



---

## **District Executive (Informal)**

**Thursday 5th August 2021**

**9.30 am**

**Virtual Meeting  
using Zoom meeting software**

---

The following members are requested to attend the meeting:

Jason Baker  
Mike Best  
John Clark  
Adam Dance  
Sarah Dyke

Peter Gubbins  
Henry Hobhouse  
Val Keitch  
Tony Lock  
Peter Seib

Any members of the public wishing to address the meeting at Public Question Time need to email [democracy@southsomerset.gov.uk](mailto:democracy@southsomerset.gov.uk) by 9.00am on Wednesday 4<sup>th</sup> August 2021.

The meeting will be viewable online at:

[https://www.youtube.com/channel/UCSDst3IHGj9WoGnwJGF\\_soA](https://www.youtube.com/channel/UCSDst3IHGj9WoGnwJGF_soA)

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

This Agenda was issued on Wednesday 28 July 2021.

**Nicola Hix,**  
Director (Strategy & Support Services)

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

## Information for the Public

In light of the coronavirus pandemic (COVID-19), District Executive will continue to meet virtually via video-conferencing to consider reports.

At the meeting of Full Council on 15 April 2021 it was agreed to make the following changes to the Council's Constitution:

- a) To continue to enable members to hold remote, virtual meetings using available technology;
- b) To amend Part 3 (Responsibility for Functions) of the Council's Constitution to allow those remote meetings to function as consultative bodies and delegate decisions, including Executive and Quasi-Judicial decisions, that would have been taken by those meetings if the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 had continued in force to the Chief Executive (or the relevant Director in the Chief Executive's absence) in consultation with those meetings and those members to whom the decision would otherwise have been delegated under Part 3 of the Constitution;
- c) The delegated authority given under (b) will expire on 31 July 2021 unless continued by a future decision of this Council;

For full details and to view the report please see -

[Agenda for South Somerset District Council on Thursday 15th April 2021, 6.30 pm](#)

Further to the above, at the meeting of Full Council on 8 July 2021, it was agreed to extend the arrangements for a further 6 months to 8 January 2022.

For full details and to view the report please see -

[Agenda for South Somerset District Council on Thursday 8th July 2021, 6.30 pm](#)

## District Executive

Meetings of the District Executive are usually held monthly, at 9.30am, on the first Thursday of the month (unless advised otherwise).

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

Members of the Public are able to:-

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

The Executive Forward Plan and copies of executive reports and decisions are published on the Council's web site: [Browse forward plans \(southsomerset.gov.uk\)](https://www.southsomerset.gov.uk)

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

## **Public participation at meetings (held via Zoom)**

### **Public question time**

We recognise that these are challenging times but we still value the public's contribution to our virtual meetings. If you would like to participate and contribute in the meeting, please join on-line through Zoom at: <https://zoom.us/join> You will need an internet connection to do this.

Please email [democracy@southsomerset.gov.uk](mailto:democracy@southsomerset.gov.uk) for the details to join the meeting.

If you would like to view the meeting without participating, please see:  
[https://www.youtube.com/channel/UCSDst3IHGj9WoGnwJGF\\_soA](https://www.youtube.com/channel/UCSDst3IHGj9WoGnwJGF_soA)

The period allowed for participation in Public Question Time shall not exceed 15 minutes except with the consent of the Chairman and members of the Committee. Each individual speaker shall be restricted to a total of three minutes.

If you would like to address the meeting at Public Question Time, please email [democracy@southsomerset.gov.uk](mailto:democracy@southsomerset.gov.uk) by 9.00am on Wednesday 4<sup>th</sup> August. When you have registered, the Chairman will invite you to speak at the appropriate time during the virtual meeting.

### **Virtual meeting etiquette:**

- Consider joining the meeting early to ensure your technology is working correctly.
- Please note that we will mute all public attendees to minimise background noise. If you have registered to speak during the virtual meeting, the Chairman will invite you to unmute your microphone at the appropriate time.
- Each individual speaker shall be restricted to a total of three minutes.
- When speaking, keep your points clear and concise.
- Please speak clearly – the Councillors are interested in your comments.

# District Executive (Informal)

**Thursday 5 August 2021**

## Agenda

### 1. Minutes of Previous Meeting

To approve as a correct record the minutes of the District Executive meetings held on 30<sup>th</sup> April, 13<sup>th</sup> May, 3<sup>rd</sup> June, 1<sup>st</sup> July and 8<sup>th</sup> July 2021.

### 2. Apologies for Absence

### 3. Declarations of Interest

In accordance with the Council's current Code of Conduct (as amended 26 February 2015), which includes all the provisions relating to Disclosable Pecuniary Interests (DPI), personal and prejudicial interests, Members are asked to declare any DPI and also any personal interests (and whether or not such personal interests are also "prejudicial") in relation to any matter on the Agenda for this meeting.

Members are reminded that they need to declare the fact that they are also a member of a County, Town or Parish Council as a Personal Interest. Where you are also a member of Somerset County Council and/or a Town or Parish Council within South Somerset you must declare a prejudicial interest in any business on the agenda where there is a financial benefit or gain or advantage to Somerset County Council and/or a Town or Parish Council which would be at the cost or to the financial disadvantage of South Somerset District Council.

### 4. Public Question Time

### 5. Chairman's Announcements

Items for Discussion

### 6. Community Grant to Stoke Sub Hamdon Parish Council - referred from Area North Committee (Pages 5 - 12)

### 7. Adoption of the Cyber Security Strategy (Pages 13 - 31)

### 8. Corporate Performance Report 2021-22: 1st Quarter (Pages 32 - 34)

### 9. Scheme of Delegation for the A358 Taunton to Southfields Dualling (Pages 35 - 43)

### 10. District Executive Forward Plan (Pages 44 - 49)

### 11. Date of Next Meeting (Page 50)

### 12. Exclusion of Press and Public (Page 51)

### 13. Briefing on Local Government Reorganisation (Page 52)

## Community Grant to Stoke Sub Hamdon Parish Council – referred from Area North Committee

Executive Portfolio Holder: Adam Dance, Chairman of Area North  
Ward Member: Mike Hewitson, Hamdon Ward  
Director: Kirsty Larkins, Service Delivery  
Manager / Lead Specialist: Tim Cook, Locality Manager  
Lead Officer: Adrian Moore, Locality Officer  
Contact Details: [adrian.moore@southsomerset.gov.uk](mailto:adrian.moore@southsomerset.gov.uk) or 01935 462462

### Purpose of the Report

1. Executive Councillors are asked to consider confirming the award of a grant of £17,245 to Stoke sub Hamdon Parish Council towards the Hamdon Youth & Family Centre Refurbishment following discussion at Area North Committee on 14 July 2021.

### Forward Plan

2. This report did not appear on the District Executive Forward Plan because it was only agreed to propose it to District Executive at the Area North Committee meeting on 14 July 2021.

### Public Interest

3. Awarding grants is a key way that SSDC supports and helps to deliver community projects sponsored by Parishes and voluntary community organisations in the towns and villages across the district.
4. Stoke sub Hamdon Parish Council has applied to the Area North community grants programme for financial assistance with the costs of £47,398 towards the refurbishment of Hamdon Youth & Family Centre. Area Committees are limited to agreeing grants of up to £12,500 within the Council's Scheme of Delegation and the District Executive Committee are the decision making body for amounts over £12,500.

### Recommendation

5. That Area North Committee endorse the awarding of a grant, and recommend to District Executive that the Director for Strategy and Support Services award a grant of £17,245 to Stoke Sub Hamdon Parish Council towards the Hamdon Youth & Family Centre Refurbishment. The grant to be allocated from the Area North capital programme and subject to SSDC standard conditions for community grants (Appendix A).

*Note – Within the District Council's scheme of delegation, grants of up to £12,500 are considered by Area Committees but District Executive is the decision making body for amounts over £12,500.*

## Application Details

Name of applicant:	Stoke sub Hamdon Parish Council
Project:	Hamdon Youth & Family Centre Refurbishment
Total project cost:	£47,398
Amount requested from SSDC:	£17,245
% amount requested	36%
Application assessed by:	Adrian Moore

## Community Grants Assessment Score

6. The table below shows the grant scoring for this application. Applications must meet the minimum score of 22 to be considered for SSDC funding under Community Grants policies.

Category	Max Score available	Officer assessment score
<b>A</b> Supports Council Plan/Area Chapter	1	<b>1</b>
<b>B</b> Supports Equalities & Diversity	1	<b>1</b>
<b>C</b> Supports Environment Strategy	3	<b>1</b>
<b>D</b> Need for Project	10	<b>9</b>
<b>E</b> Capacity of Organisation	15	<b>13</b>
<b>F</b> Financial need	7	<b>6</b>
<b>Total</b>	<b>37</b>	<b>31</b>

## Background

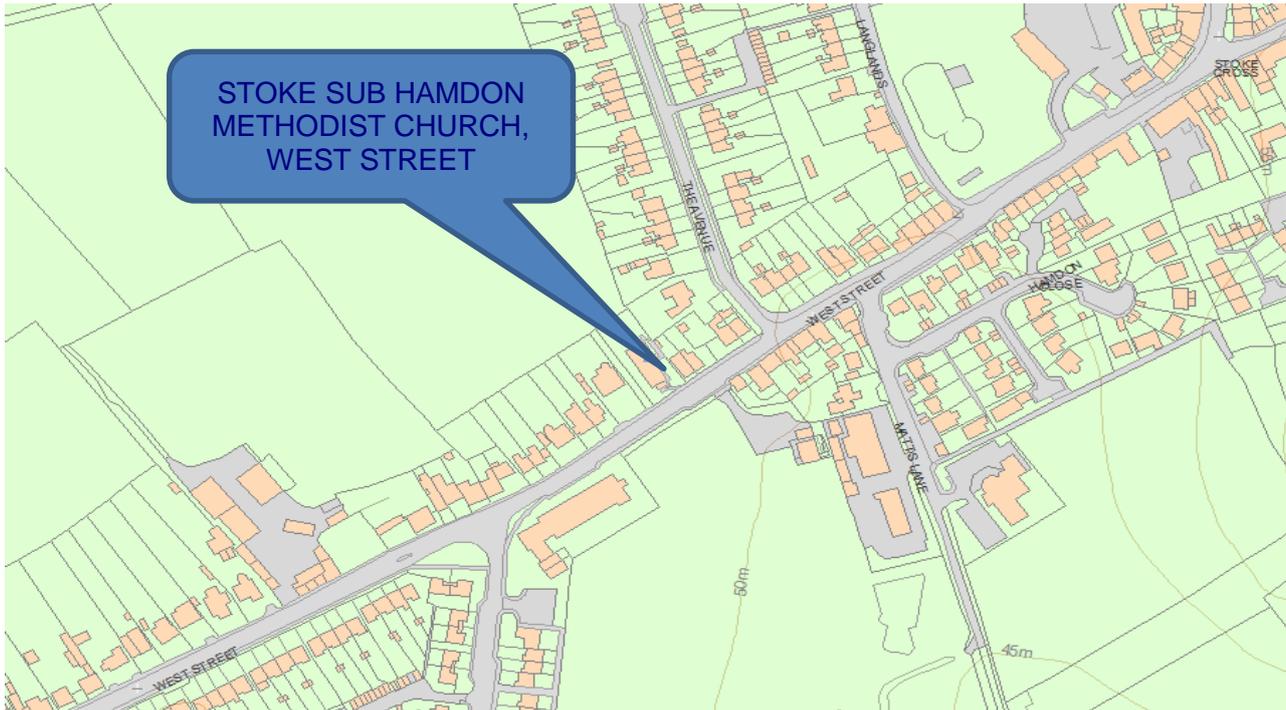
Heritage Category: Listed Building Grade: II

List Entry Number: 1116987

Date first listed: 27-Oct-1987

Statutory Address: STOKE SUB HAMDON METHODIST CHURCH, WEST STREET

7. Stoke sub Hamdon Parish Council manages village services and through the Community Right to Bid process in 2016 went on to buy, with a Public Works Loan Board loan, the Old Methodist Church which closed for religious worship in 2012. The Parish Council purchased the property in November 2018 for £130,000 on behalf of the village and the building is now known as the Hamdon Youth & Family Centre.
8. The initial refurbishment itself into a Youth & Family Centre is the responsibility of the Parish Council as the Freeholder, and is led by the Chair and Vice Chair in terms of project progress. The Centre is leased to the Hamdon Youth & Family Centre Trust, a Charitable Incorporated Organisation (charity no. 1177307) who manage the Centre on a day to day basis. The Trust has a Service Management Agreement with the Parish Council and is a service user led group of Trustees. It has a peppercorn rent under a lease with the Parish Council, with the Trust being responsible for internal maintenance and the Parish Council responsible for external maintenance as the Freeholder. The Centre opened for hire in April 2019 and re-opened again in April 2021 following the recent lockdown.



9. The building has become the Hamdon Youth & Family Centre the very first time the village has had a permanent meeting place in the village for their younger generation. The new Centre provides a place for groups such as the Brownies, Guides, Youth Club, Baby & Toddler Group and other children's groups, to play, compete, discuss social and moral values, have fun and learn together as they grow from babies into responsible young adults. The Centre is managed by a new village charity, with the majority of Trustees being the user group representatives themselves - very much a "by the community, for the community" project for generations of Stoke residents to come.
10. The Centre provides a much needed and long-awaited permanent home for organisations providing services for young people from the ages of 0 to 18yrs. It provides the opportunity for young people to learn social and moral values through all sorts of structured social and recreational activities, to be able to ask advice from Youth Workers in a supportive and non-threatening environment and to help young people to become responsible and thoughtful members of society who contribute to their local neighbourhoods. The hire fees charged by the Centre are designed to be affordable, encouraging maximum take up. There are currently four regular user groups of the Centre, but it is expected that this number will grow significantly once the Centre is fully modified with all the facilities it needs.
11. The Parish Council achieved Listed Building Consent for the modifications in October 2020. Phase 1 of the project modifications have been completed which included the removal of the church pews and the creation of a new sub-floor in the main church hall, together with new wood flooring. New lighting, power points and heating in each of the two halls have also been installed.



# South Somerset District Council

12. Following an access survey that was carried out in June 2017 by Access for All, it was recommended to provide a disabled toilet with full facilities and to widen one of the entrance doors to the main hall.
13. Parish information

Parish*	Stoke sub Hamdon
Parish population	1,968
No. of dwellings	905

\*Taken from the 2011 census profile

## The project

14. The funding request is for Phase 2 of the project which is:
  - Renovation of side rooms to create new sub-floor, kitchen, office, toilets and disabled toilet
  - Installation of wired Fire Alarm systems to meet fire regulations
  - Installation of external CCTV to provide building security and to deter any anti-social behaviour
  - Doorway alterations to enable 'All Ability Access' – Corridor to Hall

## Local support / evidence of need

15. It had been clear for a number of years that there was a need for additional facilities in Stoke sub Hamdon that could offer availability and storage for organisations providing services for young people. As a result of young people having no 'roots' there appeared to be increasing anti-social behaviour locally. The village now has the benefit of the support of two Youth Workers from NHS England - Children and Young People at the Hamdon Youth Group sessions which is improving matters.
16. SSDC's own Local Plan 2006-2028 also identified the lack of facilities for younger people in the village in the Spatial Portrait of the village. (p.121-122 at 8.73).
17. The Parish Council carried out a detailed Feasibility Study in 2015/16 to identify what was needed and available in the village. Two Public Consultation meetings were held in 2016 at which the Parish Council informed residents that it was proposed to take out a 20 year fixed interest Public Works Loan Board loan for £150,000 and the meetings gave a 90% vote in favour of the purchase. There is ongoing regular information on the proposals in parish newsletters and in parish council minutes. The Public Works Loan Board loan costs the parish council £9,549 per annum. The council also awards an annual grant of £2k to the Trust that manages the Centre.
18. Formal written support from South Somerset District Council's former Neighbourhood Development Officer and Somerset County Council's Youth & Community Service was given from the start.

## Project costs

<b>Project costs</b>	<b>Cost £</b>
Renovation of side rooms to create new sub-floor, kitchen, office, toilets and disabled toilet	42,671
Installation of wired Fire Alarm systems to meet fire regulations	2,540
Installation of external CCTV to provide building security and to deter any anti-social behaviour	1,749
Doorway alterations to enable 'All Ability Access' – Corridor to Hall	438
<b>Total</b>	<b>47,398</b>

## Funding plan

<b>Funding source</b>	<b>Secured or pending</b>	<b>Amount £</b>
Stoke sub Hamdon Parish Council	Secured	30,153
South Somerset District Council	Pending	17,245
<b>Total</b>		<b>47,398</b>

19. The Centre is hired out by the Trust to youth organisations each week. There are currently four groups using the facility. Only one of the two halls has been able to be used until now as the other was the church itself with pews. In the year to March 2020 income totalled £2,609 of which hire income was £2,225. Total payments out were £1,553. The Centre is also supported by an annual operating grant of £2,000 by the Parish Council.
20. Each year the Parish Council also puts aside £2,400 into a Hamdon Youth & Family Centre reserve towards its external building maintenance responsibilities, and £300 per annum is put aside by the Centre Trust itself into its own Maintenance Reserve.

## Conclusion and Recommendation

21. It is recommended that a grant of £17,245 is awarded.

## Financial Implications

22. Within the District Council's scheme of delegation, capital projects seeking grant funding up to £12,500 are considered by Area Committees but District Executive is the decision making committee for amounts over £12,500.
23. The Area North Committee (Informal) held on 14 July 2021 unanimously agreed to endorse this funding request for £17,245 ahead of it being referred to District Executive for a decision.
24. The balance in the Area North Capital programme is £103,125. If the recommended grant of £17,245 is awarded, £85,880 will remain.
25. Grants are awarded subject to all other funding being secured before the commencement of the project and are on a % basis of the full project costs. Payment



## Council Plan Implications

### 26. Council Plan themes and Areas of focus for 2021/22

#### ***Focus 3 – Environment***

To keep South Somerset clean, green and attractive and respond to the climate and ecological emergency, we will work in partnership to:

- Continue the delivery of the Environment Strategy action plan, reducing our carbon emissions by 10% every year, to reach carbon neutrality by 2030
- Adopt and commence delivery of an Open Spaces Strategy promoting green infrastructure across the district
- Enhance the quality of the environment and its resilience and ability to adapt to climate change in partnership with our communities and businesses
- To protect South Somerset's landscape to seek to increase tree cover within our communities and the wider environment
- Support the delivery of the County wide Climate Change Emergency Strategy
- Initiate and support actions and infrastructure to encourage a shift to low carbon transport options including walking, cycling and electric mobility
- Promote and improve recycling and minimise waste through the roll out of 'Recycle More' across South Somerset from June 2021 through the Somerset Waste Partnership
- Support the development of environmental and ecological aspects within local, parish and neighbourhood plans
- Promote Nature Recovery Networks across the district, with a focus on delivery via the Ham Hill project
- Work with external partners to benefit the wider national cause in developing and generating clean energy storage to reduce renewable energy wastage in turn reducing use of fossil fuels in UK energy production.

#### ***Focus 5 – Healthy, Self-reliant Communities***

To enable healthy communities which are cohesive, sustainable and enjoy a high quality of life, we will:

- Embed social value into all processes and activities to ensure we maximise the support we give to our communities
- Work with partners to keep and help our residents feel safe in their homes and communities
- Work with partners to reduce the impact of social isolation and create a feeling of community
- Work with partners to support people improving their physical and mental health and wellbeing
- Enable quality cultural, leisure and sport activities
- Proactively support residents facing hardship
- Help tackle the causes of economic and social exclusion, poverty and low social mobility
- Support older people to live and age well by increase their independence, reducing loneliness, and improving financial security.



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

27. None.

### **Equality and Diversity Implications**

28. The project aims to provide for people across all age and interest groups in the local community.

### **Background Papers**

29. Community Grant application

## Appendix A

### Standard conditions applying to all SSDC Community Grants

#### The applicant agrees to: -

- Notify SSDC if there is a material change to the information provided in the application.
- Start the project within six months of the grant offer and notify SSDC of any changes to the project or start date as soon as possible.
- Confirm that all other funding sources have been secured before starting the project, if these were not already in place at the time of the application.
- Acknowledge SSDC assistance towards the project in any relevant publicity about the project (e.g. leaflets, posters, websites, and promotional materials) and on any permanent acknowledgement (e.g. plaques, signs etc.).
- Work in conjunction with SSDC officers to monitor and share the success of the project and the benefits to the community resulting from SSDC's contribution to the project.
- Provide a project update and/or supply before and after photos if requested
- Supply receipted invoices or receipts which provide evidence of the **full** cost of the project so that the grant can be released.
- Complete an evaluation survey when requested after the completion of the project.
- Note that they cannot apply for another community grant for the same project within a 3 year period of this award.
- 

#### Standard conditions applying to buildings, facilities and equipment

- Establish and maintain a “sinking fund” to support future replacement of the building /facility / equipment as grant funding is only awarded on a one-off basis.
- Use the SSDC Building Control Service when buildings regulations are required.
- Incorporate disabled access and provide an access statement where relevant.

#### Special conditions

None.

## Adoption of the Cyber Security Strategy

Executive Portfolio Holder:	Tony Lock, Protecting Core Services
Strategic Director:	Nicky Hix, Director Strategy and Support Services
Service Manager:	Toffer Beattie, Lead Specialist Digital Change
Lead Officer:	Toffer Beattie, Lead Specialist Digital Change
Contact Details:	Toffer.beattie@southsomerset.gov.uk or 01935 462302

## Purpose of the Report

1. The purpose of this report is for District Executive to approve the Cyber Security Strategy for publication.

## Forward Plan

2. This report appeared on the District Executive Forward Plan with an anticipated Committee date of August 2021.

## Public Interest

3. Our reliance on digital technologies has been increasing steadily for some time, but the Covid 19 pandemic has seen a dramatic increase in our use of information technology and on-line platforms. Members of the public now communicate with the council mainly through digital channels; the council holds more data on individuals and businesses; new working practices see officers and members doing more official work from home; and at the same time cyber criminals are becoming more sophisticated and more determined. A clear strategy guiding the council's approach to cyber security is necessary both to guide our operations and future investments in this area, and also to reassure the public.

## Recommendation

4. That District Executive recommends that the Director for Strategy and Support Services approves the draft Cyber Security Strategy for publication on the SSDC public website.

## Background

5. The SWAP Cyber Security Review (issued 06/01/21) identified poor Cyber Security Governance and Management Support as an area requiring immediate attention. In the detailed comments it states:

'Failure by the Authority to put in place robust and adequate cyber security governance and management arrangements may result in a sub optimal cyber



## South Somerset District Council

security strategy, policy and guidance leading to the non-identification and management of threats and increased security incidents causing operational disruption, loss of critical services and financial and reputational damage.’

This strategy paper seeks to address that shortfall by giving the strategic framework within which robust and effective governance and management can be embedded.

### Report Detail

6. This is a public facing document that covers:

- What is Cyber Security and why is it important
- The purpose and scope of the Strategy
- The challenge we face as a council
- Threats, vulnerabilities and risks
- Our approach, principles, and priorities
- An implementation plan
- Critical Success Factors
- Cyber Security Governance, Roles and Responsibilities

The document is appended to this report.

### Financial Implications

7. Cyber security measures are budgeted for in the IT budget. There are no financial implications arising specifically from this strategy.

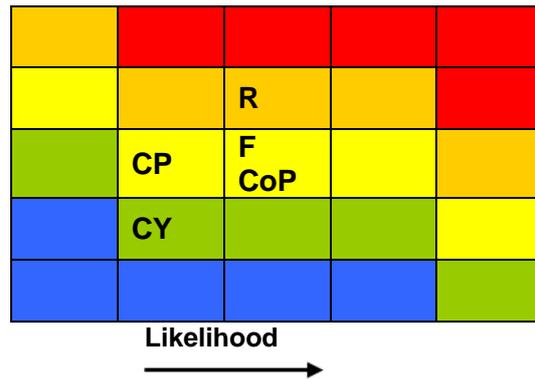
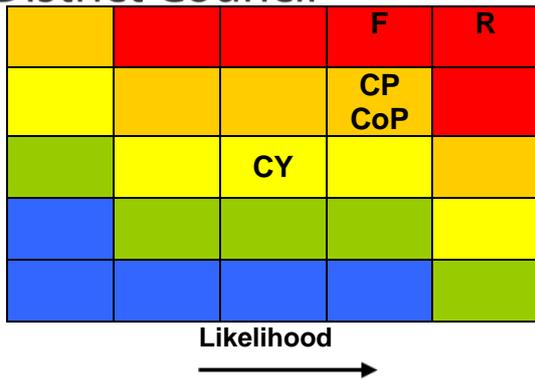
### Legal implications (if any) and details of Statutory Powers

8. None

### Risk Matrix

9. The matrices below show the risk to the confidentiality, integrity and availability of potentially valuable or sensitive information – with and then without an endorsed and published Cyber Security Strategy.

**Risk Profile before officer recommendations**      **Risk Profile after officer recommendations**



**Key**

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

**Council Plan Implications**

10. There are no direct implications to the Council Plan, though a robust and secure IT estate is fundamental to all we do.

**Carbon Emissions and Climate Change Implications**

11. None

**Equality and Diversity Implications**

12. None. Equality impact relevance check form submitted

**Privacy Impact Assessment**

13. Nil.

**Background Papers**

- SSDC Cyber Security Strategy DRAFT
- Briefing video (link shared)



# **SSDC's Cyber Security Strategy**



# Contents

<b>Foreword</b>	<b>02</b>	<b>Critical success factors</b>	<b>11</b>
<b>Introduction</b>	<b>03</b>	<b>Cyber security governance roles and responsibilities</b>	<b>12</b>
What is cyber security and why is it important?	03	<b>Appendix 1: Standards</b>	<b>13</b>
Strategic context	04	<b>Appendix 2: NCSC: 10 steps to cybe security</b>	<b>14</b>
<b>Purpose</b>	<b>05</b>		
<b>Scope of the strategy</b>	<b>05</b>		
<b>The challenge we face as a council</b>	<b>05</b>		
<b>Threats</b>	<b>06</b>		
Types of threats	06		
Zero day threats	06		
Physical threats	07		
Terrorists	07		
Espionage	07		
<b>Vulnerabilities</b>	<b>07</b>		
<b>Risks</b>	<b>07</b>		
<b>Our approach, principles and priorities</b>	<b>08</b>		
<b>Implementation plan</b>	<b>09</b>		
Defend	09		
Deter	09		
Develop	10		

# The Cyber Security Strategy

## Foreword

Information and data are vital to every part of South Somerset District Council's business. As we continue with a digital programme that is transforming the way we work and how local people access information and services, we need increasingly robust security measures to protect against cyber threats.

Across the globe, cyber attacks are growing in frequency and becoming more sophisticated. The increased use of the internet caused by Covid 19 pandemic means that cyber criminals have become more active, and our exposure has increased. When cyber attacks succeed the damage can be significant; with personal, economic and social consequences.

This Cyber Security Strategy sets out our approach for protecting our information systems and the data we hold to ensure the services we provide are secure and our residents, businesses and stakeholders can safely transact with us. This includes achieving a balance of embracing digital opportunities, including making information more widely available and accessible, whilst ensuring that right levels of protection are in place.

This strategy demonstrates our commitment and the key actions we will take to further establish a trusted digital environment for SSDC. We will strengthen and secure SSDC from cyber threats by increasing security awareness throughout our workforce, investing in our systems and infrastructure, deterring our adversaries, and developing a wide range of responses, from basic cyber hygiene to the most sophisticated defences.

Cyber-attacks will continue to evolve, which is why we will continue to work at pace to stay ahead of all threats.

This Cyber Security Strategy underpins and enables the SSDC Digital Strategy, which continues to ensure we harness the benefits of technology to improve the lives and life chances of all local people. The measures outlined in this strategy will safeguard trust and confidence in the way we operate and deliver our services, supporting SSDC to remain at the forefront of the digital revolution



**Tony Lock**

Portfolio Holder for Protecting Core Services

## Introduction

This document sets out South Somerset District Council's application of information and cyber security standards to protect our information systems, the data held on them, and the services we provide, from unauthorised access, harm or misuse. It is our cyber security commitment both to the people we represent and the national interest; and emphasises the importance of cyber security in the role of all council staff.

---

### What is cyber security and why is it important?

Cyber security is the practice of ensuring the confidentiality, integrity and availability (CIA) of information.

**Attacks on Confidentiality** – stealing or copying personal information.

**Attacks on Integrity** – seeks to corrupt, damage or destroy information or systems and the people who rely on them.

**Attacks on Availability** – denial of services.

Cyber security refers to the body of technologies, processes, and practices designed to protect networks, devices, programs, and data from attack, damage, or unauthorised access. Cyber security may also be referred to as information technology security.

Cyber security is important because, in order to effectively deliver services, South Somerset District Council collects, processes, and stores large amounts of data on computers and other devices. A significant portion of this data is sensitive information, including financial data, personal information, or other types of data for which unauthorised access or exposure could have negative consequences.

SSDC transmits sensitive data across networks and to other devices in the course of providing services. Cyber security is the discipline dedicated to protecting this information and the systems used to process or store it.

Cyber security is crucial in ensuring our services are kept up and running. It is also vital in ensuring the public trusts the council with their information. A cyber-attack could have very serious consequences, both in terms of disrupting services – many of which serve our most vulnerable residents – and through damage to the council's reputation.

## Strategic context

South Somerset District Council is One Team, Ambitious for South Somerset. We aim to be:

### Great to work for

with agile and empowered staff, inspiring people and investing in developing our people.

### Excellent to work with

Efficient and effective with a commercial mindset.

### Leading the way

a modern and resilient council that is adaptable to change and technologically enabled.

### Delivering for our communities

focused on outcomes and quality of life, data driven, and proactive.

The ongoing discussions over future models for local government in Somerset make this strategy no less important. Whatever model is adopted, digital ambition will be fundamental to delivering quality services to our communities, and as future structures exploit technology, cyber and information security will remain of the utmost importance.

The Covid 19 pandemic has impacted on all areas of public and private life. Amongst other things it has forced a great deal more of our routine professional and personal interactions on-line and many more of us now work predominantly from home. This has presented new and lucrative opportunities to cyber criminals. Whilst much will return to normal in due course, the extent to which we exploit cyberspace and many of our working practice will not return to the pre-pandemic norm. Cyber security has become, and will remain, a key responsibility for all of us – collectively and as individuals.

The SSDC Digital Strategy (2021-2026) will set out SSDC's ongoing digital ambition, including how technology will be used to progress the areas of focus and priority programs set out in the Council Plan. This Cyber Security Strategy supports delivery of the Digital Strategy and the Council Plan by providing a framework for SSDC to securely harness the benefits of digital technology for the benefit of all stakeholders. It is essential to the efficient running and evolution of the council.

This Cyber Security Strategy is supported by a suite of operational policies and procedures.



## Purpose

The council seeks to deliver its digital strategy through transforming South Somerset into a digital place and a digital Council. The scale of transformation represents an unprecedented culture shift for the Council, residents, partners and businesses.

The Cyber Security Strategy is a new strategy, introduced in response to the increasing threat from cyber criminals and a number of successful and high profile cyber-attacks on public and private organisations. The purpose of the strategy is to give assurance to residents and other stakeholders of the council's commitment in delivering robust information security measures to protect resident and stakeholder data from misuse and cyber threats, and to safeguard their privacy through increasingly secure and modern information governance and data sharing arrangements - both internally and with partners.

Through delivery of this strategy, we will comply with and embed the principles of 'Cyber Essentials Plus'; a government-backed, industry-supported scheme to help organisations protect themselves against common online threats. We will also follow the "10 Steps to Cyber Security" framework published by the National Cyber Security Centre (*included as Appendix 2*).

## Scope of the strategy

This strategy is intended to cover all SSDC's information systems, the data held on them, and the services they help provide. It aims to increase cyber security for the benefit of all South Somerset residents, businesses, partners and stakeholders; helping to protect them from cyber threats and crime.

## The challenge we face as a council

South Somerset District Council is using an increasing range of technology, from apps and the cloud, to different devices and gadgets. Much of our business is done online such as corresponding with residents and local businesses, carrying out case work, and reviewing reports and papers for council meetings.

This direction of travel is expected to continue and accelerate; making effective cyber security ever more crucial in protecting against new types of threats, risks and vulnerabilities.

# Threats

A threat, if left unchecked, could disrupt the day-to-day operations of the council, the delivery of local public services, and ultimately has the potential to compromise national security.

---

## Types of threats

### Cybercriminals and cyber crime

Cybercriminals are generally working for financial gain. Most commonly, for the purposes of fraud: either selling illegally gained information to a third party, or using directly for criminal means.

Key tools and methods used by cybercriminals include:

**Malware** – malicious software that includes viruses, Trojans, worms or any code or content that could have an adverse impact on organisations or individuals

**Ransomware** – a kind of malware that locks victims out of their data or systems and only allows access once money is paid

**Phishing** – emails purporting to come from a public agency to extract sensitive information from members of the public.

### Hacktivism

Hacktivism will generally take over public websites or social media accounts to raise the profile of a particular cause.

When targeted against local government websites and networks, these attacks can cause reputational damage locally. If online services are regularly disrupted by cyber-attacks this could lead to the erosion of public confidence in using such services.

Hacktivist groups have successfully used distributed denial of service (DDoS – when a system, service or network is burdened to such an extent by an electronic attack that it becomes unavailable) attacks to disrupt the websites of a number of councils already.

### Insiders

Staff may intentionally or unintentionally release sensitive information or data into the public domain. This may be for the purpose of sabotage or to sell to another party, but more often than not is due to simple human error or a lack of awareness about the particular risks involved.

---

### Zero day threats

A zero day exploit is a cyber-attack that occurs on the same day a weakness is discovered in software. At that point, it's exploited before a fix becomes available from its creator. It is an attack that exploits a previously unknown security vulnerability.

This poses a risk to any computer or system that has not had the relevant patch applied, or updated its antivirus software.

## Other types of threats

---

### Physical threats

The increasing reliance on digital services brings with it an increased vulnerability in the event of a fire, flood, power cut or other disaster natural or otherwise that impact upon council IT systems.

### Terrorists

Some terrorist groups demonstrate intent to conduct cyber-attacks, but fortunately have limited technical capability. Terrorist groups could obtain improved capability in a number of ways, namely through the sharing of expertise in online forums providing a significant opportunity for terrorists to escalate their capability.

### Espionage

Several of the most sophisticated and hostile foreign intelligence agencies target UK government and public sector networks to steal sensitive information. This could ultimately disadvantage the UK in diplomatic or trade negotiations, or militarily.

## Vulnerabilities

Vulnerabilities are weaknesses or other conditions in an organisation that a threat actor; such as a hacker, nation-state, disgruntled employee, or other attacker, can exploit to adversely affect data security.

Cyber vulnerabilities typically include a subset of those weaknesses and focus on issues in the IT software, hardware, and systems an organisation uses.

**System Maintenance** – IT systems should be updated and checked regularly and effectively. It is essential that the systems are fully updated and appropriate fixes are applied. Poor setup, mismanagement, or other issues in the way an organisation installs and maintains its IT hardware and software components is a threat.

**Legacy Software** – To ensure that legacy systems have sufficient user and system authentication, data authenticity verification, or data integrity checking features that prevent uncontrolled access to systems.

**Training and Skills** – It is crucial that all employees have a fundamental awareness of cyber security and to support this.

## Risks

Cyber Risk Management is a fundamental part of the broader risk management to ensure cyber security challenges are fully identified across the council and appropriate action is carried out to mitigate the risk.

## Our approach, principles and priorities

To mitigate the multiple threats we face and safeguard our interests in cyberspace, we need a strategic approach that underpins our collective and individual actions in the digital domain. This will include:

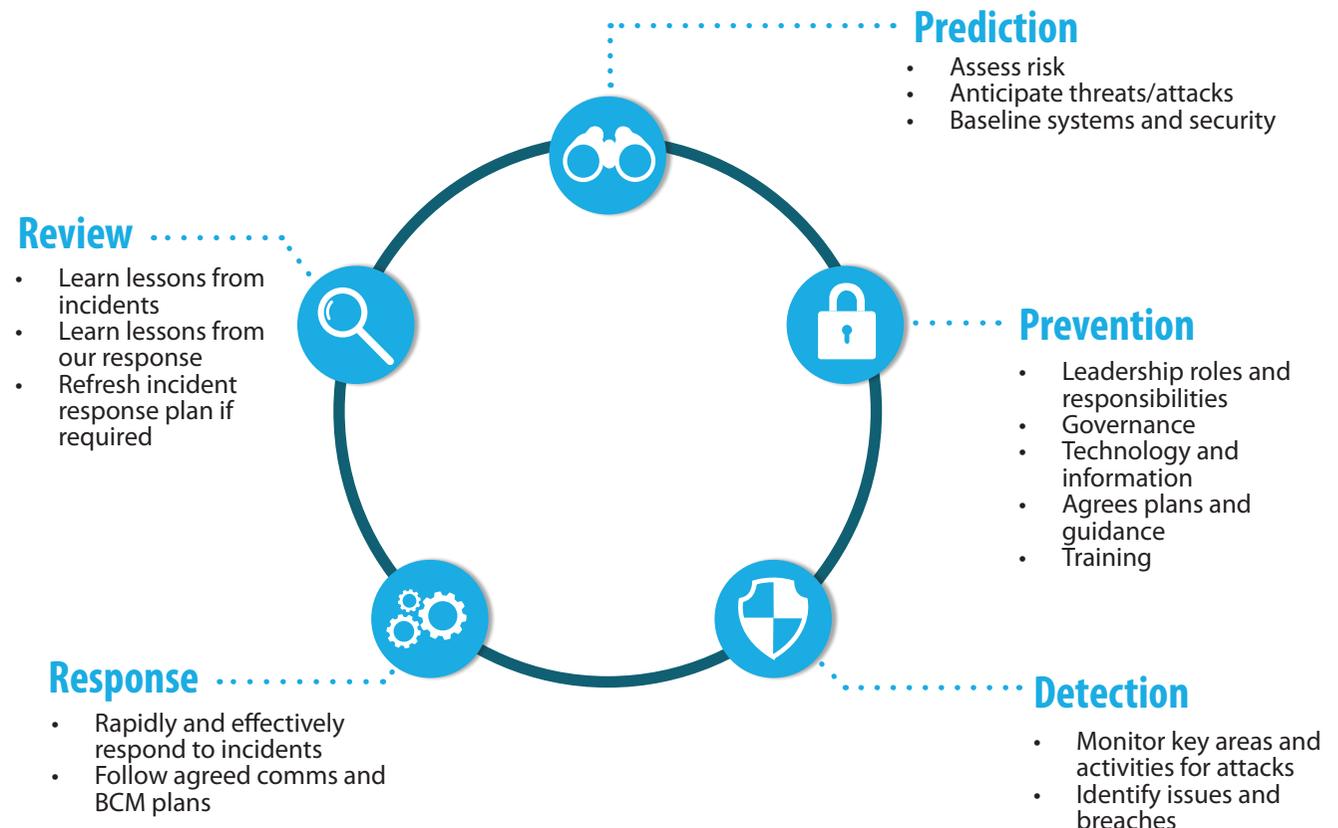
- A council wide risk management framework to help build a risk aware culture within the council, ensuring staff understand how to identify and manage risks.

Page 24

Cyber Awareness training to help mitigate insider threats, understand supply chain risks and ensure all staff understand the issues and their responsibilities.

- Applying the Cyber Essentials scheme controls and conforming to appropriate frameworks to ensure that the council will be able to identify, mitigate and protect against information security risks in a prioritised and resourceful fashion.

The diagram below shows the Cyber Security approach that SSDC will adopt.



# Implementation plan

To adapt to the changing landscape and achieve our vision we will align with the National Cyber Security Strategy's approach to defend SSDC and our residents' cyberspace, to deter our adversaries and to develop our capabilities.

---

## Defend

The council will have the means to defend against evolving cyber threats, to respond effectively to incidents, and to ensure networks, data and systems are protected and resilient. It includes helping our residents, businesses and partners in gaining the knowledge and ability to defend themselves.

Actions:

- Implement firewalls and scanning services
- Carry out health checks penetration test and cyber resilience exercises to test systems and processes.
- Meet compliance regimes, which require good cyber hygiene, to connect to government private networks, e.g. Public Sector Network (PSN)
- Work with partners across the public sector through participation in the Cyber Security Information Sharing Partnership (CiSP), Warning, Advice and Reporting Point (WARP) and other networks.

## Deter

The council will be a hard target for all forms of aggression in cyberspace. This will involve detecting, understanding, investigating and disrupting hostile action against us.

Actions:

### Governance

- Applying government's cyber security guidance, e.g. 10 Steps to Cyber Security and Cyber Essentials Plus

### Technology information

- Network Security
- Users with wide ranging or extensive system privilege shall not use their highly privileged accounts for high-risk functions, in particular reading email and web browsing
  - Multi-factor authentication shall be used where technically possible, such as where administrative consoles provide access to manage cloud based infrastructure, platforms or services. Multi - factor authentication shall be used for access to enterprise level social media accounts
  - Passwords for highly privileged system accounts, social media accounts and infrastructure components shall be changed from default values and shall not be easy to guess. Passwords which would on their own grant extensive system access, should have high complexity
- Malware prevention
- Removable media controls
- Secure configuration

### Agreed plans and guidance

Training and education so that all users can help detect, deter and defend against cyber threats

## Develop

The council will continually develop our innovative cyber security strategy to address the risks faced by our residents, businesses and community and voluntary sector.

This includes developing a co-ordinated and tailored approach to risks and threats that we may encounter and mitigate potential vulnerabilities.

Actions:

- Develop and maintain risk management framework, internal control and governance for the prevention and detection of irregularities and fraud
- Put in place processes, procedures and controls to manage changes in cyber threat level and vulnerabilities
- Managing vulnerabilities that may allow an attacker to gain access to critical systems
- Operation of the council's penetration testing programme; and Cyber-incident response
- Introduce training for staff and elected members
- Develop an incident response and management plan, with clearly defined actions, roles and responsibilities
- Develop a communication plan in the event of an incident which includes notifying (for example) the relevant supervisory body, senior accountable individuals, the Departmental press office, the National Cyber Security Centre (NCSC), Government Security Group (Cabinet Office), the Information Commissioner's Office (ICO) or law enforcement as applicable (not exhaustive)

## Critical success factors

SSDC is committed to delivering robust information security measures to protect residents and stakeholder data from misuse and cyber threats, and to safeguard their privacy through increasingly secure and modern information governance and data sharing arrangements both internally and with partners.

To continue to provide assurance on the effectiveness and robustness of the council's arrangements for IT security, the council will:

- Develop appropriate cyber security governance processes.
- Adopt a council wide Cyber Risk Management Framework (Cyber Essentials Plus).

Page 27

- Develop policies/procedures to review access on a regular basis.
- Create a cyber-specific Business Continuity Management Plan and review SSDC's Incident Plan to include emergency planning for cyber attack
- Maintain, rehearse and regularly review an incident response and management plan, with clearly defined actions, roles and responsibilities. A copy of all incidents shall be recorded regardless of the need to report them
- Set up playbooks to support test exercises on a regular basis; to ensure effective reaction to incidents when an incident occurs
- Create test plans with security testing as a standard
- Reconcile current systems in place and last times these were reviewed (build into Enterprise Architecture)
- Review vendor management – process of assessments of third parties
- Explore Active Cyber Defence tools and new technologies to ensure SSDC has best solutions to match to threats

- Apply the governments cyber security guidance – 10 Steps to Cyber Security
- Provide relevant cyber security training for staff and elected members
- Apply a regular schedule of cyber exercises, within the wider cycle of multi-agency incident response and recovery exercises
- Comply with the Governments Public Sector Network (PSN) requirements and the Payment Card Industry Data Security Standard (PCI DSS); a minimum requirement for all systems used, audit trails, deletion of data etc.
- Protect enterprise technology by working with specialist partners to develop model architecture and review audit logs to reduce chances of threats.

# Cyber security governance roles and responsibilities

Effective cyber security governance in SSDC is delivered through the following roles and functions.

---

## Senior Information Risk Owner (SIRO)

The Council's nominated Senior Information Risk Owner (SIRO), is the Director of Strategy and Support. The SIRO is responsible for the governance of cyber security and information risk within the Council. This includes ensuring that information governance risk is managed in accordance with GDPR.

However, whilst the SIRO is the nominated (accountable) officer, responsibility for safeguarding information and information systems is shared across the organisation with all staff having a role to play.

## District Executive

The District Executive (DX) is made up of the Leader of the Council and other senior councillors. DX will agree and receive updates on implementation of the Cyber Security Strategy.

## Senior Leadership Team (SLT)

SLT sponsor the Cyber Security Strategy and oversee the strategic framework through which the council governs its information resources.

## Lead Specialist Digital Change

The Lead Specialist Digital Change is answerable to the SIRO for the cyber security health and readiness of SSDC. He/she will ensure that the Cyber Strategy is adequately resourced and that implementation work is appropriately prioritised.

## Digital Specialist Security and Compliance

The Digital Specialist Security and Compliance is SSDC's IS and Cyber Security subject matter expert. He/she will give advice and guidance to other stakeholders, organise audits and health checks, and lead on cyber security incident response and DR.

Digital Specialist Strategy and Architecture will deputise if and when necessary.

## Technical Design Authority (TDA)

The TDA make decisions regarding technical implementations for projects. This includes ensuring that cyber security implications are properly considered.

## Change Advisory Board (CAB)

The CAB reviews all proposed changes to existing services within the IT production arena to ensure that sufficient diligence has occurred to minimise the risk of adverse impact.

## Data Protection Officer (DPO)

The DPO complements the activity of and supports the Digital Specialist Security and Compliance, leading on non-technical aspects of data protection and providing assurance.

## Information Asset Owners (IAO)

Information Asset Owners are responsible for all processing of personal data within their business area.

## All elected members and SSDC officers

It is the responsibility of all elected members and officers to comply with the standards set out in this Cyber Security Strategy.

## Appendix 1: Standards

Information Security Management with appropriate standards.

This standard specifies requirements for establishing, implementing, operating, monitoring, reviewing, maintaining and improving a documented information security management system (ISMS) within the context of the Council's overall business risks. It specifies requirements for the implementation of security controls customised to the needs of the Council.

The Government's Cyber Essentials provide security standards for the Internet (referred to as "Cyberspace" or "Cyber")

SSDC complies with PSN and PCI DSS.

## Appendix 2: NCSC: 10 steps to cyber security

### 1. Risk management regime

Embed an appropriate risk management regime following the corporate standard across the organisation. This should be supported by an empowered governance structure, which is actively supported by the board and senior managers. Clearly communicate your approach to risk management with the development of applicable policies and practices. These should aim to ensure that all employees, contractors and suppliers are aware of the approach, how decisions are made, and any applicable risk boundaries.

### 2. Secure configuration

Having an approach to identify baseline technology builds and processes for ensuring configuration management can greatly improve the security of systems. You should develop a strategy to remove or disable unnecessary functionality from systems, and to quickly fix known vulnerabilities, usually via patching. Failure to do so is likely to result in increased risk of compromise of systems and information.

### 3. Network security

The connections from your networks to the Internet, and other partner networks, expose your systems and technologies to attack. By creating and implementing some simple policies and appropriate architectural and technical responses, you can reduce the chances of these attacks succeeding (or causing harm to your organisation). Your organisation's networks almost certainly span many sites and the use of mobile or remote working, and cloud services, makes defining a fixed network boundary difficult. Rather than focusing purely on physical connections, think about where your data is stored and processed, and where an attacker would have the opportunity to interfere with it.

### 4. Managing user privileges

If users are provided with unnecessary system privileges or data access rights, then the impact of misuse or compromise of that users account will be more severe than it need be. All users should be provided with a reasonable (but minimal) level of system privileges and rights needed for their role. The granting of highly

elevated system privileges should be carefully controlled and managed. This principle is sometimes referred to as 'least privilege'.

### 5. User education and awareness

Users have a critical role to play in their organisation's security and so it's important that security rules and the technology provided enable users to do their job as well as help keep the organisation secure. This can be supported by a systematic delivery of awareness programmes and training that deliver security expertise as well as helping to establish a security-conscious culture.

### 6. Incident management

All organisations will experience security incidents at some point. Investment in establishing effective incident management policies and processes will help to improve resilience, support business continuity, improve customer and stakeholder confidence and potentially reduce any impact. You should identify recognised sources (internal or external) of specialist incident management expertise.

### 7. Malware prevention

Malicious software, or malware is an umbrella term to cover any code or content that could have a malicious, undesirable impact on systems. Any exchange of information carries with it a degree of risk that malware might be exchanged, which could seriously impact your systems and services. The risk may be reduced by developing and implementing appropriate anti-malware policies as part of an overall 'defence in depth' approach.

### 8. Monitoring

All organisations will experience security incidents at some point. Investment in establishing effective incident management policies and processes will help to improve resilience, support business continuity, improve customer and stakeholder confidence and potentially reduce any impact. You should identify recognised sources (internal or external) of specialist incident management expertise.

## Appendix 2: NCSC: 10 steps to cyber security

### 9. Removable media controls

Removable media provide a common route for the introduction of malware and the accidental or deliberate export of sensitive data. You should be clear about the business need to use removable media and apply appropriate security controls to its use.

### 10. Home and mobile working

Mobile working and remote system access have become the norm since Covid 19, but they expose risks that need to be managed. You should establish risk based policies and procedures that support mobile working or remote access to systems that are applicable to users, as well as service providers. Train users on the secure use of their mobile devices in the environments they are likely to be working in.





## Corporate Performance Report 2021-22: 1st Quarter

Executive Portfolio Holder:	Val Keitch, Strategy and Policy
Strategic Director:	Nicola Hix, Director of Strategy and Support Services
Lead Specialist:	Brendan Downes, People, Performance and Change
Lead Officer:	Cath Temple, Specialist - Performance
Contact Details:	Cath.temple@southsomerset.gov.uk or 01935 462587

## Purpose of the Report

1. This report sets out the current position of the Council's agreed key performance indicators and covers the period from April to Jun 2021 (Q1).

## Forward Plan

2. This report appeared on the District Executive Forward Plan with an anticipated Committee date of August 2021.

## Public Interest

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

## Recommendations

4. The District Executive is asked to note and comment on the reports of the Council's agreed key performance indicators. . Here is the [link to the report](#)

## Background

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

## Quarter 1 Performance

6. The report includes our performance from April to June 2021 and covers KPIs for each of the five themes within the Council Plan. In addition, indicators from the Renewal and Recovery strategy have been included within the relevant areas of focus.
7. A review has been undertaken with areas across the business and thanks should be given to those who have taken part in the review in addition to their existing workloads. Existing measures have been updated and as mentioned above, recovery and renewal objectives have been included. Other changes



## South Somerset District Council

include the implementation of a quality sheet for each measure which includes information about the source of the data, how it is calculated and validated and supporting narrative to the current performance in addition to the sign off cycle for each one.

8. Demand for our services remains high, and our teams are continuing to support our communities and businesses as restrictions ease.
9. The Digital Team is continuing to support our changed ways of working with new systems and ways of working becoming embedded to assist with our changed workplace.
10. The report shows that whilst some areas are not achieving targets, they are progressing against ever increasing volumes. Supporting narrative provided within the report is from the relevant KPI owner/Lead Officer and explains the background and improvement plans in place.
11. Overall, 10 KPIs are below target, 22 KPIs are either on or above target, with 4 non-returns. For direction of travel, 9 were below target, 23 are on or above target this quarter, again there were 4 non-returns. These are new measures within the Economy and Healthy, self-reliant communities' areas of focus and in part involve partner data which has not been received in time for this report. We continue to monitor performance closely and act as appropriate.

### Financial Implications

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

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

13. Not applicable for this report

### Risk Matrix

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

### Council Plan Implications

14. This report is consistent with the Council Plan 2020-24.

### Carbon Emissions and Climate Change Implications

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

### Equality and Diversity Implications

16. There are no direct implications within this report.

### Privacy Impact Assessment



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

### **Background Papers**

- Council Plan 2020-24 and Annual Action Plan 2020/21
  - Here is the [link to the report](#)
-



## Scheme of Delegation for the A358 Taunton to Southfields Dualling

Executive Portfolio Holder:	Val Keitch, Strategy and Housing and John Clark, Economic Development including Commercial Strategy
Ward Member(s)	Val Keitch, Brian Hamilton, Linda Vjeh, Malcolm Cavill
Strategic Director:	Nicola Hix, Director of Support Services and Strategy
Lead Specialist:	Jessica Power, Lead Specialist - Strategic Planning
Lead Officer:	Jo Wilkins, Specialist, - Strategic Planning
Contact Details:	<a href="mailto:Jo.wilkins@southsomerset.gov.uk">Jo.wilkins@southsomerset.gov.uk</a> or 01935 462588

## Purpose of the Report

1. To agree a Scheme of Delegation to support the A358 Taunton to Southfields Dualling scheme Development Consent Order (DCO) process.

## Forward Plan

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

## Public Interest

3. Highways England are proposing to upgrade the A358 to dual carriageway between the M5 at Taunton and Southfields Roundabout on the A303. The delivery of this scheme is the next stage in the long term aim to create a high-quality dual carriage way link between London and the M5. This report seeks approval of a scheme of delegation to enable officers to respond in a timely manner to requests from Highways England and the Examining Authority during the examination. The scheme is set out in Appendix 1 for District Executive's approval.

## Recommendation

4. That District Executive recommend that the Director for Strategy and Support Services approves the Scheme of Delegation for the A358 Taunton to Southfields Dualling as set out in Appendix 1 of this report.

## Background

5. The Planning Act 2008 establishes the process for dealing with proposals for nationally significant infrastructure projects or NSIPs. Under the Act, applicants are required to obtain a Development Consent Order (DCO) from the Secretary of State. The DCO is normally made as a statutory instrument – a form of secondary legislation. It not only provides planning consent for the project but



may also incorporate other consents and include authorisation for the compulsory acquisition of land.

6. Local authorities have an important role in the process and they are encouraged to discuss and work through the issues raised by NSIP planning applications within their area with the prospective applicants, and to engage with the applicant in the preparation of submissions to assist the Examining Authority (the Planning Inspectorate - PINs) in the examination of the scheme.
7. Highways England proposes to construct the A358 Taunton to Southfields Dualling scheme. The proposed scheme is considered a Nationally Significant Infrastructure Project (NSIP) under the Planning Act 2008 and therefore Highways England proposes to submit an application for a Development Consent Order (DCO) to provide the appropriate planning consent for the proposed scheme.
8. The proposed scheme is part of a programme of improvements planned along the A303/A358 corridor aimed at improving connectivity between London, the southeast and the south-west. The A303, alongside the A30, forms part of the strategic road network (SRN) and together with the A358, provides the link between London, the south-east and the south-west.

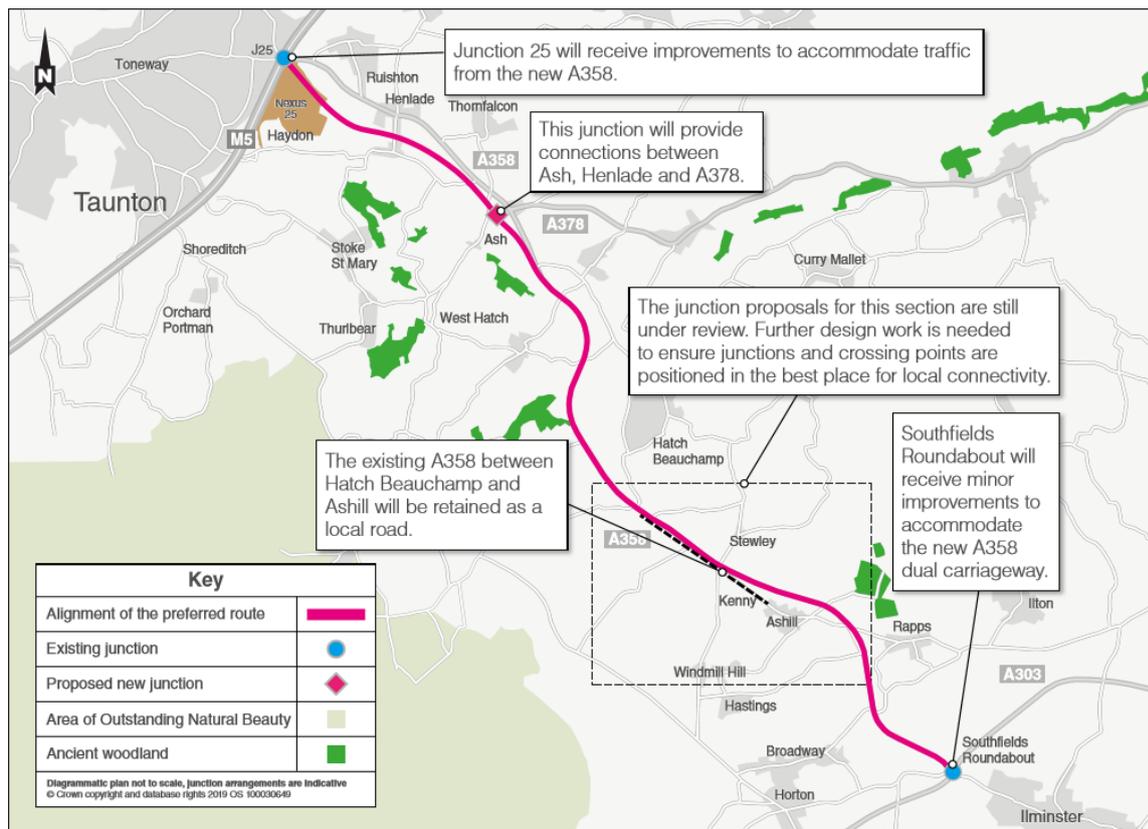
### **A303 Sparkford to Ilchester**

9. On 29 January 2021 the Secretary of State for Transport issued his decision to grant development consent for the proposed dualling of the A303 Sparkford to Ilchester.
10. South Somerset District Council has played a full and active part in the process and our clear strategy of supporting the scheme whilst pursuing the best outcomes for our communities, economy and environment have helped pave the way for this positive decision.
11. The scheme will support growth in jobs and housing by creating a free-flowing and reliable connection between the south east and south west and this decision followed the approval of the Development Consent Order (DCO) for the improvements at Stonehenge in November 2020.
12. Highways England are currently working with their contractor on the detailed design of the A303 scheme, and establishing how the construction process will be managed. They intend to keep local communities and key stakeholders up to date with how their plans are developing. They will be holding events in advance of the construction starting, in order to explain how the work will be delivered. The timing, and delivery method for these events, taking into account Covid-19 and the need for social distancing etc. is currently being considered.
13. As the work on the scheme progresses South Somerset District Council's Development Management team will be consulted on or will have to sign off a number of matters relating to the Requirements of the DCO.

### **A358 Taunton to Southfields**

14. The scheme proposed extends through both South Somerset and Somerset West & Taunton (SW&T) local authority areas. It is 14.6 km long and would provide a new all-purpose dual carriageway for the A358. The new dual carriageway would connect the existing A303 at Southfields Roundabout near Ilminster and with junction 25 of the M5 at Taunton. The new dual carriageway would be completed in-line with current trunk road design standards. Highways England's preferred route is shown for your information as Figure 1 below.
  
15. Whilst the local authority is under no statutory obligation to be involved in the DCO process, there is a high expectation from PINs (the Planning Inspectorate) that the host authorities, we will be actively involved. We are expected to produce a number of reports/responses/undertake the following actions in the time leading up to the submission of the application, during the Examination of the draft DCO, and post decision.
  - Negotiating draft DCO with applicant
  - Agree a Planning Performance Agreement (PPA) – no PPA was agreed in relation to the A303 Sparkford to Ilchester scheme as the scheme proposed by Highways England was considered unworkable
  - Inputting into Case for the Scheme
  - Inputting into National Policy Statement (NPS) accordance table
  - Producing an Adequacy of Consultation representation
  - Agreeing Statement(s) of Common Ground (SoCG)
  - Responding to a Rule 6 letter
  - Producing a Local Impact Report
  - Producing Relevant Representations
  - Producing Written Representations
  - Representing LPA at Examination hearings and responding to Inspector's requests for information
  - Responding to any post Examination consultations
  - Agreeing Planning Conditions/Section 106 Agreements
  - Discharging Conditions

**Figure 1 A358 Dualling Preferred Route**



Source: Highways England Preferred Route document published 2019.

16. Before the DCO is submitted to the Secretary of State for Transport Highways England will hold a statutory public consultation on the design of the road. The future programme for the scheme is still being finalised but they anticipate holding the consultation in Autumn 2021 and submitting the DCO in July 2022.
17. Highways England have set up a Community Forum for local interested parties including the town and parish councils that will be impacted by the scheme. A number of meetings have already taken place. More details about the scheme and links to Community Forum notes and other documents can be found on the Highways England web site [here](#) .The National Infrastructure Planning managed by the Planning Inspectorate hosts all the formal documents relating to the DCO and can be accessed [here](#).
18. Taylor Woodrow have been appointed as the main contractor and they are progressing early works on the design of the scheme. Technical working groups have been set up by Highways England, where topic specific matters are being and will continue to be explored in further detail to inform the final submission. Relevant officers from the council have been attending the technical working groups.
19. Highways England has been or will be meeting with parish councils along the route of the scheme to update them and discuss their particular concerns.

## **Scheme of Delegation**

20. A scheme of delegation for the A303 Sparkford to Ilchester project was approved by District Executive in July 2018. Due to the timescales relating to the submission of some of the documents various amendments were subsequently agreed by District Executive these were:
- October 2018: delegated authority for the Council's Relevant Representations was given to the Lead Specialist, Strategic Planning with the relevant Portfolio Holders.
  - January 2019: delegated authority for the Local Impact Report was given to the Lead Specialist, Strategic Planning with the relevant Portfolio Holders.
  - January 2019: agreed that the Council should submit a Written Representation to the Examining Authority and gave delegated responsibility for the content to Leader of the Council, Strategic Planning Portfolio Holder and Property, Climate Change and Income Generation Portfolio Holder and the Ward Members for Camelot and Ivelchester.
21. A proposed Scheme of Delegation for the A358 Taunton to Southfields Dualling Scheme is attached to this report as Appendix 1. It is based upon the one agreed for the A303 including the subsequent amendments outlined above.
22. Due to the short timescales for responding to consultations by Highways England, the Planning Inspectorate or the Secretary of State for Transport the Scheme of Delegation mainly delegates responsibility for responses to the Lead Specialist – Strategic Planning in consultation with the Portfolio Holder for Strategy and Housing and the Portfolio Holder for Economic Development including Commercial Strategy. The formal Written Representations on behalf of the Council will also be agreed in consultation with the Ward Members for Ilminster, Neroche and Islemoor.
23. The Statement of Support in Principle has been included within the Scheme of Delegation as a precautionary measure should it be required in advance of any agreed Statement of Common Ground. This was the case with the A303 scheme. District Executive are asked to support the principle of such a statement if it is required. District Executive are also requested to support the principle of Statements of Common Ground.
24. The proposed Scheme of Delegation will enable SSDC to participate in the DCO process in the most efficient way possible.

## **Financial Implications**

25. In July 2018 District Executive agreed a reserve of £100,000 to support the A303 scheme; £67,297 of which remains (as at 31 March 2021). The remaining reserve will be used to support input into the A358 scheme, including to procure expert legal advice and other specialist officer input when it is required.

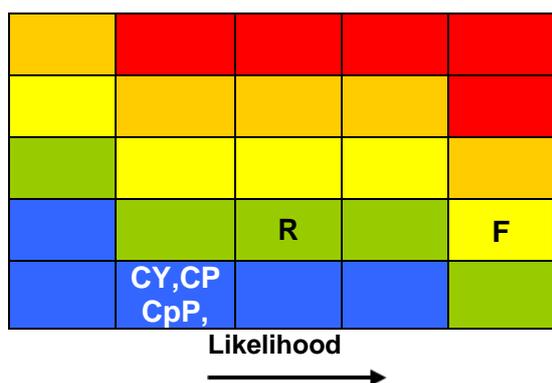
## Legal implications (if any) and details of Statutory Powers

26. Highways England has determined that the proposed scheme is a NSIP under the Planning Act 2008 Section 2 as amended by the Highway and Railway (NSIP) Order 2013 as it meets the following criteria:
- The proposed scheme would involve the construction of a highway that is wholly within England for which the Secretary of State is the highway authority; and
  - The proposed scheme would involve the construction or alteration of a highway, other than a motorway, where the speed limit for any class of vehicle is expected to be 50 miles per hour or greater, and the area of development is greater than 12.5 hectares.
27. As a result, an application to the Planning Inspectorate (PINS) for a DCO is being progressed.
28. Highways England has determined that the proposed scheme is deemed to be an EIA development under the EIA Regulations.
29. The recommendation in this report has no direct legal implications for the Council.

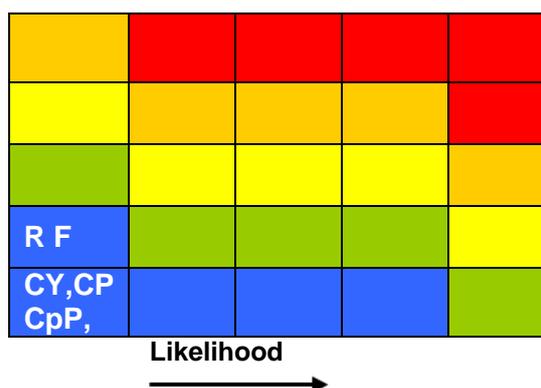
## Risk Matrix

The risk matrix shows risk relating to the Council Plan headings.

**Risk Profile before officer recommendations**



**Risk Profile after officer recommendations**



### Key

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

## Council Plan Implications

30. The proposed A358 Taunton to Southfields will support the Economy area of focus for 2021/22. The improved road connectivity will support growth within the South Somerset Economy by improving accessibility for all to education, work, health and social opportunities across the wider south west.

## Carbon Emissions and Climate Change Implications

31. This report itself does not have any direct implications for carbon emissions and climate change. The implications of the proposed A358 Taunton to Southfields Dualling scheme will be explored through the DCO and Examination process.

## Equality and Diversity Implications

32. None in relation to this report.

## Privacy Impact Assessment

Not applicable.

## Background Papers

- District Executive July 2018 [link](#)
- District Executive October 2018 [link](#)
- District Executive January 2019 [link](#)

**Appendix 1 - Scheme of Delegation – A358 Taunton to Southfields Dualling Scheme**

Post delegated responsibility for the action	Document/Resource	Delegated Action
Page 12 Lead Specialist - Strategic Planning in consultation with Portfolio Holder for Strategy and Housing and Portfolio Holder for Economic Development including Commercial Strategy.	Response to Statutory Public Consultation on Preferred Route	Respond to Statutory Public Consultation on the Preferred Route
	Negotiating draft DCO with applicant	Negotiate technical elements of the application such as inputting into Case for the Scheme and NPS Accordance Table.
	Legal Resourcing	Obtain advice from external Legal Specialist when reasonably necessary.
	Input into National Policy Statement Accordance Table	Respond to Highways England interpretation of compliance of scheme with National Policy Statement for National Networks.
	Adequacy of Consultation response	Respond to request for comments on Adequacy of Consultation by the Planning Inspectorate. Factual document.
	Respond to rule 6 letter (invitation to preliminary meeting) and Examination timetable	Formally agree to Examination timetable.
	Local Impact Report - Key document in Examination, setting out the factual impacts of the scheme	Input into Local Impact Report.
	Relevant Representations - A summary of the aspects of the application SSDC agrees and/or disagree with and our reasons why. NB. You must submit this to submit a Written Representation.	Submit Relevant Representations.
	Respond to any post Examination consultations	Respond to any post Examination consultations.
District Executive to support principle with detail delegated to Lead Specialist - Strategic Planning in consultation with Portfolio Holder for Strategy and Housing and Portfolio Holder for Economic Development including Commercial Strategy.	Statement of Support in Principle for the Scheme (in advance of Statement of Common Ground – if necessary)	Negotiate joint Statement with Somerset County Council and Highways England.
	Statement(s) of Common Ground	Negotiate content of and submission of joint Statement(s) of Common Ground with

Post delegated responsibility for the action	Document/Resource	Delegated Action
		Somerset County Council and Highways England.
Leader of the Council, Portfolio Holder for Strategy and Housing, Portfolio Holder for Economic Development including Commercial Strategy and the Ward Members for Ilminster, Neroche and Islemoor.	Written Representations - This is a more detailed written account of what SSDC agrees and/ or disagrees with in the <b>application</b> , together with any evidence or documents to support this. It is an opportunity to expand on the issues set out in the <b>Relevant Representation</b> . Can include political angle not able to be included in the LIR.	Provide Written Representations.
Lead Specialist – Planning	Agree Planning Conditions/Section 106 Agreements	Agree Planning Conditions/Section 106 Agreements
	Discharge conditions	Discharge conditions
Relevant Council Officers.	Examination	Represent SSDC at Examination



## District Executive Forward Plan

Executive Portfolio Holder: Val Keitch, Leader, Strategy and Housing  
Strategic Director: Nicola Hix, Strategy and Support Services  
Lead Officer: Angela Cox, Democratic Services Specialist  
Contact Details: angela.cox@southsomerset.gov.uk or (01935) 462148

## Purpose of the Report

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

## Public Interest

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

## Recommendations

3. That District Executive recommend that the Director for Strategy and Support Services agrees to:
  - a) approve the updated Executive Forward Plan for publication as attached at Appendix A
  - b) note the contents of the Consultation Database as shown at Appendix B.

## Executive Forward Plan

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

## Consultation Database

5. The Council has agreed a protocol for processing consultation documents received by the Council. This requires consultation documents received to be logged and the current consultation documents are attached at Appendix B.

## Background Papers

6. None.

## Appendix A - SSDC Executive Forward Plan

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
September 2021	SSDC Financial Strategy and refresh of the Medium Term Financial Plan	Portfolio Holder - Finance, Legal & Democratic Services	Director Strategy and Support Services	Karen Watling, Interim Section 151 Officer	District Executive
September 2021	Review of SSDC Commercial Strategy	Portfolio Holder - Economic Development including Commercial Strategy	Director Commercial Services & Income Generation	Clare Pestell, Director (Commercial Services & Income Generation)	District Executive
September 2021	Capital & Revenue Budget monitoring reports for Quarter 1	Portfolio Holder - Finance, Legal & Democratic Services	Director Strategy and Support Services	Karen Watling, Interim Section 151 Officer	District Executive
September 2021	Creating a future strategy for Chard - progress report	Portfolio Holder - Area West	Director Place and Recovery	Jan Gamon, Director (Place and Recovery)	District Executive
September 2021	Review of the Chard Regeneration Project	Portfolio Holder - Finance, Legal & Democratic Services	Director Strategy and Support Services	Karen Watling, Interim Section 151 Officer	District Executive
September 2021	Investment Assets update report	Portfolio Holder - Economic Development including Commercial Strategy	Director Commercial Services & Income Generation	Robert Orrett, Commercial Property. Land & Development Manager	District Executive
September 2021	Council Tax Care Leavers Discount Review	Portfolio Holder - Protecting Core Services	Director Service Delivery	Alison Hann, Specialist - Revenues	District Executive

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
September 2021	Additional Restrictions Grant (Covid 19 Business Grant discretionary schemes)	Portfolio Holder - Economic Development including Commercial Strategy	Director Place and Recovery	Joe Walsh, Specialist (Economic Development)	District Executive
September 2021	Yeovil Refresh - Implementation (confidential)	Portfolio Holder - Economic Development including Commercial Strategy	Director Place and Recovery	Robert Orrett, Commercial Property, Land & Development Manager	District Executive
September 2021	Briefing on Local Government Reorganisation in Somerset (Confidential)	Portfolio Holder - Strategy & Housing	Director Place and Recovery	Jan Gamon, Director (Place and Recovery)	District Executive
November 2021	Capital & Revenue Budget monitoring reports for Quarter 2	Portfolio Holder - Finance, Legal & Democratic Services	Director Strategy and Support Services	Karen Watling, Interim Section 151 Officer	District Executive
November 2021	Quarterly Corporate Performance Report	Portfolio Holder - Strategy & Housing	Director Strategy and Support Services	Cath Temple, Specialist (Performance)	District Executive
November 2021	Update on Recycle More Project	Portfolio Holder - Environment	Director Service Delivery	Mickey Green, Somerset Waste Partnership	District Executive

Date of Decision	Decision	Portfolio	Service Director	Contact	Committee(s)
November 2021	Briefing on Local Government Reorganisation in Somerset (Confidential)	Portfolio Holder - Strategy & Housing	Director Place and Recovery	Jan Gamon, Director (Place and Recovery)	District Executive
December 2021	SSDC Taxi Policy	Portfolio Holder - Protecting Core Services	Director Service Delivery	Vicki Dawson, Lead Specialist (Environmental Health)	District Executive
December 2021	Investment Assets update report	Portfolio Holder - Economic Development including Commercial Strategy	Director Commercial Services & Income Generation	Robert Orrett, Commercial Property. Land & Development Manager	District Executive
December 2021	Briefing on Local Government Reorganisation in Somerset (Confidential)	Portfolio Holder - Strategy & Housing	Director Place and Recovery	Jan Gamon, Director (Place and Recovery)	District Executive
January 2022	Planning Re-imagined Update	Portfolio Holder - Protecting Core Services	Director Service Delivery	Kirsty Larkins, Director (Service Delivery)	District Executive
January 2022	Council Tax Support Scheme 2022/23	Portfolio Holder - Protecting Core Services	Director Service Delivery	Tamsin Gold, Benefits Team Leader	District Executive
January 2022					South Somerset District Council

<b>Date of Decision</b>	<b>Decision</b>	<b>Portfolio</b>	<b>Service Director</b>	<b>Contact</b>	<b>Committee(s)</b>
January 2022	Briefing on Local Government Reorganisation in Somerset (Confidential)	Portfolio Holder - Strategy & Housing	Director Place and Recovery	Jan Gamon, Director (Place and Recovery)	District Executive
February 2022	Capital & Revenue Budget monitoring reports for Quarter 3	Portfolio Holder - Finance, Legal & Democratic Services	Director Strategy and Support Services	Karen Watling, Interim Section 151 Officer	District Executive
TBC	Update on the delivery of the Economic Development Strategy and funding delivery	Portfolio Holder - Economic Development including Commercial Strategy	Director Commercial Services & Income Generation	Robert Orrett, Commercial Property, Land & Development Manager	District Executive

**APPENDIX B - Current Consultations – August 2021**

Purpose of Document	Portfolio	Director	Response to be agreed by	Contact	Deadline for response
<p><b>The 2023 Boundary Review – Initial Proposals for new Parliamentary constituency boundaries</b></p> <p>The Boundary Commission for England has published its initial proposals for new constituency boundaries. The proposals and maps for the nine English regions have been published on the website today. The eight-week public consultation period has commenced. This will be the first time the public will get a chance to see what their new constituencies might look like, and give the Commission their views on the proposals.</p> <p><a href="https://bcereviews.org.uk">BCE Consultation Portal (bcereviews.org.uk)</a></p>	<p>Finance and Legal Services</p>	<p>Nicola Hix, Strategy and Support Services</p>	<p>Each political group is encouraged to respond to these proposals</p>	<p>Roger Quantock, Electoral Specialist</p>	<p>2<sup>nd</sup> August 2021</p>



## **Date of Next Meeting**

Members are asked to note that the next meeting of the District Executive will take place on **Thursday, 2<sup>nd</sup> September 2021** as a virtual consultation meeting via Zoom meeting software commencing at 9.30 a.m.

---



## **Exclusion of Press and Public**

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

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

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

---

# Agenda Item 13

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

Document is Restricted