somerset Waste Partnership for Waste Vehicles

Executive Portfolio Holder: Tim Carroll, Finance and Support Services
Chief Executive: Mark Williams, Chief Executive
Assistant Director: Donna Parham, Finance and Corporate Services
Service Manager: Amanda Card, Finance Manager
Lead Officer: Amanda Card, Finance Manager
Contact Details: Amanda.Card@southsomerset.gov.uk or (01935) 462542

Purpose of the Report

The purpose of this report is to seek approval for South Somerset District Council to loan Somerset Waste Partnership up to £7 million.

Forward Plan

This report appeared on the District Executive Forward Plan with an anticipated Committee date of 2nd October 2014.

Public Interest

This report presents the implications upon lending Somerset Waste Partnership up to £7million for the purchasing of waste vehicles so that this service can continue to be delivered effectively and efficiently.

1) Recommendations

Members are recommended to:

- a) Recommend that Full Council approve the loan of up to £7m to Somerset Waste Partnership;
- b) Note that this capital expenditure will be added to the Capital Programme, and that the principal payments received will be capital receipts;
- c) Note the additional interest in the region of up to £937,500 that the loan provides, over the length of the loan
- d) Note that savings of up to £133,930 be added to the Medium Term Financial Plan;

2) Background

- 2.1 Most of the Somerset Waste Partnership's (SWP's) Refuse Collection Vehicles are approaching the end of their economic working life and need to be replaced to avoid escalating maintenance costs and the impact of increasing breakdowns on customer service. There is a contractual requirement that vehicles provided should be no more than 7 years old.
- 2.2 Somerset Waste Board (SWB) is a joint committee and not a legal entity in its own right and therefore cannot own vehicles. Currently, on behalf of the partners, Somerset County Council owns the vehicles.
- 2.3 Kier (the collection contractor) will undertake the procurement process, with Somerset County Council placing the orders for the vehicles on SWP's behalf. This will take

advantage of Kier's purchasing power. It is anticipated that orders would be placed in October, with deliveries being completed by the end of the financial year.

3) Loan Requirement

- 3.1 Somerset Waste Partnership seeks to borrow £7 million over a 7 year period, paying back both principal and interest on a monthly basis. South Somerset District Council is able to offer the partnership a rate of 3.50%.
- 3.2 Taunton Deane Borough Council is presenting a report to their Full Council which offers SWP £3.5 million at a fixed rate of 3.50%. If this is approved, South Somerset District Council will only need to loan the residual £3.5m million. An update will be given at this meeting as to the outcome of Taunton Deane Borough Council's meeting.
- 3.3 In comparison with amounts that Somerset County Council and Kier can offer (4.64% and 4.5% respectively) this is considered competitive.
- 3.4 The start date of the loan would be 1st April 2015. In the event that monies are required sooner, SCC would be willing to order the vehicles and pay ahead of completion if required.

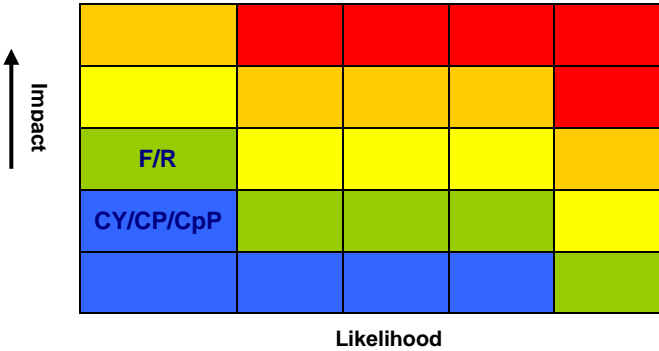
4) Assurances

- 4.1 SSDC can gain assurance through the Cost Sharing Agreement which will give protection to SSDC for any changes to the service of partnership.

5) Financial Implications

- 5.1 Providing a loan of up to £7 million to Somerset Waste Partnership alongside other capital commitments within the capital programme would leave unallocated capital of £14 million. This has not taken into consideration future unknown capital receipts or future capital bids.
- 5.2 There is a risk that a loan of this size would mean that there are not sufficient funds for future wish list projects.
- 5.3 Repayment of the principal amount of £1 million each year (£0.5 million, if Taunton Borough Deane Borough Council loan £3.5 million) will form a capital receipt which will replenish the unallocated capital.
- 5.4 Providing such a loan would generate in the region of £937,500 over the 7 year period, (£434,010, if Taunton Deane Borough Council loan £3.5 million) which would support revenue budgets and equate to additional income of £133,930 (£62,000 if the loan is shared with Taunton Deane Borough Council) for the each of the next 7 years.
- 5.5 Borrowing at a rate higher than 3.5% will result in the additional expenditure incurred by SWP to service these loans being passed on to the District Councils, thus increasing SSDC's costs.
- 5.5 This arrangement would fall outside of our Treasury Management Strategy as it is not an investment.

Risk Matrix



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
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F = Financial	Blue = Insignificant impact and insignificant probability

Corporate Priority Implications

The budget is closely linked to the Corporate Plan and growth bids are scored accordingly.

Carbon Emissions and Climate Change Implications

The new vehicles will be the latest Euro 6 specification with lower CO2 emissions than the current fleet.

Equality and Diversity Implications

When the budget was set any growth or savings made included an assessment of the impact on equalities as part of that exercise.

Background Papers

Somerset Waste Board Agenda – Paper A – Funding options for planned replacement of the Somerset Waste Partnership refuse collection vehicle fleet – 8th August 2014
<http://www1.somerset.gov.uk/council/meetings/>

Agenda Item 10

Policy on Audio/Visual Recording and Photography at SSDC Council Meetings

Executive Portfolio Holder: Peter Seib, Regulatory and Democratic Services
Strategic Director: Mark Williams, Chief Executive
Assistant Director: Ian Clarke, Assistant Director Legal and Corporate Services
Service Manager: Angela Cox, Democratic Services Manager
Lead Officer: Angela Cox, Democratic Services Manager
Contact Details: angela.cox@southsomerset.gov.uk or (01935) 462148

1. Purpose of the Report

To provide a policy to guide the press and public who wish to record any SSDC Council meeting. Also to seek approval to trial the recording of District Executive meetings with a view to extending this to all Council meetings in the future.

2. Forward Plan

This report has not appeared on the District Executive Forward Plan, however, with the introduction of the Local Audit and Accountability Act 2014 in August 2014, which allows the public recording of meetings, it is considered pertinent that a policy is in place as soon as practicable and that an official SSDC audio record of council meetings exist.

3. Public Interest

The Local Audit and Accountability Act 2014 now allows both the public and press to freely record any public council meeting. This policy is proposed in order to ensure that no meeting is interrupted and to protect the privacy of any member of the public attending an SSDC meeting. Also, to enable members of the public who are unable to attend in person, it is proposed to trial the audio recording of District Executive meetings and post the recording on the council's website.

4. Recommendation(s)

That the District Executive:-

- 1) adopt the policy on audio/visual recording and photography at Council meetings attached at Appendix 1;
- 2) agree to the trial audio recording of District Executive meetings;
- 3) agree that if the trial is successful, then it be extended to all Council meetings where practicable.

5. Background

The Local Audit and Accountability Act 2014, Part 7, Section 40 states:-

Access to local government meetings and documents

- (1) The Secretary of State may by regulations make provision for and in connection with allowing persons —
 - (a) to film, photograph or make sound recordings of proceedings at a meeting of a body to which this section applies, or of a committee or sub-committee of such a body;

- (b) to use other means for enabling persons not present at such a meeting to see or hear proceedings at the meeting, as it takes place or later;
- (c) to report or provide commentary on the proceedings at such a meeting, orally or in writing, so that the report or commentary is available, as the meeting takes place or later, to persons not present at the meeting.

6. Report

Many local authorities either audio record or video their Council meetings through webcasts which are available on their websites. This can be a useful for members of the public who were unable to attend a meeting in person and as a reference to officers at the conclusion of a meeting.

A tentative enquiry as to the cost of full webcasting SSDC meetings in the council chamber was in the region of £20,000 for 3 cameras and related software. It would also require one staff member to operate the cameras during a council meeting.

In view of this it is proposed to start the trial at a relatively low key and low cost and to gauge public reaction to the audio recordings on the website.

It is proposed to start the trial with the same software used at East Devon District Council which is free to download and would only require the connecting cables to the existing sound system in the Council Chamber. The software is able to section the recording to each Agenda item so that it can be selectively listened to.

At the current time, there is no microphone system installed in the Main Committee Room and so a different recording system would be investigated for meetings held in this room. This could involve a greater capital outlay and would be the subject of a further report to District Executive if this initial trial is successful.

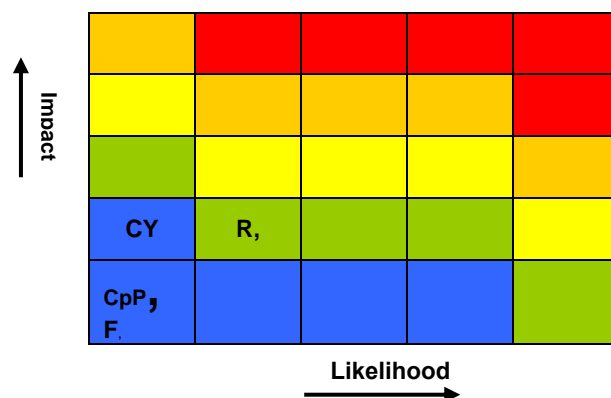
The portable sound system used by Area West and North Committee is capable of sound recording and could be implemented at any time. The microphone equipment at Churchfields, Wincanton is older but it is hoped that a low cost solution, similar to that proposed for the Council Chamber can be achieved. Area South Committee already meet in the Council Chamber and so recording these meetings will be possible.

7. Financial Implications

At the current time, it is proposed to audio record meetings and the cost of achieving this in the Council Chamber is minimal as free audio software can be installed on an SSDC laptop and wired into the existing sound system. The cost of the connecting cables is less than £20. If a specialist voice recording device is required for a better quality recording this can be sourced at less than £50.

8. Risk Matrix

This matrix only identifies the risk associated with taking the decision as set out in the report as the recommendation(s). Should there be any proposal to amend the recommendation(s) by either members or officers at the meeting then the impact on the matrix and the risks it identifies must be considered prior to the vote on the recommendation(s) taking place.



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

9. Corporate Priority Implications

We want our services to be accessible to all our residents and visitors.

10. Carbon Emissions and Climate Change Implications

None.

11. Equality and Diversity Implications

The microphone system in the Council Chamber is linked to a hearing loop system for people with hearing difficulties. Full consideration to equalities has been given in producing the Policy on the recording of SSDC meetings.

12. Background Papers

The Local Audit and Accountability Act 2014, Part 7.



Policy on audio/visual recording and photography at Council meetings

September 2014

Introduction

South Somerset District Council is committed to being open and transparent in the way it conducts its decision making. Recording, including filming, audio recording, taking photographs, blogging, tweeting and using other social media websites is permitted at Council meetings which are open to the public subject to the following:

The rules which the Council will apply are:

1. Anyone wishing to record must let the Chairperson of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e. clearly visible to anyone at the meeting), but non-disruptive.
2. All those visually recording a meeting are requested to only focus on recording councillors, officers and the public who are directly involved in the conduct of the meeting. Any children present at the meeting are not to be filmed unless their parents/guardians have given their consent. Please be aware: photographing a Ward of Court is usually regarded as an actionable Contempt of Court.
3. At the beginning of each meeting, the Chairman will make an announcement that the meeting may be filmed or recorded. Meeting agendas will also carry this message.
4. Any member of the public has the right not to be recorded. We ensure that agendas for, and signage at, council meetings make it clear that recording can take place – if anyone speaking at the meeting does not wish to be recorded they must let the Chairman of the meeting know.
5. Any person wishing to record Council meetings will be responsible for ensuring that any cabling, or electrical equipment that they use has been properly tested

and installed and adheres to health and safety requirements. The Council will not be held liable for any injuries to the individual or members of the public caused by the recording of its meetings.

6. The Chairman of the meeting has absolute discretion to stop or suspend recording if in their opinion continuing to do so would prejudice proceedings at the meeting or if the person recording is in breach of these rules.

The circumstances in which this might occur might include:

- recording is disrupting the proceedings of the meeting
- there is public disturbance or a suspension of the meeting
- the meeting has resolved to exclude the public for reasons which are set down in the Council's Constitution

7. The recording should not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or infringement of the Council's values or in a way that ridicules or shows a lack of respect for those in the recording. The Council would expect any recording in breach of these rules to be removed from public view.
8. Meetings which take the form of hearings, e.g. licensing matters, may not always be suitable for recording due to the nature of some of the evidence to be given at the hearing, and the Chairman will use discretion to decide if recording is allowed.
9. If the Committee needs to discuss confidential or exempt information (and goes into Part II) and the public are excluded from the meeting, then all recording equipment will need to be removed immediately from the room.
10. The use of flash photography or additional lighting will not be allowed unless this has been discussed in advance of the meeting and agreement reached on how it can be done without disrupting proceedings.

Notes for guidance:

Please contact Democratic Services on 01935 462462 in advance of the meeting you wish to record, and especially if the recording you wish to make involves large equipment or special requirements.

A failure to follow these requirements may lead to a request to record being refused at subsequent Council meetings.

Recording and reporting the Council's meetings is subject to the law and it is the responsibility of those who undertake the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Act, the Public Order Act Part III (1986 as amended), the Equality Act 2010 and the laws of libel and defamation.

The Council may itself photograph, film, record or broadcast at its meetings and may retain, use or dispose of such material in accordance with its retention and disposal policies.

Agenda Item 11

Medium Term Financial Strategy and Plan

Executive Portfolio Holder: Tim Carroll, Finance & Spatial Planning
Assistant Director: Donna Parham, Finance & Corporate Services
Service Manager: Amanda Card, Finance Manager
Lead Officer: Jayne Beevor, Principal Accountant - Revenues
Contact Details: Donna.parham@southsomerset.gov.uk or (01935) 462225

1. Purpose of the Report

To advise members of the Medium Term Financial Strategy (MTFS) and the current position on the Medium Term Financial Plan (MTFP) (Revenue Budgets for 2015/16 to 2019/20).

2. Forward Plan

This report appeared appear on the District Executive Forward Plan with an anticipated Committee date of October 2014.

3. Public Interest

This report outlines SSDC's overall budget strategy and how the Council will manage its finances over the next five years. It also sets out what assumptions are being made and how much is required in savings each year to balance the books.

4. Recommendations

That the District Executive:

- (1) Approve the current Medium Term Financial Strategy.
- (2) Approve that £351,410 in Council Tax Reduction Grant is passported to support Town and Parish Councils' Precepts.
- (3) Approve that a specific reserve of £500,000 is set up for Non Domestic Rate volatility.
- (4) Note the current position and timetable for the Medium Term Financial Plan.

5. Background

This is the first report outlining the Medium Term Financial Strategy, Capital Strategy and Medium Term Financial Plan for the financial year starting in 2015/16. This report updates members of the current position and the revised strategy for achieving an annual balanced budget.

6. Introduction

The Medium Term Financial Strategy (MTFS) outlines how the Medium Term Financial Plan (MTFP) i.e. the budget will be delivered over the medium to long-term. The MTFP at South Somerset spans three years with a further two years added to show the likely longer-term scenario beyond the current Council Plan. The Medium Term Financial Strategy links the

resources required to deliver the Council Plan, the Capital Strategy and the Council's other strategies.

7. The Council Plan

The authority approved the Council Plan in February 2012. The Medium Term Financial Strategy, Capital Strategy and Medium Term Financial Plan will finance the overall delivery of the Council Plan.

8. The Current Position

Currently the MTFP shows a projected budget gap for each year of the plan. The figures include all estimates for pay awards, council tax, government grant, and inflation. Therefore the main drive is to find savings within the plan to ensure the on-going financing of the Council Plan and key strategies.

9. Expected Outcomes from the Strategy and Plan

The Council needs to deliver a balanced budget over the term of the plan. A balanced budget means that balances or reserves are not used to meet on-going expenditure commitments.

The Council also needs to achieve as much stability as possible for both service delivery and staff in planning the moving of resources (both money and people) to areas of agreed priority.

SDDC also needs to continue the drive to make services as efficient as possible.

In addition the authority will need to continue to add value in procuring goods and services and manage its assets effectively.

10. Capital Strategy

The Capital Strategy is that new receipts will be released for new capital schemes. A further sum of capital receipts will be released to meet needs that deliver the Corporate Plan once the effect on revenue is assessed and can be funded within the Medium Term Financial Plan.

The "Spend to Save" scheme enables projects to come forward at any time which prove to give a return of the same or greater than the loss of interest that could be earned (this can include returning the capital utilised). This allows for individual schemes showing innovation, efficiencies, and income generation to be considered.

SDDC's Asset Strategy has now been approved and bids will be made annually for approval within the overall budget process.

Members approved a process for releasing Infrastructure Funding. This allows for funding outside of the normal annual budget process but all projects must outline the revenue implications when approved and these commitments will be added to the Medium Term Financial Plan.

District Executive has delegated authority to approve the use of up to 5% of capital receipts in any one year (approx. £1.5 million). Approvals beyond this sum must be agreed through full Council.

11. Strategy for New Homes Bonus (NHB)

A sum equivalent to 80% of the average annual council tax is received in grant for every new home once occupied. This sum is payable for six years with an additional bonus of £350 for every affordable home occupied. The table in paragraph 34 shows a profile of the sums expected.

The agreed strategy for New Homes Bonus is to mainstream it with Revenue Support Grant to maintain services.

To ensure that risk is minimised the amount of NHB being used to fund the MTFP will be outlined each year. In addition it will always fund the current and next year's budget giving the authority time to make any cuts necessary in a measured way.

The current strategy for the use of NHB in priority order is as follows:

- Supporting revenue spending to retain services that benefit the community;
- Supporting costs (revenue and capital) of spending on infrastructure before and on the introduction of CIL;
- Supporting capital spending for affordable housing (from the affordable housing element of NHB);
- Supporting business growth for the retention of business rates to stabilise and increase business rate income.

Currently NHB is being fully utilised to support revenue spending – this will be reviewed annually as part of the Medium Term Financial Strategy and Plan.

The current plan includes support of £3.0 million per annum from New Homes Bonus and assumes that NHB continues beyond the elections in 2015. At present SSDC holds sufficient NHB to fund £2.75 million in 2015/16 and up to £3.0 million will be set aside from the next allocation made to support the 2016/17 budget.

The maximum support from NHB in any one year for ongoing expenditure has been set at £3 million (10% of SSDC's gross spend). The limit and forward funding has been set to ensure that a reduction or the removal of NHB can be managed successfully over a reasonable length of time.

The current estimation is that if members agree to the annual savings targets outlined in the plan some NHB can be released for other priorities by 2016/17.

12. Strategy for Non Domestic Rates Retention (NDR)

The budget set for Non Domestic Rates for 2013/14 and 2014/15 were set around the central Government baseline. The most prudent level to set NDR for any authority is at the safety net level as this is the guaranteed level of income for any authority. However, current estimates are showing that although SSDC was close to the safety net for 2013/14 that there is a surplus expected in 2014/15.

The strategy is therefore to assess the expected outturn for 2014/15 and the budget for 2015/16 and set the budget based on the most reasonable set of assumptions at that time.

The main risks are still the around economic growth and appeals. To mitigate the risks members are requested to set up a specific reserve of £500,000 to smooth out the year to year volatility of NDR.

The estimates currently shown within the MTFP are based on the Government's baseline figures. This will be updated as the budget process progresses.

13. Strategy for Balances and Reserves

A regular review of financial risks to assess the optimum levels of balances and reserves will be reported to members every quarter. This ensures that the authority has sufficient funds to meet its key financial risks. The strategy remains that balances remain at a level that covers these key risks.

14. Reviewing the Strategy

This strategy will naturally span the life of the Council Plan but will be reviewed annually to take into account changes within and external to the organisation. In more uncertain times the strategy will be reviewed more frequently.

15. The Medium Term Financial Plan

All work on the MTFP is based on current estimates and assumptions. Figures provided at this stage are indicative and will continue to be worked on as things become more certain. The table below shows the estimated additional expenditure required in future years, offset by increased income and savings already identified.

	2015/16	2016/17	2017/18	2018/19	2019/20
	£'000	£'000	£'000	£'000	£'000
Base budget	17,540.8	17,276.9	16,784.1	16,582.3	16,500.3
Additional payroll requirement	303.1	587.5	488.5	453.9	296.5
Inflation allowance on contracts	170.2	173.6	177.1	180.6	184.2
Unavoidable Budget Pressures	257.7	326.9	321.3	321.3	321.3
Change in Interest Receivable	0.0	0.0	0.0	0.0	0.0
Savings	(136.5)	(19.5)	(6.7)	0.0	0.0
Revenue effects of Capital Programme	83.6	95.7	95.7	95.7	40.0
Once-Off Expenditure	(25.7)	(41.9)	0.0	0.0	0.0
Total Budget Requirement	18,193.2	18,399.2	17,860.0	17,633.9	17,342.3
Financed by:					
Revenue Support	2,585.6	1,939.2	1,454.4	1,090.8	818.1

	2015/16	2016/17	2017/18	2018/19	2019/20
	£'000	£'000	£'000	£'000	£'000
Grant					
Council Tax Reduction Scheme then passed to Town and Parish Councils	(351.4)	(315.2)	(288.5)	(269.0)	(254.9)
Business Rate Retention	3,356.2	3,389.8	3,423.7	3,457.9	3,492.5
Received/Confirmed New Homes Bonus	2,750.0				
Expected New Homes Bonus	250.0	3,000.0	3,000.0	3,000.0	3,000.0
Once-offs funded from revenue balances	41.9	0.0	0.0	0.0	0.0
Council Tax (No increase for 2015/16)	8,553.1	8,770.3	8,992.8	9,220.6	9,454.0
Government funding for Council Tax Freeze 2014/15	91.5				
	17,276.9	16,784.1	16,582.3	16,500.3	16,509.6
Budget Shortfall	(916.3)	(1,615.1)	(1,277.7)	(1,133.6)	(832.7)

16. Assumptions for the Plan

There are some principles that underpin the plan. These are as follows:

- SSDC will achieve a balanced budget over the next two years 2015/16 and 2016/17 without the use of balances for ongoing expenditure.
- That capital bids will be financed through capital receipts.
- That SSDC will remain within any government capping levels to avoid public expense of holding referendums.
- In agreeing new Capital Schemes the revenue implications will be fully costed and added to the MTFP.
- Pay inflation is linked in budgeting terms to government estimates – currently 1% until 2016/17 and then 2% per annum thereafter and 1% per annum average additional pension contributions until 2016/17.
- Supplies and Services inflation is linked only to contractually agreed increases.
- All new and revised strategies must review the focus on current activities to realign resources. In exceptional cases where there are additional resource requirements these will be fully costed and added to the MTFP.

In terms of financing the plan:

- Reductions in Revenue Support Grant in line with the provisional allocation for 2015/16 of a 31.3% cut with 25% per annum thereafter.

- Business Rate Retention will be in line with the estimates set within the NDR1 calculations.

The use of New Homes Bonus is estimated as follows:-

	2015/16 £'million	2016/17 £'million	2017/18 £'million	2018/19 £million
NHB carried forward	2,750	4,101	6,052	8,003
NHB Expected	4,351	4,951	4,951	4,160
NHB Use in year	3,000	3,000	3,000	3,000
NHB retained for budget support for following year	3,000	3,000	3,000	3,000
NHB remaining	1,101	3,052	5,003	6,163

- Council Tax is nominally linked to expected Consumer Price Index (CPI) inflation (currently estimated at 2% per annum) and will be dependent on the requirement to fund additional inflationary pressures on supplies and services. Proposals are that **no increase** will be implemented in 2015/16.
- There will be **no increase** to car parking charges for 2015/16.
- That the base rate is forecast to remain low at 0.5% at least in the short term – the MTFP will reflect actual rates earned current forecast is for 0.9% over the period of the plan.

Additional funding requirements can be added for the following:

- An additional requirement as an inescapable commitment meeting one of the following criteria.
- Legislative changes, eg welfare reforms.
- Growth in the community, eg increase in number of dwellings serviced by refuse collection.
- Ensuring income budgets are in line with actual income received and future forecasts. Other potential changes, eg contract re-tendering.
- Where members have already agreed additional costs through the approval of the corporate plan or a specific strategy.
- An additional investment made to drive efficiency and/or performance to deliver efficiency savings.

17. Council Tax Reduction Scheme

Members approved the current Council Tax Reduction Scheme in December 2013. The scheme has been in place since the 1st April 2014. A report will be presented to November District Executive to outline any recommended changes. The current MTFP projections do not reflect any additional costs or savings to the scheme for 2014/15.

The scheme also affects Town and Parish Precepts. The Government has given a grant to District authorities to passport on to the Town and Parishes through their precept. The grant cannot now be identified through RSG and members agreed last year that the grant should be reduced or increased at the same levels as the overall reduction in grant to SSDC. The decrease for 2015/16 using the Governments indicative figures for RSG and baseline for NDR reduces the grant to the town and parishes by 15.5%. To enable Town and Parish Councils to plan their finances members are being requested to passport £351,410 as part of this report.

18. Savings

Management Board has been reviewing the budget and target savings required over the last few months to bridge this gap and project scopes have been drawn up under the following key themes:-

Optimising Income – actively increasing our income, earning income through new sources, and marketing existing services.

Service Redesign – process improvement, EDM, specialist roles, channel shift and sharing (includes Lean).

Contracts and Procurement – reviewing how procurement is delivered and reducing spend on contracts.

Asset Savings – identifying savings from council owned assets (buildings).

As part of the overall review of the budget taking into account the outturn figures for 2013/14 some additional factors have been added to assess SSDC's requirements for 2015/16 and 2016/17. There has been an upturn in the economy that has seen growth in some key income streams that have not been included in optimising income to ensure the project scoping only looked at new and innovative ways to increase income. These income streams have increased as follows:-

	Budget 13/14	Surplus	Budget 14/15	Income received greater than profiled income to August 14/15	Scope for Increase if Sustained
	£	£	£	£	£
Land Charges	328,170	119,554	378,170	48,069	100,000
Development Control	1,071,950	119,089	1,076,750	322,605	300,000
Licencing	249,510	66,945	279,510	17,423	40,000
Total	1,662,690	305,588	1,734,430	388,097	440,000
Assume 45% is sustained					200,000

In addition to this although interest rates have remained constant at 0.5% the Treasury Management Team has found opportunities that have created a surplus of £113k in 2013/14.

Approximately £400k was removed from budgets for 2014/15 as they were long-term underspends. The overall outturn for 2013/14 shows an underspend overall of £1.2 million. If we take into account that £400k has already been removed plus there was an additional income from major income streams this still leaves £400k to review for 2015/16. We can assume for budget planning purposes that we would target approximately £160k (40%) towards the 2015/16 budget.

The overall summary of the estimates so far are:-

Project Area	Assumed Achievement 2015/16	Assumed Achievement 2016/17
	£	£
Optimising Income	200,000	440,000
Service Redesign	25,000	625,000
Contracts and Procurement	130,000	150,000
Asset Savings	92,000	48,000
Total	447,000	1,263,000
Other:-		
Treasury Management	113,000	-
Increased Income from Economic Upturn	200,000	-
Underspends	156,000	-
Total Other	469,000	-
Shortfall to be found from sharing posts and service targets	-	352,000
Overall Total	916,000	1,615,000

19. Capital Projects

New capital projects will be presented to District Executive in December 2014.

20. Public/Stakeholder Consultation

Members will receive regular reports as the budget progresses. In addition Scrutiny Committee will be consulted during the process and a workshop will be held to discuss the budget.

Public and stakeholder consultation will continue to take place on specific budget savings proposals throughout the term of the Medium Term Financial Plan.

21. Risks to the Medium Term Financial Strategy and Plan

The Strategy and Plan make regular risk predictions. The key risks to the plan are currently seen as:

- Retention of Business Rates – it is still too early to predict the budget for 2014/15 based on 2013/14 performance.
- New Homes Bonus - There is a risk that NHB will cease or reduce after May 2015;
- Revenue Support Grant – there is a risk of greater cuts than currently projected a further 5% in 2015/16 will mean further savings of £130k will need to be found;
- Council Tax Reduction Scheme – the approved scheme will be reviewed by District Executive next month. Further demand for benefits will remain a risk as will a possible increase in arrears for non-payment. In addition to this the Council Tax increases from precepting authorities is not yet known.
- Other Government legislation and new requirements for local authority will remain a risk as funding does not always follow the requirement. These include proposals to transfer to Universal Credits.

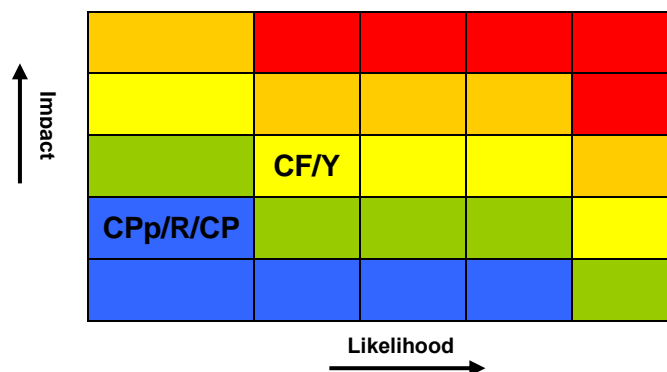
The key risks are determined and agreed by Management Board (MB) and subsequently outlined in each budget setting report to Council. A senior officer is identified to monitor and manage that risk.

22. Budget Deadlines

Scrutiny Committee: October 14, December 14, January 15, February 15
 District Executive: October 14, December 14, January 15, February 15
 Scrutiny Budget Workshop: December 2014

23. Risk Matrix

This matrix only identifies the risk associated with taking the decision as set out in the report as the recommendation(s). Should there be any proposal to amend the recommendation(s) by either members or officers at the meeting then the impact on the matrix and the risks it identifies must be considered prior to the vote on the recommendation(s) taking place.



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

24. Council Plan Implications

As outlined in the body of the report.

25. Carbon Emissions and Climate Change Implications

Not applicable.

26. Equality and Diversity Implications

Each saving put forward by managers must outline any impact the saving will have on diversity and equality to ensure that any issues are highlighted to members before a decision is made. An annual report will be made to the Diversity and Equality Panel of all savings that have an impact on any group.

27. Background Papers

District Executive, February 2013
Council Reports, February 2013

Agenda Item 12

District Executive Forward Plan

Executive Portfolio Holder: Ric Pallister, Leader, Strategy and Policy
Assistant Director: Ian Clarke, Legal and Corporate Services
Lead Officer: Ian Clarke, Legal and Corporate Services
Contact Details: ian.clarke@southsomerset.gov.uk or (01935) 462184

1. Purpose of the Report

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

2. Public Interest

2.1 The District Executive Forward Plan lists the reports due to be discussed and decisions due to be made by the Committee within the next few months. The Consultation Database is a list of topics which the Council's view is currently being consulted upon by various outside organisations.

3. Recommendations

3.1 The District Executive is asked to approve the updated Executive Forward Plan for publication as attached at Appendix A.

4. Executive Forward Plan

4.1 The latest Forward Plan is attached at Appendix A. The timings given for reports to come forward are indicative only, and occasionally may be re scheduled and new items added as new circumstances arise.

5. Consultation Database

5.1 The Council has agreed a protocol for processing consultation documents received by the Council. This requires consultation documents received to be logged. There are currently no consultations which the Council are responding to.

6. Background Papers

6.1 None.

Appendix A - SSDC Executive Forward Plan

Date of Decision	Decision	Portfolio	Service Director	Contact	Committees	Approval of Council Required	Date of Council	Consultation
November 2014	Financial System Upgrade	Finance and Spatial Planning	Assistant Director (Finance & Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	Scrutiny, District Executive	No		
November 2014	Purchase of Land for Car Parking in Crewkerne	Property and Climate Change/Finance and Spatial Planning	Assistant Director (Finance & Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	Scrutiny and District Executive	No		
November 2014	Provision of additional car parking spaces in Somerton	Finance and Spatial Planning	Assistant Director (Finance & Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	Scrutiny and District Executive	No		
November 2014	NDR (Non Domestic Rates) Update of Policy	Finance and Spatial Planning	Assistant Director (Finance & Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	Scrutiny, District Executive, Council	Yes	November 2014	
November 2014	Commercial Property Disposals – Winsham Allotments and Band Hut	Finance and Spatial Planning	Assistant Director (Legal & Corporate Services)	Ian Clarke, Assistant Director (Legal and Corporate Services)	Scrutiny and District Executive	No		Yes

Date of Decision	Decision	Portfolio	Service Director	Contact	Committees	Approval of Council Required	Date of Council	Consultation
November 2014	Capital & Revenue Budget monitoring reports for Quarter 2	Finance and Spatial Planning	Assistant Director (Finance & Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	Scrutiny and District Executive	No		
November 2014	Updated Local Development Scheme	Finance and Spatial Planning	Assistant Director (Economy)	Martin Woods, Assistant Director (Economy)	Scrutiny and District Executive	Yes	November 2014	
November 2014	Scrutiny Review of Somerset Civil Contingency Partnership'	Finance and Spatial Planning	Assistant Director (Legal & Corporate Services)	Emily McGuinness, Scrutiny Manager	Scrutiny and District Executive	No		
November 2014	Wyndham Park Community Facilities	Leisure and Culture	Assistant Director (Health and Well-Being)	Lynda Pincombe, Community Health and Leisure Manager	Scrutiny, District Executive	No		
December 2014	Proposed capital schemes for 2015/16	Finance and Spatial Planning	Assistant Director (Finance & Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	Scrutiny, District Executive, Council	Yes	February 2015	
December 2014	Community Right to Bid Update	Strategy and Policy	Strategic Director (Place and Performance)	Helen Rutter, Assistant Director (Communities)	Scrutiny and District Executive	No		
December 2014	Securing Future Facilities for Chard (Confidential)	Leisure and Culture	Assistant Director (Health and Well-Being)	Lynda Pincombe, Community Health and Leisure Manager	Scrutiny, District Executive	No		

Date of Decision	Decision	Portfolio	Service Director	Contact	Committees	Approval of Council Required	Date of Council	Consultation
January 2015	Update on Medium Term Financial Plan and Capital Programme	Finance and Spatial Planning	Assistant Director (Finance & Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	Scrutiny and District Executive			Yes
February 2015	Budget for 2015/16 and Capital Programme	Finance and Spatial Planning	Assistant Director (Finance & Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	Scrutiny, District Executive, Council	Yes	February 2015	Yes
February 2015	Capital & Revenue Budget monitoring reports for Quarter 3	Finance and Spatial Planning	Assistant Director (Finance & Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	Scrutiny and District Executive	No		
February 2015	Anti - Social Behaviour - New Tools and Powers	Strategy and Policy	Assistant Director (Communities)	Kim Close Assistant Director (Communities)	Scrutiny and District Executive	No		
February 2015	Family Focus Programme Update	Strategy and Policy	Strategic Director (Operations and Customer Focus)	Steve Joel, Assistant Director (Health and Well-Being)	Scrutiny and District Executive	No		
March 2015	Districtwide Grants – approval of funding for SSVCA and SSCAB	Strategy and Policy	Strategic Director (Place and Performance)	Helen Rutter, Assistant Director (Communities)	Scrutiny and District Executive	No		
March 2015	Community Right to Bid Update	Strategy and Policy	Strategic Director (Place and Performance)	Helen Rutter, Assistant Director (Communities)	Scrutiny and District Executive	No		

Date of Decision	Decision	Portfolio	Service Director	Contact	Committees	Approval of Council Required	Date of Council	Consultation
Feb / March 2015	Member Induction Programme 2015	Regulatory and Democratic Services	Assistant Director (Legal & Corporate Services)	Angela Cox, Democratic Services Manager	Scrutiny and District Executive	No		
April 2015	South Somerset Together LSP Annual Review	Strategy and Policy	Strategic Director (Place and Performance)	Helen Rutter, Assistant Director (Communities)	Scrutiny and District Executive	No		
To be confirmed	Formal Decision on the Somerset Rivers Board	Strategy and Policy	Strategic Director (Operations and Customer Focus)	Vega Sturgess, Strategic Director (Operations and Customer Focus)	Scrutiny and District Executive	No		

Agenda Item 14

Exclusion of Press and Public

The Committee is asked to agree that the following item (agenda item 13) be considered in Closed Session by virtue of the Local Government Act 1972, Schedule 12A under paragraph 3:

“Information relating to the financial or business affairs of any particular person (including the authority holding that information).”

It is considered that the public interest in maintaining the exemption from the Access to Information Rules outweighs the public interest in disclosing the information.

Agenda Item 15

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted