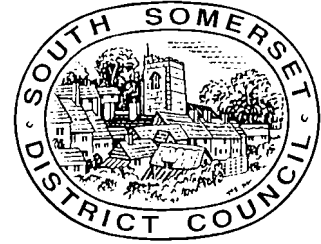


South Somerset District Council

Notice of Meeting



District Executive

Making a difference where it counts

Thursday 5th March 2015

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**

This Agenda was issued on Wednesday 25 February 2015.

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 5 MARCH 2015

Agenda

1. Minutes of Previous Meeting

To approve as a correct record the minutes of the District Executive meeting held on 5th February 2015.

2. Apologies for Absence

3. Declarations of Interest

In accordance with the Council's current Code of Conduct (adopted July 2012), which includes all the provisions relating to Disclosable Pecuniary Interests (DPI), personal and prejudicial interests, Members are asked to declare any DPI and also any personal interests (and whether or not such personal interests are also "prejudicial") in relation to any matter on the Agenda for this meeting. A DPI is defined in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012 No. 1464) and Appendix 3 of the Council's Code of Conduct. A personal interest is defined in paragraph 2.8 of the Code and a prejudicial interest is defined in paragraph 2.9.

Members are reminded that they need to declare the fact that they are also a member of a County, Town or Parish Council as a Personal Interest. As a result of the change made to the Code of Conduct by this Council at its meeting on 15th May 2014, where you are also a member of Somerset County Council and/or a Town or Parish Council within South Somerset you must declare a prejudicial interest in any business on the agenda where there is a financial benefit or gain or advantage to Somerset County Council and/or a Town or Parish Council which would be at the cost or to the financial disadvantage of South Somerset District Council. If you have a prejudicial interest you must comply with paragraphs 2.9(b) and 2.9(c) of the Code.

4. Public Question Time

Questions, statements or comments from members of the public are welcome at the

beginning of each meeting of the Executive. The total period allowed for public participation shall not exceed 15 minutes except with the consent of the Chairman and each individual speaker shall be restricted to a total of three minutes. Where there are a number of persons wishing to speak about the same matter, they should consider choosing one spokesperson to speak on their behalf where appropriate. If a member of the public wishes to speak they should advise the committee administrator and complete one of the public participation slips setting out their name and the matter they wish to speak about. The public will be invited to speak in the order determined by the Chairman. Answers to questions may be provided at the meeting itself or a written reply will be sent subsequently, as appropriate. Matters raised during the public question session will not be debated by the Councillors at that meeting.

5. Chairman's Announcements

6. **Quarterly Performance and Complaints Monitoring Report - 3rd Quarter 2014/15** (Pages 1 - 11)
7. **Adoption of the South Somerset Local Plan** (Pages 12 - 16)
8. **District-wide Voluntary Sector Grants 2015/16 - overview report** (Pages 17 - 28)
9. **Funding for South Somerset Voluntary and Community Action (SSVCA)** (Pages 29 - 45)
10. **Funding for Access For All (Formerly known as South Somerset Disability Forum)** (Pages 46 - 51)
11. **Funding for District-wide Health and Well-being Grants 2015/16** (Pages 52 - 68)
12. **Service Level Agreement with Somerset Rural Youth Project** (Pages 69 - 72)
13. **Funding for South Somerset Citizen's Advice Bureau (SSCAB)** (Pages 73 - 89)
14. **Access from Memorial Hall car park to land at the rear of the Dolphin Hotel, Wincanton** (Pages 90 - 93)
15. **Establishment of the Somerset Growth Board** (Pages 94 - 100)
16. **Retail Relief from Business Rates** (Pages 101 - 104)
17. **Loan to Somerset Waste Partnership for Waste Vehicles** (Pages 105 - 106)
18. **Huish Academy Artificial Grass Pitch Project** (Pages 107 - 150)
19. **Community Right to Bid - Assets of Community Value** (Pages 151 - 157)
20. **Somerset Armed Forces Community Covenant Partnership Update** (Pages 158 - 164)
21. **Monthly Performance Snapshot** (Page 165)
22. **District Executive Forward Plan** (Pages 166 - 169)
23. **Date of Next Meeting** (Page 170)
24. **Exclusion of Press and Public** (Page 171)
25. **Disposal of the workshop in Helliars Road, Chard (Confidential)** (Pages 172 - 177)

Agenda Item 6

Quarterly Performance and Complaints Monitoring Report – 3rd Quarter 2014/15

Executive Portfolio Holder: Ric Pallister, Strategy and Policy
Strategic Director: Rina Singh, Place and Performance
Lead Officer: Andrew Gillespie/Charlotte Jones, Performance Managers
Contact Details: Andrew.gillespie@southsomerset.gov.uk or 01935 462364
charlotte.jones@southsomerset.gov.uk or 01935 462565

Purpose of the Report

To present the corporate performance monitoring report covering the third quarter of the financial year from 1st October – 31st December 2014 (Q3).

Forward Plan

This report appeared on the District Executive Forward Plan with an expected date of 5th March 2015.

Public Interest

The Council is accountable to the local community for its performance. We publish performance data to enable us to demonstrate achievements against targets.

Recommendations

The District Executive is asked to:

- 1) Note and comment on the corporate performance monitoring report

Background

The 20 performance indicators used in this report were selected and approved by members on 3rd May 2012.

Performance

A summary of performance from 1st October – 31st December 2014 (Q3) is shown below with full details provided at Appendix A:

Where appropriate, this information is colour coded, using red, amber or green to indicate performance against target

Performance Summary:		Quarterly Breakdown:							
		Q1	Q2	Q3	Q4				
		1	8%	1	8%	1	8%	0	0%
		3	25%	2	17%	2	17%	0	0%
		8	67%	9	75%	9	75%	0	0%
		Commentary:							
		12 performance indicators can be compared against targets for Q3. 8 indicators monitor trends and are not target driven. Percentages are rounded to the nearest whole number.							
>10% Below Target	1								
Within 10% of Target	2								
On or Above Target	9								

Performance Exceptions:



Indicators with performance below target are classed as exceptions. In these cases Appendix A includes a comment from the Service Manager about any improvement action being taken.

The exception for quarter 3 is as follows:

Measure	Focus	Q1 Status
PI003 – % of planning appeal decisions allowed against the authority's decision to refuse	2	

Additional Information:

PI 008 Requests for Action from the Streetscene Team

The reduction in reports under this PI is due to the relocation of the enforcement team to Environmental Health. This means that the PI includes:

Horticulture *Trees / Grass/ Hedges / Other (Shrub beds / damage to fencing etc)*
Street Cleaning *Fly tips / Litter & Glass / Litter & Dog Bins / Dropping Litter/ Discarded Needles / Sandbags / Dead Animals / Graffiti / Sweeping / Dog Fouling (clear Up) / Street Weeds*

Enforcement includes:

Enforcement *Stray dogs / Abandoned vehicles / Other (dangerous dogs) / Fly posting / Dog Fouling (investigations)*

The report for these enforcement elements is as follows:

Stray dogs = 49

Abandoned vehicles = 40

Other (dangerous dogs) = 24

Fly posting = 2

Dog fouling (investigations) = 53

PI 015 - % of households on the Choice Based Letting waiting list (all categories)

Members are asked to note that the Q3 report showing an increase in the *relative* percentage of households in the Gold bands is based on an *absolute* decline of 315 in the total number of households on the waiting list between Q2 and Q3. This follows a similar decline of 343 at the end of Q2.

The comparative totals are as follows;

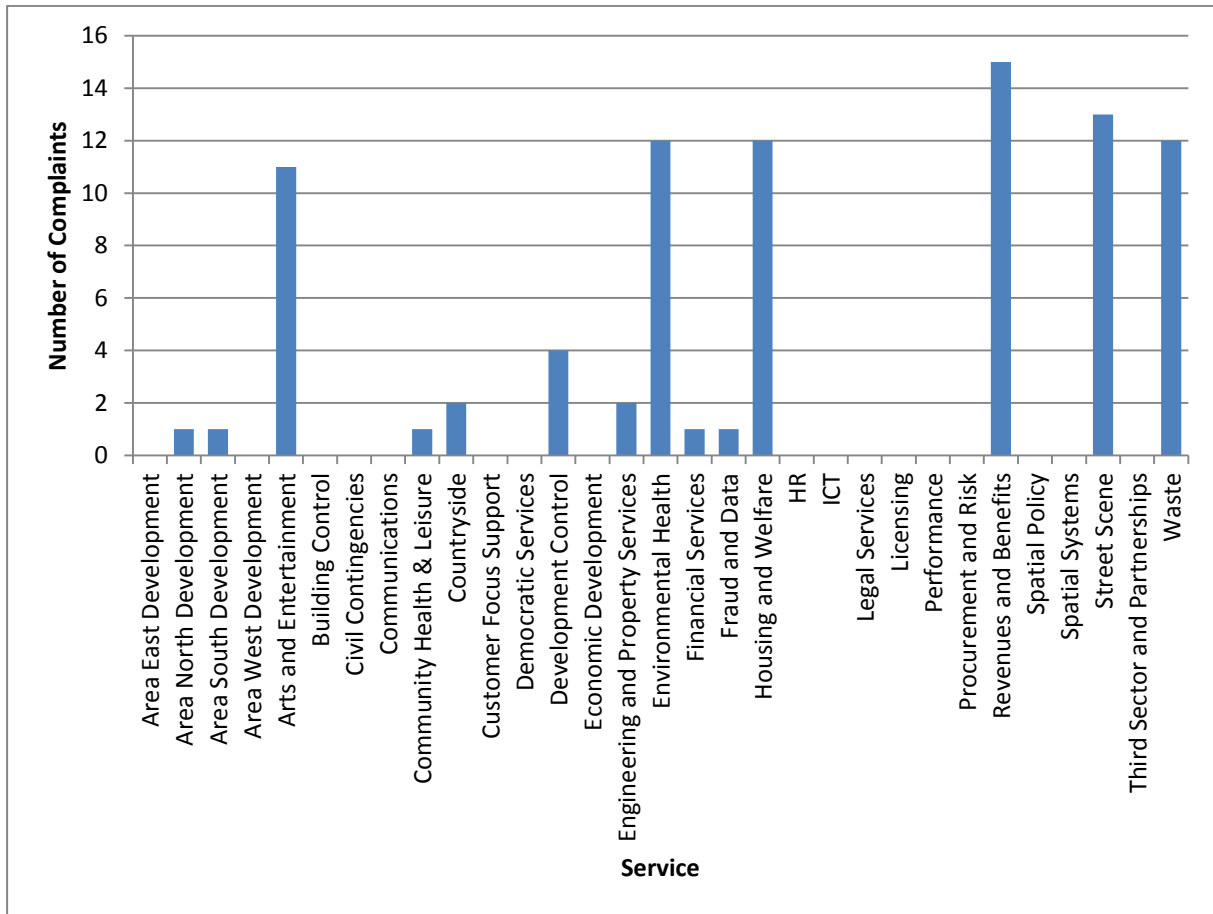
Category	Total Q1	% Q1	Total Q2	%Q2	Change Q1 to Q2	% Change Q1 to Q2
Bronze	1599	57.4%	1354	55.4%	-245	-15.3%
Silver	830	29.8%	766	31.3%	-64	-7.7%
Gold	359	12.9%	325	13.3%	-34	-9.5%
Emergency	1	0.04%	1	0.04%	0	0.0%
Total	2788	100%	2445	100%	-343	-12.3%

Category	Total Q2	% Q2	Total Q3	% Q3	Change Q2 to Q3	% Change Q2 to Q3
Bronze	1354	55.4%	1170	54.93%	-184	-13.59%
Silver	766	31.3%	660	30.99%	-106	-13.84%
Gold	325	13.3%	298	13.99%	-27	-8.31%
Emergency	1	0.04%	2	0.09%	1	100.00%
Total	2445	100%	2130	100%	-315	-12.88%

Complaints

During the period 1st October – 31st December 2014, SSDC received 26 complaints. This was 3 less than 1st October – 31st December 2013. The cumulative total is 88, which is detailed in Appendix B.

The chart below provides a summary of complaints received by service for the year to date, 1 April 2014 – 31 December 2014.

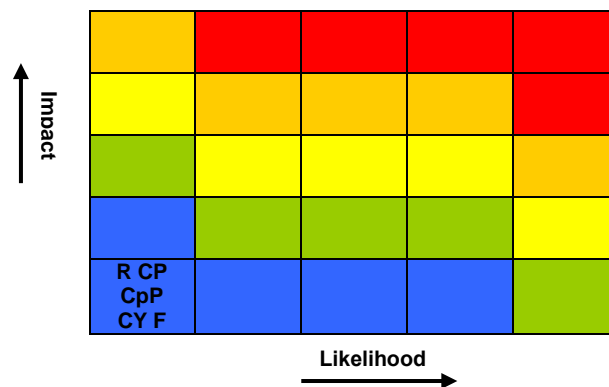


Financial Implications

There are no direct financial implications related to this report other than any compensation that has been paid out for complaints. However, financial implications may need to be considered for possible actions necessary to address performance in areas which require improvement.

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

Council Plan Implications

The Corporate Performance Management contributes towards the delivery of the SSDC Council Plan through effective monitoring and smart target setting that help to deliver a continuous improvement.

Carbon Emissions and Climate Change Implications

None

Equality and Diversity Implications

None

Privacy Impact Assessment

No issues.

Background Papers

Refreshed Council Plan 2012-15

(<http://www.southsomerset.gov.uk/about-us/our-vision/council-plan-2012---2015/>)

SSDC Complaints Procedure

([http://www.southsomerset.gov.uk/contact-us/making-a-complaint-\(1\)/](http://www.southsomerset.gov.uk/contact-us/making-a-complaint-(1)/))

DX report- refresh of corporate Indicators – DX May 2012

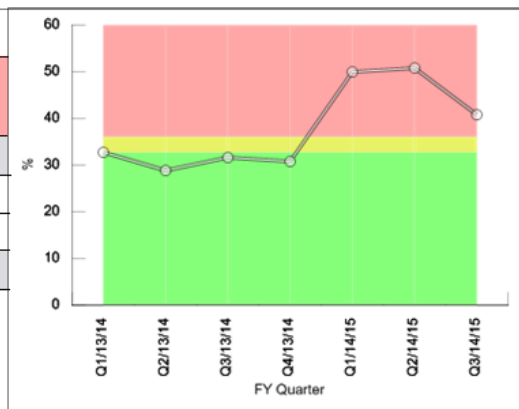
Annual Performance Report 2013/14 – DX July 2014

Appendix A - Quarterly Performance Monitoring Report

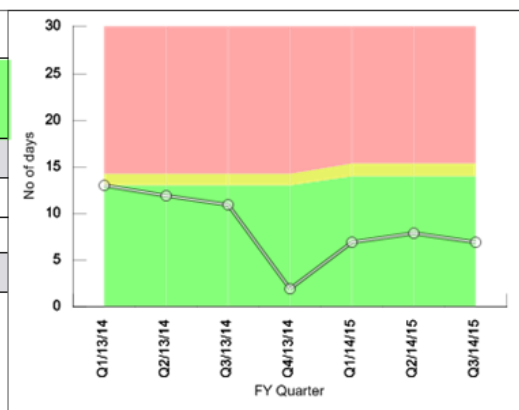
Key:	Red (More than 10% below target)	Amber (Within 10% of target)	Green (On or above target)
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Performance Measures with Targets:

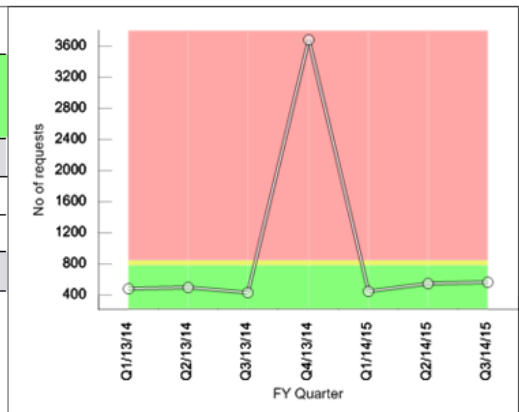
Indicator:	PI 003 - % of planning appeal decisions allowed against the authority's decision to refuse							
Quarter Target:	33.0%				Perf to Date:			
Annual Target:	33.0%							
2013/14:				2014/15:				
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
33.0% G	29.0% G	31.8% G	31.0% G	50.0% R	51.0% R	41.0% R		
Latest Comments including any necessary action:								
Performance has improved this quarter. On-going workshops with members and officers will continue until February 2015 and we are confident that the improvement will continue.								



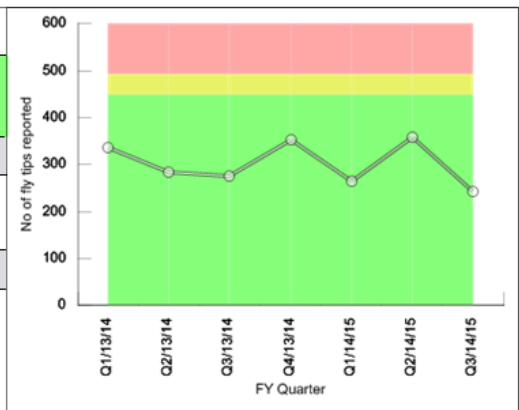
Indicator:	PI 004 - Number of days taken to process Housing Benefit/ Council Tax Benefit new claims and change events							
Quarter Target:	14.00				Perf to Date:			
Annual Target:	14.00							
2013/14:				2014/15:				
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
13.00 G	12.00 G	11.00 G	2.00 G	7.00 G	8.00 G	7.00 G		
Latest Comments including any necessary action:								



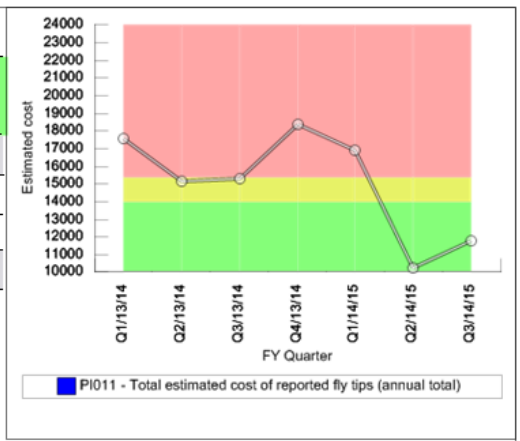
Indicator:	PI 008 - Requests for action from the Streetscene team							
Quarter Target:	775				Perf to Date:			
Annual Target:	3100							
2013/14:				2014/15:				
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
473 G	488 G	429 G	3,684 R	445 G	549 G	556 G		
Latest Comments including any necessary action:								
Some services previously handled by Streetscene are now handled by Environmental Health. See comments in main report.								



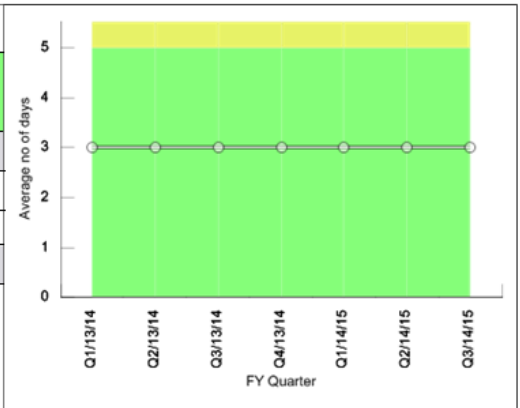
Indicator:	PI 010 - Total number of fly tips reported							
Quarter Target:					Perf to Date:			
Annual Target:	1800							
2013/14:				2014/15:				
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
338 G	284 G	277 G	354 G	266 G	358 G	244 G		
Latest Comments including any necessary action:								



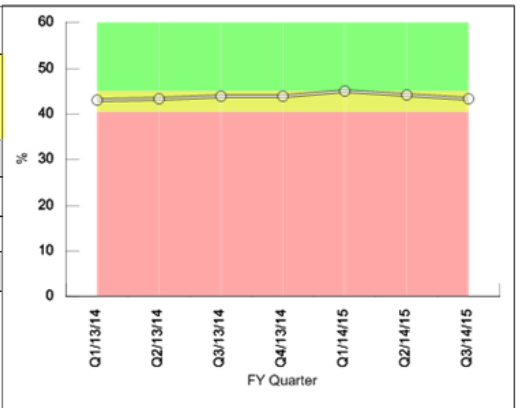
Indicator:	PI 011 - Total estimated cost of clearing reported fly tips						
Quarter Target:	13,965			Perf to Date:			
Annual Target:	55,860						
2013/14:				2014/15:			
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
17,589 ●	15,151 ●	15,298 ●	18,369 ●	16,942 ●	10,225 ●	11,779 ●	
Latest Comments including any necessary action:							



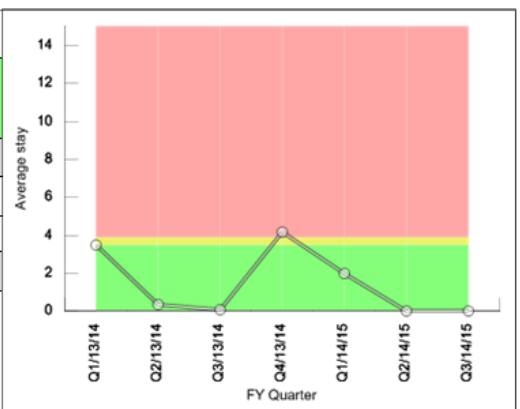
Indicator:	PI 012 - Average number of days to respond to a reported fly tip						
Quarter Target:				Perf to Date:			
Annual Target:							
2013/14:				2014/15:			
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
3.0 ●	3.0 ●	3.0 ●	3.0 ●	3.0 ●	3.0 ●	3.0 ●	
Latest Comments including any necessary action:							



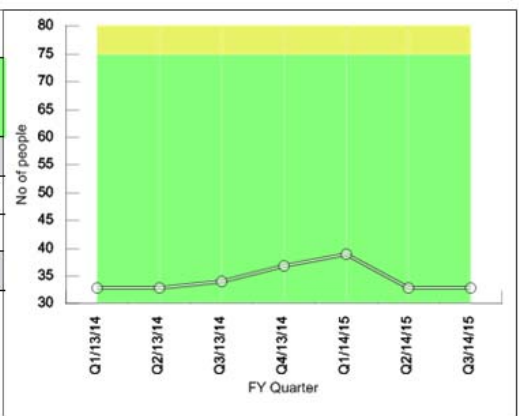
Indicator:	PI 013 - % of household waste sent for reuse, recycling and composting						
Quarter Target:	45.0%			Perf to Date:			
Annual Target:	45.0%						
2013/14:				2014/15:			
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
43.1% ●	43.4% ●	43.9% ●	44.1% ●	45.2% ●	44.4% ●	43.4% ●	
Latest Comments including any necessary action:							



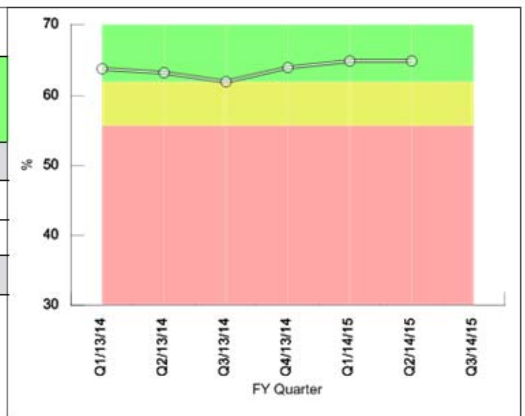
Indicator:	PI 019 - Average length of stay in Temporary Accommodation (Bed & Breakfast)						
Quarter Target:	3.5			Perf to Date:			
Annual Target:	4.5						
2013/14:				2014/15:			
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
3.5 ●	0.4 ●	0.1 ●	4.2 ●	2.0 ●	0.0 ●	0.0 ●	
Latest Comments including any necessary action:							
<p>The Housing and Welfare Team continue with their success in avoiding the use of bed and breakfast accommodation. Members should note that it would be very difficult indeed to do away with bed and breakfast accommodation altogether but, in line with current legislation and good practice, we'll only use it in an absolute emergency.</p>							



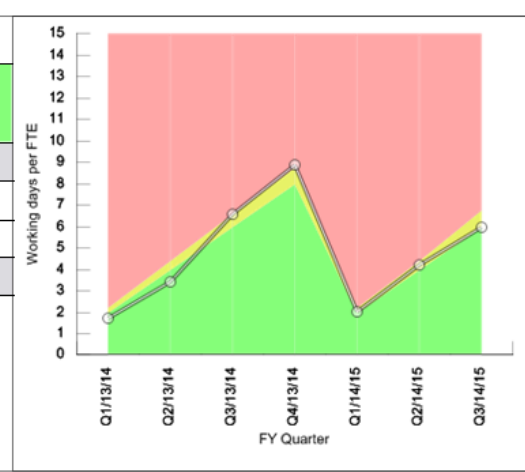
Indicator:	PI 020 - Total number of people in Temporary Accommodation (all types)							
Quarter Target:	75				Perf to Date:			
Annual Target:	75							
2013/14:				2014/15:				
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
33 G	33 G	34 G	37 G	39 G	33 G	33 G		
Latest Comments including any necessary action:								
The Housing and Welfare Team continues to keep the number of homeless households in temporary accommodation to a minimum, and continues to avoid the use of bed and breakfast accommodation.								



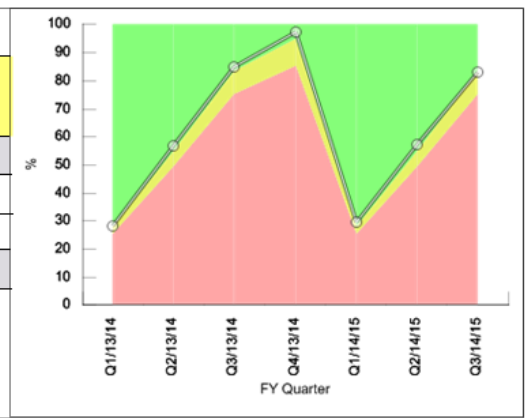
Indicator:	PI 031 - % of calls to contact centre resolved in the contact centre							
Quarter Target:	62.0%				Perf to Date:			
Annual Target:	62.0%							
2013/14:				2014/15:				
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
63.9% G	63.3% G	61.9% A	64.0% G	65.0% G	65.0% G			
Latest Comments including any necessary action:								
Due to some problems with integration between new Lync system and the Contact Centre telephony system we have temporarily introduced a solution giving better quality conversations. Unfortunately, this means that no performance data is currently available. Work continues in January to implement a replacement system for Contact Centre and data will then be available.								



Indicator:	PI 032 - Working days lost due to sickness absence per Full Time Employee (FTE)							
Quarter Target:	6.00				Perf to Date:			
Annual Target:	8.00							
2013/14:				2014/15:				
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
1.73 G	3.44 G	6.61 R	8.87 R	2.03 A	4.23 A	6.00 G		
Latest Comments including any necessary action:								
Short term sickness 40.5% Long term sickness 53.8% Fit notes / phased returns 5.7%								

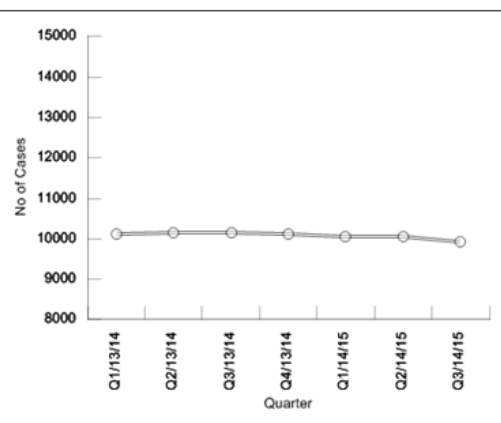


Indicator:	PI 035 - Percentage of Council Tax Collected							
Quarter Target:	83.5%				Perf to Date:			
Annual Target:	97%							
2013/14:				2014/15:				
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
28.3% A	56.8% G	84.9% G	97.4% G	29.6% G	57.4% G	83.2% A		
Latest Comments including any necessary action:								
This Quarter's figure is affected by: Single Person Discount review Increase in customers choosing to spread payments Changes to Council Tax Reduction figures								

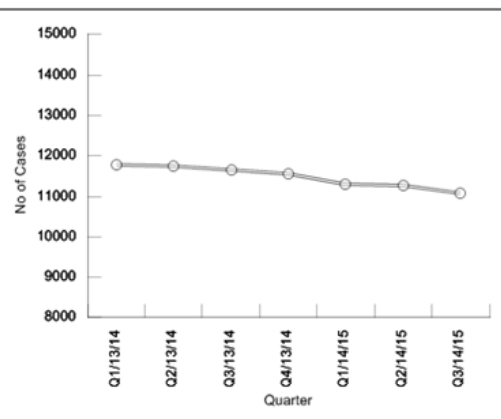


Performance Measures of Trend (no targets set as SSDC do not directly influence):

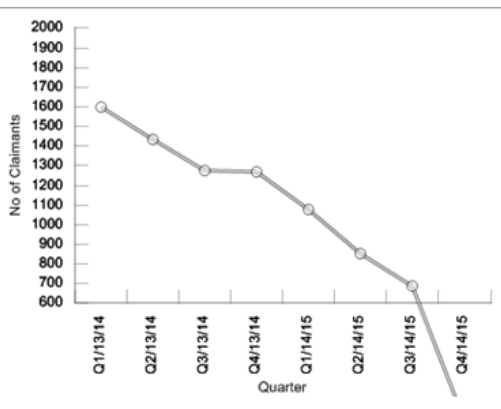
Indicator: PI 001a - Number of Housing Benefit cases received							
Quarter Target:	N/A						
Annual Target:	N/A						
Perf to Date: 10,025							
2013/14:				2014/15:			
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
10,120	10,158	10,170	10,122	10,075	10,069	9,930	
Latest Comments including any necessary action:							



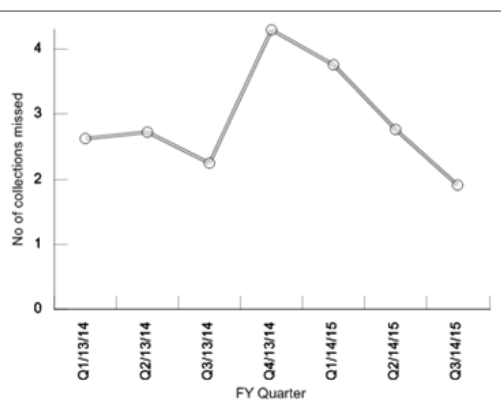
Indicator: PI 001b - Number of Council Tax cases received							
Quarter Target:	N/A						
Annual Target:	N/A						
Perf to Date: 11,230							
2013/14:				2014/15:			
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
11,802	11,761	11,670	11,568	11,320	11,291	11,078	
Latest Comments including any necessary action:							



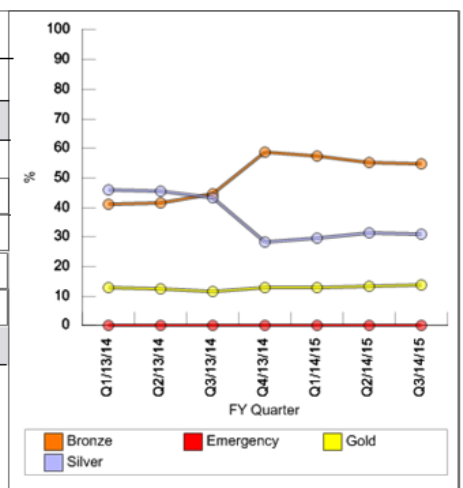
Indicator: PI 002 - Total number of JSA claimants in South Somerset							
Quarter Target:	N/A						
Annual Target:	N/A						
Perf to Date: 875							
2013/14:				2014/15:			
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1,601	1,438	1,275	1,272	1,082	855	689	0
Latest Comments including any necessary action:							
Oct - 731 Nov - 662 Dec - 674							



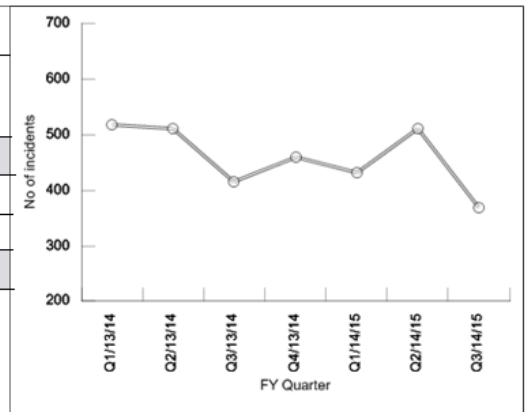
Indicator: PI 009 - Number of bin collections missed per 1000 households (all types - dry recycling and kitchen waste, refuse and garden)							
Quarter Target:	N/A						
Annual Target:	N/A						
Perf to Date:							
2013/14:				2014/15:			
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
2.63	2.72	2.25	4.28	3.75	2.77	1.91	
Latest Comments including any necessary action:							



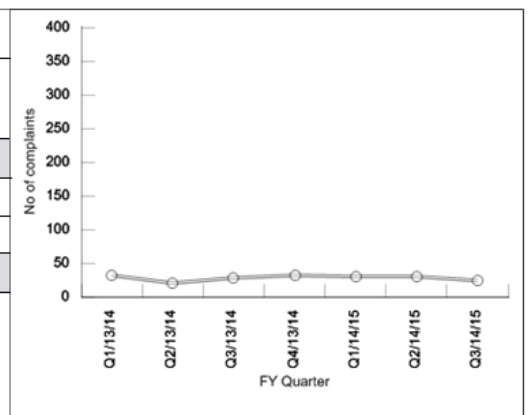
Indicator:	PI 015 - % of households on the Choice Based Letting waiting list (all categories)							
Quarter Target:	N/A				Annual Target:	N/A		
	2013/14:				2014/15:			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Bronze	41.0%	41.8%	44.8%	58.8%	57.3%	55.4%	54.9%	
Silver	46.1%	45.4%	43.6%	28.4%	29.8%	31.3%	31.0%	
Gold	12.8%	12.6%	11.6%	12.8%	12.9%	13.3%	14.0%	
Emergency	0.1%	0.2%	0.1%	0.1%	0.0%	0.0%	0.1%	
Latest Comments including any necessary action:								
Bronze	1,170							
Emergency	2							
Gold	298							
Silver	660							



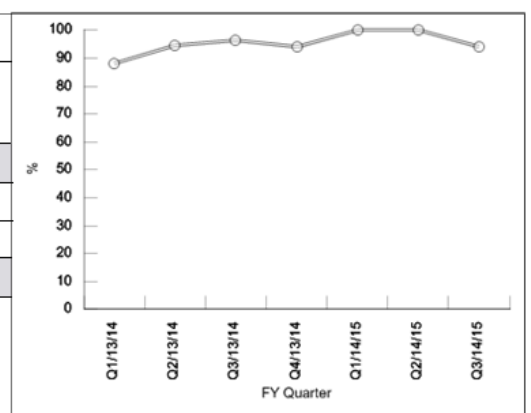
Indicator:	PI029 - Number of incidents of antisocial behaviour reported to SSDC (excluding flytipping and dead animals)							
Quarter Target:	N/A				Perf to Date:	1313		
Annual Target:	N/A							
	2013/14:				2014/15:			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
	519	511	416	461	433	511	369	
Latest Comments including any necessary action:								
This shows a reduction against the same period last year of 47, 12% and reduction on the last quarter of this year 142, 28%. This represents an overall reduction on last year of 133, 13%.								



Indicator:	PI 033 - Total number of complaints received							
Quarter Target:	N/A				Perf to Date:	88		
Annual Target:	N/A							
	2013/14:				2014/15:			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
	34	22	29	34	31	31	26	
Latest Comments including any necessary action:								
The performance to date is an accumulative figure of 88 which compares to 85 in 13/14.								



Indicator:	PI 034 - % of complaints resolved at stage 1 of complaints procedure							
Quarter Target:	N/A				Perf to Date:			
Annual Target:	N/A							
	2013/14:				2014/15:			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
	88.2%	94.6%	96.5%	94.1%	100.0%	100.0%	94.0%	
Latest Comments including any necessary action:								
Year to date: Stage 1 - 83 Stage 2 - 5 Stage 3 - 0								



Appendix B
Complaints Monitoring 1st April 2014 - 31st December 2014

Key:
No Complaints

Service	Previous years totals					2014/15 complaints total	Access Method						Type						Stage			Compensation Issued? Y/N	Compensation Amount (£)	Action by SSSC										
	2009/10	2010/11	2011/12	2012/13	2013/14		Email	In Person	Letter	Online	Other	Phone	Via CS	Equality	Failure to deliver	Issue with content/ publication	Issue with Policy/ Decision	Not SSSC Responsibility	Other Type	Poor Communication	Staff Handling			Stage One (Service Manager)	Stage Two (Assistant Director)	Stage Three (Ombudsman)	NO ACTION REQUIRED	Changes in working practice/ procedure	Improved Communication	Improved Monitoring of Service Delivery	Improved Partnership Working	Problem Rectified	Staff Training	
Area East Development	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N	0	0	0	0	0	0	0	0		
Area North Development	2	2	1	0	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0	N	0	0	1	0	0	0	0	0		
Area South Development	8	1	3	0	0	1	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	N	0	0	0	0	0	0	1	0			
Area West Development	0	2	2	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N	0	0	0	0	0	0	0	0		
Arts and Entertainment	21	31	15	19	13	11	8	0	2	0	0	1	0	1	4	2	0	1	0	3	11	0	0	N	0	3	2	3	2	0	0	1		
Building Control	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N	0	0	0	0	0	0	0	0		
Civil Contingencies	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N	0	0	0	0	0	0	0	0		
Communications	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N	0	0	0	0	0	0	0	0		
Community Health & Leisure	6	4	4	1	3	1	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	N	0	1	0	0	0	0	0	0	0		
Countryside	13	9	10	1	1	2	0	0	1	1	0	0	0	0	1	0	0	1	0	2	0	0	N	0	2	0	0	0	0	0	0	0		
Customer Focus Support	0	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N	0	0	0	0	0	0	0	0	0		
Democratic Services	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N	0	0	0	0	0	0	0	0	0		
Development Control	88	50	41	21	14	4	3	0	1	0	0	0	0	0	2	0	0	0	2	3	1	0	N	0	4	0	0	0	0	0	0	0		
Economic Development	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N	0	0	0	0	0	0	0	0	0		
Engineering and Property	2	7	7	2	1	2	1	1	0	0	0	0	0	0	0	0	1	0	1	2	0	0	N	0	2	0	0	0	0	0	0	0		
Environmental Health	17	14	15	10	17	12	2	0	1	0	0	9	0	0	2	3	0	0	4	3	11	1	0	N	0	4	1	1	0	1	5	0		
Financial Services	2	0	0	1	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	N	0	1	0	0	0	0	0	0	0		
Fraud and Data	0	0	5	0	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	N	0	0	1	0	0	0	0	0	0		
Housing and Welfare	8	5	7	13	8	12	3	0	6	0	0	3	0	0	3	1	7	0	1	12	0	0	Y	108	2	2	0	1	0	6	1	0		
HR	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N	0	0	0	0	0	0	0	0	0		
ICT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N	0	0	0	0	0	0	0	0	0		
Legal Services	0	0	8	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N	0	0	0	0	0	0	0	0	0		
Licensing	4	4	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N	0	0	0	0	0	0	0	0	0		
Performance	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N	0	0	0	0	0	0	0	0	0		
Procurement and Risk	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N	0	0	0	0	0	0	0	0	0		
Revenues and Benefits	27	12	20	20	17	15	7	0	5	3	0	0	0	5	0	1	0	2	1	6	13	2	0	Y	100	6	0	3	0	3	3	0		
Spatial Policy	0	0	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N	0	0	0	0	0	0	0	0	0		
Spatial Systems	0	0	9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N	0	0	0	0	0	0	0	0	0		
Street Scene	86	52	60	59	23	13	7	0	4	0	0	2	0	6	0	2	2	1	2	0	13	0	0	N	0	6	0	0	0	7	0	0		
Partnerships	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N	0	0	0	0	0	0	0	0	0		
Waste	117	45	20	19	20	12	4	0	4	1	0	2	1	8	0	3	1	0	0	12	0	0	N	0	3	0	0	0	0	9	0	0		
Totals =	406	242	237	179	119	88	40	1	24	5	0	15	3	0	20	7	19	4	14	8	16	83	5	0	Yes	208	34	6	8	3	1	31	5	

Note: A single complaint:

- May be reported using more than one access method.
- May cover more than one type.
- May not always require action or may require more than one action to be taken.

Agenda Item 7

Adoption of the South Somerset Local Plan (2006 – 2028)

Executive Portfolio Holder: Tim Carroll, Finance and Spatial Planning
Strategic Director: Rina Singh, Strategic Director, Place and Performance
Assistant Director: Martin Woods, Assistant Director Economy
Service Manager: Paul Wheatley, Principal Spatial Planner
Lead Officer: Paul Wheatley, Principal Spatial Planner
Contact Details: paul.wheatley@southsomerset.gov.uk or (01935) 462598

1. Purpose of the Report

- 1.1. To consider the conclusions of the Inspector's Report, and note how the 12 Main Modifications¹ and Additional Modifications² amend the South Somerset Local Plan (2006 – 2028) to create the adoption version of the plan. To request that the South Somerset Local Plan (2006 – 2028) is endorsed by District Executive and can progress to Full Council and be formally adopted.

2. Public Interest

- 2.1. An adopted local plan provides the mechanism to guide the development industry and inform the public about the future strategy for growth in South Somerset. The local plan is the principal planning tool for South Somerset District Council to encourage investment, protect the environment, create jobs, and deliver sustainable development.

Recommendation(s)

That the District Executive recommend to Council:

1. To accept the conclusions of the Inspector's Report and approve the necessary Main Modifications to make the South Somerset Local Plan (2006 – 2028) sound (**Appendix A**);
2. To endorse the adoption version of the South Somerset Local Plan (2006 – 2028) (**Appendix B**) and recommend that Full Council adopt the South Somerset Local Plan (2006 – 2028);
3. To approve the Additional Modifications (**Appendix C**);
4. To approve the Adoption Statement (**Appendix D**), Sustainability Appraisal Adoption Statement (**Appendix E**), and revised Policies Maps (**Appendix F**); and
5. Delegate responsibility to the Assistant Director for Economy in consultation with the Portfolio Holder for Finance and Spatial Planning to make any final minor text amendments which may be necessary to enable the Adopted South Somerset Local Plan (2006 – 2028) and Policies Map to be published.

¹ Inspector's Report into the South Somerset Local Plan (2006 – 2028) and Main Modifications: https://www.southsomerset.gov.uk/media/700388/south_somerset_lp_final_report.pdf

² Additional Modifications to the South Somerset Local Plan (2006 – 2028): <http://www.southsomerset.gov.uk/planning-and-building-control/planning-policy/local-plan-2006-2028/adopted-south-somerset-local-plan/>

3. Background

- 3.1. The Government through both legislation and policy has reiterated that the planning system should be genuinely 'plan-led'. To achieve this, each local authority is required to prepare, have examined, and then adopt a local plan which sets out policies for growth and regeneration.
- 3.2. The South Somerset Local Plan (2006-2028) was submitted to the Planning Inspectorate in January 2013. During May and June 2013 the plan was subject to an Independent Examination. The examination process was suspended in July 2013 to allow for additional work to be carried out and overcome some identified shortcomings relating to whether the plan was 'sound'. On completion of this work, the examination resumed with further Hearing Sessions held in June 2014.
- 3.3. As a result of the examination process, a series of Main Modifications to the South Somerset Local Plan (2006-2028) were proposed and consulted upon in March 2014³ and also in November 2014⁴. The Council has formally asked the Inspector to consider the Main Modifications in reaching a conclusion on whether the local plan is 'sound' and capable of being adopted.
- 3.4. The Inspector, in reaching his conclusion, has considered all of the evidence put forward by the Council and stakeholders; and on the 8th January 2015 formally wrote to the Council setting out his final Inspector's Report. His principal conclusion is that the South Somerset Local Plan (2006-2028) is 'sound' subject to 12 Main Modifications.
- 3.5. The Main Modifications to the local plan recommended by the Inspector have been made to create the final version of the South Somerset Local Plan (2006-2028). These changes have been considered by the Council's Project Management Board on the 2nd March 2015.

4. Report

- 4.1. The adoption of the local plan represents the final stage in the process of creating a statutory document that will shape the future growth and development in the district.
- 4.2. Having an adopted plan brings a number of advantages:
 - Future decisions on planning applications will be made in accordance with the policies in the plan, and those policies will be given full weight;
 - It provides greater certainty for communities and developers as to where development will be delivered;
 - It focuses investment into South Somerset and supports sustainable growth of our towns and villages; and
 - It provides a framework to prepare and confirm future work, including: a Community Infrastructure Levy and Charging Schedule, Site Allocation / Masterplanning work, and other development plan documents.

³ South Somerset Local Plan (2006 – 2028) – Proposed Main Modifications (March 2014):
https://www.southsomerset.gov.uk/media/648229/south_somerset_local_plan_proposed_main_modifications_submission_to_pins.pdf

⁴ South Somerset Local Plan (2006 – 2028) – Further Main Modifications (November 2014):
https://www.southsomerset.gov.uk/media/693581/south_somerset_local_plan_further_main_modifications_issue_version_november_2014_final_issue_to_pins.pdf

- 4.3. The receipt of the Inspector's Report on the 8th January 2015 marked the end of the examination process into the local plan. The report concluded that the South Somerset Local Plan (2006 – 2028) is 'sound', subject to 12 Main Modifications. It is these Main Modifications which make-up the important, substantive changes to the local plan; and it is these changes that need to be considered when reaching a decision on whether, or not, to adopt the local plan.
- 4.4. The 12 Main Modifications are set out alongside the Inspector's Report in Appendix B. They can be summarised as:
- Clarifying that housing growth figures in the plan are minimum targets;
 - Updating the overall housing figure for Yeovil and revising the approach to delivery, including providing for two sustainable urban extensions;
 - Confirming the location and breakdown of growth in each of the two sustainable urban extensions in Yeovil, and a revision to the targets for sustainable travel;
 - Adding detailed wording on structural landscaping for the sustainable urban extension to the north-east of Yeovil;
 - Removing the policy relating to a buffer zone for East Coker and North Coker;
 - Revising the strategy for Ilminster by identifying a direction of growth to the south-west of the town;
 - Revising the amount of jobs and employment land to be delivered in South Somerset;
 - Removing a specific figure for employment land required in Rural Settlements;
 - Confirming the permissive approach to housing proposals adjacent to the development areas at Crewkerne, Wincanton, and Rural Centres (prior to Site Allocations DPD work);
 - Confirming the permissive approach to employment proposals adjacent to the development areas at Crewkerne, Wincanton, and Rural Centres (prior to Site Allocations DPD work);
 - Confirming that the Council will carry out an 'early review' of policy for delivering housing and employment provision in Wincanton within three years of the date of adoption; and
 - Updating the policy requirements for the provision of sites for Gypsies, Travellers and Travelling Showpeople.
- 4.5. The Main Modifications are the primary changes to the local plan. It is the Main Modifications which make the plan sound and are what Members should reach a decision on whether or not to adopt the local plan.
- 4.6. In addition, the Main Modifications are supported by a series of Additional Modifications, which do not represent fundamental changes to the plan, but which aid comprehension and provide additional clarifications to the plan. These are minor text and grammatical changes necessary to bring the document up-to-date and clarify wording, but crucially do not have a material effect on whether the plan is sound. The Additional Modifications are set out in full in **Appendix C**.
- 4.7. To meet the legal requirements, the adoption version of the local plan is also accompanied by Adoption Statement (**see Appendix D**), Sustainability Appraisal and Sustainability Appraisal Adoption Statement (**see Appendix E**), and revised Policies Map (**see Appendix F**).

5. Next Steps

- 5.1. It is important that the findings of the Inspector's Report and the recommended Main Modifications are read and understood. It is the changes brought about by the Main Modifications which make the South Somerset Local Plan (2006 – 2028) 'sound'.
- 5.2. The Council can only adopt the local plan if these changes are made. If it is decided that the recommended Main Modifications are not accepted, then the local plan cannot proceed to adoption. In this scenario the Council would then need to withdraw the local plan and begin the preparation and plan-making process from the beginning.
- 5.3. If District Executive endorses the Main Modifications and the adoption version of the local plan, then it can proceed to Full Council to be formally adopted. Legally, the local plan must be approved by a meeting of Full Council to be formally adopted. If it is approved by Full Council it will then become a legal document that must be taken into account when reaching decisions on planning applications and development proposals in South Somerset.

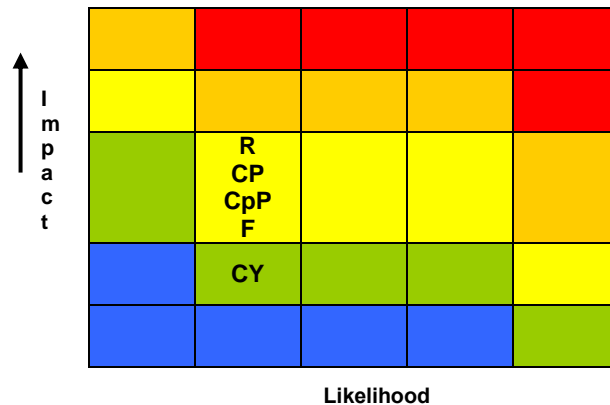
6. Financial Implications

- 6.1. If District Executive was minded to endorse the Main Modifications and final version of the Local Plan for consideration by Full Council, this would allow the Council to proceed towards adoption. Financial resources would be allocated to complete the Local Plan, but these have been included within existing budgets.
- 6.2. If District Executive was minded to not endorse the Main Modifications and the final version of the local plan, then the Council would not be able to adopt, and would need to withdraw the plan and begin all over again the process of plan-making. This would come with significant financial implications in terms of the internal and external resources required to undertake the necessary tasks.

7. Risk Matrix

- 7.1. Some major risks would arise if Members decide not to recommend that the local plan is adopted. If that decision is taken, the impacts would include:
 - Work will need to start again on preparing evidence, carrying out public consultation, suggesting growth options, and examining the policies. This will come with significant financial and staff resource implications, and result in a further 2 – 3 years' worth of time, funding and work before a new local plan was capable of being adopted.
 - The Council will fail to meet one of its Corporate Plan Priorities and will be unlikely to do so for 2-3 years.
 - From a reputational point of view the Council will be in a position where it has to start the process again, and will be the only Local Planning Authority in Somerset without an adopted local plan
 - Decision-making on planning applications will be less certain, with decisions made on out-of-date policies, which are more open to challenge by appeal, opening up a greater risk of inappropriate development;
 - The community and development industry will have no clear strategy for how development should proceed in the district;
 - There would be no strategy framework to inform future work, such as the Community Infrastructure Levy and Charging Schedule, Site Allocation /

Masterplanning work, Neighbourhood Planning, and other development plan documents.



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

8. Corporate Priority Implications

8.1. Adopting the Local Plan is a high priority in the Council Plan “Our Plan - Your Future 2012 to 2015”. The progress of the Local Plan is important, principally to achieve adopted policies that will assist in realising the Council’s Corporate Aims relating to economic vitality and prosperity, improvement in the health and well-being of citizens, creation of safe, sustainable and cohesive communities and the promotion of a balanced natural and built environment.

9. Carbon Emissions and Climate Change Implications

9.1. None.

10. Equality and Diversity Implications

10.1. The adoption version of the South Somerset Local Plan (2006 – 2028) has been prepared in accordance with the legislative and statutory requirements of an Equality Analysis, Habitats Regulations Assessment and Sustainability Appraisal.

11. Background Papers

- Appendix A – Inspector’s Report and Main Modifications
- Appendix B – South Somerset Local Plan (2006 – 2028)
- Appendix C – Additional Modifications
- Appendix D – Adoption Statement
- Appendix E – Sustainability Appraisal and Sustainability Appraisal Adoption Statement
- Appendix F – Policies Maps
- Project Management Board – Workshop 34: [http://www.southsomerset.gov.uk/planning-and-building-control/planning-policy/local-plan-2006-2028/local-plan-\(formerly-core-strategy\)-project-management-board-reports/pmb-34-2nd-march/](http://www.southsomerset.gov.uk/planning-and-building-control/planning-policy/local-plan-2006-2028/local-plan-(formerly-core-strategy)-project-management-board-reports/pmb-34-2nd-march/)

Agenda Item 8

District-wide Voluntary Sector Grants 2015/16 – overview report

Executive Portfolio Holders: Councillor Sylvia Seal, Leisure and Culture
Councillor Ric Pallister, Leader of Council

Strategic Director: Rina Singh, Strategic Director (Place and Performance)

Assistant Directors: Helen Rutter/Kim Close, Assistant Director (Communities)

Lead Officers: Helen Rutter/Kim Close, Assistant Director (Communities)

Contact Details: helen.rutter@southsomerset.gov.uk
kim.close@southsomerset.gov.uk or (01935) 462060

1. Purpose of the Report

To give an overview of the District-wide organisations seeking funding support from SSDC for 2015/16. To report on the overall grant support programmes awarded to the voluntary and community sectors in 2013/14.

2. Public Interest

SSDC supports a range of voluntary sector organisations via its Community Grants programme. This helps us to deliver Council services, as well as support groups working in local communities. Small or local groups applying for one-off funding apply to Area Committees; District-wide organisations are generally supported on a longer term basis via Service Level Agreements (SLAs) reporting to our District Executive.

3. Recommendation

That District Executive:

1. Notes the overview of funding to voluntary sector and community organisations made both district wide and in the areas during 2013/14 and the proposed funding for 2014/15 if approved in Agenda items 9 to 13.

Description	Purpose	Budget for 2014/15	Budget Holder/Lead Officer	Funding recommended	Agenda item
CVS Grants	SLA with South Somerset Voluntary and Community Action	74,260	Helen Rutter	74,260	9
Equalities & Diversity	SLA with Access for All	8,000	Jo Morgan	8,000	10
District Wide Health and Well-being grants	SLAs with voluntary arts organisations	23,350	Pauline Burr	18,000	11
Youth Development	SLA with Somerset Rural Youth Project	8,000	Rob Parr	8,000	12
CAB Grants	SLA with South Somerset Citizens Advice	121,730	Kim Close	121,730	13
	Total	£235,340		£229,990	

4. Background

Each year, SSDC supports a number of district-wide voluntary sector organisations through funding (via Service Level Agreements) and local one-off awards to support innovative projects. This funding is already in the Medium Term Financial Plan approved in February 2015*. The award of the grants themselves are subject to direct approval by the Executive.

- All grants are considered using our adopted set of SSDC Community Grants Policies. For organisations to be eligible for funding they must be able to demonstrate how their work will help SSDC meet our Corporate Aims, as well as other relevant SSDC Strategies;
- Where we support organisations in the longer term and acknowledge they are delivering services on our behalf, we develop a Service Level Agreement (SLA), joining up with other funders where possible;
- SSDC is able to work closely in partnership with a range of voluntary sector organisations to ensure that services are delivered according to local needs, and that value for money is achieved.

5. Performance Monitoring

Each year, a monitoring and review process is carried out with each organisation on an SLA. Where possible, we work with voluntary organisations to develop a core set of performance indicators (PIs) and targets, showing how these link directly with our Corporate Plan, and other relevant service strategies

The Council works in partnership throughout the year with the organisations receiving support. Officers check compliance with any funding conditions and discuss any changes to planned work. Some organisations also have a Councillor serving on their board or Management Committee, and regular feedback is received. At least 1 formal annual monitoring meeting takes place during the year (normally 2). Feedback is gained from service users, other agencies, officers and members, which is considered in preparing this report.

6. Overview of Voluntary Sector and Community grants 2013/14

SSDC awarded £374,443 in grants to 84 voluntary sector and community projects in 2013/14. A more detailed analysis of the 66 projects supported by the Area community grants programme shows that the value of these projects totalled £1,279,925. This means that for every £1 invested, £8 of external funding is secured for the voluntary sector and community projects in South Somerset.

Please see Appendix 1 for further details.

7. Other Funding

Most organisations with which we have SLAs involve other funding bodies. Some are County-wide and include the other District Councils and the County Council. Where possible, the monitoring and review meeting/process is carried out collectively and the voluntary organisation is only asked to supply one set of statistics, which can be analysed by District.

8. The changing funding landscape

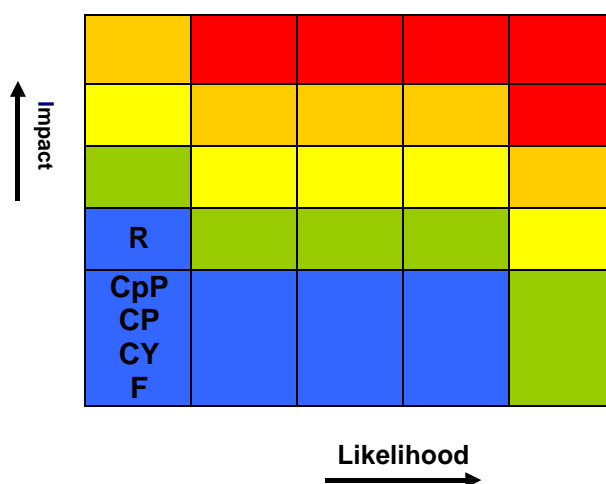
2014 has continued to be challenging for organisations which have previously been dependent on public sector funding. Severe and continuing cuts at Somerset County Council since 2011 have been having an impact. Government funding streams have reduced or been redesigned which has provided both challenges and opportunities for the sector. Government cuts to some of the national bodies (e.g. Arts Council, Defra, Legal Services Commission), have had a direct impact on the ways in which the voluntary sector is able access traditional funding streams. We work closely with the organisations affected, to help them through the transitional period of becoming less dependent on grants and developing other business models, or applying to some of the new funding streams.

Some organisations do not need direct funding but we help them in other ways such as loan, finance and financial advice or help with relocation to more suitable premises. An example of this during 2014 was South Somerset MIND.

9. Financial Implications

See individual funding reports in Agenda.

10. Risk Matrix



Key

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

11. Corporate Priority Implications

All organisations are assessed in light of the Council's Corporate Aims. Our Community Grants programme most significantly supports the following Corporate Aims:

- Environment
- Health & Communities

Details of how the activities of each individual organisation link to relevant Corporate Aims are included in the Appendices.

12. Carbon Emissions and Climate Change Implications

A number of the organisations supported will contribute to the relevant climate change targets in our Corporate Plan – included in each Appendix.

13. Equality and Diversity Implications

Working with the voluntary sector is one of the Council's means of providing services to hard to reach groups and engaging with communities who otherwise find it hard to access public services. Supporting the VCS increases community engagement and participation. All groups supported by SSDC are required to have an Equalities Policy. A stage 1 EqA has been carried out on each assessment in the attached appendices.

14. Background Papers

Case files, monitoring reports and paperwork submitted by funded organisations
SSDC Voluntary Sector Strategy 2010
Localism Act 2011
EqAs where funding reductions are proposed

Overview of Voluntary Sector and Community Grants 2013 - 2014

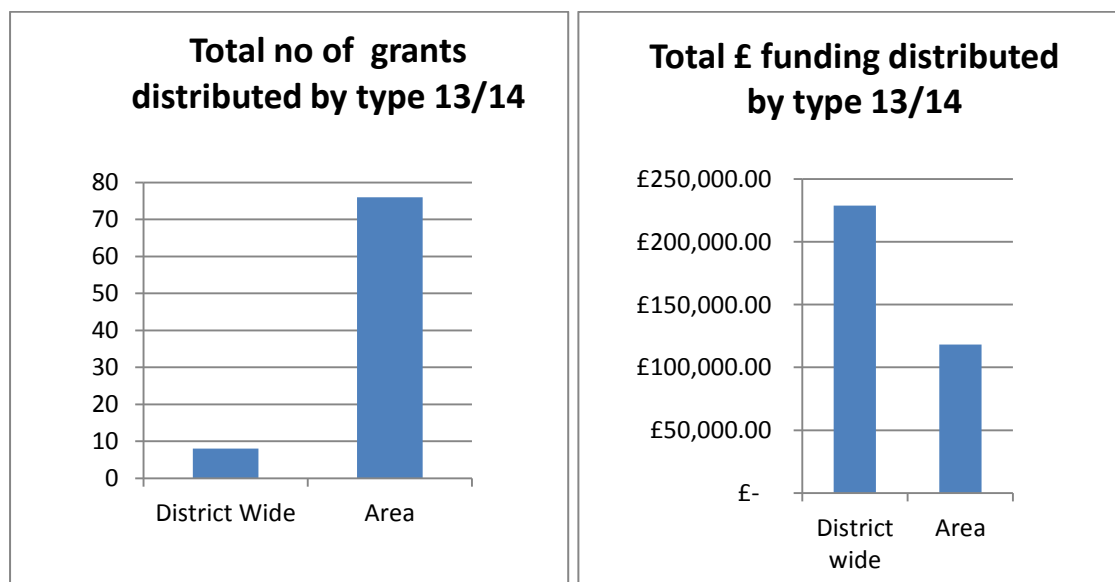
Background

Each year SSDC supports a wide range of voluntary sector organisations through both on-going partnership funding (via Service Level Agreements) as well as one-off grants. Area Community grants are agreed by either the Area Development Manager and Ward Member(s) or Area Committees and District Wide funding by District Executive.

Grant funding for 2013/2014

In 2013/2014 SSDC awarded:

	Total no of grants awarded	Total £ amount of grant awarded
Area Community grants	66	£143,608
Voluntary sector grants	3	£203,990
Community Health & Leisure Youth Development funding	10	£2,090
Funding for Arts organisations	4	£16,755
Equalities & Diversity funding	1	£8,000
	84	£374,443



Grant funding comparisons 2012/2013 against 2013/2014

	2012/2013		2013/2014	
	Total no of grants awarded	Total amount of grants awarded	Total no of grants awarded	Total amount of grants awarded
Area Community grants	88	£149,862	66	£143,608
Voluntary sector grants	3	£200,140	3	£203,990
Community Health & Leisure Youth Development funding	14	£15,028	10	£2,090
Funding for Arts organisations	4	£15,150	4	£16,755
Equalities & Diversity funding	1	£7,000	1	£8,000
Community Sport & Leisure	5	*£128,825	0	0
	115	£516,005	84	£374,443

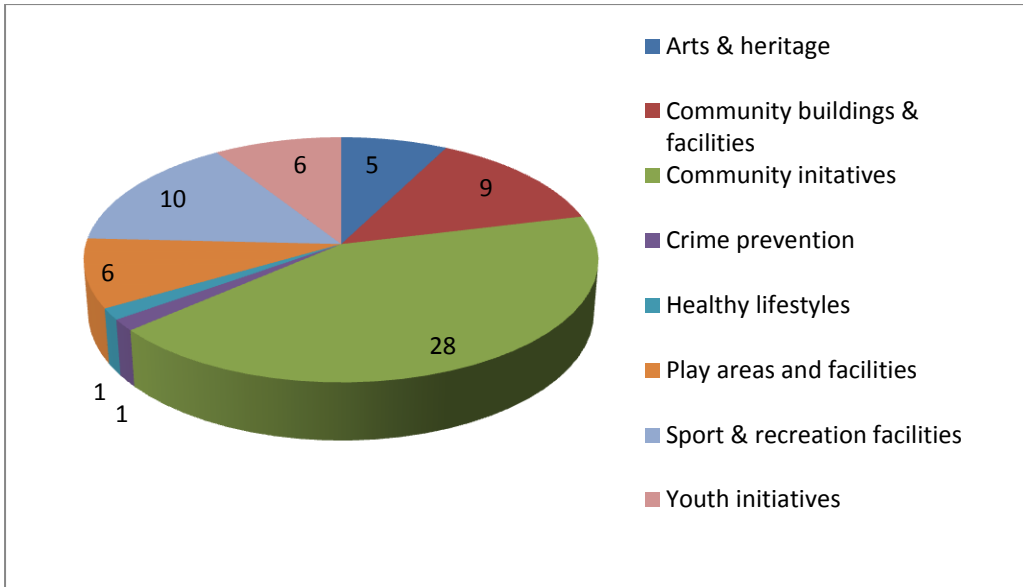
*grants awarded for MUGA and Play Area improvements.

Area community grants

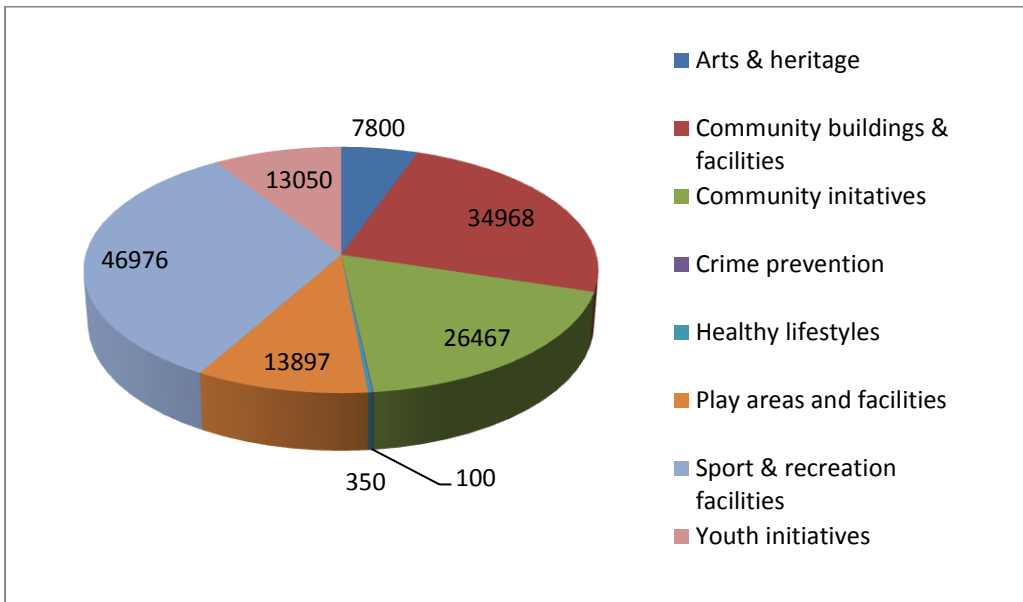
The total project costs supported from the Area community grants budget was **£1,279,925** indicating that for every £1 invested, £8 of external funding is secured for the voluntary sector and community projects in South Somerset. Community grants are either for one-off grants or funding agreed under a Service Level Agreement.

By Area	Total £ awarded	Total £ project costs	% awarded against project costs	Total £ Parish & Town council contribution
North (35 parishes)	55,188	309,024	18	12,260
East (39 parishes)	46,859	309,403	15	13,310
West (33 parishes)	27,414	581,905	5	2,438
South (9 parishes)	14,146	79,592	18	6,500
	143,608	1,279,925		34,508

Total number of grants awarded across the areas for 13/14 by theme:



Total £ funding awarded across the areas for 13/14 by theme:



Appendix 2 gives examples of projects supported in the local community by our community grants scheme.

Voluntary Sector Grants

Service Level Agreements awarded - £74,260 to South Somerset Voluntary Community Action (SSVCA), £121,730 to South Somerset Citizen Advice Bureau (SSCAB) and £8,000 to Somerset Rural Youth Project (SRYP).

SSDC supports SSVCA and SSCAB to ensure that both voluntary organisations and people across South Somerset are able to access free, impartial and expert advice; to deliver services to some of the people most in need and to meet a range of objectives in our Corporate Plan.

SSDC works in partnership with SRYP to provide additional services for young people aged 11-25 in rural Somerset. SRYP provides stimulating things to do and places to go, target those who are disadvantaged and encourage positive contributions and supporting choices for young people living in rural areas of South Somerset.

Community Health & Leisure Youth Development funding

A total of £2,090 was awarded against projects totaling £4,180 (50% awarded against project costs). £600 was awarded for 6 summer play days across the district, £140 for an art project and £1,350 to help set up and develop 3 youth clubs.

Funding for Arts organisations

4 Arts organisations were awarded Service Level Agreements amounting to £16,755. This supported 25 projects of which there was 3,030 participation and 60,705 attendances to events held.

Equalities & Diversity funding

Service Level Agreement awarded - £8,000 to South Somerset Disability Forum to provide specific services and expertise and ensures compliance with our Public Sector Equality Duties under the Equality Act 2010.

Projects supported by the Area Community Grant Scheme 2013/14

Our successful community grants programme supports voluntary and charitable organisations, not-for-profit groups, parish or town councils and other organisations with ideas to improve local quality of life. Our main programme of community grants can fund up to 50% of your project costs with a maximum of £12,500 per project.

Area West - Blackdown Hills Area of Outstanding Natural Beauty (AONB) Natural Futures Project

Project costs - £406,088

SSDC award - £5,000

This exciting project uses a wide range of activities and events to teach people about nature and wildlife of the Blackdown Hills. SSDC supporting this project meant that the AONB managed to secure £246,000 from the Heritage Lottery Fund along with other funding from charitable trusts, local businesses and in kind volunteer time.

This 3 year project has 3 strands:

Discover it! – offering 9 x 6 month traineeships and 200 days of training in species and habitat identification and over 400 training day places to local volunteers.

Share It! – Knowledge gained from the Discover it activities shared with a wider audience through new pages on the AONB website, a new smartphone app called 'Naturally Blackdown Hills' and via 30 local events.

Do it! - Support provided to communities throughout the Blackdown Hills to develop and deliver their own 'community nature projects' along with a wide range of activities and events held; including workshops, nature talks/discover days, 'Bio blitz' family events, show case events and creation of 15 community nature projects.

Area West – Chard W.A.T.C.H Project

Project costs - £1,080

SSDC award - £750

W.A.T.C.H is a long established user led organisation which helps socially isolated adults, including those with mental health problems and disabilities reconnect with their community through friendships and support and have around 75 members and 26 registered volunteers. They meet through regular weekly drop in sessions, organised activities and events.

SSDC support contributed towards the purchase of 4 new laptops to help members develop their computing skills, gain recognised training qualifications and increase their confidence with technology.

The W.A.T.C.H project also links with the Forefront Centre - Work Life Project which helps further development of IT skills, help with CV writing, job searching, making a job application with the aim of ultimately getting people back into the work place.

Area East – Castle Cary Eat Cary Project

Project Cost - £4,482

SSDC award - £750

Eat Cary was established to improve local horticultural skills, enhance community cohesion and promote the growing of fruit and vegetables and the preparation of healthy food.

The space that has been created by the group is a community resource providing a meeting place for the whole community which also supports and enables the delivery of a BTEC course in Horticulture to year 9 & 10 students by Ansford Academy. The group also runs a regular programme of workshops and courses for the whole community.

The project has received grant support from Lottery Awards for All, Viridor and has also been given £3,000 from an anonymous donor.

Area East – Wincanton CATCH

Project Cost - £8,500

SSDC award - £750

Community Action to Transform the Cale Habitat (CATCH) is a volunteer group founded in 2013. Its objective is to restore the natural habitat of the River Cale in the Wincanton area.

The group aims to give nature a helping hand to bring it back to a haven for natural wildlife, as well as a recreational resource for the inhabitants of the town.

The project began with simple things like organised litter picks, and clearing out some of the historical debris from the river. Later in 2013 we invited the Wild Trout Trust to inspect the river, and give advice and guidance on where and how we could make improvements. Based upon their report, they have identified several targets we hope to achieve in the short and medium terms

SSDC provided some advice about setting up the group and a start-up grant towards equipment, publicity etc. On Thursday, 23rd October 2013, CATCH reached the high point of its fledgling existence when the Environment Agency delivered 2,500 fish – a mixture of roach, dace and chub – to be released into the River Cale, as they have deemed it now capable of supporting the extra wildlife.

Area North - Robert Sewers Village Hall, Curry Rivel

Project costs - £46,000

SSDC award - £8,000

The Robert Sewers village hall in Curry Rivel is a registered charity operating under the Charity Commission's model village hall trust scheme.

Through considerable public consultation the management committee agreed the following objectives;

- To maintain and update the fabric of the building to make it warm and inviting for users.
- To make the hall more accessible to users
- The village hall committee to actively put on events to encourage use and raise funds for the village hall
- To enhance the overall user experience and encourage additional usage.

In order to achieve these objectives, a three stage business plan was produced.

Stage one included improvements to the booking system, re-decoration of the hall and new lighting and heating systems which are more economical and cost effective.

This stage of the improvements was supported by an SSDC grant of £4,500 in June 2012.

Stage two of the programme (to which this case study refers) delivered an extension to the front of the building to improve the entrance area and create an internal lobby. This has improved access to the building and allowed for a better flow of footfall between the hall, kitchen and toilet areas.

Stage three has seen the complete refurbishment of the kitchen, which was extended as part of the remodelling of the entrance lobby following the stage two works.

The Area North Development team has been working with the management committee throughout the programme of improvements and has been able to provide advice on project management and programming as well as assisting with grant funding. Through SSDC support, the management committee successfully applied for a Big Lottery Awards for All grant of £10,000.

Area North – Barrington Football Club to assist with the purchase of the football pitch at Barrington

Project costs - £19,000

SSDC award - £9,500

Barrington Football Club was founded in 1923 and is a community based football club which has played on the same land since its establishment. The landowner had decided to sell the freehold and offered the club a first option to acquire the freehold. Owning the land would ensure there continued to be long term access to a local good quality sporting facility for the people of Barrington and surrounding villages.

The parish council and football club worked closely together to ensure the land was retained for the community should the club ever be wound up, but despite general agreement that that this was a worthwhile project, it proved difficult to find external funders for the purchase.

The grant from Area North was instrumental in helping to ensure the long term security of recreational land for the community and whilst the conveyancing is still not complete at the time of writing this report, it is anticipated that it will shortly reach a successful conclusion.

This was an unusual grant for Area North, but serves as an example of the wide range of community projects that can be helped to fruition.

Area South – Yeovil Tennis Club

Project costs - £54,408

SSDC award - £5,980

Yeovil Tennis Club has been in existence for over 65 years and is the only tennis club in the town, providing opportunities for both adults and juniors. The club has grown over recent years and currently has a membership of 70 senior and over 90 junior players. The main purpose of the club is to promote the sport of tennis in Yeovil. The club provides a variety of opportunities including junior coaching, squads, adult beginners and improvers, wheelchair tennis and cardio tennis, league teams and tournaments.

The increased links with the local Schools and Lufton College increased demand for court time, so funds were given towards the development of a fourth court and associated floodlighting. The project also includes a new path and extra wide gates in order to allow use by the wheelchair tennis group. Yeovil Tennis Club sought advice from South Somerset Disability Forum to ensure the plans met the necessary requirements. The new court will also allow for older people to take advantage of the morning club sessions.

Area South – Abbey Community Association

Project costs - £3,500

SSDC award - £584

Funding was given towards the installation of an induction loop and sound reinforcement system in the Abbey Manor Community Centre Main Hall, together with the purchase of ancillary equipment such as microphones and stands. The loop system will be suitable for simultaneous use with music PA equipment brought in by certain user groups. This combined system will benefit all users, not just those with a hearing impairment, that have difficulty given the adverse hall acoustics. User groups expected to benefit most frequently are the weekly Tea Dance Group, the guides and scouts and family services held by St James' Church. The system will also broaden the range of activities for which the hall is suitable, such as public meetings, receptions, larger clubs and presentations. It is hoped that this will bring new users and add community benefit.

Fundraising has been carried out throughout 2013 by a guide leader who is registered deaf. This has included a number of table-top sales, an archaeology evening, a "Big Lunch" street party at Forde Park and other hall user-led events. Some business users made donations and grants have been secured from the Parish Council, St James' PCC and ASDA in addition to the Area South Community Grant.

Agenda Item 9

Funding for South Somerset Voluntary & Community Action

Executive Portfolio Holder: Sylvia Seal, Leisure & Culture
Strategic Director: Rina Singh, Strategic Director (Place & Performance)
Assistant Director: Helen Rutter/Kim Close, Assistant Director (Communities)
Service Manager: Helen Rutter
Contact Details: helen.rutter@southsomerset.gov.uk or 01963 435012

Purpose of the Report

This report highlights the work of South Somerset Voluntary & Community Action (SSVCA) during the current year, focusing on the Voluntary Sector Support service which SSDC fund, and seeks the approval of the District Executive for the grant funding of SSVCA for 2015/16.

Public Interest

SSDC supports SSVCA to ensure that:

- a) Voluntary organisations and community groups across South Somerset are able to access free, impartial and expert advice from within the sector
- b) The voluntary sector is properly represented,
- c) There is a development body that promotes the need for and ways of delivering, services in the sector, to help some of the people most in need
- d) A range of objectives in our Council Plan are met

To this end SSDC provided funding of £74,260 during 2014/15

Recommendations

That the District Executive:

- (1) approves funding for South Somerset Voluntary & Community Action (SSVCA) of £74,260 for 2015/16;
- (2) agrees the current Service Level Agreement (SLA) is rolled forward for another year enabling a full review of our funding for SSVCA with a new agreement in place from 2016/17.

Background

Set up in 1981, SSVCA is part of a National network of Councils for Voluntary Service (now commonly called Voluntary & Community Action) that traditionally have largely existed at a District level. These are civil society, development organisations whose main purpose is to support the work of other organisations in the voluntary and community sector. It is a registered charity and company limited by guarantee.

Its role includes:

- Representing the views of members to Government and others
- Helping new initiatives to develop and new organisations to form
- Providing advice and information on all aspects of running and managing the organisations they work with, including recruiting volunteers and accessing sustainable funding or generating income
- A leadership role within the sector, encouraging organisations to work together in collaboration and partnership

SSVCA has undergone a major restructuring over a 2 year period, which finally concluded in December 2014. This was necessary to secure efficiencies and improve its sustainability in a changing environment. Reduced grant and contracts from public bodies such as Somerset County Council and changes in policy and approaches from major funding organisations like The Big Lottery have all had an impact. The National Association of Voluntary & Community Action reports that many similar organisations at a District level have closed or merged in recent years. In this environment it has become essential for organisations like SSVCA to re-evaluate their work, prioritise and restructure their business.

Members of the Executive have been aware of the major and ongoing restructuring at the organisation and SSVCA has worked closely with our Financial Services team to provide evidence of the organisation's ongoing sustainability for both its core activities and its direct services set out in more detail below.

SSVCA is an umbrella organisation under which South Somerset Community Transport and South Somerset Furnicare operate. These services are no longer directly funded by SSDC.

SSDC provided grant funding of £74,260 for SSVCA during 2014/15. This funding is in the MTFP also forms part of the budget approved in February 2015*. The award of the grant itself is subject to direct approval by the Executive. Under the terms of the current SLA, which runs to 31st March 2015, we are obligated to give 12-months' notice in writing if we anticipate any significant changes in our agreement, although the agreement can be terminated by giving 6-months' written notice to SSVCA.

SSVCA Supporting the Voluntary Sector

SSVCA is one of the largest charities operating in South Somerset. It has a turnover in the region of £800,000 pa and a workforce of over 50 members of staff and over 60 volunteers.

The aim of this service is to engage with and provide services, support & advice for the voluntary sector/not for profit organisations within South Somerset. The continuing reduction in public service finance, mean that many authorities are looking to the Voluntary Sector to take over the delivery of services. SSVCA has an important role to play in supporting the VCS organisations to develop their capacity to take on this challenge if they wish to.

The current structure has separated out more fully the 3 main arms of the business: Voluntary Sector Support, Community Transport and Furnicare. Each now has a Manager responsible for all aspects of their business, reporting directly to the Board of Trustees. The CEO retains overall responsibility for all legal aspects of the business. A diagram showing the old structure and new structure is shown in Appendix 1.

The Voluntary Sector Support element (VSS) incorporates the Volunteer Centre & focuses on 5 core functions:

- (1) Information services
- (2) Advice & guidance services
- (3) Support services
- (4) Volunteering
- (5) The voice of the voluntary sector

The restructure, largely completed in January 2014, has ensured the right capacity (just under 2 FTEs) is in place to deliver these core functions and this service has moved back to Petters House to reduce head office costs and to be more accessible to groups and potential volunteers

The Community Transport arm has appointed a new General Manager and simplified its management to improve its accountability to the Board across its services. It provides affordable and accessible transport services for people living in South Somerset who do not have access to transport or who cannot access the transport available. It has a full cost recovery approach to charging and has integrated its scheduling for minibus, community cars and slinky bus services so that the customer is offered the best option for service users.

Furnicare adopted its new structure in September 2014, resulting in the closure of the Chard site and the consolidation of the operation from its central branch in Yeovil. From here it offers a districtwide reach to local residents, with a dedicated General Manager, increasing its autonomy and enabling new business practices and better decision making. The paid team also has a training scheme to encourage more people into volunteering with a significant reduction in the cost of providing the scheme.

Services and Achievements in 2014

A detailed schedule for the VSS with monitoring figures for April to September 2014 is attached in Appendix 2. It includes a summary of activity for Community Transport and Furnicare services, not directly funded by SSDC.

Information Services

- Currently 332 organisations are signed up through the 2 main SSVCA databases, this includes organisations seeking volunteers. Work is underway to sign up a further 70 organisations by the end of March 2015
- The organisations SSVCA work with are 13% from Area West, 37% from Area South, 22% Area North, 14% Area East (the remainder did not specify their base)
- Member organisations are very diverse with over 50% working with children & young people, 57% working with the over-60s, 31% working on disability and medical care issues, 25% working with unemployed, 23% working with those with a learning difficulties and 18% working with those with mental ill health
- Organisations signing up chose a bespoke selection of updates and e bulletins. Thirty nine e bulletins went out April to September 2014, these share all kinds of information and are used to highlight events. Weekly funding bulletins are compiled & circulated to help groups find grants.
- The website has been upgraded with a wide range of resources available, active twitter and facebook accounts. Two forum events have been held, one on volunteering the other on social media. Both were very popular attracting a wide range of local organisations

Advice and Guidance Services

- Over the half year 37 groups had 1:1 advice on matters including: constitutions; governance; funding bids; working with volunteers etc. Of these 10 were new groups
- The new database under development this year will enable better tracking of outcomes from this work
- A Voluntary Sector Survey was conducted in autumn 2014. There were 50 respondents. The findings from the survey are being used to refine the services offered by SSVCA and make sure they target the particular concerns and needs of local organisations

Support Services

- The main areas of commissioned work this year have been: management of flooding volunteers (see separate paragraph below) volunteer development for SSDCs CHAC and administration of the South Somerset Alliance on behalf of South Somerset CAB

- The survey mentioned above is being used to develop the offer of paid for services. This highlighted the top needs as: help with (a) volunteer recruitment/ management (b) raising funds. Other needs were: help with (c) good governance (d) marketing the groups activities/ services

Volunteering

The Volunteer service records (groups seeking volunteers and those wanting to volunteer) are managed through Vbase a national database shared by volunteer centres across the country. Content is uploaded to the national **Do It!** website where volunteers can see vacancies in their area. This website is being revamped to make it more tablet and mobile friendly. The whole service is free at the point of use to organisations and volunteers.

- Potential volunteers can discuss the options by phone or face to face with the SSVCA Coordinator to secure a placement. Opportunities are marketed through the Western Gazette, web sites & a drop in at Yeovil library one morning per week. It is hoped to extend this
- The half year saw 244 volunteers registered and 49 placed. Thirty one organisations made requests for 66 volunteering opportunities
- Work is underway with Yarlinton to encourage their residents to volunteer using social media
- They organize a volunteer coordinator peer support network with over 20 organisations involved to share best practice
- Have worked with 2 big firms in Yeovil to promote staff volunteering and a skills bank

The Voice of the Voluntary sector

- SSVCA provides a voice for the sector on a number of Partnership and forums. This is important as it makes sure that the needs of the sector and local communities are known and valued as policies and programmes are developed.
- Due to the relative strength of SSVCA they often represent the voluntary sector for the whole County. Examples include: the Heart of the SW LEP engagement forum; Somerset CCG engagement forums; Somerset County Council VCS forum. It also represents the sector locally on South Somerset Together.

Somerset Levels Programme

SSVCA with Mendip Community Support were commissioned by SCC to manage a large number of volunteers (over 60 people) who came together spontaneously to help those affected by the floods last winter. This was a major project including designing bespoke working arrangements and systems to safeguard and ensure good practices were adopted by the group. A full report is available. This was funded on a full cost recovery basis involving the CEO Sam Best working an additional 2 days per week to fulfill the brief. A small amount of funding from this went towards the VSS work. It provides a good example of the importance of having a responsive and expert capability in place that can quickly address a need and apply the necessary experience to deal with a difficult & unexpected situation.

Community Transport

- A social enterprise that operates 23 vehicles from cars to 16 seater minibuses
- All vehicles are wheelchair accessible
- Operates from bases in Yeovil, Chard and Langport
- Provides over 24,000 journeys per year for individuals and groups, including medical appointments, social trips & shopping
- Provide specialist school transport for 4-18s with physical disabilities and learning difficulties
- In addition to the fleet over 40 volunteer drivers use their own cars to provide individual journeys
- Faces a challenge to replacing an ageing fleet of vehicles

Furnicare

- A social enterprise that sells donated furniture and goods to people on low incomes meeting needs and reducing landfill
- Has a referral membership system & work with organisations supporting vulnerable people
- Have placed 3,243 items with new owners in the last 6 months, over 6,400 pa
- Is entirely self-funded and keeps sale prices as low as possible, helped by using a team of 7 volunteers, with 2 more starting soon
- Uses modern IT to manage and promote the service

Development Plans 2015/16 (note draft targets are under discussion by their Board)

The Trustees have been working on a new Business Plan for 2015/18 to focus the work around both the needs of local VCS and the requirement to have sustainable income streams going forward.

This will incorporate separate shorter Operational Plans for each of the 3 main areas of work which form separate Business Units. The Plan is due for adoption end of February 2015. During 2015/16 active consideration will be given to merger with other infrastructure organisations in Somerset to address long term sustainability. The main aspects of development relevant to the VSS are:

- Commence area working, by basing team members in community spaces to be more accessible to potential clients
- Re-refresh the existing website, to be more user friendly and to give VSS team more control in managing the website.
- Increase our social media contacts
- Increase our membership by 100%
- Hold a Funding Fayre/Networking event in the Autumn of 2015
- Research training needs of the sector and set up 4 training events
- Increase number of network forums to 6 per year and increase attendance.
- Explore possibility of engaging local businesses in Employer Supported Volunteering
- Launch 3 Volunteer Coordinator Network meetings
- Develop and launch new county wide database based on a Customer Management Referral System, recording all work undertaken with groups to create a better monitoring process.
- Explore setting up bank of volunteers with specialist skills
- Approach Yeovil College to help with promotion of VSS services
- Promote and respond to project requests

To implement the above, Advice and Guidance work is to get more emphasis subsuming the Support Service to offer a 3 stage process, able to give a bespoke response to need. Groups seeking help will undergo an initial assessment, get up to 10 hours of free help and will have the option to buy in additional support should they need to.

Financial Information and Issues

Overall SSVCA has now seen positive financial results from its new working arrangements with the 2014/15 year predicted to make a small surplus by the year end across the organisation

Reserves: For the year ending 31st March 2014 there was £187,000 of unrestricted funds. Looking ahead, to projected figures for 31st March 2015 it is anticipated that there will be a slightly increased to the reserves as each trading arm makes a small surplus.

The table below shows the anticipated funding sources for the VSS element of SSVCA for 2015/16. The cost for this service in 2013/14 was £180,000 so it has nearly halved over the course of the restructuring. Please note this is one element of a much wider range of services which the business itself offers to residents and funds through a combination of income, contracts and funding from agencies or grants approaching £800,000

<i>VSS Funding sources</i>	
South Somerset District Council	£74,260
Training fees	£1,500
CAB funding	£6,184
Clerking work	£4,332
Heritage project	£2,500
Donations	£1,500
Fee income for services to be provided	£4,500
Total	95,516

Whilst in recent years SCC and the Heath service have ceased funding the core VSS service, they do make active use of the services it provides, especially the volunteer centre and the representational and leadership role for the community sector across the district. Without the SSVCA core VSS service the two social enterprises- running their services of community transport and Furnicare respectively- would remain, but no volunteer brokering service nor the other elements of VSS set out above.

SSDC Funding

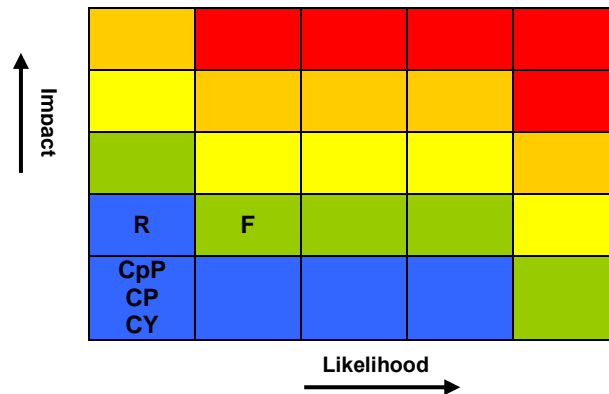
In March 2012 SSDC agreed a 3-year Service Level Agreement with SSVCA for 2012-15. Monitoring of the SLA is based on the objectives outlined at Appendix 2. The budget available for the SLA in the budget is £74,260. Due to the extensive restructuring and relocations that have just been completed, the organisation needs the new arrangements to bed down and for the structure to demonstrate what it can achieve in a stable year. In addition the organisation is looking at a potential merger with 2 other CVSs which would create a new organisation in due course. For these reasons it is recommended that the current SLA is rolled forward for another year and that we work closely with SSVCA, including a full review of our funding to be undertaken during 2015/16. It is envisaged that a new agreement would be entered into from April 2016/17

Financial Implications

If the funding recommended is agreed, all funds in the CVS grants budget will be committed for 2015/16.

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

Corporate Priority Implications

- Develop options that increase recycling and minimise waste
- Work with partners to combat fuel poverty
- Optimise opportunities for external funding to promote healthy living
- Help communities develop transport schemes and local solutions to reduce rural isolation and inequalities to meet needs of those communities
- Evaluate the overall requirements of the Localism legislation and work with communities to develop plans for their community

Carbon Emissions and Climate Change Implications

In 2013/14 Furnicare collected 10,761 items of furniture donations, totalling 187 tonnes saved from landfill

Equality and Diversity Implications

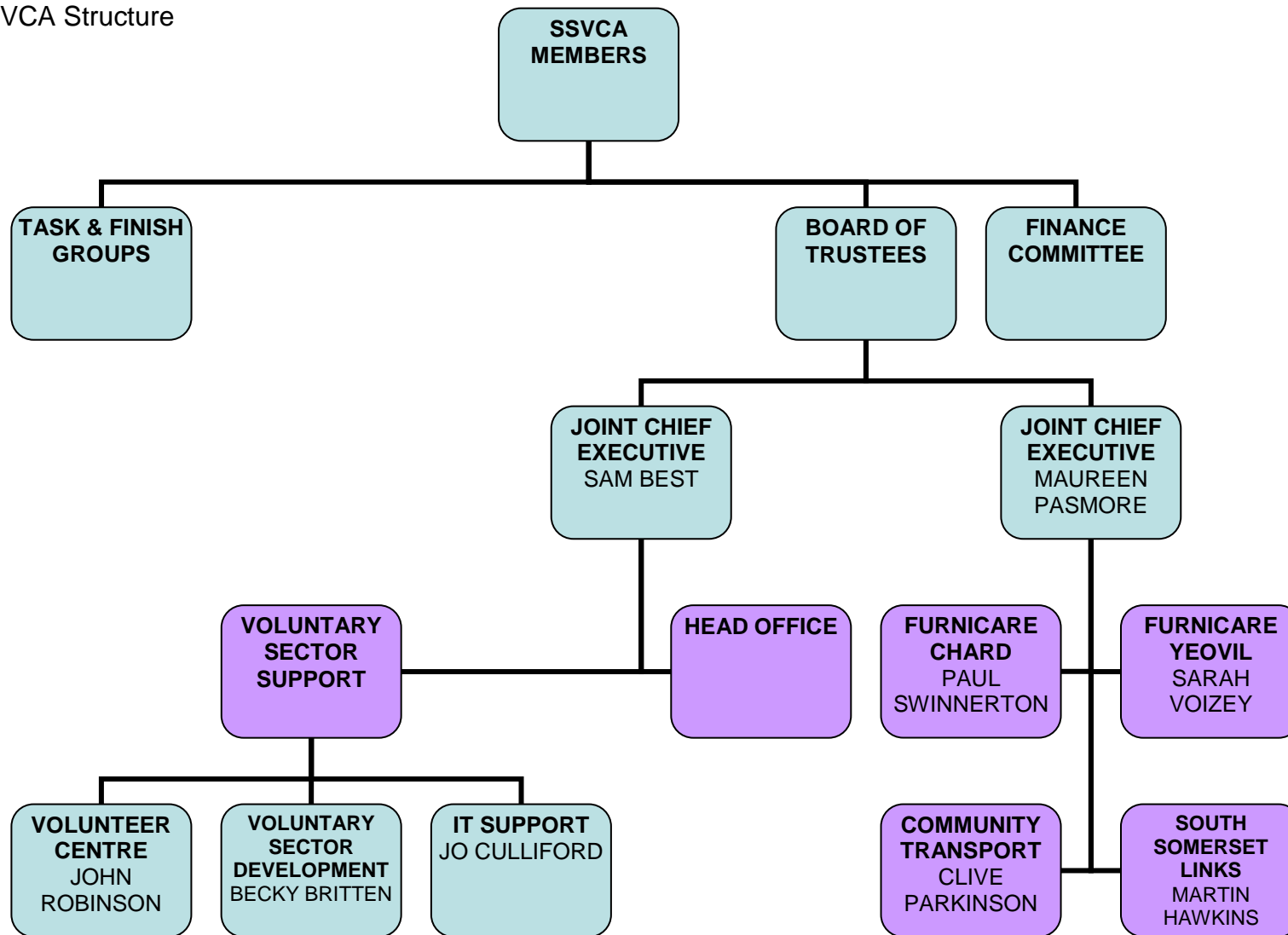
Working with the voluntary sector is one of the Council’s means of providing services to hard to reach groups and engaging with communities who otherwise find it hard to access public services. Supporting the VCS increases community engagement and participation. All groups supported by SSDC are required to have an Equalities Policy. An Equalities Analysis has been carried out on the proposal above with minimal impact.

Background Papers

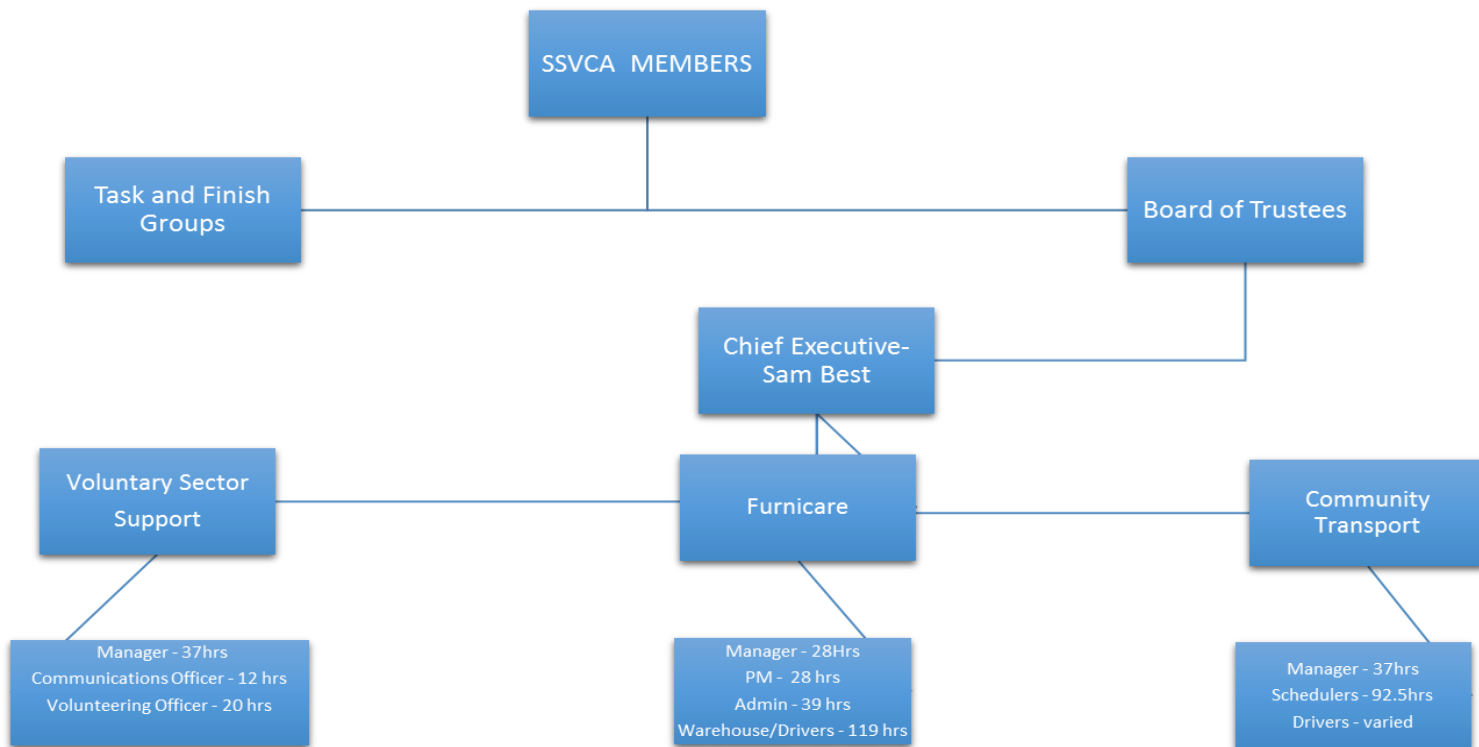
Monitoring reports and annual report & account submitted by SSVCA.

Appendix 1

Old SSVCA Structure



New SSVCA Structure



**APPENDIX B - SSVCA MONITORING REPORT from 1st April 2014 to 30th September 2014****1. Information Services – proactively imparting information that we consider the VCS need – from starting a community group, through to achieving sustainability. The majority of the information is available 24/7 via our website.**

	Delivery	Expected Outcomes	Evidence
1.1 Alison	Hold a directory of local voluntary and community organisations.	A directory of organisations that will be able to update their own details and promote their services and events to each other and the general public.	Total No of groups held on (website) data base: 155 New groups registered in last 6 months: 10. Now we have a part time Communications Officer in post; our aim is to increase the number of groups by 50% within the next monitoring period.
1.2 Alison	Facilitate 3 networks/forums between voluntary sector organisations each year.	Opportunity for individual VCS organisations to meet to share information and best practice.	We held a volunteer forum in July 2014 which had a focus on recruitment and retention of volunteers. We had over 20 people attending from 12 different organisations. Evaluation forms attached. We are due to hold our next forum on 4 th December. The focus is on social media
1.3 Alison/Sam	Produce 3 newsletters interspersed with the forums to update the sector on SSVCA projects.	A non-time specific newsletter keeping groups abreast of SSVCA projects.	Following the development of our website and the popularity of our up to date E-Bulletins which are sent out regularly. It is felt our paper newsletters are now out of date and will not be issued unless specifically requested by a group.
1.4 Alison	Send out weekly E-Bulletins updating the sector on legislative changes, funding sources, training opportunities and other relevant information.	Up to date news and information relevantly filtered to specific interest groups.	Total number of E-Bulletins sent out: 39 E Bulletins including 11 weekly funding E Bulletins In addition Facebook and Twitter accounts were re-launched in late September with regular posts and tweets.

1.5 Alison	Ensure SSVCA website is up to date and provides the following resources: how to guides, policies & procedures templates, statistical information, articles, journals & publications of interest etc.	Provision of templates and resources to aid groups with their governance and administration.	Total number of resources held on website: 150 New resources added in this period: 25
1.6 Alison	Provide a facility for groups to register their events.	An up to date dairy of events being held by groups in South Somerset,	The diary function on the website is currently not being used. Instead group events are being promoted via E-bulletins and Social Media
2. Advice & Guidance – A reactive bespoke service which responds to the needs and requirements of individual groups.			
	Delivery	Expected Outcomes	Evidence
2.1 John/ Sam	To work with new and existing groups to identify unmet needs, to help focus their objectives and achieve goals Topics of support may include funding advice, financial management, administration, training, equality and diversity, campaigning and advocacy, income generation, quality assurance/good practice, marketing and communications, performance management and business planning.	New groups equipped to meet newly identified needs for citizens and communities of Somerset.	Total number of groups worked with on a one to one basis: 37 Types of advice/services: Funding, constitution writing, Governance, Volunteer recruitment, Amount of Funding secured via funding advice: Unknown, however the new database we are working on will allow us to collect this data. Number of existing groups worked with on a one to one basis: 27 Number of new groups worked with on a one to one: 10 Number of groups worked with within a group setting: 9 Case Study/testament:
2.2 John/ Leonie	Developing good working practice with volunteer involving organisations	Increased recruitment of volunteers Better retention of volunteers	CHAC: restructured volunteering within the Heritage Centre. Included: new role descriptions and task sheets, new recruitment drive and restart of volunteers. Our forum in July 2014, focused on Volunteer Recruitment, Retention and Best Practice. (see data in 1.2)

3. Support Services – services delivered at a competitive cost; this may involve a member of the VSS team undertaking some duties associated with running a group.			
	Delivery	Expected Outcomes	Evidence
3.1 Alison/Sam	Provide a range of services to help support organisations in the day to day running of their group.	Groups could be relieved of day to day duties to free them up with running their services.	<p>We have recently carried out a Voluntary Sector survey focussing on what support groups require from an infrastructure support service. We received 39% response rate from groups, which highlighted the need for more funding and volunteering advice and support. To meet this need we will look at providing a more focussed funding advice service, where groups will be able to inform us of their project and we will identify specific funding that groups can apply too. The 3rd and 4th requirements were around governance and marketing of services and we have already applied to the big Assist fund to look at how we can better improve our services to meet these needs.</p> <p>We are currently providing support to South Somerset CAB following a successful partnership funding application to the Big Lottery to ensure more welfare advice is available to people in our rural areas. The VSS team have been responsible in setting up and coordinating the partnership steering group, enabling SSCAB to focus on their service delivery.</p> <p>We have been commissioned by SSCD to provide on-going support to CHAC, working with the staff team and co-ordinating and managing volunteers, to free up the paid staff to concentrate on heritage core functions.</p>

4. Volunteering – Providing a brokerage service to match potential volunteers to volunteer placements within local organisations.			
	Delivery	Expected Outcomes	Evidence
4.1 Leonie	Providing a brokerage service	Increased number of people volunteering in South Somerset. Increased capacity for VCS groups	Number of potential volunteers registered in this period: 244 Number of volunteers placed in this period: 49 Number of volunteer involving organisations: 31 Number of volunteer placements registered: 66
4.2 John Leonie	Marketing volunteering	Better visibility of volunteering	9 volunteers registered through SSVCA website and 73 volunteers registered having seen adverts in the Western Gazette. 8 registered following a VC talk. We have recently set up a “Volunteer Desk” at Yeovil Library once a week with a view to promoting the benefits of volunteering by being more visible and accessible to potential volunteers. We are looking to roll this out to other areas in South Somerset, starting with Chard Library in the New Year. We are currently in talks with Yarlington Housing Group with promoting volunteering opportunities to their resident via social media. We are researching the need to set up and coordinate a Volunteer Coordinator Peer Support Group to encourage networking and sharing of resources between organisation.
5. Voice of the Sector			
	Delivery	Expected Outcomes	Evidence
5.1 Sam/John	Identify and respond where VCS organisations should be represented	The views of the VCS in South Somerset are heard at a strategic	List of boards/meetings where SSVCA represent the views of the sector: South Somerset Together (strategy & main forum) – taking a

		<p>level. VCS partners are able to focus on the day to day running of their organisation, knowing their views are being represented.</p>	<p>lead on volunteering. Now the VSS team are at full capacity we will look to hold a funding and volunteering fayre in partnership with the SST in 2015.</p> <p>LEP: We have helped establish the HotSW LEP Engagement Forum by working in partnership with SW Forum and infrastructure groups. We sit on the committee representing Somerset. We have recently submitted a successful joint funding application to the Big Lottery which will aim to strengthen the voluntary sectors ability to bid for LEP Social Inclusion Funding in 2015.</p> <p>We sit on the Police and Crime Commissioners Victim and Witness Board and Commissioning Advisory Group, representing Somerset wide voluntary organisations.</p> <p>We sit on the Somerset CCG Engagement Forums representing Somerset wide voluntary orgs</p> <p>We are currently working closely with SCC to look at how we can strengthen the relationships between the commissioning agencies such as SCC, OPCC and CCG and the voluntary sector with a view to recruit a coordinator who will act as an information conduit between all partners ensuring lines of communication are clear and agencies are working together to provide more joined up service within our communities.</p>
<p>5.2 Sam/John</p>	<p>Responding and campaigning on policy issues and provide mechanisms for VCS organisations to respond to consultations at local, regional and national levels</p>	<p>VCS are able to take part in national consultations, via our local links VCS partners are able</p>	<p>Consultations re LEP funding have been initiated, through the HotSW Engagement Forum</p>

		to focus on the day to day running of their organisation, knowing their views are being represented.	
5.3 John Leonie	Strategically developing volunteering	Increased recognition of the benefits of volunteering. Increase in the number of private and public sector organisations releasing employees for volunteering duties.	Number of organisations engaging in employer volunteering schemes: 2 Number of hour's employers are released to engage in volunteering: one day spent at South Street Centre by Lloyds Bank employees and initial meeting with Screwfix to set up a day for 30 employees.

Other work undertaken by the Voluntary Sector Support team not covered above.

Office Move	The VSS team are now based at Petters House, sharing an office with the Community Development team whose work sometimes overlaps with that of VSS. Working closer together will enable us to work in partnership to ensure we serve our communities more effectively.
Somerset Levels Programme	In April, VSS together with Mendip Community Support were jointly commissioned by SCC to help manage the volunteers (over 60) who supported residents following the flooding earlier this year. A whole new structure and systems were developed to support the volunteers to deliver this service. This has been a major project for VSS, of which a separate end of project report will be available at the end of December 2014.
Business Plan	Following major re-structuring over the past 2 years SSVCA are on a sound financial footing and exploring how best it can deliver its services in South Somerset. A business plan for 2015 to 2018 will be developed in the new year, together with operational plans for each of its projects, including VSS.

6. Other projects delivered by SSVCA (not part of SLA)						
Area of Work	Services Delivered	Costings 2014/15	14/15 funding	Measure	Results 13/14	Aim of service
A. Community Transport						
1. South Somerset Community Transport	Minibus service	£407k	Self financing	Number of journeys (minibuses)	23,538 journeys	Provide accessible transport to disabled, frail and elderly who are unable to access mainstream services to enable them to access day care services, primary & secondary health care appointments, social clubs etc.
2. Community Cars	Volunteer drivers using their own cars	inc above	Self financing	Number of journeys (cars)	inc above	As above, but by volunteer drivers using their own vehicles.
3. Chard & Ilminster Slinky Bus Service	Dial a ride with effect from September 2009	inc above	SCC Contract:	Number of journeys	inc above	Demand-responsive door-to-door 6 days per week using a dedicated vehicle.
4. South Somerset Links	Complementary rural scheme to SSCT	inc above	Self Financing	Number of journeys	9083 journeys	Provide transport to people in Somerton, Langport and the surrounding area who are unable to access mainstream services or do not have a mainstream service in their town or village.

B. Furniture	Services Delivered	Costings 2013/14	14/15 funding	Measure	Results 13/14	Aim of service
1. Furniture Re-use – Furnicare Yeovil and Chard.	Collecting unwanted household furniture and selling on to people on a low income	£252k	Self financing	Number of items donated Tonnage of items re-cycled	10,761 187	Furnicare has two objectives – one is to sell furniture that has been donated to the scheme to people on low income; the second is to reduce the tonnage of household waste items that is taken to landfill.

Separate to the VSS work which receives annual funding from SSDC SSVCA runs a Community Transport service and a Furniture Recycling business, Furnicare, providing services to people who live in South Somerset.

Furnicare continues to collect donated furniture and sell it through its warehouses to people who are on a low income. Through its activities Furnicare also reduces the amount of furniture and household goods that would otherwise be going to landfill. Since 2010 Furnicare has experienced an ongoing reduction in income from its trading activities due to a combination of increased competition in the furniture recycling market, lower quality of donated goods and less disposable income from its customer base. This combined with the need to find alternative and affordable premises in Chard and the desire to update the business model to keep it sustainable into the future has meant that Trustees made the difficult decision to close Furnicare Chard 30th January 2014. Since the closure SSVCA has continued to invest and develop Furnicare in Yeovil and following a recent restructure FurniCare is predicted to make its first surplus (year ending March 2015) since the impact of the economical down turn affected Furnicare in 2010. SSDC has been very supportive as landlords of both FurniCare Yeovil and Furnicare Chard.

Community Transport has also had a rocky ride over the past 4 years with changes to the way transport is tendered by the County Council having a major effect. Community Transport has had to respond in a range of ways to meet the challenges that it faces in order to continue to be able to provide transport for residents of South Somerset who do not have access to transport or who cannot access the transport available. Community Transport has three service areas - community minibuses, community cars and South Somerset Links, which operates in the Somerton and Langport area. Funding for our transport comes either directly from passenger fares or from delivering schools and social care contracts. We are developing the operation to increase the amount of shopping trips and other essential journeys required by people who live in villages and communities outside of the main South Somerset towns, particularly where regulated bus services have been stopped. Our Community Cars service, provided by volunteer drivers, continues to be a very important service. Due to the huge and increasing demands for the service, which is heavily promoted by the NHS through its hospitals and clinics we now make health and medical appointments the priority. SSVCA is continuously looking at ways to develop the service to meet the accessible transport needs of the community in the face of limited sources of funding. SSDC Area North's financial and practical support for South Somerset Links is very welcome.

Agenda Item 10

Funding for Access For All (Formerly known as South Somerset Disability Forum)

Executive Portfolio Holder: Jo Roundell Greene, Environment & Economic Development
Strategic Director: Rina Singh, Strategic Director (Place and Performance)
Assistant Directors: Martin Woods, Assistant Director (Economy)
Lead Officers: Jo Morgan, Equalities Officer
Contact Details: jo.morgan@southsomerset.gov.uk or (01935) 462297

Purpose of the Report

This report updates District Executive on the work being delivered by Access For All (Formerly known as South Somerset Disability Forum) and seeks the approval of the District Executive for funding of the Service Level Agreement (SLA) with Access For All for 2015-16.

Public Interest

South Somerset District Council (SSDC) supports the work of Access For All through an annual Service Level Agreement (SLA). Access For All provide specific services and expertise that SSDC are unable to deliver ourselves. This work helps ensure compliance with our Public Sector Equality Duties under the Equality Act 2010.

Recommendation

That District Executive approves funding for Access For All of **£8,000** for 2015/16.

Background

There are no accurate figures that provide the total number of disabled people in South Somerset. However, according to the Department of Work and Pensions, along with the Census (2011) and the Joint Strategic Needs Assessment (2013/14), approximately 20% of the local population of South Somerset have a long-term health problem or disability which limits their day-to-day activity. 15.1% of those are of working age. Around 4% of all households in Somerset contain at least one adult with a long-term disability or health condition and dependent children. Generally, over half of people aged 65 or over in Somerset have a long-term health problem or disability, rising to 83% of those aged 85 or over.

Councillors approved a one year Service Level Agreement, (SLA) with Access For All 2014-2015. This was for £8,000 and has been subject to budgetary provision, and satisfactory fulfilment of the SLA monitored through quarterly review meetings.

Access For All Aims

Access For All works actively to improve access for all members of the community. Their aim is to increase the social inclusion of disabled people with limited mobility and other impairments to enjoy equality of opportunity. Achieving the aims of the Charity and the needs of the community includes:

- Improving Access to public buildings, public services, education, shops, leisure facilities and the countryside

- Working for accessible public transport, dropped kerbs, improved road crossings, appropriate parking spaces and ShopMobility
- Checking planning applications to ensure buildings are designed for inclusive living
- Providing Disability Awareness and Equalities training
- Provision of consultation to District and Town councils, NHS, Police, shops, businesses and other publicly funded charities
- Provision of support, advice, guidance and signposting to individuals, groups and partner organisations in relation to welfare reforms, disability and access issues

Report

This report outlines the achievements of Access for All over the past year, as well as detailing proposed plans for the forthcoming year.

Following restructure and internal re-organisation, and with the continued involvement of new Trustees, volunteers and management, Access For All have focussed their efforts on expanding their service provision and creating new funding opportunities. Access For All are aiming to promote their work more in the Market Towns as well as in the West Dorset area. There is also intention for Access For All to grow their profile through Social Media.

Achievements 2014 – 2015

Access For All

- Supported SSDC Officers in achieving compliance with the Equality Act 2010, and Part M Building Regulations.
- Regular reviews of Planning and Building Control applications for public compliance with BS3800
- Sale of Radar Keys and parking vouchers for Blue Badge holders from Access For All office, (£200 of vouchers sold Feb 2014 - Feb 2015)
- Access Reviews of 20 Village Halls, Recreation sites and community buildings (some for Town and Parish Councils), including Yeovil Innovation Centre and the new Ninesprings Café, Education and Information Centre. These Access Reviews have been particularly important in making great access improvements to local venues and community resources across the district.
- Full Access Review and recommendations for all SSDC non-pay and display car parks
- Specific access advice to SSDC services, including consultations
- Access Review of 56 Health Walks (report and recommendations to be published in April 2015)

External

- Access Review training for volunteers and other interested parties
- Expanding the number and skills sets of volunteers
- Quarterly newsletter produced
- SSDF coffee mornings for the community
- Access For All Board, AGM and Extraordinary Meetings
- Disability Awareness training and information events:
Talks delivered to various groups such as Scouts, Guides, Brownies, Womens Institute, Carers groups and others
- Provision of consultation to District, Town and Parish Councils, NHS, Shops, businesses and other publicly funded charities

Consultations – We consult with Access For All to help us to make service improvements. This also fulfils our statutory requirements under the Equality Act 2010.

SSDC

- Hackney Carriage and Private Hire policy (including introduction of Knowledge Test)
- Refresh of statutory Equality Objectives
- V3 project Yeovil Country Park
- Recreation and Play facilities
- Reporting on Welfare Benefit reforms and any impacts for people with disabilities e.g. 'bedroom tax'

External

- Health and Wellbeing
- Yeovil Hospital
- Yeovil College

Attendance at meetings

- Equality Steering Group (quarterly meetings)
- Building Control (onsite and office based)
- Licensing Committee
- Community Forum
- Independent Advisory Group (Avon and Somerset Police)

Development Plans

You will see from the report many of the successful achievements from Access For All in the past year.

Looking forward 2014/15

Proposed areas of work to include:

- Project work with Tourism, Leisure and Culture Teams
- Attendance at the Equality Steering Group
- Review of Planning and Building Control applications
- Consultation
- Sale of Radar Keys and parking vouchers for Blue Badge holders
- Access reviews of recreation spaces and community buildings
- To deliver an inclusive open focus group meeting, bringing together Disability groups from across the district with similar interests

- Disability Awareness training for retail sales and service staff – workshops in Yeovil, Crewkerne and other Market Towns
- Provision of Disability Awareness training for taxi drivers
- Working with students from Yeovil College to produce a video promoting shopping in Yeovil Town centre for people with disabilities
- Expanding and promoting Access work in West Dorset
- Provision of Advocacy and mediation work

Financial information - SSDF

2015/16 budget:

Access For All have supplied the following information:

- Management accounts as well as annual certified accounts.
- Quarterly monitoring
- Annual report
- Workforce development plan
- Development plans/budget
- Details of other funding
- Slim-lining and restructuring of office management

Access For All was funded in 2014 –2015 by:

SSDC	£8,000
Lloyd's	£7,700
Battens Trusts	£2,450
Somerset Community Foundation	£1,000
SSDC projects	£ 950
Yeovil Lions	£ 700
Boon Brown	£ 600
Yeovil Town Council	£ 500
Fundraising/Donations	£ 275
Total funding 2014 – 2015	£22,175

Funding for 2015- 2016

SSDC	£ 8,000
South West Foundation	£ 3,000
Lynn Foundation	£ 2,000
Santander	£ 1,000
Donations and Consultancy	£ 1,000
Asda	£ 1,000
Disability Awareness Training	£ 200
Additional funding applications proposed (Awards for All, YHG)	£ 6,000

Further funding applications will be made as details are identified

Total estimated funding for 2015 –2016 **£22,200**

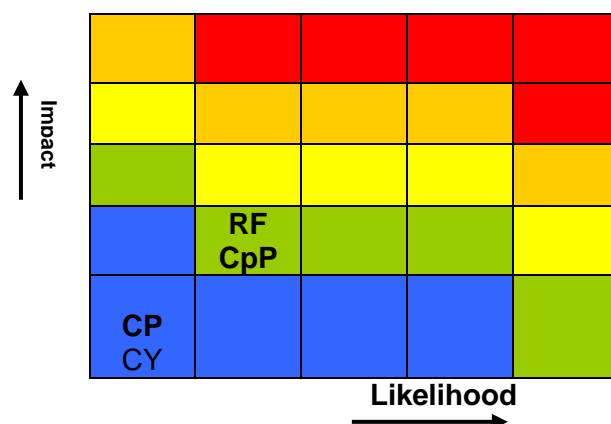
Costs for Access For All 2015-2016 will be less than 2014-2015 due to internal re-organisation as a result of one member of staff retiring, more use of trustees and volunteers and reduced overall costs for telephone and accountancy.

Free Reserves £13,000 approximately by year end

Financial Implications

This grant is already in the 2015/16 planned budget for Equalities. (subject to approval)

Risk Matrix



Key

Categories	Colours (for further detail please refer to Risk management strategy)
R = Reputation	Red = High impact and high probability
CpP = Corporate Plan	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	

Corporate Priority Implications

- Optimise opportunities for external funding to promote healthy living
- Maintain and enhance the South Somerset network of leisure and cultural facilities, optimising opportunities for external funding to promote healthy living
- Provide Welfare Benefits support and advice to tackle poverty in our vulnerable residents

Equality Objectives and Action Plan

The Equality Objectives (2012 -2016) are required as a **specific duty** under the Equality Act 2010. They set out how we will deliver and achieve our equality aims through key tasks in our action plan.

- **Equality Objective 1** Equality is at the heart of our decision making process
- E.1.01 - When we make decisions that are likely to affect people we will assess the impact on equalities
- E.1.03 Use equality information to support the assessment of local needs and priorities; in particular The Armed Forces, Carers, Black and Minority Ethnic (BME), People with Learning Disabilities, Sight Loss, Deaf community
- E.1.09 - We will work with partners to try and minimise the impact to our residents of the proposed major changes to housing and council tax benefits

- **Equality Objective 2** Accessibility - deliver services that meet the needs of the community
- E.2.01 - Carry out access reviews on local village and community halls, polling stations, SSDC car parks, play and recreation areas;
- E.2.03 - We will ensure that customer's access needs are considered at the first point of contact
- E.2.04 - We will ensure that the General Equality Duty is incorporated into the annual reviews of all partnerships
- E.2.05 - Consider equalities in every Service Level Agreement and Grant Assessment
- E.2.06 Work with, and lobby partners to help communities to develop transport schemes and local solutions to reduce rural isolation and inequalities to meet existing needs of those communities

- **Equality Objective 3** - We want communities that are healthy, self-reliant, and have individuals who are willing to help each other
- E.3.01 – Work to the strengths of our niche tourism market to increase the volume and value of tourism in South Somerset. Working with multi-agencies, market the wider incentives –cultural, tourism/leisure, family related etc (**Economic Development Strategy 2012 – 2015 Strategic Action 1.2**)

Carbon Emissions and Climate Change Implications

SSDF are aware of some of the issues, and ensure that they car share where possible, recycle and keep printing to a minimum

Equality and Diversity Implications

Working with the voluntary sector is one of the Council's means of providing services to hard to reach groups and engaging with communities who otherwise find it hard to access public services. Supporting Access For All helps to increase community engagement and participation.

An Equality Analysis has been completed and has indicated a negative impact should the grant not be agreed. Access For All provide these specific services, as SSDC is unable to do so.

Agenda Item 11

Funding for District-wide Health and Well-being Grants 2015/16

Executive Portfolio Holder: Councillor Sylvia Seal, Leisure and Culture
Strategic Director: Vega Sturgess, Operations and Customer Focus
Assistant Director: Steve Joel, Assistant Director (Health and Well-being)
Service Managers: Adam Burgan, Arts and Entertainment Manager
Lead Officers: Pauline Burr, Arts Development Officer
Contact Details: Pauline.burr@southsomerset.gov.uk (01935) 845896

Purpose of the Report

This report seeks the approval of the District Executive on levels of funding for the following arts organisations: Actiontrack Performance Company, Take Art, Somerset Art Works and Somerset Film.

Public Interest

SSDC works in partnership with four arts organisations that provide a variety of activities across the district. This includes programmes of dance, performance, visual arts and new media with different sectors of the community, the village performance scheme which brings high quality shows to rural locations and support for local artists and craftsmen at a professional level. This report outlines the achievements of these organisations over the past year, as well as their plans for the forthcoming year.

Recommendation

That the District Executive approves levels of funding for Actiontrack, Take Art, Somerset Art Works and Somerset Film in 2015/2016, as set out in Appendix 2

Background

The Arts Organisations operate on a countywide basis and were covered under a partnership agreement with the other Somerset Councils until March 2011 when funding cuts prompted the termination of the partnership agreement. Local Authority funding continues to be attractive to other potential funders and continued support from SSDC ensures that our investment levers significant additional funding, this is reflected in the range of high quality cultural activities that address social, economic and educational objectives. In addition to the projects delivered by the arts organisations themselves, they help to support the delivery of arts initiatives by the professional and voluntary sectors of the community, through advisory services and training.

Report

South Somerset District Council maintains a service level arrangement with four arts organisation which enables the organisations to attract grants and project funding from the Arts Council England and other funding bodies. They deliver services and activities, which reflect the aims of the authority.

Many of the projects and programmes are designed to creatively address issues that have been identified by local authorities and other agencies; for example Take Art's dance programmes have been specifically targeted at two sectors of the community; elderly people, where physical activity can help balance, co-ordination and flexibility and younger people, to encourage dance as an alternative physical activity for good health and well-being. Through its digital media programmes, Somerset Film has encouraged all sectors, ages and abilities to creatively use the technologies now available to us; they have provided training in all aspects of the use of social media for small businesses and have developed apprenticeship

opportunities for young people looking to work in a digital media field. In addition to supporting the many small arts and crafts businesses that are vital to our rural economy, Somerset Art Works continue to work with the National Trust and the RSPB in the interpretation and dissemination of our natural and built environment. Actiontrack continues to support Sound Foundation Somerset as a delivery partner for music in schools; their work is particularly effective with the pupil referral units and the youth offending programme.

The arts organisations supported by SSDC all have at least one year's running cost in reserve. They continue to review their working practice to adapt to reduced budgets and the changes in public service delivery.

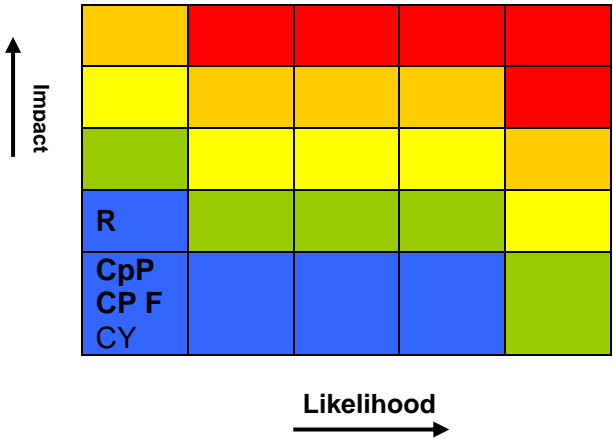
The detailed performance monitoring figures and plans for 2015/16 for these 4 organisations are illustrated in the attached appendices

Financial Implications

Core funding for each of the four organisations was reduced in 2011 as part of efficiency savings; the organisations have received no inflationary increase since then. It is proposed that for 2015/16 uplift is offered to each of the organisations, that this should be commensurate with the service they offer to our communities and the level of funding our investment attracts.

If the funding recommended in Table 1 is agreed, £5,350 will remain in the Health and Well-being budget for 2015/16.

Risk Matrix



Key

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

Corporate Priority Implications

All organisations are assessed in light of the Council's Corporate Aims and Targets. The work of the arts organisations supports the following priority areas:

- Jobs
- Environment
- Health and Communities

Details of how the activities of each individual organisation link to relevant Corporate Aims and Our Targets are included in the Appendices.

Carbon Emissions and Climate Change Implications

The majority of projects and programmes of activity is undertaken within our rural and urban settings, reducing the need for participants to travel long distances to access services.

Equality and Diversity Implications

This SLA is core funding for four arts organisations that deliver projects and programmes of activity which are inclusive or specifically targeted at marginalised groups.

All 4 organisations concerned are aware of their duties and responsibilities under the Equality Act 2010 and the General Equality Duty.

An equality analysis has been completed and indicated a low impact.

Background Papers

Case files, monitoring reports and paperwork submitted by funded organisations.

Table 1 Health and Well-being Budget

	SLA details	Amount awarded last year	Amount requested	Recommended sum for 2015/16	Comments
Actiontrack	1 year – funding confirmed annually	1,800	2,000	2,000	11% increase
Take Art!	1 year – funding confirmed annually	8,820	10,500	10,500	19% increase
Somerset Arts Week	1 year – funding confirmed annually	3,030	3,500	3,500	15% increase
Somerset Film	1 year – funding confirmed annually	1,500	2,000	2,000	33% increase Core funding to Somerset Film was significantly reduced in 2011 yet delivery in South Somerset has increased, since they have received Arts Council England National Portfolio status
Total				18,000	
Budget				23,350	
Remaining Balance				5,350	

Appendix 2 – Performance Monitoring – District Wide Sports, Arts and Leisure Organisations

Appendix 2 – Performance Monitoring – County-wide Key Strategic Arts Organisations

Members' Comments – Sylvia Seal, Theme Advisor – supportive of all recommendations

Organisation: Actiontrack

SLA dates:

2015 - 2016

Aims

Actiontrack works collaboratively to deliver opportunities for individuals and groups to access practical involvement in music, drama, dance and the visual arts. The organisation develops and delivers wholly accessible projects, predominantly with children and young people and often with marginalized groups.

The organisation operates from their office in Taunton Deane on an outreach basis to the county and beyond. Actiontrack is a charity that works on a full cost recovery basis from their projects and commissioned services. They are a delivery partner for Sound Foundation Somerset, the county's hub for music education. Actiontrack operates with a minimum number of permanent staff (1 f/t and 1p/t) and a number of freelance practitioners who are engaged as project funding become available.

Organisational objectives for 2014/15:

In addition to providing their core services, Actiontrack's work programme in South Somerset included:

- Javanese Gamelan residency at Maiden Beech Middle School and Holyrood Community School.
- Ashcott Primary School Cluster – May
- My Tunes project with Take Art. Delivering music provision for Pupil Referral Units across Somerset including Yeovil and Chard – until 2014, further funding applied for to continue with this into and beyond 2014/15.
- Chard Summer Showbuild – at Holyrood Academy. July/August

Performance & Targets

	Organisation Objectives	Measure	2013/14	2014/15
Participation	SLA related indicators/targets			
	Increase attendances to cultural events	Number of attendances in South Somerset	1240	670
	Increase participation in cultural activities	Number of participations in South Somerset	970	480
Stronger Communities	Develop range of activities across the District	Number of projects delivered	7	4

Participation	Organisation Objectives	Measure	2013/14	2014/15
	As above	Number of community locations	8	6
Efficiency		Gross turnover	£162,000	£141,000
		SDDC funding	Core £1800 Project : £250	Core £1800 Project: £250

Outcomes for the Community 2014/15

- The gamelan residencies have developed understanding of cultural adversity among all young people as well as developing music skills and educational partnerships
- The Ashcott project – Actiontrack has worked with primary school pupils and staff to generate original performance in schools.
- MyTunes – Actiontrack has delivered extensive sessions in music skills, music technology, group work and composition within Pupil Referral Units across the district. They also work with staff to develop in house music-making. Initial developmental sessions with Targeted Youth Support agency.
- Chard Showbuild. Increased take-up including new participants and regular attendees. Also development of digital arts component.

Corporate Plan:

Focus Four: Health and Communities

- In working with children from more socially disadvantaged backgrounds and vulnerable groups, Actiontrack supports the strategic priorities of the Somerset Health and Well-Being Strategy
- The organisation's programme of work supports the South Somerset network of leisure and cultural facilities and brings activity to a local level for our rural communities.

Development Plans 2015/16

In addition to their core services, the following projects are planned for the coming year:

- Possible project in partnership with The Octagon Theatre
- Continued PRU work with My Tunes project in partnership with Take Art.
- Added work alongside Targeted Youth Support
- Chard Summer Showbuild - we hope to develop a programme of taster workshops across the district to feed into this activity. We have also identified this project as a positive source for new Actiontrack trainees.
- Ashcott Primary Cluster arts project
- Continued Sound Foundation Somerset (Music Hub) work across the area through On The Record, Gamelan and The Sound We See Projects

Does anyone else provide this service in South Somerset? No

Total estimated expenditure for 2015/16: £135000 (Somerset)

Amount held in free reserves: £25,000 (Somerset)

Funding Details

Last Award from SDDC for 2014/15 £1,800

Level of Funding sought for 2015/16 £2,000

Recommended level of funding: **£2,000**

Actiontrack is funded by SSDC, TDBC, project funding through grants and commissioned work

Appendix 2 – Performance Monitoring – County-wide Key Strategic Arts Organisations

Members' Comments – Sylvia Seal, Theme Advisor – supportive of all recommendations

Organisation: Take Art

SLA dates:

2015-2016

Aims:

Take Art is an arts development agency serving Somerset. It is a registered charity and a company limited by guarantee. Its purpose is to promote performance and participation in the arts in Somerset. Its arts development programme is delivered through its core services: -

- **Dance:** Take Art regularly works with dancers throughout Somerset to make workshops and dance classes happen; they enable regionally based dancers to join visiting companies when on tour in Somerset, and can negotiate work experience and professional placements for young and emerging dance artists.
- **Rural Touring:** This scheme forms a partnership with village hall promoters to bring high quality professional arts events to rural communities.
- **Early Years:** Early Years works collaboratively with colleagues locally, regionally and internationally to provide opportunities for under-fives and their families to enjoy art experiences of the highest quality and enhance young children's creativity and wellbeing. Take Art offers training and mentoring opportunities for artists and early years practitioners alike and have initiated ground-breaking research of national significance. Using the arts they develop the potential of small children in Somerset and encourage parents to be competent partners in their children's play.
- **Theatre:** Take Art Theatre offers support, resources and opportunities to Somerset-based artists, practitioners and companies; young people and youth theatre companies; venues and programmers.
- **Music:** Take Art delivers a participatory programme of music activity with and for children and young people

Take Art was successful in its bid to become one of the Arts Council England's National Portfolio organisations and therefore continues to receive core funding from them.

Organisational objectives 2014/15:

In addition to their core services, Take Art has been working on the following in 2014/15:

- Applying to the Arts Council England to continue its National Portfolio status. This means they will receive core funding for the next 3 years
- As part of their distinctive Take Art Live programme, to continue working with rural communities to promote high quality shows in villages and aim to deliver at least 22 performances a year in South Somerset
- Applying to Youth Music for 2 projects, a continuation with My Tunes and the Pupil Referral Units in Somerset and working with Targeted Youth Support clients and a 4 year research project in partnership with Holyrood Academy
- Further developing participatory young people's dance opportunities in partnership with the Octagon and planning the development of a follow up project for the next 2 years
- Extending partnerships in South Somerset, such as Yarlinton Housing Association, to help them achieve their aims through creative interventions

Performance & Targets

	Organisation Objectives	Measure	2013/14 (to December 2013)	2014/15 (to December 2014)
Participation	SLA related indicators/targets			
	Increase attendances to cultural events	Number of attendances in South Somerset	1,034	2476
	Increase participation in cultural activities	Number of participations in South Somerset	1,054	825
Equity	Increase opportunities for children and young people to take part in cultural activities	Number of attendances by children and young people	407	822
	As above	Number of participations by children and young people	786	747
	Increase opportunities for older people* to take part in cultural activities *(Defined as 50 +)	Number of attendances by older people	376	1129
	As above	Number of participations by older people	158	12
Stronger Communities	Develop range of activities across the District	Number of projects delivered	7	
	As above	Number of community locations	29	35
Efficiency		Gross turnover	£460,000	£460,000
		SSDC funding	Core:£8,820	Core: £8,820 Project: £10,000

Outcomes for the community 2014/15

- **Rural Touring:** by end of March 2015 the Take Art Rural Touring programme will have brought 22 shows to 14 different village halls across South Somerset, including; Bruton, Castle Cary, Chaffcombe, Charlton Horethorne, Chilthorne Domer, Clapton & Wayford, Curry Mallet, Kingsdon, Ilminster, North Cadbury, Rimpleton, South Petherton, Tintinhull and West Coker.
- **Word/Play** was a two year theatre project taking place across Somerset which is drawing to a close in January 2015. Over the two years, Performance Poets worked with groups of adults from Chard Intentional Peer Support Group and South Somerset Mind in Yeovil running regular weekly workshops at the Octagon. They

also created a brand new piece of forum theatre which toured to 10 venues including; Langport, Chard, Yeovil and South Petherton.

- Following on from the success of Word/Play in South Somerset, Take Art formed a productive new partnership with Yarlington Housing Group. A programme of 8 spoken word and poetry workshops were set up at the Octagon for South Somerset residents. These were well attended and culminated in two performances including one at the Yeovil Literature Festival as well as a specially featured programme recorded for Yeovil Radio.
- **Support to Performance Practitioners:** Take Art's Theatre Service were successful in its application to Somerset County Council's Creative Industries Development Fund which runs a support and training programme for dance and theatre practitioners. They are also able to offer a small Seed Fund to individuals and companies and this year 3 of the 11 grants were awarded to South Somerset based people. They have set up an Action Learning Set to support 7 people working in the dance and theatre industry and 2 of those places have been taken up by South Somerset based artists. Take Art also offer particular support to new emerging companies such as Wassail Theatre based in West Coker.
- **InspirED** is a partnership project between Take Art, Somerset Film, Somerset Art Works and SPAEDA to support arts in education projects funded by SCC Compact. During this year in South Somerset alone, Take Art have co-ordinated; a *Drama Festival for Secondary Schools* at the Octagon; offered 3 high quality touring shows by *Theatre Centre*, *China Plate*, *Travelling Light* and as a result delivered shows to Sexey's School, Bucklers Mead, Huish Academy; in partnership with the Octagon Theatre, arranged workshops by *Richard Alston Dance* at the Octagon (with Yeovil College and Preston School) and at Westfield School and by *Frantic Assembly* at Huish Academy. Take Art also coordinated a special tour of a new theatre piece '*Transition*' by Huish Sixth students about the 'transition' of students from primary to secondary schools. This workshop and show package went to West Chinnock, Preston, Huish Episcopi and Hambridge Primary Schools. Wassail Theatre's new production '*Giants*' tours Somerset in Spring 2015, including a performance at Preston Primary. And finally, for the Early Years, Take Art provided 4 sessions in Chard (at Redstart Primary School and at the Scouts Hut) working with 70 practitioners from the Chard Early Years Cluster to explore number and language through creativity as a tool for transition to primary school. Supported by Preschool Learning Alliance.
- **Tangle:** Take Art have a good working relationship with this African Caribbean touring company and supported their Mandela project to Somerset which included workshops and performances at Wadham School as well as in two pubs in Crewkerne.
- **Geminus** was an Early Years dance commission that formed part of the EU funded Danse Dialogues programme. The show was specially made for under fives by French company, Compagnie Ubi. It was a visually and musically stimulating show, tailor-made for children aged 3-5 years and their families. Take Art worked in partnership with Yeovil College Childcare Centre to bring an audience of 120 to two performances at the college. College performing arts students were also invited and took part in a stimulating post show discussion with the company and explored with them the idea of working in this specialist field.
- **Spring Forward Youth Dance Platform** will take place at the Octagon Theatre on 3rd March with over 200 dancers taking part from across the South West (including 3 groups from Westfield School, Somerset Youth Dance Company who are company in residence at the Octagon Theatre and 3 groups based at Yeovil College).
- **Octagon Dance Development Project** – Take Art are continuing to work in partnership with the Octagon Theatre to support their Grants for the Arts project to develop Dance at the venue. This includes running a community dance event in July 2014, Big Dance Urban Jam which brought over 250 young people to the theatre to take part in urban dance activities. The project is developing audiences by taking

dance into the local communities and has offered residencies and workshops so far with Motionhouse, Richard Alston, Twist and Pulse and Jasmin Vardimon. There is a steering group of young people from Yeovil who support the development and the running of the project and a project co-ordinator.

- **Somerset Youth Dance Company** continue to be dance company in residence at the Octagon Theatre, one Yeovil dancer has been selected to be a National Youth Dance Ambassador with Youth Dance England.

Through the additional SSDC £10,000 project funding for 2014/15, Take Art delivered the following:-

- An additional 3 village hall **Rural Touring** events to help build capacity in Chaffcombe, Charlton Horethorne and Chilthorne Domer, taking the total to 25 financially supported shows for this one-off year of 2014/15. The Rural Touring Service also initiated a new project, through this additional funding, to contribute to revitalising the economy of pubs in the district on their 'slow' Mon, Tues & Weds nights. The Rose & Crown at Langport, The Old Barn in Yeovil and the Barton Inn all promoted a theatre show made especially for pub audiences; *One Man and His Cow* by Living Spit from Bristol. All 3 pubs had good audiences and reported markedly improved pub trade on those normally quiet nights.
- A research and development project for **youth theatres**. Take Art mapped the youth theatre provision across the district and sent each leader a questionnaire. At the time of writing this report, they are also surveying all primary, middle and secondary schools to find out if they have lunchtime and after-school drama groups. All youth theatre groups will then be offered the chance to bring a short performance to share with their peers at a Showcase Event on Sat 18th April (date TBC) at The Warehouse Theatre, Ilminster. Also, all youth theatre leaders are being offered a place on a training session with a drama practitioner in March to invigorate their practice.
- To support the **Big Dance Urban Jam** main event which will take place at the Octagon Theatre there has been a number of activities put in place. The ambition is to take the activities into the local community and encourage them to them contribute and take part in the event at the theatre in July. There are 4 mini jam events one in Langport (GingerFred studios), one in Wincanton (Balsam Centre linked to King Alfred's School), one in Crewkerne and one in Yeovil (Birchfield Community Centre). These mini jams are a free afternoon where young people (aged 7-18) can come along and try street dance, break dancing, beat boxin', commercial dance and Zumba. They can perform in an informal setting and spend time with like-minded young people. The events are supported by the steering group of young people, 'Yeovil Allstars', who will be teaching some of these workshops. Alongside these events we will be offering 6 primary schools workshops with a street dance artist with the ambition of these schools then bringing their group to perform at the event in July. This will be offered to all schools. The aim is to also offer a Street Dance CPD session for teacher in South Somerset to learn skills they could take away and use in their own schools (targeting non-specialist dance teachers, eg a primary school teacher or PE teacher).
- Training is being offered to 4 Care Homes in South Somerset through a continuation of the Life Circles project – at the moment we are working with Highfield House, Castle Cary; Sherborne House, Yeovil and Preston Park House, Yeovil with training delivered by Core Dance and Rachelle Green.

Take Art's activities contribute to the following Corporate Aims:

- Maintain and enhance the South Somerset network of leisure and cultural facilities, optimising opportunities for external funding to promote healthy living.
- Help communities to develop local solution to reduce rural isolation and inequalities to meet existing needs of those communities
- Provide targeted support for start-ups and small businesses

- Deliver projects that address the needs of the local community as reflected in the Somerset Health and Well-Being Strategy

Development Plans 2015/16

- As part of their distinctive Take Art Rural Touring programme they will continue working with rural communities to promote high quality shows in villages and aim to deliver at least 22 performances a year in South Somerset
- Take Art will develop their relationship with Yarlington Housing and explore further theatre opportunities in partnership with them, around health and well being
- They will continue to offer professional development opportunities to theatre and dance practitioners living in South Somerset
- Through the InspirED project, schools across the district will be able to engage in Take Art's specialisms around dance, drama and creative work for the early years
- The KinderGardens Early Years performance programme will continue through 2016
- Spring Forward will take place at the Octagon Theatre again in March 2016 and SYDC will continue to be Dance Company in Residence at the theatre. Take Art will be working with the Octagon to put together a 2nd phase application to the Arts Council to further support the development of dance at the theatre, in Yeovil and throughout South Somerset.

Does anyone else provide this service in South Somerset? No

Total estimated expenditure for 2014/15: £460,000 (Somerset)

Amount held in free reserves: £43,000 (Somerset)

Funding Details

Last Award from SSDC for 2014/15 £8,820

Level of Funding sought for 2015/16 £10,500

Recommended level of funding: **£10,500**

This organisation is also funded by: The Arts Council England (SW) Taunton Deane Borough Council, West Somerset District Council (through Artlife), grants and funds.

Appendix 2 – Performance Monitoring – County-wide Key Strategic Arts Organisations

Member's Comments – Sylvia Seal, Theme Advisor – supportive of all recommendations

Organisation: Somerset Art Works

SLA dates:

2015-2016

Aims

- To support local visual artists by developing opportunities for innovation and excellence
- Develop and extend the profile of SAW and the status of professional artists and makers in Somerset beyond the two week biennial event.
- Enhance the artistic and economic benefits to participating artists and communities.
- Increase public awareness and involvement with visual artists and makers living and working in Somerset.
- Strengthen SAW's educational and community role in Somerset.
- To provide accessible information, support, advice, education and training in partnership with those concerned with the arts in Somerset, through joint projects and networking.
- To input or influence local, regional and national policy forums concerning visual arts and open studios.

The annual Somerset Art Weeks event is funded largely through membership subscriptions, charges for participants and advertising. A small amount of our funding supports administration and overheads so that the small team can raise funds for specific projects and initiatives. The aim of the organisation is to develop opportunities for artists to work here in Somerset and for the community to experience high quality visual arts at a local level. The income for the organisation is raised from a number of sources e.g. County and District Councils, through own funds and managed initiatives, trusts, sponsorship, membership income, donations, Lottery Funds, Arts Council England, European Funds and Government Agencies. They also have a Friends group, who fund raise for specific, targeted areas of and commissioned work.

Organisational objectives 2014/15

In addition to their core services, plans for 2014/15 included:

- Somerset Open Studios Event 20th September till 5th October
- Celebration of Cranes <http://www.thecompanyofcranes.net/schools/>
- Inspired visual arts in Schools
- Z-twist
- Developing new opportunities to be part of local and national initiatives

Performance & Targets

	Organisation Objectives	Measure	2013/14	2014/15
Participation	SLA related indicators/targets			
	Increase attendances to cultural events	Number of attendances in South Somerset	Make the most – 54,031 Other 4,470	Open Studios visits 9,544 Hauser and Wirth guided visits - 80
	Increase participation in cultural activities	Number of participations in South Somerset	Including Make the most 706	
Equity	Increase opportunities for children and young people to take part in cultural activities	Number of attendances by children and young people		2% between 17 and 19 4% under 16
	As above	Number of participations by children and young people	706	Company of cranes + e-twinning 109 Some When 10
	Increase opportunities for older people* to take part in cultural activities *(Defined as 50 +)	Number of attendances by older people		42% between 50 and 64
	As above	Number of participations by older people		

Participation	Organisation Objectives	Measure	2013/14	2014/15
Stronger Communities	Develop range of activities across the District	Number of projects delivered	4	3
	As above	Number of community locations	9	4
Efficiency		Gross turnover	£148,384.	£143,658
		SSDC funding	Core:£3,030 Project:	Core:£3.030

**SAW 2014 – Somerset Open Studios Event:
SOUTH SOMERSET**

	Open Studios 2014
Number of Venues Responding	36 (53%) (35 selling, 1 non-selling)
Total Number of Venues	68
Recorded Number of Visits	9,544
Total Projected Number of Visits	18,020
Recorded Sales	£78,475.00
Total Projected Sales	£150,214
Average Sales per Venue	£2,242
Average Number of Visits per Venue	265

The SAW Open Studios festival took place between 20th September to 5th October 2014, attracting visitors into the county and generating sales for small, independent businesses and additional custom for local services. Data collected for in-direct spend at local facilities indicates that visitors spent on average £68.79.

Outcomes for the community in 2014/15

- Z – Twist bringing together artists, designers, textile producers, educators, curators and archivists to raise the profile of high quality textiles in Somerset and the south west - past, present and future. 3 contemporary designer/makers, Debbie Smyth, Penny Wheeler and Lucy Lean were placed in traditional textile industry and education settings over a period of 3 months to enable them to develop a new body of work with support from textile manufacturers, local heritage collections and Somerset College. Selected work was shown in Somerset and Stroud. Z-Twist is part of SAW's 'Make, Create, Cultivate', a 2-year programme to showcase and develop contemporary craft in Somerset.
- Temporary arts installation in Yeovil Town centre to investigate the kind of activities local people would like to see in the country park.
- Bursaries were offered to 4 artists to develop new bodies of work and take part in the Open Studios 2014 event. Artists developed work in response to the theme of 'The Levels and Moors', to represent their relationship to this unique landscape in Somerset. Each artist created work from their chosen materials, showed their making

process and talked about their work in their allocated studios. Some work was made to sell during the Open Studios event

- Each year SAW produces an education pack to encourage schools to view Somerset Art Weeks as a fantastic resource right on their doorstep. There are many ways for schools to get involved and discover opportunities for inspiring creativity and learning outside the classroom. The pack includes: advice on visiting venues, organising tours, engaging with artists, workshops, setting homework activities and a range of activity resources.

Corporate Plan

Somerset Art Works' activities contribute to the following Corporate Aims:

- Maintain and enhance the South Somerset network of leisure and cultural facilities, optimising opportunities for external funding to promote healthy living.
- Help communities to develop local solution to reduce rural isolation and inequalities to meet existing needs of those communities
- Provide targeted support for start-ups and small businesses
- Deliver projects that address the needs of the local community as reflected in the Somerset Health and Well-Being Strategy

Development Plans 2015/16 (*Future projects in South Somerset or countywide*)

- Somerset Art Weeks Exhibitions and Events Festival; 3rd to 18th October 2015
- Local Momentum projects including 'Gathering,' a community and craft project with the National Trust at their Stoke sub Hamdon Priory site
- 'Cranes and Communities' with the RSPB <http://www.thecompanyofcranes.net/schools/>
- A two year programme of arts activities at Yeovil Country Park, to encourage more people from different backgrounds to use the park
- The Craftivist Garden -a unique project that goes beyond seeing craft as a relaxing tool but exploring craft as an incredible tool to help us connect, challenge ourselves and help us grow and flourish in our lives. Participants from all around the UK are invited to knit, crochet and embroider flowers and take time to think about wellbeing. Flowers will form a collective garden in January in London.
- Following an enquiry from Curry Mallet primary school, SAW is working with Somerset schools in 2015 to celebrate the 800 year anniversary of the Magna Carta. There will be an opportunity for an artist to develop ideas and resources for schools to use in creating textile hanging panels for a celebration in June.

Does anyone else provide this service in South Somerset? No

Total estimated expenditure for 2014/15: £143,000 (Somerset)

Amount held in free reserves: £75,000 (Somerset)

Funding Details

Last Award from SSDC for 2014/15 £3,030

Level of Funding sought for 2015/16 £3,500

Recommended level of funding: **£3,500**

This organisation is also funded by: Taunton Deane Borough Council, West Somerset District Council (through Artlife), the Arts Council England and other funds and trusts

Appendix 2 – Performance Monitoring – County-wide Key Strategic Arts Organisations

Members' Comments – Sylvia Seal, Theme Advisor – supportive of all recommendations

Organisation: Somerset Film

SLA dates:

2015-2016

Aims

The Engine Room is Somerset's accessible community media centre and the base for the services of registered charity Somerset Film Ltd. From the Engine Room, Somerset Film supports digital media production and training for both the amateur and professional sectors. They offer a programme of outreach projects that encourage the use of digital media to all sectors of the community and provide learning opportunities through schools based projects, apprenticeship schemes and training for all abilities.

Core activities include:

- Drop-in access to equipment, on line resources and training
- Production and training opportunities and facilities
- Advice, support and information to a wide range of film and digital media makers, from absolute beginners to high level professionals
- Project and outreach work – specialising in working with community groups and individuals who want to get started with film

Organisational objectives for 2014/15:

In addition to their core services, the following were proposed for the year 2014/15:

- **InspirED Somerset** – a new education service for schools, supported by the Somerset Compact for Children and Young People, based on subscriptions and for which Somerset Film is the lead organisation. There are two filmNET events aimed at educators planned for May in Yeovil. These events are free to attend and non-subscribers are welcome.
- **Ignite Somerset** - The Ignite focus over the coming months is South Somerset and will focus on visual art. Ignite is delivering a series of workshops that provide artists with an opportunity to explore different aspects of digital production. They are designed to both teach practical skills and encourage creative experimentation/play with digital technology.

Performance & Targets

	Organisation Objectives	Measure	2013/14	2014/15
Participation	SLA related indicators/targets			
	Increase attendances to cultural events	Number of attendances in South Somerset		965
	Increase participation in cultural activities	Number of participations in South Somerset		312

Participation	Organisation Objectives	Measure	2013/14	2014/15
Stronger Communities	Develop range of activities across the District	Number of projects delivered	7	6
	As above	Number of community locations	7	6
Efficiency		Gross turnover	£400,000	£455,868
		SSDC funding	Core £1,500	Core £1,500 Project £1,000

Outcomes for the community 2014/15

SSDC's core funding ensures that Somerset Film provides support for local community groups and individuals, in the past year this has included:

- Advice and support through weekly public access drop ins both at the Engine Room and at Pop-ups
- Programme of accessible public training
- Co-production opportunities – e.g. advice and support for Dee Chilton on Hopeless Heroes
- In partnership with the Arts and Entertainment Service, Somerset Film ran the 'iSNAP' phone/tablet photographic competition and exhibition at the Octagon Theatre. The project provided an opportunity for the community to submit their photographs to an online gallery (either www.somerset.tv or www.ignitesomerset.com), winning entries featured in the Octagon showcase. Alongside the open competition Ignite delivered phone/tablet photographic workshops at InspirED schools in South Somerset.
- Site-specific Digital Art at The Quedam Shopping Centre - During the two-week period (10th to 23rd June) Ignite showcased work generated through the digital-insight training sessions (and work by other artists if appropriate) at unused retail units in the town centre.
- Online map - Ignite is looking at ways of consolidating material produced into an online digital archive/map. The plan is to create a dynamic interface that reflects the Ignite programme, i.e. digital platforms for artists working in a range of media across the county.
- Continuation of the Curry Rivel film for Curry Rivel Heritage Day.
- Langport Christmas Extravaganza – projection of work created with dancers in association with Ginger Fred Studios, Langport and shown in the town square during a pre-Christmas community event
- Pop-up Engine Room – week of activities including drop in, screening, animation workshop and film in a day workshop at The Quedam Shopping Centre during the summer holidays
- BFI Film Academy – programme of masterclasses, screenings and filmmaking for 16 – 19 year olds with bursary and travel support

Corporate Plan

Somerset Film's activities contribute to the following Corporate Aims:

- Maintain and enhance the South Somerset network of leisure and cultural facilities, optimising opportunities for external funding to promote healthy living.
- Help communities to develop local solution to reduce rural isolation and inequalities to meet existing needs of those communities
- Provide targeted support for start-ups and small businesses
- Deliver projects that address the needs of the local community as reflected in the Somerset Health and Well-Being Strategy

Development Plans 2015/16

In addition to their core services, the following projects are planned for the coming year:

- Ignite 2.0 - three year programme
- Ignite Roadshow, Chard –a weeklong ideas lab with artists, leading to projections on a public building
- Continuation of Curry Rivel local history film
- Sound We See – Super8 film project with Los Angeles based Echo Park Film Centre to create a celluloid portrait of Somerset
- Pop-Up Engine Room – delivery of week of activities usually available at their Bridgwater-base to a South Somerset location e.g. community setting or an empty shop
- InspirED - – an education service for schools, supported by the Somerset Compact for Children and Young People, based on subscriptions and for which Somerset Film is the lead organisation.
- Expansion of premises at The Engine Room with wider provision including training room and people's archive

We continue to fundraise for additional activity and would like thank SSDC officer Pauline Burr for her ongoing support and advice in shaping these.

Does anyone else provide this service in South Somerset? No

Total estimated expenditure for 2015/16: £400,000 (Somerset)

Amount held in free reserves: £7,000

Funding Details

Last Award from SSDC for 2014/15 £1,500

Level of Funding sought for 2015/16 £2,000

Recommended level of funding: **£ 2,000**

This organisation is also funded by: Taunton Deane Borough Council, West Somerset District Council (through Artlife)

Agenda Item 12

Service Level Agreement with Somerset Rural Youth Project

Executive Portfolio Holder: Cllr Sylvia Seal, Leisure and Culture
Strategic Director Vega Sturgess, Operations and Customer Focus
Assistant Director Steve Joel, Assistant Director (Health and Well-Being)
Service Manager Lynda Pincombe, Community Health and Leisure Manager
Lead Officers: Robert Parr & Stephen Barnes
Contact Details: stephen.barnes@southsomerset.gov.uk or (01935) 462408

Purpose of the Report

The purpose of this report is to update the Committee, of the work being delivered by Somerset Rural Youth Project (SRYP) in the rural communities of South Somerset over the past year.

Public Interest

The Somerset Rural Youth Service (SRYP) is a well-established organisation working across the county.

This report sets out the SRYP work over the last year, which has been directly aided by the grant SSDC provides.

Recommendations

That the District Executive:

1. note the report and the work being carried out in our rural communities through the service level agreement.
2. agree to continue to support the work carried out by the Somerset Rural Youth Project (SRYP) with a £8,000 grant to cover 1 year's work agreed through a service level agreement (SLA).

Background

The Somerset Rural Youth Project (SRYP) is a voluntary youth work charity working with young people aged 11-25 in rural Somerset. Through this work they;

- Provide individual young people with advice and support
- Offer a wide range of volunteering opportunities
- Support young people's involvement in their community
- Provide access to and participation in positive activities

SRYP have a vision of a Somerset where rural young people feel a sense of belonging, a willingness to contribute and a future that is not limited by access to opportunities and services.

SSDC & SRYP signed a 1-year funding (value £8,000) and Service Level Agreement on the 18th September 2014. The agreement sets out that SSDC and SRYP will work in partnership to provide additional services that will provide stimulating things to do and places to go, target those who are disadvantaged, encourage positive contributions and supporting choices for young people living in rural areas of South Somerset.

Report

With SSDC funding and a SLA in place the Somerset Rural Youth Project have been actively working over the past year, with young people in areas of South Somerset. A summary of this work is provided below.

Youth Clubs Operating & Affiliated To SRYP

Out of the 34 youth clubs now operating in South Somerset 20 of these are affiliated to SRYP giving them support advice training and cheaper insurance.

SRYP is currently expanding its club support programme, to pick up 'paid for' youth club support, as well as voluntary clubs. These clubs will include those in parishes that enjoyed County Council provision historically, but are now looking to fund clubs and activities for young people themselves. SRYP are considering a range of options for support – from offering supervision of staff, to direct employment of staff.

Work in Communities

The following table provides a snapshot of their work in communities over the last year.

Community	Activities	No. of Young People Involved	Partners
<i>Yeovil, Wincanton and Keinton Mandeville</i>	<i>Community projects sports events, skate event, environmental volunteering</i>	<i>79</i>	<i>Local community groups and organisations</i>
<i>Castle Cary</i>	<i>Youth Music Project</i>	<i>10</i>	<i>Local Volunteers</i>
<i>Keinton Mandeville, Bruton, Milborne Port, Wincanton, Yarlington, North Cadbury and Chard</i>	<i>Early intervention diversionary activity schemes targeting 'at risk' young people</i>	<i>160</i>	<i>Youth groups in relevant areas</i>
<i>Langport, Martock, Yeovil and Stoke Sub Hamdon</i>	<i>National Citizen Service</i>	<i>9</i>	<i>Yeovil College</i>
<i>Yeovil, Castle Cary, Keinton Mandeville and Wincanton</i>	<i>Participation Project – introduction to community involvement</i>	<i>169</i>	<i>Local youth groups</i>
<i>District Wide</i>	<i>Young People Not in Education, Employment or Training – Including Moped Loan Scheme</i>	<i>10</i>	<i>N/A</i>

Performance against SLA Targets

The following table sets out SRYP performance against the targets set out in this years SLA.

Annual Goal	PI/Measure	Target 2012/13	Performance to Date
To encourage young people to be involved in the development of youth initiatives within their communities	• No of communities involved	4	4
	• No of Young People involved	85	169
	• No of sustainable initiatives established	2	8
To produce action plans to address anti-social behaviour referrals	<ul style="list-style-type: none"> • Level of anti-social behaviour prior to action plan • Level of anti-social behaviour after action plan introduced 	High 50% Reduction	No referrals over last 12 months
Increase young people's contribution to community regeneration projects in rural areas	<ul style="list-style-type: none"> • No of young people actively involved in community projects increased by 1% per annum 	85	79
Increase the number of disadvantaged young people participating in leisure opportunities	<ul style="list-style-type: none"> • No of young people taking part in diversionary activity schemes increased by 25% 	10	135

Next Steps

The work of SRYP is highly valued and continues to support young people in our rural communities. Subject to the resolutions of this committee, officers would seek to agree and enter into a new SLA with the SRYP for a further 12 months.

Corporate Priority Implications

Supporting SRYP will contribute towards the council objectives to:

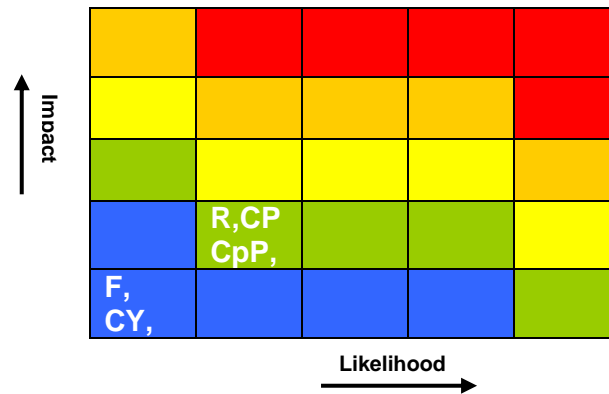
Focus One: Jobs

Work with partners, to contribute to tackling youth unemployment

Focus Four: Health & Communities

Maintain and enhance the South Somerset network of leisure and cultural facilities, optimising opportunities for external funding to promote healthy living

Risk Matrix



Key

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

Carbon Emissions and Climate Change Implications

No implications identified

Equality and Diversity Implications

An Equality Analysis has been completed and has indicated a negative impact should the grant not be agreed. SRYP provide these specific services, as SSDC is unable to do so.

Financial Implications

Continue to fund the Service Level Agreement between SSDC and SRYP in 2015/16, Grant to remain at £8,000 per annum. This grant is already in the 2015/16 planned budget for Young People & Play.

Background Papers

South Somerset Young People Strategy 2006-12 - Report to District Executive Committee

Agenda Item 13

Funding for South Somerset Citizen's Advice Bureau

Executive Portfolio Holder: Sylvia Seal, Leisure and Culture
Strategic Director: Rina Singh, Place and Performance
Assistant Directors: Kim Close/Helen Rutter, Assistant Director (Communities)
Lead Officer: Kim Close
Contact Details: kim.close@southsomerset.gov.uk or (01935) 462060

Purpose of the Report

This report seeks the approval of the District Executive for the grant funding of South Somerset Citizen's Advice Bureau (SSCAB) for 2015-16 and sets out the achievements during the current year.

Public Interest

SSDC supports SSCAB to ensure that:

- people across South Somerset are able to access free, impartial and expert advice;
- isolated and vulnerable people in the district are able to access services fairly and are not disadvantaged by their circumstances;
- work is done to improve national and local policies;
- a range of objectives in our Council Plan are met.

SSDC provided grant funding of £121,730 for SSCAB during 2014/15.

- SSCAB is the major provider of free, confidential independent and impartial advice in the South Somerset area.
- Advice services are assured quality under the national Citizens Advice Membership Scheme.
- In addition the organisation aims to improve policies and practices that affect people's lives.
- The Bureau has been serving the community of South Somerset since 1961

Recommendation

That District Executive approves funding for South Somerset Citizens Advice Bureau of **£121,730** for 2015-16.

Background

SSDC provided grant funding of £121,730 for SSCAB during 2014/15. The funding of £121,730 for 2015/16 was included in the Medium Term Financial Plan which was approved by DX on 5th February 2015 and then recommended for approval by Full Council on 26th February 2015. The award of the grant is subject to separate approval by DX. If members do not approve the funding for 2015/16, SSDC is committed to a six month period of notice with SSCAB.

The Citizens Advice service provides free, independent, confidential and impartial advice to everyone on their rights and responsibilities. It values diversity, promotes equality and challenges discrimination.

The service aims:

- To provide the advice people need for the problems they face
- To improve the policies and practices that affect people's lives.

Statement of Purpose

South Somerset Citizens Advice Bureau aims to work actively within these aims and principles to deliver information and advice through a high quality service which is accessible to the whole of the local community throughout the South Somerset area.

The Bureau will continue to work to identify areas of unmet need and will work with partners to develop the relevant services to meet those needs.

A guiding principle in the work of the Bureau will be to ensure that all clients and staff, whether voluntary or paid, will be treated with respect and their particular needs will be identified and met whenever possible.

South Somerset Citizens Advice Bureau (SSCAB):

- is a registered company limited by guarantee, and a registered charity
- has a board of 9 trustees, employs 22 paid staff and has 24 volunteers
- offers a generalist advice service, specialist money advice, debt advice and specialist welfare benefits advice
- operates from Lower Ground Floor, Petters House, Petters Way, Yeovil. Advice is provided through drop-in, telephone, email and outreach surgeries in Chard, Crewkerne, Wincanton and Ilminster, as well as home visits.
- SSCAB offers a holistic service dealing with multiple issues presented by clients. Each client is assessed through the 'gateway' system, whereby a trained assessor ensures that the client is referred to the correct part of the service, or to another agency.
- Macmillan clients are also seen at Yeovil hospital, St Margaret's Hospice, the Cancer Café and a variety of support groups.
- It also plays an important role in developing research and campaigning activities and challenging existing practice which may disadvantage clients.
- During the last year the South Somerset CAB has also been delivering financial capability or 'Money Skills' work with clients and through the provision of events, training and awareness raising activities in the community.

SSCAB has nine board trustees:

Lin Cousins (Chair) - is a town planner by background and runs her own business, as a housing and planning consultant, specialising in the delivery of affordable housing. Lin has been a trustee for South Somerset CAB for five years and has been chair for the last two. She is also a housing association board member and active in various organisations in Yeovil, her home town.

Tim Ayre (Treasurer) - A commercial property specialist, previously Investment Director of a major property company, experienced in operating at Board level in large organisations as well as a successful track record in establishing businesses and operating as a non-executive director in both the commercial and social sectors. Currently running his own consultancy business and serving as a Board member of Magna Housing Group.

Peter Thomas - Career in education, with particular experience post 16 and in College management. Now retired and involved on a voluntary basis, with CAB, Yeovil College and National Garden Scheme Open Gardens.

Annabel Smith - has over 12 years' experience in leading diverse volunteering programmes which benefit individuals and organisations alike, with a particular focus on developing the skills of volunteer managers. She is a regional consultant with the National Trust, lectures in volunteer management at MA level and is a board member of two significant volunteering development projects in the UK.

Hollie Knapman is an experienced family solicitor in the local area and deals with complex child protection issues for extremely vulnerable children and families. Hollie also undertakes publically funded work and provides legal clinics for the local community as part of her role. Hollie has been a Trustee at South Somerset CAB for almost 4 years. In her spare time she spoils her two cats and enjoys walking, swimming and keeping active.

Mary Rogers (Vice Chair) has been a SSCAB Trustee for 8 years and is currently the Vice-Chair. She spent 16 years in local government, the last 6 as a Director with South Somerset District Council.

Janette Cronie is a highly experience community member – she has been a Parish Councillor for over 25 years and has been involved in a wide range of community groups. Janette brings a wide understanding of the needs of the local community to the SSCAB Board.

Vicki Cotter (Chair of Governance Committee) is a practicing solicitor who has worked with the Charity Commission and specialises in Charity Law and Information Assurance.

Stephen Fisher – had a career in higher education and then local government and before converting a local government further and higher education regional body to a charitable limited company (as Chief Executive). Upon retirement, Stephen has been a Town Clerk at Ilminster Town Council for 11 years as well as 6 years as Company Secretary and Financial Officer to a county youth work charitable company

Working in Partnership

During 2014 SSDC and SSCAB worked in partnership to co locate the service with the Advice and Information Hub at Petters House. The project was achieved despite very tight timescales but both organisations recognise the significant mutual advantages of partnership working, as well as the benefits of closer relationships with the other organisations currently operating from Petter House including: South Somerset Voluntary Commuity Association (SSVC), Somerset County Council's Pathway 4 Adults and Pathway 2 Independence, Camelot Credit Union, The Royal British Legion, SSDC's Housing and Welfare benefits teams and the Yeovil One Team.

Since SSCAB moved into the building in September 2013, there have already been improvements in referrals between the SSDC Welfare Benefit team and the CAB, simply through being able to better ensure that clients directed between organisations get to the right place.

In the coming year SSDC and SSCAB will be mutually reviewing service access at quarterly meetings, to consider how better to work together to ensure local people can get the advice they need. In the first instance this will focus on the impact of Universal Credit, and how the two organisations can work in partnership to raise awareness of the changes this will bring, and provide public education to help individuals cope with the impact of these changes. It is hoped that this approach will maximise the number of clients we are able to help.

Responding to the needs of clients

The complexity of client problems is high, and the impact of the range of welfare changes continue to be seen directly. South Somerset CAB continues to work at all levels to try and resolve clients advice needs as early as possible.

Levels of Advice – South Somerset CAB

1. Research and Campaign Work – This is the first level of intervention that the service aims to deliver – potentially benefiting a significant number of local people by raising awareness of particular issues and working with partners to change policy that might be exacerbating or causing problems.

2. Self Help and Prevention – This level of work is about giving people access to information – in the most part that is the online information service of Citizens Advice – so that they can research and resolve their own problems. This level also includes work such as ‘Financial Capability’ which seeks to help people, in groups or as individuals’ to develop their skills in finance management and budgeting for example, so that problems do not arise or re-occur.

3. Gateway Assessment – This is the service that clients receive at outreach and drop in sessions, on the telephone and via email. It is our open access service where clients problems will be assessed and if possible, problems will be resolved through the provision of some useful information. From this level clients may progress to higher levels of the pyramid if their problem cannot be resolved.

4. Advice – This level of the service is the first time that advice will actually be given, this will be provided through an appointment, either face to face or over the phone.

5. General Casework – At this level, clients problems require more than one meeting to resolve.

6. Specialist Casework – At this level, clients problems are of a complexity that require specialist casework and for the most part, this work is funded through projects at SSCAB, although funding from SSDC does contribute to some debt specialist work.

Debt Advice

SSCAB currently have 2.4 specialist debt advisers (1.4 funded by Yarlington Housing association and confirmed for 2015/16). They also have a Money Skills adviser in the team currently working 3 days per week. There is also one volunteer who works permanently with the debt team.

Essentially the funds from the district council pay for 1 FTE debt adviser, this post also manages the debt team as a whole. In addition some paid members of staff in the general service also provide higher level debt advice or casework, but this would be as part of a range of cases including welfare benefits, employment, housing etc. This amounts to approximately and extra 0.5 FTE working on debt in the general service.

Debt cases vary dramatically, but the average commitment, in terms of time, would be approximately 15 hours per case.

Working with Volunteers

One of the biggest challenges continues to be the recruitment and retention of volunteers, as people are working for longer and have less time to volunteer. SSCAB has managed to sustain services through the year with fewer than their preferred number of volunteers. This has become more of a long term challenge and the organisation is now working towards

training people who work in front line roles in other organisations in order that they can support people to find information on Citizens Advice web-sites, or refer people directly into the service.

During 2014, South Somerset CAB attracted over 30 people to find out about volunteering at the CAB. It is a great testament to the status and quality of training at South Somerset CAB, that 2 volunteers who were seeking work, went on to get jobs while they were still undergoing training. This however also creates the problem for the Bureau of having a high turnover of volunteers, and needing to invest resources in the recruitment and training of volunteers that doesn't always result in an increasing number of volunteers actually delivering the service.

At time of writing, the Bureau is currently training 4 new volunteers and has 12 people who have expressed an interest in volunteering since Christmas. In recognition of the high quality training and personal development that SSCAB offers, the Bureau is now working more closely with Job Centre plus in developing work experience volunteering roles.

Performance Management Arrangements

In 2014/15, SSDC provided funding of £121,730 to SSCAB. Performance is monitored on a quarterly basis, review meetings are held in June, July, October & January.

This report outlines the SSCAB performance over the past 9 months. Detailed performance monitoring figures are illustrated in **Table 1**.

In 2013/14, SSCAB began to use a new system for recording all client information, called PETRA, as did other CAB in Somerset. During the last year the Bureau across the County have been reviewing the monitoring data supplied to key funders including District and County Councils, in order to present an agreed methodology for reporting.

Agreement has now been reached with SSDC and the information below defines the parameters of the source data used for each of the statistics reported. This has had an effect on the total figures reported by SSCAB in 2013, and therefore the 2013/14 figures have been re-stated in accordance with the now agreed methodology so that they can be compared with figures in 2014/15.

This methodology now also includes information such as Key Performance Indicators, referrals and more detailed data about outcomes and home visits, following feedback from SSDC about the kind of information that would be welcome in the report.

Performance Data Analysis 2014

Between April-December 2014 SSCAB gave advice to **3,040** clients on **5,924** issues including debt, benefits, employment, housing and legal issues.

Debt remains a significant problem for clients, with 1856 issues dealt with for clients (31%). 235 clients received higher level advice or specialist debt casework (including 'higher level debt advice' and specialist casework).

So far in 2014 the amount of unsecured debt being handled by the Bureau as a whole is over £1.3 million. This requires specialist, independent advice and advocacy (immediate action, negotiations on repayment plans etc). We make a distinction between 'higher level debt advice' and specialist casework – this is where the distinction lies, the 235 includes both types of debt advice, I think the distinction would be around the number of cases by the specialist debt team and the number of cases taken on in the general service.

The bureau has 4 intermediaries approved by the Insolvency Service to assist clients with applications for Debt Relief Orders. This extremely time consuming work is offered as part of the overall debt management service. 12 DROs have been completed between April-December .

Benefits continues to be a significant area of work, with 1837 issues dealt with for clients (31%). Between April-December, £49,850 in ongoing benefits were secured for clients. The general bureau checks clients' benefit entitlements, advises on eligibility, assists clients to make benefit applications, helps them to seek reconsiderations of decisions and gather supporting evidence, and assists them to make appeals to tribunals. The bureau also writes submissions for clients so they can present their evidence effectively to the tribunal. Other issues include employment, housing, legal, relationship and consumer advice, see **Table 1** attached.

Of those clients who received detailed advice, 60% visited the Bureau in person or at an outreach session; **23%** were advised by telephone; **4% through the new** email service and **12%** received a home visit.

Volunteer hours during 2014 averaged **100** hours per week (based on the national minimum wage this equates to **£25,000** for the 9 months recorded)

Figures showing the distribution across the area can be found in the tables below.

Since 2010, SSCAB has run the Macmillan welfare benefits service, which offers specialist advice to people given a cancer diagnosis.

In addition between April and December 2014:

- SSCAB provided 125 evidence reports to Citizens Advice nationally about issues of social policy to be shared with government and other public sector agencies.
- SSCAB moved premises and installed a new telephone system to enable better call handling.
- Saw 244 clients in outreach locations at Chard, Crewkerne, Wincanton and Ilminster
- Supported 2 volunteers into paid work
- Installed a second computer in their new waiting area to help clients access services online (with support at hand).
- Operated the Local Assistance Scheme in partnerships with SCC to provide emergency support to people in crisis, helping 170 clients in April-December
- Contributed data and expertise via the South Somerset Together (The Local Strategic Partnership) Welfare Reforms Group.

Service development 2015/16

In 2014, SSCAB continued to deliver development services supported by Lottery Funding through the Advice Services Transition Fund (ASTF). This work has included the successful implementation of email advice and development of financial inclusion work. SSCAB continue to work with the South Somerset Alliance partnership, including SSDC, Yarlinton, SSVCA, Age UK, Yeovil College, South Somerset Mind and Somerset Advice Network.

SSCAB are currently exploring how they can further develop their services to meet the needs of clients and work effectively with partners to ensure advice is available across South Somerset in an increasingly complex environment for people in need:

The current Business and Development plan has been reviewed – key performance indicators will continue to be measured and will include:

- Increasing the percentage of phone calls answered (less abandoned calls)
 - Increasing the number of active volunteers
 - Increasing outreach access (in Chard in the first instance)
 - Diversifying sources of income for the service
 - Clients better able to access benefit entitlements
 - Clients able to successfully manage debt
 - Homelessness prevented or averted
 - Clients employment right upheld
- Implementation, with other Bureau in Somerset, of Citizens Advice, tried and tested 'Adviceline' a system which will improve the % of calls that are able to be answered.
 - Further roll out of the ASTF project which will increase access to advice both in Yeovil and out in rural areas
 - Partnership working with other CABs in Somerset to improve efficiencies.
 - Cross boarder partnership working with Sherborne and North Dorset CAB to improve access.
 - Explore local partnerships for different models of advice delivery eg. Info Hubs (Langport), voluntary advice partnership in Bruton, remote advice for Job Clubs, Libraries (soon to offer increase in free IT access). Active discussions are underway to explore the future location of CAB services. Progress on this will be updated at the meeting.

Financial Information

The table below shows the funding sources for South Somerset CAB for 2014/15 including SSDC

<i>Funding sources</i>	
South Somerset District Council	121,730.00
Somerset County Council	79,199.00
Somerset Health	33,385.00
Local Assistance Scheme admin	43,400.00
LAS Unit cost income	6,800.00
Local Town and Parish Councils	6,275.00
Donations	1,167.00
Interest	217.00
Wessex Water	13,000.00
Other/ CA	6,870.72
<i>Restricted projects</i>	
Macmillan	97,650.00
Yarlington	45,000.00
Big Lottery Fund - ASTF	130,294.00
Total	584,987.72

The organisation has a clear reserves policy, given the move of premises in 2014, the final level of reserves cannot be confirmed, however it is anticipated that the figure will be in the region of £100k. This reserve is designated to ensure the organisation can cover contractual responsibilities, equipment requirements and can undertake some development activities.

The Board of SSCAB are in the process of developing the budget for 2015/16. Their forecast at this stage is positive. The most significant challenge for 2015/16 is the conclusion of the Big Lottery funded work (ASTF), which comes to an end in the autumn 2015. This funding currently pays for roles that support the delivery of the general service, and has to some extent, helped to mitigate the lower volunteer numbers.

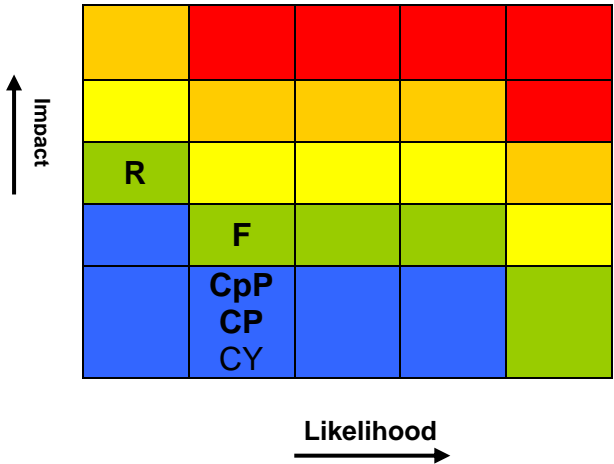
Somerset County Council have also advised SSCAB in writing that they will be reducing their grant from £79,199 to £68,794 for 2015/16.

The organisation has a clear fundraising strategy, and is in the process of undertaking funding bids to various trusts that aim to sustain the majority of these roles at least to the end of the financial year. The organisation is also working closely in partnership with other CAB in Somerset, to consider longer term funding for key activities.

Financial Implications

Subject to approval of the 2015/16 revenue budget by Council, if the funding recommended is agreed, all funds in the CAB budget will be committed for 2015/16.

Risk Matrix



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

Corporate Priority Implications

- Work with partners to contribute to tackling youth unemployment
- Minimise homelessness by providing advice, support and housing options
- Work with partners to combat fuel poverty
- Provide Welfare Benefits support and advice to tackle poverty in our vulnerable residents

Carbon Emissions and Climate Change Implications

The need to travel is minimised by maintaining advice centres dispersed across the district with subsequent minimisation of carbon emissions.

Equality and Diversity Implications

Working with the voluntary sector is one of the Council's means of providing services to hard to reach groups and engaging with communities and individuals who otherwise find it hard to access public services. SSCAB deliver services to some of the most vulnerable people in the district. Services are free and are provided to all regardless of age, race, gender, sexual orientation, religion. The SSCAB has an adopted Equalities Policy.

Background Papers

Monitoring reports and paperwork submitted by SSCAB
SSCAB draft Business & Development Plan 2014-17

Table 1 - Outcomes and Monitoring Template

Service delivery arrangements

Service	Access
Yeovil – Petters House	Drop in: Mon, Wed, Fri - 10am-3pm, Tue - 1pm-3pm Appointments: Monday - Friday 10 am-4 pm
Wincanton - The Balsam Centre	Drop in: Alternate Mondays 10 am – 1 pm
Crewkerne - The Town Hall	Drop In: Alternate Thursdays 10 am – 1 pm
Chard - The Guildhall	Drop In: Alternate Wednesdays 10 am – 1 pm
Ilminster - Summervale GP Surgery	Drop in: Alternate Fridays 10 am – 1 pm
Telephone	Monday - Friday 10 am-4 pm
Home visits	By arrangement

General Service	Restated 2013/ 2014	2014/15				Total to date
		Q1	Q2	Q3	Q4	
Number of clients helped	3779	1054	990	996		
Number of gateways	4253	1005	966	943		
Number of new enquiries	1094	244	276	260		
Number of activities	10806	2562	2955	3082		
Number of issues	9011	2048	1957	1919		
Issues by advice area						
Benefits	2962	657	616	564		
Consumer	275	67	88	77		
Debt	3253	641	580	635		
Discrimination		5	9	4		
Education	33	2	10	10		
Employment	787	180	171	143		
Financial services and capability	85	28	17	19		
Health and community care	74	24	35	22		
Housing	548	165	146	136		
Immigration and asylum	45	9	10	5		
Legal	270	86	89	87		
Other	57	21	13	24		
Relationships and family	543	125	132	164		
Tax	69	13	14	20		
Travel and transport	22	7	6	6		

Utilities and communications	42	18	21	3		
Number of new debt enquiries						
Advice	189	56	60	66		
Casework	196	20	15	18		
Number of new benefit enquiries						
Advice	391	91	109	98		
Casework	93	3	1	4		
Number of new employment enquiries						
Advice	80	25	27	18		
Casework	-	-	-	-		
Outcomes						
Amount of annualised benefit gained	£226,020	£31,851	12,566	£5,413		
Amount of debts written off	£446,364	£76,154	48,456	£49,634		
Amount of Employment gains	-	£600	-	-		
Number of clients assisted by outreach						
Crewkerne	104	22	17	17		
Chard	149	43	31	32		
Wincanton	59	18	8	9		
Ilminster	79	13	23	11		
Gateways by advice channel						
In person	2237	441	413	420		
Telephone	1845	423	402	417		
Letter/fax	15	3	5	-		
Email	156	138	146	106		
Clients by South Somerset Area						
Area North	459	134	141	107		
Area East	464	115	119	132		
Area South	1660	477	436	388		
Area West	684	198	176	179		
Social policy						
Number of evidence forms	283	32	23	69		
Number of other activities	4	1	1	-		
Resources						
Core staff FTE	6.5	6.5	6.5	6.5		
Number of volunteers	24	31	24	24		
Feedback from clients						
% Overall satisfaction with service	94%	*	*	*		
% Would use the service again	100%	*	*	*		

This survey is carried out annually, and will be undertaken again early in 2015 and therefore reported in Q4.

Projects	Restated 2013/ 2014	2014/15				Total 2014/ 2015
		Q1	Q2	Q3	Q4	
Additional services and projects						
Amount of project income	£273,675	£81.25	-	-		
Amount of new income achieved	£63,001	-	-	-		
FTE Project Staff	9	9	9	9		
Number of clients assisted through projects						
Macmillan	496	255	260	297		
Yarlington	154	94	78	108		
Advice service transition fund	247	180	185	132		

South Somerset District Council reporting

Home visiting	Restated 2013/ 2014	2014/15				Total 2014/ 2015
		Q1	Q2	Q3	Q4	
Number of general service visits	3	0	0	1		
Number of Macmillan visits	335	49	65	88		
Number of clients/families supported	67	48	63	88		
Total Number of visits	338	49	65	89		
Visits by district area						
Area North	1	4	12	12		
Area East	10	4	11	10		
Area South	27	17	10	28		
Area West	16	13	13	16		
Other area	13	10	16	29		
Visits by advice area						
Welfare Benefits	334	49	65	89		
Debt	3		-			
Both Welfare benefits and debt			-			
Other	1		-			
Reason for home visit						
Physical health	338	49	65	89		
Mental health			-			
Both physical and mental health			-			
Restricted mobility			-			
Other			-			

Outcomes

Reporting range of outcomes for clients – both in terms of number of clients and financial outcomes for clients – examples below.

Outcome	Restated 2013/ 2014	2014/15				Total 2014/ 2015
		Q1	Q2	Q3	Q4	
Bankruptcy		1	2			
Benefit / tax credit gain - a new award or increase	42	6	119	162		
Benefit / tax credit gain - award or increase following revision or appeal	24	3	17	14		
Benefit / tax credit gain - Money put back into payment	2	10	-	1		
Benefit / tax credit gain - overpayment reduced or not recovered	2		-	1		
Bailiff's action stopped/suspended/prevented	3		-	9		
collection action stopped/suspended/prevented	4	1	-	-		
Court or committal proceedings avoided/suspended	2		-	-		
Debt write off , relief order	4	6	2	9		
Debts repaid	3		-	4		
DMP - debt management plan	12	8	13	28		
Enforcement action avoided/suspended	9		-	3		
Financial gain	1	1	15	1		
Financial situation stabilised / debts under control	8		-	-		
Improved health / capacity to manage	1		-	-		
Not liable for debt	1		-	-		
Utilities disconnection stopped			-	1		
Repayment negotiated	80	19	48	66		
Token payments	10	15	19	37		
Other financial gain	1	2	-	1		

Signpost and Referral

South Somerset CAB both signpost and refer clients to other agencies, the majority clients are signposted, this means as part of the information and advice they have received, it has been recommended to them that they consider going to another organisation for information or advice or to progress their issue. A smaller percentage of clients are actively referred, this

is a more direct approach that we make on behalf of the client to an organisation to progress their issue.

Referral/Signpost	Restated 2013/ 2014	2014/15				Total 2014/ 2015
		Q1	Q2	Q3	Q4	
Out of CAB to:						
Another local voluntary sector advice provider e.g. Age UK Somerset	34	4	5	8		
Another national voluntary sector advice provider e.g. National DV Helpline			-			
Advocacy or mediation agency such as ACAS	13		1	2		
Government agency such as HMRC or Job Centre plus	14		4			
SSDC – Housing	23		1	1		
SSDC – Welfare benefits team	2			9		
SSDC – Other			1			
SCC – Adult Social Care	20		-	1		
SCC - other			-			
Yarlington Housing Association			-			
Housing Association - Other			-			
Private Solicitors Firm	100		4			
Other agency such as GP or other health service		1	-	1		
Into the CAB from:						
Another local voluntary sector advice provider e.g. Age UK Somerset			-	2		
Another national voluntary sector advice provider e.g. National DV Helpline			-			
Advocacy or mediation agency such as ACAS	1		-			
Government agency such as HMRC or Job Centre plus	2		-	3		
SSDC – Housing	18	8	4			
SSDC – Welfare benefits team	6		-	2		
SSDC – Other	7		-			
SCC – Adult Social Care	1		-			
SCC - other			1			
Yarlington Housing Association	72	24	17	9		
Housing Association - Other			-	1		
Private Solicitors Firm		1	-			
Other agency such as GP or other health service	1		-			
MP	1		-			

South Somerset CAB reviewed their Business and Development plan, from April 2014 key performance indicators have been monitored by the SSCAB Board, progress is reported below for the interest of SSDC:

Performance Measure	Baseline	Target	Progress
Increasing the percentage of phone calls answered(less abandoned calls)	20%	40%	30%
Increasing the number of active volunteers	24	50	24
Increasing outreach access (in Chard in the first instance)	1 GA half day every other week	2 workers half day every week	2 workers every other week
CA Quality Audit Score	77%	80%	75%
Staff Satisfaction Survey			Note 1
Volunteer Satisfaction Survey "I enjoy the volunteering I do"	None	70%	93%

Notes: This is a new KPI and no survey has as yet been conducted, intention to conduct in 2015

South Somerset CAB also has and reports other KPI targets, but they can be found elsewhere in this report – as follows:

Performance Measure	Report location
Diversifying sources of income for the service	Projects table – amount of new income received
Increase turnover	Projects table – amount of new income received
Clients better able to access benefit entitlements	Indicators in Outcomes table
Clients able to successfully manage debt	
Homelessness prevented or averted	
Clients employment rights upheld	
Number of things Organisations in response to social policy work	General Service table – Social Policy element
Customer Satisfaction Survey response "Overall how satisfied are you with the service"	General Service table – feedback from clients element

Adviceline in South Somerset

From April 2015, South Somerset will be joining up with the other CAB in Somerset to deliver our telephone services together through a system called 'Adviceline' developed nationally by Citizens Advice and tried and tested in other areas.

What does it mean for clients?

A client who calls Adviceline will hear a brief explanation of the service and the costs. The system has an 03 number which minimises call charges.

The Adviceline system routes calls in the first instance to the local bureau based on dialling codes and post codes, this means that if there is an adviser available in South Somerset, people from South Somerset will get through to them. If there is no one available in South Somerset the call will go to another bureau in Somerset.

Already the client has a better chance of getting their call answered. If however all advisers in Somerset are occupied, the call will be diverted to a Citizens Advice Contact Centre which includes options to listen to some recorded information on particular topics that may help them.

We know from MORI research, that many people want to be able to access our service by telephone. Adviceline will help more clients get the advice they need in the way that they want.

Will local people still get a local service?

One of the main concerns about moving to this kind of system might be that people in South Somerset find themselves speaking to someone in Manchester instead of from their local Bureau. In the first instance, local people will get through to us here in South Somerset if we're available, it is true however that some people will end up having their initial call answered by someone else in Somerset or further afield.

In some cases, the information a client needs is general and relatively simple, and can be provided easily by anyone from Citizens Advice, no matter where they are. If however, a client needs more detailed advice, Adviceline has an inbuilt 'work queue' process that means people can be quickly referred to their local bureau for follow up advice.

Our ambition for the coming year is to increase the number of calls that we are able to answer. Of course we would like to be able to help everyone who tries to contact us, to achieve that we will need to bring in more resources, funds and volunteers, to try and meet the significant demand.

Many other CAB services across the UK have already adopted this collective approach to meeting telephone demand with a great deal of success

Case Studies in 2014

Helen's Case

Life can be complicated. Any one of us can suddenly find ourselves with a major problem that seriously affects our lives and begins to affect our health.

It was a sudden relationship breakdown that brought Helen to the Bureau. Overnight she had gone from a position of security to a place where she had problems with her employment, her income and her childcare. As well as dealing with the distress of separation, Helen found herself with very limited income and the inability to pay for childcare – resulting in a risk to her losing her job as she needed to stay at home with the children.

We were able to advise Helen about negotiating with her employer in the short term to manage the childcare issue. We were also able to advise her of various entitlements to Tax Credits and other benefits now that her circumstances had changed. Finally we were able to give Helen information about support she could get with mediation to manage her relationship breakdown.

Helen's case is one example of the kind of problem that people regularly come to see us about. Through our advice and information, delivered face to face, over the phone or now by email, we have helped thousands of people find positive solutions to their problems. In the last year over **£1.85 million** worth of funds have been achieved for clients. This sum is made up of debts that are written off, benefit entitlements obtained and grants accessed.

Adam's Case

Adam had been ill for several years, his mobility and sight were seriously affected and he was no longer able to work. He and his wife had been living on a small income of benefit entitlements. Everything got dramatically worse when one of their main entitlements stopped because apparently Adam hadn't attended a medical appointment he was supposed to go to.

Adam found himself unable to pay his rent and his wife was borrowing money to buy food. Adam came to us on a day when he simply couldn't find anyone else to lend money for food, and the credit on his electricity meter had run out.

With funds provided by Somerset County Council for the Local Assistance Scheme, we were able to access a food parcel for Adam and his wife from the local food bank. We were also able to top up their electricity meter for a couple of weeks.

With our help, Adam discovered that he was supposed to have received a letter about the medical appointment, but it was never sent. Adam's entitlements were eventually re-instated and we reviewed his and his wife's benefits to make sure they were getting all the income they were entitled to. We also helped him talk to his landlord about his rent arrears so he and his wife avoided losing their home.

The Local Assistance Scheme in Somerset represents a 'last chance' opportunity for help to those in crisis. It draws heavily on local food banks, but also provides some funds for urgent assistance with fuel or essential household items for those in desperate need.

In the last year the scheme has helped over **170 individuals and families** who didn't have enough money to eat or keep themselves warm. The level of crisis work that we have delivered over the last two years has increased dramatically with the severity and complexity of people's problems. Just 3 years ago we would refer a couple of people a month to a food bank, in the last year we have referred that many people almost every day.

Ruth's Case

Ruth and her partner were both in low income jobs. They had a housing benefit deduction because they were under occupying their house. They were also having to pay back a past benefit overpayment and so had gone into rent arrears and council tax debt. The family also had overdue water bills, a pay day loan and some credit card payments outstanding.

We helped the family with a household budget, which helped Ruth understand that she needed to pay priority debts first in her monthly expenditure. We also liaised with the client's social landlord and negotiated repayments that helped prevent a possession order which ultimately could've seen the family evicted.

In the last year our Specialist Debt Team, funded by the District Council and Yarlinton Housing Association, helped clients manage over **£2.8 million** of debt.

Agenda Item 14

Access from Memorial Hall car park to land at the rear of the Dolphin Hotel, Wincanton

Executive Portfolio Holder: Councillor Ric Pallister, Strategy and Policy
Chief Executive: Mark Williams, Chief Executive
Assistant Director: Donna Parham, Finance and Corporate Services
Lead Officers: Diane Layzell, Senior Land and Property Officer
Contact Details: diane.layzell@southsomerset.gov.uk or (01935) 462058

Purpose of the Report

The purpose of this report is to seek the Committee's approval to refuse an access to land at the rear of the Dolphin Hotel, Wincanton.

Forward Plan

This report appeared on the District Executive Forward Plan with an anticipated Committee date of 5 March 2015.

Public Interest

This report outlines the reasons for refusing access across the Memorial Hall car park.

Recommendations

That District Executive refuse entry to land at the rear of the Dolphin Hotel, Wincanton by way of an access easement.

Background

In 1997 the Council received a request from Hopkins Developments for access to its land at the rear of the Dolphin Hotel, Wincanton. Unfortunately, these negotiations were unsuccessful and a gap was created in the listed wall of the property. Since then there have been ongoing discussions and requests and in 2008 the Council erected a steel structure across the gap to prevent any continued acts of trespass by unauthorised access to the site from its car park.

In May 2014 the steel structure on SSDC land to prevent unauthorised access was removed without permission. Vehicles then used this opening to service development works to the rear of the Dolphin Hotel. SSDC proceeded to reinstate this fence and this resulted in a pragmatic view to allow a temporary licence pending an application being made to allow a more permanent access. This licence was extended as the works were not completed in the original timescale. This temporary licence runs out once the decision is made regarding this easement request.

Report

The District Valuer has assessed the consideration value as £105,000 for the access rights linked to the use of the Dolphin Hotel and a residential development of up to 10 residential units. A further £10,500 is payable for any additional unit over the 10, should planning permission be obtained for a larger development.

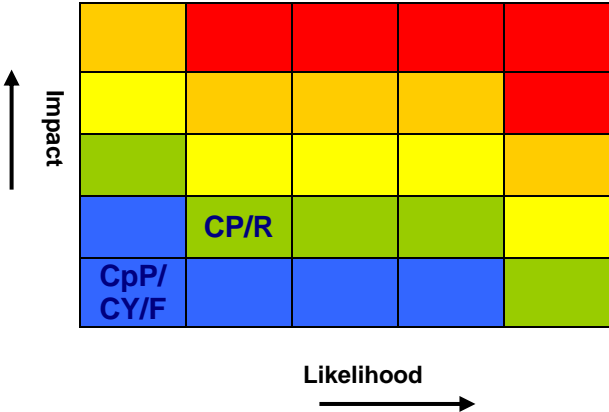
As part of the consultation for this report Wincanton Town Council responded to “strongly object to any permanent or temporary vehicular access from the Memorial Hall to any property in that area.” The Council outlined the safety issues and also felt that this would render the land worthless and also set a precedent for others.

The Deputy Leader of SSDC attended Wincanton Town Council on the 15th December 2014 and the Chief Executive and Leader of the Council attended a further meeting on the 2nd February 2015. At those meetings Members of the Town Council and the public outlined their concerns regarding the loss of future opportunities to develop the site. Regeneration of our town centres is an important strategic aim of both SSDC and town councils, and Wincanton is one such settlement. It is therefore recommended that further consideration is given to possible future economic redevelopment of this site with Wincanton Town Council before any decisions regarding an easement are made. Until that work is complete, it is further recommended that the unauthorised gap in the wall be closed up and enforced until future plans are developed and agreed.

Financial Implications

The Council would forgo a consideration of £105,000 for the rights granted, with approximately £5,000 spent on the creation of the new access route and compensation. However, this reflects the possible loss in future land value by agreeing the decision and therefore the value of the land remains intact rather than reduced by refusal.

Risk Matrix



Key

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

Corporate Priority Implications

Delivering Well-Managed Cost Effective Services.

- Provide even better value for money from our services

Carbon Emissions and Climate Change Implications

This proposal poses no change to the existing car park use and therefore there are no implications under this legislation.

Equality and Diversity Implications

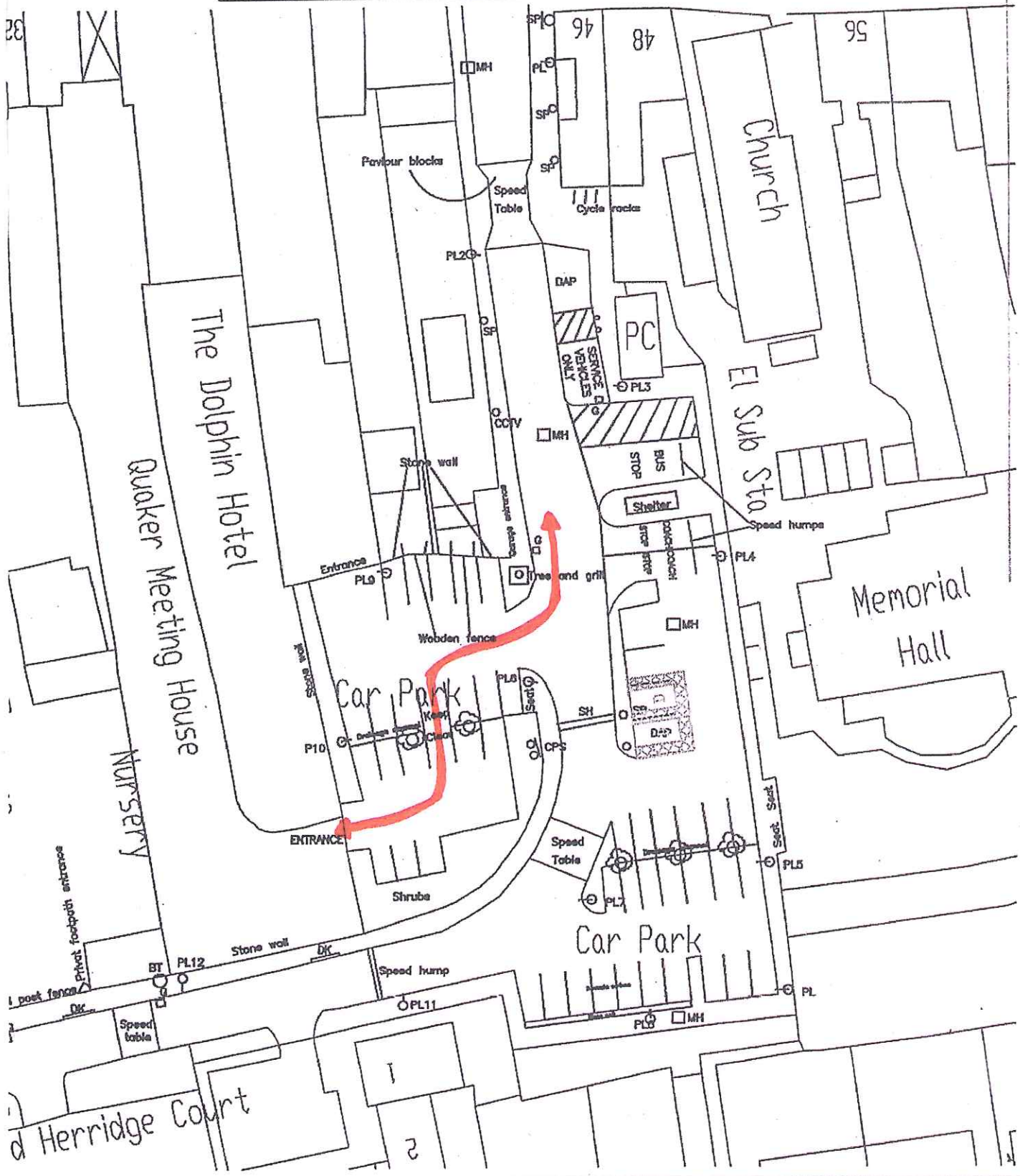
This proposal does not impact on the car park or its users and as a result there are no implications under this legislation.

Background Papers

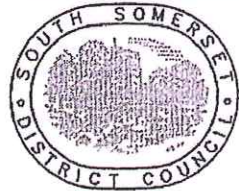
District Valuers report

PLAN A

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L CAR PARK, WINCANTON
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Agenda Item 15

Establishment of the Somerset Growth Board

Portfolio Holder: Jo Roundell Greene, Environment & Economic Development
Strategic Director: Rina Singh, Strategic Director (Place and Performance)
Assistant Director: Martin Woods, Assistant Director (Economy)
Service Manager: David Julian, Economic Development Manager

1. Purpose of the Report

The report seeks the approval of the District Executive Committee to endorse the Somerset Chief Executive and Leaders' Group proposal to establish a Somerset Growth Board.

2. Public Interest

The Somerset Growth Plan was endorsed by all Somerset Local Authorities in February 2014. This plan sets out Somerset's priorities for the promotion of economic growth to 2020 and it aims to maximise sustainable employment and housing growth through local opportunities.

The role of the Somerset Growth Board will be to ensure that the momentum of the Somerset Growth Plan is sustained and that the plan is well integrated with the economic agendas of the Local Enterprise Partnership and other key partners.

The key purpose of the Somerset Growth Board will be to take ownership of the Somerset Growth Plan and maximise the opportunities to help deliver our key economic priorities.

3. Recommendation

The District Executive committee are recommended to agree that:

- 1) South Somerset District Council endorses the Somerset Chief Executive and Leaders proposal to establish a Somerset Growth Board;
- 2) An annual financial contribution of £4,570 to be found from Unallocated Balances is made towards the Growth Board's core costs for a period of three years;
- 3) That South Somerset District Council's representative on the Board will be the Portfolio Holder for Environment and Economic Development.

4. Forward Plan

This report is presented to the District Executive Committee at this time to endorse the Somerset Chief Executive and Leaders proposal to establish a Somerset Growth Board. It is not included in the SSDC Forward Plan.

5. Background

The Somerset Growth Plan was developed by the six Somerset local authorities, business representative organisation and other key stakeholders including the Local Enterprise Partnership (LEP) and Somerset's Further Education sector. The Growth Plan sets out Somerset's plans to promote growth between now and 2020 and for laying the foundations for long term sustainable economic growth for years after this. It was developed to attract and guide investment into Somerset, to overcome barriers and maximise sustainable employment and housing growth from local opportunities,

benefitting Somerset's communities, businesses and residents. The Growth Plan was endorsed by all six local authorities in February 2014.

6. Report

The key purpose of the Growth Board will be to take strategic ownership of the Growth Plan, ensuring that Somerset's priorities are communicated with key partners, such as the LEP, and to provide local accountability for its delivery. The Growth Board will act in an advisory capacity to the six Somerset Councils and the LEP and will present recommendations from the board to individual councils for approval. Leaders and CEO's of all Somerset councils have endorsed the creation of the board.

There follows an extract from the County Councils paper recommending establishing the board:

A key function of the Board will be to ensure that Somerset is in a position to respond, at short notice, to ongoing calls for projects should additional funding be made available. Somerset should have a pipeline, for the LEP and other external agencies, of prioritised projects supported by evidenced business cases. If we are not in a position to provide these details then the LEP will have to make decisions on the information it can obtain; it is therefore in our best interests to ensure we work towards developing and agreeing Somerset's priorities.

To ensure the Growth Board can effectively attract and guide investment it will need sufficient executive support. Regeneration Directors can provide an overarching senior executive support role for the Board through their support to the thematic sub-groups and attendance at the Board meetings. However, additional support will be needed for management and ongoing review of the Growth Plan; primarily the development and management of a project pipeline based on evidenced business cases. A monitoring evaluation framework will be developed which will provide appropriate performance reporting allowing the Board to identify where further effort needs to be made to achieve the strategic targets. In order to support the Growth Plan's wider purpose, of overcoming barriers and maximising sustainable growth from local opportunities, appropriate communications and engagement with stakeholders is needed. There are currently no identified resources to provide this executive support to the Growth Board. To ensure its effectiveness it is suggested that each of the six Somerset councils co-fund this support and each commit to a three year financial contribution as set out in the table below:

Local Authority	Annual Contribution
Somerset County Council (cash)	5,000
Somerset County Council (in-kind)	4,500
Mendip District Council	3,071
Sedgemoor District Council	3,277
South Somerset District Council	4,570
Taunton Deane Borough Council	3,125
West Somerset District Council	957
TOTAL	24,500

In summary, the Board is intended to:

- provide strategic ‘ownership’ of the Somerset Growth Plan and manage the ongoing cycle of reviewing, updating and promoting the Plan;
- act in an advisory capacity to the six Somerset Councils and the Heart of the South West (HotSW) Local Enterprise Partnership (LEP) in respect of the Somerset Growth Plan. All recommendations from the Board will be presented to the six councils for approval. The Board therefore has no delegated decision making authority;
- accelerate delivery of the Somerset Growth Plan and maximise local accountability.

7. Terms of Reference

The draft terms of reference are attached at the end of this report.

8. Financial Implications

South Somerset District Council’s contribution to the Somerset Growth Board will be £4,570 per annum for a period of three years (a total of £13,710) to be taken from the Council’s Unallocated Balances.

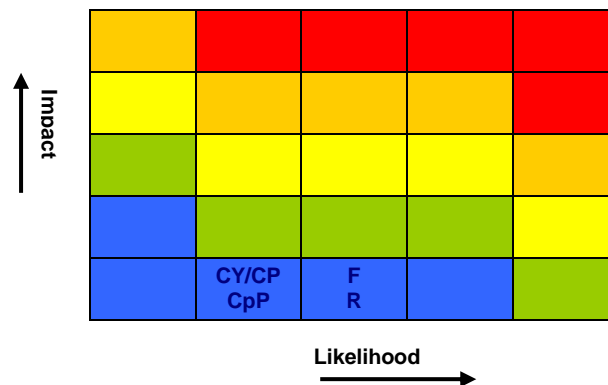
Somerset County Council has confirmed that there is no implication of shared liability for SSDC in terms of redundancy costs.

9. Risk

If Somerset does not develop and agree a collaborative set of local priorities it arguably will not be able to effectively influence the LEPs priorities and will therefore be at risk of not being able to attract its fair share of funding through the Growth Deal negotiations. This also poses a reputational risk to Somerset in that we will not be seen to be working collaboratively across the local area.

The greater risks are associated with not supporting the establishment of the Growth Board. Therefore a resolution to accept the recommendations of this report will result in generally low risks across the risk matrix.

10. Risk Matrix



Key

Categories	Colours (for further detail please refer to Risk management strategy)
R = Reputation	Red = High impact and high probability
CpP = Corporate Plan Priorities	Orange = Major impact and major probability
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F = Financial	Blue = Insignificant impact and insignificant probability,

11. Corporate Priority Implications

Endorsing the creation of the Growth Board will assist SSDC in meeting its corporate aims for Jobs and Housing as set out in the Council Plan 2012-15. It will also assist the council in meeting a range of the objectives set out in the SSDC Economic Development Strategy 2012-15.

12. Carbon Emissions and Climate Change Implications

There are no current implications associated with this report.

13. Equality and Diversity Implications

There are none directly associated with this report.

14. Background Papers

Draft Terms of Reference of the Somerset Growth Board (attached).

SOMERSET GROWTH BOARD TERMS OF REFERENCE

1. Purpose of the Somerset Growth Board

- 1.1 To provide strategic 'ownership' of the Somerset Growth Plan and manage the ongoing cycle of reviewing, updating and promoting the Plan;
- 1.2 To act in an advisory capacity to the six Somerset Councils and the Heart of the South West (HotSW) Local Enterprise Partnership (LEP) in respect of the Somerset Growth Plan. All recommendations from the Board will be presented to the six councils for approval. The Board therefore has no delegated decision making authority;
- 1.3 To accelerate delivery of the Somerset Growth Plan and maximise local accountability;
- 1.4 To have strategic oversight of the thematic sub-groups (Place, Employment and Skills, Business and Hinkley Local Leads) and funding streams associated with the delivery of the Somerset Growth Plan.

2. Core functions

- 2.1 To review and update the objectives and priorities within the Growth Plan at least annually, and make recommendations for approval by the six councils and endorsement by local business representatives;
- 2.2 To facilitate and promote joined-up delivery amongst partners of key projects identified within the Growth Plan and any associated activities;
- 2.3 To coordinate the local government contribution to the delivery of key projects identified within the Growth Plan and any associated activities;
- 2.4 To oversee delivery of the accountable body function, adopted by member organisations if appropriate;
- 2.5 To engage with and obtain support from key partners and stakeholders at a strategic level to support delivery of the Growth Plan;
- 2.6 To provide the strategic link between local government in Somerset and the HotSW LEP Board;
- 2.7 To provide the strategic link between Somerset's key economic development stakeholders and the Hinkley Strategic Development Forum (HSDF), and other appropriate National / sub-National forums;
- 2.8 To provide a coordinated response to consultations and policy announcements that impact upon the delivery of the Growth Plan. This does not exclude the six councils from responding separately where necessary.

3. Membership

- 3.1 Membership of the Somerset Growth Board shall be limited to:
 - Cabinet Economic Development leads from the County Council and each of the five District Councils,

- Regeneration Directors,
- HotSW LEP representative,
- Business representatives (FSB, Chamber, IoD etc).

3.2 Membership of the Board shall be reviewed annually.

3.3 From time to time, the Chairman may invite 'guests' to present to the Board on specific topics of relevance to the focus of the meeting.

4. Role and Responsibilities of Members

Board Members should:

- 4.1 have the responsibility to represent their organisation or partnership and to feedback information to relevant individuals within the organisation or partnership they represent;
- 4.2 make recommendations to the council for the prioritisation of projects and resource commitments necessary to deliver them;
- 4.3 inform the Board of their councils commitment to deliver individual projects;
- 4.4 ensure that their council has a concise decision making process in place to agree issues of shared interest on growth and meet timetables set by government for national funding and other funding mechanisms;
- 4.5 make every effort to prioritise attendance at scheduled meetings but are asked to nominate a relevant substitute from the same organisation or partnership. In the case of Local Authority Cabinet Leads, the substitute should be a Cabinet member. The substitute will be copied into correspondence relating to meeting dates and papers, for information.

5. Chairmanship

5.1 A Chair shall be elected from the Board and hold office for a minimum of one year.

6. Meetings

6.1 A minimum of one meeting per quarter should be held throughout the year, with additional meetings scheduled as required.

7. Reporting lines

- 7.1 The Boards' recommendations will be referred to the six councils for decision;
- 7.2 The Somerset Councils Leaders Group will mediate where the Board is unable to achieve a consensus in support of recommendations to the councils or where the councils are unable to agree the Boards recommendations.

8. Resourcing

8.1 The administration of the Somerset Growth Board will be resourced by the member Local Authorities.

9. Review date for the Terms of Reference

9.1 The Terms of Reference will be reviewed annually from the point of acceptance and recommended for approval by the six councils.

Agenda Item 16

Retail Relief from Business Rates

Executive Portfolio Holder: Tim Carroll , Finance and Spatial Planning
Strategic Director: Mark Williams, Chief Executive
Assistant Director: Donna Parham, Finance and Corporate Services
Service Manager: Ian Potter, Revenues and Benefits Manager
Lead Officer: Ian Potter, Revenues and Benefits Manager
Contact Details: ian.potter@southsomerset.gov.uk or (01935) 462690

Purpose of Report

To request that the District Executive recommend to Full Council the implementation of the Business Rates Transitional Rate Relief for the 2015/16 and 2016/17 financial years, and, to inform members of an increase in the Retail Relief in relation to Business Rates for the 2015/16 financial year (second and final year of this relief).

Further, to advise members that the enhanced Small Business Rate Relief has been extended for a further year and to request that members note the government's views on rate relief for childcare providers and the proposed SSDC response.

Forward Plan

This report appeared on the District Executive Forward Plan for March 2015.

Public Interest

The purpose of rate relief is to reduce the amount of business rates payable in any given financial year.

There is a range of reliefs available each with a set of qualifying criteria. This report looks at three of those reliefs.

Recommendations

The District Executive is requested to recommend to Council:

- (a) that the Council uses its discretionary powers to award Transitional Relief in accordance with Government guidance; and note
- (b) that the Retail Relief limit has been increased from £1,000 to £1,500 for 2015/16;
- (c) that the enhanced Small Business Rates Relief Scheme has been extend for a further year;
- (d) the government's views on rate relief for childcare providers.

Background

The Rating List produced by the Valuation Office agency and which contains details of the Rateable Value to be used in calculating the level of business rates payable normally lasts for a five year period. The current Rating List which came into effect on 1 April 2010 has been extended to a period of seven years, ending on 31 March 2017.

The Rateable Value of any given business rates hereditament can go up or down when the revaluation for each new rating list takes place. To provide some protection from large increases a Transitional Relief Scheme for small and medium size businesses phases in those increases over a number of years.

Transitional Relief

The Transitional Relief Scheme was introduced in 2010 to help those ratepayers who were faced with higher bills. The scheme ends on 31 March 2015 and as a result a small number of ratepayers will face a jump to their full rates bill from 1 April 2015. The government announced in the Autumn Statement on 3 December 2014 that it will extend to March 2017 the current transitional relief scheme for properties with a rateable value up to and including £50,000.

The government will, in line with the eligibility criteria set out in the guidance, reimburse local authorities that use their discretionary relief powers, under section 47 of the Local Government Finance Act 1988, as amended, to grant relief. It will be for individual local billing authorities to adopt a local scheme and decide in each individual case when to grant relief under section 47.

Central government will fully reimburse local authorities for the local share of the discretionary relief (using a grant under section 31 of the Local Government Act 2003). In view of the fact that such expenditure can be reimbursed, the government expects local government to grant discretionary relief to qualifying ratepayers.

Software suppliers have been unable to change the business rates IT system to automatically calculate entitlement to Transitional Relief so the Revenues Team will need to do this manually using government guidelines.

It is predicted that fewer than 100 businesses in each council area will qualify for this relief. The numbers are expected to be low because 2015/16 is the 6th year of the Rating List so much of the increase has already been phased in.

We will identify those businesses who qualify and issue a revised bill early in the new financial year.

Retail Relief increase

The Chancellor announced in his Autumn Statement on 5 December 2013 that Government would provide a business rates discount of up to £1,000 to all occupied retail properties with a rateable value of £50,000 or less in each of the years 2014/15 and 2015/16. Members approved the implementation of the two year Retail Relief in March 2014.

In his Autumn Statement on 4 December 2014 the Chancellor announced that for 2015/16 the relief would be increased from £1,000 to £1,500.

How many businesses have benefited in South Somerset?

The initial estimate was that approximately 700 businesses would receive Retail Relief. To date we have received 538 applications and more are being received on a daily basis. The Area Teams have supported this relief scheme by visiting or telephoning those businesses which had not applied during the original application process.

Small Business Rate Relief

The doubling of this relief which is awarded to businesses with a rateable value of up to £12,000 has been extended for a further year. This means that businesses with a rateable value of up to £6,000 will again pay no business rates in 2015/16.

Business Rates and Childcare Providers

Ministers would like to encourage local authorities to consider using their business rates local discounts powers to support access to local high quality childcare provision. The Government believes the provision of high quality childcare is crucial to stopping development gaps emerging and ensuring all children get the best start in life. Good childcare provision can also help aid economic growth (*source: Business Rate Information Letter 1/2015*).

Government is therefore encouraging billing authorities to consider using their powers to introduce business rate relief to childcare providers where there is a clear community benefit, such as where it would help with narrowing the gap, school readiness, or maternal employment.

As this would be a local discount government will only fund 50% of the cost of any local discount granted, with SSDC funding 40% of the cost (the remainder is funded 9% County Council and 1% Fire and Rescue Authority in line with Rates Retention ratios).

The majority of childcare providers already receive either Small Business Rate relief or Charity Relief.

As there are budget implications of introducing a local discount and amending the Council's Discretionary Rate Relief Policy, it is proposed that a further report be brought before members later in the year as part of the budget setting process for 2016/17.

How will the Retail and Transitional reliefs be funded?

The up to £1,500 Retail Relief and Transitional Relief will be delivered through authority local discount powers (under s47 of the Local Government Finance Act 1988). Local Authorities will be refunded for the loss in receipts as a result of these measures. Refunds will be made through s31 grants.

State Aid rules

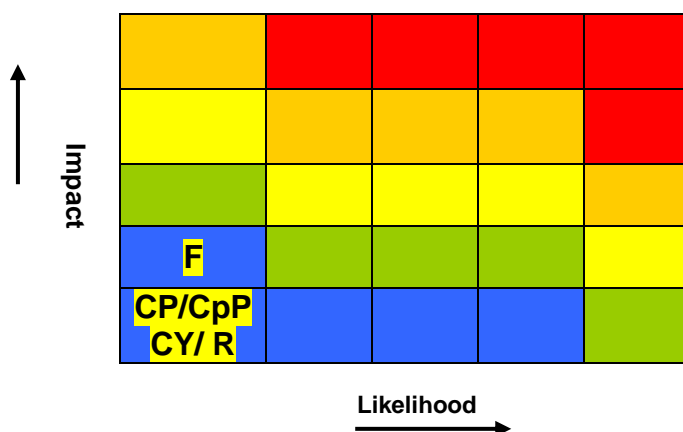
State Aid is generally prohibited by European Community rules. However, there are exceptions to this, and some financial aid is allowed if the sum given is below the 'de minimis' threshold. The 'de minimis' threshold is currently up to €200,000 over a three year period. As the State Aid rules apply across Europe it is expressed in Euros.

Financial Implications

SSDC will not be required to provide any funding for the increased Retail Relief and Transitional Relief Scheme.

The Government will not fund the relief where the State Aid ‘de minimis’ limits are exceeded. Applicants will be required to declare levels of State Aid received to ensure the award of relief remains within the permitted limits. Therefore there is a small risk of SSDC having to claim the relief back from any companies that breach the State Aid rules.

Risk Matrix



Key

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

Corporate Priority Implications

Council Plan 2012 – 2015 (Focus 1 – Jobs)

Corporate Emissions and Climate Change Implications

None associated with this report

Equality and Diversity Implications

None associated with this report

Background Papers

Full Council agenda and minutes March 2014 – Item 12

Business Rates Information Letter 1 / 2015 found at:

<https://www.gov.uk/government/publications/12015-business-rates-and-childcare-providers>

Business Rates #Information Letter 11 / 2014 (Autumn Statement) found at:

<https://www.gov.uk/government/publications/112014-autumn-statement-measures>

Agenda Item 17

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 to vary the amount and interest rate of a loan to the Somerset Waste Partnership.

Public Interest

This report presents the implications of changes to the agreed loan to the Somerset Waste Partnership to purchase waste vehicles.

1) Recommendations

The District Executive is recommended to:

- a) Note the reduced requirement to £1.9025 million for the loan to the Somerset Waste Partnership;
- b) Approve the interest rate of PWLB plus 1% is applied at the date the loan is exercised;
- c) Note that at current rates this reduces the interest due by £18,100 per annum. The actual interest due however will be dependent on rates at the time of the loan.

2) Background

- 2.1 Members approved a loan of up to £3.5 million at an interest rate of 3.5% to the Somerset Waste Partnership's (SWP's) in November 2014.

3) Revised Loan Requirement

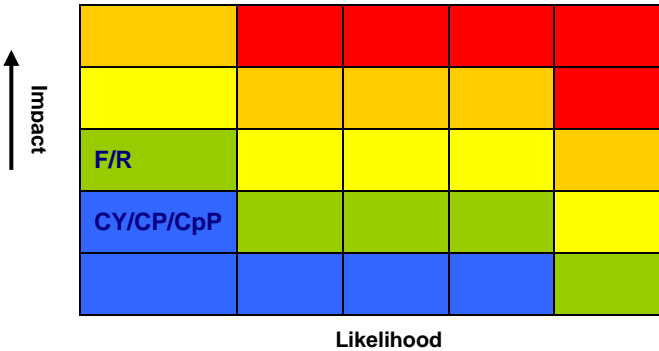
- 3.1 Since that date the SWP have been working with the collection contractors Kier for the provision of those vehicles. It is now likely in order to keep the flexibility the partnership wish to have around service delivery that some of those vehicles will now be hired rather than purchased.
- 3.2 At the time a rate of 3.5% was agreed interest rates over the 7 year period of the loan were higher than current rates. Longer term rates have now dropped and Kier as the contractor is now able to borrow more cheaply to purchase the vehicles than the loan offered by SSDC and Taunton Deane Borough Council (TDBC) at the time.
- 3.3 The requirement is now for a total loan to be shared between SSDC and TDBC of £3.805 million (£1.9025 for each authority).

3.4 The start date of the loan is expected to be June 2015 at the earliest. It is recommended because of the current fluctuations in interest rates that an interest rate equivalent to 7 year PWLB rate plus 1% is applied at the time the loan is exercised.

4) Financial Implications

4.1 The original loan was expected to generate additional income of £62,000 in 2015/16. At current PWLB rates the interest rate chargeable would be 2.9% but this is likely to change depending on the prevailing PWLB rate at the time. It is estimated that the interest per annum would be reduced by £18,100 at current rates. Setting a rate linked to PWLB rates will be a fairer commercial agreement for all parties – it will remain competitive should rates reduce but also protect both authorities should rates increase again before the loan is exercised.

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
CY = Capacity	Green = Minor impact and minor probability
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 to 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 – Paper A – Funding options for planned replacement of the Somerset Waste Partnership refuse collection vehicle fleet – 8th August 2014.
 Loan to Somerset Waste Partnership for Waste Vehicles – District Executive October 2014, and Council November 2015.

Agenda Item 18

Huish Episcopi Academy Artificial Grass Pitch Project Section 106 Award Decision

Executive Portfolio Holder: Cllr Sylvia Seal, Leisure and Culture
Strategic Director: Vega Sturgess, Operations and Customer Focus
Assistant Director: Steve Joel, Assistant Director (Health and Well-Being)
Service Manager: Lynda Pincombe, Community Health and Leisure Manager
Lead Officers: Steve Joel, Assistant Director (Health and Well-Being)
Contact Details: steve.joel@southsomerset.gov.uk or (01935) 462278

Purpose of the Report

1. To seek approval to award Huish Episcopi Academy (HEA) a maximum capital grant of £290,172 comprised of Section 106 Contributions (S106) towards the construction of Third Generation (3G) Artificial Grass Pitch with an estimated total project cost of £703,328 on the basis that the facility and the school playing fields will be available for community use.

Forward Plan

2. This report has not part of the Forward Plan. This report has been triggered by the timing of a Football Foundation Grant Award that enables HEA to proceed with the execution of the project, subject to confirmation of the Section 106 award.

Public Interest

3. The SSDC Artificial Grass Pitch (AGP) Assessment identified that a significant proportion of Area North residents were living beyond the 20 minute travel time catchment for AGPs. In 2008 this amounted to 13,739, resulting in a shortfall equivalent to 4,675 m², or 0.73 pitches at that time. This shortfall was projected to increase further to 0.82 pitches in 2028 as a consequence of new housing development and population growth.
4. To address this deficiency and meet the needs of community sport in the area, SSDC's policy was to develop a new third generation AGP in the Langport area of Area North. This approach was adopted since it would have the greatest impact on reducing the current spatial and quantity deficiencies, whilst avoiding any adverse impact upon existing facilities. It also meets the sporting needs in the area for all weather-floodlit football training facilities. In order to finance the delivery of the facility, the SSDC Community Health and Leisure Service has been negotiating and pooling Section 106 contributions from new housing developments within the Area North catchment.
5. In May 2011 SSDC agreed to partner with HEA to locate this facility on the school site, to replace their existing 'redgra' pitch area, recognising that there would be significantly greater benefit to be gained by the wider Area North community combined with higher levels of use through a joint development of this facility.
6. Having assessed the feasibility of the project in 2012, the detailed design process was completed with stakeholders in 2013 and Planning Approval was provided in June 2014.

7. A successful application by HEA to the Football Foundation now enables HEA to proceed with the execution of the project, subject to confirmation by SSDC to award the Section 106 contributions that have negotiating and pooled for the project.
8. This report seeks this approval from the District Executive to enable the project to proceed.

Recommendations

9. That Members:
 - Approve subject to the terms and conditions set out in the proposed Letter, Award Agreement and the Standard Terms and Conditions of Award, that South Somerset District Council has agreed to Award Huish Episcopi Academy a section 106 grant of £290,172 towards the construction of a Third Generation (3G) Artificial Grass Pitch and supporting ancillary facilities on the basis that these facilities and the school playing fields will be available for community use, consisting of:
 - i. £193,686 of section 106 contributions that have been paid to the Council.
 - ii. £96,486 of section 106 contributions where payment is subject to trigger clauses being reached within the relevant S106 agreements presenting a degree of risk to Huish Episcopi Academy that those monies may not be received by the Council.

Background

10. Since May 2011 SSDC has partnered with HEA to address the strategic deficiency in AGP provision in Area North by locating a new facility on the school site, to replace their existing 'redgra' pitch area, recognising that there would be significantly greater benefit to be gained by the wider Area North community combined with higher levels of use through a joint development of this facility.
11. The project itself seeks to provide a high quality all weather artificial grass pitch at the Huish Episcopi Academy (HEA) to support the development of football in the catchment. The proposal consists of:
 - 88m x 56m AGP with 60mm 3G surface.
 - Fencing.
 - Acoustic noise barrier.
 - Flood lighting.
 - Goal storage area.
 - Maintenance machinery storage area.
 - Spectator area and associated car parking.
12. The HEA is a mixed secondary school with academy status (since 2010), for ages 11 to 18 located in Huish Episcopi near Langport, Somerset, England. Catering for over 1,459 students, it is the only secondary school within area, and the only secondary schools in the district to offer sixth form provision. HEA is located within Langport and Huish on the A372 Wincanton Road, and is approximately 14.5 miles east of Taunton and 14 miles north of Yeovil.

13. HEA is a long standing provider of dual use community leisure services and facilities, operating an indoor sports hall, health and fitness suite, exercise studio, squash courts, multi-use games area, and a heated outdoor swimming pool through its subsidiary operating company Huish Leisure Ltd.
14. The Academy Leisure Centre is some 740sqm in size and is open to the public with restricted opening times. Community access for the swimming pool operates April to October. Main access to all other facilities is from 1700 to 2200, Monday to Friday, and 0900 to 1600 on Saturdays and Sundays.
15. HEA and SSDC have been working together to bring the project to fruition. As part of this collaboration SSDC has conducted the feasibility appraisal, led the design process, assisted the planning application process and overseen the preparation of a grant application to the Football Foundation and the tender process.
16. The evidence underpinning the need for the provision can be summarised below:
 - SSDC AGP Assessment.
 - Local club consultation identified the need for:
 - A specialist football surface, equivalent to Bucklers Mead Academy, Yeovil.
 - A requirement for 19 full pitch hours a week for floodlit training facilities across the winter period, commencing from September.
 - Occasional mid-week and weekend competitive match play during periods of prolonged adverse weather when pitches become unplayable, and fixtures back up.
 - Venue for team manager and coach education courses.
 - Venue specifically to support the development of girl's and women's training and match play.
 - Somerset FA consultation identified a need for:
 - Floodlit training facilities across the winter period.
 - A venue for youth match play.
 - Occasional mid-week and weekend competitive match play.
 - Team manager, official and coach education course training provision.
 - Focus for girl's and women's training and match play.
 - Commercial operator consultation highlighted their desire to provide all year round 5 aside-football competition formats.
17. The project is supported by HEA Governors, Somerset FA, Huish Leisure Ltd, and football clubs across the catchment including Aller, Ash, Barrington, Kingsbury Episcopi, Langport, Martock, Pitney, Shepton Beauchamp, Somerton and South Petherton.
18. In seeking to assemble the finance to deliver the project, the Academy has now received a grant offer of a maximum of £302,408 towards a total project cost of £703,328 for the construction of Third Generation (3G) Artificial Grass Pitch (with 60mm carpet pile) on the basis those facilities will be available for community use.

Report

19. Tenders for the project have now been received by HEA. The total project cost is estimated at £703,328.

20. Confirmed Partnership Funding for the project amounts to £413,156. The breakdown is:

Confirmed Partnership Funding Source:	£s	%
Football Foundation	302,408	43.0%
Huish Academy	110,748	15.7%
Total Partnership Funding:	413,156	58.7%

21. The need for the AGP has been necessitated by the cumulative impact of a number of developments, from which the Council has reasonably been seeking and pooling developers' contributions specifically for AGP and playing pitch provision in order to allow the infrastructure to be secured in a fair and equitable way.

22. The Council has currently negotiated a total £290,172 of S106 contributions from new housing developments to assist in financing this project, and enabling the school playing fields to be available for 'bookable' community use to also address wider playing pitch deficiencies in the Langport.

23. Of the £290,172 of S106 contributions earmarked towards the project, currently £193,686 have been paid to the Council and £96,486 are still subject to the normal trigger clauses applying to the relevant S106 agreements and in particular, to site commencement and new dwellings being sold and occupied.

24. The executive should be aware that there is a risk that the £96,486 still subject to the trigger clauses may not all be payable in the current economic climate. There are a number of variables that could affect these monies being received, for example, some of the contributions listed above are "strategic contributions" which are the first obligations to be discharged if the developer presents a Discharge of Planning Obligations application and the schemes are proven to be unviable. There is also the potential that small new schemes may not to commence or get built out, and equally that if they do the period of time it might well take for the "trigger" points to be reached on these developments could be some years from now. These are all risks which have been set out in the Award and are ones which Huish Episcopi Academy must consider in accepting this award.

25. A full listing of the proposed 'Banked' and 'Unbanked' contributions for the project are set out in the Award Agreement and the Standard Terms and Conditions of Award attached in Appendix 1.

26. Members should note that future section 106 contributions can be allocated to a project prior to the trigger point for the section 106s being reached.

27. Clearly there is a risk that future section 106 payments may not be for the amounts anticipated or within a timeframe desired by HEA. This represents a risk to HEA and it is

clearly set out in the within the proposed offer detailed within is set out in the Award Offer, specifically:

“It is important for the Organisation to recognise in deciding to accept the Award Offer that South Somerset District Council will only be in a position to pay claims from Section 106 Contributions when those contributions have been banked by South Somerset District Council. The timing of these payments from housing developers is subject to trigger clauses within the Section 106 Agreement for each particular development and in particular, the rate at which new dwellings are sold and occupied.

Accordingly South Somerset District Council cannot provide any indication of when such contributions will be received and be available to be claimed in all or any part by the Organisation in accordance with the provisions of this Agreement. In accepting this Award Offer and determining when you proceed with the execution of the Project (with or without the prior written consent of South Somerset District Council) you do so entirely at your own risk and expense.”

28. In accepting the Award Offers from the Football Foundation and SSDC, HEA will need to consider the financial implications within their business plan to take account for additional expenditure / financing costs that may be necessary to bridge any section 106 payment shortfall.
29. Each of the contributions have been checked and authorised by the Assistant Director (Economy) and Assistant Director (Finance and Corporate Services) in accordance with our agreed internal procedures.

Financial Implications

30. If the recommendation to award up to £290,172 of additional S106 funding towards this project is approved.
31. The anticipated costs for this project include contingency funding. In the event that not all contingency funding is required to deliver the project, it is conditioned that SSDC' s funding reduces on a pro-rata basis. The other funding conditions outlined are set out in the terms and conditions set out in the Letter, the Award Agreement and the Standard Terms and Conditions of Award (together the 'Agreement') that is attached in Appendix 1.
32. There are no new financial implications to the SSDC Capital Programme if the recommendations are approved.

Corporate Implications

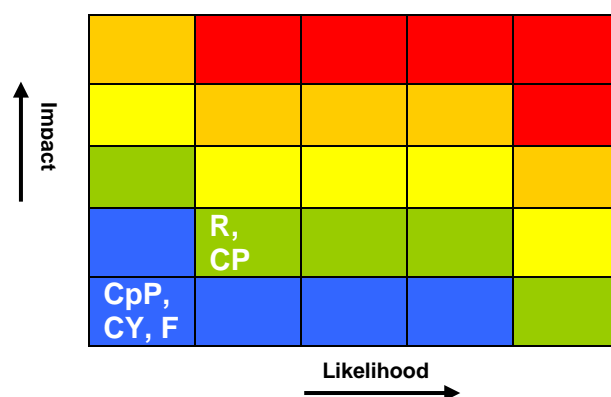
33. The project objectives specifically contribute to the delivery of Focus Four, Health and Communities, within the Council Plan 2012 – 2015. The project will specifically help to deliver in the following areas:
 - Ensure that the strategic priorities of the Somerset Health and Wellbeing Board reflect local needs and align council resources to deliver projects to address those needs (this project helps to address priorities 1 and 2 within the draft Somerset Health and Wellbeing Strategy).

- Maintain and enhance the South Somerset network of leisure and cultural facilities, optimising opportunities for external funding to promote healthy living.
- Work with and lobby partners to help communities to develop transport schemes and local solutions to reduce rural isolation and inequalities to meet existing needs of those communities.

34. The project will also help to address the shortfall of third generation artificial grass pitches identified within the South Somerset Needs Assessment for Artificial Grass pitches. This Needs Assessment was adopted by DX committee in March 2012.

Risk Matrix

35. The level of risk associated with the recommendations contained in this report are summarised below in the Council's Risk Matrix.



Key

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

Carbon Emissions and Climate Change Implications

36. None.

Equality and Diversity Implications

37. No new implications.

Background Papers

38. None

The Council Offices, Brympton Way, Yeovil, Somerset, BA20 2HT
Telephone: (01935) 462462 Fax: (01935) 462188
Website: www.southsomerset.gov.uk

**Steve Joel - Assistant Director
Health and Well-Being**

Mr Andrew Davis
Principal
Huish Episcopi Academy
Wincanton Road
Langport
Somerset TA10 9SS

Date: 3rd February 2015
Your Ref:
Our Ref: J:6.3.14 Huish
Ask For: Steve Joel
Direct Line: (01935) 462278
e-mail: steve.joel@southsomerset.gov.uk

Dear Andrew

AWARD OFFER LETTER

I am writing to confirm that, subject to the terms and conditions set out in this Letter, the Award Agreement and the Standard Terms and Conditions of Award (together the '**Agreement**'), South Somerset District Council has agreed to Award Huish Episcopi Academy a **maximum capital grant of £290,172** towards an estimated total project cost of **£703,328** towards the construction of a 88m x 56m Third Generation (3G) Artificial Grass Pitch (with 60mm carpet pile) and the delivery of the aims and objectives of the Football Development Plan prepared as part of the Football Foundation application. The Award is provided on the basis that the facilities and the school playing fields will be available for community use.

Importantly this Award includes £20,508 of Capital Funding that South Somerset District Council has already provided to assist the Project to gain planning approval 14/00249/FUL.

The Award being offered to you may only be used by Huish Episcopi Academy solely towards financing your Project as agreed with South Somerset District Council.

Please find enclosed the following documents explaining the full details of your Award Offer, all of which you should read thoroughly prior to accepting the offer:

- Award Agreement
- Standard Terms and Conditions of Award
- South Somerset District Council Forms

If you have any questions about this letter, please contact me at the above address.

We look forward to continue to work with you to improve sporting facilities for both the school and the wider community.

Yours sincerely

Steve Joel
Assistant Director – Health and Wellbeing

Award Agreement

South Somerset District Council
(The Council Offices, Brympton Way, Yeovil, BA20 2HT)

And

Huish Episcopi Academy
(Wincanton Road, Langport, Somerset, TA10 9SS)

Date: 11th February 2015

Award Agreement

Award Agreement Contents

Financial Breakdown
Project Details
Project Objectives
Project Conditions
Publicity
Accepting your Award

In addition you will find attached the following forms:

Acceptance of Award Form
Tender Report
Bank Details Form
Monitoring and Evaluation Reporting Template
Capital Project Claim Form

The purpose and timescale for submission of these forms is detailed in the Capital Document Checklist.

Legally Binding Agreement

This Award Agreement, together with the Award Offer Letter and the Standard Terms and Conditions of Award will constitute a binding contract with South Somerset District Council when accepted by Westfield Academy.

It is important that you read and understand this document and the Standard Terms and Conditions of Award <u>before</u> you decide to accept your Award Offer.

Accepting your Award

If you are satisfied with the details set out in the Agreement and wish to accept your Award Offer, then sign and return the **Acceptance of Award Form** enclosed, along with any other information requested, to **Lynda Pincombe, Community Health and Leisure Manager, South Somerset District Council, The Council Offices, Brympton Way, Yeovil, Somerset, BA20 2HT.**

1. Financial Breakdown

Award

South Somerset District Council is pleased to offer an Award of up to **£290,172** towards your expected Total Project Cost of **£703,328**. The Award consists of contributions from housing developments, known as Section 106 contributions, as follows:

Banked Section 106 Contributions

Award	Purpose for which award must be used	Source of funding
£384	Construction of a 3G Artificial Grass Pitch	S106 contribution ref. 06/02920/FUL & 11/02783/FUL (Lyddons Barn Farm)
£11,064	Construction of a 3G Artificial Grass Pitch	S106 contribution ref. 08/03775/FUL (Prigg Land)
£2,595	Construction of a 3G Artificial Grass Pitch	S106 contribution ref. 07/03984/FUL (Lightgate Lane)
£104,037	Construction of a 3G Artificial Grass Pitch	S106 contribution ref 07/03534/FUL (Old Kelways)
£3,846	Construction of a 3G Artificial Grass Pitch	S106 contribution ref. 13/04069/FUL (Laurel Farm)
£71,760	Construction of a 3G Artificial Grass Pitch	S106 contribution ref. 10/03541/FUL (Newtown)
£196,686		

The Banked Section 106 Contributions are available for the Organisation to claim all or any part of in accordance with the provisions of this Agreement.

It should be noted that £20,508 of Capital Funding provided by South Somerset District Council to assist the Project to gain planning approval 14/00249/FUL has been financed and paid from the following Banked Section 106 Contributions.

Source	Award	Expenditure	Remaining Balance
S106 contribution ref. 08/03775/FUL (Prigg Land)	£11,064	£7,381	£3,683
S106 contribution ref. 07/03984/FUL (Lightgate Lane)	£2,595	£2,595	£0
S106 contribution ref 07/03534/FUL (Old Kelways)	£104,037	£10,532	£93,505
	£117,696	£20,508	£97,188

Unbanked Section 106 Contributions

Award	Purpose for which award must be used	Source of funding
£4,181	Construction of a 3G Artificial Grass Pitch	S106 contribution ref. 11/02448/FUL (Bartletts Elm)
£22,491	Construction of a 3G Artificial Grass Pitch	S106 contribution ref. 10/03245/OUT (Town Farm)
£21,816	Construction of a 3G Artificial Grass Pitch	S106 contribution ref. 09/01861/FUL (Yandles Garage)
£10,532	Construction of a 3G Artificial Grass Pitch	S106 contribution ref 10/03704/FUL (Northfield)
£14,667	Construction of a 3G Artificial Grass Pitch	S106 contribution ref. 13/01232/FUL (Old Kelways)
£1,769	Construction of a 3G Artificial Grass Pitch	S106 contribution ref. 12/04885/FUL (Hayes End)
£3,832	Construction of a 3G Artificial Grass Pitch	S106 contribution ref. 13/02239/FUL (St Michael's Gardens)
£1,286	Construction of a 3G Artificial Grass Pitch	S106 contribution ref. 13/02709/OUT (Heal Lane)
£2,760	Construction of a 3G Artificial Grass Pitch	S106 contribution ref. 12/04897/OUT (Water Street)
£2,786	Construction of a 3G Artificial Grass Pitch	S106 contribution ref. 13/00314/OUT (Land west of Newtown)
£7,638	Construction of a 3G Artificial Grass Pitch	S106 contribution ref. 13/02474/OUT (Coat Road)
£938	Construction of a 3G Artificial Grass Pitch	S106 contribution ref. 13/03663/FUL (West Street)
£1,126	Construction of a 3G Artificial Grass Pitch	S106 contribution ref. 12/01501/OUT (Home Farm)
£646	Construction of a 3G Artificial Grass Pitch	S106 contribution ref. 14/03788/FUL (Combe Hill)
£96,486		

In summary this provides a total of **£290,172** towards the project, consisting at the date of the Award of **£193,686** of Banked Section 106 Contributions and **£96,486** of Unbanked Contributions towards the Construction of a 88m x 56m 3G Artificial Grass Pitch as specified on the site of the existing Huish Episcopi Academy red-gra pitch.

It is important for the Organisation to recognise in deciding to accept the Award Offer that South Somerset District Council will only be in a position to pay claims from Section 106 Contributions when those contributions have been banked by South Somerset District Council. The timing of these payments from housing developers is subject to trigger clauses within the Section 106 Agreement for each particular development and in particular, the rate at which new

dwellings are sold and occupied. These “trigger” points may only be reached on these developments some years from now.

The Organisation must consider the risk associated with Unbanked Contributions in the current economic climate. There are a number of variables that can affect these monies being received by the Council, for example, in the event that schemes are proven to be unviable, some of the contributions listed may be the first obligations to be discharged if a developer submits a Discharge of Planning Obligations application.

Accordingly South Somerset District Council cannot provide any indication of when such contributions will be received and be available to be claimed in all or any part by the Organisation in accordance with the provisions of this Agreement. In accepting this Award Offer and determining when you proceed with the execution of the Project (with or without the prior written consent of South Somerset District Council) you do so entirely at your own risk and expense.

Breakdown of Costs

The Award will be used solely towards financing the following costs of the Project.

	£s
Pitch Construction	529,477
Fees	60,955
Contingency (5%)	26,474
Irrecoverable VAT	55,522
Total AGP Costs	672,428
Lump Jump / Triple Jump Replacement Provision	30,900
Total Project Costs	703,328

Partnership Funding

Confirmed Partnership Funding including your own contribution to the Project amounts to **£413,156**

	£s	%
Football Foundation	302,408	43.0%
Huish Academy	110,748	15.7%
Total Partnership Funding:	413,156	58.7%

The South Somerset District Council contribution amounts to 41.3% of the Project Funding.

South Somerset District Council reserves the right to retain **10%** of the Capital Funding until such time as your Project reaches a stage of Practical Completion in accordance with Clause 6 of the Standard Terms and Conditions of Award.

Use of Award

The Award will be used solely towards financing the costs of the Project in accordance with the terms and conditions set out in the Agreement. In particular, your attention is drawn to the obligations under conditions 2 and 3 of the Standard Terms and Conditions of Award as to the operation and implementation of the Award and the accountability of your Organisation as to expenditure of the Award.

2. Project Details

Project Outline

The Award is granted to assist Huish Episcopi Academy in financing the provision of a Third Generation (with 60mm pile) artificial grass pitch that will be available for community use. The project comprises:

- 88m x 56m Artificial Grass Pitch with 60mm 3G surface
- Fencing
- Acoustic noise barrier
- Flood lighting
- Goal storage area
- Maintenance machinery storage area
- Spectator area
- Car parking
- Landscaping

Project Specifications

88m x 56m Artificial Grass Pitch with 60mm 3G surface.

As per the attached outline specification and associated drawings attached as Appendix A.

As per the conditions relating to planning approval 14/00249/FUL.

3. Project Objectives/Requirements

The success of your Project will be measured by the progress achieved in the delivery of the Football Development Plan (Version 8 – 5th November 2014) detailed in Appendix B, prepared as part of your application to the Football Foundation. You will be required to provide an submit annual progress reports against the targets for the first five years of operation to South Somerset District Council.

Project Specific Requirements

You will ensure that your Project complies with the following specific Award obligations and objectives:

Your objectives are listed below:

Within the first two years of opening:

- **Hours of Operation** - Assess the potential and apply if feasible to extend the maximum hours of operation permitted by Planning Approval 14/00249/FUL to extend Community Use and improve financial performance.

Throughout the life of the facility:

- **Community Use** – The Organisation will make the Facility available for Community Use for the maximum hours permitted by Planning Approval 14/00249/FUL or any subsequent amendment throughout each year for a minimum of 48 weeks, subject to where maintenance, repair or programmed replacement is required and where the circumstances are such that it would be unreasonable to make the Facility available (in whole or in part).
- **Competitive Football Use** - To prioritise the use of the Artificial Grass Pitch for the provision of competitive community football and the delivery of the Football Development Plan.
- **Football and Sports Development** - To operate a structured programme of football and sports development by providing opportunities for beginners, people wishing to improve their sporting skills through coaching and competition programmes, and training for players coaches and officials.
- **Charges and Fees** - Ensure that the scale of charges and fees are affordable for all parts of the community to maximise access, involvement and participation.
- **Renewals and Replacement Plan** - Maintain a rolling twelve year fully costed Renewals and Replacement Plan (RRP) for the new facilities, updated as a minimum every two years and submitted to the District Council.
- **Annual Sinking Fund Payment** - Review the annual sinking fund payment each year and increase where necessary to keep pace with inflation and the cost of reasonable technology enhancements over time, providing always that the sinking fund has sufficient monies to meet the requirements of the Renewals and Replacement Plan.
- **Sinking Fund** - Within 2 months of the end of the Organisation's financial year to transfer not less than £16,500 to the Sinking Fund and thereafter at the end of each subsequent Financial Year to pay into the Sinking Fund a sum of not less than £16,500 and use all monies (including any interest) in the Sinking Fund solely towards the direct cost of renewing or replacing the major components over the life the facility including the carpet, dynamic base, equipment, fencing, sports lighting, re-lining of pitch and re-lamping sports lighting.

For avoidance of doubt, Sinking Fund means an interest bearing account set up by the Organisation for the Facility and which is separate from the Organisation's own money.

- **Day to Day Repairs and Planned Preventative Maintenance** - Monies within the Sinking Fund may not be used or allocated for Day to Day Repairs and Planned Preventative Maintenance. The Organisation will ensure that not less than £6,000 is available each Financial Year solely for Day to Day Repairs and Planned Preventative Maintenance items including the application of herbicide spray and moss killers, rubber crump top-up, drag brushing on at least a weekly basis, de-compactions on a half yearly basis, condition reports on general condition of the artificial carpet / dynamic base every two years, inspection of joints, seams and markings. A copy of condition reports for the Facility shall be provided to SSDC within 14 days of receipt.
- **Specialist Contracts** - To ensure the Facility and its associated equipment are kept in good repair and condition and free from of all defects and to rebuild renew and replace wherever necessary the Organisation will enter into specialist contracts with reputable contractors for the servicing inspection and maintenance at appropriate intervals of any Renewal, Replacement, Day to Day Repair and Planned Preventative Maintenance items and to produce copies of such contracts to the SSDC on request

- **Financial Sums** - The annual sum to be paid into the Sinking Fund and allocated for Day to Day Repairs and Planned Preventative Maintenance shall be subject to review by SSDC every two years from receipt of the condition survey and 12 year rolling Renewal and Replacement Plan.
- **Compliance** - Within 14 days of receiving a written request from the SSDC the Organisation shall provide such evidence as SSDC requires, ensuring the provisions of these conditions are being fully and properly complied with.
In the event that there is a shortfall in the Sinking Fund due to the Organisation improperly withdrawing monies or not paying monies into the Sinking Fund or for some other reason then immediately upon receipt of notice from SSDC the Organisation will pay into the Sinking Fund such shortfall.

•
Throughout the Clawback Period:

- The Organisation agrees that the facilities under its management will participate within the South Somerset District Council Passport to Leisure scheme, providing at least a 25% concession to holders based on published prices. The level of concession will not be increased by SSDC during the Clawback Period.
- The Organisation's Playing Pitches will be made available on a booked basis for Community Use throughout the year subject provided at all times their condition will not unreasonable impact upon the requirements of the Organisation to use them for curriculum purposes.

Progress Measures

Your Organisation will be measured by the detailed KPIs developed through your application. You will be required to submit a progress report every 6 months and KPI data for the duration of the project.

4. Project Conditions

The Award is subject to the Standard Terms and Conditions of Award attached. In addition, the Award is also subject to the specific requirements and conditions set out in this section 4 (the '**Project Conditions**'), which the Organisation agrees to observe and perform. In the event that, in the reasonable opinion of South Somerset District Council, there is a failure or unacceptable delay in complying with all or any of the Project Conditions, South Somerset District Council reserves the right in its absolute discretion to terminate the Agreement forthwith.

South Somerset District Council is not required to make payment of all or any part of the Award until all the Project Conditions set out in this section 4 have been fulfilled to South Somerset District Council's satisfaction. South Somerset District Council shall not under any circumstances be liable for costs incurred by you in complying or attempting to comply with any or all of the Project Conditions. You should therefore note that if you incur any cost in attempting to satisfy any of the Project Conditions, but fail to comply with them, no Award shall be paid to you. You will therefore have incurred costs but will not be entitled to receive the Award.

Similarly, if you proceed with the purchase of property, goods or services before the fulfilment of the Project Conditions (or without the prior written consent of South Somerset District Council) you do so entirely at your own risk and expense.

Conditions to be fulfilled

You shall be required to fulfil all of the following general conditions to South Somerset District Council's approval as stated below:

- The construction of the Facility is to be completed by 1st April 2016.

- The Award is secured in line with Clause 17 of the Standard Terms and Conditions of Award.

Payment Conditions

1. Payment of all or any part of the Capital Funding shall be conditional upon your fulfilment of the following requirements by the dates stated:

Condition	Date Required
<p>1. The following forms are satisfactorily completed and submitted to the agreement of South Somerset District Council:</p> <ul style="list-style-type: none"> - Acceptance of Award Form - Bank Details Form 	<p>Within 3 months of receipt of the Award offer letter.</p> <p>Before first payment</p>
<p>2. The following additional items of information are satisfactorily completed and submitted to the agreement of South Somerset District Council:</p> <ul style="list-style-type: none"> - Written confirmation (including the minutes from relevant meeting) from the Huish Episcopi Academy Trustees agree to: <ul style="list-style-type: none"> 1. Incorporate provisions from this Agreement into the new AGP and School Playing Fields into the existing Shared Use Agreement (SUA) and extend the current term of the SUA 31st March 2021 for a further period of 21 years to 31st March 2042 in recognition of the Award. 2. That that AGP funded by this Award will be available for community use for the maximum hours permitted by Planning Approval 14/00249/FUL throughout the year, excluding the Christmas period. - A rolling twelve year fully costed Renewals and Replacement Plan (RRP) for the new facilities including details of sinking fund arrangements. - Written notification of commencement of the project. - Submission an annual report to South Somerset District Council providing a detailed review of the operation of the Facilities and a summary of achievements against targets/KPIs. 	<p>Within 3 months of receipt of the Award offer letter and prior to first payment.</p> <p>Prior to last payment</p> <p>Prior to first payment</p> <p>Every 12 months from the commencement of the project for a period of 5 years following practical completion.</p>
<p>3. In the event that all the project contingency funding is not required, to deliver the Project, then SSSDC's funding contribution will decrease on a pro-rata basis unless otherwise agreed in writing.</p>	<p>Final payment</p>
<p>4. The Long Stop Date for the completion of construction and development of the Facility is the end of September 2016.</p>	

5. Publicity

It is important for you and South Somerset District Council to maximise publicity relating to the success of the Project. To achieve this we expect you to:

Arrange an official opening ceremony for the Facility within a reasonable period after completion of the Facility, at which South Somerset District Council must be invited to send representatives. You should contact Lynda Pincombe (Community Health and Leisure Manager), to agree a date of and the arrangements for the opening ceremony.

Display appropriate South Somerset District Council signage. You will be required to have a permanent South Somerset District Council sign displayed (to be provided by South Somerset District Council).

Continuously promote 'a facility grant aided by SSDC' branding within all marketing and promotion material for the Project in accordance with Condition (12) of the Standard Terms and Conditions of Award.

Continuously promote the Project in accordance with Condition (12) of the Standard Terms and Conditions of Award.

6. Accepting your Award

Please ensure that you read and understand the **Award Offer Letter**, the **Award Agreement** and the **Standard Terms and Conditions of Award**.

You have **3 months** from the date of the Award Offer Letter to accept the Award Agreement and Standard Terms and Conditions of Award. After this 3-month period this offer will lapse unless valid and acceptable reasons are given for the delay before the end of this period and South Somerset District Council agrees in writing to extend it. If this offer lapses, the Award Offer will be regarded as having been automatically withdrawn. Please note that **NO** agreement comes into existence between South Somerset District Council the Organisation unless and until the above documentation has been duly completed and received by South Somerset District Council.

Next steps

When South Somerset District Council has received all of the duly completed forms and documents requested within this Award Agreement it can process the Award. Payments of the Award will be made and distributed subject to the terms and conditions of the Agreement

We look forward to hearing from you. Lynda Pincombe will remain your point of contact for any queries. If there is any part of the Award Agreement that is unclear, please contact Lynda for assistance on 01935 462614.

Capital Document Checklist

Should you wish to accept your Award Offer you will need to complete the following items and return them to South Somerset District Council unless otherwise stated:

Title	Description	South Somerset District Council to receive
Terms and Conditions	Before accepting your award read through the terms and conditions thoroughly. By accepting the award you are entering into a legally binding contract.	_____
Acceptance of Award Form	This form enters you into a contract and confirms that everything submitted with your acceptance is true, correct and you accept the terms and conditions.	3 months from the date of the Award Offer Letter
Tender Report	When completing a capital project at least three competitive tenders for the provision of the facility must be obtained. This form should be completed when the tenders have been received and assessed.	Already provided.
Project Contacts Form	This form must be completed by you and sent back to South Somerset District Council with your acceptance of award form	With Acceptance of Award Form
Bank Details Form (BACS)	This form must be completed by you and returned to South Somerset District Council with your acceptance form.	Already provided.
Interim Claim Form	This is the first payment request form that you need to fill in. The Final retention form does not need to be sent until you are requesting the final payments of the project.	For 1 st and subsequent grant instalments (not final payment)
Final Capital Claim Form	This form must be completed and submitted on Completion of the project to claim the <u>final</u> instalment of the grant.	When claiming final grant instalment
Project Reporting Template	This form provides you with the format of reporting we require on the project every 3 months and enables consistent reporting across all projects with the appropriate KPI framework.	Every 3 months from project start date until Practical Completion

Standard Terms and Conditions of Award

1. This document contains the Standard Terms and Conditions of your Award.

Definitions

For the purposes of these Award Terms and Conditions and the accompanying Award Offer Letter and Award Agreement the following expressions shall have the meanings respectively ascribed to them:

'Agreement'	Means the contractual arrangements set out in the Award Offer Letter, the Award Agreement and these Standard Terms and Conditions of Award;
'Annual Review'	Means that review described in condition 3.2;
'Authorised Signatory "	Means an officer/member of the Organisation possessing the necessary power and authority to sign and enter the Agreement on behalf of the Organisation;
'Award'	Means the total amount of the grant(s) referred to in the first paragraph of the Award Offer Letter awarded to assist the Organisation to finance the Project;

'Award Agreement'	Means the basic contractual provisions relating to the Project for which the Award is made and as set out in the document entitled Award Agreement and sent with the Award Offer Letter;
'Award Offer Letter'	Means the award letter sent to the Organisation confirming the Award and enclosing the Award Agreement and Standard Terms and Conditions of Award;
'Capital Funding'	Means the Award as referred to in Section 1 of the Award Agreement that relates to Capital Funding and which funding is to be used for the purchase, construction or development of Facilities;
'Certificate of Completion of Making Good Defects'	Means the certificate issued at the end of the Defects Liability Period by the Supervising Officer confirming that the defects (if any) have been made good;
'Certificate of Practical Completion'	Means the certificate issued by the Supervising Officer upon practical completion of the works comprising the Project;
'Clawback Period'	Means the period of thirty six (36) years from the Date of Acceptance;
'Commencement Date'	Means the commencement date for the construction and/or development of the Facility as advised in writing by the organisation;
'Date of Acceptance'	Means the date upon which the Authorised Officer signed the Acceptance of Award form;
'Date of Practical Completion'	Means the date certified as such in the Certificate of Practical Completion;
'Defects Liability Period'	Means, if the Award is less than one hundred thousand pounds (£100,000), the period of six (6) months commencing from the Date of Practical Completion and if the Award is more than one hundred thousand pounds (£100,000) the period of twelve (12) months commencing from the Date of Practical Completion;
'Duration of the Project'	Means the total number of months (rounded up) between the Commencement Date and the Long Stop Date;
'Facility'	Means the sporting facility/equipment/building in respect of which the Award is made as specified in Section 2 of the Award Agreement;
'In Principle Funding'	Means that element of funding identified as such in Part 1 of the Award Agreement;
'Invoices'	Means those invoices submitted by the Organisation for the duration of the Project for those costs incurred which are not covered by the Supervising Officer's Certificate;
'Lease'	Means the Lease of the Facility between the Organisation and Somerset County Council
'Long Stop Date'	Means the date by which the construction and/or development of the Facility is to be completed as set out in Section 4 of the Award Agreement;
'Material Change'	Means a substantive improvement in the financial position of the organisation; a change in ownership of the Organisation or a change to the nature or delivery of the Project Objectives, any of the foregoing of which may reasonably lead South Somerset District Council to conclude during the Annual Review that is, or is likely to be, a material increase or diminution in the organisation's level of financial need;
'Organisation'	Means the organisation to which the Award is made (sometimes referred to as "you" or "your", as the context requires, throughout this Agreement);

'Parties'	Means South Somerset District Council and the Organisation (each a "Party");
'Project'	Means the project to which the Award relates and as described in Section 2 of the Award Agreement;
'Project Measures'	Means those measures applicable to the Project Objectives as set out in Section 3 of the Award Agreement;
'Project Objectives'	Means those objectives set out in Section 3 of the Award Agreement which the Parties have agreed shall be applicable to the Project;
'Project Specifications'	Means those specifications for the Project as set out in Section 2 of the Award Agreement;
'Retention'	Means the monies to be retained by South Somerset District Council as set out in Section 1 of the Award Agreement, and where applicable, to be paid to the Organisation in accordance with condition 6.2;
'South Somerset District Council'	Means South Somerset District Council of the Council Offices, Brympton Way, Yeovil, BA20 2HT and sometimes referred to as "we", "us" or "our" (as the context requires) throughout this Agreement;
'Statement of Anticipated Total Project Costs'	Means the statement of the anticipated total project costs signed by the Organisation and its quantity surveyor or Supervising Officer;
'Statement of Final Account'	Means the statement of final account signed by the Organisation and the Supervising Officer confirming that the total project costs of the Project have been agreed;
'Supervising Officer'	Means a suitably qualified architect, project manager, employer's agent or other officer employed by the Organisation to supervise or project manage the development/construction of the Facility;
'Supervising Officer's Certificate'	Means that document referred to in Condition 5.4.

2 Operation and Implementation

- 2.1** The Award will be used solely towards financing the Project in accordance with the details set out in Section 2 of the Award Agreement or as may be otherwise agreed in writing with South Somerset District Council. Without prejudice to the generality of the foregoing, the Organisation acknowledges and agrees that the Award may not in any circumstances be used (in whole or in part) towards redundancy payments or the like which South Somerset District Council does not recognise as Project costs.
- 2.2** The Organisation will co-operate fully with South Somerset District Council at all times in the implementation of the Project and will use its best endeavours to meet the Project Objectives.
- 2.3** Delivery of the Project will comply fully with the Project Specifications, the contents of which shall not be altered materially without the prior written consent of South Somerset District Council.
- 2.4** The Organisation will not deposit any part of the Award outside ordinary business accounts within the clearing bank system without prior written authorisation from South Somerset District Council.
- 2.5** The provisions of this Agreement will apply throughout the Clawback Period.
- 2.6** The Organisation will operate fair procedures in relation to any individuals who are either denied inclusion or who are removed for any reason from the Project. The Organisation will not exclude anyone from participating in the Project on the grounds of race, religion, colour, sex (except where the Project relates to participants of one gender only, for example,

women's football) occupation, disability or political persuasion other than in accordance with lawful justification or where positive discrimination is permitted.

- 2.7** The Organisation will comply with all statutory requirements and other laws and regulations relating to the implementation and development of the Project (including recruitment and participation), including without limitation, all relevant equal opportunities, anti-racism, child protection, human rights and health, safety and employment related laws and regulations and with such guidelines and/or codes of practice which South Somerset District Council may notify to the Organisation from time to time.

3 Accounting

- 3.1** The Organisation will keep full and proper accounts and records in respect of the implementation of the Project. Any representative(s) or nominee(s) authorised by South Somerset District Council will be given access, at South Somerset District Council's request, to these accounts and financial records. The Organisation shall provide such documentation and assistance as South Somerset District Council may reasonably require in order to undertake periodic reviews.
- 3.2** The Organisation will notify South Somerset District Council during the financial assessment of any interest earned on the Award and South Somerset District Council shall decide in its reasonable discretion whether such interest may be retained by the Organisation for specified use or whether it should be returned to South Somerset District Council's funds.

4 Payment – all Awards

- 4.1** Save as otherwise agreed in writing, South Somerset District Council shall pay the Award to the Organisation in accordance with the terms and conditions of the Agreement and without prejudice to the generality of the foregoing by reference in particular to Condition 2.1 and Section 1 and Section 4 of the Award Agreement.
- 4.2** The Award will be paid using Bankers Automated Clearing Scheme (BACS), or similar method, directly into the Organisation's bank account. The Organisation will be sent remittance advice informing it as to how much will be transferred into the account and the date of transfer.
- 4.3** If the Organisation fails to claim all or any part of the Award in accordance with the provisions of this Agreement South Somerset District Council shall be entitled to retain the Award or reduce the amount accordingly.
- 4.4** South Somerset District Council shall be entitled to suspend or cease payment of the Award in the following situations:
- 4.4.1** Upon the occurrence of any of the events set out in Condition 14.5 and such event is continuing or is not capable of being remedied;
 - 4.4.2** Whilst investigations are being carried out into any matter that might result in the Organisation being required to repay all or any part of the Award;
 - 4.4.3** Where the Award has been terminated in accordance with Condition 14.1;
 - 4.4.4** Where, after considering the purpose of the Award, in South Somerset District Council's reasonable opinion, further payment of the Award would not constitute good value for money (provided that South Somerset District Council will continue to pay the Award to the extent that the Organisation has contracted for goods and services and it is not practically possible to cancel such arrangements);
 - 4.4.5** Where the conditions set out in 17.2 cease to prevail and South Somerset District Council reasonably determines that it has insufficient funds available to it to continue with the payment of the Award to the Organisation;
 - 4.4.6** Where any of the events set out in Condition 11.1 or 11.2 has occurred.

- 4.5 The Organisation shall repay to South Somerset District Council any part of the Award incorrectly paid to it as a result of an administrative error including (without limitation) where either an incorrect value of the Award has been released or where the Award has been released in error before all applicable terms and conditions of the Agreement have been complied with by the Organisation.

5 Claiming Capital Funding

- 5.1 The following provisions of this clause shall apply to all Capital Funding:
- 5.2 The Organisation may not submit any claim for payment of all or part of the Award until it has provided a confirmed in writing the **project start date**.
- 5.3 The Award (other than the Retention) shall be paid out instalments to be agreed with South Somerset District Council against the **Supervising Officer's Certificate** and/or the **Invoices** provided that the amount paid out in any month shall not exceed the aggregate of the Monthly Instalment for that month. To claim any part of the Award (other than the Retention) the Organisation shall submit **the Interim Claim Form** together with the Supervising Officer's Certificate and/or the Invoices as may be appropriate.

6 Capital Funding – Retention

- 6.1 As set out in Section 1 of the Award Agreement a specified proportion of the Award referable to the Capital Funding shall be retained by South Somerset District Council (the "**Retainer**") and shall only be paid to the Organisation in accordance with Condition(s) [6] hereof.
- 6.2 Subject to Conditions 5.3 and 6.3 South Somerset District Council shall pay the Retention to the Organisation as follows;
- 6.2.1 One half of the Retention shall be paid on receipt of:
- 6.2.1.1 The **Certificate of Practical Completion** (or equivalent); and
- 6.2.1.2 The **Statement of Anticipated Total Project Costs** (this must be confirmed and signed by the Applicant and Quantity Surveyor);
- 6.2.2 The remaining half of the Retention shall be paid on receipt of:
- 6.2.2.1 The form **Final Claim Form**;
- 6.2.2.2 The **Certificate of Completion of Making Good Defects**;
- 6.2.2.3 The **Final Certificate** or signed **Statement of Final Account**.
- 6.3 In the event that the relevant figure set out in the **Statement of Anticipated Total Project Costs** and/or **the Statement of Final Account/final certificate** is less than the amount of the Award, South Somerset District Council reserves the right not to make payment of all or any part of the Retention and to reduce the amount of the Award accordingly.
- 6.4 In the event that South Somerset District Council does not receive the Statement of Final Account/Final Certificate within three (3) months of the expiry of the Defects Liability Period, South Somerset District Council reserves the right not to make payment of the remaining half of the Retention in accordance with Condition 6.2.2 and to reduce the amount of the Award accordingly.
- 6.5 If the Organisation fails to claim all or any part of the Award in accordance with this Condition 4 by the Long Stop Date South Somerset District Council shall be entitled to retain all or any part of the Award not claimed by the Organisation and reduce the amount of the Award accordingly.

7 Monitoring and Evaluation

- 7.1 The Organisation agrees to establish clear lines of communication with South Somerset District Council representatives to carry out this monitoring and evaluation requirement and to respond promptly to any questions raised during the monitoring process.

Progress monitoring

- 7.2 All Projects which receive an Award from South Somerset District Council will be closely monitored to ensure that:
- 7.2.1 The Project Objectives are being met;
 - 7.2.2 The Organisation continues to comply with the terms and conditions of the Agreement;
 - 7.2.3 The Project continues to represent good value for money.
- 7.3 During project initiation and the delivery phase the Organisation must be prepared to receive site visits and permit access to authorised representative(s) and nominee(s) of South Somerset District Council, upon reasonable notice (two working days), to the Organisation's premises and facilities, equipment, documents, contracts and records and to permit South Somerset District Council to discuss any aspect of the Project with key members of its staff;
- 7.4 In consultation with the designated South Somerset District Council officer the Organisation will agree upon a set of appropriate Project Measures and targets for the Project.
- 7.5 The Organisation will agree to actively monitor the Project and provide regular feedback to South Somerset District Council. The period for which the targets will be monitored will be agreed with South Somerset District Council and may extend beyond the period of funding if applicable.

Project reporting

- 7.6 The Organisation shall report to South Somerset District Council (in such format and at such times as South Somerset District Council may reasonably require). Such reports shall include a detailed review of the delivery of the Project against the Project Specifications. Once the Project is up and running the report should include a summary of achievement against the Project Objectives, and other agreed targets set out in the Monitoring and Evaluation process. South Somerset District Council shall use progress reports to assess whether:
- 7.6.1 The Organisation is in breach of any term or condition of the Agreement and/or is failing to satisfactorily deliver the Project;
 - 7.6.2 The financial controls and management of the Award by the Organisation are adequate;
 - 7.6.3 There is some other material default or deficiency by the Organisation in implementing the Project.

Project evaluation and further actions

- 7.7 South Somerset District Council may provide feedback on the progress reports referred to in Condition 7.6 and shall notify the Organisation of any concern(s) arising. The Organisation will respond promptly to any concerns raised and act to remedy the position to South Somerset District Council's satisfaction within 30 days of the date of such notice or any other period as South Somerset District Council may specify.
- 7.8 In the event that the Organisation fails to provide any requested evidence, information or undertakings in connection with Condition 7.6 or South Somerset District Council is not satisfied that the Organisation will be in a position to remedy the default or breach in question or that the measures taken by the Organisation prove to be ineffective in remedying the position, South Somerset District Council reserves the right:
- 7.8.1 Not to make any further payments, and/or

- 7.8.2 To suspend or reduce the Award for such period and on such terms as South Somerset District Council may deem appropriate; and/or
- 7.8.3 To claim back from the Organisation the whole or part of the Award which has already been paid and which South Somerset District Council in its reasonable opinion considers to have been inappropriately allocated.
- 7.9 South Somerset District Council shall notify the Organisation in writing of any such decision not to renew and/or to suspend and or reduce and/or claim back elements of the Award and such decision (s) shall be without prejudice to any other rights or remedies that South Somerset District Council may have.

8 Construction/Development of Facility

- 8.1 The Facility will be constructed and/or developed in a good and workmanlike manner in accordance with the requirements and timescales set out in the Project Specifications which will not be altered without the prior written consent of South Somerset District Council and which shall be completed by the Long Stop Date.
- 8.2 The construction/development of the Facility shall be properly supervised throughout by the Supervising Officer.
- 8.3 Save as otherwise agreed in writing by South Somerset District Council, the Organisation shall:
 - 8.3.1 Confirm in writing that it has obtained/will obtain at least three competitive tenders for the provision of the Facility in accordance with normal tender and contract procedures;
 - 8.3.2 Submit to South Somerset District Council prior to the commencement of the works a written explanation as to why the successful tender was accepted and the Organisation acknowledges and agrees that if (a) it fails to provide such explanation or (b) the explanation does not meet South Somerset District Council's reasonable approval South Somerset District Council may terminate the Award and the Organisation shall repay to South Somerset District Council any monies already received under the Award;
 - 8.3.3 Submit to South Somerset District Council a copy of the **Tender Report** prepared by the Supervising Officer and a copy of the original **Form of Tender** from the appointed contractor for the construction works, together with a list of the unsuccessful tenders.
- 8.4 Upon acceptance of the tender from a contractor for construction/development of the Facility, an elemental cost breakdown, **detailing the total cost of the accepted tender** for new construction works will be submitted to South Somerset District Council.
- 8.5 If, during the construction/development/purchase of the Facility, there is a change to the purpose of the Facility, the ownership of the Facility or the legal identity of the Organisation, a new award application must be submitted to enable South Somerset District Council to reconsider the award. While the new application is being considered, no payments of the Award will be made and any payments made or liabilities incurred by the Organisation in respect of the Facility shall be at their sole risk and expense. In the event of the Award being rescinded, South Somerset District Council shall, in its sole discretion, be entitled to demand a full or partial refund of any payments of awards already made.

9 Management and use of the Facility

- 9.1 The arrangements for management and community use of the Facility must be agreed with South Somerset District Council prior to the contract being issued and will not be changed throughout the Clawback Period without the prior agreement of South Somerset District Council.
- 9.2 The Organisation undertakes to use its endeavours to manage and operate the Facility in accordance with the Project Specifications.

9.3 The Organisation shall at all times throughout development and until the expiry of the Clawback Period:

9.3.1 Keep the Facility in good repair and undertake all things as may be necessary to ensure its proper maintenance;

9.3.2 Take out and keep in force a comprehensive policy of insurance with reputable insurers to cover the Facility against all usual risks (including third party public employee and occupiers liability) in connection with the use of the Facility and any activities carried out thereon to its full replacement value, and a copy of the current policy and evidence of premium payment shall be promptly provided to South Somerset District Council upon request;

9.3.3 Comply with all statutory requirements and other laws and regulations relating to the Facility and the development and operation thereof, including without limitation all relevant health, safety and employment laws and regulations.

9.3.4 The Organisation will not deny anyone access to use the Facility on the grounds of disability, race, creed, colour, sex, occupation, sexual orientation, religion or political persuasion.

10 Compliance with procurement regulations

10.1 The Parties acknowledge and agree that South Somerset District Council is required to comply with the Public Services Contract Regulations (as amended from time to time) and the Public Works Contracts Regulations 1991 (as amended from time to time (hereinafter referred to as the "**Regulations**").

10.2 In the event that the Organisation uses or may use the Award in connection with any contract for works or services to which the Regulations apply, the Organisation warrants that:

10.2.1 it has complied with and will comply with all relevant laws as to public procurement including without limitation the Regulations, as if the Organisation were a 'contracting authority' as defined in the Regulations;

10.2.2 it shall promptly supply South Somerset District Council with such information as South Somerset District Council may from time to time require evidencing the Organisation's compliance with the Regulations;

10.3 In the event that South Somerset District Council has reasonable cause at any time to believe that the Organisation has not complied with the Regulations all Award monies already paid shall become repayable to South Somerset District Council on demand and South Somerset District Council may suspend its obligations or terminate the Agreement pursuant to Condition 14.1.8.

11 Mortgage Disposal, Lease, or Change of Use of the Facility

11.1 Subject to the terms of any charge(s) to which South Somerset District Council shall previously have consented the Facility or any part of it may only be sold, transferred, leased or otherwise disposed of, or cease to be used for the sports purposes previously approved by South Somerset District Council, with prior written approval of South Somerset District Council. Such approval shall, in part, be conditional upon the provisions of the following paragraph being satisfied. The Organisation agrees to give written notice to South Somerset District Council a reasonable period before it enters into any such sale, transfer, lease, disposal or change of use or any agreement for the same and:

11.1.1 If sold or transferred, the Organisation shall ensure that the sale or transfer will be at full market value; such valuation to be assessed by an independent surveyor experienced in the valuation of sporting facilities and approved in writing by South Somerset District Council. An appropriate proportion of the proceeds (determined by South Somerset District Council by reference to the proportion of the original Facility purchase and development cost met by Award and taking account of the period of use) will be surrendered to South

Somerset District Council unless otherwise agreed in writing in advance by South Somerset District Council;

11.1.2 if leased, or otherwise disposed of, or ceases to be used for the sports purposes approved by South Somerset District Council, the market value of the Facility will be assessed by an independent surveyor approved in writing by South Somerset District Council and an appropriate proportion of such value (determined by South Somerset District Council by reference to the proportion of the original purchase and development cost of the Facility met by the Award and taking account of the period of use) will be surrendered to South Somerset District Council on demand unless otherwise agreed in writing in advance by South Somerset District Council.

11.2 The Facility is not and will not be subject to any mortgage, debenture, pledge, loan or legal charge secured upon the whole or any part of it, and will not be subject to any lien or other encumbrance which affects or will affect any part of the Facility during the Clawback Period without the prior written agreement of South Somerset District Council which consent at present only extends to the existing or proposed charge(s) referred to in Section 2 of the Award Agreement.

12 Publicity

12.1 The Organisation agrees that during the Clawback Period it will officially recognise and promote the financial contribution provided by South Somerset District Council

12.2 In the event that the Award is to be used in connection with the construction/development of a Facility the Organisation shall:

12.2.1 (Where the Duration of the Project is expected to exceed 4 months) include the South Somerset District Council logo on the main site board and maintain such site board in a satisfactory condition and ensure that it does not constitute a safety hazard;

12.2.2 Arrange an official opening ceremony for the Facility within a reasonable period after completion of the Facility, at which South Somerset District Council should be invited to attend. The Organisation will liaise with Lynda Pincombe to agree a date of and the arrangements for the opening ceremony;

12.2.3 Not issue any public release nor hold any press conference about the Award or the Facility without the prior notice to South Somerset District Council;

12.2.4 Continuously promote 'a facility grant aided by South Somerset District Council' branding within all marketing and promotion material for the Project.

12.2.5 Permit South Somerset District Council the right to promote its association with the Facility and the Organisation and licence South Somerset District Council without charge to use the name and image of the Organisation and the right to disclose information concerning the Facility and the Organisation to third parties while remaining sensitive to situations where confidentiality is a significant issue.

12.2.6 Consult with South Somerset District Council as to the appropriate permanent signage (bearing in mind all relevant financial and legal considerations) to be erected at the Facility in order to acknowledge the support of South Somerset District Council provided that:

12.2.6.1 In the absence of agreement South Somerset District Council shall have the final say as to the nature and location of such signage.

13 Miscellaneous Warranties

13.1 The Organisation warrants, undertakes and agrees that:

13.1.1 All financial and other information concerning the Organisation and the Project comprised in the Project Specifications or otherwise disclosed to South Somerset District Council is to their best of its knowledge and belief, true and fair;

- 13.1.2** It is not under any contractual or other restriction within its own or any other organisation's rules, regulations or otherwise which may prevent or materially impede it from meeting its obligations in connection with the Award;
- 13.1.3** It is not aware of anything in its own affairs, which it has not disclosed to South Somerset District Council, which might reasonably have influenced the decision of South Somerset District Council in making the Award on the terms contained in the Agreement;
- 13.1.4** Since the date of the previously audited or published accounts there has been no material change in the financial position or prospects of the Organisation;
- 13.1.5** Everything identified in the Project is owned or controlled by the Organisation and the Organisation has access to it to fulfil the Project;
- 13.1.6** It is the sole beneficial owner of the Organisation's name and logo;
- 13.1.7** It will comply with all statutory requirements and other laws and regulations relating to the implementation and delivery of the Project, including without limitation, all relevant health, safety and employment related laws and regulations;
- 13.1.8** It will not act or authorise or permit any person associated with the Project to act in any way, which, in the reasonable opinion of South Somerset District Council, could bring the Project and/or South Somerset District Council into disrepute. If the Organisation believes that any such act has taken place, it will notify South Somerset District Council immediately and provide full details;
- 13.1.9** It will from time to time, on being required to do so by South Somerset District Council, do or procure the doing of all such acts and/or execute or procure the execution of all such documents in a form satisfactory to South Somerset District Council as South Somerset District Council may reasonably consider necessary for giving full effect to the Agreement and securing to it the full benefit of the rights, powers and remedies conferred upon it in the Agreement.

14 Termination or Suspension

- 14.1** This Agreement may not be terminated by either party unless otherwise agreed by both Parties until 15 years have expired from the Commencement Date and only then after one party has first served on the other not less than 6 months notice in writing.
- 14.2** After 15 years but less than 20 years has expired from the Commencement date either Party can terminate this agreement by serving on the other after the 15 years has expired not less than 12 months written notice. Such notice will be of no effect when served by the Organisation unless it is accompanied by a payment by the Organisation to South Somerset District Council of £40,000 (Forty Thousand Pounds) Index Linked.
- 14.3** After 20 years, has expired from the Commencement date either Party can terminate this agreement by serving on the other after the 20 years has expired not less than 12 months written notice. Such notice will be of no effect when served by the Organisation unless it is accompanied by a payment by the Academy to the District Council of £10,000 (Ten Thousand Pounds) Index Linked.
- 14.4** This Agreement shall not cease in the event of any associated Lease being terminated.
- 14.5** Without prejudice to South Somerset District Council other rights and remedies, South Somerset District Council shall have the right at any time during the Clawback Period to suspend all or any of its obligations hereunder by notice in writing upon such terms and for such period as South Somerset District Council may in its absolute discretion determine and (in either case) require the full amount of Award released to the Organisation (or such other sum as South Somerset District Council may require) to be repaid to South Somerset District Council on demand, and/or any future payments be stopped, if:

- 14.5.1 In the reasonable opinion of South Somerset District Council the Organisation fails to **comply** with its obligations under this Agreement as to delivery of the Project objectives;
- 14.5.2 Where the Organisation fails to complete the Project at all or fails to complete the Facility by the Long Stop Date (unless such failure was due to factors beyond the Organisation's control);
- 14.5.3 Within the Clawback Period, the Organisation fails to comply with or breaches any term or condition of the Award;
- 14.5.4 In the reasonable opinion of South Somerset District Council, any assurance given or information contained within the Project Specifications or other documents submitted by the Organisation to South Somerset District Council were completed fraudulently, incorrectly or misleadingly in any material particular;
- 14.5.5 The Organisation or any of its employees or persons acting under the control or authority of the Organisation has acted fraudulently or negligently so as to have a material effect the completion development or management of the Facility or the Project generally;
- 14.5.6 The circumstances set out in Conditions 4.5 and 6.3 apply.

15 Deficits/Surplus

- 15.1 If at any time the total expenditure for the Facility is found to exceed the total Project cost as set out in the Award Offer Letter and Award Agreement there will be no corresponding increase in the Award.
- 15.2 South Somerset District Council may review and reduce the amount of the Award if the final total allowable expenditure is less than the total Project cost or if the aggregate funding obtained for the Facility, particularly from sources of public grants exceeds its cost. The Award may be reduced or a refund of part of the Award shall be repayable as determined by South Somerset District Council in its absolute discretion (taking into account any reduction of the Award pursuant to Condition 6.3 but such reduction or refund shall not exceed the amount of the underspend.

16 Exclusion of Liability, Indemnity and Security

- 16.1 South Somerset District Council, its employees, agents, officers or sub-contractors will not at any time be liable to any person for anything in connection with the development planning construction operation management and/or administration of the Project. In particular but without limitation, it will not be liable to the Organisation for any loss or damage arising directly or indirectly as a result of the compliance by the Organisation with the terms and conditions of this Award or with the Project Specifications.
- 16.2 The Organisation will indemnify and hold harmless South Somerset District Council, its employees, agents, officers or sub-contractors with respect to all claims of, and liability to, third persons for injury, death, loss, or damage of any type arising out of or in connection with the Project and any activities carried out thereon except where such injury, death, loss or damage has resulted from the negligent act or omission of South Somerset District Council. In this latter connection, the Organisation agrees to provide prompt notice to South Somerset District Council of any such claim, and South Somerset District Council shall have the sole right to control the defence of any such claim.
- 16.3 In the event that the construction or development of the Facility exceeds £100,000 in value (whether the same relates to land which is registered as at the date hereof or subsequently becomes registered) South Somerset District Council shall require the Organisation to:
 - 16.3.1 Permit South Somerset District Council to enter a [restriction] or caution in respect of the property at HM Land Registry in respect of the registered title; or
 - 16.3.2 Grant or cause to be granted to South Somerset District Council a legal charge over the property in such form as South Somerset District Council may reasonably require; and

16.3.3 In either case the Organisation shall (without charge) execute such further documents and provide such assistance as South Somerset District Council may reasonably require in order to effect either of the foregoing.

17 South Somerset District Council Funding

17.1 The Organisation acknowledges and agrees that the Award is to be paid out of public money and that South Somerset District Council is accountable for its distribution. Accordingly the Organisation acknowledges and agrees that South Somerset District Council, in order to secure the obligations of the Organisation and/or the repayment of the Award in accordance with these terms and conditions, may require as a condition of Award, inter alia, that:

17.1.1 The organisation creates a charge over its assets; and/or

17.1.2 The organisation inserts a note into its accounts, in each case in order to secure the obligations of the Organisation and/or the repayment of the Award in accordance with these terms and conditions;

17.1.3 The Organisation makes those entries necessary within its accounts to recognise a contingent liability in respect of the Award,

17.2 The Organisation acknowledges and agrees that payment of the Award can only be guaranteed whilst South Somerset District Council;

17.2.1 Remains entitled to receive and distribute funds thus generated on the same or substantially the same terms as exist at the date of this Agreement; and

17.2.2 Has access to sufficient funds to meet grant payments at the time of the Organisation requesting payment of the Award

Provided that South Somerset District Council will notify the Organisation as soon as it becomes aware of the possibility of any of the above situations arising.

17.3 South Somerset District Council reserves the right to amend the terms of the Award upon notice to the Organisation if such entitlement and/or the terms on which it is made available to South Somerset District Council materially alters.

18 General

18.1 The Parties agree that this Agreement (including the Schedules) is the entire agreement between the Parties and supersedes all proposals all proposals or prior agreements and undertakings, whether oral or written, and all other communications between the Parties relating to the subject matter of this Agreement.

18.2 The Organisation shall not assign mortgage or charge or in any other way dispose of this Agreement or any of its rights (including the right to any sums payable) hereunder, nor shall the Organisation sub-contract any of its obligations under this Agreement (unless specifically provided for hereunder) without the prior written consent of South Somerset District Council. South Somerset District Council shall be entitled, on prior written notice, to assign the benefit and burden of this Agreement to any successor body of South Somerset District Council.

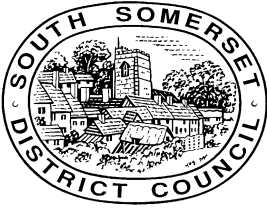
18.3 The Organisation is an independent body and nothing in this Agreement shall be deemed to constitute a partnership, joint venture, relationship of agency or any employment relationship between the Parties nor shall anything in this Agreement be deemed to constitute or place the Parties in the relationship of partners, joint ventures, agent and principal or employer and employee.

18.4 This Agreement may only be modified by written agreement duly signed by both Parties.

18.5 If at any time one or more provisions of this Agreement become invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions hereof shall not in any way be affected or impaired thereby.

- 18.6** Any failure, relaxation, forbearance, delay or indulgence by South Somerset District Council in enforcing any of the terms or conditions of this Agreement shall not be deemed a waiver of future enforcement of that or any other provision, and nor shall the granting of any time by South Somerset District Council prejudice or affect or restrict any of South Somerset District Council's rights arising under this Agreement or be deemed a waiver by South Somerset District Council of any breach or subsequent or continuing breach.
- 18.7** Any notices to be served under this Agreement shall be in writing and served at the addresses set out in this Agreement.
- 18.8** The Parties acknowledge and agree that South Somerset District Council is a public authority and as such may be subject to certain statutory or other obligations to permit access to information held by it (or the Organisation on South Somerset District Council's behalf) which may extend to the contents of this Agreement and other documents and information relating to it. The Organisation shall without charge provide all such assistance as South Somerset District Council may reasonably require in order that South Somerset District Council may comply with lawful and proper requests for access to such documents and information.
- 18.9** The Parties undertake to use their best endeavours, wherever practicable, to resolve any dispute arising out of or in connection with this Agreement. If the dispute cannot be resolved amicably within a reasonable time at working level the Parties shall comply with the following procedure:
- 18.9.1** The dispute shall firstly be referred to the respective Chief Executives (or equivalent) of the Parties for discussion and resolution;
- 18.9.2** In the event that the Chief Executives fail to resolve the matter within 14 days of referral to them the Parties shall seek to resolve the matter in good faith by Alternative Dispute Resolution ("ADR") at the Centre for Dispute Resolution ("CEDR");
- 18.9.3** If the Parties fail to agree terms of settlement within six (6) months of the commencement of the ADR procedure then the dispute may be dealt with by litigation in the courts of England. The commencement of the ADR procedure shall be the request to CEDR by the Parties for an ADR procedure.
- 18.9.4** Unless the right of enforcement is expressly provided, it is not intended that any third party should have the right to enforce a provision of this Agreement pursuant to the Contracts (Rights of Third Parties) Act 1999. The Parties may by agreement rescind or vary this Agreement without the consent of a third party to whom the right of enforcement of any of its terms has been expressly provided.

The construction, performance and validity of this Agreement shall be governed by and construed in all respects in accordance with the laws of England and the Parties submit to the non-exclusive jurisdiction of the English courts.



SOUTH SOMERSET DISTRICT COUNCIL

ACCEPTANCE OF AWARD

To be completed, signed and returned

Name of Applicant **Huish Episcopi Academy**

Description of Project **New 3G Artificial Grass (88m x 56m)**

Estimated Cost **£703,328**

Funding Offer **£290,172**

Project Start Date: **April 2015** Project End Date: **September 2015**

By signing this acceptance form you are confirming that:

Your Organisation agrees to and accepts all of the terms and conditions specified in the Award Offer Letter of 11th February 2015 and Award Agreement and the Standard Terms and Conditions of Award.

Your Organisation has taken all necessary steps to authorise this document in accordance with its constitution and the signatories below have been properly authorised to sign this document on behalf of the Organisation.

Signature of authorised officer _____ Date _____

Name (BLOCK CAPITALS) _____

Position _____

For and behalf of _____

Countersignature of authorised officer _____ Date _____

Name (BLOCK CAPITALS) _____

Position _____

Signature _____ Date _____

For and behalf of _____

Tender Report

Prior to commencement of the works a written explanation as to why the successful tender was accepted

Name of applicant organisation:

Project title:

DETAILS OF TENDERS RECEIVED AND EXPLANATION AS TO WHY EACH ONE WAS ACCEPTED/REJECTED (at least three competitive tenders for the provision of the facility must be obtained)

The awardee must also submit a copy of the tender report prepared by the supervising officer and a copy of the original Form of Tender from the appointed contractor for the construction works

	Organisation	Total Cost	Accepted/Rejected	Evaluation of tender and reasons for acceptance/rejection
Tender 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tender 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tender 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tender 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tender 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

DECLARATION

We confirm that the tendering for this project has been carried out with due diligence and in line with the requirements of South Somerset District Council's standard terms and conditions.

Official of Applicant organisation:

Signature:

Print name:

Job title:

Date:

Counter Signatory:

Signature:

Print name:

Job title:

Date:



BANK DETAILS FORM (BACS)

ALL NEW SUPPLIERS MUST INCLUDE BANK DETAILS AS THEY WILL BE PAID BY BACS
 A Supplier will not be set up unless all mandatory fields are completed

Order Address		Payment Address if Different/Factor	
**Supplier Name Including Title and Initial if an Individual:		Factor Name: (If Applicable)	
** Payee Name (if different to Supplier name)		Address:	
**Address:			
**Postcode:		Postcode:	
**Tele:		Tele:	
**Fax:		Fax:	
**Email:		Email:	

**Description of Goods/Service being provided	**Nature of Business of the Company/Individual
**Sub Contractor Yes/No (if yes please forward CIS details with this form to enable Exchequer Services to Verify with HMRC)	** Is this Supplier an Individual? Yes/No **If Yes has a Self-Employment questionnaire been completed and forwarded to PAYROLL? Yes/No

**BANK A/C:		**SORT CODE:	
**VAT Code:		VAT Reg No:	

Supplier Terms:	10 days	10 days will be set up unless advised otherwise
------------------------	----------------	--------------------------------------------------------

The above details are, to the best of my knowledge, true and correct at the time of completing this supplier creation form.

**Name:		**Telephone:	Ext -
**Location:		**Date:	

If this payment is an individual for items other than a refund or grant the form will be passed to payroll for confirmation of employment status which may take a couple of days before we can set up the supplier on Cedar

Is this an Individual:		Checked with Payroll:	
Set up on Cedar:		If no Why:	

* Shaded boxes to be completed by South Somerset District Council

Capital Project Contacts

Organisation:

Project Title:

Please enter the details below of those people in your organisation who will be authorised to liaise with South Somerset District Council. **Please indicate using the tick boxes:**

- Who is responsible for Monitoring and Evaluation (M & E) reporting
- Who has the authority to change bank details
- Who has the authority to submit payment requests
- Who can change project contacts and email addresses

Signature of authorised officer		M&E	
Print full name		Bank Details	
Job Title		Payment Requests	
Email address		Project Contact	
Signature of authorised officer		M&E	
Print full name		Bank Details	
Job Title		Payment Requests	
Email address		Project Contact	
Signature of authorised officer		M&E	
Print full name		Bank Details	
Job Title		Payment Requests	
Email address		Project Contact	
Signature of authorised officer		M&E	
Print full name		Bank Details	
Job Title		Payment Requests	
Email address		Project Contact	

Capital Project Claim Form

Organisation:

Project:

This form should be used when you wish to claim an **instalment** of grant. It should **not** be used to claim the final Retention monies of available on completion the project, for which the 'Final Claim Form' should be submitted. When making a claim, please ensure that the appropriate supporting documentation is enclosed (architect's certificate, sales invoice, itemised receipt for purchases, or other evidence of expenditure).

Project element		Agreed Project Costs	Expenditure to date	Allowable expenditure for this claim	Invoice or Arch Cert number(s) to date	Details of work carried out so far or items purchased (please continue on a separate sheet if necessary)
1	Preliminaries					
2	Construction of base					
3	Synthetic carpet and marking out					
4	Floodlighting					
5	Fencing and sport equipment					
6	Professional fees					
7	Non-recoverable VAT					
8	Other (please specify)					
Totals : £			A	B	Please complete the reconciliation and declaration on the next page	

Claim Reconciliation

Value £
(no pence)

A	Total expenditure to date (<i>exclude contractual retention</i>)	
B	Total expenditure for this claim <i>Invoices for this amount must be included with the claim</i>	
C	Amount of grant now claimed (B x 90% or the balance remaining prior to the retention amount being paid, whichever is the lesser)	
D	Total amount of grant previously claimed	
E	Cumulative value of grant claimed to date (C plus D)	
F	Grant award	
G	Overall balance of grant remaining to claim (F minus E)	
H	10%* Retention of grant pending completion of project (F x 10%*)	
I	Grant remaining to claim <u>before</u> project certified complete (G minus H)	

Declaration: Claims below £1,000 only require one signature. For all other claims, this form must be signed by the appropriate member of the applicant organisation **and countersigned** as follows:

- a) claims between £1,000 and £24,999 - by a Senior Official of the Organisation
- b) claims of £25,000 or more - by the architect, surveyor, engineer or other professional adviser or specialist employed on the project.

Please note that both the signatures must be originals, and photocopies or forms sent via fax or email are not valid.

We hereby certify that the above figures represent expenditure necessarily incurred on the project and that the work has been properly and fully carried out to an acceptable standard and completed satisfactorily in accordance with the plans and specifications submitted to and agreed with South Somerset District Council.

Official of applicant Organisation		Countersignature	
Signature:	<input type="text"/>	Signature:	<input type="text"/>
Name:	<input type="text"/>	Name:	<input type="text"/>
Official position:	<input type="text"/>	Official position:	<input type="text"/>
Date:	<input type="text"/>	(Qualifications if appropriate)	<input type="text"/>

Please tick here if you wish to make any further interim claim (s)

Final Capital Project Claim Form

Organisation:

Project:

Project element	Agreed project cost	Final project cost	Expenditure for this claim	Invoice number (s)
1. Preliminaries				
2. Construction of base				
3. Synthetic carpet and marking out				
4. Floodlighting				
5. Fencing and sport equipment				
6. Professional fees				
7. Non recoverable VAT				
8. Other (please specify)				
Totals: Carry totals A&B over to next page		A £	B £	

Claim reconciliation**Value £**
(no pence)**Grant £**
(no pence)

A Final Project Cost (carried over from last page)

B Total expenditure for this claim (carried over)

Invoices for this amount must be included with the claim

C Amount of grant now claimed

D Total amount of grant previously claimed

E Cumulative value of grant claimed to date (C + D)

F Grant award

Declaration

Claims below £1,000 only require one signature. For all other claims, this form must be signed by the appropriate member of the applicant organisation **and countersigned** as follows:-

- a) claims between £1,000 and £24,999 - by a Senior Official of the Organisation
- b) claims of £25,000 or more - by the architect, surveyor, engineer or other professional adviser or specialist employed on the project.

Please note that both the signatures must be originals and that photocopies or forms sent via fax or e-mail are not valid

We hereby certify that the above figures represent the Total Project Cost and that the work has been properly and fully carried out to an acceptable standard and completed satisfactorily in accordance with the plans and specifications submitted to and agreed with South Somerset District Council. Where appropriate, the Practical Completion Certificate has been issued and a copy is attached.

Official of applicant organisation**Countersignature**

Signature:

Signature:

Name:

Name:

Official position:

Official position:

Date:

Date:

Monitoring and Evaluation Reporting Template

To be completed and submitted every 3 months.

Organisation Name	<input type="text"/>	Tel	<input type="text"/>
Lead Contact	<input type="text"/>		
Email	<input type="text"/>		
Reporting Period	From <input type="text"/>	To	<input type="text"/>

PROJECT DELIVERY

1) How is your project progressing against its Aims and Objectives?

ACHIEVEMENTS

2) What have been the main achievements of your project during the reporting period? What are the main reasons behind these successes?

PROBLEMS

3) What have been the main problems in the delivery of your project (if any)? What are the main reasons behind these problems and how have you tried to overcome them? Has this worked?

GOOD & BAD PRACTICE/LESSONS LEARNT

4) What lessons have you learnt in the development and delivery of your project? What might you do differently if you were starting your project again?

FUTURE PLANS

5) What plans do you have for the ongoing development of your project over the next 3 months?

OTHER COMMENTS

6) If you've any further comments about any aspect of your project or the programme in general, please write them in the box below. ***If you want to provide more information then please do so by enclosing it with this project report form***

ISSUES

7) If you would like to discuss any particular aspect of your project's progress, please outline the issue(s) below

APPLICANT DECLARATION

I confirm on behalf of the applicant organisation that all reporting information provided is an accurate reflection of progress and development of the project.

Name

Position

Signature

Date

Agenda Item 19

Community Right to Bid – Assets of Community Value

Executive Portfolio Holder: Cllr Ric Pallister, Leader of the Council
Strategic Director: Rina Singh, Place & Performance
Assistant Director: Helen Rutter/Kim Close, Communities
Service Manager: Helen Rutter, Communities
Lead Officers: Helen Rutter, Communities
Contact Details: helen.rutter@southsomerset.gov.uk or (01963) 435012

1. Purpose of the Report

- 1.1 To inform members of the current status of the register of Assets of Community Value, brought about by nominations received from community groups in South Somerset using the Community Right to Bid. It also flags up any issues arising from implementation of this duty.

2. Forward Plan

- 2.1 This report appeared on the Executive Forward Plan for March 2015.

3. Public Interest

- 3.1 The Government is trying to provide communities with more opportunities to take control over the ownership and management of local assets. The Community Right to Bid came into effect on 21st September 2012 as part of the Localism Act 2011. It provides opportunities for voluntary and community organisations, as well as Parish Councils, to identify land and buildings which they believe to be important and which benefit their community. If they qualify, these can be placed on a Register of Assets of Community Value. If the asset comes up for sale, then in certain circumstances, an eligible community group can apply to be given time to make a bid to buy it on the open market.

4. Recommendation

- 4.1 That Members note the report.

5. Background

- 5.1 In November 2012, District Executive agreed a process for considering nominations from communities to place assets onto the SSDC Register of Assets of Community Value. This was based on clear criteria set out in the Localism Act. When nominations are received, SSDC has 8 weeks to consider them and respond to the applicant.
- 5.2 The assessment of nominations is delegated to the relevant Area Development Manager in conjunction with the Ward Member(s) and Area Chair. The result of the assessment and decision is presented to the relevant Area Committee for information. A quarterly report is presented to District Executive, also for information. Decisions about any SSDC-owned properties will be brought to District Executive for decision.
- 5.3 Since the regulations came into force, SSDC has considered 19 completed nominations for the Register. All have been approved and placed onto the Register. **Table 1** attached lists all nominations and their current status. No nominations are recorded on the Register of Unsuccessful Nominations.

6. How the Procedure Works

- 6.1 The relevant Parish Council, the owner, the tenant and the Land Registry have all been notified of the successful nominations (as well as the nominating groups) and the assets have been placed on the SSDC Register of Assets of Community Value. Owners can appeal against the decision within 8 weeks. Appeals are considered by the Council's Monitoring Officer. One appeal has been heard and dismissed. We wait to see if this will be challenged.
- 6.2 Once an asset has been listed, nothing further will happen until the owner decides to dispose of the asset. This can be either through a freehold sale or the grant of a lease for at least 25 years. At this point they must notify SSDC of their intention to sell. The community is then given 6 weeks to express an interest in the asset and submit a written intention to bid for the property(s). The table indicates where this has occurred.
- 6.3 If any written intentions are received, the Council passes on the request to the owner, at which point the full moratorium period of 6 months (from the date that SSDC is notified of the intention to sell) comes into force. If no written intention(s) to bid are received, the owner is free to sell the asset.
- 6.4 The guidance is clear that there is no role for the local authority in the negotiations between owner and 'bidder'. SSDC Area Development Teams (ADTs) provide support to community groups in considering if the Register will help them to achieve their goals, putting together their business plan, fundraising, etc. In several instances groups have approached the ADTs to consider a nomination, but after discussion have decided to take up their issues and progress the matter in a different way.
- 6.5 All accepted nominations will normally remain on the Register for 5 years and then be removed. A successful appeal against registration will trigger removal. Should there be a successful disposal by the current owner, the asset remains on the register and the restrictions transfer to the new owner thus if the new owner decides to initiate a relevant disposal further down the line then the first stage moratorium is triggered again.
- 6.6 As new situations are faced, the process map is improved and guidance to groups/owners is clarified. All details are available on the SSDC website at <http://www.southsomerset.gov.uk/communities/ssdc-and-the-localism-act/community-right-to-bid/>

7. The Picture to Date

7.1 Of the 18 registrations:

- 9 are village pubs/clubs; 4 former school properties , the remainder mainly open spaces
- Most of the nominations, 16 of the 19, have come from parish or town councils
- An intention to sell has been notified in 7 cases
- Of these: 2 pub/club premises did not get a community expression of interest and now serve an exemption period of 18m from further nomination, leaving the owner free to sell; 3 pubs were sold as going concerns, one club is exempt due to being in hands of receivers;
- 1 school has been leased by the community; a further school field is under informal negotiation by the community;
- One is an area of open land where negotiations are ongoing between a parish and a public agency

7.2 In most instances, where the asset is up for disposal, the community has experienced some or considerable difficulty negotiating with the owners. In the case of pubs this is a national issue. Many community pubs are being lost, especially following the relaxation in planning regulations. There has been a written statement to Parliament which recognizes the importance of community pubs and sets out an intention to introduce secondary legislation in the next Parliament. For those on a Community Asset Register the intention would be to remove permitted development rights & address the relaxation of change of use by requiring a planning application to be made. If this legislation is passed it could increase the risk of compensation liabilities.

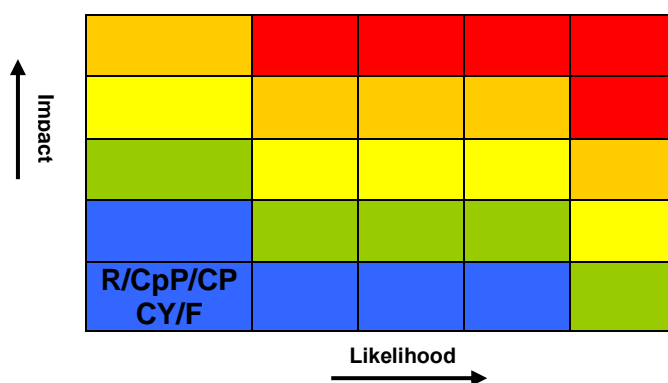
8. Financial Implications

8.1 There are none at this point in time. From 2014/15 onwards any costs incurred by SSDC must be absorbed into the Revenue Support Grant.

8.2 Property owners who believe they have incurred costs as a result of complying with these procedures can apply for compensation from the Council. SSDC is in the process of designing this compensation scheme. Government recognises this as a potential risk to local authorities and will provide a safety net whereby any verified claims of over £20,000 will be met by Government.

9. Risk Matrix

9.1 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. Council Plan Implications

9.1 Evaluate the overall requirements of the Government's Localism legislation and work with communities to develop plans for their community

10. Carbon Emissions and Climate Change Implications

10.1 None in relation to this report

11. Equality and Diversity Implications

11.1 None in relation to this report

12. Background Papers

Localism Act 2011; District Executive Minutes and Agenda November 2012;
Assets of Community Value (England) Regulations 2012 Statutory Instruments 2012 n.
2421;
District Executive Agenda and Minutes August 2013; December 2013; December 2014;
Nomination Forms received.

Table 1 : Details of Nominations received by SSDC up to and including 12 February 2015

Register of Assets of Community Value

Reference	Nominator (name of group)	Name, address and postcode of Property	Date entered on register	Current use of property/land	Proposed use of property/land	Date agreed by DX	Date SSDC received notification of intention to sell	Date of end of initial moratorium period (auto-fill ie.6 weeks after date of notification to sell is received)	Number of Expressions of Interest received	Date of end of full moratorium period (auto-fill ie.6 months after date of notification to sell is received)	Number of written intentions to bid received	Date for Review	Reason for review	Date to be removed from register (auto-fill ie. 5 years after listing)
ACV1	Kingsdon Parish Council	Kingsdon Primary School School Lane Kingsdon Somerton TA11 7JX	05/04/2013	Unoccupied	Community café & multi-functional community facility	04/04/2013	15/01/2014	25/02/2014	1	14/07/2014				05/04/2018
ACV2	Kingsdon Parish Council	Former Kingsdon Primary School playing field Mow Barton Road Kingsdon Somerton TA11 7JX	05/04/2013	Closed but used by residents for informal sports	Village consultation underway	04/04/2013								05/04/2018
ACV3	Barrington Parish Council	Barrington Oak Public House Main Street Barrington Ilminster TA19 9JB	10/05/2013	Licensed public house	Licensed public house	09/05/2013	27/01/2014	Current disposal of property is exempt as it is being sold as a going concern						10/05/2018
ACV4	Langport Town Council	Cocklemoor Off Parrett Close Bow Street Langport TA10 9PR	05/07/2013	Recreational space	Recreational space	04/07/2013	01/11/2013	12/12/2013	1	30/04/2014	1			05/07/2018
ACV5	Compton Dundon Parish Council	Former School Playing Field School Lane Compton Dundon Somerton Somerset TA11 6TE	01/08/2013	Not used	Community Allotments	01/08/2013								01/08/2018
ACV6	Dinnington Parish Council	The Dinnington Docks Dinnington Hinton St George Somerset TA17 8SX	21/08/2013	Public House	Not known - would like it to remain as village pub	21/08/2013								21/08/2018
ACV7	Montacute Parish Council	Montacute Working Mens Club & Associated Land The Hall Bishopston Montacute Somerset TA15 6UU	04/11/2013	Working Mens Club	Village Hall	04/11/2013	04/11/2013	Moratorium period ceased on 03/05/2014 with no community interest. Asset is now protected from further nomination for the next 18-months						04/11/2018

Reference	Nominator (name of group)	Name, address and postcode of Property	Date entered on register	Current use of property/land	Proposed use of property/land	Date agreed by DX	Date SSDC received notification of intention to sell	Date of end of initial moratorium period (auto-fill ie.6 weeks after date of notification to sell is received)	Number of Expressions of Interest received	Date of end of full moratorium period (auto-fill ie.6 months after date of notification to sell is received)	Number of written intentions to bid received	Date for Review	Reason for review	Date to be removed from register (auto-fill ie. 5 years after listing)
ACV8	Combe St Nicholas Parish Council	Combe Wood Recreation Field Combe Wood Lane Combe St Nichols Somerset BA20 3NJ	05/04/2014	Community Recreation Area	Community Recreational Area	05/04/2014								05/04/2019
ACV9	Queen Camel Community Land Trust	Mildmay Arms High Street Queen Camel Yeovil Somerset BA22 7NJ	28/05/2014	Public House	Public House	28/05/2014								28/05/2019
ACV10	Castle Cary Town Council	Castle Cary Constitutional Club Station Road Castle Cary Somerset BA7 7BY	13/06/2014	Constitutional Club	Private Club/ Function House	13/06/2014	13/06/2014	Current disposal of property is exempt (under exemption clauses P & Q of Part 5 Chapter 3 of the Localism Act 2011). The appeal against the listing had been dismissed by SSDC but awaiting advice as to whether this elevates to First tier tribunal				05/08/2014	Requested by Receiver	13/06/2019
ACV11	Ash Parish Council	The Bell Public House 3 Main Street Ash Somerset TA12 6NS	11/07/2014	Public House	Public House with other community facilities	11/07/2014								11/07/2019
ACV12	Drayton Parish Council	Drayton Arms Church Street Drayton Langport TA10 0JY	25/07/2014	Public House	Public House in community ownership	25/07/2014	25/07/2014	04/09/2014		24/01/2015				25/07/2019
ACV13	Iminster Town Council	Land known as the Hammerhead Access to Brittens Field & Wharf Lane Recreation Grounds Canal Way Iminster Somerset TA19 0EB	16/07/2014	Access to recreation area	Access to recreation area	16/07/2014								16/07/2019
ACV14	Save our Kings Head org	The Kings Head Church Street Merriott Somerset TA16 5PR	06/08/2014	Public House	Public House in community ownership	06/08/2014	19/08/2014	Moratorium period ceased on 29/09/2014 with no community interest. Asset is now protected from further nomination for the next 18-months				06/08/2019		
ACV15	Hinton St George Parish Council	Parking Area Green Street/Hinton Close Hinton St George Somerset TA17 8SQ	28/11/2014	Car park	Car park	28/11/2014								28/11/2019
ACV16	Hinton St George Parish Council	Lord Poulett Arms High Street Hinton St George Somerset TA17 8SE	28/11/2014	Public House	To be determined but ideally a public house	28/11/2014								28/11/2019

Reference	Nominator (name of group)	Name, address and postcode of Property	Date entered on register	Current use of property/land	Proposed use of property/land	Date agreed by DX	Date SSDC received notification of intention to sell	Date of end of initial moratorium period (auto-fill ie.6 weeks after date of notification to sell is received)	Number of Expressions of Interest received	Date of end of full moratorium period (auto-fill ie.6 months after date of notification to sell is received)	Number of written intentions to bid received	Date for Review	Reason for review	Date to be removed from register (auto-fill ie. 5 years after listing)
ACV17	Hinton St George Parish Council	School House & Playing Fields West Street Hinton St George Somerset TA17 8SA	28/11/2014	School & Playing Field	To be determined but ideally a school & playing field	28/11/2014								28/11/2019
ACV18	Streetspace South Somerset	Chard Young People's Centre Essex Close Chard Somerset TA20 1RH	28/01/2015	Youth & Community Club	Youth Club	28/01/2015								28/01/2020

Agenda Item 20

Armed Forces Community Covenant - Overview of Progress

Executive Portfolio Holder: Ric Pallister, Strategy and Policy
Appointed Representative: Councillor Ian Martin
Strategic Director: Rina Singh, Strategic Director (Place and Performance)
Assistant Director: Kim Close, Assistant Director (Communities)
Lead Officer: Kim Close, Assistant Director (Communities)
Contact Details: Kim.close@southsomerset.gov.uk or (01935) 462708

Purpose of the Report

This report updates the Council on progress with the Somerset Armed Forces Community Covenant Partnership (SAFCCP)

Forward Plan

This report appeared in the Executive Forward Plan with an expected presentation date of March 2015.

Public Interest

This report updates the Council on progress with the Somerset Armed Forces Community Covenant Partnership (SAFCCP). Community Covenants are a Government initiative designed to ensure that the armed forces community (in the widest sense of the word and including veterans) are not disadvantaged compared to the community as a whole by the activities of local authorities and partners in the public and private sector.

Recommendation

That the District Executive note the report.

Background

The Armed Forces Community Covenant is a Ministry of Defence led initiative, which operates in every area with a strong military presence. It is a partnership between the local armed forces, local authorities and voluntary sector. The Covenant itself is a voluntary statement of mutual support between the civilian community and the armed forces community. The aim of the Community Covenant is to encourage local communities to support the Armed Forces Community in their area, and nurture understanding and awareness amongst the public of issues affecting the Armed Forces Community.

The Somerset Armed Forces Community Covenant Partnership was established in summer 2011 and signed at the Fleet Air Arm in February 2012. Members include all local authorities, armed forces, NHS, businesses, education, voluntary sector and other groups representing serving and former members of the armed forces in Somerset

A report was taken to SSDC District Exec in December 2011 to confirm our commitment and to confirm the appointment of Cllr Ian Martin as the SAFCCP Champion for SSDC.

Structure

- The **Full Partnership** is co-ordinated by SCC and meets 2 x per year. Chair is SCC Cllr Christopher Le Hardy and it is co-ordinated by SCC Strategic Manager - Governance & Risk
- The **Partnership Executive** meets three times per annum and a smaller group including SCC, SSDC, RNAS Yeovilton and some military charities and has responsibility for taking forward the Action Plan and supporting bids to the MoD
- The **Bids Assessment Panel** considers applications for MoD funding, assesses against the criteria and makes recommendations to the Partnership Executive as to whether or not they should be supported for submission to the MoD Panel. It is chaired by Jeremy Greenop (RNAS Yeovilton) and comprises SSDC, SCC and a number of other organisations.

The Partnership has been successful since 2012 when the government funding became available in bringing in just under £400k into Somerset for community projects which bring the civilian and armed forces community closer together. A full list of the successful projects is attached for the information and it is important to note that of the available £400k just under £300k has been allocated to projects within South Somerset. This is because the scheme has been well promoted in South Somerset and both members and officers have worked with community groups to develop bids for funding.

Achievements

As part of our commitment to the SAFCC within SSDC we have:

- incorporated Armed Forces into our Equality Analysis
- worked with Homefinder Somerset Board to alter the criteria for forces personnel on the countywide social housing register
- developed excellent links with the Community Relations Officer at Yeovilton;
- facilitated community engagement/partnership meetings to discuss the return of 900 new soldiers and their families into the Yeovilton area (mainly Yeovil & Wincanton) as the 2 Army Air Corps Regiments redeploy into Somerset over the next 2 years (project WINFRA);
- improved links between the Yeovilton Resettlement Officer, our Housing Team and local housing providers to ensure closer liaison and referrals;
- ensured that our Welfare Benefits officers now ask if clients have served in the forces to ensure they get correct support;
- improved links with RNAS Yeovilton and the Yeovil Innovation Centre to maximise the opportunities for people leaving the forces to start up business;
- promoted the defence Discount Card with the Somerset Chamber;
- developed and adopted a policy on Reservists to support staff (model has now been adopted by SCC and is being considered by others on the Partnership);
- set up a Covenant page on our website and promoted the grants scheme to SSDC, local agencies and groups;
- hosted a conference on the Health of Armed Forces Veterans;
- supported community groups to develop bids to the Armed Forces Community Covenant Grants Scheme bringing just under £300k to fund projects within South Somerset;
- introduced a British Legion drop in advice centre based at the Petters Hub in Yeovil town centre.

For further information on the Armed Forces Community Covenant, or if you are interested in applying for a Community Covenant grant, please visit

http://www.somerset.gov.uk/irj/public/council/initiatives/initiative?rid=/wpcccontent/Sites/SCC/Web%20Pages/Council/Initiatives/Somerset%20Armed%20Forces%20Community%20Covenant_0

Or for further information on the Armed Forces Libor Fund please visit

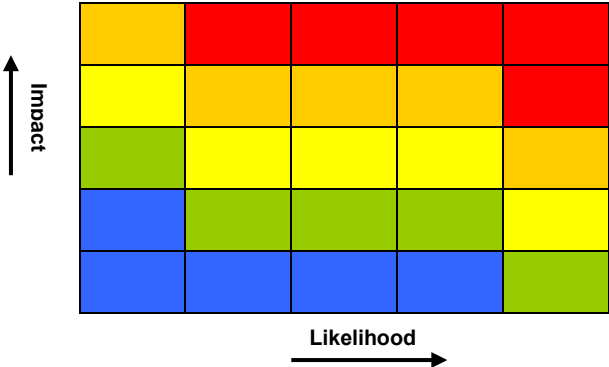
[Armed forces covenant \(Libor\) fund: successful projects - Publications - GOV.UK](#)

Financial Implications

None.

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

Council Plan Implications

Council Plan 2012 – 2015 – Focus Four: Health and Communities.

Carbon Emissions and Climate Change Implications

There are no specific affects on carbon emissions either from the council’s operations or in the wider community arising from actions described in this report.

Equality and Diversity Implications

The broad aims of the Covenant will be to ensure people in the armed forces have improved access to public services and are not disadvantaged as a result of their particular circumstances. A key issue is making forces' personnel aware of the diverse range of support available, especially as they make the transition from forces into civilian life.

The Equality Objectives (2012 - 2016) are required as a specific statutory duty under the Equality Act 2010. They set out how SSDC will deliver and achieve our equality aims through key tasks in our Equality Objectives action plan.

Equality Objective 1 – Equality is at the heart of our decision making process
SSDC have committed to undertake Equality Analysis when we make decisions that are likely to affect people or to support the assessment of local needs and priorities, and this includes the Armed Forces.

Privacy Impact Assessment

No implications at the current time.

Background Papers

None

Community Covenant Grants awarded to Community Projects in Somerset

Pre-October 2013

4-40 Volunteers, linked to 40 Commando –
support for families while their husbands are on duty £6,310

Bishop Henderson Primary School –
created an outside space with play equipment and picnic tables
for families to enjoy out of school hours £58,000

The Somerset Military Tattoo –
Now in its second year, which they were able to self-fund with
the proceeds from its launch in 2013 £18,000

The Tall Trees Community Centre Refurbishment Project –
A facility for the children from the married quarters at RNAS Yeovilton
and families living in Ilchester £69,000

Post October 2013

Long Sutton C of E Primary School – Swimming Pool refurbishment
The pool had fallen into disrepair in spite of untiring efforts by the
parents and supporters of the school and can now be used again. £21,976

Roundabout Pre-School Buildings' Foundation Project Somerton £31,000

St Margaret's School Foundation Unit (FSU), Tintinhull £69,995

914 Air Training Corps (Glastonbury & Street) replacement Squadron
minibus for the cadets use and to share with the local community clubs, etc. £11,000

Salute to Yeovil Country Park £14,298

A series of inter-active projects to increase the use of this facility in the centre of Yeovil, which will be accessible to the two new areas of housing being built for the Army Corps now stationed at Yeovilton

Ilchester Multi-Use Games Area £82,500

Pending approval from the Treasury

Total: £382,079

At the last Grants sub panel the following grants were recommended for approval:

Soldiering on Film £24,550

NHS South West Veterans Service and 'Combat Stress' report that 1 in 5 Armed Forces Veterans and Serving Personnel will succumb to mental ill-health issues. Early recognition is key to better treatment, but one of the greatest barriers to recovery is denial that there is a problem and/or the hiding of mental wounds due to perceived stigma and threat to career and reputation.

'Soldiering On' will be a short film which uses humour to raise awareness of unrecognized 'hidden wounds' like depression and anxiety and promote the fact that we shouldn't judge people by their appearances or 'turn a blind eye'; humour being a subtle way to deliver a strong, inspirational message and educate a wide audience about mental health and wellbeing in a positive way.

Create & Connect £14,992

Art Kits Ltd will provide a programme of visual arts activity in collaboration with members of 40 Commando Royal Marines during their role as Lead Commando Group until May 2015. This activity will include the production and distribution of up to 300 pocket-sized Art Kits and the provision of workshop activities with Marines. The project will culminate in a high-profile public exhibition within the county later in 2015, enabling Marines to share both their work and experiences with the local population.

Kingsbury Episcopi Community Centre & Shop £25,000

Kingsbury Episcopi Amenities committee (KEAC) and Kingsbury Community Enterprise Ltd. (KCEL) intend to build a Community Centre on the recreation ground. This will accommodate a hall, meeting room, shop with café, changing-rooms and storage space. At present there is limited indoor space within the parish for any sizeable gathering. The Community Shop is housed in a converted shipping container with planning permission expiring in 2016. The

café operates outside the shop, weather permitting. Their changing facilities are housed in a dilapidated porta-cabin and they have inadequate storage facilities for maintenance equipment. All these facilities desperately need replacing.

WW1 Centenary for Taunton Deane

£5,700

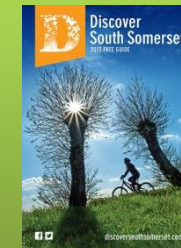
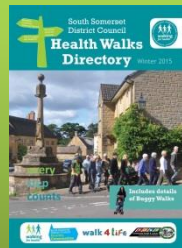
To deliver a community focused WW1 Centenary project for the borough of Taunton Deane, population 110,000.

Our project entails collecting and collating WW1 information and artefacts from local people for a public exhibition and online exhibition. This is achieved by running several public events so the public can bring in their WW1 information and have it collated, photographed and scanned. This material is used for a 4 week exhibition at CICCIC along with an online exhibition and a remembrance service at St Mary's Magdalene, Taunton.

Monthly

Snapshot

Published by SSDC Communications –
20 Feb 2015



- In the past month, SSDC's Community Support Assistants helped over 2,100 customers face to face; assisting them with a range of enquiries including 750 housing and benefits claims. Other enquiries coming through the doors varied from giving out food parcels, searching for tree preservation orders, helping with pension credit enquiries, signposting for disabled badges and bus passes amongst many others.
- Positive promotion of Careline continues to see a large increase in referrals to the service with 80 referrals last month (January). This is twice the normal monthly figure.
- The Community Health and Leisure team have recently distributed 1,000 new district health walks brochures which is now available via the District Council website. Since April 2014, there have been 4,771 attendances at health walks across the district.
- An additional 35,000 copies of Discover South Somerset have been printed this year thanks to additional funding by the Department of Business, Innovation and Skills as part of a fund to directly address the perception of ongoing flood issues on Somerset's Level's and Moors.

Latest headlines:

- SSDC came to the rescue of 30 stranded residents on the evening of Thursday 5 February after a fire broke out at a warehouse in Chard and threatened their homes. Civil Contingencies were able to find temporary accommodation for the evacuated residents at the Lordleaze Hotel. More information can be found at www.southsomerset.gov.uk/evacuatedresidents.
- The Yeovil Crematorium project has now been completed with the overall management of the facility transferring to South Somerset District Council from 1st February 2015.
- In the last month twenty community volunteers helped Community Health and Leisure officers to plant nearly 400 trees and hedging plants at the new £115,000 play area at King Arthurs Drive, Yeovil. Brympton Parish Council, Knightstone Housing Association, Yarlinton Housing Group and the local Police Community Support Officer have also been key partners in delivery of this new facility.
- The Countryside Team and Friends of Ham Hill secured £1,000 of funding from the International Tree Fund to put towards the purchase of 1000 native trees and shrubs including hazel, rowan, oak, sweet chestnut and birch for planting in Pit Wood at Ham Hill. 34 members of the public joined the ranger's on Valentine's Day to plant trees, and the project was completed by the regular volunteers.

Agenda Item 22

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:-

- I. approve the updated Executive Forward Plan for publication as attached at Appendix A;
- II. note the contents of the Consultation Database as shown at Appendix B.

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 and the current consultation documents are attached at Appendix B.

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
April 2015	Presentation from Highways Agency on flood prevention works on the A303 (Mike Vaughan)	Environment and Economic Development	Strategic Director (Operations and Customer Focus)	Vega Sturgess, Strategic Director (Operations and Customer Focus)	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		
April 2015	Annual Review of SSDC Partnerships	Strategy and Policy	Strategic Director (Place and Performance)	Helen Rutter, Assistant Director (Communities)	Scrutiny and District Executive	No		
April 2015	Adoption of a Balanced Rural Lettings Policy	Strategy and Policy	Assistant Director (Economy)	Colin McDonald, Corporate Strategic Housing Manager	Scrutiny and District Executive			
April 2015	SSDC Advertising Policy	Strategy and Policy	Chief Executive	Martin Hacker, Communications	Scrutiny and District Executive	No		
April 2015	Loan to Kingsdon Parish Council	Finance and Spatial Planning	Assistant Director (Finance & Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	Scrutiny and District Executive	No		
April 2015	Updated Local Development Scheme	Finance and Spatial Planning	Assistant Director (Economy)	Martin Woods, Assistant Director (Economy)	Scrutiny and District Executive	Yes	May 2015	
April 2015	Upgrading of Licensing Software	Regulatory and Democratic Services	Assistant Director (Environment)	Nigel Marston, Licensing Manager	Scrutiny and District Executive	No		
April 2015	Honorary Aldermen – Agreement to extend the criteria and rights	Regulatory and Democratic Services	Assistant Director (Legal and Corporate Services)	Angela Cox, Democratic Services Manager	Scrutiny and District Executive	Yes	May 2015	

Date of Decision	Decision	Portfolio	Service Director	Contact	Committees	Approval of Council Required	Date of Council	Consultation
April 2015	LED Sport and Leisure Facility Contract (Confidential)	Leisure and Culture	Assistant Director (Health and Well-Being)	Steve Joel, Assistant Director (Health and Well-Being)	Scrutiny, District Executive	No		
April 2015	Investing in infrastructure – Yeovil Innovation Centre (Confidential)	Environment and Economic Development	Assistant Director (Economy)	David Julian, Economic Development Manager	Scrutiny and District Executive	No		
April 2015	Proposed Childrens Nursery at Churchfields, Wincanton (Confidential)	Property and Climate Change	Assistant Director (Environment)	Laurence Willis, Assistant Director (Environment)	Scrutiny, District Executive	No		
April 2015	Securing Future Facilities for Chard (Confidential)	Leisure and Culture	Assistant Director (Health and Well-Being)	Andrew Gillespie, Area Development Manager (West)	Scrutiny, District Executive	No		
June 2015	Quarterly Performance Update	Strategy and Policy	Strategic Director (Place and Performance)	Andrew Gillespie/ Charlotte Jones, Performance Managers	Scrutiny and District Executive	No		
June 2015	Capital & Revenue Budget monitoring reports for Quarter 4 (outturn)	Finance and Spatial Planning	Assistant Director (Finance & Corporate Services)	Donna Parham, Assistant Director (Finance & Corporate Services)	Scrutiny and District Executive	No		
June 2015	Adoption of a revised County-Wide Tenancy Strategy	Strategy and Policy	Assistant Director (Economy)	Colin McDonald, Corporate Strategic Housing Manager	Scrutiny and District Executive	Yes	July 2015	
July 2015	Adoption of a Revised Private Sector Housing Strategy	Strategy and Policy	Assistant Director (Economy)	Alasdair Bell, Environmental Health Manager	Scrutiny and District Executive	Yes	July 2015	
October 2015	Asset Management Plan – annual update	Finance and Spatial Planning	Assistant Director (Economy)	Laurence Willis / Donna Parham Assistant Directors	Scrutiny and District Executive	No		

APPENDIX B - Current Consultations – March 2015

Purpose of Document	Portfolio	Director	Response to be agreed by	Contact	Deadline for response
<p>Proposed Local Authorities (Functions and Responsibilities) (England) Regulations 2015</p> <p>We are seeking views on a proposed set of draft regulations which update the rules for decision making in councils.</p>	Legal and Corporate Services	Chief Executive	Manager in consultation with the Portfolio Holder	Ian Clarke 01935 462184	6 March 2015
<p>Section 106 planning obligations - speeding up negotiations</p> <p>The Autumn Statement 2014 included a commitment to consult on measures to speed up section 106 agreements as part of the government's commitment to delivering a faster and more effective planning system.</p> <p>We are seeking views on proposals relating to the following 2 areas:</p> <ul style="list-style-type: none"> speeding up the negotiation and completion of section 106 planning obligations whether the requirement to provide affordable housing contributions acts as a barrier to development providing dedicated student accommodation 	Regulatory and Democratic Services	Assistant Director (Economy)	Manager in consultation with the Portfolio Holder	David Norris, Development Manager 01935 462382	19 March 2015

Agenda Item 23

Date of Next Meeting

Members are asked to note that the next scheduled meeting of the District Executive will take place on **Thursday, 2nd April 2015** in the Council Chamber, Council Offices, Brympton Way, Yeovil commencing at 9.30 a.m.

Agenda Item 24

Exclusion of Press and Public

The Committee is asked to agree that the following items 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 25

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

Document is Restricted

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

Document is Restricted