

You are requested to attend a meeting of the Executive to be held in The John Meikle Room, The Deane House, Belvedere Road, Taunton on 10 February 2011 at 18:15.

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## **Agenda**

- 1 Apologies.
- 2 Public Question Time.
- 3 Declaration of Interests  
To receive declarations of personal or prejudicial interests, in accordance with the Code of Conduct. The usual declarations made at meetings of the Executive are set out in the attachment.
- 4 Review of proposals to increase Summons and Liability Order Costs for Council Tax and Business Rate Defaulters. Report of the Strategic Finance Officer (attached).  
Reporting Officer: Maggie Hammond
- 5 General Fund Revenue Estimates 2011/2012. Report of the Financial Services Manager (attached). See also agenda item No. 11.  
Reporting Officer: Paul Fitzgerald
- 6 Housing Revenue Account Estimates 2011/2012. Report of the Financial Services Manager (attached).  
Reporting Officer: Paul Fitzgerald
- 7 Capital Programme Budget Estimates 2011/2012. Report of the Financial Services Manager (attached).  
Reporting Officer: Paul Fitzgerald
- 8 Council Tax Setting 2011/2012. Report of the Financial Services Manager (attached).  
Reporting Officer: Paul Fitzgerald
- 9 Improvements to Goodland Gardens and Town Bridge, Taunton. Report of the Strategic Director and the Project Taunton Director (attached).  
Reporting Officers: Joy Wishlade  
Ian Franklin

- 10 Executive Forward Plan - details of forthcoming items to be considered by the Executive and the opportunity for Members to suggest further items (attached)

The following items are likely to be considered after the exclusion of the press and public because of the likelihood that exempt information would otherwise be disclosed relating to the Clause set out below of Schedule 12A of the Local Government Act 1972.

- 11 General Fund Revenue Estimates - Confidential Appendices J and K to the report of the Financial Services Manager (attached). See also agenda item No.5. Clause 1 - Information relating to any individual.

Reporting Officer: Paul Fitzgerald

Tonya Meers  
Legal and Democratic Services Manager

03 February 2011

Members of the public are welcome to attend the meeting and listen to the discussions.

There is time set aside at the beginning of most meetings to allow the public to ask questions.

Speaking under “Public Question Time” is limited to 4 minutes per person in an overall period of 15 minutes. The Committee Administrator will keep a close watch on the time and the Chairman will be responsible for ensuring the time permitted does not overrun. The speaker will be allowed to address the Committee once only and will not be allowed to participate further in any debate.

If a member of the public wishes to address the Committee on any matter appearing on the agenda, the Chairman will normally permit this to occur when that item is reached and before the Councillors begin to debate the item.

This is more usual at meetings of the Council’s Planning Committee and details of the “rules” which apply at these meetings can be found in the leaflet “Having Your Say on Planning Applications”. A copy can be obtained free of charge from the Planning Reception Desk at The Deane House or by contacting the telephone number or e-mail address below.

If an item on the agenda is contentious, with a large number of people attending the meeting, a representative should be nominated to present the views of a group.

These arrangements do not apply to exempt (confidential) items on the agenda where any members of the press or public present will be asked to leave the Committee Room.

Full Council, Executive, Committees and Task and Finish Review agendas, reports and minutes are available on our website: [www.tauntondeane.gov.uk](http://www.tauntondeane.gov.uk)



Lift access to the John Meikle Room and the other Committee Rooms on the first floor of The Deane House, is available from the main ground floor entrance. Toilet facilities, with wheelchair access, are also available off the landing directly outside the Committee Rooms.



An induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter.

**For further information about the meeting, please contact Democratic Services on 01823 356382 or email [d.durham@tauntondeane.gov.uk](mailto:d.durham@tauntondeane.gov.uk)**

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**Executive Members:-**

Councillor J Williams - Leader of the Council

Councillor C Herbert

Councillor K Hayward

Councillor J Adkins

Councillor N Cavill

Councillor J Lewin-Harris

Councillor T Hall

Councillor M Edwards

## **Usual Declarations of Interest by Councillors**

### **Executive**

- **Employee of Somerset County Council – Councillor Mrs Adkins**

# Taunton Deane Borough Council

**Executive - 10 February 2011**

## **Review of proposals to increase Summons and Liability Order Costs for Council Tax and Business Rate Defaulters**

### **Report of the Strategic Finance Officer**

(This matter is the responsibility of Executive Councillor Terry Hall)

#### **1. Executive Summary**

1.1 The levels of "reasonable costs" levied for issuing summonses and liability orders for non-payment of Council Tax and Business Rates have not been reviewed for four years. This report seeks approval to increase summons costs from 1 April 2011.

#### **2. Background**

- 2.1 As part of routine recovery procedures, the Council summonses and liability orders for non-payment of Council Tax and Business Rates.
- 2.2 The Council is allowed to add "reasonable costs" to the debts if recovery is assisted through the Magistrates' Court.
- 2.3 The Government does not guide on what constitutes "reasonable costs". The Council is allowed to request the Magistrates Court to grant costs on each Liability Order application. The level of costs for a standard application is agreed in advance with the Court. Should the increase in costs be agreed then Taunton Deane would seek civil cost structure approval from the Court.
- 2.4 A Court fee of £3.00 is payable by the Council to the Magistrates Court for each case listed.
- 2.5 The last increase for Taunton Deane Borough Council's summonses and liability orders took effect from 1 April 2006. Since then, the costs charged by neighbouring authorities have increased. Taunton Deane Borough Council's costs are now the lowest in Somerset

### 3. Proposed Summons and Liability Costs

- 3.1 Council Tax and Business Rate payers have a statutory right to pay their bills by a maximum of 10 instalments when they receive their bill at the start of the financial year concerned. Most tax payers choose to pay their bills over 10 instalments, but they can opt to pay half-yearly or yearly instead. Where we issue a bill part-way through the year, for example when a person moves into a property, then we can reduce the number of instalments by which the bill can be paid on a statutory scale. Where an instalment of a bill remains unpaid, we issue at least one reminder to encourage payment. If the account is not paid or brought up to date in response to our reminder, a summons can be issued after a further 14 days. Council Tax and Business Rate payers therefore have adequate warning that their accounts are overdue and plenty of opportunity to contact Revenues Officers to discuss and agree payment arrangements before a summons is issued.
- 3.2 While we are not required to increase our current summons costs levels, there are good reasons for doing so. The work involved in issuing a summons, dealing with resulting correspondence and attending Court all involve significant work and can divert resources away from more routine account maintenance work.
- 3.3 Failure to collect Council Tax due to non-payment impacts on Council Tax because those losses have to be subsidised by higher charges. Thus those who do pay on time are paying extra Council Tax because of non-payers.
- 3.4 Increasing the levels of summons costs may act as a deterrent to non-payment or late payment of Council Tax and Business Rates. It should also improve fairness by ensuring those people who fail to pay, contribute to the costs associated with that failure. Finally, it has the potential to increase the percentage of tax collected
- 3.5 Since 1 April 2006, costs charged to Taunton Deane Borough Council's Council Tax and Business Rate payers are:-

Summons Costs	£40.00
Liability Order Costs	£5.00
Combined costs	£45.00

- 3.6 Taunton Deane Borough Council share use of the Magistrates Court with West Somerset Council that currently charges:-

Authority	Summons	Liability Order	Combined
West Somerset District Council	£61.00	£11.00	£71.00

- 3.7 The charges for other Somerset authorities are provided below for comparison:

<b>Authority</b>	<b>Summons</b>	<b>Liability Order</b>	<b>Combined</b>
Mendip District Council	£35.00	£17.00	£52.00
Sedgemoor	£55.00	£0.00	£55.00
South Somerset	£50.00	£20.00	£70.00
North Somerset	£73.50	£0.00	£73.50
Bath & North East Somerset	£55.00	£10.00	£65.00
<b>Average</b>	<b>£53.70</b>	<b>£9.40</b>	<b>£63.10</b>

- 3.8 The Strategic Finance Officer has calculated the cost of issuing summonses and liability orders for non-payment of Council Tax and Business Rates as being £74.57. Allowing for small variation in the assumptions made, it is suggested that the charge for a summons be increased to £63.50 and the charge for a liability order be increased to £10 from 1 April 2011.
- 3.9 It is anticipated that the proposed increase will generate further income of £50,000 thus enabling the Council to cover the costs of issuing summonses and liability orders for non-payment of Council Tax and Business Rates.

#### **4. Finance Comments**

- 4.1 This is a financial report and there are no further comments to make.

#### **5. Legal Comments**

- 5.1 There are no legal implications within this report.

#### **6. Links to Corporate Aims**

- 6.1 In providing necessary finance and maximising efficiencies, the proposals set out in this report will be cross-cutting on all the Corporate Aims.

#### **7. Environmental and Community Safety Implications**

- 7.1 Not applicable.

#### **8. Equalities Impact**

- 8.1 Although there is no monitoring at present, it is likely that people with disabilities and those in ethnic minorities are likely to be over-represented in low-income groups. Therefore, they are more likely to receive Council Tax Benefit. People getting full Council Tax Benefit will not be



summonsed because the benefit they receive covers their liability.

- 8.2 The Revenues and Benefits Service has robust procedures to identify those who may be “vulnerable” and their circumstances will be individually case managed

## **9. Risk Management**

- 9.1 Although increasing charges more accurately reflects the costs associated with issuing a summons, it has the potential to upset some taxpayers and could lead to an increase in complaints. To help minimise this, we need to advertise costs clearly before we issue a summons.
- 9.2 In addition, if we wrongly issue a summons, we will ensure any fees are re-credited/cancelled as they are at present. Even after a summons is issued, officers are sympathetic to genuine hardship cases and can arrange to spread the debt owed.

## **10. Partnership Implications**

- 10.1 The provision of the Council Tax and Business Rates Collection is through the contract with Southwest One. Southwest One will charge this amount which is revenue to Taunton Deane.

## **11. Recommendations**

- 11.1 That the Executive recommends to Council the increase in costs for summonses and liability orders for non-payment of Council Tax and Business Rates as per paragraph 3.8
- 11.2 That the costs for summonses and liability orders for non-payment of Council Tax and Business Rates be reviewed annually along with fees and charges.

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# Taunton Deane Borough Council

## Executive – 10 February 2011

### General Fund Revenue Estimates 2011/12

#### Report of the Financial Services Manager

(This matter is the responsibility of the Leader of the Council, Councillor John Williams)

#### 1 Executive Summary

This report presents the Executive's final 2011/12 budget proposals. These are submitted for approval for recommendation to Full Council on 22 February 2011. The report contains details of:

- i) The General Fund Revenue Budget proposals for 2011/12
- ii) A proposed Council Tax Freeze in 2011/12
- iii) Draft figures on the projected financial position of the Council for the subsequent four years within the Medium Term Financial Plan to 2015/16.

#### 2 Background

- 2.1 The purpose of this report is for the Executive to present its final General Fund Revenue Budget proposals for 2011/12.
- 2.2 Each year the Council sets an annual budget which details the resources needed to meet operational requirements. The annual budget is prepared within the context of the Medium Term Financial Plan (MTFP) – which provides more of a forward look to resource planning and encourages Councils to plan their finances further forward than just one year. The MTFP includes the 2011/12 proposals within a 5-year rolling forecast.
- 2.3 Full Council agreed a Budget Strategy on 5 October 2010. This was agreed in the face of unprecedented financial challenges and uncertainty and the need to adopt a robust but flexible budget strategy to deal with the tightening economic and funding conditions. The strategy can be summarised as follows:
  - Plan for a 40% reduction in grant over four years
  - Adopt a strategic approach that requires managers to review spending and offer choices of savings that could be delivered over a four year period
  - Be flexible to enable some services to deliver savings earlier than others, and consider investment in order to realise longer term savings

- Support the flexible approach by using reserves to smooth the impact of cuts over the four year period
- Look for innovative ways to deliver and charge for services
- Be clear on priorities and undertake a thorough review of the existing stance on service area priorities
- Undertake a complete review of the Corporate Strategy in the summer of 2011 once priorities have been finalised.
- Adopt a more “traditional” savings plan approach to setting 2011/12 Budget.

2.4 Savings Delivery Plans and proposed Fees & Charges were reviewed by Corporate Scrutiny on 18 November 2010, and approved by Executive on 1 December. Since then the Provisional Finance Settlement was issued by the Coalition Government on 13 December. These items were explained in some detail to all Councillors as part of the Draft Budget Consultation Pack issued on 22 December.

2.5 The Executive continued to finalise proposals for the budget, and the updated draft of these were presented to Corporate Scrutiny on 27 January 2011 for comment. Comments from that Committee are included within this report.

2.6 Since the Corporate Scrutiny meeting, the Final Settlement on the formula grant from central government has been received, and there have also been emerging issues which have needed to be addressed by the Executive. Details of these are included in this report.

### **3 The Robustness of the Budget Process**

3.1 The Local Government Act 2003 (Clause 25) requires a report on the adequacy of the Council’s financial reserves; this Act also introduces a requirement for the S151 Officer to report on the robustness of the budget plans. Both of these elements are included in the Strategic Director’s/S151 Officers Statement which is included in Appendix I of this report.

### **4 General Fund Grant Settlement**

4.1 The General Fund Revenue Account is the Council’s main fund and shows the income and expenditure relating to the provision of services which residents, visitors and businesses all have access to including Planning, Environmental Services, Car Parks, Leisure Services, certain Housing functions, Community Services and Corporate Services.

4.2 The Council charges individual consumers for some of its services, which means that less has to be funded from local taxpayers and central Government. The expenditure that remains is funded by central government via the Revenue Support Grant and Business Rates, and the Council Taxpayer.

4.3 Details of the Provisional Finance Settlement were issued by CLG on Monday 13 December 2010, and it was on this basis that the

settlement information was included in the report to Corporate Scrutiny on 27 January 2011. The **Final Settlement was received on 31 January**. The funding position is better than the provisional settlement for 2011/12, but worse for 2012/13. When the Comprehensive Spending Review (CSR) headlines were announced on 20 October this was set out in the basis of a four year Review period. However, the funding information issued by CLG in the Final Settlement (as was the case with the Provisional Settlement) only covers the next two financial years – 2011/12 and 2012/13. This makes longer term financial planning more difficult.

- 4.4 The Final Settlement for TDBC represents a cut to funding of 13.2% and 12.0% in 2011/12 and 2012/13 respectively (compared to 13.7% and 10.6% as per the Provisional Settlement position). The funding settlement includes a 'Base Adjustment' to the grant, which is largely due to the transfer of concessionary travel responsibility and funding to upper tier authorities, i.e. for Somerset, the County Council.
- 4.5 The following table provides a summary of the final grant, and compares to the provisional settlement detail included in the report to Corporate Scrutiny on 27 January.

	2011/12 £'000		2012/13 £'000	
2010/11 Funding	8,721			
Base Adjustment 2011/12	-1,831	-21.0%		
Adjusted 2011/12 Base	6,890		5,981	
Funding Reduction	-909	-13.2%	-719	-12.0%
Final Settlement	5,981		5,262	
<i>Note:</i>				
Provisional Settlement was:	5,944		5,316	
Final v Provisional difference	+37		-54	

- 4.6 The following table provides a summary of the final settlement to the authorities within Somerset, for comparative purposes.

#### **RSG/NNDR Increases 2010/11 to 2011/12**

	Adjusted 2010/11* £m	2011/12 £m	Decrease %	£ Per Population
Mendip	7.296	6.260	14.20	56.85
Sedgemoor	8.984	7.798	13.20	67.91
South Somerset	9.114	7.730	15.19	47.70
<b>Taunton Deane</b>	<b>6.890</b>	<b>5.981</b>	<b>13.19</b>	<b>54.09</b>
West Somerset	2.915	2.530	13.21	70.80
Somerset CC	146.893	130.158	11.39	244.07
<b>Districts Average</b>			<b>13.80</b>	<b>59.47</b>

\*Note the 2010/11 figures have been adjusted for changes in the funding formula e.g.

*transfer of concessionary travel to upper tier authorities.*

## **5 Council Tax Freeze**

<b>Proposed Council Tax Increase = 0%</b>
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- 5.1 The Executive is minded to propose a **Council Tax Freeze** for 2011/12.
- 5.2 The council tax calculation and formal setting resolution is included in a separate report on the agenda for tonight's Executive. A Council Tax Freeze would mean that the **Band D Council Tax** would remain at **£135.19**. The Band D taxpayer would therefore receive all the services provided by the Borough Council in 2011/12 at a cost of £2.59 per week.
- 5.3 As part of the Finance Settlement the Government have incentivised local authorities to voluntarily freeze Council Tax in 2011/12, by offering a grant equivalent to a 2.5% Council Tax increase. TDBC can expect to receive a grant of approximately £136,000.
- 5.4 The government has indicated that the grant could be paid "for the whole of the Review Period". We have therefore assumed in the MTFP that the grant will be received in 2011/12 plus the following three years.
- 5.5 The longer term impact is shown in the following table. As you can see, adopting a Council Tax freeze in 2011/12 would have an impact on the Council's base budget position in 5 year's time, therefore the Council would need to plan for the assumed loss of this grant in future via the longer term Budget Strategy.

	2011/12 £000	2012/13 £000	2013/14 £000	2014/15 £000	2015/16 £000
Effect of 2.5% Council Tax increase in 2011/12	136	136	136	136	136
Effect of Council Tax Freeze Grant	136	136	136	136	0
Difference	0	0	0	0	-136

## **6 The Executive's Budget Proposals 2011/12**

- 6.1 The Budget Proposals for 2011/12 incorporate the impact of cuts in government funding and the measures that are proposed to address the overall budget gap in line with the approved Budget Strategy.
- 6.2 The budget gap position has been reported to all Councillors at various points in the budget setting process. The position reported to Executive on 1 December 2010 showed a Budget Gap of £1.151m. Members were issued with a Draft Budget Consultation Pack in December which included proposals that would significantly close the gap to £132,000.

6.3 The following table shows the changes to the proposed budgets between the Draft Budget position reported to Executive on 1 December 2010 and the updated Draft Budget reported to Corporate Scrutiny on 27 January 2011.

	<b>Change £000</b>	<b>Gap £000</b>
<b>A Previous Gap – Executive 1 December</b>		<b>1,151</b>
B Provisional Revenue Grant settlement	340	1,491
C Additional Cost Pressures		
Housing Benefit & Council Tax Admin Grant	91	1,582
Various changes moving to detailed estimates	47	1,629
D Proposed increases in fees and charges	-358	1,271
E Savings Delivery Plans (Public Acceptability 1&2)	-1,047	224
F Other savings		
Council Tax Base increase	-17	207
Waste services contract price provision	-75	132
<b>G Estimated Budget Gap as at 22 December 2010 (per Members’ Draft Budget Consultation Pack)</b>		<b>132</b>
H Further Changes:		
Proposed Council Tax Freeze	136	268
Council Tax Freeze Grant from Government	-136	132
Maintenance of Pop Up Urinal in Taunton High St	4	136
Youth Initiatives - One-off in 11/12	10	146
Building Preservation Trust grant	1	147
Yearbook and diary savings plan item removed	1	148
Employee benefits and travel allowances	-20	128
Planning Fees	-70	58
Court Costs Recovery	-50	8
Updated Collection Fund Deficit Forecast	-26	-18
Reduce Deane Helpline contribution to Gen Fund	26	8
Movement in Support Service Recharges	-88	-80
Revenue Contribution to Capital (RCCO)	80	0
<b>Estimated Budget Gap 13 January 2011</b>		<b>0</b>
RCCO – New Schemes from General Reserves	49	49
Use of General Reserves for One-off RCCO	-49	-49
<b>Budget Gap - Corporate Scrutiny 27 Jan 2011</b>		<b>0</b>

6.4 Subsequent to the position reported to Corporate Scrutiny there have been three significant new pieces of information that have needed to be considered as a matter of urgency by the Executive:

- The final settlement information has been received;
- A budget ‘error’ has been found related to double-counting of recharges income
- Improvements to business processes have helped to identify an updated position on the Deane Helpline budget, highlighting a projected financial deficit in 2011/12.

6.5 The following table identifies the impact of the changes and the measures identified by the Executive to balance the resultant budget gap position. The table also includes modest investment in new initiatives that the Executive are minded to support. Further explanation of the changes in the tables above and below is included in the remainder of this report, and a full reconciliation of the Budget Requirement is included in Appendix D.

***Budget Updates Since 27 January Corporate Scrutiny Report***

	Change £000	Gap £000
<b>Budget Gap as at 27 January 2011</b>		<b>0</b>
Budget error – recharges	150	150
Deane Helpline Trading Account	154	304
Final Finance Settlement	-37	267
Remove budget re the Pop up Urinal	-4	263
Taunton High St improvements	4	267
Funding to support projects emerging from the Priority Areas Strategy and Action Plan	10	277
Support for rural post offices and shops	8	285
Updated pay award assumption	-70	215
Vacancy Factor (0.75%)	-61	154
Use of General Reserves for Deane Helpline	-154	0
<b>Final Budget Gap</b>		<b>0</b>

**6.6 *Final Grant Settlement***

6.6.1 As set out on paragraph 4 above, the final funding settlement was received on 31 January, where the 2011/12 general grant from government was confirmed to be £5,981k. This is £37k better than the funding position in the Provisional Settlement, but still represents a **funding reduction of 13.2%**. Initial estimates within the MTFP had assumed a reduction of 10%; the higher cut means the grant is £303,000 worse than initially estimated.

**6.7 *Housing Benefit and Council Tax Benefit Admin Grant***

6.7.1 The grant allocated to TDBC for 2011/12 is £783,000, which is £91,000 less than the allocation for 2010/11. The allocation for 2010/11 included additional one-off funding for anticipated increased administration costs caused by the recession. The Provisional Settlement information received in December indicates that the grant has been reduced for 2011/12, but this had not been previously removed from the MTFP. Funding for 2012/13 is not likely to be confirmed by the Department for Work and Pensions (DWP) until September 2011.

## 6.8 ***Fees and Charges***

- 6.8.1 On 1 December 2010, the Executive agreed a recommendation to Full Council to increase fees and charges for a number of services that would generate an increase to income budgets of £58,000. The budgeted increases apply to cemeteries and cremation, pre-planning advice and licensing.
- 6.8.2 In addition, the TRO Panel on 5 January 2011 agreed a range of proposed increases to parking charges. The proposed increases continue to support the Transport Strategy, and will generate an estimated £300,000 additional income in 2011/12.
- 6.8.3 The Government published a consultation on proposed changes to planning application fees in November 2010, and this consultation ended on 7 January 2011. A briefing note is included in Appendix A to this report, to provide background information on the consultation. It would appear highly unlikely that regulations will be published in time for new fees to be set from April 2011; it is more likely that any changes would apply from this summer. However, for budget setting purposes it is estimated that the Council can prudently allow for an additional £70,000 income in 2011/12.
- 6.8.4 A separate report is included on the agenda related to recovery of court costs. Where the Council incurs court costs as part of recovery action for unpaid debts it is entitled to recover these from the debtor. At present the Council does not recover the full cost of collection, therefore this is effectively subsidised by the tax payer. It is recommended that charges to recover court costs are increased to better reflect the true costs. If approved, it is estimated that a further £50,000 income can be included in the Proposed Budget.

## 6.9 ***Savings Delivery Plans***

- 6.9.1 On 1 December the Executive were minded to approve a recommendation to accept savings options that were assessed as Public Acceptability 1 and 2. There is one minor change to these (see 6.17 below) which means that the savings options totalling £1.046m are proposed. These plans have been widely reported and debated at Corporate Scrutiny and Executive committees; however for Members' convenience these are included again in this report in Appendix G and Confidential Appendix J. Equalities impact assessments have been undertaken for all items included in the Savings Plans, and these are included in Appendix H and Confidential Appendix K.



	<b>Savings Proposed £k</b>	<b>Exec Minded to Approve £k</b>
Public Category 1 Items	593	592
Public Category 2 Items	454	454
Public Category 3 Items	122	0
Total Savings	1,169	1,046

## 6.10 ***Council Tax Base and Council Tax Freeze***

6.10.1 The Council Tax Base approved by Executive on 19 January 2011 is 40,390.60. The estimated total Council Tax generated within the district is therefore £17,000 higher than initial estimates within the Medium Term Financial Plan, based on a 2.5% tax increase.

6.10.2 The movement in the budget gap shown above also includes the impact of the proposed Council Tax Freeze, and the related Grant from the Government that offsets the impact, as set out in section 5 of this report.

## 6.11 ***Waste Services***

6.11.1 The council has previously held a budget to provide funding for investment in plant and equipment (e.g. bring banks, new and replacement bins, etc), and to provide for some anticipated volatility in the contract price for waste services as the phased move to Sort It+ by other districts in Somerset continues. The budget requirement has been reassessed following the expected move to full rollout of Sort It+ across the County, which will deliver a budget saving of £75,000.

6.11.2 The initial MTFP Budget Gap had already taken into account estimated contract price inflation of £245,000, which was significantly offset by £212,000 efficiency savings passed through to the Council based on the full roll out to Sort It+ by all districts in Somerset. The £75,000 savings identified in the previous paragraph are in addition to this £212,000 saving.

## 6.12 ***Taunton High Street***

6.12.1 Since its installation the Taunton Town Centre Company (TTCC) has funded the cleaning/maintenance of the 'pop up urinal' in Taunton High Street. TDBC's savings plans include a proposed 10% reduction in the contribution to TTCC, but the TTCC have therefore indicated they will no longer be able to afford to maintain this urinal, which costs approximately £4,000 per year.

6.12.2 There has been considerable debate by Members about this facility. Following further consideration, the Executive are minded to propose a budget increase for maintaining/improving the Taunton High Street environment. It is planned to consult with traders and the TTCC regarding the priorities for this budget, to determine whether

maintaining the pop up urinal facility or some alternative investment in the High Street is the priority.

### **6.13 *Priority Areas Strategy Initiatives***

6.13.1 The Council and its key partners are making good progress on the development of the Priority Areas Strategy, with updates provided to members' via the Members Briefing and regular reports to Community Scrutiny. The Priority Areas Strategy and Action Plan (North Taunton / Taunton East) will be published this autumn and the Executive is minded to create a new budget of £10,000 to contribute to multi-agency projects to support its delivery.

### **6.14 *Support for Rural Post Offices and Shops***

6.14.1 The Executive is minded to support the creation of a new budget of £8,000 to provide support for promotion of rural post offices and shops. This budget could be used in a variety of ways, and our Economic Development team will drive this forward.

### **6.15 *Youth Initiatives***

6.15.1 The budget gap position reported to Executive on 1 December 2010 assumed the Youth Initiatives budget would be £20,000 in 2011/12. It is proposed to increase this to £30,000 comprising:

- £15,000 funded from Special Expenses (see 8.1.1 below)
- £15,000 a further one-off allocation in 2011/12 from existing budget (in 2010/11, £10,000 of this amount was funded from reserves)

### **6.16 *Somerset Building Preservation Trust Grant***

6.16.1 The Somerset Building Preservation Trust undertakes work to restore and bring historic buildings back into use. It is proposed to re-establish an annual grant of £1,500 to the Trust in the 2011/12 budget.

### **6.17 *Yearbook and Diary***

6.17.1 The Executive are minded not to support the savings plan option to delete the budget for the Yearbook and Diary. This means that £1,500 would be added back to the proposed budget.

### **6.18 *Employee Benefits and Travel Allowances***

6.18.1 The Council is currently consulting with UNISON on changes to allowances for staff travel and is proposing to discontinue funding for a healthcare scheme. These will deliver a combined estimated budget saving of £20,000 in 2011/12, rising to £50,000 per year from 2012/13 onwards.

## 6.19 ***Employee Pay Award***

6.19.1 Through the Q3 Budget Monitoring process, and following advice from the Retained HR Manager, it is now the Council's management view that the pay award of 0% will be the basis of the outturn for the current financial year. On this basis, very recently the budget requirement for staff costs in 2011/12 has been reassessed and it is proposed that a further budget saving of £70,000 is incorporated.

## 6.20 ***Vacancy Factor***

6.20.1 Currently the detailed staff budgets make no allowance for vacancies. There is a strong case for building in some recognition that there will be periods where posts are vacant through staff turnover and the normal timeline for recruitment of replacement staff. In budget terms this is a reasonable item for financial planning, and managers would prioritise interim recruitment in the highest priority areas to ensure key frontline services are not adversely affected.

## 6.21 ***Collection Fund Deficit Share***

6.21.1 The Collection Fund year end forecast is updated each year as at 15 January. This forecast forms the basis of the amount of surplus or deficit that is to be paid to or from the precepting authorities in the following year. The updated forecast deficit for 2010/11 shows an improvement compared to earlier estimates with TDBC's deficit share reducing to £71,800, which means the budget can be reduced by £25,860.

## 6.22 ***Deane Helpline Trading Account***

6.22.1 Please refer to 8.3 below for further background and supporting information in respect of this item.

## 6.23 ***Support Services***

6.23.1 Finance officers have been working with managers to review the allocation of support services and other recharged costs, to bring the basis of allocation up to date (e.g. to reflect changes in organisation structure following the Core Council Review). The report to Corporate Scrutiny included an overall benefit to the General Fund of £88,000.

6.23.2 Regrettably, after the draft budget position was reported to Corporate Scrutiny, an error in the budget worksheets has been discovered where £150,000 of recharge income has been double-counted. There was an underlying 'historic' coding inaccuracy which has now been corrected, which should prevent this type of error from re-occurring in future.

6.23.3 Finance officers will continue to work with service managers to refine the methodology in future and to ensure there is a good understanding of the rationale behind the basis of allocating these costs.

## 6.24 **Revenue Contribution to Capital Outlay**

6.24.1 There is a separate Capital Programme Report included on the agenda for this meeting. This highlights the significant financial challenge to present a fully funded programme for 2011/12 as a result of a reduction in central government support (grant and supported borrowing) amounting to £1.08m.

6.25 The Savings Plans submitted as part of the budget round included a proposal to remove the £190,000 RCCO contribution for one year in 2011/12. It is proposed to allocate £80,000 revenue funding to support the identified priorities in the overall Proposed Capital Programme. It is also proposed to allocate a further £49,000 in order to fund two new schemes, to be met from general reserves, thus enabling the Council to allocate existing capital resources to fund housing capital priorities.

## 7 **Other Significant Budget Changes**

### 7.1 ***Inflation***

7.1.1 The budget estimates for 2011/12 (before growth and savings) have been based on the following assumptions for inflation.

	<b>Assumed Inflation</b>	<b>Non-contract inflation</b>	<b>Assumed Inflation</b>
Council Tax Base	-0.02%	Electricity	10.0%
Pay Award/Increments	0%	Gas	10.0%
Members' Allowances	0%	NNDR	6.3%
Superannuation Rate (from 15% to 16.1%)	7.3%	Water	10.0%
		Insurance	3.0%
		Other	2.3%

7.1.2 These general inflationary increases add £327,000 to the budget requirement for 2011/12.

### 7.2 ***Concessionary Travel***

7.2.1 The provision of concessionary travel services is transferring to upper tier and county authorities from April 2011/12. The TDBC formula grant has been adjusted to remove funding in our grant settlement totalling £1,789,550, based on the Net Revenue Expenditure Outturn in 2009/10.

### 7.3 ***VAT***

7.3.1 The impact of the VAT increase from January 2011 was taken into account in the initial MTFP Budget Gap. This was estimated to reduce the non-VAT proportion of parking income retained by the Council by £100,000 per year.

#### 7.4 ***Southwest One Contract***

7.4.1 The Council benefits from efficiency savings achieved by Southwest One. This results in cost savings for the Council of £97,000 in 2011/12.

#### 7.5 ***Investments, Borrowing and Capital Financing Costs***

7.5.1 The Council manages its investment and borrowing activity in line with the Treasury Management Strategy, and controls this activity through the application of the approved Treasury Management Practices.

7.5.2 Movement in interest rates has a direct impact on the revenue budget for the Council. The trend of low interest rates is predicted to continue with a marginal increase in the latter part of 2011/12. The Council is taking advantage of low variable rate borrowing with a positive impact on the revenue budget. Although borrowing costs are lower, investment interest income is expected to remain low. Overall the level of interest costs and income estimates are broadly the same as for the current financial year therefore no change to the base budget is proposed.

7.5.3 Where the Council undertakes prudential borrowing, the repayment of the borrowing is a charge to the revenue account. This is known as Minimum Revenue Provision (MRP). The MRP budget is increasing by £28,000 in 2011/12, reflecting the current estimate of the Capital Financing Requirement.

### 8 **Other Items**

#### 8.1 ***Special Expenses – Taunton Unparished Area***

8.1.1 The special expenses represent costs specifically arising in the unparished area of Taunton. The proposed budget for 2011/12 is £46,820, which represents a 0% increase in the special expenses per Band D equivalent of £2.92 per property per year in the unparished area.

- £15,000 for Youth Initiatives
- £31,820 for minor works and capital projects

8.1.2 The use of this budget is subject to a bid process during the year, and details of the allocation of funds will be included as part of the year end outturn reporting to Executive in June each year.

#### 8.2 ***DLO Trading Account***

8.2.1 Members will be aware that the DLO is in the middle of an Internal Transformation project. Certain cost reductions and efficiencies have been taken into account within the Savings Plans. In addition, through the updating of the Client, DLO Management and Business Support functions, the direct costs and support services recharges budgets have been updated to reflect the latest position. Overall, the DLO is budgeting to make a surplus of £101,000, as summarised in the table below. This is an increase of £28,000 compared to the current financial

year reflecting the above changes.

8.2.2 There is also a proposed budget in 2011/12 Capital Programme for vehicle replacement, to be funded from DLO reserves.

8.2.3 The forecast reserves position at the end of 2011/12 is currently a healthy £419,000.

<b><i>DLO Trading Unit Estimates for 2011/12</i></b>	<b>Costs £000</b>	<b>Income £000</b>	<b>Net £000</b>
Highways	662	-682	-20
Grounds	2,665	-2,707	-42
Building	4,041	-4,057	-16
Cleansing	777	-778	-1
Nursery	82	-110	-28
Transport	123	-117	6
<b>Grand Totals</b>	<b>8,350</b>	<b>-8,451</b>	<b>-101</b>

<b><i>DLO Trading Account Reserves 2011/12</i></b>	<b>2011/12 £000</b>
Estimated Reserve Balance Brought Forward	569
Estimated Surplus for the Year	101
Capital Financing – Vehicle Replacement	-150
Budgeted Transfer to General Fund	-101
<b>Estimated Balance Carried Forward</b>	<b>419</b>

8.2.4 The Council has also set aside a separate DLO Transformation Reserve related to the internal transformation project that is currently underway. The balance on this reserve currently stands at £226,000, before taking into account costs incurred in 2010/11, which will be finalised at the end of the financial year.

### 8.3 ***Deane Helpline Trading Account***

8.3.1 The General Fund Base Budget includes a contribution from the Deane Helpline Trading Account to the General Fund of £80,000. This assumes that the Trading Account will deliver a surplus of at least that amount. There has been some uncertainty over the likelihood of achieving this level of contribution in arriving at the draft budget presented to Corporate Scrutiny on 27 January; therefore at that point it was proposed to reduce the contribution by £26,000, to £54,000 in 2011/12.

- 8.3.2 In setting the initial draft budget, it was proposed that charges for existing clients (both public and private sector) are increased by 4.6%, which is in line with the increases applied to service charges under the direction of the Government. This increases the weekly charges by 17 pence to £3.93. Charges for new clients are proposed to be set at £4.20.
- 8.3.3 Since the Corporate Scrutiny meeting, a further update on the financial position of the Deane Helpline has been completed. In light of updated information, there is now a significant risk of the service operating at a net cost (or deficit) of £75,000 in 2011/12, and there is a requirement to invest in the financial administration capacity within the service. It is therefore proposed to recognise this risk and 'investment-to-save' requirement by removing the remaining budgeted transfer of £54,000 from the Trading Account to the General Fund, and include a provision of £100,000 within the General Fund for the estimated deficit for next year. These factors have the effect of increasing the budget gap by £156,000.
- 8.3.4 The Core Council Review established essentially a two stage process for this service, firstly, to deal with some immediately pressing issues, and secondly to undertake a more detailed analysis of the financial and business transactional elements of this service to allow greater confidence in its financial position and to see if further income could be derived from its operation. In early 2010, the first stage was completed by recruiting to the vacant Control Centre Manager position and by addressing one particular external contract that was proving problematical and financially not viable.
- 8.3.5 Since this time more work has been underway on stage two of this process. The financial position of this trading account has now been made more transparent than it has ever been with better understanding of the true income position and a more realistic assessment of operating expenditure. In addition, the introduction of SAP technology has highlighted some areas where day to day financial controls can be improved. Unfortunately this work and the controls forced on the service by SAP, has unveiled the fact that the service is operating at an underlying trading deficit of £75,000 per year.
- 8.3.6 As stated above, the initial draft budget had forecast that this service would generate a surplus of £56,000k, and £54,000 of this sum was to be transferred to the general fund leaving a small residual 'trading reserve' balance. This surplus will no longer be delivered.
- 8.3.7 The application of more robust and effective management for the service has also increased expenditure forecasts in some areas. For example, it is clear that the service needs additional financial administrative support to maintain robust administration of financial controls to underpin the delivery of the service to its 2000 customers. The estimated cost of this additional administration is approximately £25,000.

8.3.8 With better information available on the real costs and income position for this service more work is required with members to look for a sustainable business model for this service. Even with these business challenges the service continues to operate its very high standard of service delivery to many vulnerable clients in the community and has received very high levels of external accreditation for its telecare services.

8.3.9 The summary trading account position is therefore as follows:

<b><i>Deane Helpline Trading Unit Estimates for 2011/12</i></b>	<b>£000</b>
Costs	980
Income	-880
<b>Estimated deficit</b>	<b>100</b>
<b>Met by: Provision for Transfer from the General Fund</b>	<b>-100</b>

## **9 Corporate Scrutiny Comments**

9.1 The Corporate Scrutiny Board considered the Executive's draft budget proposals at their meeting on 27 January 2011. There were two specific recommendations from the Board:

- That the Executive reconsider the budget saving of £29,500 to remove the funding for the PCSO. Members were concerned about the potential reduction in support for Trading Standards activities on prevention of sale of alcohol to under-age people, and support for young people and families dealing with anti-social behaviour issues. No specific alternative budget savings were recommended.
- That the Executive reconsider the proposal to take over the maintenance of the pop up urinal in Taunton High Street which is budgeted to cost £4,000.

9.2 In addition to the above specific recommendations, concerns and comments were noted with regard to:

- Savings Plan Item T4-03 CCTV: Although the benefits of operating CCTV were recognised, it was suggested that increasing the saving to 10% of the current budget could be implemented.
- Savings Plan Item T3-10 Tree Maintenance: Concerns were raised about the potential impact of this budget reduction.
- Savings Plan Item T1-09 Sergeant of Mace: Concerns were raised about the potential impact of this budget reduction.

9.3 Corporate Scrutiny also agreed the recommendation to support the increase in Court Fees, which is subject of a separate report on the agenda for this Executive meeting (see also 6.7.4 above).



## 10 General Fund Proposed Budget Summary 2011/12

10.1 The following table compares the proposed budget with the original budget for the current year. The table has been completed based on a 0% Council Tax increase for 2011/12 as recommended earlier in this report.

	<b>Original Estimate 2010/11 £</b>	<b>Forward Estimate 2011/12 £</b>
Total Spending on Services	15,389,730	12,810,430
Capital Charges Credit	(1,930,000)	(1,930,000)
Interest payable on Loans	226,430	226,430
Minimum Revenue Provision	342,500	370,500
Interest Income	(69,000)	(69,000)
Less: Council Tax Freeze Grant	0	(136,000)
Transfer to Reserves – Previous Years commitments	90,820	300,700
Transfer from Reserve – RCCO 2011/12		(49,000)
Transfer from Reserves – Deane Helpline		(154,000)
<b>AUTHORITY EXPENDITURE</b>	<b>14,050,480</b>	<b>11,370,060</b>
Less: Revenue Support Grant	(1,105,826)	(1,412,330)
Less: Contribution from NNDR Pool	(7,615,394)	(4,569,120)
Surplus/Deficit on Collection Fund	130,210	71,800
<b>Expenditure to be financed by District Council Tax</b>	<b>5,459,470</b>	<b>5,460,410</b>
Divided by Council Tax Base	40,384.49	40,390.60
<b>Council Tax @ Band D</b>	<b>£135.19</b>	<b>£135.19</b>
<b>Cost per week per Band D equivalent</b>	<b>£2.59</b>	<b>£2.59</b>

10.2 The above figures do not include Parish Precepts or Special Expenses.

## 11 Medium Term Financial Plan Summary

11.1 The Council prepares its annual budget within the context of the Medium Term Financial Plan. This provides estimates of the budget requirement and budget gap into future years. The following table provides a summary of the current indicative MTFP.

	2011/12 £m	2012/13 £m	2013/14 £m	2014/15 £m	2015/16 £m
Net Expenditure	11.578	12.237	14.092	14.876	15.609
<i>Financed By:</i>					
External Government Support	5.981	5.353	4.736	4.263	4.369
Council Tax Freeze Grant	0.136	0.136	0.136	0.136	0
Council Tax	<b>5.461</b>	<b>5.598</b>	<b>5.738</b>	<b>5.881</b>	<b>6.028</b>
<b>Predicted Budget Gap</b>	<b>0</b>	<b>1.240</b>	<b>3.482</b>	<b>4.596</b>	<b>5.212</b>

11.2 The above estimates include the following **assumptions** related to funding:

- Government Grant is reduced by the following rates: 2011/12 by 13.2%, 12/13 by 12.0%, 13/14 by 10% and 14/15 by 10%. A 2.5% increase is assumed for 2015/16.
- Council Tax Freeze Grant relating to 2011/12 will be receivable for four years.
- Council Tax increases by 2.5% each year from 2012/13.

11.3 The Council considers its reserves position as part of the overall financial framework that underpins the Budget Strategy. This framework includes an acceptable minimum reserves position of £1.25m, or £1.0m if funds are allocated to 'invest to save' initiatives. The Proposed Budget for 2011/12 will maintain reserves well above this minimum, but the MTFP shows that the Council is expected to face significant financial pressures in the medium term as shown in the following table.

#### General Reserves Forecast

	2011/12 £m	2012/13 £m	2013/14 £m	2014/15 £m	2015/16 £m
Estimated Balance B/F	2.163	2.261	1.061	-2.421	-7.017
Transfers – Previous Years commitments	0.301	0.040	0	0	0
RCCO in 2011/12	-0.049	0	0	0	0
Deane Helpline 2011/12	-0.154				
Predicted Budget Gap	0	-1.240	-3.482	-4.596	-5.212
<b>Estimated Balance C/F</b>	<b>2.261</b>	<b>1.061</b>	<b>-2.421</b>	<b>-7.017</b>	<b>-12.229</b>

11.4 Beyond 2011/12, the MTFP includes anticipated inflationary pressures related to staffing pay awards, price inflation on services and major contracts, and possible further cuts in government funding (per 11.2 above). There is also a significant estimated reduction of parking income (£1.2m) in 2013/14 linked to Project Taunton town centre developments. The Project Taunton team are investigating ways of mitigating this potential impact on the Budget. The MTFP does not currently include any assumptions for future income generation from new or increased fees and charges, or savings in service budgets.

11.5 In line with the approved Budget Strategy, the Council is launching a

Budget Review Programme which will lead to the creation of a four year funding plan designed to address the financial challenges ahead.

## **12 Earmarked Reserves**

- 12.1 In addition to the General Fund Reserve Taunton Deane Borough Council holds earmarked reserves, which are amounts set aside for specific reasons. These reserves are forecast to total £6m as at 31 March 2011 and are detailed in Appendix F.

## **13 Prudential Indicators 2009/10 to 2012/13**

- 13.1 As part of the Prudential Code for Capital Finance there is a requirement for Full Council to approve the indicators as shown in Appendix E. The Prudential Indicators are important as they detail the expected borrowing requirement for both the General Fund and the Housing Revenue Account. They also set the operational boundaries for borrowing and investment levels and the interest rate exposure for the Council.

## **14 Finance Comments**

- 14.1 This is a finance report and there are no additional comments.

## **15 Legal Comments**

- 15.1 Managers have considered legal implications in arriving at the proposed budget for 2011/12.

## **16 Links to Corporate Aims**

- 16.1 The budget for 2011/12 will have links to the Corporate Aims.

## **17 Environmental and Community Safety Implications**

- 17.1 Managers have considered environmental and community safety implications in arriving at the proposed budget for 2011/12.

## **18 Equalities Impact**

- 18.1 Equalities Impact Assessments have been undertaken on proposed budget savings items and other key changes within the proposed budget. Appendix G and Confidential Appendix I include copies of the assessments undertaken, and Members are requested to consider these assessments in confirming the recommended budget proposals for 2011/12.

## **19 Risk Management**

- 19.1 The risks associated with the proposed budget have been considered by managers in formulating the recommended changes as incorporated in this report. In addition, the overall assumptions, risks

and uncertainties have been considered and are commented on within the S151 Officer's Robustness Statement which is included in Appendix I of this report.

## **20 Partnership Implications**

- 20.1 Southwest One delivers Financial Services to the Council, including accountancy advice, which directly contributes to the production of the MTFP and budget estimates.
- 20.2 Where budget options impact on services delivered to or on behalf of the Council by strategic partners (e.g. Tone Leisure) these are clearly presented within the report.

## **21 Recommendations**

- 21.1 The Executive is asked to recommend to Full Council the budget for General Fund services for 2011/12 as outlined above. In particular the Executive is requested to recommend to Full Council to:
- a) Approve the transfer of any potential underspend in 2010/11 to the General Fund reserves.
  - b) To consider the equalities impact assessments provided in the report and appendices as part of the budget decision process.
  - c) Approve the General Fund Revenue Budget 2011/12, and recommend approval of the same to Full Council, being Authority expenditure of £11,370,060 and Special Expenses of £46,820 in accordance with the Local Government Act 1992.
  - d) Note the projected General Fund Reserve balance of £2.26m in 2011/12.
  - e) Note the forecast budget position within the Medium Term Financial Plan.
  - f) Recommend the Prudential Indicators for 2011/12, as set out in Appendix E, for approval by Full Council.

### **IMPORTANT – PLEASE NOTE:**

In order for this item to be debated in the most efficient manner at the Executive Board, Members who have queries with any aspect of the report are requested to contact the appropriate officer(s) named above before the meeting.

**Background Papers**

Corporate Scrutiny 21 October 2010 – Budget Strategy 2011/12

Corporate Scrutiny 18 November 2010 – MTFP Update and Savings Plans 2011/12

Executive 1 December 2010 – Budget Update and Savings Delivery Plans

Executive 1 December 2010 – Fees and Charges

Corporate Scrutiny 27 January 2011 – General Fund Budget 2011/12

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### Proposals for changes to planning application fees

- 1.1 The Government published a consultation on changes to planning application fees in November 2010. The consultation period ended on the 7th January.
- 1.2 Independent research commissioned by the government suggests that authorities are recovering around 90% of their costs and that whilst the national average fee for an application is £569 the average cost of processing an application is £619. The consensus among authorities in the South West is that the funding gap is considerably greater than this research suggests. In addition around 35% of resources are being allocated to dealing with applications which currently do not incur a fee (eg. Listed building, tree applications and resubmissions).
- 1.3 The government therefore proposes to decentralise responsibility for planning application fee setting to local planning authorities and to widen the scope of planning application fees so that authorities can charge for more of their services.
- 1.4 The consultation suggests three options:
  - **Option 1** Decentralising responsibility for setting planning application fees to local planning authorities (preferred option)
  - **Option 2** Decentralising responsibility for setting planning fees to local planning authorities, below a cap on maximum fee levels imposed by central government
  - **Option 3** Maintain the current system of centrally-set planning application fees, subject to a 10/15% increase in fee levels
- 1.5 If the preferred option is chosen transitional arrangements will allow local planning authorities to set their own fees from 1 April 2011, with the current fee regime ceasing to exist on 1 September 2011 (i.e. local fees will have to have been set by this date). In the case of the third option the rise would take effect on 1 April.
- 1.6 The principle behind the proposals is that the fee payable should reflect the overall cost of handling, administering and deciding the application, including related overheads. The exact scope for charging will not be able to be fully assessed until the regulations are published. Detailed analysis of Taunton Deane's costs will also be required in order to set the fee levels appropriately.
- 1.7 However, initial estimates suggest that implementation of the preferred option could result in an increase in income for Taunton Deane of approximately £200,000 per annum. As the consultation period has only just expired it would appear highly unlikely that regulations will be published in time for new fees to be set locally by 1 April. New fees for Taunton Deane would most likely come into effect from August 2011. The additional income for 2011/12 is therefore estimated as being £134,000. It is not possible to estimate the impact of option 2 as the

consultation does not suggest the likely cap figure. The estimated increase in income for 2011/12 resulting from Option 3 would be £70,000, and it is recommended to use this amount for budget setting purposes at this stage.

**Contact Officer**

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**APPENDIX B**

**PROPOSED GENERAL FUND REVENUE BUDGET SUMMARY 2011/12**

	<b>Original Budget 2010/11 £</b>	<b>Current Budget 2010/11 £</b>	<b>Forward Estimate 2011/12 £</b>
<b>Service Portfolios</b>			
Communications & Community Leadership	1,028,110	1,320,823	1,121,150
Corporate Resources	1,570,370	1,643,250	1,729,930
Economic Development & the Arts	1,085,750	954,570	836,870
Environmental Services	4,659,790	4,185,650	4,284,450
General Services	1,010,630	1,286,660	1,413,330
Housing Services	2,486,620	2,280,867	2,264,300
Planning Policy & Transportation	796,930	609,580	(1,365,540)
Sports, Parks & Leisure	2,751,530	2,699,900	2,541,960
<b>Net Cost of Services</b>	<b>15,389,730</b>	<b>14,981,300</b>	<b>12,816,450</b>
<b>Other Operating Costs and Income</b>			
Interest Payable and Debt Management Costs	226,430	226,430	226,430
Interest and Investment Income	(69,000)	(69,000)	(69,000)
Parish Precepts	421,940	421,940	442,380
Special Expenses	47,050	47,050	46,820
<b>Total Other Operating Costs and Income</b>	<b>626,420</b>	<b>626,420</b>	<b>646,630</b>
<b>Transfers To/(From) Reserves</b>			
Transfers To/(From) Earmarked Reserves	0	(74,550)	(149,500)
Capital Financing from GF Revenue (RCCO)	0	166,000	130,000
Repayment of Capital Borrowing (MRP)	342,500	342,500	370,500
Transfers to Capital Adjustment Account	(1,930,000)	(1,930,000)	(1,930,000)
<b>Total Transfers To/(From) Reserves</b>	<b>(1,587,500)</b>	<b>(1,496,050)</b>	<b>(1,733,000)</b>
<b>NET EXPENDITURE BEFORE GRANTS AND TAXATION</b>	<b>14,428,650</b>	<b>14,111,670</b>	<b>11,898,080</b>
<b>Grants &amp; Local Taxation</b>			
Revenue Support Grant	(1,105,826)	(1,105,826)	(1,412,330)
Contribution from NNDR Pool	(7,615,394)	(7,615,394)	(4,569,120)
Area Based Grant	0	(28,820)	0
Council Tax Freeze Grant	0	0	(136,520)
Previous Year's Collection Fund Deficit/(Surplus)	130,210	130,210	71,800
Council Tax (Demand on Collection Fund)	(5,928,460)	(5,928,460)	(5,949,610)
<b>Total Grants &amp; Local Taxation</b>	<b>(14,519,470)</b>	<b>(14,548,290)</b>	<b>(11,995,780)</b>
<b>NET (SURPLUS)/DEFICIT FOR THE YEAR</b>	<b>(90,820)</b>	<b>(436,620)</b>	<b>(97,700)</b>
<b>Transfer to (from) General Fund Balance</b>	<b>90,820</b>	<b>436,620</b>	<b>97,700</b>
<b>Budget Gap</b>	<b>0</b>	<b>0</b>	<b>0</b>



## APPENDIX C

### PROPOSED GENERAL FUND REVENUE BUDGET SUMMARY 2011/12 COST CENTRE SUMMARY BY PORTFOLIO

Cost Centre	Heading	Original Budget 2010/11 £	Current Budget 2010/11 £	Forward Estimate 2011/12 £
<b>COMMUNICATIONS &amp; COMMUNITY LEADERSHIP</b>				
101570	Community Safety	350,220	315,880	234,360
101819	Housing Strategy	184,140	295,943	182,430
102100	LDF	170,060	166,220	231,720
102129	Shopmobility	76,120	76,280	73,040
102783	Public Relations	11,000	10,030	0
103518	Strategy	16,500	(880)	60
109257	Community Grants	220,070	220,070	235,070
109509	Climate Change	0	175,830	62,830
109643	Community Development	0	61,450	101,640
		<b>1,028,110</b>	<b>1,320,823</b>	<b>1,121,150</b>
<b>CORPORATE RESOURCES</b>				
101070	Council Tax Collection	708,780	708,780	618,860
101117	Council Tax Benefit Admin	171,990	171,990	167,330
101123	Council Tax Discount	0	0	0
101148	Council Tax Benefit	(55,000)	(55,000)	(55,000)
101149	NNDR Collection	121,340	121,340	93,790
101192	Register of Electors	141,030	139,440	139,740
101203	Conducting of Elections	21,530	21,530	21,530
101273	Local Land Charges	(5,960)	(7,420)	22,440
101825	Housing Advances	13,140	13,120	0
102019	Rent Allowances	357,420	357,420	350,000
102029	Rent Rebates	149,560	149,560	146,160
102155	TDBC Assets	(80,100)	(81,900)	(100,120)
102276	ICT	0	(3,050)	0
102281	Retained ICT	0	37,000	0
102310	Facilities Management	0	(10)	0
102312	Property Management	0	(1,480)	17,390
102329	Retained Property	0	0	0
102417	Wellington Office	30,390	30,070	2,090
102418	Deane House	0	(5,040)	0
102459	Flook House	0	(70)	0
102461	Procurement	0	(520)	0
102535	Design and Print	0	0	0
102567	Legal Services	0	1,280	0
102571	Democratic Services	0	29,040	0
102580	Customer Contact	0	(280)	0
102588	HR	0	(27,780)	0
102606	Retained HR	0	(30)	0
102627	Finance	0	(920)	0

<b>Cost Centre</b>	<b>Heading</b>	<b>Original Budget 2010/11</b>	<b>Current Budget 2010/11</b>	<b>Forward Estimate 2011/12</b>
		<b>£</b>	<b>£</b>	<b>£</b>
102649	Retained Finance	0	20,570	0
102679	Insurance	0	0	0
102686	Treasury Management	0	0	0
102693	CTAX	0	(1,540)	0
102716	NNDR	0	0	0
102754	Benefits	10	(1,710)	0
102755	Performance & Client	(4,560)	7,430	0
102769	Client	0	0	0
102797	Training and OD	0	0	0
102803	CEO	800	6,000	0
102807	Director BC	0	(17,260)	0
102819	Director KT	0	(17,850)	0
102832	Director SA	0	(53,210)	0
102834	Director JW	0	(38,010)	73,400
102839	PAs	0	(7,400)	0
109439	SW1 Transformation	0	149,160	232,320
		<b>1,570,370</b>	<b>1,643,250</b>	<b>1,729,930</b>

#### **ECONOMIC DEVELOPMENT & THE ARTS**

101159	Support to BID	0	0	0
101281	General Grants	84,330	84,330	69,270
102152	Market Undertakings	23,100	20,490	13,240
102157	Project Taunton (TDBC)	96,860	96,860	121,650
102188	Art Development & Support	71,690	35,010	20,000
102190	Theatre & Public Entertainment	152,000	152,000	152,000
102265	Tourism Policy Marke (STP)	0	0	7,030
102267	Visitor Centres	166,900	123,570	81,460
102270	Visitor Centre (TIC)	110,880	67,250	48,890
102407	Priory Depot	0	(920)	0
103532	Economic development	379,990	316,150	267,740
109491	Project Taunton Our Place	0	0	0
109948	Economic Development Specialist	0	59,830	55,590
		<b>1,085,750</b>	<b>954,570</b>	<b>836,870</b>

<b>Cost Centre</b>	<b>Heading</b>	<b>Original Budget 2010/11</b>	<b>Current Budget 2010/11</b>	<b>Forward Estimate 2011/12</b>
		<b>£</b>	<b>£</b>	<b>£</b>
<b>ENVIRONMENTAL SERVICES</b>				
101328	Cleansing	0	(20)	(10)
101431	Cemeteries	190,900	190,730	193,670
101451	Crematoria	(619,330)	(621,560)	(755,860)
101458	Food Safety	248,140	240,780	252,990
101464	Pollution Reduction	589,250	381,460	331,220
101478	Health & Safety	179,420	39,730	24,950
101495	Pest Control	72,690	33,690	30,730
101533	Dog Wardens	68,220	68,220	72,230
101542	Licensing	49,850	(39,580)	(40,600)
101563	Public Conveniences	328,400	324,100	305,730
101640	Flood Defences	229,720	210,220	194,810
101648	Street Cleaning	653,720	653,720	664,290
101689	Household Waste	1,279,730	1,206,530	1,287,690
101726	Recycling	1,389,080	1,087,280	1,332,870
109642	Business Support Theme 4	0	265,600	0
109644	Environmental Health Management	0	125,250	370,240
109669	Drainage Board	0	19,500	19,500
		<b>4,659,790</b>	<b>4,185,650</b>	<b>4,284,450</b>
<b>GENERAL SERVICES</b>				
101015	Democratic Representation and Management	729,250	727,350	868,790
101017	Corporate Management	54,800	526,750	306,870
101055	Non Distributed Costs	125,650	125,650	125,650
101232	Emergency Planning	62,340	61,130	60,000
101287	Precepts and Levies	53,290	22,980	(14,010)
102791	Internal Audit	0	0	10
109236	Appropriations	(14,700)	(184,700)	(4,740)
109237	Core Council Review	0	7,500	70,760
		<b>1,010,630</b>	<b>1,286,660</b>	<b>1,413,330</b>
<b>HOUSING SERVICES</b>				
101291	Building Maintenance	0	4,740	(10)
101468	Housing Standards	130,490	131,690	123,470
101822	Housing Advice	548,030	488,300	594,850
101838	Cont. to HRA re: Shared Items	301,150	301,150	283,390
101944	Admin of Ren & Imp Grants	1,047,670	767,907	814,160
101974	Control & Closing Orders	4,140	4,140	4,140
101978	Hostels (non HRA support)	0	0	0
101987	B&B Accommodation	371,400	277,100	277,100
101993	Leasehold Dwellings	0	38,000	38,000
102007	Homelessness Admin	17,630	47,880	35,460
109226	Housing Enabled	66,110	0	0
109227	Housing Enabling	0	76,930	93,740
109645	HIA	0	143,030	0
		<b>2,486,620</b>	<b>2,280,867</b>	<b>2,264,300</b>

Cost Centre	Heading	Original Budget 2010/11 £	Current Budget 2010/11 £	Forward Estimate 2011/12 £
<b>PLANNING POLICY &amp; TRANSPORTATION</b>				
101371	Transport	0	0	0
101734	On Street Parking	210,650	209,310	236,680
101779	Off Street Parking	(2,959,670)	(2,967,950)	(3,111,710)
101785	Concessionary Fares	1,824,910	1,825,070	34,000
101809	Co-ordination	110,240	120,140	113,970
102045	Building Control - Fee Earning	0	0	(89,980)
102053	Building Control - Non Fee Earning	124,030	120,480	188,720
102058	Planning Advice	515,490	359,300	741,310
102059	Dealing with Applications	40,470	(68,020)	(193,160)
102083	Enforcement	78,730	68,550	125,330
102093	Regional Planning	536,320	277,970	238,290
102103	Conservation & Listed Buildings	272,990	283,660	296,160
102104	Sustainable Development	42,770	40,800	11,260
109979	Building Control - Services	0	0	43,590
109553	Business Support Theme 2	0	340,270	0
		<b>796,930</b>	<b>609,580</b>	<b>(1,365,540)</b>
<b>SPORTS PARKS AND LEISURE</b>				
101301	Nursery	0	0	0
101317	Grounds Maintenance	0	785	0
101338	Highways	0	(3,225)	4,020
101384	Vivary Park Trading Account	30,620	30,540	22,480
101818	Environmental Maintenance	46,700	36,700	44,950
102196	Sports Development	1,074,990	521,940	470,030
102212	Indoor Sports	477,950	466,240	419,480
102216	Outdoor Sports	160,770	160,770	113,870
102243	Golf Courses	18,250	18,160	13,660
102246	Community Open Spaces & Parks	937,750	941,490	928,460
102248	Countryside Recreation & Management	0	0	0
102256	Allotments	4,500	4,500	830
109639	Tone Leisure	0	522,000	528,180
		<b>2,751,530</b>	<b>2,699,900</b>	<b>2,545,960</b>
<b>OTHER OPERATING COSTS &amp; INCOME</b>				
109229	Interest Payable	226,430	226,430	226,430
109230	Interest Receivable	(69,000)	(69,000)	(69,000)
101410	Pension Interest & Return on Assets	0	0	0
109228	Profit/Loss on Disposal of FA	0	0	0
109997	Housing Capital Receipts Pooling	0	0	0
109749	Parish Precepts	421,940	421,940	442,380
109998	Special Expenses	47,050	47,050	46,820
		<b>626,420</b>	<b>626,420</b>	<b>646,630</b>

<b>Cost Centre</b>	<b>Heading</b>	<b>Original Budget 2010/11 £</b>	<b>Current Budget 2010/11 £</b>	<b>Forward Estimate 2011/12 £</b>
<b>TRANSFERS TO/FROM RESERVES</b>				
109768	Transfer GF Depreciation to CAA	(1,049,900)	(1,049,900)	(1,049,900)
109769	Transfer GF REFCUS to CAA	(880,100)	(880,100)	(880,100)
109770	Transfer GF Capital Grants to CAA	0	0	0
109772	Transfer to Financial Instruments Adj Acc	0	0	0
109773	Transfer to Pension Reserve - Reverse IAS19	0	0	0
109774	Repayment of Capital Debt (MRP)	342,500	342,500	370,500
109775	Capital Financing from GF Revenue (RCCO)	0	166,000	130,000
109777	Transfer to Pension Reserve - Ers Conts	0	0	0
109779	Transfers To/From Earmarked Reserves	0	(74,550)	(149,500)
109999	Transfer GF Capital Receipts to CRR	0	0	0
		<b>(1,587,500)</b>	<b>(1,496,050)</b>	<b>(1,733,000)</b>
<b>GOVERNMENT FUNDING &amp; LOCAL TAXATION</b>				
109234	Business Rates Grants	(7,615,394)	(7,615,394)	(4,569,120)
109235	Central Government Grants	(1,105,826)	(1,105,826)	(1,412,330)
110000	Area Based Grant	0	(28,820)	0
TBC	Council Tax Freeze Grant	0	0	(136,520)
109233	Demand on Collection Fund	(5,928,460)	(5,928,460)	(5,949,610)
110001	Collection Fund (Surplus)/Deficit Share	130,210	130,210	71,800
110002	Transfer To Collection Fund Adj Acc	0	0	0
		<b>(14,519,470)</b>	<b>(14,548,290)</b>	<b>(11,995,780)</b>
<b>(SURPLUS)/DEFICIT FOR THE YEAR</b>		<b>(90,820)</b>	<b>(436,620)</b>	<b>(97,700)</b>
<b>Transfer to (from) General Fund Balance</b>		<b>90,820</b>	<b>436,620</b>	<b>97,700</b>

## APPENDIX D

### ANALYSIS OF GENERAL FUND BUDGET REQUIREMENT 2011/12

	£'000
<b>Budget Requirement 2010/11</b>	<b>14,519</b>
Inflation	327
Other Cost Increases	
VAT Cost of increase to 20% - Impact on Income	100
Reduction in HB and Council Tax Admin Grant	91
Area Base Grant removed	29
Homelessness Prevention - One off in 11/12	61
Repayment of capital debt (MRP)	28
Waste Services Contract Inflation	245
Support Services Contract Inflation	106
RCCO - From 2011/12 Budget	80
RCCO - From Reserves	49
Reduced Contribution from Deane Helpline	80
Provision for projected Deane Helpline Deficit	100
Priority Areas Strategy and Action Plan initiatives	10
Support for promotion of rural businesses	8
Taunton High Street maintenance / improvements	4
Savings	
Savings Plans	-1,046
Fees & Charges	-474
Waste Services Sort It+ economies & price contingency	-287
Southwest One Efficiency	-97
RCCO for Crematorium Replacement ended 2010/11	-77
Reassessment of Staff Costs base budget (10/11 pay award etc)	-70
Staff vacancy factor	-61
Other Changes	
Remove Concessionary Travel budget	-1,746
Council Tax Freeze Grant	-136
Homelessness Grant	-61
Movement in Support Service Recharges to HRA/DLO	-88
Transfer to Reserves – Previous Years Commitments	210
Transfer from Reserves – RCCO	-49
Transfer from Reserves – Deane Helpline	154
Other minor changes	8
<b>Budget Requirement 2011/12</b>	<b>11,859</b>
<b>Grants and Taxation Budget 2010/11</b>	<b>-14,519</b>
Increase in Council Tax Base	-1
Increase in Parish Precepts	-21
Formula Grant Base Adjustment (mainly Concessionary Travel)	1,831
Formula Grant Cut at 13.2%	909
Collection Fund Deficit decrease	-58
<b>Grants and Taxation Budget 2011/12</b>	<b>-11,859</b>

## APPENDIX E

### PRUDENTIAL INDICATORS

PRUDENTIAL INDICATOR	2009/10	2010/11	2011/12	2012/13	2013/14
	£'000	£'000	£'000	£'000	£'000
	<b>outturn</b>	<b>estimate</b>	<b>estimate</b>	<b>estimate</b>	<b>estimate</b>
<b>Capital Expenditure</b>					
General Fund	£4,562	£6,689	£1,421	£1,910	£1,875
HRA	£5,142	£6,231	£4,300	£4,399	£4,020
TOTAL	£9,704	£12,920	£5,721	£6,309	£5,895
<b>Ratio of financing costs to net revenue stream</b>					
General Fund	0.14%	1.08%	1.32%	1.70%	1.75%
HRA	1.89%	1.81%	2.28%	2.17%	2.07%
<b>Net borrowing projection</b>					
brought forward 1 April	£9,900	£7,786	£11,710	£11,710	£12,753
Carried forward 31 March	£7,786	£11,710	£11,710	£12,753	£14,103
in year borrowing requirement	<b>-£2,114</b>	£3,924	£0	£1,043	£1,350
<b>Capital Financing Requirement as at 31 March</b>					
General Fund	£8,586	£12,260	£12,015	£12,796	£13,864
HRA	£14,451	£14,451	£14,451	£14,451	£14,451
TOTAL	£23,037	£26,711	£26,466	£27,247	£28,315
<b>Incremental impact of capital investment decisions</b>	<b>£ p</b>	<b>£ p</b>	<b>£ p</b>	<b>£ p</b>	<b>£ p</b>
Increase in council tax (band D)	1.54	2.90	-0.84	0.00	0.16
<b>Authorised limit for external debt -</b>					
TOTAL	£40m	£40m	£40m	£40m	£40m
<b>Operational boundary for external debt -</b>					
TOTAL	£30m	£30m	£30m	£30m	£30m
<b>Upper limit for fixed interest rate exposure</b>					
Net interest re fixed rate borrowing/ investments	100%	100%	100%	100%	100%
<b>Upper limit for variable rate exposure</b>					
Net interest re variable rate borrowing/ investments	50%	50%	50%	50%	50%
<b>Maturity Structure of Fixed Rate Borrowing</b> (Upper and lower limits)					
under 12 months	0% to 50%	0% to 50%	0% to 50%	0% to 50%	0% to 50%
12 months and within 24 months	0% to 50%	0% to 50%	0% to 50%	0% to 50%	0% to 50%
24 months and within 5 years	0% to 50%	0% to 50%	0% to 50%	0% to 50%	0% to 50%
5 years and within 10 years	0% to 50%	0% to 50%	0% to 50%	0% to 50%	0% to 50%
10 years and above	20% to 100%	20% to 100%	20% to 100%	20% to 100%	20% to 100%
<b>Upper limit for total principal sums invested for over 364 days</b> (per maturity date)					
	£2m or 20%	£2m or 20%	£2m or 20%	£2m or 20%	£2m or 20%

**APPENDIX F**

**EARMARKED RESERVES FORECAST BALANCE AS AT MARCH 2011**

<b>Full Code</b>	<b>Description</b>	<b>Estimated Reserve Balance £</b>
<b>Earmarked Reserves for Capital Purposes</b>		
902460 98104	Capital Financing Reserve - General Fund Projects	139,840
902480 98104	Capital Financing Reserve - HRA Projects	130,870
<b>98104</b>	<b>Total Earmarked Reserves for Capital Purposes</b>	<b>270,710</b>
<b>Earmarked Reserves for Revenue Purposes</b>		
902364 98504	Additional Resident's Parking	27,143
902366 98504	Asset Management - Leisure	623,890
902368 98504	Core Council Review	305,890
902380 98504	Bursary Account General Provisions	8,185
902384 98504	Land Charges/Planning	20,000
902386 98504	CCTV	18,790
902388 98504	Head of Paid Service Advice	51,975
902392 98504	Climate Change Planning Policy	54,165
902403 98504	Corporate Training	83,100
904210 98504	CCR DLO Transformation	142,000
902430 98504	DLO Trading Account Reserve	569,004
902436 98504	Elections	45,000
902438 98504	Energy Efficiency Reserve	45,147
902439 98504	Environmental Services Staffing	10,000
902464 98504	Growth Point Funding (Revenue)	179,206
902467 98504	Healthy Workplace	28,032
902472 98504	Home Improvement Agency	192,091
902477 98504	Housing Enabling	622,511
902483 98504	HRA Heating Reserve	390,000
902487 98504	Self Insurance Fund	750,000
902501 98504	LABGI	423,013
902507 98504	Leasehold Schemes HRA Advanced Payments	9,639
902509 98504	Leisure Suspense Account	67,993
902514 98504	Local Plan Enquiry General Provisions	296,463
902519 98504	Market Closure Sales / Firepool	37,179
902529 98504	Nursery Review	7,637
902530 98504	Planning compensation	5,000
902541 98504	Planning Appeals (N Curry)	80,268
902542 98504	Planning Delivery Grant - Revenue	300,000
902554 98504	Development Advice	35,340
902558 98504	Restorative Justice	31,000
902597 98504	S151 Advice	15,900
902606 98504	Taunton Deane Community Sports Network	12,016
902618 98504	Travel Plan	20,186
902623 98504	Unison	10,000
902630 98504	Vivary Park Trading Account	16,769
902637 98504	White Lining	16,769



902644 98504	Works of Art and Public Arts Project	11,310
904245 98504	Habitat Regulations Research	16,670
904246 98504	Ethical Standards Governance Review	8,000
904247 98504	Asset Management - General Services Non-HRA	95,000
904248 98504	Civil Contingencies Fund	6,000
904249 98504	Housing Options Deposit Guarantee Scheme	16,930
904250 98504	Housing Loans to Private Sector Mortgagees	38,000
904252 98504	Big Lottery Fund	10,190
904253 98504	Deprivation Fund (PCT Contribution)	40,000
	Other minor reserves individually under £5k	24,733
<b>98504</b>	<b>Total Earmarked Reserves for Revenue Purposes</b>	<b><u>5,818,135</u></b>
<b>TOTAL ESTIMATED EARMARKED RESERVES AS AT 31/03/2011</b>		<b><u>6,088,845</u></b>

The estimated balances on these reserves are based on information received to date and are likely to change during the year end process.

## TAUNTON DEANE BOROUGH COUNCIL - DETAILS OF SAVINGS OPTIONS 2011/12

Theme Mgr	Ref	Portfolio	Service Area	Description	Value of Savings		1-Easy 3-Hard		Further Information
					£ 2011/12	£ 2012/13	Operational Difficulty	Public Acceptability	
SL	T1-01	Communications & Community Leadership	Strategy	<b>LDF Inspection Reserve</b> Stop transfer to reserve in 2011/12 for one year.	32,240	-32,240	1	1	The Reserve Balance is projected to be £328,000 in April 2011, which is considered sustainable.
RS	T1-02	Corporate Resources	Client & Contract Management	<b>Performance &amp; Client Operating Costs</b> Remove Technical Support and Publicity budgets, and reduce Stationery budget.	8,390		1	1	Budgets reductions are sustainable for current service requirements
RS	T1-03	Corporate Resources	Client & Contract Management	<b>Organisational Development (OD) Strategy</b> Reduce OD salary budget from £22,000 to £5,000. Remaining budget used for external advice/expertise.	17,000		1	1	Future strategy updates undertaken by strategic directors, with external expertise bought in as required. Retained HR Officer monitors delivery of OD Strategy & Plan.
RS	T1-04	Corporate Resources	Client & Contract Management	<b>HR Strategy Staffing Costs</b> Remove agency payments budget	3,260		1	1	Budget no longer required.
TM	T1-05	General Services	Legal & Democratic	<b>Cost of Democracy</b> Remove budgets for flowers/shrubs £2650 and Uniforms £700	3,350		1	1	Savings against budgets for: Flowers/shrubs by £1650 (leaving a budget of £1000; Uniforms by £700; other office costs by £1,000.
TM	T1-06	General Services	Legal & Democratic	<b>Cost of Democracy</b> Cancel printed yearbook and diary for Members <i>[This saving is not being included in the Proposed Budget]</i>	1,500		1	1	Key Dates and Contact information to be made available more efficiently e.g. via Members Portal.
TM	T1-07	General Services	Legal & Democratic	<b>Cost of Democracy</b> Move to daytime board/committee meetings	5,400		2	3	Direct Legal and Democratic Service savings related to moving to daytime meetings.
TM	T1-08	General Services	Legal & Democratic	<b>Democratic Services</b> Cancellation of various newspapers	400		1	1	Cancellation of various newspapers within Legal & Democratic Services, and use alternative news channels.
TM	T1-09	Corporate Resources	Legal & Democratic	<b>Mayoralty Costs</b> Reduction in use of the Sergeant of Mace.	3,000		1	2	Reduction in use of the Sergeant of Mace for Mayoral duties.
<b>Theme 1 Totals</b>					<b>74,540</b>	<b>-32,240</b>			

## TAUNTON DEANE BOROUGH COUNCIL - DETAILS OF SAVINGS OPTIONS 2011/12

Theme Mgr	Ref	Portfolio	Service Area	Description	Value of Savings		1-Easy 3-Hard		
					£ 2011/12	£ 2012/13	Operational Difficulty	Public Acceptability	Further Information
TB	T2-01	Economic Development & Arts	Economic Development & Regeneration	<b>Economic Development Service</b> Realignment of Economic Development budget to focus on agreed priorities	15,000		2	2	Focus on agreed priorities: 1. Building strong links with businesses in order to stimulate investment and growth; 2. Ensuring a skilled and entrepreneurial workforce, including addressing issues of unemployment within the Borough's more deprived communities; 3. Creating an attractive business environment and ensuring that the Borough has the necessary infrastructure that will enable investment.
TB	T2-02	Economic Development & Arts	Economic Development & Regeneration	<b>Taunton Town Centre Company</b> 10% reduction in contribution	5,000		1	2	Equivalent budget saving passed on to third party provider.
TB	T2-03	Economic Development & Arts	Economic Development & Regeneration	<b>Tourism</b> Reduce budget for tourism costs; retain £10k annual contribution to Somerset Tourism Partnership	10,000		1	2	TDBC will continue to commit to marketing Taunton Deane as part of Somerset to visitors and tourists, supporting and strengthening the Borough's tourism industry. Council has limited capacity to deliver tourism promotional work, so this reduction will not impact on service delivery.
TB	T2-04	Planning Policy & Transportation	Heritage & Landscape	<b>Conservation</b> Specialist conservation support to another Authority	8,000		2	1	This will involve TDBC providing Specialist Conservation support for one day per week via a Service Level Agreement.
TB	T2-05	Planning Policy & Transportation	Heritage & Landscape	<b>Quantock Hills AONB</b> Reduce contribution to service to £12,000	4,500		1	2	The reduction in funding would bring the contribution in line with that made to Blackdown Hills AONB.
TB	T2-06	Planning Policy & Transportation	Heritage & Landscape	<b>Somerset Waterways Management Partnership</b> Withdraw grant	3,000		1	2	Heritage and Landscape is not identified as a priority area for investment and whilst there are benefits from the work undertaken, its work is not directly supporting the Council's corporate priorities.
TB	T2-07	Planning Policy & Transportation	Heritage & Landscape	<b>Somerset Landscape Scheme</b> Withdraw funding	3,000		1	1	Contribution no longer required as scheme closed and is not directly linked to Council's corporate priorities
TB	T2-08	Planning Policy & Transportation	Heritage & Landscape	<b>Somerset Hedge Group</b> Withdraw funding	500		1	1	This funding is no longer seen as a priority for this Council as it is not directly linked to any of the Council's corporate priorities. Continue to provide officer support.
TB	T2-09	Planning Policy & Transportation	Heritage & Landscape	<b>Tree Warden Scheme</b> Withdraw funding	500		2	3	Supports Parish Councils to manage trees within their area. Whilst Landscape services have not been identified as a priority area for investment, this small grant represents good value for money.
<b>Theme 2 Totals</b>					<b>49,500</b>	<b>0</b>			

## TAUNTON DEANE BOROUGH COUNCIL - DETAILS OF SAVINGS OPTIONS 2011/12

Theme Mgr					Value of Savings		1-Easy 3-Hard		
	Ref	Portfolio	Service Area	Description	£	£	Operational Difficulty	Public Acceptability	Further Information
					2011/12	2012/13			
CH	T3-01	Environmental Services	DLO Highways & Cleansing	<b>Public Conveniences - West Somerset Railway</b> (Bishops Lydeard) Income from WSR towards running cost of public toilet facility	5,250		1	1	The facility is positioned right next to the West Somerset Railway and would appear to only be used visitors to this attraction. Contributions to this service are expected to start in January 2011
CH	T3-02	Environmental Services	DLO Highways & Cleansing	<b>Public Conveniences</b> Reduce frequency of cleansing routine across whole stock, and reduce Cleaner team from 3 staff to 2.	25,000		2	3	One post currently filled on agency basis. The scale of saving is dependent on closure of some toilets (options below) so that work scheduling and staff deployment is optimised. This could lead to an increase in complaints.
CH	T3-03	Environmental Services	DLO Highways & Cleansing	<b>Public Conveniences</b> Close public toilets at Milverton Recreation Ground and Creedwell Orchard, and dispose of buildings.	2,500		1	3	Public concern over the closure of these facilities is likely, saving will only be fully realised if we are able to dispose of the buildings as the Authority will remain responsible for their upkeep otherwise.
CH	T3-04	Environmental Services	DLO Highways & Cleansing	<b>Public Conveniences</b> Reduce budget for building repairs	10,000		1	2	Considered sustainable based on current stock condition.
CH	T3-05	Environmental Services	DLO Parks & Grounds Maintenance	<b>DLO Management Costs</b> Efficiency introduced through Internal Transformation interim management restructure.	65,000		1	1	Interim structure results in vacant posts thus reducing DLO overheads (a proportion of this may benefit the HRA).
CH	T3-06	Environmental Services	DLO Parks & Grounds Maintenance	<b>Highways - Grass Cutting</b> Hand back highways grass cutting to Somerset County Council.		8,000	3	3	Full savings not available until 2012/13 due to notice period. Net savings from reduced costs (£20k) less income (£12k).
CH	T3-07	Sports, Parks & Leisure	DLO Parks & Grounds Maintenance	<b>Car Parking Charges</b> Introduce charging at Courtlands Road, Wellington	14,000		2	3	Free public parking is currently available. This option would incur some initial set up costs and ongoing operating costs (cash collection, enforcement).
CH	T3-08	Sports, Parks & Leisure	DLO Parks & Grounds Maintenance	<b>Parks and Open Spaces - Bedding Plants</b> Reduce bedding planted areas and replace with lower maintenance surface.	15,000	5,000	3	3	For the DLO this would require a reduction in agency staff for annual bedding planting, and would reduce income to the Nursery with fewer plants bought by TDBC Parks service. This will have an effect on our ability to be as successful in Britain in Bloom.
CH	T3-09	Sports, Parks & Leisure	DLO Parks & Grounds Maintenance	<b>Parks and Open Spaces - Shrub beds</b> Replace some shrub beds with a lower maintenance surface	5,000	5,000	2	2	For the DLO this would be achievable by reducing use of agency staff associated with shrub bed maintenance.
CH	T3-10	Sports, Parks & Leisure	DLO Parks & Grounds Maintenance	<b>Tree Maintenance</b> Reduce tree maintenance works, focussing on urgent works and health and safety interventions	20,000		2	2	For the DLO this is achievable by reducing the team of tree surgeons from 6 to 5, by not filling a vacancy following a retirement. There is a risk that reduced proactive maintenance may lead to greater demand for urgent works or interventions.

## TAUNTON DEANE BOROUGH COUNCIL - DETAILS OF SAVINGS OPTIONS 2011/12

Theme Mgr	Ref	Portfolio	Service Area	Description	Value of Savings		1-Easy 3-Hard		Further Information
					£ 2011/12	£ 2012/13	Operational Difficulty	Public Acceptability	
<b>Theme 3 Totals</b>					<b>161,750</b>	<b>18,000</b>			
JB	T4-01	Communications & Community Leadership	Community Projects	<b>Youth Initiatives Fund</b> Remove one-off allocation from Youth Initiatives Fund	5,000		1	3	The budget in 2010/11 included £15k as a one-year approval. £10k falls out as it was a one-off use of reserves. This items removes the remaining one-year allocation from the Base Budget, leaving £15k as the budget for 11/12 funded by Special Expenses Rate.
JB	T4-02	Communications & Community Leadership	Community Safety	<b>Contribution to Police Authority</b> Removal of funding equivalent to one PCSO	29,500		1	2	Removal of TDBC contribution that effectively funds one PCSO out of the high number of PCSO's directly funded by the police. Not a core funding requirement for TDBC.
JB	T4-03	Communications & Community Leadership	Community Safety	<b>Community Safety - CCTV</b> <i>[Saving amount on top of T4-04 below]</i> Reduction in funding and /or coverage of CCTV by 10%	10,940		1	3	Reduce CCTV coverage by 10%. Current stock = 60 cameras. Reduction would be carefully targeted to lower risk areas.
JB	T4-04	Communications & Community Leadership	Community Safety	<b>Community Safety - CCTV</b> <i>[See also T4-03 above]</i> Reduction in coverage of CCTV	11,660		1	1	Reduce CCTV coverage in Multi Storey Car Park when closed at night.
JB	T4-05	Economic Development & Arts	Community Projects	<b>Discretionary Arts Grants</b> Reduction in annual Arts Grant budget	15,010		1	2	This is funding for project activities that organisations currently bid for and are awarded at the Council's discretion. This reduction would result in the budget standing at £20,000.
JB	T4-06	Environmental Services	Cemeteries & Crematoria	<b>Crematorium and Cemeteries Service</b> Workforce restructuring	37,000		1	1	Service restructure is progressing following Portfolio Holder agreement. New structure will be operational this year.
JB	T4-07	General Services	Various	<b>Core Council Review - Theme 4</b> Savings on staff costs higher than previously estimated	50,280		1	1	Some of the CCR changes arose after the 2010/11 Budget was approved. These surplus savings can be taken from the Base Budget in 2011/12.
JB	T4-08	Sports, Parks & Leisure	Sports Development	<b>Tone Leisure</b> Reduction in annual Contribution to Tone Leisure	45,000		2	1	Approximately 10% reduction in contribution. Tone Leisure are actively reviewing opportunities to reduce costs/raise income to meet this target including increasing fees and charges by an average of 2.9% and reviewing their management structure.

## TAUNTON DEANE BOROUGH COUNCIL - DETAILS OF SAVINGS OPTIONS 2011/12

Theme Mgr	Ref	Portfolio	Service Area	Description	Value of Savings		1-Easy 3-Hard		Further Information
					£ 2011/12	£ 2012/13	Operational Difficulty	Public Acceptability	
JB	T4-09	Planning Policy & Transportation	Community Projects	<b>Concessionary Taxi Voucher Scheme</b> <i>[Saving amount on top of T4-10 below]</i> Cancellation of the scheme with no investment in alternative to concessionary bus travel	30,000		1	3	Statutory Concessionary Travel responsibility transfers to SCC from April 2011. This discretionary Voucher Scheme (administered by SCC for TDBC), should it continue, will need to be re-cast for next year due to changes in legislation and this will result in significant work to change. In view of transfer of the statutory scheme, the removal of this discretionary scheme is considered appropriate at this time.
JB	T4-10	Planning Policy & Transportation	Community Projects	<b>Concessionary Taxi Voucher Scheme</b> <i>[See also T4-09 above]</i> Cancellation of the scheme and enhance alternative provision for vulnerable people.	42,000		1	2	Statutory Concessionary Travel responsibility transfers to SCC from April 2011. This discretionary Voucher Scheme (administered by SCC for TDBC), should it continue, will need to be re-cast for next year due to changes in legislation and this will result in significant work to change. In view of transfer of the statutory scheme, the removal of this discretionary scheme is considered appropriate at this time, with a contribution for an extension of the Slinky bus service for vulnerable people to provide a more comprehensive service to rural areas where "public transport" is not available.
<b>Theme 4 Totals</b>					<b>276,390</b>	<b>0</b>			
PJ	T5-01	Corporate Resources	Corporate Management	<b>Use of Earmarked Reserves</b> Use of HPDG Earmarked Reserves to fund Director support for Project Taunton and Growth agenda in 2011/12 (One-off item)	77,900	-77,900	1	1	This represents judicious one-off use of accumulated HPDG funds to reflect Directors' focus on Project Taunton and Growth priorities.
PJ	T5-02	Corporate Resources	Corporate Management	<b>Corporate Management Costs</b> Updated assessment of the HRA share of Corporate Management and DLO Transformation Costs	154,000	-22,000	1	1	The HRA share of corporate management costs has been reassessed to reflect updated estimates of current and planned leadership focus on the HRA, and the HRA's share of one-off DLO Transformation costs.
<b>Theme 5 Totals</b>					<b>231,900</b>	<b>-99,900</b>			
SA	TC-01	Corporate Resources	Other Operating Costs	<b>Revenue Funding of Capital Projects</b> Managed reduction of capital programme to remove requirement for revenue funding of recurring schemes	190,000	-190,000	2	2	Removal of revenue contribution for one year through a managed reduction in the capital programme and/or use of alternative capital resources.
<b>Other Items Total</b>					<b>190,000</b>	<b>-190,000</b>			
<b>GRAND TOTALS</b>					<b>984,080</b>	<b>-304,140</b>			

## TAUNTON DEANE BOROUGH COUNCIL - DETAILS OF SAVINGS OPTIONS 2011/12

Theme Mgr	Ref	Portfolio	Service Area	Description	Value of Savings		1-Easy 3-Hard			
					£ 2011/12	£ 2012/13	Operational Difficulty	Public Acceptability	Further Information	
					<b>Operational Difficulty</b>					
					1	641,180	-132,140			
					2	327,900	-185,000			
					3	15,000	13,000			
						<u>984,080</u>	<u>-304,140</u>			
					<b>Public Acceptability</b>					
					1	523,730	-132,140			
					2	352,010	-185,000			
					3	108,340	13,000			
						<u>984,080</u>	<u>-304,140</u>			

## APPENDIX H

### EQUALITY AND FAIRNESS IMPLICATIONS – NON-CONFIDENTIAL SAVINGS PLANS

#### Taunton Deane Borough Council - Details of Savings Options 2011/2012 Equality and Fairness Implications

Ref	Service Area	Description	Equality Impact Assessment
T1-01	Strategy	LDF Inspection Reserve	After initial screening no Equality Impacts were identified for any specific group.
T1-02	Client and Contract Management	Performance and Client Operating Costs	No change in current service level. Resources will move within the team to meet priorities. No disproportionate impact on any group, impacts all equally.
T1-03	Client and Contract Management	Organisational Development Strategy	The OD strategy and Plan will be monitored by the retained HR Officer to ensure delivery meets the required Equality Legislation to remove inequalities for staff where they have been identified.
T1-04	Client and Contract Management	HR Strategy Staffing Costs	No changes in current service level as no agency staff have been employed. No disproportionate impact on any group.
T1-05	Legal and Democratic	Cost of Democracy	After initial screening no Equality Impacts were identified for any specific group.
T1-06	Legal and Democratic	Cost of Democracy	After initial screening no Equality Impacts were identified for any specific group.
T1-07	Legal and Democratic	Cost of Democracy	After initial screening no Equality Impacts were identified for any specific group.
T1-08	Legal and Democratic	Democratic Services	After initial screening no Equality Impacts were identified for any specific group.
T1-09	Legal and Democratic	Mayoralty Costs	After initial screening no Equality Impacts were identified for any specific group.
T2-01	Economic Development and Regeneration	Economic Development Service	See Full Equality Impact Assessment following this summary.
T2-02	Economic Development and Regeneration	Taunton Town Centre Company	See Full Equality Impact Assessment following this summary.
T2-03	Economic Development and Regeneration	Tourism	See Full Equality Impact Assessment following this summary.



T2-04	Heritage and Landscape	Conservation	Somerset County Council have cut this service entirely. The contribution from TDBC is no longer required. The responsibility for Impact Assessing this service cut lies with SCC..
T2-05	Heritage and Landscape	Quantock Hills AONB	No disproportionate impact on any group has been identified, impacts all groups equally.
T2-06	Heritage and Landscape	Somerset Waterways Management Partnership	No disproportionate impact on any group has been identified, impacts all groups equally.
T2-07	Heritage and Landscape	Somerset Landscape Scheme	No disproportionate impact on any group has been identified, impacts all groups equally.
T2-08	Heritage and Landscape	Somerset Hedge Group	No disproportionate impact on any group has been identified, impacts all groups equally.
T2-09	Heritage and Landscape	Tree Warden Scheme	No disproportionate impact on any group has been identified, impacts all groups equally.
T3-01	DLO Highways and Cleansing	Public Conveniences - West Somerset Railway	No cut in service provision therefore no disproportionate impact on any group
T3-02	DLO Highways and Cleansing	Public Conveniences (cleansing)	No EIA form has been completed for this saving as Executive are not minded to take this saving and therefore there will be no disproportionate impact on any group
T3-03	DLO Highways and Cleansing	Public Conveniences (closure)	No EIA form has been completed for this saving as Executive are not minded to take this saving and therefore there will be no disproportionate impact on any group
T3-04	DLO Highways and Cleansing	Public Conveniences (building repairs)	See Full Equality Impact Assessment following this summary.
T3-05	DLO Parks and Grounds Maintenance	DLO Management Costs	See Full Equality Impact Assessment following this summary.
T3-06	DLO Parks and Grounds Maintenance	Grass Cutting	No EIA form has been completed for this saving as Executive are not minded to take this saving and therefore there will be no disproportionate impact on any group
T3-07	DLO Parks and Grounds Maintenance	Car Parking Charges	No EIA form has been completed for this saving as Executive are not minded to take this saving and therefore there will be no disproportionate impact on any group
T3-08	DLO Parks and Grounds Maintenance	Parks and Open Spaces - Bedding Plants	No EIA form has been completed for this saving as Executive are not minded to take this saving and therefore there will be no disproportionate impact on any group

T3-09	DLO Parks and Grounds Maintenance	Parks and Open Spaces - Shrub beds	See Full Equality Impact Assessment following this summary.
T3-10	DLO Parks and Grounds Maintenance	Tree Maintenance	See Full Equality Impact Assessment following this summary.
T4-01	Community Development	Youth Initiatives Fund	See Full Equality Impact Assessment following this summary.
T4-02	Community Development	Contribution to Police Authority	Reduction should not have a disproportionate effect on any particular group; the Police Authority will continue to prioritise responses and deploy PCSOs where necessary, including disadvantaged groups such as youth.
T4-03	Community Development	CCTV - 10% reduction	No EIA form has been completed for this saving as Executive are not minded to take this saving and therefore there will be no disproportionate impact on any group
T4-04	Community Development	CCTV - Multi Storey Car Park	No disproportionate impact. The CCTV will be switched off as car park closes at 9pm and therefore will not be in use by any member of the public at this time. To mitigate any impacts the CCTV can be immediately switched on if any issues arise
T4-05	Community Development	Discretionary Arts Grants	No disproportionate impact on any group has been identified, impacts all groups equally. The remaining funding is open to all groups equally.
T4-06	Cemetry and Crematoria	Crematorium and Cemeteries Service	This restructure will not result in a change to the current service level. Resources will move within the team to meet priorities. No disproportionate impact on any group, impacts all equally.
T4-07	General	Core Council Review - Theme 4	No disproportionate impact on any group has been identified. This saving is an accounting issue and does not change any of the services that are being delivered.
T4-08	Community Development	Tone Leisure	See Full Equality Impact Assessment following this summary.
T4-09	Car Parking	Concessionary Taxi Voucher Scheme (cancel scheme no alternative)	See Full Equality Impact Assessment following this summary.
T4-10	Car Parking	Concessionary Taxi Voucher Scheme (cancel scheme with alternative)	See Full Equality Impact Assessment following this summary.
T5-01	Corporate Management	Use of earmarked reserves	No change in current service level. Funding will be found from the HPDG earmarked reserve other than Council Tax.

T5-02	Corporate Management	Corporate Management Costs	No change in current service level. This change is an accounting entry only.
TC-01	Corporate Management	Revenue Funding of Capital Projects	This change is an accounting entry only to remove the RCCO. See separate EIA forms for other capital projects.
Other 1	Cost Increase	Inflation (including contract inflation)	Any budgets that have inflation added to them do not disproportionately disadvantage any group. Inflation affects everybody equally. Any savings that need to be made to cover this additional funding are considered separately from this item.
Other 2	Reduction in HB and CTB Admin Grant	Reduction in HB and CTB Admin Grant	HB and CTB payments are not affected by this. Any savings that need to be made to cover this additional funding are considered separately from this item.
Other 3	Area Based Grant	Area Based Grant	Any savings that need to be made to cover this additional funding are considered separately from this item.
Other 4		Repayment of capital debt (MRP)	This is an accounting entry. Any savings that need to be made to cover this additional funding are considered separately from this item.
Other 5		Reduced contribution from Dean Helpline	Any savings that need to be made to cover this additional funding are considered separately from this item.
Other 6	Fees and Charges	Cemeteries and Crematorium	No particular group will be disadvantaged. All groups including all religious faiths and beliefs are equally affected.
	Fees and Charges	Waste Services	No particular group will be disadvantaged. All groups including all religious faiths and beliefs are equally affected.
	Fees and Charges	Housing and Deane Helpline	Housing increases are inflationary and do not disproportionately disadvantage any group. <b>Please see following EIA for Deane Helpline increase</b>
	Fees and Charges	Planning Advice	<b>See Full Equality Impact Assessment following this summary.</b>
	Fees and Charges	Licensing Fees	No particular group will be disadvantaged. All groups including all religious faiths and beliefs are equally affected.
	Fees and Charges	Car Parking Fees	No one particular group is adversely affected by these increases therefore no EIA form has been completed as all people are affected equally.

	Fees and Charges	Summonses and liability orders for non-payment of Council Tax and Business Rates	Although there is no monitoring at present, it is likely that people with disabilities and those in ethnic minorities are likely to be over-represented in low-income groups. Therefore, they are more likely to receive Council Tax Benefit. People getting full Council Tax Benefit will not be summonsed because the benefit they receive covers their liability. The Revenues & Benefits Service has robust procedures to identify those who may be “vulnerable” and their circumstances will be individually case managed
Other 7		Priority Area Strategy Community Engagement Process	See Full Equality Impact Assessment following this summary.
Other 8		Funding for Priority Area Strategy – Project Delivery	See Full Equality Impact Assessment following this summary.

## Impact Assessment form and action table

What are you completing this impact assessment for? E.g. policy, service area	<b>Economic Development Funding Reductions 2011/12</b>
<b>Section One – Aims and objectives of the policy /service</b>	
To achieve the strategic objectives in the current Economic Development Strategy, the Economic Development Service will focus its resources upon delivering three themes: Theme 1 ‘Stimulating Business Investment and Growth’, Theme 2 ‘Ensuring a Skilled and Entrepreneurial Workforce’ and Theme 3 ‘Creating an attractive business environment’. The services we are proposing to cut in 2011/12 are Tourism Development (reduced funding), Town Centre Management (reduced funding), Shop front grants in Wiveliscombe and Wellington (stop altogether), Support for rural business investment (reduced funding), and the deletion of 1 x part time vacant Lead post from the staffing structure.	
<b>Section two – Groups that the policy or service is targeted at</b>	
Ultimately the affected services are for the benefit of everyone who works locally, owns and runs a local business, visits the borough, and otherwise depends on the health of Taunton’s economy.	
<b>Section three – Groups that the policy or service is delivered by</b>	
TDBC’s Economic Development Unit and Partner Organisations.	
<b>Section four – Evidence and Data used for assessment</b>	
Conversations with Service Leads of affected services.	
<b>Section Five - Conclusions drawn about the impact of service/policy/function on different groups highlighting negative impact or unequal outcomes</b>	
<p>Tourism Development (reduced funding) – the TIC will no longer have the resources to provide any printed material for visitors and local residents and will have to rely upon the website or other partners for any print. Therefore we are discriminating against those who don’t have access to a computer or partner’s resources.</p> <p>The Ec Dev Unit will be working with other partners in the hope that some promotional material can still be made available to customers and visitors. TDBC has a policy that all key documents and legal information will be offered and provided if necessary in an alternative format. TIC material may not be classed as a key document and therefore we would not be contravening our policy if we did not provide the information in alternative formats. There have been three requests for translated documents during the last financial year, therefore as demand is low for written translated information we will continue to help people with additional needs verbally.</p> <p>Town Centre Management (reduced funding) – no negative impact on any particular group.</p> <p>Shop front grants in Wiveliscombe and Wellington (stop altogether) – no negative impact as grants focus on aesthetics rather than accessibility.</p> <p>Support for rural business investment (reduced funding) – no negative impact on any particular group.</p>	
<b>Section six – Examples of best practise</b>	

Signed: Person/Manager completed by		Signed: Group Manager/Director	
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**T2-01, T2-02, T2-03**

### Impact Assessment form and action table

What are you completing this impact assessment for? E.g. policy, service area	<b>Public toilet maintenance budget reduction. (Client budget)</b>
<b>Section One – Aims and objectives of the policy /service</b>	
<p>TDBC provide public toilets across the Borough, the vast majority of these facilities have been adapted under the disability discrimination act to ensure the access is not inhibited to a wide range of users. The alteration proposed in this case is a £10k reduction to the buildings maintenance budget for the public toilets. This section of the budget is mainly used in cases of vandalism.</p>	
<b>Section two – Groups that the policy or service is targeted at</b>	
<p>All members of the community have access to these facilities, although specially adapted facilities are available for the disabled. These disabled facilities are designed to be larger than the average toilets with additional hand rails supports and alarms in place. All members of the public may be equally effected by the reduction in this budget, however it is considered unlikely that this will be realised unless a significant deterioration in the buildings occur or a rise in vandalism. It is impossible to predict vandalism on these facilities.</p>	
<b>Section three – Groups that the policy or service is delivered by</b>	
<p>The maintenance service is mainly delivered by the in house contractor (Deane DLO).</p>	
<b>Section four – Evidence and Data used for assessment</b>	
<p>The proposed reduction in the budget was left unspent in last year's budget. This does not represent a reduction in service provision from last year as this element was unused.</p>	
<b>Section Five - Conclusions drawn about the impact of service/policy/function on different groups highlighting negative impact or unequal outcomes</b>	
<p>It is hoped that little or no detrimental effect to end users will be identified as a result of these changes subject to changes highlighted in section two. Risk that if vandalism were to increase significantly these facilities may become less desirable for members of the public. This may have a higher impact on those with disabilities and have an immediate need for public toilet facilities.</p>	
<b>Section six – Examples of best practise</b>	
<p>Alternative public toilet delivery models have been considered. Any significant expenditure caused by the items noted in section two would now require a capital bid application should they occur.</p>	

Signed: Person/Manager completed by	Chris Hall	Signed: Group Manager/Director	Brian Gibbs
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Impact Assessment Issues and Actions table						
Service area	Public Toilets			Date		
Identified issue drawn from your conclusions	Groups affected	Actions needed – how will your service or policy be amended	Who is responsible	By when	Is a monitoring system required	Expected outcomes from carrying out actions
<b>Knowing our Communities, engagement and satisfaction</b>						
Few anticipated issues under current circumstances	All	No actions required as money was unspent in previous years	Chris Hall	N/A	Consideration will need to be given to a capital bid should the situation change	No detrimental effects are anticipated with the exception of items noted in section two
<b>Responsive services and customer care</b>						
Few anticipated issues under current circumstances	All	No actions required as money was unspent in previous years	Chris Hall	N/A	Consideration will need to be given to a capital bid should the situation change	No detrimental effects are anticipated with the exception of items noted in section two
<b>Place shaping, leadership and partnerships</b>						
<b>A modern and diverse workforce</b>						



### Impact Assessment form and action table

What are you completing this impact assessment for? E.g. policy, service area	<b>DLO Management restructure</b>
<b>Section One – Aims and objectives of the policy /service</b>	
The DLO are the contracting arm of TDBC, we provide a wide range of service to various areas of the Council and to external clients. The management restructure will allow us to produce efficiency savings for the Authority whilst not cutting direct services.	
<b>Section two – Groups that the policy or service is targeted at</b>	
The work of the DLO has the potential to come into contact with all groups within the community, however the changes proposed offer a more streamlined approach to management and have little noticeable effect on the groups receiving those services.	
<b>Section three – Groups that the policy or service is delivered by</b>	
The DLO has previously had three equal managers responsible for the three key areas of service delivery, Parks, Highways and Cleansing, and Building Maintenance. These changes fall inline with other themes of the Council by having a single identifiable manager (Theme Manager) responsible for all delivery.	
<b>Section four – Evidence and Data used for assessment</b>	
As these roles relate to management of the service rather than direct delivery, and as we have been able to plan for some of these changes through succession planning making a resilient alternative structure, there is little evidence to suggest that a detrimental effect will be realised by service users.	
<b>Section Five - Conclusions drawn about the impact of service/policy/function on different groups highlighting negative impact or unequal outcomes</b>	
It is anticipated that little or no detrimental effect to end users will be identified as a result of these changes.	
<b>Section six – Examples of best practise</b>	
It makes good commercial sense to reduce the cost associated with none delivery or revenue generating elements of the DLO, an alternative structure has been put in place demonstrating continuity of services as well as ongoing support for the larger transformation Project.	

Signed: Person/Manager completed by	Chris Hall	Signed: Group Manager/Director	Brian Gibbs
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<b>Impact Assessment Issues and Actions table</b>						
Service area				Date		
<b>Identified issue drawn from your conclusions</b>	<b>Groups affected</b>	<b>Actions needed – how will your service or policy be amended</b>	<b>Who is responsible</b>	<b>By when</b>	<b>Is a monitoring system required</b>	<b>Expected outcomes from carrying out actions</b>
<b>Knowing our Communities, engagement and satisfaction</b>						
<b>Responsive services and customer care</b>						
<b>Place shaping, leadership and partnerships</b>						
<b>A modern and diverse workforce</b>						

### Impact Assessment form and action table

What are you completing this impact assessment for? E.g. policy, service area	<b>Shrub bed maintenance reduction. (Client budget)</b>
<b>Section One – Aims and objectives of the policy /service</b>	
TDBC maintain the shrub beds in various public areas of the Borough, this proposal would see a small reduction in the maintenance budget and a move for some shrub beds to be grassed over.	
<b>Section two – Groups that the policy or service is targeted at</b>	
All members of the public.	
<b>Section three – Groups that the policy or service is delivered by</b>	
Maintenance service is delivered by the in house contractor (Deane DLO).	
<b>Section four – Evidence and Data used for assessment</b>	
Various consultations with the public and Council Equality Forums have indicated that the appearance of the Borough is important to those that live and work within The Deane.	
<b>Section Five - Conclusions drawn about the impact of service/policy/function on different groups highlighting negative impact or unequal outcomes</b>	
The appearance of the Borough in these specific areas will change. All members of the community have equal opportunity to notice these alterations. No equality group will be disproportionately disadvantaged by these changes.	
<b>Section six – Examples of best practise</b>	
This alteration does not have any specific examples of best practice but does achieve the cost saving objective whilst not disadvantaging any group.	

Signed: Person/Manager completed by	Chris Hall	Signed: Group Manager/Director	Brian Gibbs
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<b>Impact Assessment Issues and Actions table</b>						
Service area				Date		
<b>Identified issue drawn from your conclusions</b>	<b>Groups affected</b>	<b>Actions needed – how will your service or policy be amended</b>	<b>Who is responsible</b>	<b>By when</b>	<b>Is a monitoring system required</b>	<b>Expected outcomes from carrying out actions</b>
<b>Knowing our Communities, engagement and satisfaction</b>						
<b>Responsive services and customer care</b>						
<b>Place shaping, leadership and partnerships</b>						
<b>A modern and diverse workforce</b>						

### Impact Assessment form and action table

What are you completing this impact assessment for? E.g. policy, service area	<b>Tree maintenance budget reduction. (Client budget)</b>
<b>Section One – Aims and objectives of the policy /service</b>	
TDBC is responsible for the maintenance of all trees on public open spaces and other land owned by the Authority. The alteration reduces the maintenance budget for this service.	
<b>Section two – Groups that the policy or service is targeted at</b>	
.All members of the public are affected by this change.	
<b>Section three – Groups that the policy or service is delivered by</b>	
Service is delivered by the in house contractor (Deane DLO).	
<b>Section four – Evidence and Data used for assessment</b>	
Various consultations with the public and Council Equality Forums have indicated that the appearance of the Borough is important to those that live and work within The Deane, including flora and fauna.	
<b>Section Five - Conclusions drawn about the impact of service/policy/function on different groups highlighting negative impact or unequal outcomes</b>	
It is anticipated that only tree appearance will differ as budget and work is prioritised to ensure health and safety compliance.	
All members of the community have equal opportunity to be effected by these alterations although there are not considered to be any risk related issues as a result of these changes. The in house contractor (Deane DLO) will work with the client to manage the reduction by prioritising work	
<b>Section six – Examples of best practise</b>	
As the Authority are responsible for the safety of these trees this area of spend will be prioritised.	

Signed: Person/Manager completed by	Chris Hall	Signed: Group Manager/Director	Brian Gibbs
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Impact Assessment Issues and Actions table						
Service area				Date		
Identified issue drawn from your conclusions	Groups affected	Actions needed – how will your service or policy be amended	Who is responsible	By when	Is a monitoring system required	Expected outcomes from carrying out actions
<b>Knowing our Communities, engagement and satisfaction</b>						
Few anticipated issues other than appearance under current circumstances	All	Work with contractor to best deliver service	Brian Gibbs	N/A	Existing system for monitoring tree safety will remain	
<b>Responsive services and customer care</b>						
Few anticipated issues under current circumstances	All	Work with contractor to best deliver service	Brian Gibbs	N/A	Existing system for monitoring tree safety will remain	
<b>Place shaping, leadership and partnerships</b>						
<b>A modern and diverse workforce</b>						

### Impact Assessment form and action table

What are you completing this impact assessment for? E.g. policy, service area	<b>Youth Initiatives Fund</b>
<b>Section One – Aims and objectives of the policy /service</b>	
To provide a fund to underpin work with young people within the Borough.	
<b>Section two – Groups that the policy or service is targeted at</b>	
There is particular emphasis on those young people at risk of offending or from deprived wards.	
<b>Section three – Groups that the policy or service is delivered by</b>	
The fund is administered by the community development team, the community leadership portfolio holder makes decisions on the spend with advice from representatives of the Youth Liaison Panel and the Taunton Unparished Fund. The projects are then delivered within the community by various groups from Local Action Teams to Youth Clubs.	
<b>Section four – Evidence and Data used for assessment</b>	
Evidence for funding is gained from an application process, with guidance notes. Assessment is based on details given in the application allied to our knowledge of areas of deprivation.	
<b>Section Five - Conclusions drawn about the impact of service/policy/function on different groups highlighting negative impact or unequal outcomes</b>	
<p>The fund is open to all, providing that it has a youth focus. Corporately, there is a need to be aware of the focus on young people and that there are not similar funds for different characteristics within the equalities spectrum. There is a possibility that those with language difficulties or from minority groups are unaware of the funding or could feel unable to apply for it. We have tried to mitigate that by being personally available to help with individual applications if required. In addition, by advertising through all councillors and not in the widest media, we could have excluded groups that councillors are not in contact with. Ironically, since councillors' focus is necessarily on those of voting age, this could include some young people's groups.</p> <p>Reduction of this funding could inhibit community groups from delivering projects, especially those in rural and deprived areas where statistically youth offending is higher due to a lack of youth diversionary projects. The reduction of this funding could therefore affect young people, all local residents and those from vulnerable groups who may have an increased fear of crime.</p> <p>Young people may also be at risk of the knock on effects of reduction to this funding. Less engaging and educational activities for young people could affect morale of young people and</p>	

potentially affect social awareness and educational attainment.

To mitigate these potential impacts the Community Development Service will continue to work closely with local community groups supporting them in obtaining funding through other sources and will continue to signpost to Grantfinder. We will also continue to work closely with partner agencies and the voluntary sector to support projects wherever possible.

**Section six – Examples of best practise**

Best practice in this case comes from a project in North Taunton where the Councillor concerned is aware of the needs of the group in advance, has made other people aware of their aspirations and has successfully involved other funding streams to get more from this project. This has involved liaison with the youth group, with the Academy, with other projects across different equalities characteristics and with other Councillors.

Signed: Person/Manager completed by	Scott Weetch  Community Development Lead  6/1/11	Signed: Group Manager/Director	
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<b>Impact Assessment Issues and Actions table</b>						
Service area				Date		
<b>Identified issue drawn from your conclusions</b>	<b>Groups affected</b>	<b>Actions needed – how will your service or policy be amended</b>	<b>Who is responsible</b>	<b>By when</b>	<b>Is a monitoring system required</b>	<b>Expected outcomes from carrying out actions</b>
<b>Knowing our Communities, engagement and satisfaction</b>						
<b>Responsive services and customer care</b>						
<b>Place shaping, leadership and partnerships</b>						
<b>A modern and diverse workforce</b>						

### Impact Assessment form and action table

What are you completing this impact assessment for? E.g. policy, service area	<b>Tone Leisure Grant</b>
<b>Section One – Aims and objectives of the policy /service</b>	
The delivery of leisure facilities for the borough with the aim of improving community activity, health and wellbeing. Tone Leisure also focus on specific issues such as reducing crime and on improving health for the young, elderly and inactive.	
<b>Section two – Groups that the policy or service is targeted at</b>	
The public in general, but with specific schemes being focused on the young, elderly and inactive.	
<b>Section three – Groups that the policy or service is delivered by</b>	
Leisure facilities are delivered by the Tone Leisure charitable trust, which is part funded by the Council.	
<b>Section four – Evidence and Data used for assessment</b>	
Information supplied by Tone Leisure	
<b>Section Five - Conclusions drawn about the impact of service/policy/function on different groups highlighting negative impact or unequal outcomes</b>	
The reduction in grant is anticipated to have no impact upon the recipients of the leisure services as Tone Leisure intend to make the savings through a range of initiatives, including restructures, which do not affect front line service delivery.	
<b>Section six – Examples of best practise</b>	

Signed: Person/Manager completed by	Richard Sealy  Performance & Client Manager  27 Jan 2011	Signed: Group Manager/Director	
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<b>Impact Assessment Issues and Actions table</b>						
Service area				Date		
<b>Identified issue drawn from your conclusions</b>	<b>Groups affected</b>	<b>Actions needed – how will your service or policy be amended</b>	<b>Who is responsible</b>	<b>By when</b>	<b>Is a monitoring system required</b>	<b>Expected outcomes from carrying out actions</b>
<b>Knowing our Communities, engagement and satisfaction</b>						
<b>Responsive services and customer care</b>						
<b>Place shaping, leadership and partnerships</b>						
<b>A modern and diverse workforce</b>						

## Impact Assessment Form

What are you completing this impact assessment for? E.g. policy, service area	<b>Concessionary Travel Vouchers</b>		
<b>Section One – Aims and objectives of the policy /service</b>			
To provide a concessionary funding stream for access to public transport (buses and taxis) as an alternative to the national Bus Pass and for additional groups.			
<b>Section two – Groups that the policy or service is targeted at</b>			
The concession is available to			
<ul style="list-style-type: none"> <li>• Anyone over the age of 60 on Pension Credit</li> <li>• Anyone over the age of 5 years suffering from a long term disability</li> </ul>			
<b>Section three – Groups that the policy or service is delivered by</b>			
The service is administered by the Parking & Civil Contingencies Manager but delivered by admin staff employed by Transporting Somerset (SCC). Voucher books are issued by post.			
<b>Section four – Evidence and Data used for assessment</b>			
Details of all voucher applicants are held on a central database. The database (Nov 2010) holds 1785 records. This includes around 600 individuals in residential homes. Fewer than 100 voucher holders are under pensionable age. Around 50% have disabilities. Two thirds are female, one third male. Two thirds also hold Companion Vouchers.			
Postcode analysis shows	TA1	39.9%	
	TA2	25.7%	
	TA3	7.6%	
	TA4	6.2%	
	TA21	20.4%	
<b>Section Five - Conclusions drawn about the impact of service/policy/function on different groups highlighting negative impact or unequal outcomes</b>			
The service is non-statutory and provided at the discretion of the Council. Nearly all voucher holders qualify for the national Bus Pass scheme. Withdrawal of funding will affect the groups to which it is available.			
The voucher option appears to be taken up largely by those for whom regular public transport is not convenient or those needing assistance to make journeys. Withdrawal of funding will have a negative effect on those who can not take up the Bus Pass option.			
The number of voucher holders is a small percentage of those eligible for the statutory national Bus Pass scheme.			
The impact of the negative effect could be dampened by additional funding for Slinky Bus services should that option be pursued.			
<b>Section six – Examples of best practise</b>			
Not relevant for this exercise.			

Signed: Person/Manager completed by	John Lewis Parking & Civil Contingencies Manager 11.01.11	Signed: Group Manager/Director	
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## Impact Assessment form and action table

What are you completing this impact assessment for? E.g. policy, service area	Price increases for Deane Helpline
<b>Section One – Aims and objectives of the policy /service</b>	
<p><b>To increase Lifeline charges in line with other providers in the area for new Service Users from 1<sup>st</sup> November 2010.</b></p> <p>Details of new prices attached. To protect the customer base, legacy Service Users (those with contracts taken up prior to 1<sup>st</sup> November 2010) will remain on the current rate (subject to normal annual increases) for the foreseeable future.</p> <p>Yearly increases have not maintained the revenue stream at the same position as our competitors. Private customers are charged £3.76 per week for monitoring, lease of equipment, emergency response attendance, key holding and any contact calls.</p> <p><b>To begin charging for additional services currently provided without charge.</b></p> <p>Telecare sensors are at present provided at no cost with no extra charge for the additional monitoring. There are currently no installation charges levied for new contracts and no charge for multiple Service Users at the same address despite the increased incidence of calls and emergency attendances.</p>	
<b>Section two – Groups that the policy or service is targeted at</b>	
<p>All users of the Deane Helpline service, this includes vulnerable adults, the elderly, the disabled whether physically or mentally. Those that have recently undergone medical treatment reducing their ability to be independent, those with learning difficulties and anyone that has a need for reassurance to allow them to live independently.</p>	
<b>Section three – Groups that the policy or service is delivered by</b>	
<p>The group comprises the Control Centre Operators, Lifeline Officers, Emergency Response Officers, Admin Team and Management Team all of varying ages. We are not aware of any disabilities among the current staff group. All are White British. No information is held on staff's religion, belief or sexual orientation, these are also not specifically relevant to the changes in this review.</p>	
<b>Section four – Evidence and Data used for assessment</b>	
<p>The proposed changes to prices are based on prevailing market conditions. Several local and national Carelines were queried for their pricing structure.</p>	
<p><b>Section Five - Conclusions drawn about the impact of service/policy/function on different groups highlighting negative impact or unequal outcomes.</b> The impact will only be visible after the change has taken effect. This would be identified by lower numbers customers and consultation with customers. The numbers of customers will be reviewed in twelve months to assess any negative impact due to the price increase. Although our service is available to anyone that wishes to use it we recognise that existing Service Users would view the new pricing structure as a significant increase and potentially having those that currently rely on the service cancelling their contracts despite their need for it. Due to the nature of this service all users fall into equality groups and are therefore vulnerable so negative impacts will be assessed in 12 months time to ensure users are not disadvantaged</p>	
<b>Section six – Examples of best practise</b>	

**Other 6**

A case study of the changes will be provided to the Telecare Standards Authority.

Signed: Person/Manager completed by	Richard Burge	Signed: Group Manager/Director	
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Other 6

Impact Assessment Issues and Actions table						
Service area				Date		
Identified issue drawn from your conclusions	Groups affected	Actions needed – how will your service or policy be amended	Who is responsible	By when	Is a monitoring system required	Expected outcomes from carrying out actions
<b>Knowing our Communities, engagement and satisfaction</b>						
Potential negative impact from price increase only identifiable after the change	Unknown	Review numbers of new customers after twelve months to reassess any negative impact	Richard Burge	12 Months from date of change	No	Unknown
<b>Responsive services and customer care</b>						
<b>Place shaping, leadership and partnerships</b>						
<b>A modern and diverse workforce</b>						

## Impact Assessment form and action table

What are you completing this impact assessment for? E.g. policy, service area	<b>INCREASE IN PLANNING ADVICE CHARGES 2011</b>
<b>Section One – Aims and objectives of the policy /service</b>	
<b>THEME 2 Growth &amp; Development - Development Management</b>	
To provide a proactive planning service from pre-application to delivery and monitoring	
<ul style="list-style-type: none"> <li>• Responsible for overseeing building development in Taunton Deane</li> <li>• Co-ordinating the way our surroundings develop</li> <li>• Preventing developments which are not appropriate</li> <li>• Investigate breaches of planning regulations</li> </ul>	
<b>Section two – Groups that the policy or service is targeted at</b>	
All Groups have the potential to be affected; however the perspective is that the only significant increases in charges are for major developments whereby the pre application charge is an insignificant part of total development costs.	
<b>Section three – Groups that the policy or service is delivered by</b>	
The Development Management staff and Business support staff will administer and provided the pre applications advice – as per current procedures.	
<b>Section four – Evidence and Data used for assessment</b>	
Approximately 35 major planning applications are received per year (2% of all application). Pre-applications advice, which is encouraged with such application, will attract the higher fee. As previously stated the pre application charge is an insignificant part of total development costs.	
<b>Section Five - Conclusions drawn about the impact of service/policy/function on different groups highlighting negative impact or unequal outcomes</b>	
The impact of this increase in planning advice charges will be minimal to all groups.	
<b>Section six – Examples of best practise</b>	
Officers work across the Council and community with specific groups e.g. Gypsy Forum	

Signed: Person/Manager completed by		Signed: Group Manager/Director	
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Other 6

Impact Assessment Issues and Actions table - INCREASE IN PLANNING ADVICE CHARGES 2011						
Service area	Growth & Development - Development Management			Date	31 January 2011	
Identified issue drawn from your conclusions	Groups affected	Actions needed – how will your service or policy be amended	Who is responsible	By when	Is a monitoring system required	Expected outcomes from carrying out actions
<b>Knowing our Communities, engagement and satisfaction</b>						
Minimum impact to all groups	All Groups	Monitor pre-applications for any possible changes in types of enquires	Development Management Lead	6 months from implementation of new fees and review	No	
<b>Responsive services and customer care</b>						
Respond proactively to customers enquires relating to Pre-Apps	All Groups	Staff to feedback any concerns or issues raised	Development Management Lead	6 months from implementation of new fees and review	No	
<b>Place shaping, leadership and partnerships</b>						
			Development Management Lead	6 months from implementation of new fees and review	No	
<b>A modern and diverse workforce</b>						
Staff aware of issues which may occur specific to pre-applications enquires		Staff available to give advice on what is information required when requesting pre-app advice	Development Management Lead	6 months from implementation of new fees and review	No	

## Impact Assessment form and action table

What are you completing this impact assessment for? E.g. policy, service area	<b>Priority Area Strategy Community Engagement Process</b>
<b>Section One – Aims and objectives of the policy /service</b>	
The community engagement process is intended to ensure that people living in the North Taunton and Taunton East areas from all age groups, abilities, ethnic, cultural groups and genders have the opportunity to contribute their views to the process of developing a strategy to effectively tackle deprivation in these two wards.	
<b>Section two – Groups that the policy or service is targeted at</b>	
All people living in North Taunton and Taunton East. It will not be possible to speak to every individual in the two areas, but it is our intention to ensure that a cross section from each area will have the opportunity to take part in a one to one interview.	
<b>Section three – Groups that the policy or service is delivered by</b>	
The Engagement process will be undertaken by members of the Strategy, Community Development and housing departments of TDBC, Priorswood Resource Centre, Link Partnership Trust, Acorns and Hillside Children’s Centres, Youth Service staff, leaders of community groups. We intend to engage community groups in delivering the questionnaire in order to encourage participation by groups who may not feel comfortable being interviewed by ‘officials’. The interviewers will come from a variety of backgrounds, but there is potential for certain groups to feel that they cannot access the service for language, cultural or other reasons.	
<b>Section four – Evidence and Data used for assessment</b>	
Questionnaires have been designed to be used for one-to-one interviews. These will complement the statistical data already collected by staff within the Strategy team. Data collected will be analysed using SNAP and manual analysis, to ensure that qualitative material is taken fully into account. It is expected that these will be discussed with the individuals to minimise any impact caused by a lack of literacy or language skills	
<b>Section Five - Conclusions drawn about the impact of service/policy/function on different groups highlighting negative impact or unequal outcomes</b>	
The process is intended to reduce negative impacts or unequal outcomes, by giving local people a voice to describe directly what their lives are like. Throughout the process, we will review which groups the responses are coming from, so that we can take action to redress any under-representation.	
This process could exclude some minority ethnic groups or those less able to participate in community activities, unless we take positive action to seek out members of those groups and invite them to participate	
<b>Section six – Examples of best practise</b>	
The questionnaire will be written in plain English	
Data collected will include demographic information, to facilitate monitoring	
By briefing local organisations, we expect that some people who may not feel comfortable talking to a ‘professional’ may be encouraged to participate.	
We will feed responses through to the Word Processing department as they are received. This will enable us to seek regular updates through the SNAP software, so that under-	

representation can be addressed.

We will seek advice from representatives of minority communities and those with particular needs, to find the best ways to approach people and include them in the study.

We expect to encourage people to participate by including all respondents in a prize draw – confidentiality will be maintained by keeping prize draw entries separate from completed forms.

Signed: Person/Manager completed by	Penny Comley-Ross	Signed: Group Manager/Director	
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Other 7

Impact Assessment Issues and Actions table						
Service area	Priority Areas Strategy – Engagement Process			Date	14.1.11	
Identified issue drawn from your conclusions	Groups affected	Actions needed – how will your service or policy be amended	Who is responsible	By when	Is a monitoring system required	Expected outcomes from carrying out actions
<b>Knowing our Communities, engagement and satisfaction</b>						
Responses may not be representative of local population	Minority groups	Approach Acorns (Priorswood) Take action via PCSO's and others to include Polish groups . Contact representative from Chinese community. Review responses fortnightly throughout the process.	PCR/JH, ML	Fortnightly	No	Reshaping of interview schedule to meet requirements
<b>Responsive services and customer care</b>						
Literacy may be a barrier for some community members	Disadvantaged groups, children	Interviewer will need to adapt questions to the needs of the interviewee. Interviewers will be briefed on best way to engage community members	JH (briefing), All Interviewers	Before Interviewers start to carry out 1-to 1's	No	Individuals will be able to express their views
Language may be a barrier	Ethnic minority groups	Translators will be identified	JH – contact Monica Stennert, Ivana (via Andy Murphy) SBDA (Rosie)			Minority ethnic groups will have the opportunity to participate in the consultation process
Customers may not be willing to be interviewed by a particular		Participants to have the option to choose a different interviewer				Participants will be able to express themselves

Other 7

Impact Assessment Issues and Actions table						
Service area	Priority Areas Strategy – Engagement Process			Date	14.1.11	
Identified issue drawn from your conclusions	Groups affected	Actions needed – how will your service or policy be amended	Who is responsible	By when	Is a monitoring system required	Expected outcomes from carrying out actions
gender  Hard to reach groups will need to be specifically targeted  Launch events occur on Tuesdays - Chinese community may be unwilling to participate	Young fathers?  Chinese community	Interviewing partners will be asked to target under-represented groups  Representatives from the Chinese community will be consulted	JH	At briefing session		freely  A wider range of special interest groups will have been contacted and invited to participate  Chinese community members will have the opportunity to participate in the consultation
<b>Place shaping, leadership and partnerships</b>						
Minority groups may not participate in local groups, so could be under-represented		Seek advice from TDBC specialist staff/ local PCSO with specialist knowledge  Review information on completed application forms	JH, PCR  PCR	25.1.11	No. Records of planning meetings will indicate when this has been done.  SNAP will provide information as needed	Minority groups will be identified and approached to see if they want to participate.
<b>A modern and diverse workforce</b>						
TDBC community development	Various	Recruitment of widest possible range of interviewers	JH	21.1.11	Yes. Records to be kept of those volunteering to	

Other 7

Impact Assessment Issues and Actions table						
Service area	Priority Areas Strategy – Engagement Process			Date	14.1.11	
Identified issue drawn from your conclusions	Groups affected	Actions needed – how will your service or policy be amended	Who is responsible	By when	Is a monitoring system required	Expected outcomes from carrying out actions
staff is not representative of all communities to be consulted					undertake interviews	

## Impact Assessment form and action table

What are you completing this impact assessment for? E.g. policy, service area	<b>Funding for Priority Area Strategy – Project Delivery</b>
<b>Section One – Aims and objectives of the policy /service</b>	
The strategy aims to help tackle deprivation within our most disadvantaged communities (both urban and rural)	
<b>Section two – Groups that the policy or service is targeted at</b>	
Those experiencing disadvantage in North Taunton, Taunton East and the rural areas (geographic focus yet to be agreed)	
<b>Section three – Groups that the policy or service is delivered by</b>	
The PAS is being coordinated by the Taunton Deane Partnership. Various agencies / community groups will be delivering specific action.	
<b>Section four – Evidence and Data used for assessment</b>	
Indices of Multiple Deprivation (2008) that is being supplemented by more recent data analysis and customer insight	
<b>Section Five - Conclusions drawn about the impact of service/policy/function on different groups highlighting negative impact or unequal outcomes</b>	
Conclusions drawn about the impact of the service/policy/function on different groups highlighting negative impact or unequal outcomes	
Consultation of the PAS is being informed by a separate EqIA (see attached for North Taunton / Taunton East – note, this is still being refined). It is hoped that a broad cross section of the community will respond to on-going consultations during 2011, to ensure that subsequent projects maximise positive impacts	
<b>Section six – Examples of best practise</b>	
A 'best practice' report has previously been circulated to members of community scrutiny / Taunton Deane Partnership. This will be used to inform project development	

Signed: Person/Manager completed by	Mark Leeman	Signed: Group Manager/Director	
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## Impact Assessment issues and Action Table

## Project development to be informed by community engagement process (see separate EqIA)

Who is responsible: Penny Comley-Ross / Mark Leeman

## Project choice and delivery to be informed by EqIA

Who is responsible: Mark Leeman



**ROBUSTNESS OF BUDGET ESTIMATES AND THE ADEQUACY OF THE COUNCIL'S RESERVES**

**STATEMENT BY S151 OFFICER (CHIEF FINANCE OFFICER) – Shirlene Adam, Strategic Director**

**1. Introduction**

- 1.1 The purpose of this appendix is to outline and meet the statutory requirements contained in the Local Government Finance Act 2003 which requires the Council's Section 151 Officer to report to Members on:
- The robustness of budget estimates; and
  - The adequacy of proposed reserves
- 1.2 The conclusion of my review is set out at the end of this appendix. The remainder of this appendix provides detailed evidence of my assessments.

**2. ROBUSTNESS OF BUDGET ESTIMATES**

- 2.1 The proposed budget for 2011/12 (and the forecast position for future years) is the financial interpretation of the Council's strategic priorities and, as such, has implications for every citizen of Taunton Deane together with all other stakeholders.
- 2.2 The proposed budget reflects the Council's agreed Corporate Strategy, and the Profile of Services (for priorities) remains unchanged for 2011/12.
- 2.3 In commenting on the robustness of the budget and level of reserves and balances, the following factors have been taken into consideration and are considered in the remainder of this appendix:

Section 3	Government funding following the CSR
Section 4	Capital programme funding
Section 5	Inflation and other key assumptions
Section 6	Delivery of savings
Section 7	Risks and opportunities with partnerships
Section 8	Financial standing of the Council (level of borrowing, debt outstanding)
Section 9	Track record in budget management
Section 10	Virement and control procedures
Section 11	Risk management procedures
Section 12	Key risk issues in 2011/12 budget

### **3. Government Funding Following the Comprehensive Spending Review (CSR)**

- 3.1 The Government grant provisional settlement, published in December 2010, set out draft grant position for 2011/12 and 2013/14. The headline grant cut for Taunton Deane was 13.7% for 2011/12 and 10.6% for 2012/13.
- 3.2 The final grant settlement position was announced on 31 January 2011, and provides an “actual” grant cut of 13.2% for 2011/12 and a further 12.0% for 2012/13.
- 3.3 This level of reduction in grant funding is unprecedented and requires the Council to make some big decisions on what services it will be able to deliver, and how they will be delivered. This has been recognised by all Councillors, and is encompassed in the Budget Strategy (agreed at Full Council in October 2010).
- 3.2 The Executive’s proposed budget takes advantage of the new Government “incentive” scheme – introduced to encourage local authorities to freeze council tax for 2011/12. The Government will provide additional grant funding equivalent to a 2.5% tax rise. Although this has nil impact on the budget for 2011/12, clearly a lower council tax position will have implications on future year increases.

### **4. Capital Programme Funding**

- 4.1 Traditionally, the Council has relied on significant sums of Government Grant and Supported Borrowing to fund its capital programme. Neither is available to Taunton Deane this year. This has meant some restructuring of the programme to try and ensure priority areas are protected. The Council will be working with partners to try and minimise the impact of the changes.
- 4.2 The Executive’s proposed budget for the capital programme is set out in Agenda Item 7 at this meeting.
- 4.3 To support the spending plans, Councils are required to publish and monitor a set of Prudential Indicators (see Appendix E of this report). The Prudential Regime came into force in 2004, which allows local authorities to self-regulate their approach to funding capital spend through borrowing, based on the principles of affordability, sustainability, and prudence. The Executive’s proposed capital programme follows the principles of the Prudential Code, and does not require any new prudential borrowing.

### **5. Inflation and Other Key Budget Assumptions**

- 5.1 I have reviewed the budget proposals and confirm the following key assumptions:-

<b>Area of Budget</b>	<b>How is this addressed within the TDBC budget process?</b>
Inflation assumptions	<p>General – inflation has <u>not</u> been applied to budgets unless there is direct justification i.e. as a contract condition.</p> <p>Salaries – 0% for 2011/12 and 2012/13, then 2% thereafter.</p> <p>Utilities - based upon known or estimated contract increases</p> <p>Pension Contributions – 16.1%</p> <p>Major Contracts – as per the legal documents supporting the contracts.</p>
Income Levels	<p>Income projections are based on <u>realistic</u> assumptions, current usage levels and the most recent Government guidance on fee levels. They also take into account historic trends and current year variations against budget.</p>
Economic assumptions	<p>Investment interest assumptions are based on independent economic forecasts and include the impact of Treasury Management decisions made in 2010/11.</p>
Salaries Budgets	<p>As one of the largest areas of spend, the salaries budgets have been reviewed in detail. They have been built up by costing each individual post. These have been discussed in detail and agreed with individual Service Managers.</p>
Growth in service requirements	<p>The MTFP identifies service growth areas e.g. refuse collection. This is then firmed up by detailed discussions with Managers during the budget process. Growth assumptions for future years in the Council Tax base have been revised slightly upwards based on best information on likely local growth.</p>
Efficiency Initiatives	<p>Where initiatives are sufficiently well developed, they are included in savings plans. In addition, the Council has benefited from a further savings of £97k in 2011/12 from the Southwest One services contract. The Procurement project with Southwest One is not yet delivering savings at a level to assist the revenue budget position.</p>

<b>Area of Budget</b>	<b>How is this addressed within the TDBC budget process?</b>
Significant Budget areas which are subject to change during the year	The high risk/high value budgets of the Council are rigorously examined and only prudent increases built into them. In addition when forecasting, the performance in both previous and current years is taken into account.
Choices available to Members	All Members have been presented with options for closing the budget gap through the Savings Plan process. They have been considered by Corporate Scrutiny on 18 November 2010 and the Executive on 1 December 2010. Corporate Scrutiny on 27 January 2011 also considered the Executive's updated proposed budget as set out in this paper.
Changes in Legislation	Legislative changes are analysed by officers and their effect built into the MTFP and budget.
Sustainability	The proposed budget takes into account the future financial pressures faced by the Council. Effective financial planning for the medium term is in place, although there is some risk around the future grant levels. I am comfortable that best estimates have been used. The 4 Year Budget Review Programme will need to fundamentally challenge existing priorities and levels of service if the Council is to have a sustainable financial position moving forward.
Sensitivity Analysis	The financial planning model allows the Authority to predict the likely outcomes of changes to key data i.e. inflation, council tax, government grant etc. This is helpful in sharing "what if..." scenarios internally and with partners and members.
The impact of the Capital Programme on the Revenue Budget	The MTFP identifies changes to the base budget as a result of the capital programme.

## **6. Delivery of Savings**

- 6.1 All Managers are responsible for ensuring the savings ideas presented to Members are realistic and deliverable in terms of the level of savings and the timing.
- 6.2 All savings proposals have been reviewed for robustness – and will continue to be monitored during 2011/12 to ensure the benefits are realised. Should there be any risk to the delivery of the identified savings, this will be reported to Members via the budget monitoring regime.

## **7. Partnership Risks & Opportunities**

- 7.1 The Council has several key partnership arrangements in place to support our ambitions and deliver key services. These are supported by contractual arrangements. There are performance management arrangements in place on each partnership to ensure the Council's interests are protected, and that the expected benefits are fully realised. Risk registers are kept for each key partnership and are regularly reviewed by lead officers.
- 7.2 All Council spending will be subject to review (as part of the Budget Review Programme) – including that within partnerships and contracts.

## **8. Financial Standing of the Council**

- 8.1 The Council fully complies with the Prudential Code.
- 8.2 The Council is operating within the agreed parameters of the Financial Strategy.
- 8.3 The Council has an up to date Treasury Management Policy and Strategy in place and is operating within the agreed parameters. The Council currently has £17m of outstanding debt (which is within our maximum borrowing level of £30m). The Council currently has £15.5m of investments placed in the markets in accordance with our policies.
- 8.4 The Council's Treasury Management Practices are prudent and robust, ensuring the Council is not exposed to unnecessary risk in terms of its investment policies. This does mean lower interest rates, but the first priority must be to protect the capital invested.
- 8.5 The adequacy of the Council's reserves is discussed later in the appendix.

## **9. Track Record in Budget Management**

- 9.1 The Council has an excellent track record in budget management. The most recent years have resulted in the following outturn positions:-

<b>Year</b>	<b>Variance £</b>	<b>Variance of Approved Budget %</b>
2005/06	(£45,000)	(0.39%)
2006/07	£242,000	1.9%
2007/08	£49,000	0.37%
2008/09	£46,000	0.09%
2009/10	£10,000	0.06%

- 9.2 In the context of a gross expenditure budget of £58m, the above results are pleasing and reflect continuous improvement in budget management. Members are provided with regular in-year updates on

key budget variances (Corporate Scrutiny and Executive). There is always room for improvement and we hope to further improve our systems during 2011/12.

## **10. Virement & Control Procedures**

- 10.1 The Financial Regulations contain formal rules governing financial processes and approvals (virements are simply transfers of budget between departments).
- 10.2 The Council updated its Financial Regulations during 2008 to ensure they will still fit for purpose. The Financial Regulations are being complied with throughout the organisation.

## **11. Risk Management**

- 11.1 I am satisfied that the Council has adequate insurance arrangements in place, and that the cover is structured appropriately to protect the Council.
- 11.2 The Council operates a self-insurance fund and this is operating effectively.
- 11.3 The Council has a Risk Management Policy in place which defines how risk is managed at different levels in the organisation. It defines roles, responsibilities, processes and procedures to ensure we are managing risk effectively. This matter is reviewed by the Corporate Governance Committee.
- 11.4 Equalities Impact Assessments have been undertaken on all savings plan issues proposed in this budget and other key budget changes where required. Copies of the detailed assessments are included within the budget reports for the General Fund and Housing Revenue Account revenue and capital budgets.

## **12. Key Risk Issues In 2011/12 Budget**

- 12.1 There are some areas of the proposed budget for 2011/12 that I do not have full confidence in at this moment in time. They are detailed below for Members attention. The figures in the proposed budget for 2011/12 are based on our best estimates. These will require intensive monitoring throughout the year, and swift corrective action taken should they vary from budget. The issues I need to bring to Members attention are:-
  - **Housing & Council Tax Benefit Subsidy** - The funding regime for housing benefit and council tax benefit subsidy has remained constant for 2011/12. However, the administration grant we receive to support this function has been reduced by £91k. This service is delivered by our partners Southwest One. Subsidy budgets are always very difficult to estimate due to the fluctuating volume of claims received and the different levels of subsidy payable of types

of claimant error. The challenge in 2011/12 will be greater than normal due to the expected growth in claims arising from the current economic slump. The total benefit subsidy budget is in excess of £30m – and therefore small fluctuations in this budget can have a big impact on the budget of the Council. Systems are in place to ensure this is monitored on a monthly basis. In addition, assumptions on the level of subsidy payable on Local Authority overpayments are at a prudent level.

- **Interest Rates** – Interest rates have been at a very low level for a long time. The Executive’s proposed budget has been based on cautious and prudent assumptions on interest rate movements taken from forecasts issued by our Treasury Management advisors, Arlingclose.
- **Impact of Economic Changes** – the Council’s budgets reflect our best estimates of the impact of current economic conditions. This is an issue we need to continually monitor through the budget monitoring process.
- **Procurement Savings** - The funding of the Southwest One transformation projects has been initially financed by prudential borrowing. The strategy is that this debt will be repaid once the procurement strategy of the council, in partnership with Southwest One, begins to deliver savings. Recent updates from Southwest One indicate potentially lower levels of savings than originally forecast. We have requested a full review of this forecast by our Partners and will brief Members on this as soon as we have the detail. There is some risk on the level of savings to be delivered, and the timing of their delivery.
- **Waste Collection Contract** – the Annual Business Plan for the Somerset Waste Partnership has been shared with Community Scrutiny and the Executive. The final business plan has to be approved by the Somerset Waste Board on 11 February 2011. The Executive’s proposed budget assumed that this will be approved. If it isn’t, we may need to review this budget to reflect the potential increase in inflationary costs.
- **Planning Fee Income** – The Executive’s draft budget includes an additional income from planning fee increases of £70k for 2011/12. This is based on the advice of the Growth and Development Manager following his review of the recent consultation paper on this topic. This is a prudent estimate. The consultation paper will be “finalised” by the Government at some point over the next couple of months. Until this is done, this amount could be “at risk” in the budget.
- **Car Park Fee Income** – the latest projections for car park income in the current year (2010/11) show a downward trend. It is still unclear whether this is a fundamental shift in behaviour, or a downturn due to the “difficult” weather conditions experienced during December.

This will be closely monitored during the year to ensure the budget estimates remain robust.

- **Trading Account – Deane Helpline.** The Executive's proposed budget recognises the new information on the expected financial position of the Deane Helpline. Although this information has emerged very late in the budget process, it must be recognised and dealt with in the 2011/12 budget plans. As recognised by the Core Council Review in 2010, this service is in need of review. The first phase of this work has revealed the ongoing trading deficit position and now the Council must progress this and decide what it wants to do about this moving forward. The service delivered to the public is excellent, and this will continue in 2011/12, but the underlying financial position is not sustainable in the longer term. This must be reviewed with Members as a matter of urgency. The 2011/12 budget recognises that the trading deficit of £75kpa will continue, and there is a need for more financial administration skills (estimated cost of £25k pa). The budget position will be updated during the year to reflect the conclusions of the next part of the review.

### **13 ADEQUACY OF RESERVES**

- 13.1 With the existing statutory and regulatory framework, it is my responsibility as s151 Officer to advise the Council about the adequacy of the Council's reserves position.
- 13.2 All reserves are reviewed at least annually and my opinion updated during the budget setting process each year. The annual review considers not only the adequacy but the necessity of the reserves. Reserves are not held without a clear purpose. There have been two reports on this during 2010/11 – returning a total of £129k from Earmarked Reserves to the General Fund Reserve.
- 13.3 My opinion is given in the knowledge that known risks (strategic, operational and financial) are managed and mitigated appropriately in line with the Councils policies and strategies.
- 13.4 The headlines of my findings on each key reserve are set out in section 14 – 16 below.
- 13.5 My opinion is set out in section 17 below.

### **14. General Fund Reserve**

- 14.1 The predicted General Fund Reserve position is set out in section 11 of the main report. No monies are required from reserves to support the 2009/10 core budget. A sum of £49,000 is required to fund the new capital schemes, by way of a transfer from the Council's General Fund Reserve to support one-off capital spend. An additional sum of £156,000 is required to fund the trading deficit position on Deane



Helpline. This is a one-off solution, pending further review of this service.

- 14.2 The predicted balance on this reserve, having set the 2011/12 budget is £2.2m.
- 14.4 CIPFA make it clear that the level of reserves for each Authority cannot be decided by the application of a standard formula and each authority must assess their own reserve levels based on the specific risks and pressures which they face. This has been done and is clearly set out in the Councils Financial Strategy.
- 14.5 The Financial Strategy states that General Fund Reserves should be maintained at a minimum of £1.25m (or £1m if being replenished via invest to save initiatives).
- 14.6 The level of reserves may appear high in comparison with earlier years, and the parameters of the Financial Strategy. When taken in the context of the medium term financial plan forecasts though, it is clear that reserves need to be at this level to support the Council through the difficult choices it will need to make in the 4 Year Budget Review Programme.

## **15. Housing Revenue Account Reserve**

- 15.1 The housing Revenue Account balance is forecast to be £1.47m at 31 March 2011. The move to self-financing is now fairly certain, and we await the detailed guidance to support this significant change. We expect this to be available in the next few weeks, and further reports will be forthcoming to Members. The draft medium term financial plan for the HRA predicts as follows (but will be subject to review in light of the guidance):

	2011/12 £000	2012/13 £000	2013/14 £000	2014/15 £000
Total Income	15,835	23,777	24,767	25,808
Expenditure	14,576	25,266	24,588	24,922
(Surplus)/Deficit	175	1,489	(179)	(886)
Working Balance b/f	1,467	1,292	(197)	(18)
Working Balance c/f	1,292	(197)	(18)	869

- 15.2 The Council aims to preserve this reserve at no lower than £150 per dwelling (which would be the equivalent of £0.9m).

## **16. Earmarked Reserves**

- 16.1 At 31 March 2011, the Council expects to have £6m in earmarked reserves. The main reserves include the self-insurance fund, asset maintenance, and DLO trading account balance.

## **17. CONCLUSION**

- 17.1 All Councils are facing financial challenges. The difficult economic conditions are forcing more of our community into circumstances where they require more support, and we simply don't have the resources to do this anymore.
- 17.2 The medium term financial plan shows we have some serious funding gaps to close in future years. The Council is prepared for this challenge – and has approved the Budget Strategy (October 2010) to support this. The 4 Year Budget Review Programme is about to be launched and will help the Council be in a position – by next summer – where it can be really clear about what it can afford to do in future years (and equally clear about what it cannot afford to do).
- 17.3 Equally important through these difficult times, is the level of reserves held by the Council. The Council will need to invest to make savings, and will potentially need to, in future years, support ongoing spend from reserves whilst savings are being implemented.
- 17.4 Based on all the information above, I am pleased to report that I believe the Council's reserves to be adequate, and the Executive's draft budget proposals for 2011/12 to be robust.

**Shirlene Adam**  
**Strategic Director**

# Taunton Deane Borough Council

## Executive – 10 February 2011

### Housing Revenue Account Estimates 2011/12

#### Report of the Financial Services Manager

(This matter is the responsibility of the Leader of the Council, Councillor John Williams)

#### 1 Executive Summary

<p>This report outlines the proposed Housing Revenue Account (HRA) Budget for the 2011/12 Financial Year. It also includes details of the proposed new rent charges for the year.</p>
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#### 2 Background

- 2.1 Each year the Council sets an annual budget which details the resources needed to meet operational requirements. The annual budget is prepared within the context of the Medium Term Financial Plan (MTFP) – which provides more of a forward look to resource planning and encourages Council's to plan it's finances further forward than just one year. The MTFP includes the 2011/12 proposals within a 5-year rolling forecast.
- 2.2 The Government are planning to implement legislative changes to housing finance via the Localism Bill. This is expected to lead to the abolition of the current subsidy system. We have used our best estimates of what this will mean for TDBC finances in future years, pending further information from the government.

#### 3 Purpose of the Report

- 3.1 To consider the detailed estimates and rent levels for the 2011/12 financial year for submission to Full Council.

#### 4 Housing Revenue Account 2011/12

- 4.1 Attached to this report are the following appendices:

- Appendix A: Proposed Housing Revenue Account 2011/12
- Appendix B: HRA Maintenance Budget
- Appendix C: HRA Policy & Management and Income
- Appendix D: HRA Managing Properties
- Appendix E: HRA Rent Collection and Accounting
- Appendix F: HRA Sheltered Housing

- Appendix G: HRA Other General
- Appendix H: HRA Rentals On Property
- Appendix I: HRA Tenant Empowerment
- Appendix J: Equality Impact Assessments

## **5 Rent Levels for 2011/12**

- 5.1 The current Average Weekly Rent for TDBC Council Dwellings is £64.16. This takes into account disposals and demolition of dwellings since the rent was set last year:

Average Weekly Rent per Budget Setting in February 2010	£64.03
Impact of Changes to Council Stock (Disposals, Demolitions)	£0.13
Current Average Weekly Rent	£64.16

- 5.2 The increase in average rent is based on a formula laid down by CLG in the HRA Subsidy Determination. This is calculated as RPI (4.6% September 2010) + 0.5% + a 'convergence factor' in order that council rents are in line with those of Housing Associations. For 2011/12 this convergence factor calculates as £1.14. Therefore the proposed Average Weekly Rent for 2011/12 is £68.57, an increase of £4.41 or 6.87%. This is below the Limit Rent and Guideline Rent as shown in the next two paragraphs.
- 5.3 Under the government formula for rent setting there is a 'Limit Rent' (i.e. the maximum that individual rent can increase by) which is calculated as RPI (4.6% September 2010) + 0.5% + £2 per week. Any rent increase above this formula means that council bears the cost as there is benefit subsidy payable. This would give a maximum average weekly rent of £69.44 for 2011/12, an increase of £5.28 or 8.23%. This is below the Guideline Rent.
- 5.4 The Final Determination also includes Guideline Average Weekly Rent which for TDBC calculates as £68.99. This would be an increase of £4.83 or 7.52%. This figure represents the notional rent figure within the Housing Subsidy Determination which CLG believe the council should be charging and which in turn affects the amount of subsidy paid to the Government in negative subsidy. At rent convergence, the Guideline Rent will equate to the formula rent which is what the Government suggests a Housing Association would charge as rent for the same property.
- 5.5 Each ½% rent increase is equivalent to approximately £100,000 for the HRA. If Members decide to set average rent lower than the current proposal, the loss of income would have to be met by reducing expenditure. The only area in which it would be feasible to find these savings for 2011/12 would be the repairs budgets, both revenue and capital, however this would only be delaying spend that is required to

keep the properties to a decent standard.

- 5.6 These rent increases have been considered by the Tenant Board of 6th December 2010 and the Tenant Forum of 11th January 2011 and the general principles of needing to set rent at this level were accepted.
- 5.7 In line with advice provided to Councils by ARCH, it is also recommended that rent levels are increased in preparation for the move to self financing.

## **6 Other Income**

- 6.1 The Dwelling Rents form the major element of income for the HRA. There are other relatively smaller areas of income, and the proposed changes to the budget are explained as follows:
- 6.2 Non Dwelling Rents: the proposed budget is based on a 4.6% increase, which is the standard inflation (RPI) amount as at September 2010.
- 6.3 Charges for Services and Facilities: the proposed budget is based on a 4.6% increase (RPI).
- 6.4 These increases have been approved for recommendation to Full Council by the Executive Committee on 1 December 2010.
- 6.5 Contributions towards expenditure: this represents costs recovered from the General Fund for work done on estates that cannot be recovered from people who have bought their properties under Right To Buy.
- 6.6 Supporting People Income: the grant has been reduced for next year by 11% which is considerably less than previously anticipated. For MTFP purposes a reduction of 15% year on year is thereafter anticipated.

## **7 Government Subsidy**

- 7.1 The 'Negative' Government Subsidy for 2011/12 is based on the Final Determination figures and represents payments to central government under the subsidy system. For 2011/12 the 'Negative' Government Subsidy is estimated to be £7,002k.
- 7.2 It has been assumed for MTFP purposes that the HRA will move to a 'self-financing' model from 2012/13 (subject to legislation) and therefore no subsidy will be payable thereafter.
- 7.3 We have assumed that TDBC HRA will take on a debt of £86m from the government as the estimated cost of the move to self-financing. This is based on figures provided by the previous Government for the

related Consultation. We are hopeful that final figures will be confirmed in January 2011 so that we can firm up our predictions for 2012/13 and beyond, but there is a risk that the debt figure could be higher.

- 7.4 The Draft Budget figures as shown in Appendix A include the estimated annual cost of this debt – see also paragraph 8.7 below.

## **8 Expenditure**

- 8.1 The proposed HRA expenditure budgets are set out in Appendix A. Provided below are brief descriptions of the main areas of spending with explanations of any significant changes to the current budgets.

- 8.2 Management Expenses: The management expenses include the costs of the Estates Officer teams and Support teams and some of the costs of the Maintenance teams. It also includes the overhead costs for these departments and Recharges from the General Fund for corporate management and support service costs. Key changes are summarised as:

- a) There have been changes to the DLO establishment which have an impact on the HRA. For example, the Property Services Manager is now entirely client based.
- b) The costs have been increased in line with any known inflation but otherwise there is no growth in this area with the exception of the proposed Tenant Forum budget which it is proposed to increase by £18,000 to provide a contribution towards initiatives to aid the social environment in the areas that the HRA has properties. This been discussed with the Tenant Forum who are in agreement to this.

- 8.3 Since the draft budget was presented to Corporate Scrutiny on 27 January 2011, there have been two changes:

- a) There has been a correction to the budget of £187,510 for the Core and Democratic costs. This is not a new budget; these costs have traditionally been charged to the HRA and were included in the Outturn figures for 2009/10 however the budget for these costs was initially omitted from the detailed estimates for 2011/12 in error.
- b) A vacancy factor of 0.5% has been built into the staffing costs for the HRA. This amounts to a saving of £7,830.

- 8.4 Maintenance: These budgets have generally been increased by 4.5% for inflation. However, some areas of maintenance spending have been revised as circumstances have changed, which leads to a proposed decrease overall of 12% compared to 2010/11. For example, Pre-Planned Maintenance has been reduced for 2011/12 in order that

surveying work can be carried out relating to external works on properties. This work would be carried out in 2012/13 and the forward estimates reflect this.

- 8.5 Provision for bad debts: a prudent increase in the annual provision for bad debts is proposed, in light of the current economic climate and changes in Government legislation.
- 8.6 Depreciation: This cost is based on the Major Repairs Allowances (MRA), which are incorporated in the Final Subsidy Determination.
- 8.7 Debt Management Expenses: these are based on a recharge from Treasury Management, covering bank charges and fees associated with managing cash flow, borrowing and investments.
- 8.8 Repayment of Borrowing and Interest: The budget for 2011/12 is based on the HRA share of interest costs. The following years' figures assume that an estimated additional debt of £86m will be incurred through the HRA Reform, which could be termed as the cost of "buying out" of the current HRA Subsidy arrangements. Initial estimates assume this will be repaid over 17 years at a rate of 6% interest. Details of the actual settlement have not yet been issued by the Government, therefore the amount of debt, and the cost and period of repayment, could potentially differ significantly from these estimates. Officers are working with our treasury advisors to ensure the optimum approach is taken, with a view to minimising the debt costs in line with our Treasury Management policies.
- 8.9 Interest receivable: is based on an estimated interest rate of 1.32% on investments.

## **9 Appropriations**

- 9.1 Transfers to reserves: This is based on estimated procurement savings to be achieved through the SWOne procurement team. These funds are currently proposed to be transferred to a Procurement Transformation Reserve to contribute to the cost of the Transformation Project. A proportion of this reserve should be available to the HRA in future years.
- 9.2 Revenue Contributions to Capital: represents the additional amount required to fund capital projects over and above the MRA. As Decent Homes standards have been met this sum has dropped considerably, the current focus of capital work is the replacement of bathrooms. Further information on the Proposed HRA Capital Programme is in a separate report on this agenda.

## **10 Surplus/Deficit**

- 10.1 Based on the budget contained within this report, the expected deficit

for 2011/12 is forecast to be in the region of £175k. This is after making a revenue contribution to capital of £361k.

## **11 Finance Comments**

11.1 This is a finance report and there are no additional comments.

## **12 Legal Comments**

12.1 Managers have considered legal implications in arriving at the proposed budget for 2011/12.

## **13 Links to Corporate Aims**

13.1 The budget for 2011/12 will have links to the Corporate Aims of Affordable Housing, Tackling Deprivation and Community Development and Climate Change.

## **14 Environmental and Community Safety Implications**

14.1 Managers have considered environmental and community safety implications in arriving at the proposed budget for 2011/12.

## **15 Equalities Impact**

15.1 An Equalities Impact Assessment has been undertaken on the proposed rent increase, in order to ensure that the Council meets its statutory obligations. Details of this are provided in Appendix J.

## **16 Risk Management**

16.1 Risks have been considered throughout the budget setting process for the HRA.

## **17 Corporate Scrutiny Comments**

17.1 The Corporate Scrutiny Board considered the Executive's draft budget proposals at their meeting on 27 January 2011. The Corporate Scrutiny Board concerns and comments were noted with regard to:

- £100k budget for maintenance due to vandalism (Appendix B): concerns were expressed about the size of this budget and whether any of the costs were recovered from the vandals. The size of the budget has increased in recent years due to the amount on damage caused by vandals stripping lead from the HRA properties. The HRA occasionally receives compensation payments from the courts if it can be proved that a specific offender has caused damage to an HRA property, these sums are always small and in no way cover the costs of the damage caused.



- £102k budget for Electricity in Sheltered Housing (Appendix F): Concerns were expressed about the size of this budget and whether work was being done with procurement to reduce these costs. The budget actually includes the costs of electricity, gas and water rates in the properties managed by the Sheltered Housing Team including the meeting halls. A project is currently underway with Southwest One Procurement to review these contracts with the aim of reducing these costs.
- £15.5k budget for equipment in Sheltered Housing (Appendix F): Concerns were expressed over the size of this budget and its uses. The budget is used for the repairs and replacement of equipment in properties managed by the Sheltered Housing Team, this equipment will include fridges, washing machines, kettles etc. as well as furniture for communal areas and meeting rooms.
- £136k budget for Tenant Empowerment (Appendix I): Concerns were expressed about the sustainability of this budget.

## **18 Recommendation**

- 18.1 That the Executive approve the average rent increase of 6.87%, and recommend the same for approval by Full Council.
- 18.2 That the Executive approve the Housing Revenue Account Budget 2011/12, and recommend the same for approval by Full Council.

### **Background Papers**

Executive 1 December 2010 – Fees and Charges

Corporate Scrutiny 27 January 2011 – Housing Revenue Accounts Estimates 2011/12

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**IMPORTANT – PLEASE NOTE:**

In order for this item to be debated in the most efficient manner at the Executive Board, Members who have queries with any aspect of the report are requested to contact the appropriate officer(s) named above before the meeting.

## HOUSING REVENUE ACCOUNT RESOURCE ACCOUNTING

Executive Councillor: Cllr Adkins  
Responsible Officer: James Barra

Description	Original Estimate 2010/11 £	Current Estimate 2010/11 £	Forward Estimate 2011/12 £	Indicative Budget 2012/13 £	Indicative Budget 2013/14 £	Indicative Budget 2014/15 £	Indicative Budget 2015/16 £
<b>INCOME</b>							
Dwelling Rents	20,122,560	20,122,560	21,195,940	22,149,760	23,146,500	24,188,090	25,276,550
Non Dwelling Rents	506,700	506,700	585,540	599,010	612,780	626,880	641,300
Charges for services/facilities	476,860	478,480	496,950	508,380	520,070	532,030	544,270
Contributions towards expenditure	257,540	257,540	259,360	265,330	271,430	277,670	284,060
Government Subsidy	(5,613,320)	(6,158,700)	(7,001,950)				
Supporting People Income	405,070	405,070	299,090	254,230	216,090	183,680	156,130
<b>TOTAL INCOME</b>	<b>16,155,410</b>	<b>15,611,650</b>	<b>15,834,930</b>	<b>23,776,710</b>	<b>24,766,870</b>	<b>25,808,350</b>	<b>26,902,310</b>
<b>EXPENDITURE</b>							
Management	4,378,480	4,541,950	4,663,460	4,770,720	4,880,450	4,992,700	5,111,120
Maintenance	7,013,120	7,013,120	5,901,810	7,146,860	6,358,510	6,581,060	6,811,400
Increase in provision for bad debts	50,000	30,160	50,000	50,000	50,000	50,000	50,000
Capital Charges-Depreciation	3,784,620	3,784,620	3,938,230	3,938,230	3,938,230	3,938,230	3,938,230
Debt Management Expenses	30,160	22,160	14,710	14,710	14,710	14,710	14,710
<b>TOTAL EXPENDITURE</b>	<b>15,256,380</b>	<b>15,392,010</b>	<b>14,568,210</b>	<b>15,920,520</b>	<b>15,241,900</b>	<b>15,576,700</b>	<b>15,925,460</b>
<b>NET COST OF SERVICES</b>	<b>(899,030)</b>	<b>(219,640)</b>	<b>(1,266,720)</b>	<b>(7,856,190)</b>	<b>(9,524,970)</b>	<b>(10,231,650)</b>	<b>(10,976,850)</b>
Loan Charges-Interest	498,570	498,570	617,070	8,432,610	8,432,610	8,432,610	8,432,610
Interest Receivable	(111,470)	(111,470)	(96,720)	(96,720)	(96,720)	(96,720)	(96,720)
<b>NET OPERATING EXPENDITURE</b>	<b>(511,930)</b>	<b>167,460</b>	<b>(746,370)</b>	<b>479,700</b>	<b>(1,189,080)</b>	<b>(1,895,760)</b>	<b>(2,640,960)</b>
<b>APPROPRIATIONS</b>							
Transfer to Earmarked Reserve	130,000	560,440	560,440	560,440	560,440	560,440	560,440
ISIS Project Costs	(200,000)	(200,000)					
Revenue Contributions To Capital	735,380	550,380	361,270	449,160	449,160	449,160	449,160
<b>(SURPLUS)/DEFICIT</b>	<b>153,450</b>	<b>1,078,280</b>	<b>175,340</b>	<b>1,489,300</b>	<b>(179,480)</b>	<b>(886,160)</b>	<b>(1,631,360)</b>
<b>FUND BALANCE</b>							
Balance b/f 1 April	2,545,800	2,545,800	1,467,520	1,292,180	(197,120)	(17,640)	868,520
Net Expenditure in Year	(153,450)	(1,078,280)	(175,340)	(1,489,300)	179,480	886,160	1,631,360
Balance c/f 31st March	<b>2,392,350</b>	<b>1,467,520</b>	<b>1,292,180</b>	<b>(197,120)</b>	<b>(17,640)</b>	<b>868,520</b>	<b>2,499,880</b>

## HOUSING REVENUE ACCOUNT

## Repairs and Maintenance

Executive Councillor - Cllr Adkins

Responsible Officer - Phil Webb

Description		Original Estimate 2010/2011	Current Estimate 2010/2011	Forward Estimate 2011/2012
SAP Code		£	£	£
	<b>EXPENDITURE</b>			
	<b><u>R &amp; M Reconditions on lettings</u></b>			
108914	Re-lets - Painting	363,390	363,390	379,740
108914	Re-lets - Maintenance	545,640	545,640	720,190
		<b>909,030</b>	<b>909,030</b>	<b>1,099,930</b>
	<b><u>R &amp; M General Maintenance</u></b>			
108915	Structure	496,770	496,770	519,120
108915	Structural Finishings and Fixings	508,960	508,960	531,860
108915	Water and Sanitary Services	392,740	392,740	410,410
108915	Other Domestic Services	9,130	9,130	9,540
108915	External Site Works	54,600	54,600	57,060
108915	Miscellaneous	65,520	65,520	68,470
108915	Damp and Condensation	27,310	27,310	28,540
108915	Re-instatement of Aids & Adaptions	1,830	1,830	1,910
108915	Enhancement of DAP Accommodations	3,430	3,430	3,580
108915	Vandalism	96,870	96,870	101,230
	<b><u>R &amp; M Spec.Rep. Roofing</u></b>			
108915	Felt Roofing	22,820	22,820	23,850
	<b><u>R &amp; M Spec. Rep. Windows</u></b>			
108915	Metal Windows and Doors	73,150	73,150	76,440
	<b><u>R &amp; M Spec. Rep. Fencing</u></b>			
108915	Fencing	45,650	45,650	47,700
		<b>1,798,780</b>	<b>1,798,780</b>	<b>1,879,710</b>
	<b><u>R &amp; M Electrical</u></b>			
108916	Electrical Repairs	286,880	286,880	299,790
108916	Repairs to Storage Heaters	13,690	13,690	14,310
	<b><u>R &amp; M Spec. Rep. Gas Servicing</u></b>			
108916	Gas Maintenance	1,223,210	1,223,210	1,093,250
		<b>1,523,780</b>	<b>1,523,780</b>	<b>1,407,350</b>
	<b><u>R &amp; M Underground Drainage</u></b>			
108917	Misc Expenditure	108,590	108,590	80,000
		<b>108,590</b>	<b>108,590</b>	<b>80,000</b>
	<b><u>R &amp; M Garages</u></b>			
108918	R & M Garage Buildings	31,350	31,350	32,760
		<b>31,350</b>	<b>31,350</b>	<b>32,760</b>
	<b><u>R &amp; M Shops</u></b>			
108919	R & M - Shops and Commercial Premises	8,360	8,360	8,740
		<b>8,360</b>	<b>8,360</b>	<b>8,740</b>
	<b><u>Pre Planned Maintenance</u></b>			
108920	PPM	1,338,490	1,338,490	300,000
		<b>1,338,490</b>	<b>1,338,490</b>	<b>300,000</b>
	<b><u>Specialist Works</u></b>			
108921	Asbestos Survey	225,000	225,000	180,000
108921	Asbestos register maintenance	7,500	7,500	7,500
108921	Training in operation of EPC	15,000	15,000	15,000

**HOUSING REVENUE ACCOUNT**  
Repairs and Maintenance

Executive Councillor - Cllr Adkins  
Responsible Officer - Phil Webb

Description		Original Estimate 2010/2011	Current Estimate 2010/2011	Forward Estimate 2011/2012
SAP Code		£	£	£
108921	DDA	20,900	20,900	21,840
108921	Door Entry System Maintenance	5,720	5,720	5,980
108921	Smoke Detector Replacement	134,140	134,140	84,000
108921	Water Main Failure Replacement	41,740	41,740	43,620
108921	Fencing	36,580	36,580	0
108921	Sustainable energy contingency works	220,000	220,000	220,000
		<b>706,580</b>	<b>706,580</b>	<b>577,940</b>
	<b><u>R &amp; M Leasehold Flats</u></b>			
108922	Re-chargeable Works on Sold Flats	40,130	40,130	41,940
		<b>40,130</b>	<b>40,130</b>	<b>41,940</b>
	<b><u>R &amp; M Miscellaneous &amp; Support</u></b>			
103097	Emergency Call Out	78,380	78,380	81,910
		<b>78,380</b>	<b>78,380</b>	<b>81,910</b>
103097	<b><u>Internal Recharges</u></b>	<b>469,650</b>	<b>469,650</b>	<b>391,530</b>
	FRS 17 ADJ	0		0
	<b>Total Expenditure</b>	<b>7,013,120</b>	<b>7,013,120</b>	<b>5,901,810</b>
	<b>INCOME</b>			
	Miscellaneous Repairs	80,000	80,000	83,680
	<b>Total Income</b>	<b>80,000</b>	<b>80,000</b>	<b>83,680</b>
	<b>Net Expenditure</b>	<b>6,933,120</b>	<b>6,933,120</b>	<b>5,818,130</b>

## HOUSING REVENUE ACCOUNT

## Policy &amp; Management and Income

Executive Councillor - Cllr Adkins  
Responsible Officer - James Barrah

SAP Code	Account	Account Name	Original Estimate 2010/11 £	Current Estimate 2010/11 £	Forward Estimate 2011/12 £
		<b>EXPENDITURE</b>			
		<b>Supplies &amp; Services</b>			
103120	44636	Reserve Fund	200,000	430,440	<b>430,440</b>
		<b>Capital Financing Charges</b>			
103061	61001	RCCO	735,380	550,380	<b>361,266</b>
103061	62001	Interest - External	498,570	498,570	<b>617,070</b>
103061	62050	Increase in Provision For Bad Debt	30,160	30,160	<b>50,000</b>
		<b>Internal Recharges</b>			
103061	80000	Fixed Assets Depreciation - Land & Build	3,784,620	3,784,620	<b>3,938,234</b>
103061	86511	Corporate Admin	50,000	50,000	<b>42,850</b>
		<b>Total Expenditure</b>	<b>5,298,730</b>	<b>5,344,170</b>	<b>5,439,860</b>
		<b>INCOME</b>			
102868	73100	Fees & Charges	(476,860)	(249,280)	<b>(266,090)</b>
102868	74100	Dwelling Rents General	(20,629,260)	(20,027,710)	<b>(21,095,570)</b>
102903	74100	Dwelling Rents Sheltered Accomodation	0	(94,850)	<b>(100,370)</b>
102912	74100	Rental Income Garages	0	(390,350)	<b>(468,040)</b>
102919	74100	Rental Income Shops	0	(116,350)	<b>(117,500)</b>
103061	71000	Supporting People Grant	(405,070)	(405,070)	<b>(299,090)</b>
103061	71001	Negative Subsidy Payment	5,613,320	5,613,320	<b>7,001,950</b>
103061	71200	Contributions Towards Expenditure	(257,540)	(257,540)	<b>(259,360)</b>
103061	77100	Interest Received	(111,470)	(111,470)	<b>(96,720)</b>
		<b>Total Income</b>	<b>(16,266,880)</b>	<b>(16,039,300)</b>	<b>(15,700,790)</b>
		<b>Net Expenditure</b>	<b>(16,266,880)</b>	<b>(16,155,650)</b>	<b>(15,818,290)</b>

## Appendix D

### HOUSING REVENUE ACCOUNT

#### Managing Properties

Executive Councillor - Cllr Adkins

Responsible Officer - Phil Webb

Account	Account Name	Original Estimate 2010/11 £	Current Estimate 2010/11 £	Forward Estimate 2011/12 £
<b>103122</b>	<b>EXPENDITURE</b>			
	<b>Employee Related Expenses</b>			
10101	Basic Pay	346,760	319,820	<b>315,370</b>
10171	National Insurance	24,070	22,150	<b>24,270</b>
10181	Local Government Pension	52,010	47,970	<b>43,360</b>
19050	Professional Subscriptions	500	500	<b>500</b>
19051	Private Medical Insurance	570	0	<b>0</b>
19300	Training - Course Fees	10,000	12,950	<b>10,000</b>
	<b>Travel Expenses</b>			
30101	Vehicle mileage allowance	3,840	3,150	<b>3,150</b>
30301	Car leasing	3,520	2,780	<b>2,780</b>
	<b>Supplies &amp; Services</b>			
40009	Publications including books	120	120	<b>120</b>
41505	Stationery	1,800	1,500	<b>1,500</b>
43601	Fees & Hired - Doctors & Paths	40	40	<b>40</b>
	<b>Internal Recharges</b>			
86022	Personnel Department	23,490	23,490	<b>20,810</b>
86024	Customer Contact	14,490	14,490	<b>14,910</b>
86029	Procurement	3,280	3,280	<b>3,360</b>
86060	Strategic Director	16,920	16,920	<b>0</b>
86065	Building & Maint DLO	30,940	30,940	<b>0</b>
86069	Research & Cons	4,100	4,100	<b>3,670</b>
86071	Performance	4,600	4,600	<b>2,520</b>
86072	Strategy	7,230	7,230	<b>8,180</b>
86077	Priory Depot	21,120	21,120	<b>23,770</b>
86504	Accountancy	1,030	1,030	<b>560</b>
86505	ICT	30,300	30,300	<b>27,410</b>
86508	Property Services	12,330	12,330	<b>10,770</b>
86511	Corporate Admin	9,290	9,290	<b>7,960</b>
86512	Training & OD	680	680	<b>690</b>
	<b>Total Expenditure</b>	<b>623,030</b>	<b>590,780</b>	<b>525,700</b>
	<b>INCOME</b>			
71200	Contributions	(340)	(340)	<b>(340)</b>
73100	Fees & Charges	(60)	(60)	<b>(60)</b>
75001	Cross-Service Internal Recharges	(622,630)	(622,630)	<b>(541,660)</b>
	<b>Total Income</b>	<b>(623,030)</b>	<b>(623,030)</b>	<b>(542,060)</b>
	<b>Net Expenditure</b>	<b>0</b>	<b>(32,250)</b>	<b>(16,360)</b>

## Appendix E

### HOUSING REVENUE ACCOUNT

#### Rent Collection & Accounting

Executive Councillor - Cllr Adkins  
Responsible Officer - Stephen Boland

Account	Account Name	Original Estimate 2010/11 £	Current Estimate 2010/11 £	Forward Estimate 2011/12 £
<b>103140</b>	<b>EXPENDITURE</b>			
	<b>Employee Related Expenses</b>			
10101	Basic Pay	631,740	625,300	607,460
10171	National Insurance	50,460	48,770	48,640
10181	Local Government Pension	71,390	66,620	63,440
19050	Professional Subscriptions	240	240	240
19051	Private Medical Insurance	290	0	0
19300	Training - Course Fees	19,400	19,400	19,400
19303	Training - Seminars & Conference Costs	200	200	200
	<b>Travel Expenses</b>			
30101	Vehicle mileage allowance	14,300	13,950	24,000
30301	Car leasing	2,840	0	0
	<b>Supplies &amp; Services</b>			
41502	Reprographics	4,950	4,950	4,950
41503	Postage	240	240	240
42005	Telephone Calls	360	360	360
43601	Fees & Hired - Doctors & Paths	70	70	70
44595	Supplies & Services	270	270	270
	<b>Third Party Payments</b>			
50610	SWOne Payment for Housing Receptionist	0	0	10,910
	<b>Internal Recharges</b>			
86013	Central Accommodation	89,960	89,960	28,560
86022	Personnel Department	30,010	30,010	49,160
86024	Customer Contact	25,490	25,490	26,170
86029	Procurement	3,230	3,230	3,310
86060	Strategic Director	16,920	16,920	0
86069	Research & Cons	4,200	4,200	3,760
86071	Performance	4,600	4,600	5,960
86072	Strategy	7,240	7,240	8,180
86504	Accountancy	1,880	1,880	1,080
86505	ICT	39,530	39,530	35,770
86508	Property Services	910	910	810
86511	Corporate Admin	23,250	23,250	19,920
86512	Training & OD	880	880	890
	<b>Total Expenditure</b>	<b>1,044,850</b>	<b>1,028,470</b>	<b>963,750</b>
	<b>INCOME</b>			
71200	Contributions	(260)	(260)	(260)
73100	Fees & Charges	(120)	(120)	(120)
75001	Cross-Service Internal Recharges	(1,044,470)	(1,044,470)	(6,000)
	<b>Total Income</b>	<b>(1,044,850)</b>	<b>(1,044,850)</b>	<b>(6,380)</b>
	<b>Net Expenditure</b>	<b>0</b>	<b>(16,380)</b>	<b>957,370</b>



## Appendix F

### HOUSING REVENUE ACCOUNT

#### Sheltered Housing

Executive Councillor - Cllr Adkins  
Responsible Officer - Christine Thompson

Account	Account Name	Original Estimate 2010/11 £	Current Estimate 2010/11 £	Forward Estimate 2011/12 £
<b>108928</b>	<b>EXPENDITURE</b>			
	<b>Employee Related Expenses</b>			
10101	Basic Pay	331,840	331,840	<b>306,990</b>
10102	Overtime	20,200	20,200	<b>20,520</b>
10171	National Insurance	23,830	23,830	<b>22,910</b>
10181	Local Government Pension	36,210	36,210	<b>34,030</b>
19300	Training - Course Fees	10,000	10,000	<b>10,000</b>
	<b>Premises Related Expenses</b>			
20403	Electricity	93,430	93,430	<b>102,770</b>
20503	Rents	5,000	5,000	<b>5,000</b>
20504	NNDR	12,930	12,930	<b>13,740</b>
20703	Contract Cleaning	28,260	37,430	<b>37,430</b>
	<b>Travel Expenses</b>			
30101	Vehicle mileage allowance	25,580	20,870	<b>20,870</b>
	<b>Supplies &amp; Services</b>			
40000	Equipment	15,500	15,500	<b>15,500</b>
41000	Clothing & Uniforms - non-stock	2,000	2,000	<b>2,000</b>
41502	Reprographics	200	200	<b>200</b>
41505	Stationery	2,100	1,750	<b>1,750</b>
42005	Telephone Calls	13,500	3,500	<b>3,500</b>
43602	Fees & Hired - Criminal Record Checks	450	450	<b>450</b>
44550	Food & Drink	53,060	53,060	<b>46,620</b>
44595	Supplies & Services	14,500	14,500	<b>14,500</b>
	<b>Internal Recharges</b>			
86022	Personnel Department	6,920	6,920	<b>11,620</b>
86029	Procurement	3,060	3,060	<b>3,130</b>
86069	Research & Cons	4,160	4,160	<b>3,730</b>
86071	Performance	4,680	4,680	<b>5,270</b>
86072	Strategy	5,360	5,360	<b>6,070</b>
86076	Change managers	1,960	1,960	<b>0</b>
86504	Accountancy	6,440	6,440	<b>3,610</b>
86505	ICT	110	110	<b>110</b>
86511	Corporate Admin	2,150	2,150	<b>1,830</b>
86512	Training & OD	200	200	<b>200</b>
	<b>Total Expenditure</b>	<b>723,630</b>	<b>717,740</b>	<b>694,350</b>
	<b>INCOME</b>			
71200	Contributions	(20,670)	(20,670)	<b>(21,620)</b>
73000	Sales	(53,060)	(53,060)	<b>(46,620)</b>
73100	Fees & Charges	(4,500)	(4,500)	<b>(4,710)</b>
	<b>Total Income</b>	<b>(78,230)</b>	<b>(78,230)</b>	<b>(72,950)</b>
	<b>Net Expenditure</b>	<b>645,400</b>	<b>639,510</b>	<b>621,400</b>

## Appendix G

### HOUSING REVENUE ACCOUNT

#### Other General

Executive Councillor - Cllr Adkins  
Responsible Officer - Stephen Boland

Account	Account Name	Original Estimate 2010/11 £	Current Estimate 2010/11 £	Forward Estimate 2011/12 £
<b>108929</b>	<b>EXPENDITURE</b>			
	<b>Premises Related Expenses</b>			
20110	Planned Maint - External Areas	12,910	12,910	<b>13,450</b>
20116	Grounds Maintenance	376,270	376,270	<b>393,200</b>
20148	Lifts	25,000	25,000	<b>10,000</b>
20207	Outside Lighting	44,970	44,970	<b>46,990</b>
20214	Unplanned Maint - General	19,440	19,440	<b>20,310</b>
20218	Unplanned Maint - Drainage	146,220	146,220	<b>152,800</b>
20403	Electricity	58,550	58,550	<b>64,410</b>
20501	Water Charges/Sewerages	2,610	2,610	<b>2,870</b>
20703	Contract Cleaning	12,300	11,940	<b>12,500</b>
	<b>Supplies &amp; Services</b>			
43600	Fees & Hired	20,700	20,700	<b>21,630</b>
43601	Fees & Hired - Doctors & Paths	60,320	60,320	<b>60,320</b>
44601	Waste Disposal	0	0	<b>2,720</b>
	<b>Internal Recharges</b>			
86057	Parks client	63,700	63,700	<b>57,970</b>
86066	Cleansing DLO	5,540	5,540	<b>5,140</b>
86068	Highways Dlo	9,170	9,170	<b>7,510</b>
86501	Housing Asset Management	4,170	4,170	<b>37,920</b>
86504	Accountancy	5,300	5,300	<b>2,970</b>
86511	Corporate Admin	210	210	<b>200</b>
	<b>Total Expenditure</b>	<b>867,380</b>	<b>867,020</b>	<b>912,910</b>
	<b>INCOME</b>			
71200	Contributions	<b>(20,030)</b>	<b>(20,030)</b>	<b>(20,950)</b>
	<b>Total Income</b>	<b>(20,030)</b>	<b>(20,030)</b>	<b>(20,950)</b>
	<b>Net Expenditure</b>	<b>847,350</b>	<b>846,990</b>	<b>891,960</b>

## Appendix H

### HOUSING REVENUE ACCOUNT

#### Rentals On Property

Executive Councillor - Cllr Adkins  
Responsible Officer - Stephen Boland

Account	Account Name	Original Estimate 2010/11 £	Current Estimate 2010/11 £	Forward Estimate 2011/12 £
<b>108931</b>	<b>EXPENDITURE</b>			
	<b>Premises Related Expenses</b>			
10101	Vacancy Factor	0	0	(7,830)
10106	Allowances	13,200	13,200	8,410
19300	Training - Course Fees	70,600	40,600	30,600
	<b>Premises Related Expenses</b>			
20100	Planned Maintenance - General	31,900	31,900	35,000
20403	Electricity	77,420	77,420	85,160
20503	Rents	25,700	25,700	27,470
20504	NNDR	480	480	510
20802	Insurance - Premises	131,440	100,350	103,360
	<b>Supplies &amp; Services</b>			
40000	Equipment	7,250	7,250	7,250
41500	Advertising (not recruitment)	15,000	15,000	15,000
41505	Stationery	17,250	14,320	14,320
42001	Equipment ICT Software	10,000	10,000	10,000
42003	Equipment ICT Repairs & Maintenance	39,640	39,640	39,640
43002	Subscriptions	9,500	9,500	9,500
43600	Tenants Forum	28,500	27,000	45,000
44000	Insurance General	1,060	810	830
44500	Bank Charges	30,000	30,000	30,000
44501	Audit Fee	5,200	5,200	5,200
44586	Pest Control	52,000	52,000	52,000
44636	Reserve Fund	130,000	130,000	130,000
	<b>Third Party Payments</b>			
50711	Grants - Other	20,000	20,000	20,000
	<b>Internal Recharges</b>			
82010	HRA Contribution to CDC	0	0	187,510
86055	Personal Assistants	30,310	30,310	0
86057	Parks client	2,530	2,530	0
86060	Strategic Director SA	16,910	16,910	45,020
86061	Audit Review	9,530	9,530	10,700
86072	Strategy	5,690	5,690	6,440
86074	Revenue	112,300	112,300	101,610
86075	Treasury Management	22,160	22,160	14,710
86137	Chief Executive	0	0	49,660
86156	Director JW	0	0	36,710
86162	Director KT	0	0	37,430
86168	Director BC	0	0	34,030
86170	Retained Finance	0	0	46,710
86501	Housing Asset Management	479,180	479,180	0
86502	Strategic Services	36,700	36,700	20,270
86503	Housing Mangement	1,044,470	1,044,470	0
86504	Accountancy	134,180	134,180	75,610
86505	ICT	173,370	173,370	155,660
86507	Legal Services	101,170	101,170	82,710
86508	Property Services	14,990	14,990	13,150
86511	Corporate Admin	17,840	17,840	15,270
Admin	Admin of Renovation & Grants	0	0	91,940
BST4	Business Support Team 4	0	0	281,840
ComS	Community Safety	0	0	124,230
Homeless	Homelessness	0	0	30,710
	<b>Total Expenditure</b>	<b>2,917,470</b>	<b>2,851,700</b>	<b>2,123,340</b>
	<b>INCOME</b>			
73100	Fees & Charges	(29,660)	(29,660)	(31,020)
74100	Rental Income	(21,280)	(21,280)	(22,260)
75001	Cross-Service Internal Recharges	(21,280)	(43,630)	(43,630)
	<b>Total Income</b>	<b>(72,220)</b>	<b>(94,570)</b>	<b>(96,910)</b>
	<b>Net Expenditure</b>	<b>2,845,250</b>	<b>2,757,130</b>	<b>2,026,430</b>

## HOUSING REVENUE ACCOUNT

## Tenant Empowerment

Executive Councillor - Cllr Adkins

Responsible Officer - Martin Price

Account	Account Name	Original Estimate 2010/11 £	Current Estimate 2010/11 £	Forward Estimate 2011/12 £
<b>109649</b>	<b>EXPENDITURE</b>			
	<b>Employee Related Expenses</b>			
10101	Basic Pay	0	78,700	<b>79,940</b>
10171	National Insurance	0	5,570	<b>5,680</b>
10181	Local Government Pension	0	11,800	<b>12,850</b>
19300	Training - Course Fees	0	30,000	<b>30,000</b>
	<b>Supplies &amp; Services</b>			
43600	Fees & Hired	0	1,500	<b>1,500</b>
	<b>Internal Recharges</b>			
86163	Performance & Client	0	0	<b>690</b>
86173	HR	0	0	<b>5,680</b>
	<b>Total Expenditure</b>	<b>0</b>	<b>127,570</b>	<b>136,340</b>
	<b>Net Expenditure</b>	<b>0</b>	<b>127,570</b>	<b>136,340</b>

## Equalities Impact Assessment

## Impact Assessment form and action table

What are you completing this impact assessment for? E.g. policy, service area	<b>Annual rent increase 2011/12</b>
<b>Section One – Aims and objectives of the policy /service</b>	
To ensure continued investment in the management and maintenance of the housing stock to ensure it meets the needs of all tenants, and continued support for arrange of vulnerable groups.	
<b>Section two – Groups that the policy or service is targeted at</b>	
Tenants of Taunton Deane Borough Council.	
<b>Section three – Groups that the policy or service is delivered by</b>	
Taunton Deane Borough Council Housing Service.	
<b>Section four – Evidence and Data used for assessment</b>	
Tenant Services Management Board – Housing Revenue Account Budget 2011/12 discussed on the 6 <sup>th</sup> December 2010	
<b>Section Five - Conclusions drawn about the impact of service/policy/function on different groups highlighting negative impact or unequal outcomes</b>	
As the rent level increase is across the board, no potential discrimination has been identified for any particular groups of tenants.	
The Housing Revenue Account is monitored on a quarterly basis.	
In order to eliminate any financial hardships for vulnerable tenants of low income we have a number of initiatives embedded in our service delivery and support to enable tenants to manage their finances and maximise their income:	
<ul style="list-style-type: none"> <li>• Officers provide advice, support and make referrals for tenants in need.</li> <li>• Checks are undertaken to ensure tenants are in receipt of all the benefits they are entitled to.</li> <li>• Promotion of a range of benefits is undertaken to enable tenants to maximise their</li> </ul>	

income and ensuring that they are claiming the correct benefits.

**Section six – Examples of best practise**

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Signed: Person/Manager completed by		Signed: Group Manager/Director	
---	--	--------------------------------------	--

Appendix J

Impact Assessment Issues and Actions table						
Service area				Date		
Identified issue drawn from your conclusions	Groups affected	Actions needed – how will your service or policy be amended	Who is responsible	By when	Is a monitoring system required	Expected outcomes from carrying out actions
<b>Knowing our Communities, engagement and satisfaction</b>						
<b>Responsive services and customer care</b>						
<b>Place shaping, leadership and partnerships</b>						
<b>A modern and diverse workforce</b>						

# Taunton Deane Borough Council

## Executive – 10 February 2011

### Capital Programme Budget Estimates 2011/12

#### Report of the Financial Services Manager

(This matter is the responsibility of the Leader of the Council, Councillor John Williams)

#### **1 Executive Summary**

<p>This report presents details the proposed General Fund (GF) and Housing Account (HRA) capital programmes for the period 2011/12 to 2015/16 and requests The Executive to comment on these.</p>
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#### **2 Purpose**

- 2.1 The purpose of this report is to enable the Executive to consider the proposed General Fund Capital Programme as outlined in Appendix A, and the proposed Housing Capital Programme as outlined in Appendix B. Following consideration by The Executive, the programme is due to be considered by Full Council on 22 February 2011.

#### **3 2010/11 General Fund Capital Programme**

- 3.1 The Council approved a Capital Programme for 2010/11 General Fund schemes totalling £2.852m in February 2010. Slippage from the previous year plus supplementary budget approvals during the year has increased the Programme to £6.689m.
- 3.2 An additional supplementary estimate of £60,000 is required in the current year to fund the costs of the replacement of the payment machines in the car parks for the new coinage. This was originally included in the 2011/12 Capital Programme but as the new coins are anticipated to be introduced in April 2011 the Council needs to ensure it is ready to accept the new coins. More detail is provided in Appendix C of this report.
- 3.3 It is proposed that this project is funded from the revenue budget by utilising £60,000 of surplus earmarked reserves. This was submitted as an amendment to the recommendation in the Earmarked Reserves Review report to Executive on 19 January 2010.

#### **4 2011/12 Capital Programme**

- 4.1 In December, Members were provided with the initial draft capital



programme as part of the Members budget consultation pack. Since then we have received confirmation of the loss of a significant amount of Government funding for general fund housing capital, in the form of grant and supported borrowing:

£462,000 Housing Capital grant has been cut in full.

£620,000 Supported borrowing has been cut in full (this is now only directed to authorities which are yet to meet the decent homes standard).

4.2 In addition there was a funding gap of £123,000 identified on the proposed programme within the Members Consultation Pack. With the loss of funding outlined in 2.1 above, the funding gap increases to £1,205,000 therefore it has been necessary to review and revise the Proposed Capital Programme for 2011/12.

4.4 The Proposed General Fund Capital Programme 2011/12 now totals £1.421m. At this stage, this assumes nil slippage from 2010/11 although it looks like the majority of the costs of the Crematorium Mercury Abatement project will slip into 2011/12. Any slippage on the current year programme will be reported to members in the year end Outturn Report.

#### **Proposed Changes**

4.5 We have been working hard to identify how best to close the funding gap so that the Programme is fully funded and therefore affordable. Proposals are now in place to achieve this, through a combination of reducing spending in the areas where government have reduced funding and identifying existing Council resources to fund one-off schemes. The overall aim has been to propose an affordable Capital Programme without the need for borrowing. The funding gap of £1,205,000 has been closed by:

£	
635,000	Reduced spending from the Initial Draft Programme targeted in areas where external funding has been cut
60,000	Removed one scheme which is required to bring forward to 2010/11, with funding proposed from surplus earmarked reserves see 3.3 above.
381,000	Use of existing Housing Enabling Reserve to fund current RSL Grants commitments
49,000	Use RCCO for New One-off Schemes (IT Infrastructure, Crematorium equipment) funded from General Reserves
80,000	Use RCCO towards Updated Existing Scheme (New Cremators) funded from 2011/12 Budget.
<b>1,205,000</b>	<b>TOTAL</b>

4.6 The table below has been updated to show the impact of the proposed changes.

## Updated Proposed Capital Programme

Scheme	Initial Draft Programme £000	Draft Programme £000	Difference £000
<b>Recurring Schemes (2011/12 onwards unless stated)</b>			
Grants to Clubs	46	46	0
Play Equipment – Grants to Parishes	20	20	0
Replacement Play Equipment	20	20	0
IT Improvements	59	59	0
Taunton Canal Grant	10	10	0
Replacement Parking Enforcement Equipment	10	0	-10
Disabled Facility Grants – Private Sector	405	359	-46
Private Sector Renewal Grants	301	0	-301
Grants to RSL's	728	450	-278
<b>Total Recurring Schemes</b>	<b>1,599</b>	<b>964</b>	<b>-635</b>
<b>Updated Existing Schemes</b>			
Taunton Crematorium New Cremators and Mercury Abatement Works (in addition to £1,085k in 2010/11)	235	235	0
Town Centre Improvements	8	8	0
<b>Total Updated Existing Schemes</b>	<b>243</b>	<b>243</b>	<b>0</b>
<b>New Schemes</b>			
ICT Infrastructure	35	35	0
Parking Payment Equipment Replacement	60	0	-60
Taunton Crematorium Equipment	14	14	0
Cemeteries/Crematorium Mower Replacement	0	15	15
DLO Vehicle Replacement	0	150	150
<b>Total New Schemes</b>	<b>109</b>	<b>214</b>	<b>105</b>
<b>Grand Total</b>	<b>1,951</b>	<b>1,421</b>	<b>-530</b>

## Funding the Capital Programme

Funding Source	Initial Draft Programme £000	Draft Programme £000	Difference £000
Revenue Funding – Capital Financing Reserve	0	15	15
Revenue Funding – Housing Enabling Reserve	0	381	381
Revenue Funding – DLO Reserve	0	150	150
Revenue Funding – 2011/12 Budget	0	80	80
Revenue Funding – General Reserves	0	49	49
Government Grants	721	259	-462
Capital Receipts	487	487	0
Supported Borrowing – Regional Housing Pot	620	0	-620
<i>Balance - To be identified</i>	123	0	-123
<b>Grand Total</b>	<b>1,951</b>	<b>1,421</b>	<b>-530</b>

4.7 At the time of preparing this report the Council's grant allocation for Disabled Facilities Grants (DFGs) has not been announced. It is not likely to be confirmed until February so the assumption at this stage is that it will remain at £259k.

4.8 Overall the proposal is a reduction on the general fund housing schemes of £625k despite the loss of £1.082m external funding. Where there are already commitments against areas of general fund housing these are being funded from the Housing Enabling reserve. The balance left in this reserve after the funding of the 2011/12 programme is as follows:

Housing Enabling Reserve	Total £000
Balance at 01/04/2010	782
Amounts committed in 2010/11	(161)
Amount due in from Strong Vox (via s.106 agreement)	375
Proposed funding of 2011/12 Capital Programme	(381)
<b>Balance left in Reserve</b>	<b>615</b>

4.9 Future General Fund projects can be undertaken when resources become available. This could be through either borrowing, revenue contributions or through the sale of assets.

4.10 The proposed General Fund Capital Programme for 2011/12 to 2015/16 is included as Appendix A and the detailed commentary is included in Appendix C. The Executive are asked to approve the Proposed Programme, which is then required to be approved by Full Council on 22 February 2011. Indicative allocations are included in

later years to provide members with a longer term perspective on potential future capital investment and the implications on estimated available resources.

## **5 2010/11 Housing Revenue Account Capital Programme**

- 5.1 The Council approved a Capital Programme for 2010/11 HRA Schemes totalling £4.560m in February 2010. Slippage from the previous year has increased the estimated programme expenditure in 2010/11 to £6.058m.

## **6 2011/12 Housing Revenue Account Capital Programme**

- 6.1 The proposed HRA Capital Programme for 2010/11 totals £4.299m. At this stage this assumes nil slippage from 2010/11. Appendix B provides a breakdown of the 5-year programme.
- 6.2 The proposed Housing Revenue Account programme is detailed below. This breaks the projects down between decent homes and other projects. Further commentary on the HRA Capital schemes is available in Appendix D.

<b>Scheme</b>	<b>Scheme Cost £000</b>	<b>Total £000</b>
<b>Decent Homes</b>		
Bathrooms, Roofing, Windows and Heating Improvements	3,654	<b>3,654</b>
<b>Other Works</b>		
Integrated Housing Management System	15	
Door Entry Systems	20	
Aids and Adaptations	200	
Sound Proofing	20	
DDA Work	20	
Asbestos Works	20	
<b>Total Other Works</b>		<b>295</b>
<b>Other Schemes</b>		
Community Alarm Systems	45	
Tenants Improvements	5	
Disabled Facilities Grants (HRA Stock)	300	
<b>Total Other Schemes</b>		<b>350</b>
<b>Total Proposed HRA Capital Programme 2011/12</b>		<b>4,299</b>

### **Funding the HRA Capital Programme**

	<b>£'000</b>
HRA Revenue Funding (RCCO)	361
Major Repairs Allowance (Government Subsidy)	3,938
<b>Total HRA Capital Resources</b>	<b>4,299</b>

## **7 Corporate Scrutiny Comments**

- 7.1 There were no comments provided by Corporate Scrutiny on 27 January 2011 related to the proposed Capital Programmes.

## **8 Further Information - General Fund Resources**

- 8.1 **Revenue Funding:** This represents revenue funding that has been set aside to finance capital expenditure. In 2011/12 the revenue funding is coming from a number of places; earmarked reserves, general reserves and council tax.
- 8.2 **Capital Grants and Contributions:** In the 2011/12 Capital Programme this relates to the Regional Housing Grant and Disabled Facilities Grant funding provided by central government. As mentioned previously in this report it has been confirmed that TDBC will not be receiving any Regional Housing Grant which reduces our funds by £462,000. We are estimating that the amount of grant funding for Disabled Facilities Grants (DFGs) will be a minimum of £259,000. Members should note that at the time of writing this report the Department of Communities and Local Government (DCLG) has yet to announce the final allocations for 2011/12 but the funding has gone up by 6.22% nationally, so we might see an increase in this funding.
- 8.3 **Usable Capital Receipts – General:** The balance of unallocated capital receipts is currently zero. There are no additional receipts included in the 2011/12 budget, however, future capital receipts are anticipated from the expected sale of the existing Nursery Site and the Bindon Road site. It is likely that the sale of Bindon Road will be completed during late 2010/11 or early 2011/12. These receipts would add to the funds available, giving the potential to invest in new priority schemes.
- 8.4 **Usable Capital Receipts – Housing:** This relates to income from the sale of council houses, and officers have estimated that there will be only 6 Right To Buy sales in 2011/12. The Council is required to return 75% of these proceeds to central Government; therefore the above projections assume a net amount of £100,000 per annum will be retained by the Council as usable capital receipts. Members should note that these receipts are not ring fenced to spend on housing initiatives.
- 8.5 **Supported Borrowing:** This is borrowing for capital purposes, for which central Government provides revenue support to meet the cost of debt repayment. Unfortunately it has been confirmed that the allocation of supported borrowing for TDBC will be zero in 2011/12 (2010/11 = £620k). Early research indicated that this has only gone to authorities who have not met the decent homes standard.

- 8.6 **Unsupported Borrowing:** Where the overall amount of capital expenditure exceeds the available resources, the Council would be required to undertake prudential borrowing for the difference. If borrowing is needed and approved it will only be taken after full consideration of the Authority's treasury management strategy and the indicators prescribed by the Prudential Code.

## **9 Further Information - HRA Resources**

- 9.1 Capital resources attributable to HRA-related capital expenditure includes the Major Repairs Allowance (MRA) (HRA Subsidy from central Government) and revenue contributions to capital (RCCO).
- 9.2 **Major Repairs Allowance:** The MRA is allocated to the Council via the HRA Subsidy. The 2011/12 allocation included in the Final HRA Subsidy Determination was £3.938m. This forms a significant proportion of the available funding for maintaining the Council's housing stock.
- 9.3 **HRA Capital Reserve:** Where the estimated required major repairs expenditure exceeds the MRA subsidy, the difference is included as a revenue contribution (RCCO) from the Housing Revenue Account.

## **10 Updates to Schemes**

- 10.1 For both the GF and HRA any new schemes, which emerge during the lifespan of the programmes, will be funded through existing unallocated resources or through new resources, such as new capital receipts. Bids for additional schemes would follow the standard approval process.

## **11 Finance Comments**

- 11.1 This is a finance report and there are no additional comments.

## **12 Legal Comments**

- 11.1 Managers have considered whether there are any legal implications in arriving at the proposed budget for 2011/12.

## **13 Links to Corporate Aims**

- 12.1 The proposed capital budget for 2011/12 has links to all four of the Corporate Aims Tackling Deprivation, Regeneration, Affordable Housing and Climate Change.

## **14 Environmental and Community Safety Implications**

- 14.1 Managers have considered the environmental and community safety implications in arriving at the proposed capital budget for 2011/12.

## **15 Equalities Impact**

- 15.1 Equalities impact assessments have been undertaken on the proposed cuts to the housing services capital budgets. The details of these can be found in Appendix E of this report.

## **16 Risk Management**

- 15.1 The risks associated with this report are linked to the cuts in the housing services capital programme. These cuts affect some of the most vulnerable people in this sector who rely on TDBC to help them improve their living conditions, and bring their homes up to a basic standard of energy efficiency, repair and safety. There is potentially a reputational risk here. To mitigate this risk alternative funding sources are being looked at for example the promotion of the use of low cost loans.

## **17 Partnership Implications**

- 16.1 The private sector housing capital budget is now managed on behalf of TDBC by the Somerset West Private Sector Housing Partnership (SWPSHP).

## **18 Recommendations**

- 18.1 The Executive are requested to approve both the General Fund Capital Programme and Housing Revenue Account Capital Programme budgets for 2011/12 and recommend the same to Full Council.
- 18.2 The Executive are also requested to recommend to Full Council the approval of the supplementary estimate of £60,000 required in 2010/11 for the replacement of the car park payment machines.

### **Contact Officers:**

GF Capital Programme & General Enquires  
Paul Fitzgerald, Financial Services Manager  
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Housing Capital Programme  
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Principal Accountant  
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**Background Papers:**

Members Budget Consultation Pack 2010/11 (yellow folder)

**Please note:**

In order for this item to be debated in the most efficient manner at The Executive, Members who have queries with any aspect of the report are requested to contact the appropriate officer(s) named above before the meeting.



## TAUNTON DEANE BOROUGH COUNCIL - GF CAPITAL PROGRAMME BUDGET ESTIMATES 2011/12 TO 2015/16

Project Code	SCHEME / PROJECT	Portfolio	2010/11 Current Budget £	2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £	2014/15 Estimate £	2015/16 Estimate £	Total Current Budget + 5 Yr Estimate £
<b>Corporate Resources</b>									
11TD01	IT Improvements	Corporate Resources	95,500	59,500	59,500	59,500	59,500	59,500	297,500
tbc	ICT Infrastructure Maintenance	Corporate Resources	0	35,000	0	0	0	0	35,000
Subtotal			95,500	94,500	59,500	59,500	59,500	59,500	332,500
<b>Economic Development &amp; Arts</b>									
10TD02	DLO Vehicle Acquisitions	Economic Development & Arts	52,000	150,000	0	0	0	0	150,000
tbc	Economic Development	Economic Development & Arts	2,750,000	0	0	0	0	0	0
Subtotal			2,802,000	150,000	0	0	0	0	150,000
<b>Environmental Services</b>									
10TD32	Taunton Crematorium Mercury Abatement Works (Extension	Environmental Services	1,085,000	235,000	0	0	0	0	235,000
tbc	Taunton Crematorium Book of Remembrance Cabinets	Environmental Services	0	0	0	15,000	0	0	15,000
tbc	Taunton Crematorium Wesley Music	Environmental Services	0	14,000	0	0	0	0	14,000
tbc	Taunton Cemetery Extension	Environmental Services	0	0	50,000	50,000	0	0	100,000
tbc	Wellington Cemetery Extension	Environmental Services	0	0	50,000	0	0	0	50,000
tbc	Crematorium Mower	Environmental Services	0	15,000	0	0	0	0	15,000
10TD03	Taunton/Bridgwater Canal Capital Grant	Environmental Services	10,000	10,000	10,000	10,000	10,000	10,000	50,000
Subtotal			1,095,000	274,000	110,000	75,000	10,000	10,000	479,000
<b>Planning Policy &amp; Transportation</b>									
10TD11	Parking Strategy - Payment Equipment Replacement	Planning Policy & Transportation	10,000	0	10,000	10,000	10,000	10,000	40,000
tbc	Payment Equipment Replacement - New Coinage	Planning Policy & Transportation	60,000	0	0	0	0	0	0
tbc	Paul Street Multistorey Car Park Major Repairs	Planning Policy & Transportation	0	0	50,000	50,000	0	0	100,000
tbc	Town Centre Improvements	Planning Policy & Transportation	0	7,600	0	0	0	0	7,600
Subtotal			70,000	7,600	60,000	60,000	10,000	10,000	147,600
<b>Sports, Parks &amp; Leisure</b>									
10TD08	Play Equipment - Grants to Clubs	Sports, Parks & Leisure	179,000	46,000	46,000	46,000	46,000	46,000	230,000
10TD09	Play Equipment - Grants to Parishes	Sports, Parks & Leisure	98,000	20,000	20,000	20,000	20,000	20,000	100,000
10TD10	Play Equipment - Replacement Programme	Sports, Parks & Leisure	20,000	20,000	20,000	20,000	20,000	20,000	100,000
10TD49	Play Area - Lyngford Park	Sports, Parks & Leisure	96,000	0	0	0	0	0	0
10TD50	Play Area - Oake	Sports, Parks & Leisure	48,000	0	0	0	0	0	0
10TD52	Play Area - Hamilton Gault	Sports, Parks & Leisure	43,000	0	0	0	0	0	0
10TD53	Play Area - Baldwin Road	Sports, Parks & Leisure	24,000	0	0	0	0	0	0
10TD54	Play Area - Vivary Park	Sports, Parks & Leisure	87,000	0	0	0	0	0	0
10TD55	Play Area - Wheelspark - Hamilton Gault	Sports, Parks & Leisure	83,000	0	0	0	0	0	0
11TD56	Play Area - Taunton Green	Sports, Parks & Leisure	40,000	0	0	0	0	0	0
11TD57	Play Area - Greenway	Sports, Parks & Leisure	52,500	0	0	0	0	0	0
Subtotal			770,500	86,000	86,000	86,000	86,000	86,000	430,000
<b>Capital Expenditure Non-Housing</b>			<b>4,833,000</b>	<b>612,100</b>	<b>315,500</b>	<b>280,500</b>	<b>165,500</b>	<b>165,500</b>	<b>1,539,100</b>
<b>Housing Services</b>									
10TD05	Disabled Facilities Grants - Private Sector	Housing Services	450,000	359,000	450,000	450,000	450,000	450,000	2,159,000
10TD06	Private Sector Renewal Grants	Housing Services	335,000	0	335,000	335,000	335,000	335,000	1,340,000
10TD07	Grants to RSLs	Housing Services	1,071,000	450,000	809,000	809,000	809,000	809,000	3,686,000
<b>Capital Expenditure Housing Non-HRA</b>			<b>1,856,000</b>	<b>809,000</b>	<b>1,594,000</b>	<b>1,594,000</b>	<b>1,594,000</b>	<b>1,594,000</b>	<b>7,185,000</b>
<b>GENERAL FUND CAPITAL EXPENDITURE</b>			<b>6,689,000</b>	<b>1,421,100</b>	<b>1,909,500</b>	<b>1,874,500</b>	<b>1,759,500</b>	<b>1,759,500</b>	<b>8,724,100</b>

## TAUNTON DEANE BOROUGH COUNCIL - GF CAPITAL PROGRAMME BUDGET ESTIMATES 2011/12 TO 2015/16

Project Code	SCHEME / PROJECT	Portfolio	2010/11 Current Budget £	2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £	2014/15 Estimate £	2015/16 Estimate £	Total Current Budget + 5 Yr Estimate £
<b>Corporate Resources</b>									
11TD01	IT Improvements	Corporate Resources	95,500	59,500	59,500	59,500	59,500	59,500	297,500
tbc	ICT Infrastructure Maintenance	Corporate Resources	0	35,000	0	0	0	0	35,000
Subtotal			95,500	94,500	59,500	59,500	59,500	59,500	332,500
<b>Economic Development &amp; Arts</b>									
10TD02	DLO Vehicle Acquisitions	Economic Development & Arts	52,000	150,000	0	0	0	0	150,000
tbc	Economic Development	Economic Development & Arts	2,750,000	0	0	0	0	0	0
Subtotal			2,802,000	150,000	0	0	0	0	150,000
<b>Environmental Services</b>									
10TD32	Taunton Crematorium Mercury Abatement Works (Extension	Environmental Services	1,085,000	235,000	0	0	0	0	235,000
tbc	Taunton Crematorium Book of Remembrance Cabinets	Environmental Services	0	0	0	15,000	0	0	15,000
tbc	Taunton Crematorium Wesley Music	Environmental Services	0	14,000	0	0	0	0	14,000
tbc	Taunton Cemetery Extension	Environmental Services	0	0	50,000	50,000	0	0	100,000
tbc	Wellington Cemetery Extension	Environmental Services	0	0	50,000	0	0	0	50,000
tbc	Crematorium Mower	Environmental Services	0	15,000	0	0	0	0	15,000
10TD03	Taunton/Bridgwater Canal Capital Grant	Environmental Services	10,000	10,000	10,000	10,000	10,000	10,000	50,000
Subtotal			1,095,000	274,000	110,000	75,000	10,000	10,000	479,000
<b>Planning Policy &amp; Transportation</b>									
10TD11	Parking Strategy - Payment Equipment Replacement	Planning Policy & Transportation	10,000	0	10,000	10,000	10,000	10,000	40,000
tbc	Payment Equipment Replacement - New Coinage	Planning Policy & Transportation	60,000	0	0	0	0	0	0
tbc	Paul Street Multistorey Car Park Major Repairs	Planning Policy & Transportation	0	0	50,000	50,000	0	0	100,000
tbc	Town Centre Improvements	Planning Policy & Transportation	0	7,600	0	0	0	0	7,600
Subtotal			70,000	7,600	60,000	60,000	10,000	10,000	147,600
<b>Sports, Parks &amp; Leisure</b>									
10TD08	Play Equipment - Grants to Clubs	Sports, Parks & Leisure	179,000	46,000	46,000	46,000	46,000	46,000	230,000
10TD09	Play Equipment - Grants to Parishes	Sports, Parks & Leisure	98,000	20,000	20,000	20,000	20,000	20,000	100,000
10TD10	Play Equipment - Replacement Programme	Sports, Parks & Leisure	20,000	20,000	20,000	20,000	20,000	20,000	100,000
10TD49	Play Area - Lyngford Park	Sports, Parks & Leisure	96,000	0	0	0	0	0	0
10TD50	Play Area - Oake	Sports, Parks & Leisure	48,000	0	0	0	0	0	0
10TD52	Play Area - Hamilton Gault	Sports, Parks & Leisure	43,000	0	0	0	0	0	0
10TD53	Play Area - Baldwin Road	Sports, Parks & Leisure	24,000	0	0	0	0	0	0
10TD54	Play Area - Vivary Park	Sports, Parks & Leisure	87,000	0	0	0	0	0	0
10TD55	Play Area - Wheelspark - Hamilton Gault	Sports, Parks & Leisure	83,000	0	0	0	0	0	0
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Subtotal			770,500	86,000	86,000	86,000	86,000	86,000	430,000
<b>Capital Expenditure Non-Housing</b>			<b>4,833,000</b>	<b>612,100</b>	<b>315,500</b>	<b>280,500</b>	<b>165,500</b>	<b>165,500</b>	<b>1,539,100</b>
<b>Housing Services</b>									
10TD05	Disabled Facilities Grants - Private Sector	Housing Services	450,000	359,000	450,000	450,000	450,000	450,000	2,159,000
10TD06	Private Sector Renewal Grants	Housing Services	335,000	0	335,000	335,000	335,000	335,000	1,340,000
10TD07	Grants to RSLs	Housing Services	1,071,000	450,000	809,000	809,000	809,000	809,000	3,686,000
<b>Capital Expenditure Housing Non-HRA</b>			<b>1,856,000</b>	<b>809,000</b>	<b>1,594,000</b>	<b>1,594,000</b>	<b>1,594,000</b>	<b>1,594,000</b>	<b>7,185,000</b>
<b>GENERAL FUND CAPITAL EXPENDITURE</b>			<b>6,689,000</b>	<b>1,421,100</b>	<b>1,909,500</b>	<b>1,874,500</b>	<b>1,759,500</b>	<b>1,759,500</b>	<b>8,724,100</b>

## TAUNTON DEANE BOROUGH COUNCIL - GF CAPITAL PROGRAMME BUDGET ESTIMATES 2011/12 TO 2015/16

Project Code	SCHEME / PROJECT	Portfolio	2010/11 Current Budget £	2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £	2014/15 Estimate £	2015/16 Estimate £	Total Current Budget + 5 Yr Estimate £
<b>Corporate Resources</b>									
11TD01	IT Improvements	Corporate Resources	95,500	59,500	59,500	59,500	59,500	59,500	297,500
tbc	ICT Infrastructure Maintenance	Corporate Resources	0	35,000	0	0	0	0	35,000
Subtotal			95,500	94,500	59,500	59,500	59,500	59,500	332,500
<b>Economic Development &amp; Arts</b>									
10TD02	DLO Vehicle Acquisitions	Economic Development & Arts	52,000	150,000	0	0	0	0	150,000
tbc	Economic Development	Economic Development & Arts	2,750,000	0	0	0	0	0	0
Subtotal			2,802,000	150,000	0	0	0	0	150,000
<b>Environmental Services</b>									
10TD32	Taunton Crematorium Mercury Abatement Works (Extension	Environmental Services	1,085,000	235,000	0	0	0	0	235,000
tbc	Taunton Crematorium Book of Remembrance Cabinets	Environmental Services	0	0	0	15,000	0	0	15,000
tbc	Taunton Crematorium Wesley Music	Environmental Services	0	14,000	0	0	0	0	14,000
tbc	Taunton Cemetery Extension	Environmental Services	0	0	50,000	50,000	0	0	100,000
tbc	Wellington Cemetery Extension	Environmental Services	0	0	50,000	0	0	0	50,000
tbc	Crematorium Mower	Environmental Services	0	15,000	0	0	0	0	15,000
10TD03	Taunton/Bridgwater Canal Capital Grant	Environmental Services	10,000	10,000	10,000	10,000	10,000	10,000	50,000
Subtotal			1,095,000	274,000	110,000	75,000	10,000	10,000	479,000
<b>Planning Policy &amp; Transportation</b>									
10TD11	Parking Strategy - Payment Equipment Replacement	Planning Policy & Transportation	10,000	0	10,000	10,000	10,000	10,000	40,000
tbc	Payment Equipment Replacement - New Coinage	Planning Policy & Transportation	60,000	0	0	0	0	0	0
tbc	Paul Street Multistorey Car Park Major Repairs	Planning Policy & Transportation	0	0	50,000	50,000	0	0	100,000
tbc	Town Centre Improvements	Planning Policy & Transportation	0	7,600	0	0	0	0	7,600
Subtotal			70,000	7,600	60,000	60,000	10,000	10,000	147,600
<b>Sports, Parks &amp; Leisure</b>									
10TD08	Play Equipment - Grants to Clubs	Sports, Parks & Leisure	179,000	46,000	46,000	46,000	46,000	46,000	230,000
10TD09	Play Equipment - Grants to Parishes	Sports, Parks & Leisure	98,000	20,000	20,000	20,000	20,000	20,000	100,000
10TD10	Play Equipment - Replacement Programme	Sports, Parks & Leisure	20,000	20,000	20,000	20,000	20,000	20,000	100,000
10TD49	Play Area - Lyngford Park	Sports, Parks & Leisure	96,000	0	0	0	0	0	0
10TD50	Play Area - Oake	Sports, Parks & Leisure	48,000	0	0	0	0	0	0
10TD52	Play Area - Hamilton Gault	Sports, Parks & Leisure	43,000	0	0	0	0	0	0
10TD53	Play Area - Baldwin Road	Sports, Parks & Leisure	24,000	0	0	0	0	0	0
10TD54	Play Area - Vivary Park	Sports, Parks & Leisure	87,000	0	0	0	0	0	0
10TD55	Play Area - Wheelspark - Hamilton Gault	Sports, Parks & Leisure	83,000	0	0	0	0	0	0
11TD56	Play Area - Taunton Green	Sports, Parks & Leisure	40,000	0	0	0	0	0	0
11TD57	Play Area - Greenway	Sports, Parks & Leisure	52,500	0	0	0	0	0	0
Subtotal			770,500	86,000	86,000	86,000	86,000	86,000	430,000
<b>Capital Expenditure Non-Housing</b>			<b>4,833,000</b>	<b>612,100</b>	<b>315,500</b>	<b>280,500</b>	<b>165,500</b>	<b>165,500</b>	<b>1,539,100</b>
<b>Housing Services</b>									
10TD05	Disabled Facilities Grants - Private Sector	Housing Services	450,000	359,000	450,000	450,000	450,000	450,000	2,159,000
10TD06	Private Sector Renewal Grants	Housing Services	335,000	0	335,000	335,000	335,000	335,000	1,340,000
10TD07	Grants to RSLs	Housing Services	1,071,000	450,000	809,000	809,000	809,000	809,000	3,686,000
<b>Capital Expenditure Housing Non-HRA</b>			<b>1,856,000</b>	<b>809,000</b>	<b>1,594,000</b>	<b>1,594,000</b>	<b>1,594,000</b>	<b>1,594,000</b>	<b>7,185,000</b>
<b>GENERAL FUND CAPITAL EXPENDITURE</b>			<b>6,689,000</b>	<b>1,421,100</b>	<b>1,909,500</b>	<b>1,874,500</b>	<b>1,759,500</b>	<b>1,759,500</b>	<b>8,724,100</b>

## TAUNTON DEANE BOROUGH COUNCIL - HRA CAPITAL PROGRAMME BUDGET ESTIMATES 2011/12 TO 2015/16

Project Code	SCHEME / PROJECT	2010/11 Current Budget £	2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £	2014/15 Estimate £	2015/16 Estimate £	Total Current Budget + 5 Yr Estimate £
10TD12	Kitchen Improvements	4,334,000	3,654,500	3,754,040	3,375,000	3,866,655	3,866,655	22,850,850
10TD13	Bathroom Fittings	0	0	0	0	0	0	0
10TD14	Roofing	0	0	0	0	0	0	0
10TD15	Windows	0	0	0	0	0	0	0
10TD17	Heating Improvements	0	0	0	0	0	0	0
10TD18	Integrated Housing Management System	95,000	15,000	15,000	15,000	0	0	140,000
10TD19	Door Entry Systems	43,000	20,000	20,000	20,000	20,000	20,000	143,000
10TD20	Aids and Adaptations	410,000	200,000	200,000	200,000	200,000	200,000	1,410,000
10TD21	Soundproofing	58,000	20,000	20,000	20,000	20,000	20,000	158,000
10TD22	DDA Work	51,000	20,000	20,000	20,000	20,000	20,000	151,000
10TD23	Asbestos Works	78,000	20,000	20,000	20,000	20,000	20,000	178,000
10TD25	Community Alarm Systems	89,000	45,000	45,000	45,000	45,000	45,000	314,000
10TD26	Tenants Imps.	15,000	5,000	5,000	5,000	5,000	5,000	40,000
10TD27	Disabled Facilities Grants (HRA Stock)	324,000	300,000	300,000	300,000	300,000	300,000	1,824,000
10TD38	Communal TV Aerials	25,000	0	0	0	0	0	25,000
10TD39	Roland Close/Sneddon Gove - renovation works	17,000	0	0	0	0	0	17,000
10TD40	Lindley House	481,000	0	0	0	0	0	481,000
10TD41	Choice based lettings system	18,000	0	0	0	0	0	18,000
10TD44	Cash Incentive Scheme	20,000	0	0	0	0	0	20,000
<b>Capital Expenditure Housing HRA</b>		<b>6,058,000</b>	<b>4,299,500</b>	<b>4,399,040</b>	<b>4,020,000</b>	<b>4,496,655</b>	<b>4,496,655</b>	<b>27,769,850</b>
<b>HRA CAPITAL EXPENDITURE</b>		<b>6,058,000</b>	<b>4,299,500</b>	<b>4,399,040</b>	<b>4,020,000</b>	<b>4,496,655</b>	<b>4,496,655</b>	<b>27,769,850</b>

## TAUNTON DEANE BOROUGH COUNCIL - HRA CAPITAL PROGRAMME BUDGET ESTIMATES 2011/12 TO 2015/16

Project Code	SCHEME / PROJECT	2010/11 Current Budget £	2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £	2014/15 Estimate £	2015/16 Estimate £	Total Current Budget + 5 Yr Estimate £
10TD12	Kitchen Improvements	4,334,000	3,654,500	3,754,040	3,375,000	3,866,655	3,866,655	22,850,850
10TD13	Bathroom Fittings	0	0	0	0	0	0	0
10TD14	Roofing	0	0	0	0	0	0	0
10TD15	Windows	0	0	0	0	0	0	0
10TD17	Heating Improvements	0	0	0	0	0	0	0
10TD18	Integrated Housing Management System	95,000	15,000	15,000	15,000	0	0	140,000
10TD19	Door Entry Systems	43,000	20,000	20,000	20,000	20,000	20,000	143,000
10TD20	Aids and Adaptations	410,000	200,000	200,000	200,000	200,000	200,000	1,410,000
10TD21	Soundproofing	58,000	20,000	20,000	20,000	20,000	20,000	158,000
10TD22	DDA Work	51,000	20,000	20,000	20,000	20,000	20,000	151,000
10TD23	Asbestos Works	78,000	20,000	20,000	20,000	20,000	20,000	178,000
10TD25	Community Alarm Systems	89,000	45,000	45,000	45,000	45,000	45,000	314,000
10TD26	Tenants Imps.	15,000	5,000	5,000	5,000	5,000	5,000	40,000
10TD27	Disabled Facilities Grants (HRA Stock)	324,000	300,000	300,000	300,000	300,000	300,000	1,824,000
10TD38	Communal TV Aerials	25,000	0	0	0	0	0	25,000
10TD39	Roland Close/Sneddon Gove - renovation works	17,000	0	0	0	0	0	17,000
10TD40	Lindley House	481,000	0	0	0	0	0	481,000
10TD41	Choice based lettings system	18,000	0	0	0	0	0	18,000
10TD44	Cash Incentive Scheme	20,000	0	0	0	0	0	20,000
<b>Capital Expenditure Housing HRA</b>		<b>6,058,000</b>	<b>4,299,500</b>	<b>4,399,040</b>	<b>4,020,000</b>	<b>4,496,655</b>	<b>4,496,655</b>	<b>27,769,850</b>
<b>HRA CAPITAL EXPENDITURE</b>		<b>6,058,000</b>	<b>4,299,500</b>	<b>4,399,040</b>	<b>4,020,000</b>	<b>4,496,655</b>	<b>4,496,655</b>	<b>27,769,850</b>

## TAUNTON DEANE BOROUGH COUNCIL - HRA CAPITAL PROGRAMME BUDGET ESTIMATES 2011/12 TO 2015/16

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10TD13	Bathroom Fittings	0	0	0	0	0	0	0
10TD14	Roofing	0	0	0	0	0	0	0
10TD15	Windows	0	0	0	0	0	0	0
10TD17	Heating Improvements	0	0	0	0	0	0	0
10TD18	Integrated Housing Management System	95,000	15,000	15,000	15,000	0	0	140,000
10TD19	Door Entry Systems	43,000	20,000	20,000	20,000	20,000	20,000	143,000
10TD20	Aids and Adaptations	410,000	200,000	200,000	200,000	200,000	200,000	1,410,000
10TD21	Soundproofing	58,000	20,000	20,000	20,000	20,000	20,000	158,000
10TD22	DDA Work	51,000	20,000	20,000	20,000	20,000	20,000	151,000
10TD23	Asbestos Works	78,000	20,000	20,000	20,000	20,000	20,000	178,000
10TD25	Community Alarm Systems	89,000	45,000	45,000	45,000	45,000	45,000	314,000
10TD26	Tenants Imps.	15,000	5,000	5,000	5,000	5,000	5,000	40,000
10TD27	Disabled Facilities Grants (HRA Stock)	324,000	300,000	300,000	300,000	300,000	300,000	1,824,000
10TD38	Communal TV Aerials	25,000	0	0	0	0	0	25,000
10TD39	Roland Close/Sneddon Gove - renovation works	17,000	0	0	0	0	0	17,000
10TD40	Lindley House	481,000	0	0	0	0	0	481,000
10TD41	Choice based lettings system	18,000	0	0	0	0	0	18,000
10TD44	Cash Incentive Scheme	20,000	0	0	0	0	0	20,000
<b>Capital Expenditure Housing HRA</b>		<b>6,058,000</b>	<b>4,299,500</b>	<b>4,399,040</b>	<b>4,020,000</b>	<b>4,496,655</b>	<b>4,496,655</b>	<b>27,769,850</b>
<b>HRA CAPITAL EXPENDITURE</b>		<b>6,058,000</b>	<b>4,299,500</b>	<b>4,399,040</b>	<b>4,020,000</b>	<b>4,496,655</b>	<b>4,496,655</b>	<b>27,769,850</b>

## **APPENDIX C**

### **1. General Fund Capital Programme Commentary**

- 1.1 The general fund capital programme for 2011/12 is based on the resources available. There has been a significant loss of government grant used to fund the general fund housing programme, this has been reflected in the proposed programme. New one off schemes in 2011/12 are to come from existing resources,

### **2. Description of Projects by Portfolio – as set out in Appendix A**

#### **2.1 Corporate Resources**

- 2.1.1 IT Improvements £59,500

This project is to fund the replacement of ICT equipment in the council on a rolling basis

- 2.1.2 ICT Infrastructure £35,000

This project is to maintain the performance of the TDBC ICT network elements of the ICT infrastructure. This urgently needs upgrading. If this project is not undertaken elements of the structure may fail which will then impact on TDBC's ability to provide services. This project will be funded from an RCCO.

#### **2.2 Economic Development and Arts**

- 2.2.1 Vehicle Acquisitions £150,000

This project is to fund the replacement of DLO vehicles. Without the vehicles being replaced they get past their working life which results in vehicle downtime. The impact of this is a potential loss of external business and failure to meet KPIs for internal work. This project will be funded from a RCCO coming from the DLO trading reserve.

#### **2.3 Environmental Services**

- 2.3.1 Taunton Crematorium Mercury Abatement £235,000

This project is to support the building works for the new cremator and mercury filtration project approved in the 2010/11 capital programme.

- 2.3.2 Taunton Crematorium Service Improvements £14,000

This project is proposed for investment in new equipment that will also enable the service to deliver efficiency savings in future. It is proposed to fund this investment from RCCO.

2.3.3	<u>Crematorium Mower</u> This project is to replace the current mower as it is in need of updating. Breakdowns are becoming more common. If the mower is not replaced then there will be further costs to repair and a delay in the grass cutting routine. This will be funded by an RCCO from existing Theme 4 budgets.	£15,000
2.3.4	<u>Taunton Bridgwater Canal Capital Grant</u> (Sustainable transport scheme). This project is a contribution to help maintain and improve the canal. It helps fund projects like upgrading the bridges, improved disabled access and cycle links.	£10,000
<b>2.4 Planning Policy and Transportation</b>		
2.4.1	<u>Town Centre Improvements</u> This project is to support works to the high street in Taunton as this is an area that currently requires improvement.	£7,600
<b>2.5 Sports Parks and Leisure</b>		
2.5.1	<u>Play Equipment – Grants to Clubs</u> This project is to fund the grants given for the provision of community centres, village halls, sports facilities etc.	£46,000
2.5.2	<u>Play Equipment – Grants to Parishes</u> This project is to provide grants to parishes for play areas.	£20,000
2.5.3	<u>Play Equipment – Replacement Programme</u> This project is to refurbish or replace play equipment so it doesn't deteriorate and become unsafe.	£20,000
<b>2.6 Housing Services</b>		
2.6.1	<u>Disabled Facilities Grants – Private Sector</u> This project is to provide grants to disabled and elderly owner occupiers who qualify for mandatory means tested grants for large essential adaptations required to their homes. These adaptations are based on recommendations made by occupational therapists.	£359,000
2.6.2	<u>Private Sector Renewal Grants</u> This project was to give grants and supported loans for essential repairs. These grants are given on a discretionary basis. Unfortunately due to the loss of the regional housing grant the Council is unable to provide funding for this in 2011/12.	£0



2.6.3	<u>Grants to RSLs</u> Grants to Residential Social Landlords (RSLs) – this project is to give grants to RSLs to provide Affordable Housing.	£450,000
	<b>TOTAL</b>	<b>£1,421,100</b>

## **2.7 Supplementary Estimate required in the 2010/11 Capital Programme.**

2.7.1	<u>Payment Equipment Replacement – Car Parks</u> This project is for the payment equipment replacement for new coins. The Royal Mint announced changes to the metallic content of 5p and 20p coins from January 2011 this has now been delayed until April 2011 at the earliest. This project would be to replace the 19 1985 vintage machines and the 32 other machines. This project will be funded from RCCO.	£60,000
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## **APPENDIX D**

### **1. Housing Capital Programme Commentary**

- 1.1 The Capital Programme projected for 2011/12 is based on a realistic assessment of the resources that are available. The programme is designed to achieve an investment strategy to meet the demands for the improvement of public and private housing and to make a significant contribution to Joint Commissioning for the provision of new homes. The programme follows the priorities outlined in our housing strategy and HRA business plan, which in turn properly considers the links to the overall strategy of the Council. The HRA Capital budgets will be thoroughly reviewed for 2012/13 after the completion of the HRA Asset Management Plan which is currently underway.

### **2. Comments**

- 2.1 The comments focus on the main items of expenditure as set out in Appendix B.

#### **2.2 Local Authority Owned Stock**

- 2.3 As the authority has met the deadline of March 2011 for decent homes the future major investment into the Housing Stock will concentrate on maintaining the Decent Homes standard.

#### **2.4 Maintaining Decent Homes £3,654,500**

There are four criteria used to determine a “decent home” and each property has to satisfy these in order to be classified as decent.

The four criteria are:-

It meets the current statutory minimum standard for housing

- A. It is in a reasonable state of repair
- B. It has reasonably modern facilities and services
- C. Provides a reasonable degree of thermal comfort

Predominantly, this work will concentrate on:

- A. Replacement of kitchens and bathrooms that are over 20 years old.
- B. Re-roofing when required.
- C. Replacement of windows and doors.
- D. Ongoing upgrading of central heating systems and testing electrical installations, ensuring compliance the latest IEE regulations.

#### **2.5 New Housing Management IT System £15,000**

This is the project for additional modules required for the Capital system that has been installed over the past few years.

2.6	<u>Door Entry Systems</u> Historically door entry systems have been installed in Sheltered Housing schemes and in blocks of flats subject to Anti-Social Behaviour. Work is continuing where there is a demonstrated need relating to serious and persistent reported incidents and in light of the recent fire at Dorchester Road.	£20,000
2.7	<u>Aids and Adaptations</u> Continued assistance to provide small, essential adaptations to Council dwellings to meet the needs of disabled and elderly tenants. This is demand led by requests from tenants.	£200,000
2.8	<u>Soundproofing Work</u> The programme, which started with the Duplex flats at Holway, Taunton in 1997 has been extended to other flats with timber floors where sound transmission problems exist and is now carried out in conjunction with Decent Homes work.	£20,000
2.9	<u>DDA Work</u> In order to ensure that buildings used by the public comply with the Disability Discriminations Act, certain modifications are necessary. Work is concentrating on communal areas, meeting halls on a five year programme.	£20,000
2.10	<u>Asbestos Investigations</u> This project relates to the identification, removal or stabilisation of asbestos where it is found in HRA properties.	£20,000
2.11	<u>Tenants Improvements</u> It also compensates tenants for improvements they have undertaken under the Rights to Compensation legislation when they vacate their homes.	£5,000
2.12	<u>Community Alarm Systems</u> This project allows continued investment into the Community Alarm Service, assisting elderly, infirm and vulnerable people to remain in their homes.	£45,000
2.13	<u>Disabled Facilities Grants (HRA Stock)</u> This project allows means tested grants to be given for large adaptations to the homes of Council tenants in order to meet the needs of their disabilities, based upon recommendations made by Occupational Therapists.	£300,000
<b>Total Housing Revenue Account Capital Programme</b>		<hr/> <b>£4,299,500</b> <hr/>

**Equalities Impact Assessment****Taunton Deane Borough Council - Details of Savings Options****2011/2012****Equality and Fairness Implications**

<b>Ref</b>	<b>Service Area</b>	<b>Description</b>	<b>Equality Impact Assessment</b>
1	Capital	Private Sector Housing Capital Budget	See Full Equality Impact Assessment following this summary.
2	Capital	Housing Enabling	See Full Equality Impact Assessment following this summary.

## Impact Assessment form and action table

What are you completing this impact assessment for? E.g. policy, service area	<b>Private Sector Housing Capital Budget 2011/12</b>
<b>Section One – Aims and Objectives</b>	
<p>Aims: to assess the impact of the private sector housing capital budget for 2011/12.</p> <p>Objectives: to identify the implications for:</p> <ul style="list-style-type: none"> <li>• vulnerable people living in non decent properties</li> <li>• vulnerable people in fuel poverty</li> <li>• adaptations for disabled people</li> <li>• building contractors and suppliers</li> <li>• private rented sector property conditions</li> <li>• owner-occupied property conditions</li> <li>• private sector grants and enforcement staff</li> <li>• the private sector housing partnership</li> <li>• partnerships with other organisations</li> <li>• service contracts with other organisations.</li> </ul>	
<b>Section two – Groups that the policy or service is targeted at</b>	
<p>The 2011/12 private sector housing capital budget will affect:</p> <ul style="list-style-type: none"> <li>• vulnerable owner occupiers who apply for grants and loans to improve their homes</li> <li>• owner occupiers, private tenants, and housing association tenants whom apply for Disabled Facilities Grants (DFGs) to maintain their independence at home</li> <li>• landlords who want to bring empty properties back into use</li> <li>• vulnerable customers from the Choice Based Lettings (CBL) system</li> <li>• current and prospective accredited landlords using the CBL system</li> <li>• households with preventable ill health and housing inequalities</li> <li>• low income and benefits dependant households who are fuel poor</li> <li>• households who have inadequate energy efficiency and carbon emission ratings</li> <li>• building contractors and suppliers who are commissioned for housing grants work.</li> </ul>	
<b>Section three – Groups that the policy or service is delivered by</b>	
<p>This work is delivered by the staff within the Somerset West Private Sector Housing Partnership (SWPSHP), which includes seconded Taunton Deane employees. The Partnership has contracts with external agencies that provide a Home Improvement Agency (HIA) service, a Handyperson service, low cost home improvement loans, and various energy efficiency services. Much of this work involves long term contracts, funding commitments and service level agreements, many of which attract sizable match funding from other organisations that could be jeopardised by a reduction in the capital budget.</p> <p>The current strength of SWPSHP working together as three Councils in collaboration with other organisations (as above) is that capacity, resilience, procurement and performance</p>	

on private sector housing work is maximised within the limited resources available, using:

- SWPSHP staff
- HIA and Handyperson staff
- Third Sector volunteers
- Occupational Therapists
- Supporting People funded services
- External funding sources.

### **Section four – Evidence and Data used for assessment**

- SWPSHP performance data
- Older Persons Evidence 2010
- Housing Market Assessment 2009
- Public Health Report 2008.

Fordham Research was commissioned in July 2010 to undertake a study into the housing and support needs of older people (defined as those aged 55 and over, the qualification age for Council older person services), living in the Housing Market Area (HMA) of Taunton. The Taunton HMA includes the districts of Taunton Deane, Sedgemoor and West Somerset.

There are about 91,000 older people in the Taunton HMA: some 35.9% of the total population, larger than the regional and national average. The number of older people in the HMA is expected to increase by 41.1% in the next 20 years. There are about 51,500 older person only households in the Taunton HMA and in Taunton Deane itself the number of older people is above average and is expected to increase. The Sustainable Community Strategy underlines the housing and support needs of Taunton's older population. It states that Taunton Deane has a higher than average dependency ratio due to there being proportionately more pensioners, and fewer 15 - 44 year olds. The dependency ratio is a measure of the portion of a population who are too young or too old to work. A rising dependency ratio is a concern in many areas that are facing an aging population, since it becomes difficult for pension and social security systems to provide for a significantly older, non-working population.

Estimates suggest that, by 2030, the number of people over 65 with mobility problems and a limiting long term illness will also increase by over 40%. More than a quarter of older households in 2010 reported a 'support need', most commonly for a physical disability. For households who would prefer to stay in their homes, 40% of those who needed adaptations did not have them. A partial reason for this is through a lack of awareness of the service. The Partnership will be resolving this through extensive promotion and through new and established user groups. From experience promotion will generate a 10% uplift. It is important to promote the service as inequalities are generated in pockets of rural outposts. The most commonly required adaptations are a downstairs toilet and handrails. Many older person households with support needs required further adaptations such as a low level shower and stair lift. This all points to a need to increasing DFGs funding, as our partners in SWPSHP have done, in response to these demographics and demands.

### **Section Five** - Conclusions drawn about the impact of service/policy/function on different groups highlighting negative impact or unequal outcomes

#### Generally

There will be reduced resources available for private sector housing activities and we need to be aware this may mean some groups or communities could be disadvantaged. This reduction will require us to concentrate resources predominantly on existing priority needs and statutory interventions. This process may lead to non-statutory and lower priority preventative private sector housing work not being dealt with. To mitigate this we will need to ensure that SWPSHP staff are equipped to efficiently and effectively identify and address priority needs and statutory housing duties, as well as ensuring that they are continually measuring potential (in)equalities issues. We will also need to ensure early multi-agency referral systems and communication channels are in place for customers who have needs we are unable to meet as a result of these reductions. Not providing effective interventions to improve private sector housing conditions may long term result in a marked deterioration of private sector housing stock, and an inability to tackle one of the key determinants of health and well being, namely the poor housing conditions of vulnerable households who cannot afford to pay repairs themselves. Inability to maintain their home may increase applications from the older population for social housing and potentially towards expensive accommodation based supported housing services. This is at a time when other services are also facing extensive cuts and may not be able to provide the additional support needs that would otherwise have been met through a simple low cost low level intervention such as a disabled adaptation. Currently it is costing in excess of

The £462k of Government grant that we received in 2010/11 for private sector renewal was based on the following:

- 500 private sector properties targeted in Taunton Deane
- 750 vulnerable tenants taken out of fuel poverty
- 250 Category One (trip/fall) hazards removed
- 300 properties brought up to the Decent Homes Standard
- 50 loans to landlords for repairs
- 25 loans for renewable energy
- 25 small works incentive grants.

Government Office for the South West (GoSW) has said this funding will cease next year thus leaving a significant capital funding gap in 2011/12. Whilst we will continue to encourage the Wessex Reinvestment Trust to offer low interest loans to home owners and landlords to improve private sector housing conditions, these loans are:

- means tested on ability to pay but not everyone can afford them
- they incur an interest payment that can put off some applicants
- we currently fund the Wessex route via our private sector renewal capital pot.

If we continue to have no private sector housing renewal funding in the 2011/12 capital budget, this will have an adverse impact on the more vulnerable people in this sector who rely on us to help them improve their living conditions, and bring their homes up to a basic standard of energy efficiency, repair and safety. This will leave us with a legacy of poor housing for the future which will have the potential to go beyond any financial means for rectification in the future if intervention is not made now. This will also have implications for the continuing supply of good quality private sector housing lettings and it will increase the demand for social housing. People who apply for housing who are unable to remain in their current homes, may be forced to seek homelessness assistance from the Council. If found vulnerable under the terms of the homelessness act, the Council will have a duty to re house applicants into social housing, if the property in which they live is not suitable. If the need is urgent this may even result in the Council having to provide temporary accommodation.

The recent Sub-Regional Home Finder Policy Consultation has seen that priority awarded to those with medical conditions has increased, resulting in more people being able to qualify for a 'gold band' status, along side other vulnerable applicants who are unable to remain in their homes. The localism bill also suggests housing more vulnerable people (such as homeless applicants) into the private rented sector. If funding is not provided to increase private sector housing standards to meet at least decent homes levels, challenges on rehousing suitability grounds will almost certainly increase.

Proposed cuts to the Supporting People funding will also significantly affect vulnerable adults via reductions in floating support services. Combined with restraint on the Local Housing Allowances, financial hardship in this sector will increase the number of applicants applying for social housing.

To date, we have not had the opportunity to consult relevant service user groups, customers, and partner organisations who could be affected by a reduction in the 2011/12 private sector housing capital budget, to obtain their views on the potential impacts and outcomes – and what actions they think we should be taking to deal with negative and or unequal consequences.

It is also important to consider the current Corporate Strategy 2010-2013:

### **Aim 3 : Affordable Housing**

Everyone will have access to a decent home at a price they can afford, in a place where they want to live and work

The underlying aims of this objective are to:

- make Taunton Deane a more affordable place to live
- ensure people have sufficient choices of housing
- meet the varied needs of people wanting to live here
- improve housing conditions throughout the Borough
- create homes and communities people are proud of

**Key Activities:** Improve conditions of the existing private sector and social housing.



### Specifically

The reduced resources in the 2011/12 housing capital budget is likely to adversely affect:

- Customer satisfaction with DFGs applications, particularly amongst black, Caribbean, African minorities across the three districts, who have a low take up rate for DFGs
- Customer waiting times for DFGs and the gap between assessment and work approval
- The Landlords Accreditation Scheme – which is designed to improve private rented housing conditions in a sector where Black and Minority Ethnic (BME) households have a higher proportionate presence than in other sectors and tenures in the Borough
- Vulnerable people who are experiencing mental health issues including depression
- Our ability to raise awareness about the importance of improving private sector housing
- Joint working between relevant Council services i.e. housing advice, housing benefit, council tax, private sector and affordable housing, energy efficiency and climate change
- The relatively large group of low income households found to be living predominantly in Victorian dwellings which are comparably thermally inefficient with high fuel bills.
- The availability of renewable energy products that are currently only assisting the able to pay and which are not at the moment affordable for vulnerable low income groups
- The poor response for take up of services in the rural areas of the Borough, despite publicity and web site (services are mainly being taken up by the 55 – 65 age bracket)
- An unacceptably large number and percentage of properties occupied by young families which have one or more Category One Housing, Health and Safety hazards
- Non registered disabled households as DFGs legislation is prescriptive making it a condition that a person can only apply if they can register or are already registered as disabled.
- The ability of the enforcement service to deal with an increasing level of breaches of housing legislation, which could have significant officer and legal costs implications
- The level of property unfitness in the private sector in comparison with other sectors. From information provided by the Joseph Rowntree Foundation, this has been in check whilst private sector intervention was “comparative” from the Local Authority. With reduced funding this could prove divisive in the future between those who could afford repairs and adaptations and those who cannot.

### Disability

Investigations will need to be conducted into how accessible and approachable the process for the application facilitation of disabled facilities grants is and identify any improvements needed. We will also need to ensure SWPSHP staff have training in disability discrimination and what it means to be considered to have a disability.

### Race

It will be important to be culturally sensitive when providing private sector housing services. Priority interventions and statutory work may not always be the most appropriate and staff training will need to identify these issues and ensure they are considered adequately.

Our statutory responsibility to inspect Housing in Multiple Occupation could inadvertently discriminate against certain ethnic/minority groups. It is important that staff and managers understand how work processes and practices could disadvantage some groups. The

Partnership have carried out an equalities impact assessment on current procedures but will be reviewing them in light of Taunton Deane being part of the Partnership.

### Religion or Belief

We need to be mindful of cultural differences and practices and ensure they are considered in private sector housing services.

### Gender

Traditionally the skills and knowledge needed for private sector housing work can be associated with male orientated professions. We need to ensure recruitment avoids discrimination and that these judgments are dealt with. Equally we need to ensure that, through this assumption we are not disregarding other skills which may be useful to the work.

We also need to ensure that inspection and enforcement officers are sufficiently trained to be able to deal with any discrimination they may face from customers.

### Sexual Orientation

We furthermore need to ensure staff are sufficiently trained around awareness of and issues relating to sexual orientation and how to identify and avoid discrimination on this basis.

### Age

We need to ensure we emphasise this is a service for all and ensure staff are trained to avoid preconceived ideas about the needs of different age groups. There is a danger of seeing symptoms as being directly as a result of lifestyle and not housing conditions, and thus help may not be forthcoming. Staff therefore must be sufficiently trained to avoid this, to ensure that information on for example, DFGs is targeted primarily at those groups who could obtain the greatest benefit from this work. In addition, we should not forget that younger people in poor private sector housing conditions are also at risk of poor health and well being outcomes.

### Income/Socio-Economic Status

We will need to ensure services are accessible regardless of income and work patterns.

Means tested grants are often not available to those just outside the threshold and some groups are reluctant to apply for grants. Even with support from Wessex Reinvestment Trust applicants can be turned down for low interest loans because they do not have the income to support the required loan to finance the repair and improvement of their home.

We will therefore need to ensure that staff have information on any other sources of funding which may be available to the customer and details on how to apply.

Staff will also need to have a good understanding of discrimination and how it can be avoided.

### Geographical Location

Targeting areas, for example, for energy efficiency installation measures, via data mapping exercises, will inevitably discriminate against areas where there has not been an overwhelming need identified. Access to information, advice and assistance for people in rural, isolated areas could also be an issue. We will therefore need to ensure that geographical inequality has been considered when looking at reduced funding and the impact on wider accessibility to support, to avoid the possibility of a “post-code lottery” developing in private sector housing services.

**Section six** – How will the assessment, consultation and outcomes be published and communicated?

### Generally

SWPSHP and the work of the private sector housing team will enable and facilitate people in the Borough to live more independent lives, as well as maintaining and protecting their health and security. This will be achieved primarily through: maximising the benefit of existing service agreements with and funding from other agencies; utilising service efficiency protocols; ensuring specified outputs and outcomes within long term contractual arrangements are fully delivered and any under performance is addressed; and that alternative funding sources are investigated and secured as a matter of urgency.

Data mapping will enable SWPSHP to clearly evidence targeted priorities. All people will be treated equally in this process and the reasons for resource targeting in a particular area will be transparent.

Equalities and diversity monitoring and awareness will be crucial to all service activity and staff recruitment in SWPSHP.

### Disability

SWPSHP will improve co-ordination and delivery of DFGs. It will also highlight and improve performance for access to grants to vulnerable people and/or those living in inadequate housing.

### Race

Private sector properties are inspected against statutory requirements. This and enforcement standards ensure all people are treated equally. Issues may emerge around the quality of information provided, which is highlighted above.

### Gender

Staff and working practices throughout SWPSHP do not differ by gender although it has been identified that staff training may be necessary.

### Age

SWPSHP staff are able to intervene and facilitate support in private sector standards to reduce factors that can lead to deprivation, or poor educational achievement in children and young

people.

Geographical Location

SWPSHP will ensure the same service and response wherever a person lives.

Signed: Person/Manager completed by		Signed: Group Manager/Director	
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## Capital 1

Impact Assessment Issues and Actions table						
Service area	Strategic Housing		Date	March 2010		
Identified issue drawn from your conclusions	Actions needed – how will your service or policy be amended	Who is responsible?	By when?	Is a monitoring system required?	Groups affected	Expected outcomes from carrying out actions
Customer satisfaction identified a low take up of Disabled Facilities Grants for black, Caribbean, African minorities across the three districts	<ul style="list-style-type: none"> <li>• Discuss with agencies that support those minority groups to establish why they are not accessing the service.</li> <li>• Review data from Somerset Direct to establish numbers and type of people accessing the service</li> </ul>	Partnership Manager	June 2011	Covalent and use of existing customer satisfaction	Race	Improved take up the grants for the minority group
Encourage good relations with private rented sector landlords. Ensure landlords aware of BME issues	Link Strategy to BME involvement; promote landlord accreditation scheme. Promote accreditation with BME community landlords	Partnership Manager	March 2011	<ul style="list-style-type: none"> <li>• Homefinder website</li> <li>• Landlord Accreditation Scheme, customer satisfaction</li> </ul>	Race, Older, Disability, Sexual Orientation, Rural, Gender	More private rented sector accommodation offered to SDC customers
Lack of staff awareness of mental health issues including depression	Promote friends/carers welcome; joint training with MIND/Rethink;	Partnership Manager	September 2011	Policy – “for those potential disadvantaged by CBL”	Older, Race, Disabled,	Customers with depression treated fairly

## Capital 1

Explain role of private rented sector	Produce leaflet explaining the role of the private rented sector and how to access it	Partnership Manager	March 2011	Leaflet	Race, Disability, Older, Rural, Sexual Orientation, Gender	More customers obtain private sector housing
Ensure consistency of awareness, advice, procedures from all housing staff	Induction process for all new housing staff (including temporary/agency); clear written procedures; comprehensive training/supervision; review working practices – work smarter	Partnership Manager	March 2011	Written procedures.  Minutes from team meetings	Race, Gender, Disability; Sexual orientation, Gender, Rural	Customers receive same level and range of advice whoever they see
Better communication between all council sections in Partnership i.e. housing advice, housing benefit, council tax, private sector housing, affordable housing	Set up meetings to discuss joint working – quarterly benefit meetings; landlord verification scheme with RSLs; reception meeting/customer satisfaction group; joint training; awareness raising sessions	Partnership Manager	December 2010 then ongoing	NI 14 – one phone call	Race, Disability, Sexual Orientation, Gender, Rural, Older	Customers receive a comprehensive joined-up service
Ensure partner agencies have up to date information	Regular meetings with partners including Refuge; check Supported Housing Forum membership	Partnership Manager	January 2011	Minutes of meetings/Supported Housing Forum	Race, Disability, Sexual orientation, Rural, Older	More effective joint working to provide comprehensive service for vulnerable customers
High percentage of low income households found to be living	<ul style="list-style-type: none"> <li>Provide provision for “hard to Treat” homes through product</li> </ul>	Partnership Manager	February 2011	NI187 returns	Race, Disability, Sexual orientation, Rural, Older	Improvement in the living conditions of vulnerable young families

## Capital 1

<p>predominantly in Victorian dwellings which are thermally inefficient with high fuel bills. Currently the service does not tackle these households, instead mainly helping the elderly who are not necessarily fuel poor</p>	<p>solutions, grant and loan mechanisms.</p> <ul style="list-style-type: none"> <li>• Change Warm Streets criteria</li> <li>• Better targeting in the rural setting through the use of Forum 21</li> </ul>				<p>persons</p>	
<p>Renewable energy products are currently only assisting the able to pay and are not affordable for the vulnerable low income households</p>	<p>Expand the loan and grant provision for low income households</p>	<p>Partnership Manager</p>	<p>March 2011</p>	<p>NI187 returns, Affordable Warmth Strategy returns.</p>	<p>Age</p>	<p>Reduction in fuel bills and assist in the targets set for climate change</p>
<p>Poor response for take up of services in the rural area of the district, despite publicity and web site. Services mainly being taken up by the 55 – 65</p>	<ul style="list-style-type: none"> <li>• Targeting of the service through mapping GIS</li> <li>• Improve eligibility criteria to tackle specific issues</li> </ul>	<p>Partnership Manager</p>	<p>Already started</p>	<p>Reporting through Flare and MVM</p>	<p>All</p>	<p>Improved take up of services</p>

## Capital 1

age bracket						
Large percentage of properties occupied by young families which have one or more Category One hazards. Costs to remedy in excess of £4,000	<ul style="list-style-type: none"> <li>• Target the families through GIS and benefit data</li> <li>• Provide free advice and awareness</li> <li>• Free surgeries</li> <li>• Ensure loans and grant are provided for those most in need</li> </ul>	Partnership Manager	February 2011	GIS, reporting, minutes from meetings	Age	Reduction in Category One hazards
Small percentage of properties occupied by elderly occupants aged 75 and over who have Category One hazards with a cost in excess of £15,000	Majority of stock type already identified, targeted response. Assistance already available	Partnership Manager	December 2010	Reporting through Flare	Age, disability	Reduction in Category One hazards
The Disabled Facilities Grant legislation is prescriptive making it a condition that a person can only apply if they are	Offer discretionary grants to assist a certain client group and raise awareness amongst partner agencies such as the Home Improvement	Partnership Manager	March 2011	Reporting through Flare	Disability, Age	Reduction in the number of people with debilitating illnesses



## Capital 1

<p>registerable or registered disabled. There is currently no assistance to assist those who struggle to get in and out of the bath due to chronic arthritis. This accounts for 14% of the non registerable clients</p>	<p>Agency</p>					
<p>The enforcement service is reactive as the resources cannot match the volume of referrals from the Choice Based Lettings system</p>	<p>Improve information to tenants in the area of repairs</p>	<p>Partnership Manager</p>	<p>January 2011</p>	<p>CBL, Homefinder Somerset, Flare</p>	<p>ALL</p>	<p>Improvement in the condition of the private rented sector</p>

**Table one; Examples of supporting evidence to Impact tables**

<p>Descriptor</p>	<p>Supporting evidence</p>	<p>statistics</p>
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## Capital 1

Customer satisfaction survey, uptake by minorities	Customer satisfaction surveys supplied from West Somerset and Disabled Facility Grants	0% uptake from Black families
BME involvement for landlords in Voluntary Landlords Accreditation scheme	Of the landlords surveyed, there was clearly a lack of awareness of tenants in the BME group and of landlords from BME groups taking up the scheme	<ul style="list-style-type: none"> <li>• 0% of landlords surveyed were not aware of BME.</li> <li>• 0% landlords from any BME group</li> </ul>
Lack of staff awareness of mental health issues including depression	From interviews with staff	
Better communication between all council sections in Partnership i.e. housing advice, housing benefit, council tax, private sector housing, affordable housing	Conflicting advice from staff identified through the customer feedback form by the public and agencies	30% of advice not consistent amongst Council departments
High percentage of low income households found to be living predominantly in Victorian dwellings which are thermally inefficient with high fuel bills. Currently the service does not tackle these households, instead mainly helping the elderly who are not necessarily fuel poor	Information obtained from Warm Streets. House Condition survey stock data	<ul style="list-style-type: none"> <li>• 33% of low income households in Victorian dwellings.</li> <li>• Refer to Warm Streets data</li> </ul>

Impact Assessment form and action table

<p>What are you completing this impact assessment for? E.g. policy, service area</p>	<p><b>Reduction in Affordable Housing Budget</b></p>
<p><b>Section One – Aims and objectives of the policy /service</b></p>	
<p>The aim of this service is to enable the provision of affordable housing (including rental properties and shared ownership) for those people in Taunton Deane who cannot satisfy their own housing need due to economic disadvantage.</p> <p>This impact assessment looks at the potential impacts of the reduction in available funding on this service of £278k</p>	
<p><b>Section two – Groups that the policy or service is targeted at</b></p>	
<p>Local people who are in need of affordable housing.</p> <p>Socially disadvantaged people. Economically disadvantaged people. Households with one or more disabled persons.</p> <p>Households where over occupation occurs.</p>	
<p><b>Section three – Groups that the policy or service is delivered by</b></p>	
<p>Registered Social Landlords</p> <p>Developers</p> <p>Taunton Deane Borough Council</p> <p>Homes and Community Agency</p> <p>Architects</p> <p>Rural Enablers</p>	
<p><b>Section four – Evidence and Data used for assessment</b></p>	
<p>Housing Need Register (Homefinder Somerset)</p> <p>Fordham Report</p> <p>Localised surveys</p> <p>Local consultations including house to house visits and public meetings.</p> <p>Multiagency group feed back.</p>	

**Section Five - Conclusions drawn about the impact of service/policy/function on different groups highlighting negative impact or unequal outcomes**

The evidence shows that there are a disproportionate number of disadvantaged groups on the housing waiting list, for example people with disabilities, pregnant families and younger members of society.

A reduction in funds may result in less affordable housing being provided. RSL's may provide this housing without funds from TDBC however this is not known.

There is a potential negative impact that a reduction in this funding would result in disadvantaged groups remaining in their current circumstances thus leading to further social and economic disadvantage.

**Section six – Examples of best practise**

Signed: Person/Manager completed by	Tim Burton	Signed: Group Manager/Director	
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## Capital 2

Impact Assessment Issues and Actions table							
Service area					Date		
Identified issue drawn from your conclusions	Groups affected	Actions needed – how will your service or policy be amended	Who is responsible	By when	Is a monitoring system required	Expected outcomes from carrying out actions	
<b>Knowing our Communities, engagement and satisfaction</b>							
<b>Responsive services and customer care</b>							
<b>Place shaping, leadership and partnerships</b>							
<b>A modern and diverse workforce</b>							

# Taunton Deane Borough Council

## Executive – 10 February 2011

### Council Tax Setting 2011/12

#### Report of the Financial Services Manager

(This matter is the responsibility of the Leader of the Council, Councillor John Williams)

#### 1 Executive Summary

The Executive is to consider and recommend to Full Council the level of Council Tax for 2011/12.
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#### 2 Purpose

- 2.1 To consider, and make recommendations to Full Council on the proposed level of Council Tax for 2011/12.

#### 3 Introduction

- 3.1 Following approval of the budget for 2011/12, the Council must formally approve the Council Tax. The calculations and the proformas to set the Council Tax are prescribed and therefore not open to debate.

#### 4 Annual Determination

- 4.1 The Council is required to make an annual determination, which sets its gross expenditure and gross income (including the Housing Revenue Account and balances brought forward), with the difference as its budget requirement. This determination is set out in paragraph 16.2.2 of this report.

#### 5 Somerset County Council, Avon and Somerset Police Authority, and Devon and Somerset Fire Authority Precepts

- 5.1 At the time of writing this report, the figures for the Police Authority were not available whilst the figures for the County Council and the Devon and Somerset Fire authority were only provisional pending their respective approval processes. A verbal update will be provided at the meeting.
- 5.2 Members should note that if the County Council, Police and Fire Authorities tax levels are not advised by the date of this Executive meeting, this element of the total Council Tax determination will be advised directly to the Full Council meeting on 22 February 2011. The following table outlines the dates and status of these authorities precept positions:

Authority	Approval Date	Proposed Change	Status
SCC	16 February 2011	No Change	Provisional
DSFA	14 February 2011	No Change	Provisional
ASC	9 February 2011	TBC	TBC

5.3 Should these authorities precepts be undecided by the time of the TDBC Full Council Meeting on 22 February 2011 this Council will need to reconsider the Council Tax position at a special meeting before the end of February 2011.

## **6 Taunton Non-Parished Area**

6.1 The estimated expenses chargeable to the non-parished area of Taunton in 2011/12 amount to £46,820 and this forms part of the total net expenditure of the Council.

6.2 This total "special expenses" represents a Council Tax Band D charge of £2.92 for the year for the unparished area.

## **7 Parish Precepts**

7.1 Details of the precepts levied, and the appropriate Council Tax at Band D, by the Parish Councils' within the Borough are set out in Appendix A. Members should note that we have yet to receive final confirmation from three parish councils of their precept requirements therefore some of the parish precept figures may be subject to change (draft figures are shown shaded in the attached appendices). Final figures will be included in the Tax Setting report considered by Full Council on 22 February 2011.

## **8 Collection Fund Surpluses and Deficits**

8.1 The estimated balance on the Council Tax Collection Fund is forecast on 15th January each year. Any surplus or deficit is shared between the County Council, the Police Authority, the Fire Authority and ourselves, in shares relative to our precept levels.

8.2 The estimated balance on the Council Tax Collection Fund is a deficit of £694,745. Taunton Deane's share of this amounts to £71,800, and this is reflected in the General Fund revenue estimates.

## **9 Calculation of Band D Council Tax**

9.1 The determination calculation made in paragraph 16.2.2 (c) below sets out this Council's budget requirement at £11,859,260 including draft Parish Precepts and non-parished Special Expenses. This amount is then reduced by the amount notified in respect of the Borough's Revenue Support Grant (RSG) amounting to £1,412,330 and the Domestic Rates Distribution (NDR) from the national pool, amounting to £4,569,120. This is summarised as follows:-

	£	£
Total Budget Requirement		11,859,260
Less:		
Revenue Support Grant	1,412,330	
NNDR Distribution from Pool	4,569,120	
Collection Fund Deficit	<u>(71,800)</u>	
		<u>5,909,650</u>
Amount To Be Raised By Council Tax		<u>5,949,610</u>

9.2 The net amount, having taking the collection fund position into account, of £5,949,610 is used to calculate the Council Tax at Band D, reflecting the Parish Precepts and Special Expenses, by dividing it by the total of the Council Tax Base as approved by the Executive on 19 January 2011.

9.3 Members will note that the Council Tax for the borough (excluding Parish Precepts and Special Expenses for the non-parished area) is £135.19, which is unchanged from the 2010/11 Council Tax. The total Council Tax, including the County Council, Police and Fire Authorities precepts is still subject to confirmation and will be advised at a later date.

## **10 Finance Comments**

10.1 This is a finance report and there are no additional comments.

## **11 Legal Comments**

11.1 The requirement to set the annual determination is set out in the Local Government Finance Act 1992, and this report complies with that requirement/

## **12 Links to Corporate Aims**

12.1 There are no specific links to the corporate aims.

## **13 Environmental and Community Safety Implications**

13.1 Not applicable to this report.

## **14 Equalities Impact**

14.1 Not applicable to this report.

## **15 Risk Management**

15.1 Not applicable to this report.

## **16 Recommendations**

16.1 The format of the Council Tax setting resolution, which the Council must approve, has been previously agreed between the Local Government Association and the then Department of the Environment, Transport and Regions, and the following recommendations follow that format.

16.2 The Executive is recommended to submit the following for approval by the Council, and note that the final determination will include the Council Tax for Somerset County Council, the Police and Fire Authorities, which is to be advised.

16.2.1 That it be noted that at its meeting on 19 January 2011 the Executive calculated the following amounts for the year 2011/12 in accordance with the regulations made under Section 33(5) of the Local Government Finance Act 1992 (as amended):-



- (1) 40,390.64 being the amount calculated by the Council, in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992, as its Council Tax Base for the year.

Ash Priors	78.84	Neroche	251.93
Ashbrittle	97.37	North Curry	748.27
Bathealton	88.08	Norton Fitzwarren	820.30
Bishops Hull	1,075.48	Nynehead	157.34
Bishops Lydeard / Cothelstone	1,116.85	Oake	333.62
Bradford on Tone	290.50	Otterford	170.04
Burrowbridge	205.44	Pitminster	458.91
Cheddon Fitzpaine	639.63	Ruishton/Thornfalcon	614.50
Chipstable	128.01	Sampfard Arundel	132.51
Churchstanton	335.61	Staplegrove	713.43
Combe Florey	121.40	Stawley	130.08
Comeytrove	2,092.08	Stoke St Gregory	389.61
Corfe	132.48	Stoke St Mary	204.23
Cotford St Luke	800.55	Taunton	16,033.53
Creech St Michael	946.10	Trull	1,029.79
Durstun	59.57	Wellington	4,683.53
Fitzhead	123.27	Wellington (Without)	302.74
Halse	141.39	West Bagborough	168.06
Hatch Beauchamp	260.51	West Buckland	444.62
Kingston St Mary	452.76	West Hatch	141.96
Langford Budville	236.73	West Monkton	1,116.84
Lydeard St Lawrence/ Tolland	204.07	Wiveliscombe	1,119.67
Milverton	598.41		

being the amounts calculated by the Council, in accordance with regulation 6 of the Regulations, as the amounts of its Council Tax Base for the year for dwellings in those parts of its area to which one or more special items relate.

16.2.2 That the following amounts be calculated by the Council for the year 2011/12 in accordance with Sections 32 to 36 of the Local Government Finance Act 1992:-

- (a) £77,362,140 being the aggregate of the amounts which the Council estimates for the items set out in Section 32(2)(a) of the Act. (*Gross Expenditure including amount required for working balance*)

(b) £65,502,880 being the aggregate of the amounts which the Council estimates for the items set out in Section 32(3)(a) to (c) of the Act. (*Gross Income including reserves to be used to meet Gross Expenditure*)

(c) £11,859,260 being the amount by which the aggregate at (a) above exceeds the aggregate at (b) above, calculated by the Council in accordance with Section 32(4) of the Act, as its budget requirement for the year

(d) £5,909,650 being the aggregate of the sums which the Council estimates will be payable for the year into its general fund in respect of redistributed non-domestic rates, revenue support grant, additional grant or SSA reduction grant (increased by the amount of the sums which the Council estimates will be transferred in the year from its Collection Fund to its General Fund in accordance with Section 97(3) of the Local Government Finance Act 1988 (*Council Tax Surplus*) and increased by the amount of any sum which the Council estimates will be transferred from its Collection Fund to its General Fund pursuant to the Collection Fund (Community Charge) directions under Sec. 98(4) of the Local Government Finance Act 1988 made on 7<sup>th</sup> February 1994 (*Community Charge Surplus*)

(e) £147.30 
$$\frac{(c) - (d)}{9.2.1(1)} = \frac{11,859,260 - 5,909,650}{40,390.64}$$

being the amount calculated at (c) above less the amount at (d) above, all divided by the amount at 16.2.1(1) above, calculated by the Council, in accordance with Section 33(1) of the Act, as the basic amount of its council tax for the year. (*Average Council Tax at Band D for Borough Including Parish Precepts and Special Expenses*)

(f) £489,204 being the aggregate amount of all special items referred to in Section 34(1) of the Act. (*Parish Precepts and Special Expenses*).

(g) £135.19 
$$(e) - \frac{(f)}{16.2.1(1)} = 147.30 - \frac{489,204}{40,390.64}$$

being the amount at (e) above less the result given by dividing the amount at (f) above by the amount at 16.2.1(1) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special items relate. (*Council Tax at Band D for Borough Excluding Parish Precepts and Special Expenses*)

(h) Ash Priors	135.19	Neroche	151.07
Ashbrittle	153.68	North Curry	157.24
Bathealton	140.87	Norton Fitzwarren	165.83
Bishops Hull	155.65	Nynehead	160.61
Bishops Lydeard / Cothelstone	157.74	Oake	149.43
Bradford on Tone	154.12	Otterford	135.19
Burrowbridge	154.66	Pitminster	155.41
Cheddon Fitzpaine	146.13	Ruishton/Thornfalcon	154.72
Chipstable	149.64	Sampford Arundel	169.90
Churchstanton	156.79	Staplegrove	149.21
Combe Florey	151.66	Stawley	153.64
Comeytrowe	147.14	Stoke St Gregory	151.87
Corfe	154.06	Stoke St Mary	149.92
	153.93	Taunton	138.11
Creech St Michael	153.42	Trull	148.79
Durston	145.26	Wellington	153.06
Fitzhead	166.50	Wellington (Without)	151.87
Halse	147.57	West Bagborough	147.09
Hatch Beauchamp	152.46	West Buckland	153.18
Kingston St Mary	148.44	West Hatch	151.60
Langford Budville	152.09	West Monkton	163.48
Lydeard St Lawrence / Tolland	152.34	Wiveliscombe	153.95
Milverton	154.41		

being the amounts given by adding to the amount at (g) above, the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 16.2.1(2) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate. *(Council Taxes at Band D for Borough, Parish and Special Expenses)*

- (i) See table overleaf being the amounts given by multiplying the amounts at (h) above by the number which, in proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which is that proportion applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands. (Council Tax for Individual Parishes and the Borough)

**Contact Officer:**

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**Background Papers**

Council Tax Base 2011/12, Executive 19 January 2011

(a)

## 2011/12 by Parish by Band (Provisional)

Shaded figures represent indicative data only

Valuation Band	A	B	C	D	E	F	G	H
Ash Priors	90.13	105.15	120.17	135.19	165.23	195.27	225.32	270.38
Ashbrittle	102.45	119.53	136.60	153.68	187.83	221.98	256.13	307.35
Bathealton	93.91	109.56	125.21	140.87	172.17	203.47	234.78	281.73
Bishops Hull	103.76	121.06	138.35	155.65	190.23	224.82	259.41	311.29
Bishops Lydeard/Cothelstone	105.16	122.69	140.21	157.74	192.79	227.85	262.90	315.48
Bradford on Tone	102.75	119.87	137.00	154.12	188.37	222.62	256.87	308.25
Burrowbridge	103.11	120.29	137.48	154.66	189.03	223.40	257.77	309.32
Cheddon Fitzpaine	97.42	113.66	129.90	146.13	178.61	211.08	243.56	292.27
Chipstable	99.76	116.39	133.02	149.64	182.90	216.15	249.40	299.28
Churchstanton	104.53	121.95	139.37	156.79	191.64	226.48	261.32	313.58
Combe Florey	101.11	117.96	134.81	151.66	185.37	219.07	252.77	303.33
Comeytrowe	98.09	114.44	130.79	147.14	179.84	212.54	245.23	294.28
Corfe	102.71	119.83	136.94	154.06	188.30	222.53	256.77	308.12
Cotford St Luke	102.62	119.72	136.82	153.93	188.13	222.34	256.55	307.85
Creech St Michael	102.28	119.33	136.38	153.42	187.52	221.61	255.70	306.85
Durston	96.84	112.98	129.12	145.26	177.54	209.82	242.10	290.52
Fitzhead	111.00	129.50	148.00	166.50	203.50	240.50	277.51	333.01
Halse	98.38	114.77	131.17	147.57	180.36	213.15	245.95	295.13
Hatch Beauchamp	101.64	118.58	135.52	152.46	186.34	220.23	254.11	304.93
Kingston St Mary	98.96	115.45	131.95	148.44	181.43	214.42	247.40	296.88
Langford Budville	101.39	118.29	135.19	152.09	185.88	219.68	253.48	304.17
Lydeard St Lawrence/Tolland	101.56	118.49	135.41	152.34	186.19	220.05	253.90	304.68
Milverton	102.94	120.09	137.25	154.41	188.72	223.03	257.35	308.82
Neroche	100.71	117.50	134.28	151.07	184.64	218.21	251.78	302.13
North Curry	104.83	122.30	139.77	157.24	192.18	227.13	262.07	314.48
Norton Fitzwarren	110.55	128.98	147.40	165.83	202.68	239.53	276.38	331.65
Nynehead	107.08	124.92	142.77	160.61	196.30	232.00	267.69	321.23
Oake	99.62	116.22	132.82	149.43	182.63	215.84	249.05	298.86
Otterford	90.13	105.15	120.17	135.19	165.23	195.27	225.32	270.38
Pitminster	103.61	120.87	138.14	155.41	189.95	224.48	259.02	310.82
Ruishton/Thornfalcon	103.15	120.34	137.53	154.72	189.10	223.48	257.86	309.44
Sampford Arundel	113.27	132.15	151.03	169.90	207.66	245.42	283.17	339.81
Staplegrove	99.47	116.05	132.63	149.21	182.36	215.52	248.68	298.41
Stawley	102.43	119.50	136.57	153.64	187.78	221.92	256.07	307.28
Stoke St Gregory	101.25	118.12	135.00	151.87	185.62	219.37	253.12	303.75
Stoke St Mary	99.95	116.60	133.26	149.92	183.23	216.55	249.86	299.84
Taunton	92.07	107.42	122.76	138.11	168.80	199.49	230.18	276.22
Trull	99.19	115.72	132.25	148.79	181.85	214.91	247.98	297.57
Wellington	102.04	119.05	136.05	153.06	187.07	221.09	255.10	306.12
Wellington Without	101.25	118.12	135.00	151.87	185.62	219.37	253.12	303.74
West Bagborough	98.06	114.40	130.75	147.09	179.78	212.46	245.15	294.18
West Buckland	102.12	119.14	136.16	153.18	187.22	221.26	255.30	306.37
West Hatch	101.07	117.91	134.76	151.60	185.29	218.98	252.67	303.21
West Monkton	108.99	127.15	145.32	163.48	199.81	236.14	272.47	326.97
Wiveliscombe	102.63	119.74	136.84	153.95	188.16	222.37	256.58	307.89

Being the amounts given by multiplying the amounts at (h) above by the number which, in proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which is that proportion applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands (Council Tax for Individual Parishes and the Borough)

**(b) (Provisional)**

That it be noted that for the year 2011/12 the Somerset County Council, the Avon and Somerset Police Authority and the Somerset and Devon Fire & Rescue Authority have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992 for each of the categories of dwelling shown below.

Somerset County Council	684.87	799.01	913.16	1,027.30	1,255.59	1,483.88	1,712.17	2,054.60
Avon & Somerset Police Authority	112.35	131.07	149.80	168.52	205.97	243.42	280.87	337.04
Devon & Somerset Fire & Rescue Authority	47.85	55.82	63.80	71.77	87.72	103.67	119.62	143.54

Valuation Band	A	B	C	D	E	F	G	H
Ash Priors	935.19	1,091.05	1,246.92	1,402.78	1,714.51	2,026.24	2,337.97	2,805.56
Ashbrittle	947.51	1,105.43	1,263.35	1,421.27	1,737.10	2,052.94	2,368.78	2,842.53
Bathealton	938.97	1,095.47	1,251.96	1,408.46	1,721.45	2,034.44	2,347.43	2,816.91
Bishops Hull	948.82	1,106.96	1,265.10	1,423.24	1,739.51	2,055.79	2,372.06	2,846.47
Bishops Lydeard/Cothelstone	950.22	1,108.59	1,266.96	1,425.33	1,742.07	2,058.81	2,375.55	2,850.66
Bradford on Tone	947.81	1,105.78	1,263.74	1,421.71	1,737.65	2,053.59	2,369.52	2,843.43
Burrowbridge	948.17	1,106.19	1,264.22	1,422.25	1,738.31	2,054.36	2,370.42	2,844.50
Cheddon Fitzpaine	942.48	1,099.56	1,256.64	1,413.72	1,727.88	2,042.05	2,356.21	2,827.45
Chipstable	944.82	1,102.29	1,259.76	1,417.23	1,732.17	2,047.11	2,362.05	2,834.46
Churchstanton	949.59	1,107.85	1,266.12	1,424.38	1,740.91	2,057.44	2,373.97	2,848.76
Combe Florey	946.17	1,103.86	1,261.56	1,419.25	1,734.64	2,050.03	2,365.42	2,838.51
Comeytrove	943.15	1,100.35	1,257.54	1,414.73	1,729.11	2,043.50	2,357.88	2,829.46
Corfe	947.77	1,105.73	1,263.69	1,421.65	1,737.57	2,053.50	2,369.42	2,843.30
Creech St Michael	947.34	1,105.23	1,263.12	1,421.01	1,736.79	2,052.57	2,368.35	2,842.03
Durston	941.90	1,098.89	1,255.87	1,412.85	1,726.82	2,040.79	2,354.75	2,825.70
Fitzhead	956.06	1,115.41	1,274.75	1,434.09	1,752.78	2,071.47	2,390.16	2,868.19
Halse	943.44	1,100.68	1,257.92	1,415.16	1,729.64	2,044.12	2,358.60	2,830.31
Hatch Beauchamp	946.70	1,104.49	1,262.27	1,420.05	1,735.62	2,051.19	2,366.76	2,840.11
Kingston St Mary	944.02	1,101.36	1,258.70	1,416.03	1,730.71	2,045.38	2,360.05	2,832.06
Langford Budville	946.45	1,104.19	1,261.94	1,419.68	1,735.16	2,050.64	2,366.13	2,839.35
Lydeard St Lawrence/Tolland	946.62	1,104.39	1,262.16	1,419.93	1,735.47	2,051.01	2,366.55	2,839.86
Milverton	948.00	1,106.00	1,264.00	1,422.00	1,738.00	2,054.00	2,370.00	2,844.00
Neroche	945.77	1,103.40	1,261.03	1,418.66	1,733.91	2,049.17	2,364.43	2,837.31
North Curry	949.89	1,108.20	1,266.52	1,424.83	1,741.46	2,058.09	2,374.72	2,849.66
Norton Fitzwarren	955.61	1,114.88	1,274.15	1,433.42	1,751.95	2,070.49	2,389.03	2,866.83
Nynehead	952.14	1,110.82	1,269.51	1,428.20	1,745.58	2,062.96	2,380.34	2,856.41
Oake	944.68	1,102.12	1,259.57	1,417.02	1,731.91	2,046.80	2,361.70	2,834.04
Otterford	935.19	1,091.05	1,246.92	1,402.78	1,714.51	2,026.24	2,337.97	2,805.56
Pitminster	948.67	1,106.78	1,264.89	1,423.00	1,739.22	2,055.44	2,371.67	2,846.00
Ruishton/Thornfalcon	948.21	1,106.24	1,264.27	1,422.31	1,738.38	2,054.44	2,370.51	2,844.62
Sampford Arundel	958.33	1,118.05	1,277.77	1,437.49	1,756.94	2,076.38	2,395.82	2,874.99
Staplegrove	944.53	1,101.95	1,259.37	1,416.80	1,731.64	2,046.48	2,361.33	2,833.59
Stawley	947.49	1,105.40	1,263.32	1,421.23	1,737.06	2,052.89	2,368.72	2,842.46
Stoke St Gregory	946.31	1,104.03	1,261.75	1,419.46	1,734.90	2,050.34	2,365.77	2,838.93
Stoke St Mary	945.01	1,102.51	1,260.01	1,417.51	1,732.51	2,047.51	2,362.51	2,835.02
Taunton	937.13	1,093.32	1,249.51	1,405.70	1,718.08	2,030.46	2,342.83	2,811.40
Trull	944.25	1,101.63	1,259.00	1,416.38	1,731.13	2,045.88	2,360.63	2,832.75
Wellington	947.10	1,104.95	1,262.80	1,420.65	1,736.35	2,052.05	2,367.75	2,841.30
Wellington Without	946.31	1,104.03	1,261.74	1,419.46	1,734.90	2,050.33	2,365.77	2,838.92
West Bagborough	943.12	1,100.31	1,257.49	1,414.68	1,729.05	2,043.43	2,357.80	2,829.36
West Buckland	947.18	1,105.05	1,262.91	1,420.77	1,736.50	2,052.23	2,367.95	2,841.55
West Hatch	946.13	1,103.82	1,261.50	1,419.19	1,734.57	2,049.95	2,365.32	2,838.39
West Monkton	954.05	1,113.06	1,272.07	1,431.07	1,749.09	2,067.11	2,385.12	2,862.15
Wiveliscombe	947.69	1,105.64	1,263.59	1,421.54	1,737.43	2,053.33	2,369.23	2,843.07

## PARISH PRECEPTS 20011/20012

A1

Shaded figures represent indicative figures only

	Precept 2011/12	Tax Base 2011/12
	£	
Ash Priors	0	78.84
Ashbrittle	1,800	97.37
Bathealton	500	88.08
Bishops Hull	22,000	1,075.48
Bishops Lydeard/Cothelstone	25,185	1,116.85
Bradford on Tone	5,500	290.50
Burrowbridge	4,000	205.44
Cheddon Fitzpaine	7,000	639.63
Chipstable	1,850	128.01
Churchstanton	7,250	335.61
Combe Florey	2,000	121.40
Comeytrowe	25,000	2,092.08
Corfe	2,500	132.48
Cotford St Luke	15,000	800.55
Creech St Michael	17,250	946.10
Durstun	600	59.57
Fitzhead	3,860	123.27
Halse	1,750	141.39
Hatch Beauchamp	4,500	260.51
Kingston St Mary	6,000	452.76
Langford Budville	4,000	236.73
Lydeard St Lawrence/Tolland	3,500	204.07
Milverton	11,500	598.41
Neroche	4,000	251.93
North Curry	16,500	748.27
Norton Fitzwarren	25,130	820.30
Nynehead	4,000	157.34
Oake	4,750	333.62
Otterford	0	170.04
Pitminster	9,279	458.91
Ruishon/Thornfalcon	12,000	614.50
Sampford Arundel	4,600	132.51
Staplegrove	10,000	713.43
Stawley	2,400	130.08
Stoke St Gregory	6,500	389.61
Stoke St Mary	3,008	204.23
Trull	14,000	1,029.79
Wellington	83,693	4,683.53
Wellington (Without)	5,050	302.74
West Bagborough	2,000	168.06
West Buckland	8,000	444.62
West Hatch	2,330	141.96
West Monkton	31,599	1,116.84
Wiveliscombe	21,000	1,119.67
Total Parish Precepts	442,384	24,357.11
Taunton	46,820	16,033.53
Grand Total	489,204	40,390.64

# Taunton Deane Borough Council

## Executive - 10 February 2011

### Improvements to Goodland Gardens and Town Bridge, Taunton

#### Report of the Strategic Director and the Project Taunton Director

(This matter is the responsibility of Executive Councillor Norman Cavill)

#### 1. Executive Summary

Project Taunton has instigated a scheme to greatly improve the pedestrian movement along the banks of the River Tone between The Brewhouse Theatre and Goodland Gardens and linking into the new Castle Green public realm scheme and museum. This includes the formation of a new direct pedestrian route across the existing listed Town Bridge and greatly needed improvements to the dated hard landscaped area to the rear of Debenhams.

#### 2. Background

- 2.1 One of the purposes of Project Taunton is to put the River Tone back at the heart of the town.
- 2.2 The connection of the river walkway from the Brewhouse across the Tone Bridge is currently not very visible and leads by the side of Debenhams into an unattractive paved area with a number of different levels due to the flood defence requirements which make access difficult for the less able or those with pushchairs.

#### 3. Details

- 3.1 The purpose of the report is to outline the proposed improvements prior to a planning application being submitted. The plan of the works is attached and a full presentation of these will be made at the meeting of the Executive.
- 3.2 The purpose of the works is to make the connection between the River Tone walkway from the Town Bridge into Goodland Gardens much more visible. This entails taking some panels out from the Town Bridge to allow access and creation of a ramped walkway down into the gardens which will be fully accessible for wheelchairs and those with prams or pushchairs. The whole paved area behind Debenhams will also be upgraded and will include activity areas for skateboarding.



#### **4. Procurement and Delivery**

- 4.1 The scheme is being designed by Taunton based Landscape Architects Swan Paul Partnership under their current commission to work on the river corridor. Swan Paul Partnership won this commission in an open tender competition. The Structural Engineer is Phillips Consulting another Taunton based practice who are directly employed as the value of their commission is under the competitive tender threshold.
- 4.2 The main contract works will be carried out by a contractor with specialist experience of the construction of bridges and the delivery of high quality public realm schemes. The client will advertise this opportunity to potential contractors interested in carrying out this scheme on the Council's and Project Taunton's web site.
- 4.3 Contractors will be subject to financial and Health and Safety checks to ensure they are credible tenderers. The value of the works is considerably under any OJEU limits so the works will be traditionally tendered to a short list of five contractors.
- 4.4 It is envisaged that that the works will be contracted using a JCT Minor works contract. Suitable warranties for both the design and works will be procured as necessary.
- 4.5 Where appropriate the principles of the Taunton Protocol will be imposed, that is the use of local employment, materials, suppliers and signing up to the Considerate Contractors Scheme.

#### **5. Finance Comments**

- 5.1 A budget of £300,000 has been allocated against this scheme from Growth Points Funding (Executive – 14 July 2010) and will include all fees, planning costs and physical construction costs (estimated at £250,000).
- 5.2 The works are programmed to be submitted for planning in February 2011 with construction commencing in April and completed by the end of August 2011.

#### **5. Legal Comments**

- 5.1 Planning permission for these works are required so the scheme is subject to planning. Approval for the works has been secured from English Heritage for the alterations to the Town Bridge and from Somerset Highways for the safety on the highway aspect. All the necessary contract procedures will be followed as set out in this report

#### **6. Links to Corporate Aims**

6.1 These works are part of Project Taunton and linked to the Corporate Aim “Regeneration”

## **7. Environmental and Community Safety Implications**

7.1 Environmental implications – the Taunton Protocol will be applied as relevant to the works as detailed above.

7.2 Community Safety – the improvement to this area should make it an area that is better used and overcomes some of the perception of lack of safety the area currently has.

## **8. Equalities Impact**

8.1 The works will improve physical access to the area. The impact on other equality issues has been considered but none are identified.

## **9. Risk Management**

9.1 Risk management of the construction and Health and Safety considerations will be picked up in the tender process.

## **10. Partnership Implications**

10.1 There are no partnership implications to this project.

## **11. Recommendations**

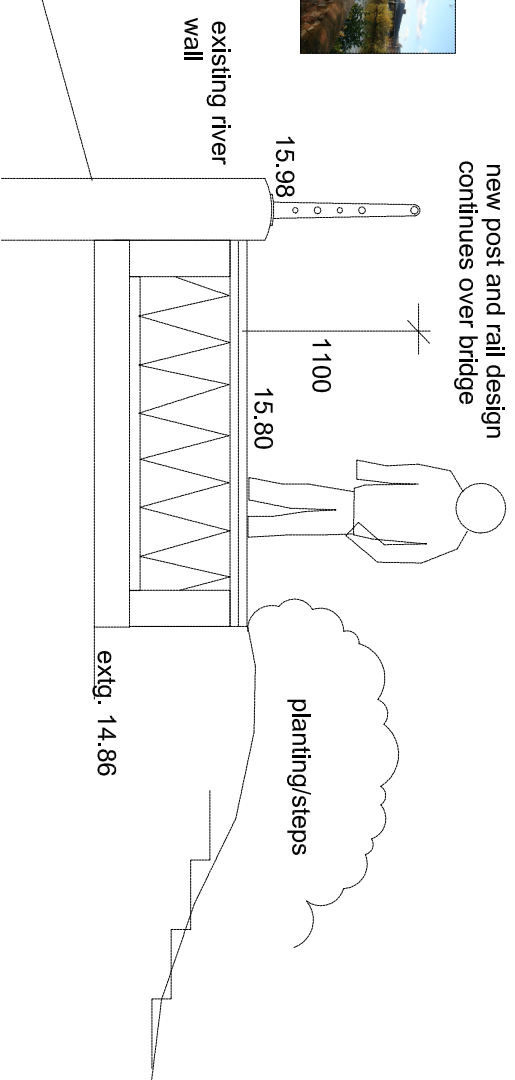
11.1 The Executive is asked to approve the plans for the improvement of this area.

**Contact:** Joy Wishlade  
Tel: 01823 356403  
Email: [j.wishlade@tauntondeane.gov.uk](mailto:j.wishlade@tauntondeane.gov.uk)





new post and rail design continues over bridge



WEST BALUSTRADE & RAISED WALKWAY 1:25

Option A, 25m span

Option B, 16m span with connecting decks/abutments

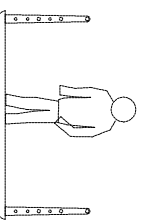
Balustrade design continues along raised walkway/river wall



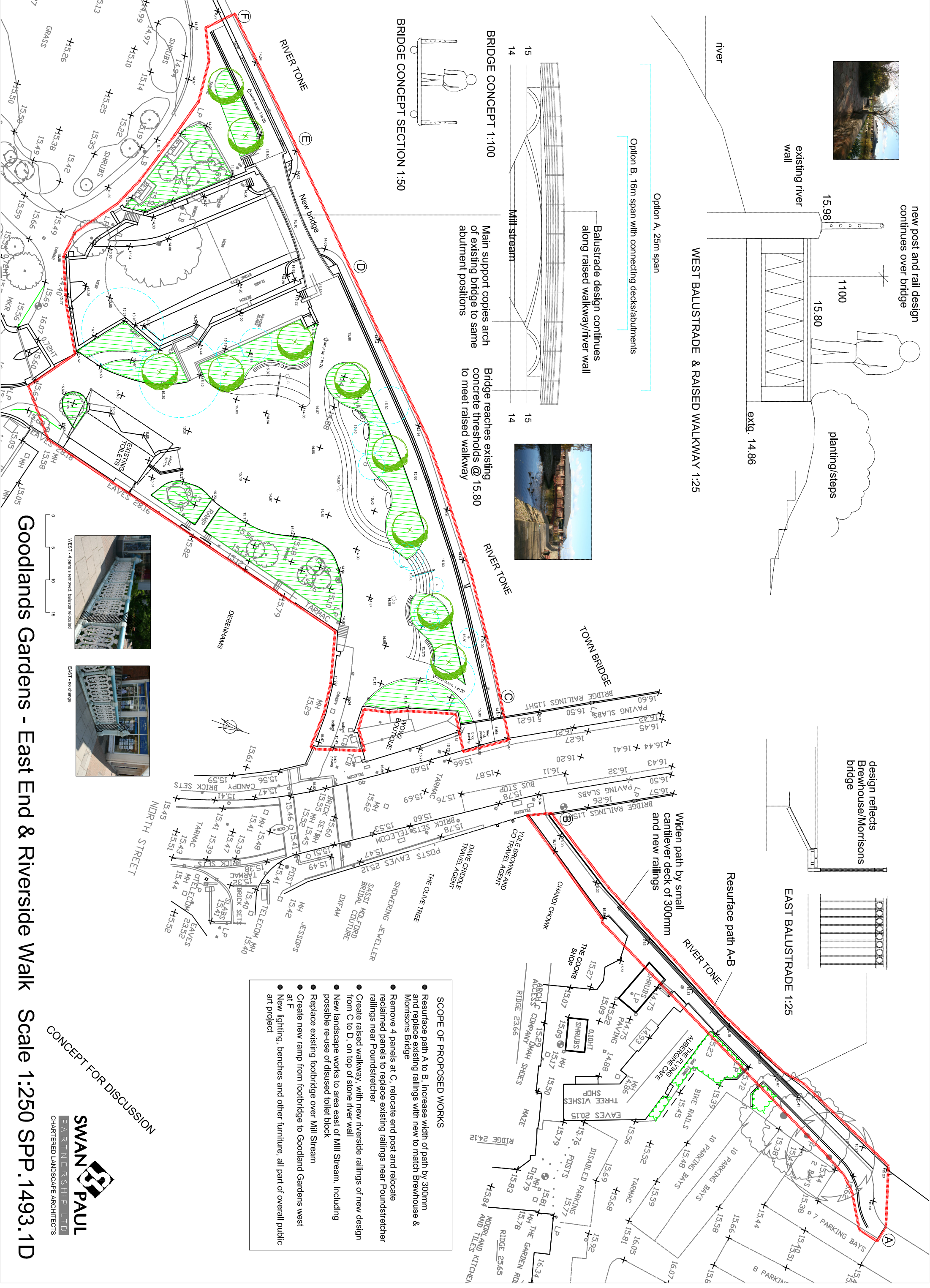
Bridge reaches existing concrete thresholds @ 15.80 to meet raised walkway

Main support copies arch of existing bridge to same abutment positions

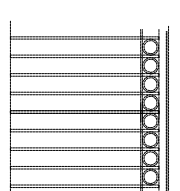
BRIDGE CONCEPT 1:100



BRIDGE CONCEPT SECTION 1:50



design reflects Brewnhouse/Morrison's bridge



EAST BALUSTRADE 1:25

Resurface path A-B

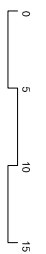
Widen path by small cantilever deck of 300mm and new railings

- SCOPE OF PROPOSED WORKS**
- Resurface path A to B, increase width of path by 300mm and replace existing railings with new to match Brewnhouse & Morrison's Bridge
  - Remove 4 panels at C, relocate end post and relocate reclaimed panels to replace existing railings near Poundstretcher railings near Poundstretcher
  - Create raised walkway, with new riverside railings of new design from C to D, on top of stone river wall
  - New landscape works to area east of Mill Stream, including possible re-use of disused toilet block
  - Replace existing footbridge over Mill Stream
  - Create new ramp from footbridge to Goodland Gardens west at F
  - New lighting, benches and other furniture, all part of overall art project



WEST - 4 panels removed, balustrade reduced

EAST - no change



Goodlands Gardens - East End & Riverside Walk Scale 1:250 SPP. 1493.1D

CONCEPT FOR DISCUSSION

**SWAN PAUL**

PARTNERSHIP LTD  
CHARTERED LANDSCAPE ARCHITECTS

**16/03/2011, Report:Review of Essential Users and Car Allowances**

Reporting Officers:Martin Griffin

**16/03/2011, Report:Quarterly Corporate Performance/Finance Update (Quarter 3)**

Reporting Officers:Dan Webb

**16/03/2011, Report:Review of Choice Based Lettings Scheme**

Reporting Officers:Stephen Boland

**16/03/2011, Report:Treasury Management Strategy Statement**

Reporting Officers:Maggie Hammond

**16/03/2011, Report:Development opportunity at Tangier, Taunton**

Reporting Officers:Joy Wishlade

**13/04/2011, Report:Taunton Town Centre Supplementary Planning Document**

Reporting Officers:Tim Burton

**15/06/2011, Report:Core Strategy and Infrastructure Delivery Plan**

Reporting Officers:Ralph Willoughby-Foster

**14/09/2011, Report:Update report - Into Somerset Partnership**

Reporting Officers:David Evans